

COMPANY PROFILE



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1.0 ABOUT US

DevPlan Consult consists of a multi-disciplinary team of Research and Management consultants providing consultancy and capacity building in the areas of:

- Socio-economic Research and Surveys
- Project Management, Monitoring and Evaluation.
- Local Governance and Community Development
- Business Development and Advisory Services

The firm was registered with the registrar generals' department in 2009 and issued with a certificate of incorporation and a certificate to commence business in the area of management consultancy and research services. Devtplan consult has two offices with the head office in Accra and a sub-office in Tamale

The firm has a strong, experienced and professionally competent consultancy team with wide ranging expertise and experience in the areas of socio-economic research, project monitoring and evaluation, local governance capacity building, business and institutional development. At DevtPlan, our approach to consultancy transcends the conventional way of consulting as we partner with our clients to identify their highest-value opportunities, address their most critical challenges, and transform their businesses and institutions.

Location

Devtplan Consult has two strategic locations in the country to facilitate its operations and activities. These locations are in the northern and southern sectors of the country:

<i>Southern Sector Office</i>	<i>Northern Sector Office</i>
<i>212 Lame Dwaah Street, Adenta SSNIT Flats Accra- Ghana</i>	<i>JISO PLAZA Jisonayili Tamale</i>

1.1 Firms Areas of Specialisation

Socio-Economic Research and Survey

The firm has a track record of undertaking large scale quantitative and qualitative research employing the most appropriate research design, data collection and analysis tools for clients in various sectors of the economy. Our approach is to employ various data collection tools such as focus groups discussions and questionnaire administration or a combination of both customized to meet the demands of our clients.

Our survey teams which include subject area specialists, field coordinators, field team leaders and field enumerators are well versed in the application of participatory learning and appraisal tools and using the most appropriate local language as a medium of collecting information from survey respondents. We also deploy the latest Computer Assisted Personal Interviewing (CAPI) techniques using software such as KoBo Collect, Survey CTO and ROMITY on smart phones for quantitative data collection. Quality assurance and ensuring integrity of data collected during our research assignments are key priority to us and our clients as such we have inbuilt systems in our data collection and analysis processes.

Project Management, Monitoring and Evaluation

In the area of project management, monitoring and evaluation, our expertise and track record covers the following:

- Conducting baseline, mid-term, terminal and ex-post surveys/evaluations
- Development of monitoring and evaluation plans/manuals and systems for projects and institutions.
- Training of project teams on monitoring and evaluation.
- Conduct environmental assessments such as resettlement action plans (RAP), environmental impact assessments (EIAs)

Devtplan consult has experience and expertise in managing local and donor funded projects. Individual consultants within Devtplan team have played leading roles in managing local governance, agriculture, educational and health related projects funded by development partners such as the IFPRI, USAID, World Bank, MIDA, KOICA, World Vision International, Global Communities among others.

Local Governance and Community Development

We have been involved in providing local governance research and capacity building for various Metropolitan, Municipal and District Assemblies (MMDAs), Ministries, Departments and Agencies (MDAs), and Civil Society Organizations in the country. We pride in having extensive field presence and providing local government consultancy services to over eighty Metropolitan, Municipal and District Assemblies across the Country. Devtplan consult has been certified by the Local Governance Service Secretariat to provide generic and demand driven consultancy services to Metropolitan, Municipal and District Assemblies in Ghana. We employ various participatory learning and action methodologies, community animation and facilitation techniques and adult learning techniques in our work.

Specific services provided by the firm in this area include:

- Conduct citizen satisfaction and perception surveys and facilitation of social accountability interfaces.
- Institutional capacity building through the design and implementation of tailored training programs.
- Development of revenue improvement systems and plans.
- Undertake community engagement and facilitation in the water and sanitation sector.
- Facilitating participatory planning and budgeting training programs.

Business Development and Advisory Services

Our business development team provides training, research and business advisory services to public and private sector institutions in the areas of sales Management, Market Research, Customer Relationship Management, Feasibility Studies, Business and Strategic planning, Financial Management and book keeping among others.

Our approach to training involve the combination of participatory tools such as case studies, role plays, group assignments and presentations, demonstrations and field activities all aimed at enhancing the understanding and maximum participation of trainees. Services provided include;

- Development of Business, Strategic and Marketing plans.
- Customized training for management and key staff on Corporate Governance, Customer Service, Marketing, Human Resources Management, Finance and Credit Management, Group mobilization and Community Entry among others.
- Conducting feasibility studies for both market entry and business expansion
- Project feasibility studies and technical support for business start-up.
- Institutional assessments and corporate diagnosis studies.

2.0 RELEVANT EXPERIENCES OF FIRM

2.1 Socio-Economic Research and Survey

Assignment Name: Data Collection for Assessing the Gendered Impact of Rural Development (Rural Enterprise Project)	Country: Ghana
Location within Country: Country-Wide in all 16 regions of Ghana	Duration of Assignment (Months): 3
Name of Client: International Food Policy Research Institute (IFPI)/IFAD	Total No. of Staff-Months of the Assignment: 7.5
Address: International Food Policy Research Institute 1201 Eye Street, New York Washington D.C.	Professional Staff-months provided by associated Consultants: None
Start Date (Month/Year): March, 2020	Completion Date: July, 2020
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Dr. Andy Agyei-Holmes – Team Leader Abdul Ghaffar Adam-Zonal Coordinator Percy Anaab Bukari-Zonal Coordinator Anthony Osei Asare-Data Quality Control Manager
<p>Narrative Description of Project: The goal of the programme is to improve the livelihoods and incomes of rural poor micro and small entrepreneurs and the objective is to increase the number of rural MSEs that generate profit, growth and employment opportunities in Ghana. As part of assessing the impact of the project, Devtplan Consult was contracted by IFPR1 and the International Fund for Agriculture Development (IFAD) to collect both qualitative and quantitative data. Phase one (1) of the assignment which was to collect qualitative data from all the project stakeholders at the national, district and community levels have been completed. The first phase which also included a comprehensive listing of non-project beneficiary communities have been completed. The second phase which to collect quantitative data from the project households is on-going.</p>	
<p>Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following;</p> <ul style="list-style-type: none"> • Drafting of training manual of quantitative training, • Recruitment and training of enumerators and supervisors, • Validation of districts, communities and list of clients • Conducting Pre-testing of data collection instruments • Conducting extensive quantitative and qualitative data collection in all project communities. • Coordinating and monitoring data collection process • Producing field report 	

