



MILLENNIUM DEVELOPMENT AUTHORITY, MiDA PRE-PROPOSAL CONFERENCE

Access Project

Customer Outreach, Facilitation Assistance for New Connections and Normalization of Services

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(Manager, ACCESS PROJECT)

APRIL 9, 2019

OUTLINE OF PRESENTATION

- COMPACT OVERVIEW
- COMPACT PROJECTS
- ACCESS PROJECT
- OBJECTIVE OF THE ASSIGNMENT
- SCOPE OF SERVICES
- DELIVERABLES AND SCHEDULES
- PAYMENT STRUCTURE
- PERSONNEL REQUIREMENT
- EVALUATION CRITERIA
- INSTITUTIONAL ARRANGEMENTS

OVERVIEW OF COMPACT

Compact II (Power Compact):

- ❑ On August 5, 2014, the GoG and the USA acting through the Millennium Challenge Corporation (“MCC”) entered into a Millennium Challenge Compact.
- ❑ Under the Compact, MCC is providing funding to the GoG in an amount not to exceed (US\$ 498,200,000) to develop the Power Sector in Ghana.

Compact Goal.

The goal of the Compact is to reduce poverty through economic growth in Ghana

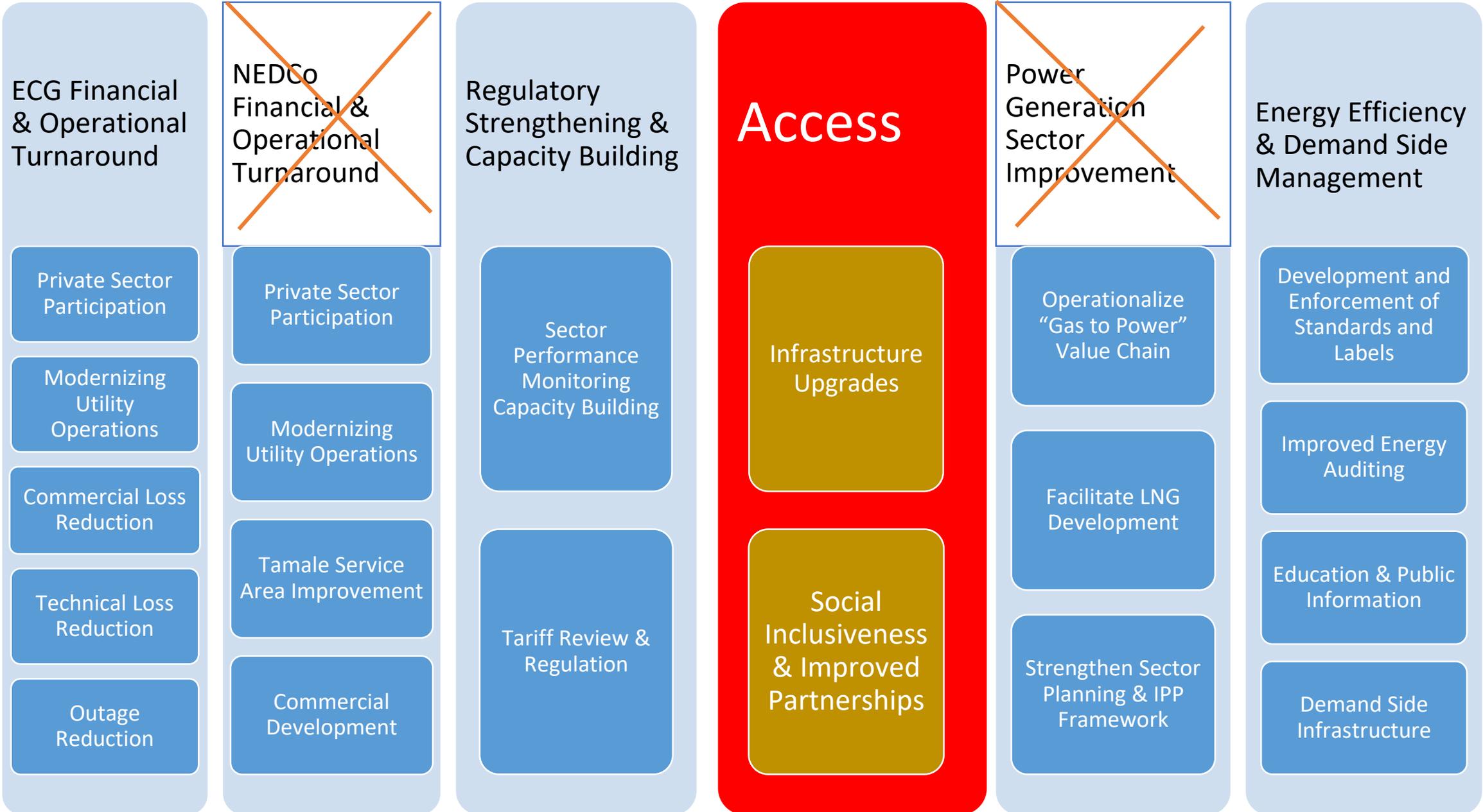
Objectives

- ❑ Increase private sector investment, productivity, and profitability of micro, small, medium and large scale businesses;
- ❑ Increase employment opportunities for men and women; and
- ❑ Raise earning potential from self-employment and improved outcomes for men and women.

Compact Duration: Five (5) years from EIF

EIF date: September 6, 2016

COMPACT PROJECTS & ACTIVITIES



Access Project – Proposed Interventions and Scope

OBJECTIVES OF THE ACCESS PROJECT

- ❑ Improve access to **reliable, safe and legal** electricity connections among Micro, Small and Medium Enterprises (MSME) in selected Markets and Economic Enclaves (M&EEs).
- ❑ Increase the number of new connections for MSMEs in targeted areas by **reducing barriers** to obtaining legal connections; and
- ❑ Strengthen partnerships, and improve coordination and collaboration among relevant institutions(MSMEs, MMDAs and the Utilities).

