

EXPRESSION OF INTEREST

CONSULTANCY FOR THE IMPLEMENTATION OF DATA COLLECTIONS FOR ZME_IPA 25 ACTIVITIES PHASE 2B OF THE GHANAIAIAN - EUROPEAN CENTRE FOR JOBS, MIGRATION AND DEVELOPMENT

CONSULTANCY FIRM REQUIRED

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH through the Ghanaian-European Centre for Jobs, Migration and Development (GEC) invites qualified Consultancy firms to express their interest for the above consultancy.

The scope of works includes:

Conducting of data collection by interviewing ZME beneficiaries and clients across Ghana on the various assignments:

- Tracer studies on Assessment of Capacity building initiatives for partners
- Tracer studies: Feedback analysis of ZME Activities reaching
- Capacity needs assessment of partner (Transition)
- Other selected surveys

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

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

- Official letter expressing interest
- CV/portfolio of the lead expert and 1 other supporting staff
- Company registration certificate, SSNIT, VAT and tax clearance certificates
- Proven experience in conducting Tracer studies, surveys and evaluations
- Understanding of surveys to be conducted
- Methodology and approach for the conduction of the tracer studies and surveys.
- Proven experience of working with international development companies.

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-<https://www.giz.de/en/regions/africa/ghana/tenders>

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 "7000012414/ G-012342-135/ Consultancy_Implementation of Data Col B"

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 **25th June 2026** 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