Assignment Name: Impact Assessment Studies for the Africa Research in Sustainable Intensification for Next Generation (Africa RISING)	Duration of Assignment (Months): 3
Country: Ghana Location within Country: Savanah, North East, Northern, Upper East and Upper West Regions	Total No. of Staff-Months of the Assignment: 7
Name of Client: International Food Policy Research Institute (IFPRI)	Approximate Value of Services provided by your firm under the contract: US\$112,541
Address: International Food Policy Research Institute 1201 Eye Street, New York Washington D.C.	No. of Professional Staff-months provided by associated Consultants: None
Start Date (Month/Year): September, 2020	Completion Date: December, 2020
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Dr. Andy Agyei-Holmes-Team Leader Abdul-Ghaffar Adam-Project Director
Narrative Description of Project: Africa Research in Sustainable Intensification for the Next Generation (Africa RISING) was coined in 2012 as part of the United States government-wide Feed the Future initiative to uncover appropriate and effective solutions to address the root causes of hunger, poverty and malnutrition on the African continent. Africa RISING seeks to create opportunities for smallholder farm households to move out of hunger and poverty through sustainably intensified farming systems that improve food, nutrition, and income security, particularly for women and children, and conserve or enhance the natural resource base. The Phase I of the project was evaluated in late 2015 and early 2016. As part of the project activities, Devtplan Consult was contracted to collect data from 1300 project beneficiaries and non-beneficiaries from 62 communities in five (5) regions. These 1300 households were all part of the baseline surveys in 2015/2016.	
Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following; a) Recruited and trained field enumerators and supervisors to carry out data collection; b) Programing of data collection tools; c) Led field team to conduct pre-testing data collection tools; d) Conducted extensive qualitative and quantitative data collection in all project communities; e) Supervised and quality assured the collection of data; f) Cleaned and submitted data files and field reports.	

Assignment Name: Socio Economic and Water Demand Survey : GWCL Water Supply Master Plan for GAMA	Country: Ghana
Location within Country: Greater Accra Metropolitan Area (11 MMAs) Accra and Tema Metropolitan Assemblies and the following Municipalities: Ga East, Ga West, Ga Central, Ga South, Adentan, Ashaiman, La-Dadekotopon, La –Nkwantanang and Ledzokuku – Krowor.	Professional Staff Provided by Firm: <ul style="list-style-type: none"> • Local Governance Expert • GIS and Demography expert • Water and Sanitation Engineer • M&E Expert • Field Supervisors • Field Enumerators
Name of Client: Mott MacDonald/EAP Consult	No. of Key Staff: 4 Enumerators: 12
Start Date (Month/Year): December , 2015	Completion Date (Month/Year): March, 2016
Address:	No. of Staff Months: 3
Name of Senior Staff: Lead consultant, Abdul-Ghaffar Adam coordinated activities of the survey related meetings and prepared the baseline reports.	
<p>Narrative Description of Assignment:</p> <p>Devtplan Consult was a sub-contractor of Mott MacDonald to conduct the socio economic and water demand survey. The objective of the survey was to provide information which will be used for the preparation of a master plan for the development of the water supply system for the Greater Accra Metropolitan Area (GAMA) to the year 2040, with plans for immediate improvements for period 2015-18 and the medium term, 2018-28.</p> <p>The survey aimed to gather information on the following:</p> <ul style="list-style-type: none"> • Housing types and facilities such as flush toilets, showers, etc. within the house. We also asked about disposal of wastewater as it is important for houses with a connection and flush toilets to have either a connection to a sewer or a properly functioning on site facility. • Income levels and hence ability to pay for water. This is often difficult to obtain but data on average monthly household expenditure on electricity and ownership of goods may be indicative of capacity to pay. Willingness to pay for improved water supply may need to evolve through targeted media campaigns and other proxy data on expenditure and ownership of goods may give a guide. • Existing sources of water, uses of water for small-scale industry and income generation, and some indication of daily consumption levels in households of varying income levels. Level of satisfaction with current supplies, including availability, ease of access and cost and Willingness to Pay for improved access to safe water supply. 	
<p>Description of Actual Services Provided by Your Staff:</p> <ul style="list-style-type: none"> • Designed and executed the baseline survey. • Developed quantitative data collection instruments based on the project indicators • Recruited and trained field enumerators to carry out data collection. • Supervised and quality assured the collection of quantitative data from 1047 households in 10 out of the 11 Metropolitan and Municipalities in GAMA using electronic data collection process (KoBo Collect). • Generated outputs to be used for the report writing 	

