

EXPRESSION OF INTEREST

M&E CAPACITY-BUILDING SUPPORT TO THE MOTAI, GHANA

CONSULTANCY FIRMS REQUIRED

1. Background

The Ministry of Trade, Agribusiness, and Industry (MoTAI) is responsible for coordinating and implementing Ghana's trade, industrial development, agribusiness, and private-sector growth policies. Effective monitoring and evaluation (M&E) is essential for tracking implementation of the Ministry's Sector Medium-Term Development Plan (SMTDP) and meeting national policy planning, monitoring, assessment and reporting requirements.

While MoTAI has an existing M&E framework and a functioning M&E Technical Working Group, capacities vary across directorates, and there is a need to strengthen monitoring processes, align indicators and data sources, improve reporting systems, and build staff capacity for effective policy development.

GIZ is seeking a qualified consultancy to support this work. The assignment is jointly supported by GIZ's Private Sector and Innovation Promotion (PSInno) and Strengthening the Ghanaian Pharmaceutical Sector with a Focus on Vaccine Production (PharmaVax) projects.

2. Objective of the Assignment

To support MoTAI in strengthening its M&E function by:

1. Developing and operationalizing a practical M&E framework and monitoring system for the SMTDP (refined indicators, data sources, and a monitoring dashboard).
2. Deepening M&E capacities within the Ministry through tailored training, on-the-job coaching, and technical support to the M&E Unit and M&E Technical Working Group, leading to effective policy development, implementation and assessment.

3. Scope of Services (Summary)

The Contractor will be expected to:

- Refine the existing SMTDP M&E framework and co-design a monitoring system, including a practical dashboard, validated with MoTAI
- Facilitate working sessions to map data sources and align sector indicators; produce a data-source matrix and harmonized indicator definitions
- Design and deliver at least five M&E training workshops for MoTAI's M&E Unit, M&E Working Group, BRR Unit, and SME Unit to strengthen their capacity to generate evidence-based data and insights for policy development.
- Provide on-the-job coaching to the M&E Technical Working Group on data collection, compilation, and reporting
- Coordinate closely with MoTAI's PPBME Directorate and GIZ, and deliver a final report with recommendations

4. Duration and Level of Effort

Period: Tentatively 15th October 2026 – 31 April 2027 (6 months). Approximately 60 expert-days, shared across up to two experts.

5. Experience and Qualification Requirements

- Proven track record designing and implementing M&E frameworks, monitoring systems, and results-based management (RBM) approaches for government policies, sector strategies, or public programmes in Ghana or comparable Sub-Saharan African contexts, with documented evidence of producing practical, decision-ready M&E tools and dashboards for donor-funded programmes.
- Demonstrated experience designing and delivering M&E capacity-building programmes, including tailored training curricula, on-the-job coaching, and technical support that strengthen institutional M&E functions and build lasting capacity within government counterparts.
- Substantial experience working within Ghana's public-sector planning and M&E architecture, with a deep understanding of the roles and operational realities of ministries, departments and agencies (MDAs), national planning bodies (e.g., the National Development Planning Commission), and sector M&E technical working groups.
- Demonstrated experience developing practical monitoring dashboards and digital M&E tools (e.g., Microsoft Excel, Kobo Toolbox, or similar), including experience supporting public institutions to strengthen data flows, indicator alignment, and reporting systems.
- Demonstrated experience facilitating stakeholder working sessions and workshops (e.g., data-source mapping, indicator alignment, validation workshops), with proven ability to synthesise inputs from multiple directorates and units into consolidated, actionable outputs.
- Substantial operational knowledge of Ghana's trade, agribusiness, and private-sector development landscape.
- Strong organisational capacity, including an experienced project management team, demonstrated ability to coordinate multidisciplinary expert teams (e.g., M&E specialists, training facilitators) across the assignment's work packages, and established financial management systems capable of meeting GIZ or equivalent donor financial reporting and compliance requirements.
- Prior experience working on GIZ-funded or comparable donor-funded public-sector M&E, institutional capacity-building, or economic development programmes is a significant advantage.

6. Submission Requirements (How to Apply)

Interested consultants/firms are invited to submit a bid comprising:

- A brief statement of qualifications and relevant experience (company profile and track record)
- Technical proposal
- CVs of proposed key personnel (max. 5 pages each), clearly indicating role, duration, and reference projects held
- Contact details for verification/reference checks

How to apply

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
- other relevant supporting documents

b. Technical Proposal & CV/portfolio of the consultants (indicating the relevant experience and qualifications)

c. Financial Proposal

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

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

Tender documents should be named according to the above in their respective folders (A- Commercial Qualification, B- Technical Proposal & CV/portfolio, and C- Financial Proposal) and put into another folder and Zip folder named as:

"Expression of Interest for "7000024200/ G-018082-001 / Monitoring & Evaluation (M&E) capacity-building support to the Ministry of Trade, Agribusiness, and Industry (MoTAI), Ghana"

This tender will be accepted **ONLY via email** (gh_quotation@giz.de)

- **Please note that failure to comply with the above instructions, as well as submission to other e-mail addresses than the one mentioned, will lead to the disqualification of the bid.**

Bidding Conditions to all Bidders

- The deadline for submission is **08.10.2026 until 11:59 PM.**
- GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, whether due to technological problems on the part of GIZ or the applicant.
- This invitation to tender does not bind GIZ in any way. The contractual obligation of GIZ only begins with the signing of the contract with the successful bidder. Until the contract is signed, GIZ may either abandon or cancel the award procedure, without the candidates or bidders being entitled to claim any compensation.
- All costs associated with the preparation and submission of bidders are to be borne by the bidders and cannot be reimbursed.
- Financial bids should be valid for a period of three months from the date of submission.
- Please consider your bid unsuccessful if you do not hear from us after four weeks from the deadline of 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