REPUBLIC OF GHANA

MINISTRY OF TRADE, AGRIBUSINESS AND INDUSTRY (MOTI)

TERMS OF REFERENCE (ToR) FOR THE RECRUITMENT OF A CONSULTANT TO DEVELOP DATA AND STATISTICAL INFORMATION PORTAL FOR THE MINISTRY OF TRADE, AGRIBUSINESS, AND INDUSTRY UNDER THE HISWA PROJECT

1. Introduction

The Ministry of Trade, Agribusiness, and Industry (MOTAI) is responsible for formulating policies and strategies to enhance trade, industrialization, and agribusiness development in Ghana. To support evidence-based policy decisions, the Ministry collects and manages vast amounts of trade, industrial, and agribusiness data. However, challenges in data storage, retrieval, and accessibility hinder efficient decision-making and policy formulation.

To address these challenges, the Ministry has secured funding under the Harmonizing and Improving Statistics in West Africa (HISWA) Project to develop a centralized online portal for storing, managing, and disseminating trade, industrial, and agribusiness statistical information. The portal will improve data accessibility, enhance data-driven decision-making, and streamline statistical reporting processes across the Ministry and its agencies.

To this end, the Ministry seeks to engage a qualified consultant to design, develop, and deploy a robust data and statistical information portal that will serve as a comprehensive repository for key economic indicators, trade statistics, industrial performance data, and agribusiness insights.

The Consultant is expected to design the office space and create a single database platform (online or offline) where all information related to manufacturing, agribusiness and trade is aggregated and readily available. The intent is to collect mainly primary data from within the Ministry and other trade and industry related agencies to input into the database. It is expected that these activities would be met through a full-time consultancy assignment for a period of 180 days.

2. Objectives of Consultancy Services

The overall objectives of the consultancy are to:

a. design, develop and update and provide relevant centralize database for trade, agribusiness, and industrial statistics.
b. design, develop and integrate a functional mobile application (android & iOS) for data capturing and reporting
c. Allow real-time data collection, storage, retrieval, and visualization.
d. Facilitate data sharing between the Ministry, its agencies, and key stakeholders.
e. Improve accessibility to key economic indicators for policymakers, researchers, and businesses.
f. Integrate with existing data systems such as the Integrated Customs Management System (ICUMS), the Ghana Statistical Service (GSS) database, and other relevant platforms.
g. train and build capacities of relevant persons to manage and update the System with current data

2.1. Scope of the Project

The scope of work of the consultancy includes the following:

a. Engage the Ministry to identify key data requirements
b. Review existing documents on the assignment
c. Present Project plan and conduct kick-off meeting to ensure project sponsor's agreement to the approach and timelines
d. Define User and Systems Requirements specifications for the proposed systems
e. Develop a user-friendly, responsive, and interactive web-based data portal.
f. Implement secure authentication and access control mechanisms for different user levels.
g. Incorporate data analytics, visualization tools, and dashboard functionalities.
h. Ensure compatibility with mobile and desktop devices.
i. Provide APIs for integration with external data sources.
j. Conduct system testing to ensure functionality, security, and user-friendliness.
k. Address any identified bugs or technical challenges
l. Train MOTAI staff on portal usage, data entry, and management.
m. Develop a user manual and provide technical documentation.
n. Provide post-deployment support for an agreed period.

o. Establish a mechanism for continuous system upgrades and technical assistance.

The objectives of the proposed service will include:
- Design and build a robust database system
- Design and develop mobile Apps (android & iOS) for data capturing
- Develop modules that allow personnel to use the system to collect, submit trade and industrial data unto the central database
- Configure and implement the system that allows users access various features and functionalities of the developed system from their remote locations
- Design, develop, and implement improved policies, structures, and user environments designed to ensure that systems are scalable, accessible, and useful for all operations, on a range of applications and visualization resources
- Specify, procure, configure any other software and hardware required to make the System fully functional, inclusive of recommended redundancies, security, back-up.
- Ensure that the third-party software, additional modules or applications are properly licensed to make the system meet all functional and legal requirements.
- Include functionality to generate various reports for management, and analysis

3. Training & Capacity Building

Three types of training will be provided by service provider:

3.1. Management Training:

The objective of this training is to ensure overall understanding of operation of the developed system and shall include:

- Presentation on the overall concepts of the Digital Archiving of files and its scope and benefit. Introduction to software/database/security concepts
- Hands on training on how to use the software to extract MIS reports and use them as decision support or monitoring tools.

3.2. End user Training:

This group will consist of personnel of MoTI who will keep the system running. The trainees will receive hands on training on the system. This is the key training activity of the project.

3.3. User Manual:

User manuals incorporating training areas for end user training will be supplied by the service provider during the training. Soft copies of presentation slides and other audio visuals will be provided by the service provider.

