



AFRICAN DEVELOPMENT BANK

Immeuble du Centre de commerce international d'Abidjan CCIA
Avenue Jean-Paul II 01 BP 1387 Abidjan, Côte d'Ivoire

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Energy, Financial Solutions, Policy & Regulation (PESR) Department

E-mail : s.sarpong@afdb.org

**RECRUITMENT OF AN INDIVIDUAL CONSULTANT TO LEAD THE PROJECT:
“DIGITIZATION OF REGULATORY ACTIVITIES AND PROCESSES FOR IMPROVED
POWER SECTOR REGULATION IN GHANA PHASE 2 - INTEGRATION OF DIGITAL
PLATFORMS (IDP) OF REGULATORS AND UTILITIES IN GHANA FOR REAL TIME DATA
AND INFORMATION EXCHANGE”.**

1. **Assignment:** The African Development Bank (“The Bank”) hereby invites individual consultants to express their interest in the following assignment: *Digitization of Regulatory Activities and Processes for Improved Power Sector Regulation in Africa Phase 2 – Integration of Digital Platforms (IDP) of Regulators and Utilities in Ghana for real time data and information exchange.*

2. **Background and Context:** As part of its mandate to forge collaboration with Regional Member Countries supporting them to establish relevant energy policies and clear, predictable, and transparent regulation framework to ensure financial sustainability of the sector. The Bank with funding support from the Korea-Africa Economic Cooperation (KOAFEC) Trust Fund secured in 2021, piloted a DBMS initiative for the regulator in Ghana-Public Utilities Regulatory Commission (PURC). The PURC is a data driven organization with many levels of communication with diversified stakeholders protecting the interest of the utility providers and their customers at the same time. This DBMS has enhanced open access to regulatory information, transparency of regulatory processes, stakeholder engagement and participation in the regulatory process as well as instituted a mechanism for tracking and monitoring utility performance and consumer complaints for quality-of-service regulation. It also provided real time engagement between regulators and investors on many issues. The deployment of the centralised DBMS in Ghana has been a trail blazing regulatory initiative that has generated interest from the regulatory community across Africa. Notwithstanding the success and the significant impact of the already deployed DBMS for PURC, there remains a key and final step to complete the digitalization loop which involve direct integration of the DBMS with digital systems and platforms of utility service providers across the electricity value chain (generation, transmission, and distribution). Over the years, the Commission has relied solely on data churned out and submitted by the utility providers without any system of independently verifying and validating the data. The current system of manual data gathering, and verification raises issues of data consistencies, misinformation, and transparency, affecting PURC’s ability to make regulatory decisions. Implementation of the second phase of the DBMS is the best opportunity for PURC to overcome these hurdles via the automated and consistent gathering of data to enable succinct visualization for real time information and data exchanges between regulators, utilities, consumers, and other sector stakeholders.

