



**GSDF**

Ghana Skill  
Development  
Fund  
CTVET Programme

COMMISSION FOR TECHNICAL AND VOCATIONAL EDUCATION  
AND TRAINING (CTVET)

GHANA JOBS AND SKILLS PROJECT

GHANA SKILLS DEVELOPMENT FUND (GSDF)  
(GOG/WB)

**TERMS OF REFERENCE**

**REoA TITLE: RECRUITMENT OF 80NO. TEMPORARY STAFF AS INTERMEDIARIES (BUSINESS  
DEVELOPMENT SERVICES)**

**REOI No.: CTVET/GSDF/REoA/2022/01**

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## INTRODUCTION

The Government of Ghana has a funding arrangement of up to USD 200 million from the International Development Association (IDA) of the World Bank, towards the implementation of the Ghana Jobs and Skills Project (GJSP) with the following components:

<b>Component 1:</b>	Provision of apprenticeship training for jobs (US\$60 million)	
<b>Component 2:</b>	Provision of entrepreneurship and micro and small enterprise support for jobs (US\$100 million)	
	<b>Sub-Component 2a:</b>	Provision of entrepreneurship training and competitive business start-up grants to individuals for jobs
	<b>Sub-Component 2b:</b>	Provision of competitive grants to private enterprises for expanded employment
<b>Component 3:</b>	Operationalization of the Ghana Labor Market Information System, upgrading of district PECs and services, and independent performance reviews of Government youth employment and skills development programs (US\$30 million)	
<b>Component 4:</b>	Capacity development, technical assistance, and project management support for enhanced skills and jobs impact (US\$10 million)	
<b>Component 5:</b>	Contingent emergency response component (US\$0 million)	

The Ghana Skills Development Fund (GSDF) is sub-component 2b under the broader Ghana Jobs and Skills Project with funding of up to USD 60 million. It is embedded in the Government's TVET policy which has as its objective to "Create jobs and competitiveness of the skilled workforce and raise the income-earning capacities of people, especially women and low-income groups, through the provision of quality-oriented, industry-focused, and competency-based training programmes and complementary services".

The GSDF is a unit under CTVET, the implementing agency for Sub-component 2b of the Ghana Jobs and Skills Project.

The Fund is operated as a challenge fund aimed at addressing the skills and Technological needs of enterprises operating in both the formal and informal sectors of the economy of Ghana. It is a demand-driven response to two of the most critical challenges encountered by the productive sectors in Ghana, namely a qualified and skilled labour force and the acquisition and development of technology towards increased productivity and practical innovations.

The Fund supports initiatives that address the needs of continuous skill upgrading of enterprises especially, those enterprises with high growth and high employment potential, as

well as women- led and enterprises with women dominated workforce and persons living with disabilities (PWD).

GSDf supports various types of training needs and activities of successful applicants in areas including: i) upgrading the skills of employees for productivity improvement and to enable employees adopt emerging new technologies, ii) enabling current employees to earn higher technical and vocational skills qualifications and income iii) upgrading the skills of master crafts-persons and self- employed apprentices, iv) enabling existing public and private training providers to develop innovative training contents required by the private sector to improve competitiveness.

### **FUNDING WINDOWS UNDER GSDf**

The GSDf provides matching funds support through four key windows:

#### **Window 1: Formal Sector Training Grants**

Window 1 will focus on skills development in the formal sector and is expected to focus on higher level skills to be provided by public or private training institutions (who would be identified and certified by CTVET working in collaboration with employer associations) in collaboration either with larger size employers or associations of a group of smaller size employers. The beneficiary employers and employer associations are expected to be in the lead position to define the content and duration of the training and provide a minimum of 20% of matching funding to the costs. the GSDf will assist the employer to identify an adequate training provider.

#### **Window 2: Informal Sector Training Grants**

Window 2 will focus on the MSEs in the informal sector. Due to the fragmented nature of the MSEs and the informal sector, intermediary institutions, such as trade associations of informal sector enterprises, public and private training and business support institutions involved in vocations skills and apprenticeship training, registered co-operatives, and other such groupings, including private training providers and NGOs, will be engaged to identify and coordinate training for the MSEs in the informal sector. To increase the cost-efficiency of the support, applications benefitting multiple MSEs are encouraged

#### **Window 3: Training Innovation and Greening Grants**

The focus of this window is to develop new innovative models for the delivery of training and new training concepts. Funding will be provided to innovative projects with a focus on productivity and competitiveness aligned with national priorities. Funding will focus on innovative proposals that respond to economic demand. Under this window, GSDf may provide financing to training such as public or private training institutes, higher education institutes, incubators, accelerators, technology centres, or business advisory centers that may not have an explicit linkage with a firm - for expenditure on training innovations. Innovative training is defined as training that is not readily available at the time of application. There are several ways in which training programmes or training concepts can

be innovative. They may either cater for groups that have not been catered for before, the mode of training may be new in a Ghanaian context, or the actual content of the training may be novel.

