



## SPECIFIC PROCUREMENT NOTICE MINISTRY OF FINANCE

### REQUEST FOR EXPRESSIONS OF INTEREST

#### CONSULTANT QUALIFICATION SELECTION (CONSULTING SERVICES – FIRM SELECTION)



**COUNTRY**  
**NAME OF PROJECT**

: Ghana  
 : Strengthening Institutional Capacity for Domestic Resource Mobilization and Economic Management Project

**LOAN/GRANT NO.**  
**CONTRACT NAME**

: 2100150042261/2100155040634  
 : Consultancy Services on six (6) Treasury and Debt Management Procurement Activities

#### BACKGROUND

The Government of the Republic of Ghana has received financing from the African Development Bank in the amount UA 5.3 million (US\$7.26 million) towards the cost of Strengthening Institutional Capacity for Domestic Resource Mobilization and Economic Management Project, and intends to apply part of the agreed amount for this loan to payments under the following contracts:

Lot	Description	Contract Number
1.	Consultancy Services to Build Capacity on Liquidity Forecast, Banking Arrangements and Operations for Treasury Management;	AFDB/MOF/SIC/DRM/EMP/CS/CQS/2021/06
2.	Consultancy services to enhance the cash management functions by enhancing the TSA operations, effective forecasting and cash management operations;	AFDB/MOF/SIC/DRM/EMP/CS/CQS/2021/05
3.	Consultancy Services for the filing/documentation of old loans	AFDB/MOF/SIC/DRM/EMP/CS/ICS/2021/02
4.	Consultancy Services (Firm) to Develop Standard Operating Procedures (SOPs) for the Treasury & Debt Management Division of Ministry of Finance;	AFDB/MOF/SIC/DRM/EMP/CS/CQS/2021/03
5.	Consultancy Services (Firm/Consultant) to Build capacity in debt management in Line with the Public Financial	AFDB/MOF/SIC/DRM/EMP/CS/CQS/2021/07

assignment, Incorporate all findings and suggestions in the final SOP.

#### v. Consultancy Services (Firm/Consultant) to Build capacity in debt management in Line with the Public Financial Management Act

The consultant would have to design a training programme for capacity building of the TDMD.

The distinct scope under this assignment includes: Identify legislations that are related to the functions performed by TDMD; develop training content on relevant sections of these legislations; Facilitate and train staff of TDMD; and Submit a comprehensive report on the project.

#### vi. Consultancy Services (Firm/Consultant) to Strengthen Debt Reporting and Reconciliation in the Ministry of Finance, Ghana.

Undertake a study to identify current gaps in the recording, monitoring, and reporting of timely and comprehensive public debt data in Ghana; examine the factors that contribute to the gaps and propose actions for improvement; Undertake a needs-assessment of the capacity of staff to record, monitor, and report debt information; Provide training on debt reconciliation and reporting using the Commonwealth Secretariat's new Meridian software; Assess and develop a framework on the institutional arrangement, legal and good framework for debt management. This should include interdepartmental roles in public debt management. Build capacity of staff in the developed framework; Develop a debt management reform plan establishing priorities, providing diagnostics of the causes of weaknesses, and developing an action plan for reform implementation, with sequencing, timeline, and milestones in accordance with Ghana specific circumstances but in-line with international standards. Provide support to broaden debt coverage and to expand the

Management Act	
6. Consultancy Services to strengthen debt reporting and reconciliation	AFDB/MOF/SIC/DRM/EMP/CS/CQS/2021/08

## SERVICES INCLUDED UNDER THIS ASSIGNMENT

- i. **Consultancy Services to Build Capacity on Liquidity Forecast, Banking Arrangements and Operations for Treasury Management**  
The development of a robust forecasting tool, develop/design a long-term training program on liquidity forecast, banking arrangements, assets management, and operations for treasury management. The consultant would also be expected to design and implement a new module for training staff of TDMD in the areas mentioned above. In addition to the direct competency-based training, it is expected that the model will encapsulate 'peer-to-peer' learning skills and a 'train the local trainers' approach to guarantee maximum impact and sustainability.
- ii. **Consultancy services to enhance the cash management functions by enhancing the TSA operations, effective forecasting and cash management operations;**  
develop a robust cash management tool, develop/design a long-term training program on cash management, TSA operations, and effective cash flow forecasting for treasury management. The consultant would also design and implement a new model for training the staff of TDMD in the areas mentioned above. In addition to the direct competency-based training, it is expected that the model will encapsulate 'peer-to-peer' learning skills and a 'train the local trainers' approach to guarantee maximum impact and sustainability.
- iii. **Consultancy Services on Management of Records and Files in the Treasury and Debt Management Division;**  
Electronic filing of domestic debt data, contingent liabilities and all paper-based debt data and training for staff on the use and continuity of the project.
- iv. **Consultancy Services (Firm) to Develop Standard Operating Procedures (SOPs) for the Treasury & Debt Management Division of Ministry of Finance;**  
Review all TDMD Functions and procedures, Update and develop procedures for existing and new Front Office functions, Update and develop procedures for existing and new Middle Office functions, Update and develop procedures for existing and new Back Office functions, Update and Develop procedures for Treasury functions, Make recommendations on how best to achieve operational efficiencies in line with best practice, Facilitate a validation workshop for the draft SOP, Submit a comprehensive report on the

implementation of appropriate tools for debt recording, monitoring, and reporting; Develop and simplify debt recording guidance and standardize data reporting templates to help alleviate capacity constraints; and Develop framework to strengthen linkages between debt management and other macroeconomic management.

**The above assignments are distinct contracts. Consultants may express interest in one (1) or more, depending on their qualification and competencies.**

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's *"Rules and Procedures for the use of Consultants" October 2015*, which is available on the Bank's website at <http://www.afdb.org>.

### Assessment Criteria

The Ministry of Finance now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may constitute joint-ventures to enhance their chances of qualification.

### Submission of Expression of Interest

Expression of Interest in English (One Original, Three (3) copies and 1 Soft Copy), must be delivered to the address below in written form clearly marked **STRENGTHENING INSTITUTIONAL CAPACITY FOR DOMESTIC RESOURCE**

**MOBILIZATION AND ECONOMIC MANAGEMENT PROJECT and the Lot Number and Contract Name by 4.00 pm on the 18th April, 2022**

**THE PROJECT COORDINATOR  
STRENGTHENING INSTITUTIONAL CAPACITY FOR DOMESTIC  
RESOURCE  
MOBILIZATION AND ECONOMIC MANAGEMENT PROJECT  
MINISTRY OF FINANCE  
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**ATTN: THE PROCUREMENT SPECIALIST**

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