ACCESS INFRASTRUCTURE AUDIT



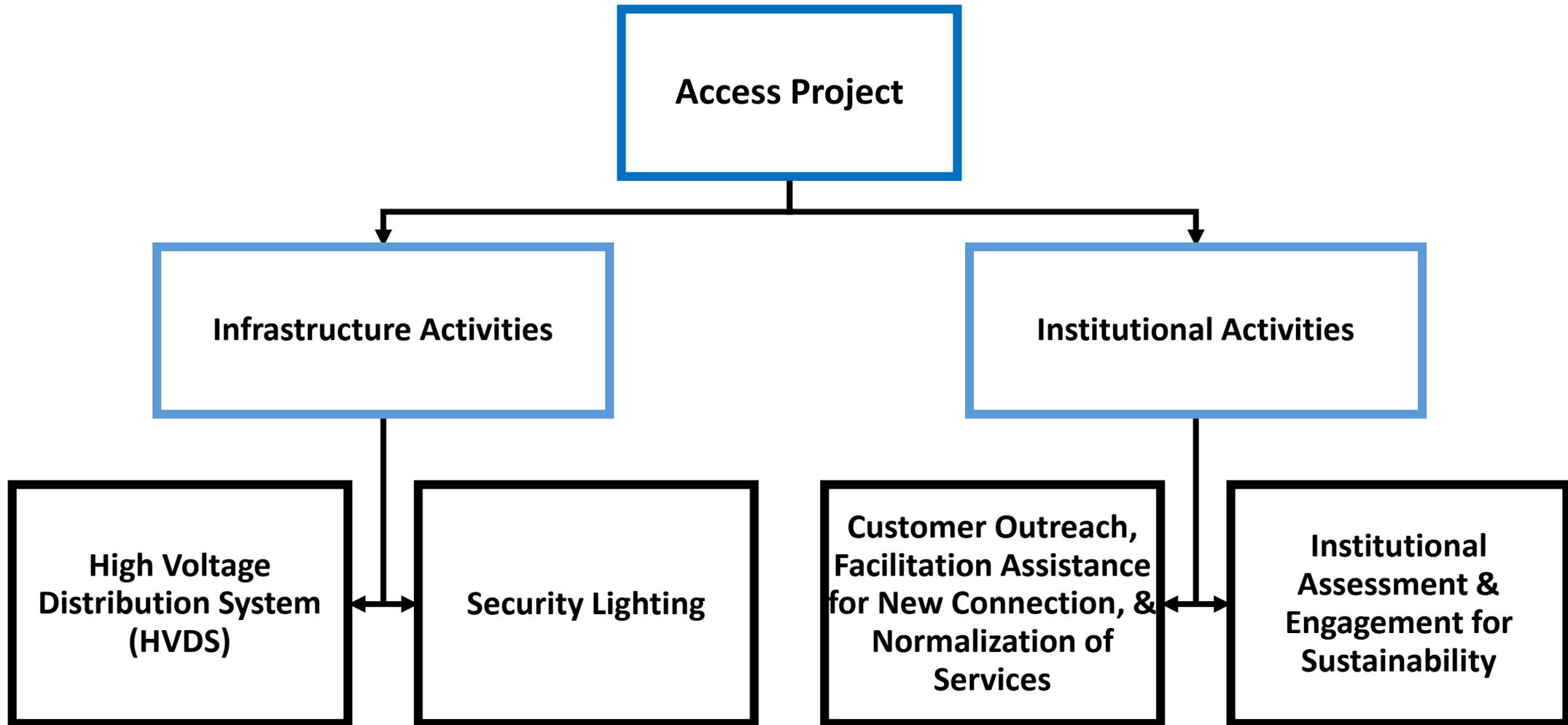
- Varying degree of aging internal wirings exposed to physical damage.
- Aging distribution transformers and LV infrastructure, that suffer from inadequate safety clearances, sagging lines, and vulnerable to faults and thefts.

ACCESS INFRASTRUCTURE AUDIT



Poor visibility in market

ACCESS PROJECT STRUCTURE



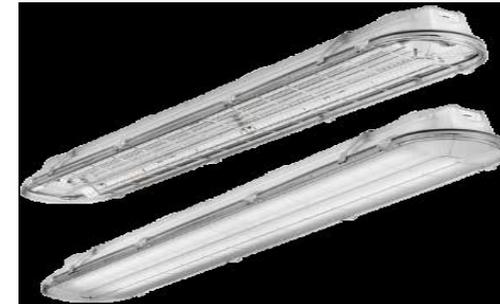
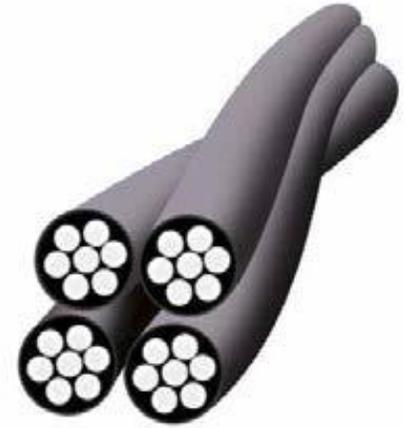
ACTIVITY DESCRIPTIONS

- **High Voltage Distribution System (HVDS) Sub-activity:**

- ❑ Addition of multiple new distribution transformers to shorten LV circuit lengths and improve voltage quality;
- ❑ Replacement of legacy LV circuits with new, aerial-bundled cable (ABC) conductor to reduce safety concerns and improve current carrying capacity of the circuits; and
- ❑ Replacement and expansion of metering and service installations to all shops and stalls in each M&EE

- **Security Lighting Sub-activity:**

- ❑ Installation of new pole- and façade-mounted light emitting diode (LED) lighting units to address these deficiencies, which will take advantage of, and link with the proposed HVDS investments.



ACTIVITY DESCRIPTIONS

❑ Customer Outreach, Facilitation Assistance for New Connections and Normalization of Services Sub-activity

- Intended to correct the gaps in legal connections including rectifying customer data errors and omissions;
- Provide facilitation assistance to support and accelerate the process of connecting new customers;
- Improve coordination among project stakeholders to jointly identify and resolve institutional challenges and bottlenecks that impede effective and efficient delivery of electricity services.

❑ Institutional Assessment & Engagement for Sustainability Sub-activity:

- Undertaken through a separate consultancy, and is intended to propose solutions to shortcomings in the arrangements and responsibilities in the installation, operation and maintenance of security lighting in the M&EEs;
- Help ensure improved service delivery and sustainability of the Security Lighting to be installed in the M&EEs selected for project interventions.

PROJECT SCOPE AND LOCATION

■ Eight (8) M&EEs in **Accra** and **Tamale** have been selected for project intervention.