3.4. Support and Maintenance

After the completion of system development and go-live, the service provider will have to provide maintenance for 24 additional months. Maintenance will include the following tasks:

- Fix any software problems within 2 working days.
- Fix any security issues (including virus attacks and other security problems) within 24 hours. Maintain back-up and recovery of data.
- Assist MoTI to maintain and enhance the system through transfer of knowledge as required.

4. Key Deliverables

The deliverables expected at the completion of the assignment are as follows:

i.   Inception report detailing the methodology, work plan, and timeline.
ii. User & Functional Requirement Specification Document
iii. Domain Name and web hosting server procured and configured
iv. A robust enterprise database system which facilitates storage and generation of reports developed
v.   A fully functional Corporate Website and Document Management System developed
vi. Handing over of the digitized activities through hard disk
vii. A robust MIS implemented
viii. Technical and Operating Manual for all user levels
ix. Handing over of digitization software
x.   Training & capacity building of Compete Ghana staff & other personnel
xi. System Integration Test (SIT) Report
xii. User Acceptance Test (UAT) Report
xiii. Go-live Report (with Usage and Performance Data Analysis)
xiv. Backup and Maintenance Plan/Schedule

5. Duration of Assignment

The consultant shall be engaged for a period of 180 days (6 months) from the date of commencement of services. Consultant will be required to submit detailed Work Plan and Budget.

6. Reporting

a. The Consultant will report directly to the Chief Director through the Team Leader, Research, Statistics and Information Management (RSIM), Ministry of Trade and Industry, on a regular basis during the assignment.

b. The Team Leader, Research, Statistics and Information Management will review reports submitted and provide comments to the Consultant within one week of submission of each report.

c. The Consultant will submit each required report in bound format, providing two (2) copies of each to the Chief Director.

d. The firm will also provide access to a soft copy of the report for circulation.

e. Payments will be authorised based on submission of satisfactory reports.

6.1. Submission of Reports and Presentations

6.1.1. Inception Report

The Consultant is required to submit an inception report 30 working days after commencement of assignment. The report will be based preliminary work and consultations with relevant stakeholders.

6.1.2. Presentation of Reports

The Consultant is expected to make at least 2 presentations to Teams that generate trade and industry data within the Ministry 60 and 90 working days respectively after beginning of assignment.

6.1.3. First Draft Report

The Consultant will provide a first draft report 150 days after start of consultancy to the Ministry for review.

6.1.4. Final Report

At the end of the project, a final is report is required to be submitted to the Ministry before the final payment is authorized.

7. QUALIFICATIONS FOR CONSULTANCY FIRMS

1. The firm must be a registered company in Ghana and should meet the following statutory requirements:
   i. Certificate of Incorporation - Issued by the Registrar General's Department (RGD).
   ii. Certificate to Commence Business

      iii.   Taxpayer Identification Number (TIN) – Issued by the GRA
      iv.   Valid Tax Clearance Certificate (TCC)
      v.   Value Added Tax (VAT) Registration Certificate
      vi.   Social Security & National Insurance Trust (SSNIT) Clearance Certificate
      vii.   Registration with the Public Procurement Authority (PPA)

2. The firm must have a minimum of 5 years of experience in data management, statistical analysis, and portal development.
3. Must have the right mix of relevant staff with the required qualifications and experience to execute the assignment.
4. Proven track record of completing at least two similar projects.
5. Demonstrated ability to train and support diverse stakeholders.
6. Professional experience working with government agencies in Ghana

8. Team Composition

The team of consultants will include qualified personnel with extensive experience and expertise in the field of computer science and information technology, database development and management, data analysis, project preparation and appraisal, project management, among others.

The consulting firm must have sufficient qualified personnel and resources, professional, technical and expert services, required to accomplish all the services described herein above and within the prescribed time.

8.1. Qualification and Experience

The staff required for the assignment should include the following:

8.1.1. Team Leader

The Team Lead must have 5 years of experience in a managerial and IT role. The person should have expertise in office set-up and must have handled similar projects. A degree or diploma in Computer Science, Information Technology, MBA, and related qualifications will be an asset.

8.1.2. Database Developer

The Database Developer should have at least 5 years' experience in similar projects. Educational qualification in computer science, database management, big data and related fields. A master's degree and experience in database development is a requisite. Knowledge and use of software, cyber security, cloud storage is a necessity. The individual must be innovative, have excellent analytical and interpersonal skills.

8.1.3. Application Developer

The Application Developer should have at least 3 years' experience in similar projects. Educational qualification in computer science, web-application development using modern programming languages, database management, big data and related fields. A bachelor's degree and experience in software development is a requisite. Knowledge and use of software, cyber security, cloud storage is a necessity. The individual must be innovative, have excellent analytical and interpersonal skills.

9. Reporting and Supervision

The consultant will report to the Chief Director, through the Ministry's HISWA Coordinator. The consultant will also work closely with technical teams from the Ministry, GSS, and other relevant agencies.

10. Confidentiality

The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent from the MOTI.