

REQUEST FOR EXPRESSION OF INTEREST

EVENT REQUEST FOR THE ORGANIZATION OF CBT EDTECH
PEDAGOGY TRAINING FOR GTVETS FACILITATORS

CONSULTANCY FIRMS REQUIRED

Context

Pact for Skills: Support to the Transformation of the TVET System in Ghana project is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), with funding support from the European Union (EU). It is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in cooperation with the Ministry of Education and other public and private sector stakeholders. The project is new within the technical cooperation programme “Training and Sustainable Growth for Good Jobs” in Ghana as a spin-off from the previous project “Programme for Sustainable Economic Development” (PSED).

Over the years, GIZ on behalf of the German Government supported reform processes through the Ghana Skills Development Initiative (GSDI). The STTSG project is a continuation of the support to the Government of Ghana in this regard. The overall objective of the project it to strengthen the capacity of the Ghanaian TVET system with regard to steering, TVET personnel capacity and labour market orientation. The project supports the Ghanaian Government’s strategy to enhance the TVET system by expanding structures and developing skills.

The major areas of support for the project include but are not limited to the following:

- 1. Strengthening the capacities of state actors for TVET reform.
- 2. Improving the competencies of TVET personnel to apply CBT.
- 3. Enhancing the integration of the private sector into the TVET system.
- 4. Ensuring the availability of vocational schools offering training courses in green sector.
- 5. Supporting the digital transformation of the TVET system.

a. The contractor shall provide the following service:

- 1. A well-furnished working computer training Lab equipped with 35 computers connected to the internet and with a wifi services available (Training Workshop Facility/Venue).
- 2. An accommodation facility to host and accommodate participants over the period of stay during the training (Accommodation).
- 3. A canteen and catering service to serve participants (Catering services).
- 4. The training workshop will be four (4) days per cohort for six 6 sessions.
- 5. The contractor will provide catering services by developing meal plan, breakfast and dinner (for resident participants), snack/ coffee break and Lunch for the training workshop during the day.

Profile of the service provider

- 1. The firm should provide an organisational profile or Introduction document that spells out clearly their competence in hosting such training events.
- 2. There should be supporting evidence of photo gallery showing the facilities (training venues, Accommodation, eating areas/canteens) the organisation has in place for the above assignment.
- 3. A plan on how to execute this assignment and clearly give instances of past events they have carried out in the last 2-5 years.

Duration:

The assignment will be conducted between **27.10.2025** until **04.12.2025**.

How to apply

Please submit an expression of interest with the following **3 sets** of documents

a. Official letter expressing interest, including the following.

- ❖ Company profile
- ❖ Valid Tax Clearance Certificate
- ❖ Valid SSNIT Clearance Certificate
- ❖ Business Registration Certificate

- ❖ Declaration of Business Ownership by General Manager (3) (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)
- ❖ VAT Registration Certificate
- ❖ other relevant supporting documents

b Technical Proposal & CV/portfolio of the consultants (indicating the relevant experience and qualifications) – Two (2) Copies

c. Financial Proposal – Two (2) Copies

NOTE: NOTE:

ALL PROSPECTIVE BIDDERS ARE REQUIRED TO PERFORM THEIR TAX OBLIGATIONS IN GHANA.

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

Kindly visit the link for Terms of Reference and other documents to be used in preparing your Technical and Financial Proposals

Link- www.giz.de/en/worldwide/115442.html

The (a. Expression of Interest including required documents), (b. technical proposals + CV) (c. Financial Proposals) mentioned above should be sealed in Three (3) Separate Envelopes and enclosed in one Bigger envelop, marked as “83496675 / 21.2275.2-002.00 / Event Request for the organization of CBT Edtech Pedagogy Training for GTVETs Facilitators”

Submit to the following address:

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

To All Bidders:

- ❖ Bids must be submitted at the GIZ Ghana Country Office Reception.
- ❖ The deadline for submission is **18th September 2025** until **11:59 PM**.
- ❖ Documents should be submitted as early as possible before the deadline.
- ❖ Should the reception be closed, documents might exceptionally be dropped off at the guard’s booth.
- ❖ The guards need to be told by the person submitting the documents that they are submitting tender documents.
- ❖ Always send a receipt with your documents stating the **Tender Number**.

This receipt will be signed by the receptionist or a guard (in case of exceptional drop-off at the guard’s booth) to provide the bidder with proof of submission.

Please note that participating in a GIZ tendering process is free of charge for bidders.

At no phase of the process is the bidder required to make any payment to GIZ or to one of its employees.

Kindly Note by sending in your offer, you are agreeing to the **GIZ General Terms** and giving us consent to process your company data.

ONLY SHORTLISTED FIRMS WILL BE CONTACTED