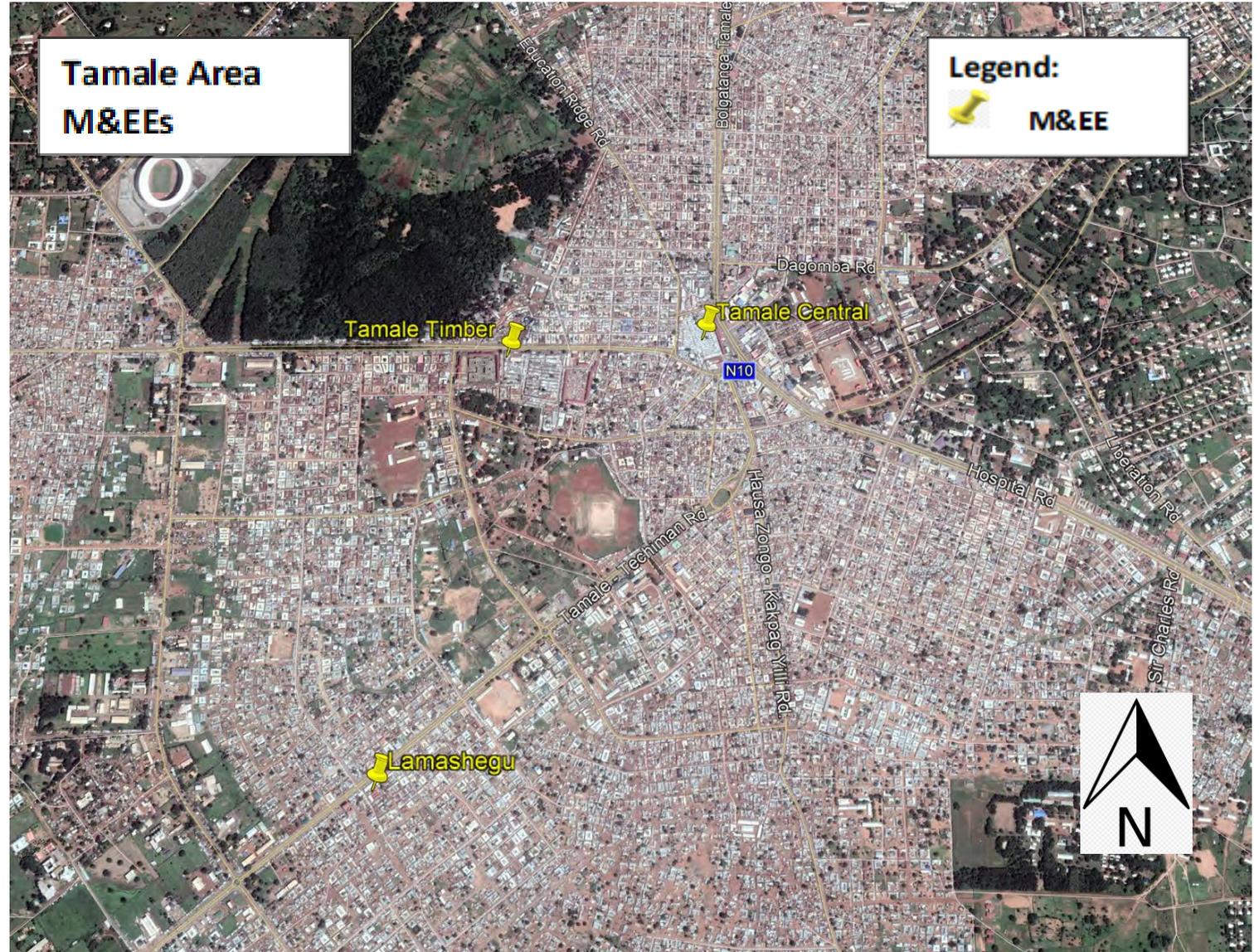
■ Additional two (2) M&EEs, each in Accra and Tamale, have been included as **options** to be considered for implementation at the discretion of MiDA.

■ A total of **7** M&EEs are located in Accra and **3** M&EEs in Tamale

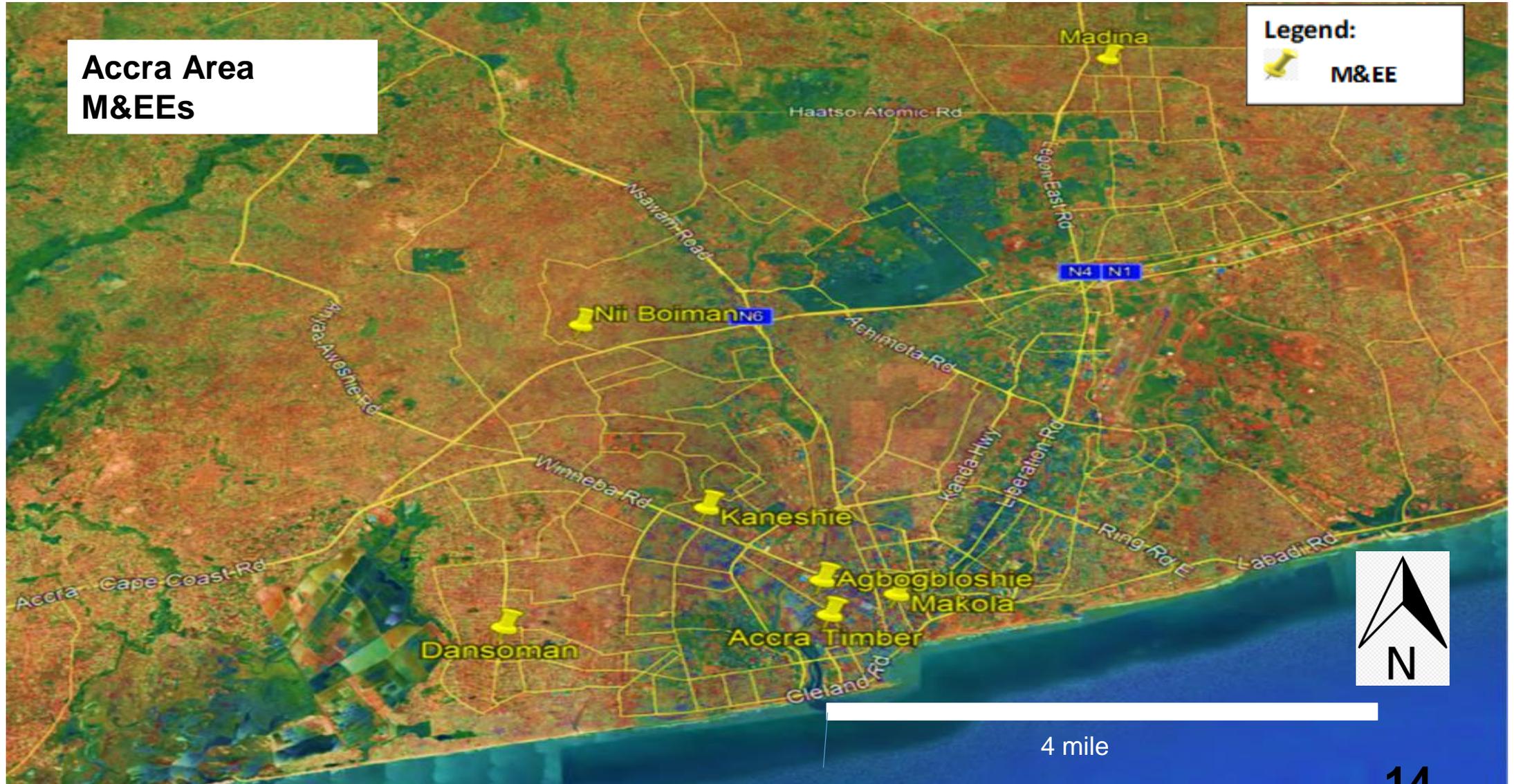
■ Total of **10,973** beneficiary MSMEs in the ten (10) M&EEs (base – **10,360** and option - **613**)