Assignment Name: Household Listing and Survey on the Contribution of Motorized Three-Wheeler Truck Transportation to the Development of Rural Economies in Ghana.	Country: Ghana
Location within Country: 80 communities in the West and East Mamprusi Districts in the Northern Region of Ghana	Professional Staff Provided by Firm: <ul style="list-style-type: none"> • Agriculture and livelihood expert • Socio-economic research specialist. • Database and programming • Field Supervisors/Enumerators
Name of Client: International Food Policy Research Institute Funding Agency: IFPRI	No. of Key Staff: 4 Supervisors/Enumerators: 40
Start Date (Month/Year): April , 2017	Completion Date (Month/Year): June, 2017
Address:	No. of Staff Months: 3
Name of Senior Staff: Lead consultant, Dr Daniel AduAnkrah, Abdul-Ghaffar Adam and Percy Bukari coordinated activities of the survey related meetings and prepared the reports.	
Narrative Description of Assignment: The Ghana Strategy Support Program of the International Food Policy Research Institute (IFPRI) contracted Devtplan Consult to conduct a household listing and data collection to measure the impacts of the spread of motorized three-wheeler trucks on farming households and assess its contribution to the transformation of agriculture and the transportation network in the rural communities of Northern Ghana.	
Description of Actual Services Provided by Your Staff: <ul style="list-style-type: none"> • Recruited and trained field enumerators and supervisors to carry out data collection. • Listing Survey • Conducted survey covering 1600 farming households using KoboCollect. • Supervised and quality assured the collection of quantitative data. • Cleaned and submitted data files and field reports. • Prepared Survey Report 	

Assignment Name: End of Year (5) Five Data Collection Exercise for the Ghana Strengthening Accountability Mechanism	Country: Ghana
Location within Country: Country-Wide in 50 project districts within the 16 administrative regions of Ghana	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Socio Economic Researchers • Programming Expert • M&E Experts • Field Supervisors
Name of Client: Care International Funding Agency: USAID	Number of Staff provided by firm Professional Staff: 5 Support Staff: 30
Address: No.146 Garden Link, Ambassadorial Enclave, East Legon, Accra. Box CT 2487, Cantoments, Accra Rose Tchwenko- Project Manager	No. of Staff Months: One (1) Month
Start Date (Month/Year): October, 2019	Completion Date (Month/Year): October, 2019
Name of Senior Staff (Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam, Percy Bukari and Anthony Asare; led the survey teams.	
<p>Narrative Description of Project: The Ghana’s Strengthening Accountability Mechanisms (GSAM) is a six-year social accountability project which commenced in 2014. GSAM aligns with the 3 objectives of USAID Ghana’s 2013 – 2017 mission strategy: improved quality and transparency of MMDAs budgets and their capital budgets"; increased citizen satisfaction with capital projects; and the quality of local governance’. The project directly contributes to the Development Objective One (1) of the USAID Ghana Mission’s Country Development Cooperation Strategy.</p> <p>GSAM seeks to improve accountability by enhancing mechanisms of top-down and bottom-up social accountability in MMDAs; through increasing the quality and quantity of information available to citizens about the effectiveness of development projects funded by MMDAs capital budgets via extensive CSO monitoring, the production of scorecards, and public information campaigns that mobilize citizens to use the scorecards to demand improved development planning and execution.</p> <p>Devtplan Consult was awarded the contract to collect quantitative and qualitative data for the end year 5.</p>	
<p>Description of Actual Services Provided by Your Staff:</p> <ul style="list-style-type: none"> • Recruited and coordinated training of field enumerators and supervisors to carry out data collection. • Programmed questionnaires using CAPI-KoboCollect • Supervised the collection of quantitative and qualitative data from all 50 districts across all the regions using CAPI techniques. • Conducted 50 focused group discussions and 1000 household interviews. • Produced raw and cleaned datasets • Produced field report to client. 	

Assignment Name: Qualitative data collection on gender and youth in agriculture in the Northern and marine fishery regions of Ghana.	Country: Ghana
Location within Country: 7 district in Ghana. i.e. Mion, East mamprusi, Garu/Tempane, Komenda/Edina, Shama and Accra districts of Ghana	Professional Staff Provided by The Firm: <ul style="list-style-type: none"> • Community engagement expert • Monitoring and Evaluation Expert • Field enumerators and transcribers
Name of Client: United States Agency for international Development (USAID)	No. of Staff: Professional:2 Field Enumerators: 12
Address: SaharAlnouri, Project manager Tel: 301-287-8777 Email: salnouri@encompassworld.com Raener Browne Douge, Contract specialist Tel: 301-287-8762 Email: rdouge@encompassworld.com	No. of Staff Months: One (1) Month
Start Date (Month/Year): June, 2019	Completion Date (Month/Year): July, 2019
Narrative Description of Assignment: The aim of the project was to conduct a contextual analysis of gender and youth in agriculture in the Northern and marine fishery regions of Ghana. Qualitative data collection approaches (FGDs and KIIs) were used to elicit information from young men and women between the ages of 18-24years, socially connected women who are 25years and above, successful agri-businessmen and local authorities in project communities. The field activities were carried out in seven (7) districts in the Northern, Greater Accra, Upper east, North east, Central and Western regions of Ghana. In total 16 FGDs and 44 KIIs were conducted.	
Description of Actual Services Provided by Your Staff: <ul style="list-style-type: none"> • Recruitment and training of enumerators and transcribers • Transcription of qualitative data • Cleaning of qualitative data • Presentation on deliverables 	

