REQUEST FOR EXPRESSION OF INTEREST

german cooperation
DEUTSCHE ZUSAMMENARBEIT

Implemented by: giz

NATIONAL COMPETITIVE TENDER

ENGAGEMENT OF A CONSULTING FIRM FOR THE ARS 1000 STOCKTAKING (GAP ASSESSMENT) OF THE GHANAIAN COCOA SUPPLY CHAIN

CONSULTANCY FIRMS REQUIRED

GIZ – Sustainable Cocoa Programme (SCP), is seeking the services of a qualified consulting firm to conduct a stocktaking and gap assessment of the Ghanaian cocoa supply chain against the requirements of the African Regional Standard 1000 (ARS 1000), and to propose recommendations for closing identified gaps towards the use of national system for compliance to the ARS 1000.

1. Background

The ARS 1000 was developed as Africa's first regional sustainability standard for cocoa, providing a harmonized, African-led framework for sustainable cocoa production. Initiated in 2020 under the leadership of the African Organization for Standardization (ARSO), the standard was created through extensive collaboration among cocoa-producing countries, governments, national standards bodies, the private sector, farmer organizations, and development partners. Following its adoption by ARSO in 2023, ARS 1000 entered its implementation phase, with Ghana and Côte d'Ivoire integrating the standard into their national cocoa sustainability strategies.

In Ghana, the Ghana Cocoa Board (COCOBOD) has proposed that ARS 1000 be positioned as the base certification scheme for sustainable cocoa production, with existing certification schemes and private sustainability standards operating as complementary or add-on modules. Ghana has already established strong institutional systems that provide a solid foundation for this framework, including an ISO-certified, tier-three quality control and assurance system, a national cocoa traceability system, a nationwide network of agronomists delivering extension services, and Standard Operating Procedures (SOPs) governing cocoa trade.

A joint in-house stock-taking assessment was previously conducted with representatives from all COCOBOD divisions to document existing systems, processes, and resources, establishing a base for effective ARS 1000 Stocking. Building on this background, GIZ is seeking assess the adequacy of existing national systems against ARS 1000 requirements and to provide concrete recommendations on how Registered Entities (REs) can generate verifiable audit evidence through national systems.

2. Objective

The consulting firm will assess the status of the Ghanaian cocoa supply chain against ARS 1000 requirements and provide recommendations for closing identified gaps, taking into consideration existing achievements/systems and the cost-benefit ratio of the recommendations. Specific objectives include:

- Assessment of existing national systems supporting compliance with ARS 1000 requirements.
- Identification of gaps in existing systems and other challenges affecting the effective implementation of ARS 1000.
- Proposal of hands-on solutions to fill the gaps and manage the challenges.
- Estimation of costs and resources required per Registered Entity for implementing ARS 1000 in a cost-efficient manner.
- Provision of a realistic roadmap for the efficient and sustainable adoption of ARS 1000.

3. Deliverables of the assignment

The consulting firm is responsible for providing the following services:

- A comprehensive inception report detailing the approach, implementation and logistics plan.
- Assess existing national systems (via matrix):
  - Explore and document existing national systems and platforms relevant to ARS 1000 requirements, using the initial stock-taking report as a guide.
  - Evaluate the functionality, governance structure, and availability of evidence from the systems.
- Conduct a gap analysis (via matrix):
  - Determine the extent to which current national systems meet ARS 1000 requirements and how they can be deployed for certification audit.
  - Identify specific compliance gaps where requirements are not fully met and propose measures on how to meet same.
  - Recommend enhancements needed for REs to use the national system.
- Define access and evidence protocols for Registered Entities (REs):
  - Clarify how REs can access evidence on national systems fulfil audit queries.
  - Develop clear protocols, Standard Operating Procedures (SOPs) and documentation pathways to guide REs during certification and third-party audits. Eg. Establishment of Internal Management Systems, Governance structures of COOPs,
- Develop protocols and SOP that REs could use in accessing national systems the pass audit for ARS 1000 Series 2.
- Develop protocols and SOP that REs could use in accessing national systems the pass audit for ARS 1000 Series 1 as much as possible. Eg. CHED elements.
- Conduct a first party audit with a selected R.E.
- Ensure that the duties assigned, and all related tasks, are handled technically and economically appropriate to the planned targets and within the time constraints.
- Ensure effective communication and sharing of information on the process with GIZ.
- Perform other duties and tasks at the request of GIZ.

