

NATIONAL COMPETITIVE TENDER



Implemented by:
giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

REQUEST FOR EXPRESSION OF INTEREST

CONSULTANCY FOR IMPLEMENTATION OF THE “SKILLS AND INNOVATION ACADEMY”

CONSULTANCY FIRMS REQUIRED

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH invites **qualified consultancy firms** to express their interest.

BACKGROUND AND OBJECTIVES

GIZ has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement the Special Initiative “Decent Work for a Just Transition”, which operates under the brand ‘Invest for Jobs’. The objective is to promote job creation and growth of enterprises in Ghana. Invest for Jobs works in three areas of intervention: ‘Business & Invest’, ‘Cluster approach’ and ‘Ghanaian SME (Mittelstand)’. Under the ‘Business & Invest’, it promotes sustainable investments from German and European companies and investors; the ‘Cluster approach’ aims to increase the economic attractiveness of business locations and industries; intervenes to support industrial parks, improves export opportunities and addresses various obstacles to investment. The ‘Ghanaian SME (Mittelstand)’ promotes the SME sector, by improving the business environment and enhancing competitiveness, by promoting advisory and (innovative) financial services for SMEs and boosting cooperation between German and African companies.

SCOPE OF THE ASSIGNMENT

Under its second component, Ghanaian SME, GIZ intends to implement the “**Skills & Innovation Academy**” which provides skills upgrade trainings to newly hired staff members (or those who are in the recruitment process) of SMEs that are currently participating or have previously participated in an SME support project of Invest for Jobs. The project is tailored toward SMEs who have upscaled their businesses, have room to create new decent jobs and require training support for their new employees. These trainings will focus on technical knowledge, expertise and practical skills related to the professions and activities that the new staff members execute in their companies. A special emphasis is on innovative approaches in the respective professions, e.g. use of digital tools, Artificial Intelligence and gamification of tasks. Another important emphasis is on skills related to resource efficiency and cleaner production. The trainings will also include Occupational Safety and Health (OSH) and social protection topics. The trainings are expected to be beneficial to both the employees in terms of their skills development and career advancement as well as to the employer’s business that will increase its productivity due to improved skills of employees, thereby contributing to growth and creation of more jobs.

Key professions/roles in SMEs to be considered:

- 1) Machine operators and production staff
- 2) Sales and marketing staff
- 3) Agricultural extension officers and farm hands

Duration: This specific assignment is expected to take place within 15 months between **15th September 2025 to 31st December 2026**.

The contractor is responsible for providing the following services:

- Participation in the inception meeting and preparation of inception report with further specification of the methodology to be deployed to deliver the activities
- Selection of 280 participants (newly hired staff members or those who are in the recruitment process) of SMEs that are currently participating or have previously participated in an SME support project of “Invest for Jobs”, on a rolling basis
- Implementation of 14 training sessions (5 days per session, 20 participants in average)
- Selecting, preparing, training and steering the experts assigned to perform the advisory tasks
- Regular reporting (quarterly and final) to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
- Documentation of activities with photos, short videos, articles to feed GIZ communication activities

EXPERIENCE AND QUALIFICATION OF THE CONSULTANCY FIRM

The firm should have relevant professional experience in the subject area and proof of similar assignments.

Key requirements include:

- Strong project management capabilities, including planning, coordinating, and monitoring project activities, and mobilisation and selection of target groups
- Proven track record of supporting SMEs in the above stated subject matter

The team leader should have the following qualifications:

- Advanced university degree (Master’s) in Business Administration, Economics, Project Management, Human Resources Management, Vocational Education or related fields
- Professional experience in capacity building, Human Resource development or vocational education
- Professional experience in professional experience related to Occupational Safety and Health
- Management/leadership experience as project team leader or manager in a company
- Strong background in working on Development Cooperation projects

The expert pool shall the following qualifications:

- Education : A pool made of experts with university qualification (Masters) in Engineering or related fields in Marketing, Sales Management or related fields, Agriculture, Agricultural Engineering, Crop Science or related fields
- 6 years of professional experience in the manufacturing sector; marketing and sales, Agriculture, Agricultural Engineering, Crop Science or related fields

See terms of reference for detailed personnel requirement

Interested consultancy firms with proven experience in this area of work are kindly requested to express their interest for the above-mentioned project.

How to apply:

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

- a. **Commercial Qualification**
Please send the following documents:
 - Official letter expressing interest (LoI)
 - Company profile
 - Tax Clearance Certificate
 - Business Registration Certificate
 - Declaration of Business Ownership by General Manager (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)
 - VAT Registration Certificate
 - SSNIT Clearance Certificate
 - At least one (1) Reference Project in the technical training & capacity building field
 - At least one (1) reference project in Africa in the last 3 years.
 - 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)-** for main & optional activities

PLEASE NOTE: THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

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

NOTE: Kindly Visit the link below 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 (EoI) + various legal/administrative documents), as well as (b. Technical + CV and (c. Financial Proposals) mentioned above should be sealed in three (3) separate envelopes and enclosed in one bigger envelope, marked as “Expression of Interest for “83493108 / 19.4933.8-005.00 / CONSULTANCY FOR IMPLEMENTATION OF THE “SKILLS AND INNOVATION ACADEMY.”

The three sealed envelopes should be sent to the following address:

The Procurement Unit
GIZ Ghana
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 **15.09.2025 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 number of the tender.
- 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 delivery / submission.

"Please note that participating in a tendering process of GIZ 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 the consent to process your company data.

ONLY SHORTLISTED FIRMS WILL BE CONTACTED