



**OFFICE OF THE SENIOR MINISTER, OFFICE OF THE PRESIDENT**

**PUBLIC SECTOR REFORM FOR RESULTS PROJECT (PSRRP)  
IDA CREDIT NO. 63230-GH**

**TERMS OF REFERENCE**

**MINISTRY OF ENVIRONMENT, SCIENCE TECHNOLOGY AND INNOVATION**

**(MESTI)**

**CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A FRAMEWORK FOR  
THE INSTITUTION OF A NATIONAL INNOVATION CHALLENGE COMPETITION**

**REFERENCE NO.: GH-OSM-175568-CS-INDV**

**COMPONENT 2  
SUB-COMPONENT 2.1**

**JANUARY, 2020**

## **INTRODUCTION**

1. The Government of Ghana launched the National Public Sector Reform Strategy (NPSRS) 2018-2023 in August 2018. The goal of the NPSRS (2018-2023) is to enhance public service delivery to the citizenry and the private sector. It seeks, among other things, to reverse the decline in institutional quality and management effectiveness of Ghana’s public sector.

### **Background of the Public Sector Reform for Results Project (PSRRP)**

2. The PSRRP is an initiative of the Government of Ghana that partially supports the implementation of the NPSRS (2018-2023). The project aims to help sixteen (16) selected Ministries, Departments, and Agencies (MDAs) improve efficiency and accountability in the delivery of key public services to citizens and firms<sup>1</sup>. This will be achieved by strengthening the service culture among the employees of these entities and reforming the current structures, systems, processes and internal management functions of the entities to provide more accessible, modernized and timely services.

3. The PSRRP is implemented through the Office of the Senior Minister under the Office of the President (OSM-OoP) and supported by a US\$35 million credit and technical assistance from the International Development Association (IDA – hereafter, “the World Bank”). A summary project description is in the Annex – further details are in the Project Appraisal Document (PAD) and in the Project Operational Manual (POM).

### **Ministry of Environment, Science, Technology and Innovation**

4. The Ministry of Environment, Science, Technology and Innovation (MESTI) is one of the implementing entities of the Public Sector Reform for Results Project (PSRRP). The PSRRP will finance the development of a framework for instituting a National Innovation Challenge that will be implemented by the Ministry in an effective and efficient manner leading to a reform in the public in terms of their understanding and approach to science, technology and innovation.

## **BACKGROUND OF THE ASSIGNMENT**

5. Innovation is one of the levers that drives every nation’s economy. In the past 20 years in Africa, Innovation has not been given the need attention by government. Innovators/Inventors in the country are few and are not seen as doing much to help advance the development of the country. Start-ups, youth or university graduates with interest in inventing new ideas are often discouraged because there is lack of funds to support their work. Often when there is a new invention, it very costly since there are high import taxes on such equipment.

---

<sup>1</sup> These are five agencies (Driver and Vehicle Licensing Authority, Passport Office, Ghana Immigration Service, Environmental Protection Agency, and Births and Deaths Registry); their five respective parent ministries (Transport, Foreign Affairs and Regional Integration, Interior; Environment, Science and Technology and Innovation; and Local Government and Rural Development); the Ministry of Monitoring and Evaluation; Office of the Head of Civil Service; Public Services Commission; the Commission on Human Rights and Administrative Justice; the National Information Technology Agency; and the Office of the Senior Minister under the Office of the President.

6. Ghana currently has a Science, Technology and Innovation (STI) Policy that aims to drive all sectors of the country using STI. However, for such a policy to be the engine of growth, there is the need to build a strong capacity in the area of Innovation. One of the key policy strategies to promote innovations in Ghana is through the institution of a National Innovation Challenge (NIC). The NIC will be a healthy, knowledge-driven and an all-inclusive competition aimed at harnessing the innovative talent of our youth. The NIC will seek to build a culture of innovation among young Ghanaians as well as inject some energy and ideas of using innovation to create new ideas. This will take place at a time when our National System on Innovation has not been enriched by new and exciting ideas to stimulate innovation, develop our human capital and enhance the governance of the public research and development fabric of Ghana.

### **OBJECTIVE OF ASSIGNMENT**

7. In light of the above and as part of the PSRRP, the Ministry is seeking to recruit a consultant to develop the framework for instituting a National Innovation Challenge that will be implemented by the Ministry, leading to a reform in terms of public understanding and approach to science, technology and innovation. This assignment is in line with Project Component 2: Improving Efficiency, Accountability and Citizen Engagement in the Delivery of Selected Services. Specifically, it supports Project Sub-Component 2.1: Improving Efficiency in Service Delivery.

8. The main aim of the programme is to provide the youth with the opportunity to unleash their creativity. The sub-objectives are:

- a) To inject a healthy competition into the scientific community;
- b) To stimulate the culture of innovation among students and non-students in Ghana;
- c) To ensure the commercial success of an innovation through marketing via a participatory innovative competition at the national level; and
- d) To create awareness of STI amongst the public in the country.

### **SCOPE OF WORK**

#### **Specific Tasks**

9. The key tasks of the Consultant(s) will include the following activities:
- a. Review existing innovation challenges being implemented locally and internationally;
  - b. Recommend and develop the best strategies for a national innovation challenge;
  - c. Prepare an implementation plan including a budget for the NIC;
  - d. Prepare a communication plan in for the NIC;
  - e. Develop a funding strategy plan for the NIC;
  - f. Recommend key institutions/organizations that can collaborate with the Ministry in implementing the programme;
  - g. Propose mobilization strategy for the programme;
  - h. Develop a sustainable plan for the programme; and

- i. Carry out any other tasks to be assigned by MESTI.