4. Personnel structure and criteria for eligibility

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

- **1 Team Leader with a PhD/master's degree in Agronomy, Agribusiness, Economics, Environmental Science, Statistics, Resource Management, Computing or a related field, with a strong business/financial analysis background.**
  - ISO-auditor certified, with knowledge and understanding of emerging international regulations, including EUDR, CS3D and HREDD.
  - C1-level proficiency in English.
  - At least 10 years of relevant work experience in sustainability programmes and regulatory compliance, with in-depth knowledge of the cocoa supply chain and traceability in Ghana.
  - Demonstrated experience in commodity auditing (e.g. Fairtrade, Rainforest Alliance, Organic certification standards).
  - Knowledge and experience in agricultural sector development, agricultural supply chain management for export markets, supply chain analysis and market systems.
  - Strong understanding of agri-product certification, standards, auditing and traceability, as well as safeguarding and risk assessment.
  - Previous experience in a similar assignment with GIZ or an international donor agency will be a strong advantage.
- **1 Key Expert – Systems Analyst, with a university degree in Economics, Business Administration, Computer Science or a related field.**
  - C1-level proficiency in English.
  - 5–7 years of relevant professional experience, including in establishing the cost of attaining traceable cocoa through the GCTS and proposing innovative ways of raising funds to support the system in line with EUDR and other trade regulations.
  - Demonstrated experience in commodity auditing (e.g. Fairtrade, Rainforest Alliance, Organic certification standards) and in supply chain management/value addition, including cocoa supply chains.
  - Strong understanding of agri-product certification, standards and traceability; excellent written and oral communication skills; experience conducting and evaluating studies and expert reports.
- **1 Key Expert – Supply Chain Analyst, with a university degree (Master's) in Agricultural Science, Agribusiness, Monitoring and Evaluation, or Project Management.**
  - C1-level proficiency in English.
  - 5–7 years' knowledge and experience of agricultural sector development, rural agricultural supply chains for export markets, and market systems analysis.
  - Experience in data collection, analysis and financial modelling; strong understanding of agri-product certification, standards and traceability; excellent communication skills.
- **1 Key Expert – Agronomy and Cocoa Expert, with a university degree in Agricultural Science, Agribusiness, Monitoring and Evaluation, or Project Management.**
  - C1-level proficiency in English.
  - 5–7 years' knowledge and experience of agricultural sector development, rural agricultural supply chains for export markets, and market systems analysis.
  - Experience in data collection, analysis and financial modelling; strong understanding of agri-product certification, standards and traceability; excellent communication skills.

All team members are additionally expected to demonstrate: strong quantitative and qualitative research skills; proficiency in statistical packages such as STATA and Python; ability to build econometric/financial models for value chain analysis; strong organizational and time-management skills; commitment to ethical practices, safeguarding and child protection; and the ability to build trusted relationships with smallholder cocoa farmers and producer groups.

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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: 10062562 / G-010998-322 / Engagement of a consulting firm for the ARS 1000 Stocktaking (Gap Assessment) of the Ghanaian Cocoa Supply Chain"

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.**
- **All enquiries must be sent to gh_quotation@giz.de with the correct tender number**

Bidding Conditions to all Bidders

- The deadline for submission is **25.11.2026 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

Ghana Revenue Authority

Integrity. Fairness. Service.

GRA

DOMESTIC TAX REVENUE DIVISION

PAYMENT OF WITHHOLDING TAXES – OCTOBER, 2026 ALL WITHHOLDING TAX AGENTS TO NOTE

The Ghana Revenue Authority (GRA) wishes to remind all withholding tax agents including VAT Withholding Agents appointed by the Commissioner-General that, withholding taxes must be paid to the Domestic Tax Revenue Division (DTRD) of the GRA by the 15th of every month. Withholding taxes for **October, 2026** will therefore be due by **Friday, 13th November, 2026.**

Withholding taxes including withholding on:

- VAT deducted from suppliers operating the VAT Standard Rate,
- Employment,
- Payment for the supply or use of goods,
- Payment for the supply of any works,
- Payment for the supply of services and all other withheld taxes for October, 2026 are due by **Friday, 13th November, 2026**.

They may also submit hard and soft copies of schedules indicating gross amount, the tax deducted, name(s) of taxpayer(s) and TIN/Ghana Card PIN from whom the taxes were withheld.

Please note that failure to pay tax by due date attracts **an interest of 125% of the statutory rate, compounded monthly on the outstanding tax**.

Kindly get in contact with us by email on **info@gra.gov.gh**, call 0209267047/ 0209267048/ 0209261049/ 0209267059 or by WhatsApp on **055-299-0000** and **020-063-1664**.

COMMISSIONER-GENERAL

#OurTaxesOurFuture | Visit our website: | www.gra.gov.gh

VACANCY ANNOUNCEMENT

The Civil and Local Staff Association of Ghana (CLOGSAG) invites suitably qualified, experienced and results-oriented individual for appointment to the position of

Executive Secretary

The successful applicant will provide strategic leadership and effective administration of the Union's affairs, promote members welfare, strengthen industrial relations and ensure efficient management of the Unions human, financial and material resources in accordance with the Association's constitution, policies and the laws of Ghana.

Duties: the executive secretary shall

a. be the spending officer of the Association
b. ensure the effective and efficient administration of the National Secretariate of the Association
c. coordinate activities of the Regional and District Branches of the Association
d. make the Association attractive and sustain the interest of members in the Association.
e. present annual reports to national executive council and congress of the Association
f. be the spokesperson of the Association
g. any other duty assigned by the President, Executive Committee, national executive Council, and Congress.

Qualification:

The Applicant must be:

a. a dues paying member of at least five(5) years standing of the Association.
b. be a known activists of the Association
c. not more that 56 years of age
d. proven integrity and high moral character

The following qualities will be an added advantage:

a. Master's degree in Finance, Labour Relations, Business Administration, Human Resource Management, Law, Economics, Public Administration or a related discipline from a recognised institution
b. working experience and in-depth knowledge of CLOGSAG activities for not less than 15 years.

Deadline: Applications must reach the Registry of the national secretariate of CLOGSAG, Valco Drive, Ministries, Accra on or before Tuesday, 17th November, 2026.