

**DEVELOPMENT BANK GHANA (DBG)
SPECIFIC PROCUREMENT NOTICE
REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES –FIRM SELECTION)**

Reference No.: DBG/08/2024/CS/CQS

Assignment Title: Engagement of a Firm to Manage Temporary and Non-Core Human Capital of Development Bank Ghana (DBG).

Background

As an organization DBG requires flexibility in the management of its human resources and wishes to use the services of an outsourced vendor company to aid in the provision of temporary and non-essential human capital which also provides the ease to the organization to determine at will the need for such resource without the legal relationship of an employer.

The overall objective of the assignment is to onboard an outsourcing company to manage temporary and non-core human capital.

The consulting services ("the Services") include the Consultant's scope of work but are not limited to the following:

The Consultant will undertake the following tasks.

1. Recruit and manage human capital at the request of DBG.
2. Ensure that all regulatory issues concerning the management of human capital is complied.
3. Provide basic training for the human capital.

Detailed Terms of Reference (ToR) for the assignment can be obtained at the address and emails below.

The Development Bank of Ghana now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- (i) A comprehensive understanding of labor laws, regulations, and compliance prerequisites which includes familiarity with employment contracts, payroll regulations, tax laws, and benefits administration.
- (ii) Prove of strong reliance on technology to streamline processes, effectively manage data, and grant clients access to self-service portals for employee management.
- (iii) Demonstrate with evidence adherence to rigorous confidentiality and data security standards.
- (iv) A good understanding of the outsourcing services, labour laws, and banking staff regulations as set out by the Bank of Ghana.
- (v) A track record that shows the ability to efficiently manage outsourcing service-level agreements.
- (vi) The firm should have provided similar assignments in the last five years.

The firm must also submit the following requirements.

- a) A Valid/ Original Business Registration Certificate or Business License in conformity with the provisions of the laws of the country of the bidders.
- b) A Valid/ Up-to-date Original Copy of the Tax Clearance Certificate from the relevant authority in compliance with the provisions of the laws of the country of the bidders.
- c) A Valid/ Up-to-date Original Copy of the Social Security and National Insurance Trust Clearance Certificate from the relevant authority in compliance with the provisions of the laws of the country of the bidders.
- d) Audited Financial Statements of the bidders for the last Three (3) Financial Years (2021, 2022, and 2023).
- e) Provide names, phone numbers, and contact people at three organizations for whom your team and the firm have performed similar work.

Key Experts

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to the Bank's Policy on Corruption and Fraudulent Practices copies can be obtained at the address and emails given below. In addition, any false declaration will result in disqualification.

Consultants may associate with other firms to enhance their qualifications but should **indicate clearly** whether the association is in the form of a joint venture and /or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected

A Consultant will be selected in accordance with the Consultant's Qualification Selection (CQS) method set out in the Bank Procurement Policy.

Further information can be obtained at the address below during office hours **9:00 am to 5:00 pm** local time.

Expressions of interest must be delivered in a written form to the address below in person, or by mail, by **March 20, 2024**.

**The Chief Executive Officer
Development Bank Ghana
8th Floor, Accra Financial Centre
Liberia Road, Accra**

Website: www.dbg.com.gh

Attn: Chief Procurement Officer

Email: procurement@dbg.com.gh, and copy s.sebi@dbg.com.gh
Digital Address: GA-07-1450