Assignment Name: Data Collection for End-line Assessment on Quality of Care and Services within Health facilities in Ghana under the Evaluate for Health	Country: Ghana
Location within Country: Country-Wide in 67 districts within all 16 regions of Ghana	Duration of Assignment (Months): 3
Name of Client: United States Agency for international Development (USAID)/Management Systems International (MSI)	Total No. of Staff-Months of the Assignment: 7
Address: Rachel Benavides Email: Rachel.benavides@msi.inc.com MSI, Inc. 200 12 th St. South, Suite 1200, Arlington, VA 22202	Approximate Value of Services provided by your firm under the contract:
Start Date (Month/Year): Jan, 2019 Completion Date: March, 2019	No. of Professional Staff-months provided by associated Consultants: None
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Abdul Ghaffar Adam-Team Leader Percy Anaab Bukari-Project Coordinator Anthony Osei Asare-Data Quality Control Manager
<p>Narrative Description of Project: In September 2014, USAID/Ghana awarded MSI the Ghana Evaluate for Health (Evaluate) Project. Under this project, MSI provided overall evaluation support to the entire USAID health portfolio, including establishing baselines, midlines and end-lines; developing and implementing studies and evaluations; building the capacity of Ghana's research and academic institutions; and rapidly implementing operations research to respond to evolving data or circumstances. E4H was charged with measuring overall effectiveness, transparency, and optimal use of USAID/Ghana health resources. MSI awarded a sub-contract to Devtplan Consult to collect quantitative and qualitative data for the Endline assessment report. This was after Devtplan Consult had successfully undertaken the data collection for the midline of the same project in 2017.</p>	
<p>Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following;</p> <ul style="list-style-type: none"> • Recruited and coordinated training of field enumerators and supervisors to carry out data collection. • Programmed questionnaires using CAPI-KoboCollect • Supervised and quality assured the collection of quantitative data from 609 health facilities in 67 districts across all the regions using CAPI techniques. • Conducted 170 focused group discussions and key informant interviews. • Produced raw and cleaned datasets • Produced field report to client. 	

Assignment Name: Evaluation Survey for the Ghana Sustainable Land and Water Management Project (GSLWMP) impact evaluation.	Country: Ghana
Location within Country: Savanah, North East, Northern, Upper East and Upper West Regions	Duration of Assignment (Months): 4
Name of Client: Ministry of Environment, Science, Technology and Innovation	Total No. of Staff-Months of the Assignment: 8
Address: Ministry of Environment, Science, Technology and Innovation P.O Box M232, Ministries, Accra	No. of Professional Staff-months provided by associated Consultants: None
Start Date (Month/Year): November, 2018	Completion Date: March, 2019
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Dr. Daniel Adu Ankrah-Team Leader Abdul-Ghaffar Adam-Project Zonal Coordinator Percy Anaab Bukari-Project Zonal Coordinator
<p>Narrative Description of Project: Devtplan Consult was contracted by the Ministry of Environment, Science, Technology and Innovation (MESTI) to conduct a tracer survey part of project impact evaluation of the Sustainable Land and Water Management Project (SLWMP) which aims to This assignment was after the firm (Devtplan Consult) had conducted a Baseline survey for this same project in 2017. The project was being implemented in 10 districts within the Northern, Upper East and Upper West regions of Ghana. The assignment involved the following:</p> <ul style="list-style-type: none"> • A longitudinal study where the same observations in the baseline were studied. Surveys was administered in 75 communities, all of which did the long survey and 10 of which did additional shorter surveys (PES). • Household data was collected electronically, with tablets or smart phones. The survey instrument was programmed using Survey CTO. 	
<p>Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following:</p> <ul style="list-style-type: none"> • Recruited and trained field enumerators and supervisors to carry out data collection. • Conducted survey covering 1840 households using CAPI-Survey CTO • Supervised and quality assured the collection of quantitative data. • Cleaned and submitted data files and field reports. 	

Assignment Name: Listing and Baseline Survey; Greater Accra Metropolitan Area (GAMA) Sanitation and Water Improvement Project for La- Nkwantanang Madina Municipal Assembly	Country: Ghana
Location within Country: La- Nkwantanang Madina Municipal Assembly in Greater Accra Region.	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • M&E Experts • Water and Sanitation Engineer • Community development Expert • Local governance Expert • GIS and Demography expert • Public health Expert • Enumerators and Supervisors
Name of Client: World Bank/ Ministry of Local Government and Rural Development	Number of Staff provided by firm Professional Staff: 6 Support Staff: 18
Start Date (Month/Year): July, 2015	Completion Date (Month/Year): October, 2015
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam and Percy Bukari; led the entire listing and baseline survey processes.	
<p>Narrative Description of Project:</p> <p>This was a World Bank funded project with the objective of increasing access to improved sanitation and improved water supply in the Greater Accra Metropolitan Area (GAMA), with emphasis on low income urban communities, and to strengthen management of environmental sanitation across the GAMA. The broader Consulting Services implemented by Devtplan Consult within which this Listing and baseline survey was carried out was “community engagement/mobilization, design and implementation supervision for the provision of improved sanitation and water supply for the La Nkwantanang Madina Municipal Assembly”. The project among others also included provision of technical assistance and facilitation of micro-finance for single households to build improved sanitation facilities.</p> <p>The objective of the baseline survey was to establish the baseline situation which will serve as reference point in measuring and tracking project outcomes.</p>	
<p>Description of Actual Services Provided by Your Staff:</p> <p>A listing survey conducted in the targeted low income urban community captured 12,000 households out of which quantitative baseline survey data was conducted in 2500 households using the computer aided personal interviewing technique (KoBo collect). Qualitative baseline data was also collected through focused group discussions and key informant interviews with various community and district level stakeholders who have a role to play in improving the water and sanitation situation in the communities.</p> <p>Devtplan Consult also carried out the recruitment and training of enumerators; quality assurance and preparation of the survey reports</p>	