#	Selected M&EE	Location	Management	MMDA
1	Accra Timber	Accra Central	Local Assembly	AMA
2	Agbogbloshie I	Accra Central	Local Assembly	AMA
3	Dansoman Market	Dansoman, Accra	Private	AbWMA
4	Kaneshie Market	Kaneshie, Accra	Private	AMA
5	Madina Market	Madina	Local Assembly	LaNMMA
6	Makola Market	Accra Central	Local Assembly	AMA
7	Nii Boiman Market	Nii Boiman, Accra	Local Assembly	AbNMA
8	Tamale Central Mkt	Tamale	Local Assembly	TaMA
9	Tamale Timber	Tamale	Local Assembly	TaMA
10	Lamashegu Market	Tamale	Local Assembly	TaMA

PROJECT SCOPE AND LOCATION



PROJECT SCOPE AND LOCATION



Customer Outreach, Facilitation Assistance
for New Connections and Normalization of
Services Consultancy

PURPOSE AND OBJECTIVE OF THE ASSIGNMENT

The '*Customer Outreach, Facilitation Assistance for New Connections and Normalization of Services*' is aimed at strengthening and complementing the infrastructure activity in order to realize the overall objective of the Access Project.

- ❑ Parts of this work will be carried out concurrently with construction of the HVDS infrastructure intervention.

- ❑ The activity has three (3) distinct, but related components which include:
 - (i) Customer Outreach Campaign and Census,
 - (ii) Facilitation Assistance for New Connections and Normalization of Services, and
 - (iii) Coordination of Stakeholders for Sustainability and Improved Service Delivery.

PURPOSE AND OBJECTIVE OF THE ASSIGNMENT

- *The assignment is programmed to:*
 - ❑ inform MSMEs on the process of project implementation and raise awareness about the importance of legal electricity connection to MSMEs and the communities at large;
 - ❑ provide facilitation services to MSMEs;
 - ❑ increase and accelerate the process of establishing new formal connections;
 - ❑ ensure that existing connections are as quickly and effectively re-established as possible;
 - ❑ provide training on the use of new HVDS infrastructure; and
 - ❑ promote measures that would ensure the sustainability of HVDS intervention and identify ways to resolve institutional challenges and bottlenecks to improved electricity service delivery in the M&EEs.

SCOPE OF SERVICES

- **Specific Tasks and Key Components include:**

- Task 1: Kick-off Meeting, Inception Workshop and Report, and Formation a Working Group

- Task 2: Customer Outreach and Community Engagement

- Task 3: Customer Census

- Task 4: Facilitation Assistance for New Connections and Normalization of Services

- Task 5: Stakeholder Coordination

- Task 6: Additional Requirements

SCOPE OF SERVICES

- **Task 1: Kick-off Meeting, Inception Workshop and Report, and Formation a Working Group**

Purpose/Issues/context:

- ❑ Organize and conduct kick-off workshops separately for M&EEs in Accra and Tamale.
- ❑ Conduct stakeholder engagement (Inception Workshop) with each of the Utilities (PDS and NEDCo) and other key stakeholder groups associated with the intervention.
- ❑ Present the project, its objectives, anticipated results and activities.
- ❑ Discuss project timelines and clarify roles and responsibilities.
- ❑ Undertake meetings with key stakeholders to develop relationships.
- ❑ Establish a working groups to oversee program implementation, review progress and help to resolve any challenges which may threaten the smooth implementation of the project.

SCOPE OF SERVICES

- **Task 2: Customer Outreach and Community Engagement**

Purpose/Issues/context:

- Disseminate relevant information about the project activities and the intended goal.
- Raise awareness and educate vendors about the required processes and procedures for normalization of electricity services and getting new connections to the grid.
- Work closely with the MiDA, HVDS Contractor, PDS and NEDCo to perform the task and its components.
- Create better understanding of the purpose and benefits of the Access Project among key stakeholders, especially vendors in the target markets and economic enclaves.
- Create community buy-in and support for the project and normalization of services without disruption.

SCOPE OF SERVICES

- **Task 3: Customer Census**

Purpose/Issues/context:

- Consultant will work closely with MiDA and each Utility (PDS or NEDCo) to develop a census plan
- The census plan should provide a consistent and comparable set of data for M&E purposes.
- The census is intended to identify all existing registered (i.e., metered) customers, all nonregistered users (illegal & informal) and potential new customers in each selected M&EE
- Vendors who are located in sheds will be exempted from the census as they do not meet requirements for registered connection.

SCOPE OF SERVICES

- **Task 4: Facilitation Assistance for New Connections and Normalization of Services**

Purpose/Issues/context:

- The task consists of two sub-tasks: (i) Facilitation Assistance for Normalization of Services and (ii) Facilitation Assistance for New Connections.
- Processes of converting an unregistered consumer of electric power to a formal, registered customer of the electric distribution utility
- Ensure that service connections of registered consumers are properly installed and anomalies in customer records are corrected to achieve appropriate connection standards that ensure integrity of service.
- Provide services to assist pending applicants to overcome existing barriers to registered connections.
- Barriers to registered connections may include financial constraints, difficulties in completing the appropriate forms and fulfilling other key administrative steps required , and long waiting times at offices of PDS and NEDCo during the application processes.