#### Window 4: Grants for Science and Technology

Window 4 will focus on private sector growth and productivity improvements through support to firms to introduce new technologies and innovations into their business practices. Technology centers could be existing or new organizations that, on an ongoing and proactive basis, assist firms with the adoption of new technologies or innovations. Technology centers must have an objective of supporting productivity improvements across sectors through technology transfer, diffusion of innovation, quality improvements, and related training. All firms operating within the sector must be equally eligible to use the services of the technology center. Each technology center must demonstrate its capabilities to adapt and transfer appropriate, industry relevant technology and innovations to firms. Each technology center should seek to establish linkages with international centers of excellence operating in the same sector to ensure that technology centers function as conduits of the most current and appropriate technologies and innovations to Ghanaian firms

#### **OBJECTIVES**

The GSDF intends to provide at least 7000 grants over a 5-year period through June 2022 to June 2026 and provide at least 42,000 direct employments. Specific objectives include:

- Bridging skills gaps to producing Skilled Workforce, I
- Introducing New Technology,
- Enhancing productivity, and
- Creating Jobs

#### **BACKGROUND TO THE ASSIGNMENT**

Over the previous two phases of the Fund (SDF I & II), it was observed that most applicants did not have the required capacity, especially informal sector enterprises, to enable them to submit quality grant proposals to support their funding requests. The result was low approval rates and high costs to the fund.

It was observed that the involvement of Business Development Service (BDS) Providers in assisting prospective applicants improved the quality of grant proposals submitted. It was further observed that the quality of support provided by some BDS providers was questionable as they did not know enough of the Fund's operation themselves, while others tended to take advantage of prospective applicants.

It is in the light of the above challenges that the GSDF has found it necessary to streamline BDS provision to applicants to the fund particularly for Windows 1 & II, as well as elicit professionalism and ethical behaviour from these providers to protect applicants.

GSDf intends to apply part of the proceeds from the GSDf grant to engage qualified applicants (BDS Providers) as intermediary services providers to grant applicants. The strategy is to train enough intermediaries to ensure they have presence in all 16 regions of Ghana and are also close to the applicants. These will constitute the accredited intermediaries of the fund that will be made available to applicants that have passed the concept note screening stage and are invited to submit full proposals.

### **SCOPE OF WORK**

The select group of BDS Providers (the accredited intermediaries) will be required to provide the following services:

- Liaise with the GSDf delivery unit, particularly the Grant Specialists, to stay up to date on the operations of the fund
- Assist applicants to prepare their full project proposals as prescribed by the GSDf delivery unit
- Ensure that the project proposal complies with GSDf guidelines
- Assist in incorporating any modifications and updates of the project proposal requested by the technical evaluators and/or the GSDf Steering Committee
- Ensure that the project proposal is submitted within the time stipulated by the GSDf Office.
- Provide follow-up capacity building to applicants as required or requested.

### **DELIVERABLES OF THE ASSIGNMENT**

Quality full proposals that improve the approval rate at the GSDf.

### **PLACE AND DURATION OF THE ASSIGNMENT**

Accredited Intermediaries will support grant applicants in their regions of residence over the 5-year life span of the GSDf support. However, their contractual obligations to specific applicants they support, is for the duration of that sub-project

### **REQUIRED QUALIFICATION AND EXPERIENCE**

Applicants must possess the following qualification and experiences:

- Post Graduate Degree in Business Administration, Project Management, and Economics .
- A minimum of five years working experience in the business, humanitarian and/or development sector(s).
- Proof of ability to develop concepts notes into proposals for implementation
- Experience in preparation of business plans, project proposals for implementation
- Sound knowledge and experience in report writing.
- Experience in quantitative and qualitative data analysis.

- Good interpersonal, communications, and facilitation skills.
- Ability to maintain an effective working relationship in a multicultural environment.
- Computer literacy including the use of Microsoft Office suite and Internet.

## **SUPERVISION**

As accredited BDS Providers with service contracts, The GSDF Office will conduct an annual assessment of the intermediaries to ensure the following:

- Continue to deliver quality work
- Maintain acceptable levels of ethical behavior towards applicants to the fund
- GSDF office identify training needs of weak intermediaries