2.2 Project Management, Monitoring and Evaluation

Assignment Name: Endline Evaluation Of The BMZ Pathways For Sustainable Employment For Women And Youth In Ghana (PASEWAY Project)	Country: Ghana
Location within Country: Northern, Ashanti and Greater Accra Regions.	Duration of Assignment (Months): 3
Name of Client: Plan International Ghana	Total No. of Staff-Months of the Assignment: 7
Address: Plan International Ghana No. 10 Yiyiwa Street Abelenkpe Accra	No. of Professional Staff-months provided by associated Consultants: None
Start Date (Month/Year): October, 2022	Completion Date: January, 2023
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Abdul-Ghaffar Adam- Team Leader Percy Anaab Bukari – Field Coordinator Anthony Osei Asare-Data Quality Control Manager
<p>Narrative Description of Project: Youth unemployment is a major socio-economic and political issue in Ghana and many other African countries, and it is one of the most difficult challenges to overcome in achieving Africa's sustainable development. Enabling young people to find work is regarded as a critical strategy for achieving the Agenda 2063 and its sustainable development goals. In order to address this issue, Plan International Ghana, in collaboration with Plan International Germany, is leading the implementation of the Pathways for Sustainable Employment Opportunities for Women and Youth in Ghana (PASEWAY) project in collaboration with three (3) local NGOs, namely YOTA, VTF Programme, and RAINS, with funding from the German Federal Ministry for Economic Cooperation and Development (BMZ). The overall goal of this project endline evaluation is to assess the achievements, challenges and good practices that have occurred as a result of the implementation of various activities over a period of three (3) years</p>	
<p>Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following;</p> <ul style="list-style-type: none"> g) Recruited and trained field enumerators and supervisors to carry out data collection; h) Programing of data collection tools; i) Led field team to conduct pre-testing data collection tools; j) Conducted extensive data collection in all project communities; k) Supervised and quality assured the collection of data; l) Cleaned and submitted data files and field reports. m) Prepared an endline evaluation report 	

Assignment Name: Midline Data Collection for the Right to Play's Learning through Play (LtP) P3 Project in Ghana	Country: Ghana
Location within Country: Greater Accra, Volta and Northern Regions	Duration of Assignment (Months): 3
Name of Client: Research Triangle Institute (RTI) International	Total No. of Staff-Months of the Assignment: 7
Address: East Cornwallis Road Post Office Box 12194 Research Triangle Park, NC 27709-2194	Completion Date: January, 2023
Start Date (Month/Year): October, 2022	No. of Professional Staff-months provided by associated Consultants: None
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Abdul-Ghaffar Adam -Team Leader Percy Anaab Bukari – Project Coordinator
Narrative Description of Project: With funds from the Bill and Melinda Gates Foundation, RTI International is conducting the Learning at Scales Research Study, which seeks to examine successful large-scale education programs in low and middle income countries. To support the Learning at Scale Research, Devtplan Consult Limited was contracted by RTI to conduct, supervise and manage data collection in three (3) regions within Ghana.	
Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following; n) Recruitment and training of enumerators and supervisors, o) Conducting Pre-testing of data collection instruments p) Conducting extensive data collection in all project communities. q) Coordinating and monitoring data collection process r) Producing field report	

Assignment Name: Baseline Data Collection for the Right to Play's Learning through Play (LtP) P3 Project in Ghana	Country: Ghana
Location within Country: Greater Accra, Volta and Northern Regions	Duration of Assignment (Months): 3
Name of Client: Research Triangle Institute (RTI) International	Total No. of Staff-Months of the Assignment: 7
Address: East Cornwallis Road Post Office Box 12194 Research Triangle Park, NC 27709-2194	Completion Date: January, 2022
Start Date (Month/Year): October, 2021	No. of Professional Staff-months provided by associated Consultants: None
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Abdul-Ghaffar Adam -Team Leader Percy Anaab Bukari – Project Coordinator
Narrative Description of Project: With funds from the Bill and Melinda Gates Foundation, RTI International is conducting the Learning at Scales Research Study, which seeks to examine successful large-scale education programs in low and middle income countries. To support the Learning at Scale Research, Devtplan Consult Limited was contracted by RTI to conduct, supervise and manage data collection in three (3) regions within Ghana.	
Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following; s) Recruitment and training of enumerators and supervisors, t) Conducting Pre-testing of data collection instruments u) Conducting extensive data collection in all project communities. v) Coordinating and monitoring data collection process w) Producing field report	

Assignment Name: Development of a Monitoring and Evaluation Framework and Baseline studies for the Cylinder Recirculation Model and National LPG Promotion Program	Country: Ghana
Location within Country: Country-Wide in all 16 regions of Ghana	Duration of Assignment (Months): 7
Name of Client: Ghana Energy Sector Transformation Initiative Project / Ministry of Energy	Total No. of Staff-Months of the Assignment: 7
Address: Ministry of Energy, Ministries, P. O. Box SD 330, Accra, Ghana	Completion Date: September, 2022
Start Date (Month/Year): March 2022	No. of Professional Staff-months provided by associated Consultants: None
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Percy Anaab Bukari -Team Leader Abdul-Ghaffar Adam – Project Coordinator
Narrative Description of Project: In 2017, the Ministry of Energy released a National LPG Promotion Policy with the overall goal of ensuring that at least 50% of Ghanaians have access to safe, clean and environmentally friendly LPG for increased domestic, commercial and industrial usage by 2030. Devtplan was tasked to conduct a nationwide baseline study on LPG uptake, consumer behavior, LPG demand and supply indicators, cylinder types, sizes, and general condition, and any other indicator relevant to progressive LPG uptake by 50% of Ghanaian households. The assignment was carried out in 102 municipalities/districts across the 16 regions of Ghana in selected rural and urban communities.	
Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following; x) Recruited and trained field enumerators and supervisors to carry out data collection; y) Programing of data collection tools; z) Led field team to conduct pre-testing data collection tools; aa) Conducted extensive data collection in all project communities; bb) Supervised and quality assured the collection of data; cc) Cleaned and submitted data files and field reports. dd) Prepared a baseline evaluation report ee) Prepared an M&E framework	

