



COUNTRY: GHANA

NAME OF PROJECT: GHANA PRODUCTIVE SAFETY NET PROJECT (GPSNP)

CREDIT No.: 6337-GH

PROJECT ID: 164603

ASSIGNMENT TITLE: ENGAGEMENT OF DATA COLLECTION FIRMS IN NORTHERN, SAVANNAH AND NORTH-EAST REGIONS FOR GHANA NATIONAL HOUSHOLD REGISTRY (GHNHR)

REFERENCE NO.: GH-MOGCSP-136011-CS-QCBS, GH-MOGCSP-149494-C-QCBS AND GH-MOGCSP-149500-CS-QCBS

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

The Government of the Republic of Ghana has received financing from the World Bank toward the cost of the **Ghana Productive Safety Net Project (GPSNP)** and intends to apply part of the proceeds for Engagement of Data Collection Firms in Northern, Savannah and North-East Regions of Ghana. The estimated number of districts and households for each region is as shown in the table below:

REFERENCE No.	REGION	No of Districts	Estimated No of Households
GH-MOGCSP-136011-CS-QCBS	Northern	16	234,005
GH-MOGCSP-149494-CS-QCBS	Savannah	7	82,127
GH-MOGCSP-149500-CS-QCBS	North-East	5	75,538

The objective of the consulting services (“the Services”) is to undertake data collection by administrating the **Data Intake Questionnaire to all households in the selected districts**. The assignment may be extended, upon satisfactory performance, to cover additional districts and other regions, if needed.

Along this line, the MoGCSP is seeking the services of **Data Collection Firms** that has the expertise and capacity to:

- a) Undertake data collection using computer-assisted personal interviewing (CAPI) tools
- b) Perform data quality control on the field during data collection
- c) Perform data cleaning

The assignment should be completed in 3 phases:

- *Preparatory phase which includes:* Even though GNHR will provide resources, the firm must ensure that all the logistics for data collection are in place. Both the firm and ISD will be responsible for publicity.

- *Data collection from all the districts in the Northern, Savannah and North East Regions.* This includes: recruitment, training and deployment of field staff, distribution of materials and enumeration
- *Post data collection phase:* data processing, data analysis and data cleaning and preparation of reports.

For detailed terms of reference for this assignment with scope of assignment and specific tasks, qualifications and experience and other requirements, please visit the Ministry's website: <https://www.mogcsp.gov.gh>

The Ministry of Gender, Children and Social Protection (the Client) now invites eligible Individual Consultants to express their interest (EOI) in providing data collection services in the three (3) regions. Interested firm Consultants must provide their detailed profile demonstrating that they meet the following short listing criteria:

- a) Demonstrated experience in implementing data collection in Ghana or neighboring West African countries over the past three (3) years. Experience should be demonstrated by providing evidence of at least three (3) Data Collection activities the firm has implemented. Stated experiences should be backed by official documentation by client worked for with letter of satisfactory completion.**
- b) Demonstrated strong capacity and experience in planning and organizing data collection logistics, including the design and implementation of protocols to ensure high quality data.**
- c) Evidence of capacity to store and maintain data in a manner that protects respondent's identities.**
- d) The applicants should submit a field manual that has been used in the past data collection**
- (e) A duly registered business entity and has been engaged in the business of providing consulting services that has not been declared ineligible to participate in any public tender in Ghana or elsewhere.**
- (f) Availability of Managerial and technical capacity of the firm to provide the desired services**

Selection of Firm/Consultant will be in accordance with the World Bank's "Procurement Regulations for IPF Borrowers ("Procurement Regulations") dated July 2016 and revised in November 2017.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Firm/Consultant for **EACH** region will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations for IPF Borrowers.

Further information can be obtained at the address below during office hours 0900 to 1700 hours from Monday to Friday excluding lunch hour (1300 to 1400 hours) and public holidays.

The Consultant/ Firm must submit three (3) copies the completed expression of interest documents to the Tender Box located at the Ministry's Reception or sent to the address below so as to be received on or before **3rd January, 2020** at 1000 hours GMT. For Expressions of Interest (EOIs) that will be deposited at the tender box, the packages should be clearly marked: Contract No: **GH-**

**MOGCSP-.....-CS-QCBS: ENGAGEMENT OF FIRMS FOR DATA COLLECTION
INREGION; addressed to:**

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