SCOPE OF SERVICES

- **Task 4: Facilitation Assistance for New Connections and Normalization of Services (Cont'd)**

Purpose/Issues/context:

- ❑ Consultant will work directly with PDS and NEDCo to ensure that the customer is activated in the customer information system, and follow up to make sure the new connections are functioning correctly.
- ❑ This intervention will be carried out in an actively gender-sensitive and inclusive manner, and with a specific focus on assisting women MSMEs (or otherwise vulnerable populations) to overcome existing hurdles to establishing a registered connection.
- ❑ ***The Consultant will establish a temporary onsite presence in each selected M&EE, up to the completion of Construction Works, to provide assistance to M&EE vendors who require assistance to register with PDS or NEDCo.***
- ❑ The Task will be carried out in close coordination with the infrastructure (HVDS and SL) activity

SCOPE OF SERVICES

• Task 5: Stakeholder Coordination

Purpose/Issues/context:

- ❑ The Consultant will work closely with MiDA and the key stakeholders to further assess pending project risks and unknowns and facilitate agreements and strategic and operational planning to manage project risks.
- ❑ Organize and carry-out gender equitable Multi-Stakeholder Coordination Activities focused on the electricity-access-related issues relevant to each M&EE.
- ❑ Generate and further refine the root causes and constraints to access
- ❑ Identify coordination gaps between the Access Project stakeholders
- ❑ Facilitate the clarification of roles and responsibilities
- ❑ Identify priority areas for greater coordination and strengthen the effectiveness of coordination mechanisms
- ❑ Support joint planning efforts to build the overall organizational capacity of the stakeholders involved, to more precisely identify and effectively coordinate to resolve access-related issues

SCOPE OF SERVICES

- **Task 6: Additional Requirements**

Purpose/Issues/context:

- In consultation with MiDA M&E, the Consultant will develop a simple M&E Plan to guide in the monitoring and reporting of performance of key tasks and activities.
- Reporting to MiDA on the performance indicators and targets in the plan shall be done quarterly
- The Consultant shall submit monthly operational status report that covers:

DELIVERABLES AND SCHEDULES

Project Delivery Schedule

Deliverables	Deliverables	Draft Deliverable Timeline (Weeks after commencement of Services)	Final Deliverable Timeline (Weeks after commencement of Services)
Task 1: Project Inception			
Deliverable 1	Kick-Off Meeting Notes	3 weeks	5 weeks
Deliverable 2	Inception Workshop	6 weeks	8 weeks
Deliverable 3	Working Group and ToR	10 weeks	12 weeks
Task 2: Customer Outreach and Community Engagement			
Deliverable 4	Task 2.1: Customer Information and Outreach Program (CIOP)	8 weeks	10 weeks
Deliverable 5	Task 2.1: CIOP Completion Report	24 weeks	26 weeks
Task 3: Customer Census			
Deliverable 6	Task 3.1: Census Plan	18 weeks	20 weeks
Deliverable 7	Task 3.2: Census Completion Report	34 weeks	36 weeks
Task 4: Facilitation Assistance for Normalization of Services and New Connections			
Deliverable 8	Task 4.1: Normalization Plan	36 weeks	38 weeks
Deliverable 9	Task 4.2: Normalization Completion Report	82 weeks	84 weeks
Deliverable 10	Task 4.3: Facilitation Assistance Plan	30 weeks	32 weeks
Deliverable 11	Task 4.4: Facilitation Assistance Completion Report	70 weeks	72 weeks

DELIVERABLES AND SCHEDULES

Project Delivery Schedule –cont’d

Deliverables	Deliverable Submission Requirement	Draft Deliverable Timeline (Weeks after commencement of Services)	Final Deliverable Timeline (Weeks after commencement of Services)
Task 5: Stakeholder Coordination			
Deliverable 12	Task 5.1: Strategic Stakeholder Coordination Plan	20 weeks	22 weeks
Deliverable 13	Task 5.2: Strategic Stakeholder Coordination Completion report	54 weeks	56 weeks
Monthly Progress Reports			
Deliverable 14:	Customer Outreach, Normalization of Services and Facilitation Assistance monthly operational status report.	Starting at 10 weeks	Starting at 12 weeks
Monitoring and Evaluation Reporting			
Deliverable 15	Monitoring Evaluation Plan	13 weeks	15 weeks
Deliverable 16	Monitoring and Evaluation Reports		(7 Reports) Starting at the end of calendar quarter following the 12 weeks

PAYMENT STRUCTURE

Payment Schedule for Consultancy Services.

Deliverable Submission Requirement	Final Deliverable Timeline (Weeks after Commencement of Services)	Payment Timeline (Weeks after Commencement of Services)	Payment %
Deliverable 1: Kick-Off Meeting Notes	5 weeks	n.a	0
Deliverable 2: Inception Report	8 weeks	8 weeks	10
Deliverable 3: Working Group + ToR	12 weeks	12 weeks	0
Deliverable 4: Customer Information and Outreach Program (CIOP)	10 weeks	10 weeks	10
Deliverable 6: Census Plan	18 weeks	18 weeks	10
Deliverable 14: Customer Outreach, Normalization of Services and Facilitation Assistance monthly operational status report.	Starting at 12 weeks	n.a	0
Deliverable 15: Monitoring Evaluation Plan	15 weeks	n.a	0

PAYMENT STRUCTURE

Payment Schedule for Consultancy Services.

Deliverable Submission Requirement	Final Deliverable Timeline (Weeks after Commencement of Services)	Payment Timeline (Weeks after Commencement of Services)	Payment %
Deliverable 16: Monitoring and Evaluation Reports	(7 Reports) Starting at the end of calendar quarter following the 12 weeks	n.a	0
Deliverable 5: CIOP Completion Report	26 weeks	26 weeks	10
Deliverable 12: Strategic Stakeholder Coordination Plan	22 weeks	22 weeks	5
Deliverable 8: Normalization Plan	38 weeks	38 weeks	5
Deliverable 10: Facilitation Assistance Plan	32 weeks	32 weeks	5
Deliverable 7: Census Completion Report	36 weeks	38 weeks	10
Deliverable 13: Strategic Stakeholder Coordination Completion report	56 weeks	56 weeks	10
Deliverable 9: Normalization Completion Report	84 weeks	84 weeks	15
Deliverable 11: Facilitation Assistance Completion Report	72 weeks	72 weeks	10

PERSONNEL REQUIREMENT

- KP1-Project Manager/ Team Leader
- KP2-Consumer Normalization Specialist
- KP3-Community Engagement Specialist
- KP4-Institutional Coordination Specialist
- KP5-Communications Programming Specialist
- KP6-Database Manager
- SP1-Electrical Wiring Inspector(s)
- SP2-Community Liaisons/Facilitator(s)

