



# **MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)**

## **SPECIFIC PROCUREMENT NOTICE (AMENDED)**

### **Definition, Procurement and Implementation of Geographic Information System (GIS)**

#### **Expression of Interest for the Procurement of Individual Consultant Services (SIC)**

**Ref: 1200109/LOI/SIC/09/15**

## **ADDENDA No. 2**

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The Terms and Conditions of the Letter of Invitation and Terms of Reference for this activity have been clarified in order to enable all interested Individual Consultants to comply with the required documentation and requirements for this activity.

**Chief Executive Officer  
Millennium Development Authority  
4<sup>th</sup> Floor, Heritage Tower  
6<sup>th</sup> Avenue, Ridge West  
P.M.B. 56, Ministries Post Office  
Accra, Ghana**



**Letter of Invitation**  
**Ref: 1200109/LOI/SIC/09/15**

**MILLENNIUM DEVELOPMENT AUTHORITY**

**On Behalf of:**  
**THE GOVERNMENT OF GHANA**

**Funded by**  
**THE UNITED STATES OF AMERICA**  
**through**  
**THE MILLENNIUM CHALLENGE CORPORATION**

**\*\*\***

**Procurement of Individual Consultant Services**

**\*\*\***

**Definition, Procurement and Implementation of a Geographic  
Information System (GIS)**

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**Date: 9 November 2015**

## 1. LETTER OF INVITATION

### Background

1. The Republic of Ghana (the “**Republic**” or “**GoG**”) and the Millennium Challenge Corporation (“**MCC**”) have entered into a Millennium Challenge Compact for assistance to help facilitate poverty reduction through economic growth in Ghana (the “**Compact**”) in the amount of Four Hundred and Ninety Eight Million, Two Hundred Thousand United States Dollars (US\$ 498,200,000) (“**MCC Funding**”) and Thirty Seven Million, Three Hundred and Sixty Five Thousand United States Dollars (“**GoG Funding**”). The Government of Ghana, acting through the Millennium Development Authority (“**MiDA**”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which the Request for Proposals is issued. Any payments made under the proposed contract will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use of MCC funding and conditions to the disbursements of MCC funding. No party other than the Government and MiDA shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding.

2. The goal of the Compact program is to reduce poverty through economic growth in Ghana. The objectives of the Compact program are to

- (a) Increase private sector investment and productivity and profitability of micro, small, medium and large scale businesses;
- (b) Increase employment opportunities for men and women; and
- (c) Raise earning potential from self-employment and improved outcomes for men and women.

The Program consists of six (6) projects: (i) the ECG Financial and Operational Turnaround Project; (ii) the NEDCo Financial and Operational Turnaround Project; (iii) the Regulatory Strengthening and Capacity Building Project; (iv) the Access Project; (v) the Power Generation Sector Improvement project; and (vi) the Energy Efficiency and Demand Side Management Project.

MCC’s assistance will be provided in a manner that responds to constraints to economic growth by aiming to improve the reliability and quality of power in Ghana.

The Compact Program will be executed over a period of five (5) years upon Entry into Force (EIF) of the Compact. There will be an initial period of Compact Implementation Funding (CIF) of 8-10 months to be used by Government and MiDA to facilitate the implementation of the Compact.

This Invitation for Proposals follows the General Procurement Notice that appeared in dgMarket on 3<sup>rd</sup> September, 2015, UNDBOnline on 3<sup>rd</sup> September, 2015, the MiDA website [www.mida.gov.gh](http://www.mida.gov.gh), and in the local media.

**This Letter of Invitation (LOI) is an extension of the original Specific Procurement Notice/LOI issued on 11 September 2015 and remains open to all eligible individual Consultants.**

## Summary of Services:

MiDA is seeking to award a contract to an **Individual Consultant** to undertake the Definition, Procurement and Implementation of a Geographical Information System (GIS).

The location for the assignment is Accra, Ghana. The assignment is for a period of 21 man weeks over a period of 28 weeks.

The Consultant will be selected under the Selection of Individual Consultant (SIC) method, the evaluation procedure for which is described in accordance with the “MCC Program Procurement Guidelines” which are provided on the MCC website: [www.mcc.gov](http://www.mcc.gov) and on the MiDA web site: [www.mida.gov.gh](http://www.mida.gov.gh) but subject to the changes specified within this Letter of Invitation (LOI).