Assignment Name: Baseline Study in Selected Low Income Urban Communities in the Greater Kumasi Metropolitan Area	Country: Ghana
Location within Country: Old Tafo Municipal; Oforikrom Municipal and Kwadaso Municipal	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Community Engagement Specialists • WASH Specialist • Local governance Expert • Public health Expert • Water and Sanitation Engineer • M&E Experts • Field Supervisors • Field Enumerators
Name of Client: Ghana Water Company Limited	Number of Staff provided by firm Professional Staff: 6 Support Staff: 40
Start Date (Month/Year): November 2021	Completion Date (Month/Year): January, 2022
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Percy Anaab Bukari; Ghaffar Adam and Anthony Osei Asare	
Narrative Description of Project: The Ghana Water Company Limited aims to increase access to safe and sustainable water to the residents of the Greater Kumasi Metropolitan Area (GKMA), targeting the Low Income Urban Communities (LIUCs). The baseline survey will be used as bench marks against which results of the project interventions can be measured and evaluated	
Description of Actual Services Provided by Your Staff: Actual tasks provided included; <ul style="list-style-type: none"> • Designed and executed the baseline survey. • Developed quantitative and qualitative data collection instruments based on the project indicators • Recruited and trained field enumerators to carry out data collection. • Supervised and quality assured the collection of quantitative data from • Produced baseline Report • Conducted community mobilisation and sensitisation campaigns in all selected LIUCs 	

Assignment Name: Baseline Studies and Community Mobilisation Campaign for the Greater Accra Sustainable and Livelihoods Improvement Project (GASSLIP)	Country: Ghana
Location within Country: 22 Metropolis and Municipalities in Greater Accra	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Community Engagement Specialists • WASH Specialist • Local governance Expert • Public health Expert • Water and Sanitation Engineer • M&E Experts • Field Supervisors • Field Enumerators
Name of Client: African Development Bank/GASSLIP	Number of Staff provided by firm Professional Staff: 6 Support Staff: 40
Start Date (Month/Year): May 2020	Completion Date (Month/Year): June, 2021
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Percy Anaab Bukari; Ghaffar Adam and Anthony Osei Asare Led the entire baseline and Community Mobilisation processes	
<p>Narrative Description of Project:</p> <p>The Greater Accra Sustainable Sanitation and Livelihoods Improvement Project aims to increase access to safe and sustainable sanitation to the residents of the Greater Accra Metropolitan Area (GAMA), targeting the urban and peri-urban poor residents. The Project is to provide domestic and municipal level sanitation infrastructure, support skills development and livelihood improvements, and enhance the capacity of sanitation service providers and the participating local government authorities to better deliver and manage climate resilient sanitation services within GAMA.</p>	
<p>Description of Actual Services Provided by Your Staff:</p> <p>The objective of the baseline survey was to establish the existing sanitation situation within the selected LIUCs. The community engagement and sensitisation campaign on its part was to also create sufficient awareness of the project to relevant stakeholders. Actual tasks provided included;</p> <ul style="list-style-type: none"> • Designed and executed the baseline survey. • Developed quantitative and qualitative data collection instruments based on the project indicators • Recruited and trained field enumerators to carry out data collection. • Supervised and quality assured the collection of quantitative data from 4000 households in 22 Metropolitan and Municipalities in GAMA. • Produced baseline and KAP Studies Report • Conducted community mobilisation and sensitisation campaigns in all selected LIUCs 	

Assignment Name: Comprehensive Evaluation on Capacity Building of Community-Based Maternal and Child Health Projects	Country: Ghana
Location within Country: 3 districts in Volta Region Ketu South Ketu North Keta	Professional Staff Provided by The Firm: <ul style="list-style-type: none"> • Monitoring and Evaluation Expert • Community Development Expert • Field Enumerators
Name of Client: Korean International Corporation Agency (KOICA)	No. of Staff: Professional: 3 Field Enumerators: 15
Address: Maternal and CHILD Health care project, P.O.BOX AF126. Aflao. Volta Region	No. of Staff Months: Three (3) Months
Start Date (Month/Year): June, 2018	Completion Date August, 2018
Name of Senior Staff: Abdul-Ghaffar Adam and Anthony Osei Asare coordinated all field data related activities and prepared the field reports.	
Narrative Description of Assignment: The Evaluation assessed the performance of personnel in sampled health facilities (CHPS and health centers) in the provision of maternal and child health services within the three project districts. KOICA carried out a Maternal and Child Health Project intervention 2014-2016 which sought to reduce the incidence of maternal and child mortality within the project areas. Key health personnel and community stakeholders who participated in the evaluation included; 125 Community Health Nurses; 30 Community Health Officers; 51 Midwives; 68 Community Health Volunteers and 400 Community Health Management Committee Members	
Description of Actual Services Provided by Your Staff: <ul style="list-style-type: none"> • Developed quantitative and qualitative instruments for data collection. • Programmed questionnaires using CAPI-KoboCollect • Recruited and trained field enumerators to carry out data collection. • Collected quantitative data from health personnel • Collected Qualitative data using focused group discussions and In-depth Interviews from District Directorate of Health , Health Centers and CHPS compounds • Collated and cleaned data for client. 	

Assignment Name: Endline Studies on Improving Maternal and Child Health Project	Country: Ghana
Location within Country: Ketu South District, Volta Region	Duration of Assignment (Months): 3
Name of Client: Korean International Corporation Agency (KOICA)	Total No. of Staff-Months of the Assignment: 5
Address: Maternal and CHILD Health care project, P.O.BOX AF126. Aflao. Volta Region	No. of Professional Staff-months provided by associated Consultants: None
Start Date (Month/Year): October, 2017	Completion Date: December, 2017
Name of Associated Consultants, if any; None	Name of senior professional staff of your firm: Abdul-Ghaffar Adam-Team Leader Percy Anaab Bukari-Project Coordinator Anthony Osei Asare-Data Quality Control Manager
<p>Narrative Description of Project: This survey was to done track the performance of the project indicators within different time frames of the project. These assignment was after the firm (Devtplan Consult) had conducted a Baseline survey for these same project in 2015. The project indicators among others included</p> <ul style="list-style-type: none"> - Contraception Usage Rate - Pursuit of Healthcare Services of Under 5 Children (U5C) by Caregivers - Diarrhoea Prevalence in U5C - Malaria Diagnosis Rate in U5C - ANC Rate among Mothers - PNC Rate among Mothers - Rate of Skilled Birth Delivery <p>It also provided relevant information and lessons learnt from the project interventions. This was also a longitudinal study using the Randomized Control Trials (RCT) approach where by the target communities were categorized as control and treatment communities. The purpose of the survey was to track performance of project indicators in the control and treatment communities and ascertain whether there has been some initial significant project outcomes.</p>	
<p>Description of Actual Services Provided by Your Staff: Specific activities carried out by the consultant in this assignment include the following;</p> <ul style="list-style-type: none"> • Developed quantitative and qualitative instruments for data collection. • Developed survey and interview questionnaires based on the MCH indicators • Programmed questionnaires using CAPI-Survey CTO • Collected quantitative data from 1800 households in 42 communities (ie 21 controlled and 21 treatment) using computer Assisted Personal Interviewing (CAPI) System-Survey CTO • Recruited and trained field enumerators to carry out data collection by utilizing appropriate community rural appraisal instruments • Collected Qualitative data using focused group discussions and In-depth Interviews from District Directorate of Health, Health Centers and CHPS compounds • Produced draft and final mid-line survey reports for the project. 	

