

## DEVELOPMENT OF SOPS FOR THE OPERATIONALIZATION OF CHILD LABOUR MONITORING SYSTEM IN THE GHANAIAN COCOA SUPPLY CHAIN/ELABORATION OF TRAINING MANUALS FOR THE DIFFERENT ACTORS IN THE COCOA CHILD LABOUR SYSTEM (CCLMS)

### CONSULTANCY FIRMS REQUIRED

GIZ-Sustainable Cocoa Initiative Support Programme, is seeking the services of a qualified Consulting firm/Consultants to support the COCOBOD in developing SOPs and a training manual for COCOBOD's child labour interventions.

#### 1. Background

GIZ supports the Ghana Cocoa Board in taking action against child labour and becoming compliant with the African Regional Standard (ARS), the existing national legislation, and EU trade regulations for the purpose of producing sustainable cocoa. This sustainability includes the environmental, economic, and social dimension. In the latter, an important step is the establishment of a Child Labour Monitoring System, which is connected to remediation measures with the aim to eradicate child labour in the cocoa sector successively. Therefore, a structured and IT based approach is needed and has been developed with the Cocoa Sector-Child Labour Monitoring System. The firm/consultants are supposed to elaborate the Standard Operating Procedures for the use and to organize a Training of Trainers on SOPs for COCOBOD's internal trainer pool and the management.

#### 2. Deliverables of the assignment

- SOPs for COCOBOD's interventions on child labour, which are compliant with ARS, national legislation, EU-HRDD, CS3D and easy to understand.
- Presentation of SOPs for stakeholders and collecting feedback
- Training manuals on SOPs (including digital procedures) for the trainer pool.
- Training of Trainers for the COCOBOD trainer pool and management
- Sensitization posters with pictorials on new SOPs

#### 3. Personnel structure and criteria for eligibility

The bidder is required to provide competent personnel who match with the criteria described, based on their CVs, the range of tasks involved and the required qualifications and experience.

- 1 senior expert (min. 10 years relevant exp.), 2 complementary experts (min. 2 years relevant exp.) with master's degree in Social Science, Agricultural Economics, Social Work, Statistics, or related studies
- Min. 2 years' experience in the cocoa sector, in child labour interventions, human rights
- Sound experience in training manual development and execution of training.
- Experience with IT-based monitoring systems and interoperability.
- Excellent communication and writing skills.

#### Duration

The assignment will be conducted from the end of February to beginning of April 2024 for up to 6 weeks.

#### How to apply

Please send a Letter of Interest (LoI) with the following documents:

- Official letter expressing interest.
- Company profile
- CV/portfolio of the consultants (indicating the relevant experience and qualifications)
- Tax Clearance Certificate
- Business Registration Certificate
- VAT Registration Certificate
- SSNIT Clearance Certificate
- other relevant supporting documents

**All letters, including information and documents, should be sealed, and marked as "83459158 / 18.0128.1-302.00 Expression of Interest for the DEVELOPMENT OF SOPS FOR CHILD LABOUR INTERVENTIONS"**

To the following address:

**The Procurement Unit  
GIZ Ghana  
No. 7 Volta Street, Airport Residential Area, Accra  
P.O. Box KA 9698,  
Accra**

**The deadline for submission of EOI is 21<sup>st</sup> of February 2024**

Only complete documents received at the physical address indicated not later than **the deadline will be accepted and considered. Please do NOT send any price offer, kindly note that complete tender documents would be made available to all shortlisted consultants who express interest in the assignment.**