EVALUATION CRITERIA

Organizational Capability and Experience

- Evidence of organizational capability and relevant experience in the execution of projects of a similar nature
- Experience as the Lead Consultant in the design and implementation of a work zone public information, education, and outreach campaign program.
- Experience as the Lead Consultant in the design of field surveys/census in Utility Customer Surveys/Census, including detailed knowledge of sample design methodologies.
- Experience as the Lead Consultant in conducting large-scale field studies that support programs associated with Customer Service Research and Engagement.
- Experience in planning and conducting consultations with stakeholders with different interests and at different levels. Experience in conducting public or town hall meetings would be rated.
- Demonstrated experience in an emerging market similar to Ghana

EVALUATION CRITERIA

Approach, Methodology, and Work Plan

- Proposed approach and methodology that demonstrates a clear understanding of the contract requirements and appreciation for the assignment contained in the ToR. The organization should demonstrate experience in the project area and indicate proven ability to implement projects.
- Program Management Plan (PMP).
- Proposed project organization and staffing providing a clear, logical and appropriate staffing pattern with responsibilities among different staff positions adequately defined in the ToR.
- Proposed solutions for addressing time and other constraints, and a fully developed Work Plan.

EVALUATION CRITERIA

Personnel Qualification

- Qualifications

- Educational Qualifications,
- Membership of Professional Organization, and
- Knowledge of English Language.

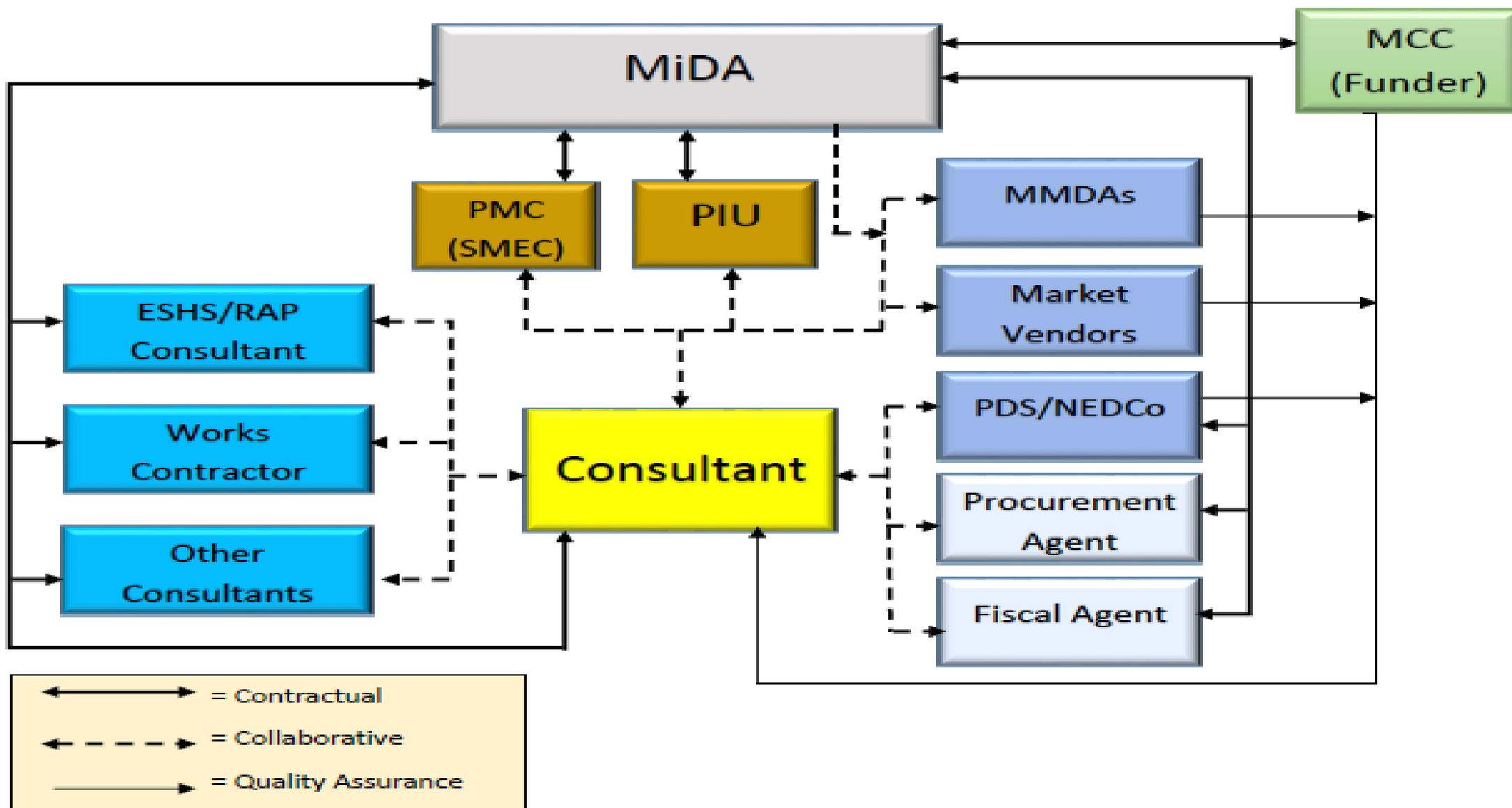
- Work Experience Relevant to the Assignment

- Demonstrated successful experience and past performance in accomplishment of similar projects.

- Developing Country experience

- Relevant work experience in sub-Saharan Africa and developing countries

INSTITUTIONAL ARRANGEMENTS





Millennium Development Authority (MiDA)

