

TERMS OF REFERENCE

ENGAGEMENT OF A CONSULTANT FOR THE DEVELOPMENT OF GUIDELINES ON THE IMPLEMENTATION OF HUMAN CAPITAL DEVELOPMENT ACTIVITIES FOR BENEFICIARIES OF THE LEAP PROGRAMME

P164603 CR No IDA 68590-GH
REF No.: GH-MOGCSP-421576-CS-CQS

I. BACKGROUND & CONTEXT

The Ministry of Gender, Children and Social Protection (MoGCSP) as the responsible institution for coordinating the implementation of the country's social cash transfer established the LEAP Management Secretariat (LMS) to oversee the implementation of the Livelihood Empowerment Against Poverty Programme which involves the administration of the cash transfer to beneficiaries while facilitating their access to complementary services.

In this context, the LMS has the following specific objectives:

Specific Objectives

- To improve basic household consumption and nutrition.
- To increase access to health care services.
- To increase basic school enrolment, attendance, and retention.
- To facilitate access to complementary services to improve welfare, livelihoods, and labor productivity.
- To complement efforts of other interventions to mitigate shocks that may occur from humanitarian crises as needed/requested.

II. The objective of the Assignment

The LMS is expected to roll deliberate efforts to increase or accelerate investment in beneficiaries of the LEAP Programme to enable them to build, protect, and utilize their human capital for a better and inclusive society. This will contribute to enhancing the resilience of the gains LEAP households have made and the sustainability of the investments in them with or without the LEAP Programme.

The critical areas situated within the human capital framework where income, knowledge, skills, ability to labour, and good health will enable the beneficiaries to pursue strategies to achieve their livelihood outcomes. Human capital development may be a livelihood asset (means to achieve livelihood outcomes), but it can also be an end to itself – capital development has an iterative effect on LEAP beneficiaries.

The LMS/MoGCSP cannot undertake human capital development for LEAP beneficiaries alone but through inter-agency and inter-sectoral collaboration among state and non-state actors (beyond those outlined under the sections on co-responsibilities and linkages).

Deliberate human capital development efforts will complement a comprehensive graduation program to support the exit of LEAP beneficiaries from extreme poverty.

The objective of this assignment is to enhance the LEAP program's human capital framework and generate content for the delivery of human capital accompanying measures to LEAP beneficiaries.

III. SCOPE OF THE CONSULTANCY SERVICES

The consultant would be responsible for the following tasks:

1. The consultant will assess the program's proposed human capital development/investment framework identifying gaps in the framework and propose areas for enhancement of the framework.
2. Map out complementary social services and assess the gaps in providing complementary services to LEAP households using some districts as case studies and develop guidelines on how to link beneficiaries to the mapped services in the selected districts.
3. Support the ministry in cascading training on all identified areas to local-level officers and develop a plan for rolling out behavioral change activities to beneficiaries. Specifically, the Consultant will:
 - a. Develop content and integrate same into behavioral change communication materials on health, sanitation, child protection, gender and disability inclusion and education.
 - b. Develop an implementation plan and facilitation guide for delivery of training to frontline staff on health, sanitation, education, child protection and gender and disability inclusion.
 - c. Collaborate with Ideas42 to integrate nutrition messaging into behavioral change communication materials and develop an implementation plan and facilitation guide on nutrition for delivery of training to frontline staff on nutrition.
4. Support the Ministry towards the incorporation of social safeguards and gender inclusion at all levels of program implementation.
5. Develop a roadmap for the implementation of the Village Savings and Loans Association (VSLA) scheme for LEAP households; and implementation plan and facilitation guide for the delivery of training to frontline staff and cascading messaging to beneficiaries on financial inclusion leveraging existing financial inclusion model for the Productive Inclusion program.

IV. EXPECTED OUTPUTS AND DELIVERABLES

- a. Provide an inception report on how the assignment would be delivered.
- b. Conduct gap assessment and submit a report detailing the relevant areas.
- c. Development and design content on the areas identified bothering Health and Sanitation, education and child protection, food and nutrition security,
- d. Development of training materials for subnational Training of Trainers (ToT).
- e. Testing of content adaptation with beneficiaries
- f. Printing and publishing of content
- g. Organize ToTs in collaboration with the LEAP Management Secretariat.

V. QUALIFICATION REQUIREMENTS FOR THE CONSULTANT/FIRM

To be considered for this activity, the consultant must demonstrate capacity and capabilities in the following:

- a) Demonstrated experience in providing similar services with a good knowledge of Ghana's Social protection sector.
- b) Minimum of five (5) years undertaking similar assignments. Stated experiences should be backed by official documentation by Clients worked for with a letter of satisfactory completion. Experience in carrying out similar exercises in catchment areas or Ghana would be an added advantage.
- c) A duly registered business entity that has been engaged in the business of providing consulting services that have not been declared ineligible to participate in any public tender in Ghana or elsewhere.
- d) Availability of managerial and technical capacity of the firm to provide the desired services.

VI. Minimum Requirements for Tender Submission

The following is required:

- a) Provide a list of at least 3 similar activities the firm has implemented in the past years. Stated experiences should be backed by official documentation by the client worked for with a letter of satisfactory completion.
- b) CVs of the Management team and all key staff who will be part of this assignment.
- c) Description of the firm and individual experiences.
- d) Estimated timeline.

VII. CLIENT'S INPUT

The Client will provide information on the Programme relevant to the assignment - project data and reports to facilitate the work of the consultant.

VIII. CONFIDENTIALITY AND DATA OWNERSHIP

All data is confidential and the property of the MoGCSP. No data or other information from this contract will be released to third parties without the written approval of MoGCSP. The

firm will turn over all data, data collection tools, and other material to the MoGCSP and will not retain any information or material after the contract has ended.

IX. DURATION OF THE ASSIGNMENT

The assignment is expected to last for a period of four (4) months.

X. REPORTING REQUIREMENTS

The Consultant shall report to the Head, LEAP Management Secretariat of the Ministry of Gender, Children and Social Protection

XI. FINANCIAL ARRANGEMENTS

The Consultancy fee shall be paid as per the financial guidelines of the World Bank and the Government of Ghana. Payment will be disbursed in installments as spelled out in the consultancy contract.

XII. SELECTION CRITERIA

The Consultancy Firm will be selected using Quality-Cost Based Selection (QCBS) method as specified in the World Bank's "Procurement Regulations for IPF Borrowers ("Procurement Regulations") dated July 2016 (revised in November 2017 and August 2018 and revised again in November 2020) and is open to all eligible Proposers as defined in the Procurement Regulations.