

REQUEST FOR EXPRESSION OF INTEREST: CONSULTING FIRM REQUIRED TO
CONDUCT TRACER STUDIES, EVALUATIVE STUDIES, AND AN IMPACT ASSESSMENT
FOR THE SUSTAINABLE COCOA PROGRAMME.

CONSULTANCY FIRM REQUIRED

GIZ – Sustainable Cocoa Programme is seeking the services of a qualified Consulting firm to conduct tracer, evaluative studies and impact assessment for the sustainable cocoa programme.

1. Background

The Sustainable Cocoa Programme (SCP) is co-funded by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) from December 2021 until December 2027. The main implementing partner is the Ghana Cocoa Board (COCOBOD). The primary goal of this programme is to ensure that cocoa from Ghana is sustainably produced to ensure a living income and contribute to ending deforestation and child labor. As the European Union and Deforestation Regulation (EUDR) is expected to come into force in 2027, the regulation requires that companies trading in cocoa and other commodities to conduct due diligence on the supply chain to ensure the products do not originate from recently deforested land or have violated local environmental and social laws. The programme has over the past three-four years focused on developing an effective Ghana Cocoa Traceability System (GCTS), Cocoa-Sector Child Labor Monitoring System (CS-CLMS) and ensuring that farmers attain additional livelihoods to increase their living income. Currently, the programme is piloted at Assin Fosu, Eastern Region and Ashanti Region witnessing a national scale-up.

2. Deliverables of the assignment

The contractor is responsible for providing the following services:

- Conduct desktop reviews and develop a structured data collection tools for the mixed study (both quantitative and qualitative).
- Develop the evaluation and impact assessment matrix based on OECD-DAC criteria.
- Recruit experienced enumerators (at least Bachelors degree and priority should be given to women), train and provide supervision and spot-checks in the data collection process using the data collection scheme developed.
- Carry out a 15-day field exercise.
- Conduct data collection for all project stakeholders. Tablets for the data collection should be provided by the consultant.
- Develop the data collection scheme/approach and timelines adhering to international best practices and donor and implementer requirements.
- Ensure that ethics and data protection are safeguarded.
- Analyse the data (qualitative and quantitative).
- Provide a comprehensive report on pre-testing, impact assessment, tracer study and evaluative study.
- Partake in the stakeholder workshop to share findings with GIZ/COCOBOD and other stakeholders.

3. Personnel structure and criteria for eligibility

The bidder is required to provide competent personnel who match with the criteria described, based on their CVs, the range of tasks involved and the required qualifications and experience.

- 1 team leader with Masters’ or PhD in Economics, Agricultural science/economics, Agroforestry, Agribusiness, Development Studies and any other related courses. More than 10 years of professional experience in research, data collection, impact evaluations in agriculture, cocoa or agribusiness sectors.
- 2 key experts with BSc or Masters in Economics, Agricultural science/economics, Agribusiness and any other related courses. 5-10 years of professional experience in baseline studies, developing data collection tools and systems, data analysis tools (STATA, R and Python), and carrying out data collection exercise in the agricultural, cocoa or agribusiness sectors.
- Experience in ensuring data quality and privacy.
- Experience in report writing which meets international standards.
- Experience in having a robust system to ensure that ethics and data protection are safeguarded.
- High proficiency in English and Twi
- Experience in the cocoa sector, EUDR, GCTS, CS-CLMS and cocoa living income is a must.
- Experience in KOMPASS and DACOTA systems and GDPR is a must.
- Internationally certified in MERL and data analysis.
- Good working relationship with COCOBOD technical teams on the project is a must.
- Good working relationship with development and implementing partners on the project is a must.
- Ability to work within strict timelines without compromising on quality of work.

Duration

The assignment will be conducted from **04.11.2026** until **30.06.2027**

How to apply

Please submit an expression of interest as indicated below, in **three separate folders as below.**

A. Commercial Folder

Please send the following documents:

- ❖ Official Letter of Expression of Interest
- ❖ 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 Folder

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

C. Financial Folder

- ❖ Financial offer

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:**

“Tender Number: 10059529 / G-010998-322 / Consulting firm required to conduct tracer studies, evaluative studies, and an impact assessment for the sustainable cocoa programme.”

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

- **Tender Number must be used as the email Subject**
- **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 **26.10.2026 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