**DELIVERABLES AND SCHEDULE**

- a. Inception Report (including work plan and methodology upon approval by an oversight technical committee);
- b. Draft Framework of National Innovation Challenge (to be discussed and reviewed by Technical Committee and stakeholders); and
- c. Final Framework of the National Innovation Challenge.

**Table 1. Summary of Deliverables, Timelines, etc.**

No.	Deliverables	Payment Schedules (%)
1.	Inception report (including work plan and methodology upon approval by an oversight technical committee)	30
2.	Draft Framework of National Innovation Challenge	50
3.	Final Framework of the National Innovation Challenge	20

**DURATION AND TIMELINE**

10. The assignment is expected to take place approximately forty-five-man days spread in a maximum of two (2) months.

**QUALIFICATIONS AND EXPERIENCE**

11. The consultant should possess the following qualifications and experience:

Academic Qualification:

- a) A Master’s Degree or equivalent in Economics, Engineering, Technology Management

Professional Experience:

- a) A minimum of seven (7) years in innovation, Technology Incubation, Business Incubation and/or project management;
- b) Experience of similar consultancies previously done in the past five (5) years;
- c) Demonstrate the ability to innovate, invent and showcase entrepreneurship capabilities by setting up and running a company that develop a products or render’s services.
- d) Knowledge of public and private sector systems;
- e) Good communication and computer skills;
- f) Excellent writing and analytical skills; and
- g) Sound work ethics, including commitment to time and meeting deadlines as well as maintaining courtesy and trustworthiness.

## **REPORTING AND SUPERVISION**

12. The Consultant will operate under the instructions of, and report to the MESTI Chief Director, through the MESTI Project Implementation Team (PIT) Coordinator. To ensure that the Consultant transfers skills to the staff of the Ministry during this assignment so as to build internal capacity the Consultant will be expected to work closely with the MESTI PIT and shall not sub-contract any work related to the assignment to third parties without the permission of MESTI.

13. The Consultant will be solely responsible for ensuring that all deliverables meet the expected quality and standards of MESTI and are produced on time.

## **MESTI INPUTS**

14. The MESTI will make available to the Consultant relevant documents and data to support the conduct of the assignment.

## **DATA OWNERSHIP AND CONFIDENTIALITY**

15. All datasets and documents shared with the consultant and his team remain the property of MESTI and OSM and is required to be considered under the strictest confidence. The datasets and documents must not, under any circumstance, be shared with a third party without prior written permission of MESTI and OSM.

## ANNEX

### Project Objective and Description

#### Description of Project

The objective of the project is to improve efficiency and accountability in the delivery of selected services by Selected Entities.

#### PDO Level Indicators

Progress towards the PDO of the project will be measured by the following indicators:

*i. To improve the efficiency of Selected Entities in delivery of selected services:*

- PDO Indicator 1: Service users provided selected services within the prescribed time limits published in Client Service Charters (CSC)/Client Service Standards (CSS) updated under Public Sector Reform for Results Project (PSRRP).
- PDO Indicator 2: Time to deliver selected services by Selected Entities, illustrated by, for example, time taken to register a vehicle.

*ii. To improve the accountability of Selected Entities in delivery of selected services*

- PDO Indicator 3: Annual conduct of Citizen Assessment Survey (Listen to Ghana) and publication of results.
- PDO Indicator 4: Selected Entities that publish data semi-annually on number of complaints received, resolved and pending.

The project has four (4) components whose activities will enable achievement of project objectives.

#### Component 1 - Strengthening Organizational Performance

This component will provide support to the OHCS and PSC to strengthen their capacity and organizational management and those of Selected Entities and other institutions under their oversight. It will also strengthen the capacity of CHRAJ's grievance redress and complaints handling of fairness in the delivery of administrative services.

#### Component 2 – Improving Efficiency, Accountability and Citizen Engagement in the Delivery of Selected Services

This component will assist the SEs to improve their efficiency and accountability in the delivery of Selected Services: DVLA, MoT, BDR, MLGRD, EPA, MESTI, PO, MFARI, GIS, MoI. It will also support NITA to provide ICT core services, other relevant ICT service and related technical support and training to the SEs. Furthermore, the component seeks to support NITA to implement Service

Level Agreements (SLAs) with each SE to provide the specified services according to mutually agreed standards.

This component would also support the implementation of Government's NPSRS (2018-2023) relating to improving efficiency, accountability and citizen engagement in the delivery of services by SEs except for OHCS, PSC and CHRAJ.

### **Component 3 – Monitoring and Evaluation**

1. Strengthening the capacity of the Ministry of Monitoring and Evaluation (MoME), MDAs and MMDAs through inter alia:
  - a) Preparing and implementing M&E policy and performance measurement; and monitoring implementation of the GRF for priority programmes;
  - b) Developing and monitoring real-time performance for MDAs and MMDAs; and
  - c) Strengthening M&E capacity.
2. Carrying out activities for enabling stakeholders to interact with citizens and civil society, conducting annual citizen assessment surveys and publishing the results.

### **Component 4 – Project Management, Coordination and Public Reporting**

Carrying out activities to strengthen the Government's capacity for the project management and coordination including monitoring and evaluation, fiduciary aspects, recruitment of the Independent Verification Agent (IVA) to verify the attainment of the Disbursement Linked Indicators (DLIs), carrying out public outreach on the Project and the NPSRS, generating feedback from citizens and firms on the Selected Services; and instituting a Project-level grievance redress and complaints handling mechanism.