Assignment Name: Final Evaluation of Young Street-Connected Mothers (YSCM) Project	Country: Ghana
Location within Country: Accra	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • M&E Experts • Gender Expert • Early Childhood Development Expert • Field Enumerators
Name of Client: Street Girls Aid and Chance for Childhood (CfC)	Number of Staff provided by firm Professional Staff: 3 Support Staff: 12
Start Date (Month/Year): January, 2018	Completion Date (Month/Year): April, 2018
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam and Anthony Osei Asare; Led the entire evaluation survey team.	
<p>Narrative Description of Project:</p> <p>The YSCM Project was a 2-year project that has helped many street connected mothers to place their children in pre-school settings and prepare them for mainstream schools. The overall objective of the project was to engage street connected mothers to improve their skills to support their children’s development and pre-primary education through understanding the value of education, increased involvement in early learning, and development of financial literacy. The project has four (4) outcomes;</p> <p><i>Outcome 1: Improved Early Childhood Development of Children (aged 1-6) of Young Street-Connected Mothers as a Result of Participating in Services Provided by Early Childhood Development Centre (Creche/Pre-School)</i></p> <p><i>Outcome 2: Improved Parental Support for Early Childhood Care and Education of Children of Young Street-Connected Mothers</i></p> <p><i>Outcome 3: Improved Attendance and Retention of Children of Young Street-Connected Mothers in Early Childhood Development Centre and in Primary Education</i></p> <p><i>Outcome 4: Improved Management of Personal Finances by Young Street-Connected Mothers</i></p>	
<p>Description of Actual Services Provided by Your Staff:</p> <ul style="list-style-type: none"> • Recruited and trained field enumerators to carry out data collection. • Development of Data Collection Tools/Instrument • Conducted comprehensive quantitative and qualitative data collection using Key Informant Interviews ; Focused Group Discussions; Individual Questionnaires; Child-Friendly Interviews • Data Collation and Cleaning • Development of Project Report 	

Assignment Name: End of Term Evaluation, Child Right Protection and Food Security Programme of the Christian Council of Ghana	Country: Ghana
Location within Country: Central Gonja, Tolon and Kumbungo Districts in Northern Region; Ga South and Ningo Prampram Districts in Greater Accra Regions.	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • M&E Experts • Development Planners
Name of Client: Christian Council of Ghana	Professional Staff provided by firm 4
Start Date (Month/Year): August, 2013	Completion Date (Month/ Yr): October, 2013
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam and Percy Bukari; were responsible for the entire evaluation processes.	
<p>Narrative Description of Project:</p> <p>The Christian Council of Ghana with funding from Church Development Service (EED) in Germany, implemented “Promoting Child Rights and Food Security Project” in four districts (Ga South, Dangbe West, Central Gonja and Tolon Kumbungu) in Ghana from the period July 2010- December, 2012. The specific objectives of the project was to advocate for the reduction of child trafficking and worst forms of child labor and also to enhance the capacity of policy makers and church leaders in advocating for the reduction of poverty and the promotion of food security in Ghana. The outcome of the evaluation will also serve as an input in the planning/re-design of next phase of the project. The consultants adopted a participatory and consultative approach in undertaking the evaluation and elicited information from various project stakeholders using data collection techniques such focus group discussions, key informant interviews and questionnaires.</p>	
<p>Description of Actual Services Provided by Your Staff:</p> <p>The purpose of the evaluation was to assess the impact of the Child Labor and Trafficking Project implemented by the CCG and to what extent it has reduced of its practice in the project intervention districts. The evaluation also assessed the performance of the indicators of the various worse forms child labor and related issues within the districts. Specific evaluation objectives for the assignment include the following;</p> <ul style="list-style-type: none"> • To assess the relevance of the Project to the beneficiaries. • To assess the effectiveness and efficiency in project implementation. • To ascertain the sustainability of the project within the beneficiary communities. 	

Assignment Name: Livelihood Needs Assessment Study on promoting gender inclusivity in the small scale mining sector		Country: Ghana
Location within Country: Greater Accra Region		Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Qualitative research expert • Training and capacity building expert
Name of Client: Solidaridad		Professional Staff provided by firm/Entity Mr. Percy AnaabBukari Mr. Abdul-Ghaffar Adam
Start Date (Month/Year): March, 2020	Completion Date (Month/Year):March, 2020	
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam and Percy Anaab Bukari were responsible for the exercise		
Narrative Description of Project: This study was carried out to identify alternative livelihood opportunities for women and women groups in mining communities that will subsequently lead to the capacity building of such women based on the results of the study to enable them harness the opportunities identified. The research was conducted using mainly qualitative methods such as focus group discussions and key informant interviews on a purposively selected sample size of 58 respondents made up of 48 women (from 4 women groups) and 10 key informants (from the Minerals Commission, Mine Mangers, Business Advisory Centers and Opinion Leaders).		
Description of Actual Services Provided by Your Staff: <ul style="list-style-type: none"> • Conduct a Livelihoods needs assessment in project mines and identify livelihoods opportunities; • Undertake training of 5 women's groups in livelihoods opportunities; • Present Draft Livelihoods Needs Assessment Report; • Present Draft Training Report; and • Present Final Livelihoods Needs Assessment Report and Training Report after incorporating comments from the Client. 		