REQUEST FOR PROPOSALS

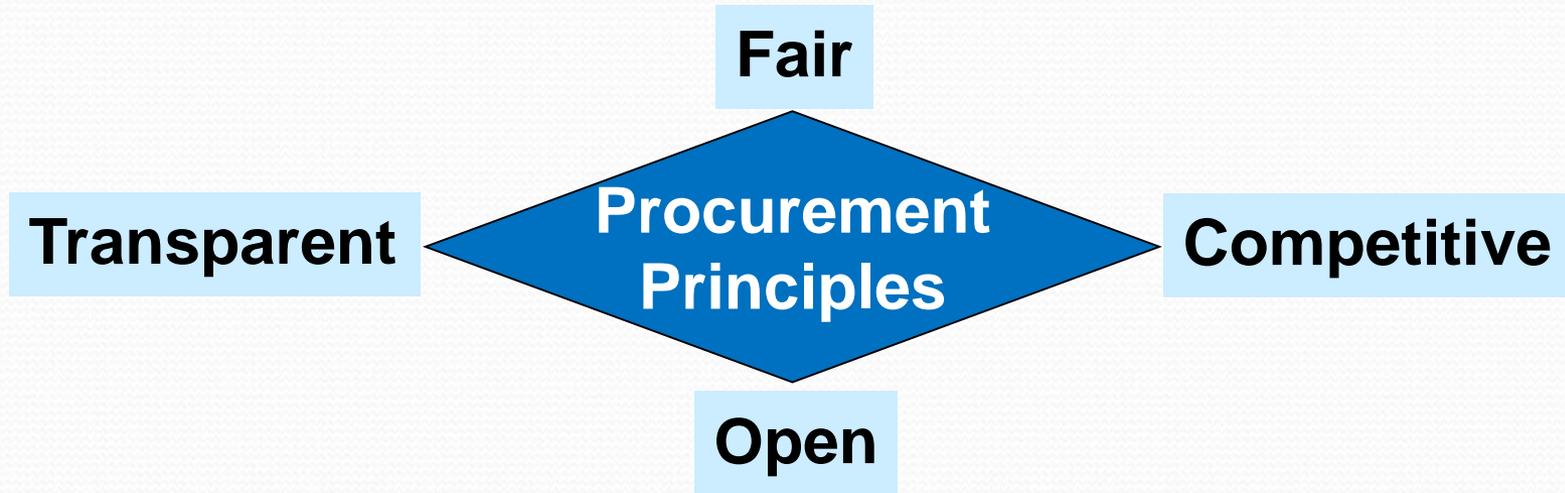
MCC STANDARD BIDDING DOCUMENT ADAPTED FROM IDA/WORLD BANK STANDARD DOCUMENTS BUT ADAPTED TO SUIT MCC.

REMEMBER THIS IS UNTIED AID AND COMPETITION IS OPEN WORLDWIDE.

IMPORTANT FOR INTERESTED BIDDERS TO READ THE RFP CAREFULLY AS THIS IS AN UPDATED VERSION EFFECTIVE FROM SEPTEMBER 2018.

IF IN DOUBT ON ANY ISSUE(S) ALWAYS ASK FOR CLARIFICATION BY THE ADVERTISED DEADLINE.

MiDA PROCUREMENT PRINCIPLES



- Procurement Agent to ensure integrity of the process
- Open competition wherever possible
- No geographic or national preferences
- Independent and suitably qualified Evaluation Panels
- MCC and MiDA Board of Directors approvals over certain thresholds
- Price Reasonableness Analysis
- Contractor Past Performance Reports
- Bid Challenge System (www.mida.gov.gh) and Debriefings

PART 1 - SECTION I

INSTRUCTIONS TO CONSULTANTS

READ CAREFULLY, AND IN PARTICULAR NOTE

CLAUSE 17

- Clearly mark your outside envelope/package with the name and reference for the assignment – also see Proposal Data Sheet;
- Ensure that the required number of your Technical and Financial Proposals are provided – also see Proposal Data Sheet;
- Ensure that the Technical and Financial Proposals are enveloped separately and also clearly marked with the name and reference for the assignment.

PART 1 - SECTIONS II AND III

Section 2 – The Proposal Data Sheet supersedes the related clauses from the Instructions to Consultants. Please also note that Proposals must be submitted no later than **15:00 hours Ghana time on 10TH MAY 2019.**

Section 3 – The Qualification and Evaluation Criteria shows the marks to be awarded for each category and you are required to obtain a total of 80 marks if you are to pass and enable your Financial Proposal to be opened and evaluated.

SECTION III - QUALIFICATION AND EVALUATION CRITERIA

There are now new Qualification Tables included in the RFP in Section 3.5 which cover:

3.5.1 Eligibility – Qualification and Eligibility, Conflict of Interest and Ineligibility and Debarment (Form TECH-1 and attachments).

3.5.2 Historical Contract Non-Performance – Pending Litigation (Form TECH-2 B).

3.5.3 Financial Situation – Historical Financial Performance, and Financial Resources (Forms TECH 2A, TECH-2B and TECH-4).

3.5.4 Experience – Organization Capability and Technical Experience (Forms TECH-3 and TECH-6), and General and Specific Experience (Form TECH-4).

The Consultant shall provide the information requested in the corresponding information sheets included in Section IV, Proposal Forms, to establish that the Consultant meets the requirements established.

SECTION III – QUALIFICATION AND EVALUATION CRITERIA

LEGAL STATUS - LETTER OF INCORPORATION WITH TECH-1

FINANCIAL CRITERIA - ACCOUNTS AND CREDIT FACILITIES TO EVIDENCE SUFFICIENT FINANCE TO COMPLETE THE CONTRACT.

LITIGATION CRITERIA – FOR CONTRACTS IN LAST 5 YEARS.

ORGANIZATIONAL CAPABILITY AND EXPERIENCE OF THE CONSULTANT – EVIDENCE OF SUCCESSFUL EXPERIENCE ON GENERAL AND SPECIFIC CONTRACTS RELATED TO THE ASSIGNMENT.

APPROACH, METHODOLOGY, AND WORK PLAN - RESPOND TO THE REQUIREMENTS OF THE TOR AND THE STATED CRITERIA

KEY PROFESSIONAL PERSONNEL – EDUCATIONAL QUALIFICATIONS, RELATED WORK EXPERIENCE, AND EXPERIENCE IN SUB-SAHARAN AFRICA/DEVELOPING COUNTRIES

SECTION III - QUALIFICATION AND EVALUATION CRITERIA

- Form TECH-2A. Financial Capacity of the Consultant
- The Consultant is required to provide information on its financial status. This requirement can be met by submission of one of the following:
 - *audited financial statements for the last three (3) years, supported by audit letters,*
 - *certified financial statements for the last three (3) years, supported by tax returns.*
 - *Evidence of financing dedicated for the implementation of the consulting services as attested by an authorized representative of the Consultant.*
- Failure to submit documents as evidence of financial capacity will result in the rejection of the Proposal.
- If the Proposal is submitted by a joint venture, all parties of the joint venture are required to submit their financial statements. The reports should be submitted in the order of the Associate's significance in the joint venture, greatest to least.

SECTION IV

Section IV A – The Technical Proposal Forms Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

Section IV B – The Financial Proposal Forms Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **FIN-1 to FIN-4** forms.

Please use separators between the various sections of your Proposals to ensure they are easy for the Technical Evaluation Panel to find and review. Also secure pen drives to avoid loss.

