

## EXPRESSION OF INTEREST

### SUPPORT FOR GHANA HUBS NETWORK (GHN) PROJECT

### CONSULTANCY FIRMS REQUIRED

#### Background:

The Private Sector and Innovation Promotion in Ghana (PSInno) project is part of the German Federal Ministry for Economic Cooperation and Development (BMZ) core theme, "Training and Sustainable Growth for Good Jobs in Ghana". The objective of the project is to strengthen competitive and employment-promotion economic development in selected sectors in Ghana, particularly in the north of the country.

PSInno supports growth-oriented SMEs in Ghana with a focus on agro-processing, innovation, and the digital economy, building on earlier private sector and entrepreneurship initiatives. In the agricultural and food sector, the programme targets producers, SMEs, and innovative enterprises in northern Ghana, whilst in the digital economy it targets all companies including startups and freelancers. PSInno works as a facilitator alongside BDS providers and financial institutions to improve market access, strengthen skills, and promote innovative business models.

The programme pursues an integrated approach to agricultural value chain development and digital economy promotion, providing technical advisory support to public and private partners, strengthening intermediary organisations, and building the capacities of companies, startups, and smallholder farmers to enable sustainable business growth.

#### Context of Consultancy

The Ghana Hubs Network (GHN) serves as the umbrella body coordinating innovation and entrepreneurship hubs across Ghana. Despite notable progress in establishing itself as a network body, GHN continues to face significant structural, operational, financial, and digital capacity gaps that limit its ability to effectively serve its member hubs and the broader innovation ecosystem.

In collaboration with GHN, GIZ is seeking to engage a qualified consultancy firm to provide structured technical assistance to strengthen GHN's institutional, financial, and digital capacity. The intervention is designed to transform the GHN Secretariat into a professional, independent, and sustainable institution capable of providing meaningful and consistent support to its member hubs across Ghana.

#### Objective of the Consultancy

To deliver structured technical assistance to strengthen the GHN Secretariat's governance, financial sustainability, and digital readiness, enabling it to provide consistent and effective support to member hubs and the broader innovation ecosystem in Ghana; And to map Ghana's business support services landscape and deliver a GIZ-endorsed list of eight priority service-intermediary combinations ready for implementation. Specifically:

- To support the operationalization of the GHN Secretariat as a professional, well-governed, and sustainable institution equipped to deliver quality organisational development services to member hubs and the broader innovation and digital ecosystem.
- To build GHN's long-term financial resilience by developing a sustainable business model, diversifying revenue streams, and securing strategic partnerships that reduce donor dependency.
- To strengthen GHN's digital infrastructure, strengthen its AI preparedness across the network, and position GHN as a visible, compliant, and service-ready digital platform for its membership and the wider innovation ecosystem.
- To generate a decision-ready operational evidence base for GIZ by conducting a comprehensive ecosystem mapping and service gap analysis of Ghana's business support services landscape with a focus on digital, innovation, agribusiness ecosystems, culminating in a GIZ-endorsed list of eight priority service-intermediaries.

#### Experience and Qualifications of the Consultancy firm:

- Valid business registration, VAT registration, and SSNIT registration in Ghana, with demonstrated legal capacity to operate and deliver consultancy services in Ghana.
- Proven track record managing organisational development, institutional capacity building, innovation ecosystem support, and private sector landscape assessments in Ghana or comparable Sub-Saharan African contexts, with documented evidence of producing actionable, decision-ready outputs for donor-funded programmes.
- Strong organisational capacity including an experienced project management team, demonstrated ability to coordinate multidisciplinary expert teams across multiple work packages, and established financial management systems capable of meeting GIZ or equivalent donor financial reporting and compliance requirements.
- Demonstrated experience developing and implementing financial sustainability strategies for non-profit or network organisations, including the design of revenue generation models, membership structures, fee-based service frameworks, and resource mobilisation strategies that reduce donor dependency.
- Substantial experience working within Ghana's innovation, entrepreneurship, and private sector support ecosystem, with a deep understanding of the roles and operational realities of hubs, accelerators, incubators, BDS providers, universities, and women and youth business associations, and established relationships with relevant ecosystem actors and government institutions.
- Demonstrated experience in digital transformation, AI capacity building, or digital readiness programming, including familiarity with Ghana's data protection regulatory environment and experience supporting organisations to improve their digital infrastructure, platforms, and compliance posture.

- Demonstrated experience conducting primary data collection including Key Informant Interviews and Focus Group Discussions, with proven ability to apply gender and inclusion lenses throughout research design, data collection, and analysis — and substantial operational knowledge of the business support services landscape in Northern Ghana.
- Prior experience working on GIZ-funded or comparable donor-funded private sector development, enterprise support, or economic development programmes is a significant advantage.

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

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

- Official letter expressing interest
- Profile of firm and CV/portfolio of the proposed team (indicating the relevant experience and qualifications)
- Technical, not exceeding 15 pages
- Financial proposal

#### 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:

**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 "7000014147/ G-018082-001/ Support to Ghana Hubs Network (GHN)"**

**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 **09<sup>th</sup> July 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**