## Application Procedure:

**Prospective Individual Consultants interested in submitting an Expression of Interest should send an e-mail, giving full contact details, to the MiDA Procurement Agent at [paghana@charleskendall.com](mailto:paghana@charleskendall.com). Before applying, interested consultants should review the Terms of Reference, which are in the Letters of Invitation (LOI) Document. The LOI will be issued on application to the MiDA Procurement Agent at [paghana@charleskendall.com](mailto:paghana@charleskendall.com).**

Interested Individual Consultants are requested to submit their Expressions of Interest, in a sealed envelope which should include

- (i) An Expression of Interest/Cover Letter (Format in Section 2) to be considered for the assignment, evidencing date of availability;**
- (ii) A current CV (Format in Section 3) showing the minimum requirements described above and in compliance with the attached TOR, contact details (i.e., address, telephone and fax numbers, e-mail address, website, etc.);**
- (iii) At least three references that can comment on the consultant’s related work experience;**
- (iv) A detailed Approach, Methodology and Work Plan in response to the Terms of Reference.**
- (v) A written submission from the Individual Consultant to evidence that the applicant has the requisite experience and knowledge to carry out the assignment in accordance with the Terms of Reference.**

**The Financial Offer of the Consultant (Format in Section 4) shall be submitted at the same time as the EOI but in a separate sealed envelope.**

Before applying, interested Individual Consultants should review the Terms of Reference (**Section 5**), which describes the assignment in detail.

The selected Individual Consultant will sign a contract (**Format Section 6**) on the basis of a lump

sum fee inclusive of expenses.

All interested Individual Consultants to note:

The required qualifications for the Individual Consultant to be considered are indicated in the Terms of Reference below. Please refer to the Terms of Reference for full details but among other requirements, these qualifications include:

Educational Qualifications:

- Masters' degree (M.Sc, MS, M. Tech, MBA, MEng etc) as minimum required qualification.
- Must be registered with a recognised professional institution in any of the relevant fields listed below.
- Fluent in English (written and oral).

Relevant Field:

Seismology/Geology, Structures/Seismic Engineering, Urban Planning, Electrical/ Electronic Engineering, Process Engineering, Land Surveying, Geomatic Engineering, Geographic Information Systems or any other related fields.

All interested Individual Consultants must include in their written submission:

- a) A Detailed Approach, Methodology and Work Plan in response to the Terms of Reference and the stated evaluation criteria; and
- b) A written submission from the Individual Consultant to evidence that the applicant has the requisite experience and knowledge to carry out the assignment in accordance with the Terms of Reference and in particular relate to their:

- 7 years' experience demonstrating strong knowledge in GIS development in electric utility industry.
- 7 years' experience in preparation of technical and functional specifications for calls for bids for supply and installation of GIS application.
- 7 years' experience in data management and applications.
- Previous experience in providing cost estimates related to GIS for an electric utility firm/company.
- Experience in IT infrastructure and various software applications.
- Details of GIS related work executed in a developing country within the past five (5) years.

All Individual Consultants shall confirm that they are working in their own capacity and that any resultant Contract will be signed with the winning candidate and not a company.

**Any clarifications required can be requested **only by e-mail** up to **17<sup>th</sup> November, 2015 at 15:00 Hours Local Ghana Time**, addressed to the following:**

The Procurement Agent Manager  
3<sup>rd</sup> Floor, Heritage Tower  
6<sup>th</sup> Avenue, Ridge West  
Accra, Ghana

E-Mail [paghana@charleskendall.com](mailto:paghana@charleskendall.com) and copied to  
[procurement@mida.gov.gh](mailto:procurement@mida.gov.gh)

Clarification responses will be issued no later than **17:00 hours on 20<sup>th</sup> November, 2015.**

**To submit your proposals by hard copy,** please use the following address:

The Procurement Director  
Millennium Development Authority (MiDA)  
4<sup>th</sup> Floor, Heritage Tower  
6<sup>th</sup> Avenue, Ridge West  
Accra, Ghana

The EOI and Financial submissions shall be submitted in a sealed envelope clearly marked with the Activity Title and Reference, containing:

- (a) a sealed envelope clearly marked “Expression of Interest” containing the EOI in four (4) copies, being one (1) signed original and three (3) copies; and
- (b) a sealed envelope clearly marked “Financial Offer”, containing the Financial Offer in four (4) copies, being one signed original and three (3) copies.

The two sealed envelopes above must then be sealed in an outer envelope addressed as above and clearly marked with the name of the Individual submitting the EOI and the activity title and reference number.

The deadline for submission of responses is extended to **30<sup>th</sup> November, 2015, at 17:00 Hours Local Ghana Time.** Electronic submission is not allowed.

**Interested Consultants are strongly advised to read all sections of this document, including the Terms of Reference and the Form of Contract, and to seek clarification as necessary within the timelines specified above during the solicitation period for this procurement. MiDA and MCC shall not entertain any requests for changes to this document subsequent to the submission of Expressions of Interest.**

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