TECH FORM - PART 1

- **TECH-1** *Use the form and wording of the letter provided and attach Power of Attorney, Letter of Incorporation, Joint Venture or Association Agreements.*
- **TECH-2A** *Attach Audited or Certified Financial Statements for the last 3 years or evidence of financing dedicated for the implementation of the consulting services as attested by an authorized representative of the Consultant.*
- **TECH-2B** *Provide details of all current or past legal proceedings, litigation, arbitration, action claims investigations or disputes over the last five (5) years.*
- **TECH-3** *Provide the background and organization of your firm/entity, and each associate, your organization chart(s), and demonstrate your organizational capability and experience as well as capacity to field and provide experienced replacement personnel at short notice..*
- **TECH 4** *Provide information on all relevant general and specific assignments that your organization, and associates, have carried out relevant to the RFP/TOR – all MCC funded work must be included.*
- **TECH-5** *Each Consultant, and JV/Association member(s) must provide references about any and all MCC-funded contracts anywhere in the world (either direct or with an MCA-Entity) to which they have been a party as sole or Lead Consultant, affiliate, associate, subsidiary, sub-Consultant or any other role. Separate parts of the table to be completed for Contracts with MCC, and for Contracts with MCA-Entities.*

TECH FORMS - PART 2

- **TECH-6** *Description of your Technical Approach and Methodology, Work Plan, and Organization and Staffing for the assignment – show an understanding of the assignment, what you will do and how you will do it.*
- **TECH-7** *Present and justify any modifications or improvements to the TOR you are proposing to improve performance in carrying out the assignment.*
- **TECH-8** *List the name, organization, and area of expertise for the Key Personnel proposed as well as the position [for the Assignment, not their corporate position] and tasks assigned for the Assignment.*
- **TECH-9** *Provide the home and field staffing inputs for all Key and Non-Key Personnel (Support Staff).*
- **TECH-10** *Provide a list of all the main activities, deliverables and other milestones for the assignment.*
- **TECH-11** *Please ensure you follow the format of the CV provided. With regards the educational qualifications of personnel you must clearly indicate the year(s) of academic qualification. Also ensure that the number of years of experience for personnel is clearly detailed on the CV.*

FIN FORMS

- **FIN-1** *Use the form and wording of the letter provided and insert the relevant date and amount(s) in words and figures.*
- **FIN-2** *Insert the total fully loaded price in the relevant currency (US Dollars, or Ghanaian Cedi, or a combination of both).*
- **FIN-3** *Complete the Breakdown of Price by Activity (for each and every activity stated in the TOR) using fully loaded prices and listing/pricing each of the line item activities in the whole assignment.*
- **FIN-4** *Complete the Breakdown of Price by Remuneration giving home and field rates for all of the Key and Non-Key Personnel in forms TECH-8 and TECH-9 of your Proposal.*

PART 1 - SECTION V

Terms of Reference – Consultants should read these carefully as it provides, among others, details of:

- the Scope of Work required under this assignment,
- the Tasks, Deliverables, Payment Terms, and
- the Key and any Non-Key Personnel requirements and the required Level of Effort.

PART 2 – CONTRACT AGREEMENT

This is the new form of Contract Agreement that you will be required to sign so please read the terms and conditions carefully.

If you are in any doubt about any of the terms of Contract it is advisable to ask for clarification at this stage.

Note: The General Conditions of Contract and MCC Additional Provisions will not be changed.

PART 2 – CONTRACT AGREEMENT

Three new Annexures to the form of Contract:

ANNEX H – Compliance with Sanctions Certification Form

This form is to be completed by the Consultant and submitted together with the signed Contract Agreement, and subsequently thereafter on the last business day prior to the last day of each quarter (March 31, June 30, September 30, December 31) after the signature of an MCC-Funded Contract, for the duration of the Contract.

ANNEX I – Self-Certification Form

This self-certification declares that the Consultant will only procure goods and materials essential for the Contract, from suppliers that are free of forced and child labor and provide their direct workers with a safe and hygienic workplace, in compliance with the International Finance Corporation's Performance Standards on Environmental and Social Sustainability regarding labor standards and protections.

ANNEX J – Notice of Intent to Award

*In compliance with ITC 26.1, after the completion of the evaluation report and having obtained all the necessary approvals per the PPG, the MCA Entity shall send the Notice of Intent to Award to the successful Consultant. Delivery of the Notice of Intent to Award **shall not constitute the formation of a contract** between the MCA Entity and the successful Bidder. This merely formalizes the processes already in place.*

CLARIFICATION QUESTIONS AND RESPONSES

CLARIFICATION QUESTIONS MUST BE SENT BY E-MAIL NO LATER THAN CLOSE OF BUSINESS ON **12th APRIL 2019** TO:

paghana@charleskendall.com

and copy to

procurement@mida.gov.gh

YOU MUST USE THESE ADDRESSES TO SOLICIT A WRITTEN RESPONSE TO YOUR QUESTIONS INCLUDING THOSE RAISED AT THIS MEETING.

RESPONSES TO ALL QUESTIONS WILL BE ISSUED ALONG WITH THE MINUTES OF THE PRE-PROPOSAL MEETING NO LATER THAN 17:00 HOURS ON **18TH APRIL 2019**.

SUBMISSIONS

MiDA PROCUREMENT

4TH FLOOR HERITAGE TOWER

SUBMISSION FORM TO BE COMPLETED ON
TENDER BOX.

SUBMISSIONS DUE BY **15:00** HOURS GHANA TIME
ON **10TH MAY, 2019** . A PUBLIC OPENING
FOLLOWS IMMEDIATELY AFTER.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

COMMON CHALLENGES

- ❖ Clarification questions not asked by due date and time.
- ❖ Courier packages not clearly marked with activity title and RFP reference No..
- ❖ The cover, or Technical and Financial Proposal, envelopes not correctly marked, or not submitted in separately sealed envelopes, and CD's or pen drives not secured.
- ❖ Proposal submission form/letter (TECH-1) not signed.
- ❖ Power of Attorney not provided for the person given authority to sign the Proposal and/or negotiate and/or sign the resulting Contract.
- ❖ JV or Association documents not provided.
- ❖ Financial Statements for three (3) years frequently not provided.
- ❖ Firms respond to TORs stating they will do **what** the TOR requires but not explaining **how** they will carry out the assignment.
- ❖ Proposal does not address all of the line item evaluation criteria.
- ❖ References with up to date email addresses not provided for Bidder.
- ❖ CV's not in correct format and/or not signed.
- ❖ CV's not aligned to evaluation criteria nor clearly states the years of experience for your Key Personnel.



As always we are looking for compliance with all of the requirements of the RFP.

It is the responsibility of the Consultant to ensure that their Proposals are complete, compliant, and clear.

The Technical Evaluation Panel will not second guess your content or intentions.

Thank You.