3. **Objectives:** The aim of this assignment is to provide expert advice and guidance to the PURC in respect of the system design and specifications for deployment of the relevant integration modules that would integrate the existing DBMS with digital platforms of the Energy Commission (EC) which is the technical regulator and all the utilities across the electricity supply value chain.
4. **Tasks and Deliverables:** the individual consultant is expected to assist the regulators in the design, analysis, and deployment of the DBMS phase 2 for Ghana (Integrated Digital Platform-IDP). The activities includes but not limited to the following (additional tasks are enclosed into the ToR): Services to be provided under the assignment will entail (i) and reporting requirements of the utilities through interviews, desktop research and Acts establishing the regulators to understand their operations and stakeholder network; (ii)Undertake visits to the offices of Utilities and the regulators (PURC and EC) and Utilities to carry out an assessment of the prevailing conditions and operability of their existing ICT infrastructure and digital platforms to understand the compatibility requirements for integration (iii) determination of ICT needs of PURC for an effective deployment of a an IDP for Ghana; (iv)Develop a comprehensive ICT Needs Assessment (INA) and Compatibility Assessment Reports from the reviews and site visits to the utilities and regulators; (v) Recommend a solution design, System Specification (detailed business requirements), Bill of quantities and other related technical details for the development of the integrated platform and make technical inputs into the tender documents and Terms of Reference for the procurement of a vendor/supplier for the actual development and deployment of the IDP, (vi) providing technical inputs into tender documents and Terms of Reference for the procurement of an ICT vendor/supplier that will carry out the actual development and deployment of the IDP (vii) Supervise the installation and deployment of the integrated IDP by the Vendor/Supplier and undertake a User Acceptance Test (UAT) upon completion and review Commissioning and handover report on functional IDP (viii) supervising drafting of a user-manual to support end-user implementation, (ix) Develop for implementation by the Vendor/Supplier a training and capacity building programme for training the user staff and technical staff of all entities on the IDP as well as consumers and Civil Society Organisations. (x) Coordinate the project at the local level including working with the regulatory agencies, to facilitate, stakeholder engagements, making follow ups, reporting, and supporting related activities on the field. (xi) Undertake general supervision, coordination, and technical advisory and related support for the IDP from development, deployment, commissioning and launching. (xii) Prepare relevant materials and presentations for launching, and stakeholders' sensitisation roadshows and participate in them
5. **Expression of interest:** The Bank invite eligible consultants to express their interest in providing consulting services to assist the Bank in executing this "Assignment" in the form of Expression of Interest (EOI). The EOI should have the following title: "*Digitization of Regulatory Activities and Processes for Improved Power Sector Regulation in Africa Phase 2 – Integration of Digital Platforms (IDP) of Regulators and Utilities in Ghana for real time data and information exchange.*"
6. **Qualification to perform the consulting services:** Interested consultants are expected to provide information indicating their qualifications to perform the services such as a demonstrable track record of experience in Database Management or a portfolio with similar and relevant experience with appropriate skills relevant to the assignment. Prior experience in building similar systems will be a comparative advantage.
7. **Required Expertise:** Interested consultants are expected to demonstrate a track record in

Information Technology (IT) Business analysis skills, IT project management or Management of Information System solutions particularly in the Energy sector either on the African Continent or in similar jurisdictions and experience in working with multilateral and bilateral development banks (MDBs) is preferred.

8. **Department issuing the request:** Energy Financial Solutions, Policy, and Regulations.
9. **Duration of the assignment:** The duration of the Proposed Assignment shall be 8 Man- months over 18 Calendar Months. The Commencement Date is anticipated to be August 01, 2023
10. **Place of assignment:** Due to the constraints imposed by the Covid-19 pandemic, this assignment will be mostly carried out remotely. However, the consultant may need to travel to the two countries as well as the Bank’s headquarters in Abidjan within the duration of the Assignment.
11. **Procurement Process:**
 - Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the “**Rules and Procedures for the use of Consultants**”.
 - Please note that interest expressed by a consultant does not imply any obligation on the part of the Bank to include them in the shortlist. Adherence to the Bank’s Code of Ethics and Core Values is an essential requirement for this Assignment. The Bank reserves the right to cancel or postpone this procurement process should that be deemed necessary.
12. **Deadline and contact:**
 - Interested consultants may obtain further information at the email addresses below during office hours: 09:00 – 17:00 GMT.
 - Request for clarifications must be sent to the Bank via email not later than later than **Friday, June 23, 2023, at 17:00 GMT**
 - Expressions of **interest** must be received in soft copy to the email addresses below not later than **Friday, June 30, 2023, at 17:00 GMT** and specifically mentioning: “*Expression of Interest – Digitization of Regulatory Activities and Processes for Improved Power Sector Regulation in Africa Phase 2 – Integration of Digital Platforms (IDP) of Regulators and Utilities in Ghana for real time data and information exchange*”
 - Expressions of Interest should be submitted **following the format shared in Annex 1.**

For the attention of: Mr Solomon Sarpong
 Energy Financial Solutions, Policy & Regulation, Department
 Power, Energy, Climate Change and Green Growth Complex
 African Development Bank
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With copies to:
 Ms. Guillaîne Neza: g.neza@afdb.org; and
 Ms. Allioucha NIANGO: y.niango@afdb.org

(viii) ESTABLISHMENT OF THE SHORT LIST (EVALUATION PROCESS)

– A shortlist of three individual consultants will be established at the end the request of expressions of interest. The expressions of interests will be assessed based on the following criteria.

#	Criteria	Score
1	General qualifications and adequacy for the assignment to be undertaken	30
2	Similar experience in the area of expertise of the assignment	40
3	Language Proficiency	10
4	Experience with MDBs and DFIs in the development of corporate strategies	20
	Total	100

ANNEX 1: MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilize one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your Master's Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature: