



**PRIVATE
ENTERPRISE
FEDERATION**

Background

The Private Enterprise Federation (PEF), a non-profit and non-political organization established in 1994 to support the development and growth of private sector businesses in Ghana is seeking to engage the services of the following experts to undertake specific assignments per the details below, under a grant from Africa Lead, A USAID Contractor:

The overall goal of the support is to strengthen the organizational, human and financial resource capacities of PEF to enable it deliver on its mandate.

1. Business Development Manager

Deliverables

The specific timeline for each deliverable and reporting template will be documented following briefing meetings with PEF. The broad deliverables include:

- Undertake a detailed review and analysis of the Federation's 2013-2017 Strategic Plan to reform and redirect the Strategy to create new income generating business opportunities.
- Create a sequenced Business Plan out of the Strategy for PEF and its subsidiary to produce sustainable incomes for the Federation to execute its programs and maintain operations.
- Develop a program for PEF to launch and operationalize its income producing subsidiary
- Design for Management implementation, a Monitoring and Evaluation system with performance targets and indicators and a MIS Performance Indicator Tracking and Analysis Table to evaluate operations of the Federation.
- Train staff on new business development and project cycle to enhance the Federation's deliverables specific to its members and the private sector in general.
- Design and schedule an annual evaluation exercise to strengthen learning and sharing with verifiable accountability processes
- Undertake any other assignment relevant to the sustainable operations of the Federation and its members.

Qualifications

- Master's Degree in Business Development, Investments & Investment banking (Local/International), Finance, Accounting or a related field is required.
- Minimum of five years' experience working with local for-profit organizations, multilateral or bilateral international development organizations, and/or private sector institutions is required.
- Familiarity with PEF, its member organizations and other regional APEX Private Sector bodies is desirable
- Analytical skills required include: Financial viability and cost-benefit analysis of business income generating opportunities for effective institutional development. Assessment of performance management systems, or results-based management of programs and projects,
- Experience working with USG-funded or other cooperating partner agencies is preferred.
- Knowledge of the Ghana and West Africa private sector engagement in trade, agriculture, agriculture research and insight to improve food and nutrition security development environment is required.
- Ability to work in a multidisciplinary team and environment, and meet strict deadlines.
- Ability to work with various levels of management and staff and interact with a wide range of stakeholders including but not limited to political leaders, experts, national and international programs, technical and financial partners and farmer based organizations;
- Excellent writing skills and experience in report writing and technical editing of business development proposals and reports.

Period of Performance: March 2017 - April 2018

Estimated LOE: 12 Months

2. Human Resource Consultant

Deliverables

The specific timeline for each deliverable and reporting template will be documented following briefing meetings with PEF. The broad deliverables include;

- An inception report, not more than 10 pages, containing the consultants' proposed roadmap with timelines of the assignment;
- Develop a comprehensive HR manual for PEF
- Produce up-to-date job descriptions for current staff and potential staff based upon the Federation's Business Plan
- Produce a personnel handbook that clearly outlines employee performance management, compensation/incentive system

- Develop for implementation HR planning strategies with consideration on immediate and long-term staff requirements
- Develop a system to assess training needs of staff and also provide induction for new staff
- Undertake any other assignment relevant to the sustainable operations of the Federation and its members.

Qualifications of the Consultant

- Master's degree in human resource management, organizational development or a related field is required.
- Minimum of five years' experience working with local for profit organizations, multilateral or bilateral international development organizations, non-governmental organizations, and/or private sector institutions is required.
- Thorough knowledge of Labor Laws of Ghana required with knowledge of ILO requirements an added advantage
- Familiarity with PEF, its member organizations and other domestic and regional APEX Private Sector bodies is desirable
- Experience working with USG-funded or other cooperating partner agencies is preferred.
- Ability to work in a multidisciplinary team and environment, and meet strict deadlines.
- Experience in report writing and editing of human resources development proposal and reports necessary
- Experience in conducting interviews and analyzing survey results.

Period of Performance: March - May 2017

Estimated LOE: 2 months

3. Communication/Member Relations Coordinator

Responsibilities

- Conduct a mini-survey on the factors that are critical for PEF's successful interaction with its members including aspects of the organization's culture that supports and/or detracts from open and transparent communication channels
- Develop a short to long-term communication and marketing strategy to gain maximum exposure of the Federation and its activities and to also to re-engage PEF members and other relevant partners and stakeholders on revitalized strategic direction of PEF with timelines for implementation

- Conduct a sustained PR engagement with all stakeholders for an enhanced exposure and promotion of the Federation and a better understanding of PEF's revised vision, activities and programs and their collective role in realizing the objectives.
- Undertake other communication assignment relevant to the sustainable promotion and exposure of the Federation and its members

Qualifications of the Consultant

- Master degree in communications, public relations, marketing, journalism or related field. Applicants with Professional certificates as well will have an added advantage
- Minimum of five years' experience in a similar field with comprehensive understanding of modern methods of communication, event planning and promotion, graphic communications, advertising, campaigning, media engagement, social media and news writing.
- Ability to work in a multidisciplinary team and environment, and meet tight deadlines.
- Knowledge and experience in dealing with similar private sector organizations in West Africa engagement

Period of Performance: March - July 2017

Estimated LOE: 4 months

4. Research/Financial Resource Consultant

Responsibilities

- Develop a new resource mobilization strategy incorporating strategic priorities of senior Management and the Governing Council
- Prepare high quality grant applications with original writing proposals, reports, letters of intent, briefs, presentations, and other communications for submission to international funding organizations, donors and other potential funding sources in a timely manner.
- Organize, lead and manage proposal development including research and groundwork, setting out the road map and schedules for full-fledged strategic proposals with clearly laid out implementation plan,
- Manage the grant cycle for major donors, and corporate partners, including tracking progress and donor reporting.
- Coordinate strategic fundraising meetings and calls to provide programmatic information advising Management and other staff on funding priorities, and possible synergies.
- Conduct research, collect, analyze, and interpret data and information including the organization's reports, budgets, etc., to develop viable fundraising proposals

- Prepare presentations on proposal content and participate in internal and external meetings about the organization's programs and priorities.
- Lead in new program design and document the proceedings to inform proposal development
- Synthesize content and materials from the range of technical data to develop proposals with uniform style and voice and analyze the text against narrative requirements to determine what additional materials or resources are necessary to deliver an excellent proposal
- Develop and build capacity of staff in conceptualizing and writing winning proposals
- Undertake other fund raising assignments relevant to creating sustainable financial resources for the successful operations of the Federation and its members.

Qualifications of the Consultant

- Master's degree in Business Development, Accounting, Social Science, Human Resource, or related field.
- 5+ years' experience in resource mobilization/fundraising, new business and grant proposal development
- Track record of producing winning proposals
- Knowledge of private sector development issues essential
- Excellent writing skills. Note: candidates selected for an interview may be asked to submit writing samples of past work, and a writing assessment may also be administered
- Strong research capacity and communication skills; interpreting, analyzing complex information and issues and presenting such information in a clear and concise written manner for senior management
- Ability to adhere to tight deadlines and manage multiple projects simultaneously with independence;
- Ability to exercise discretion and maintain required confidentiality.
- A team player with strong interpersonal skills and good organizational abilities

Period of Performance: March – September 2017

Estimated LOE: 6 months

Mode of Application: Interested Consultants can apply by submitting sealed applications and CVs with fee expectations addressed to the Chief Executive Officer and delivered or posted to the following addresses.

Address 1: Private Enterprise Federation
Bungalow number 7
Prempeh II Street, GIMPA Campus,

Greenhill – Accra

Address 2: Private Enterprise Federation
P. O. Box CT 1671
Cantonment, Accra

Please note that soft copies of the applications and CVs may also be sent to info@pef.org.gh and wadongo@pef.org.gh

Closing Date for proposals: 31th January 2017

NB: Only short-listed Applicants will be contacted.

For further enquiries contact the Federation through **0302974983**.