2.3 Local Governance and Community Development

Assignment Name: Provision of Technical Assistance for the Preparation of Medium Term Development Plan (2014 – 2017)	Country: Ghana
Location within Country: Ledzokuku-Krowor Municipal Assembly, Greater Accra Region	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Regional /Urban Planner • Municipal Finance/Social Protection Specialist
Name of Client: Ledzokuku-Krowor Municipal Assembly	Professional Staff provided by firm/Entity <ul style="list-style-type: none"> ❖ Percy Anaab Bukari ❖ Abdul-Ghaffar Adam
Start Date (Month/Year): February, 2014	Completion Date (Month/Year): July, 2014
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Percy Anaab Bukari and Abdul-Ghaffar Adam were responsible for the entire situational analyses and plan preparation processes.	
Narrative Description of Project: The Municipal and District Assemblies (MMDAs) are required to prepare development plans reflecting spatial dimensions in relation to the Guidelines provided by the NDPC. The Guidelines are to facilitate the translation of the National Medium-Term Development Policy Framework (NMTDPF 2014-2017) into programmes, projects and activities to be implemented for the benefit of the people. This should be done by analyzing the specific DAs’ context and circumstances with regards to meeting the local needs and aspirations in harmony with the national development goals and objectives as contained in the National Medium Term Development Policy Framework. The Regional Planning Coordinating Units (RPCUs) of the Regional Coordinating Councils (RCCs) will also be guided by these Guidelines to coordinate, harmonize, monitor and evaluate Municipal Medium Term Development Plans (MTDPs).	
Description of Actual Services Provided by Your Staff: <ul style="list-style-type: none"> • Facilitated the preparation of: <ul style="list-style-type: none"> <input type="checkbox"/> MTDP under the MTDF 2014-2017. <input type="checkbox"/> Programme of Action (POA) <input type="checkbox"/> Composite budgeting in line with the Medium Term Expenditure Framework (MTEF) • Ensured that MTDP: <ul style="list-style-type: none"> <input type="checkbox"/> are relevant to local needs and aspirations <input type="checkbox"/> reflect spatial dimensions of development <input type="checkbox"/> are purposefully formulated to support the achievement of national development goals and objectives <input type="checkbox"/> integrate cross-cutting issues (e.g. Population, Gender, SEA, Climate Change, Vulnerability etc) in development programmes and projects for sustainable development <input type="checkbox"/> provide the basis for budgeting annually and throughout the Plan period based on the PoA <input type="checkbox"/> seek active participation of key stakeholders throughout the planning process (e.g. Traditional Authorities, land owners, local people, public and private institutions, CSOs, FBOs, NGOs etc) 	

Assignment Name: Urban and Rural Development Component of the Long Term National Development and Strategic Plan	Country: Ghana
Location within Country: Nationwide	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Urban and Rural Development Specialist
Name of Client: National Development Planning Commission (NDPC)	Professional Staff provided by firm 1
Start Date (Month/Year): September, 2016	Completion Date (Month/ Yr): February, 2017
Name of Senior Staff: Percy Anaab Bukari (Urban and Rural Development Specialist); was responsible for the assignment.	
Narrative Description of Project: The assignment was to provide rural and urban development inputs in spatial planning and environmental management strategy under the Long-Term National Development and Strategic Plan set out by the National Development Planning Commission (NDPC). A consultant from Devtplan consultant was in charge of this assignment	
Description of Actual Services Provided by Your Staff: <ol style="list-style-type: none"> Reviewed reports on the following: <ul style="list-style-type: none"> • Regional consultations on the long-term plan • Meeting with National House of Chiefs • Policy review meetings with MDAs on the long-term plan • Analysis of contributions from the social media • National Policies and Programmes as well as Projects on Urbanisation • International protocols on urbanisation, including <ul style="list-style-type: none"> ○ New Urban Agenda ○ Sustainable Development Goals ○ Africa Agenda 2063 ○ COP 21 Together with the lead consultant, Interacted with the Commission for the necessary inputs and feedback Prepared reports for consideration by NDPC and revised reports submitted in accordance with review comments from NDPC Ensured knowledge and skills transfer to staff of NDPC 	

Assignment Name: Review of District Assemblies Performance Assessment Tool (DPAT) Indicators for Volta and Oti Regions		Country: Ghana Location within Country: 26 Municipal and District Assemblies in the Volta and Oti Regions
Name of Client: Ministry of Local Government and Rural Development		Professional Staff provided by firm/Entity ❖ Percy Anaab Bukari ❖ Abdul-Ghaffar Adam
Start Date (Month/Year): November, 2020	Completion Date (Month/Year): March, 2021	
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Percy Anaab Bukari and Abdul-Ghaffar Adam were responsible for the entire situational analyses and plan preparation processes.		
Narrative Description of Project: The Government of Ghana since 2008 implemented a Performance Based Grant System (PBGS) known as the District Development Facility (DDF) as part of efforts to improve the performance of District Assemblies in terms of efficiency, accountability and delivery of basic community services. Under the DDF mechanism, District Assemblies were assessed on indicators using the Functional Organisational Assessment Tool (FOAT). Assemblies that performed satisfactorily were financially rewarded to implement their Medium-Term Development Plans (MTDPs) and Annual Action Plans (AAPs) which largely contributed significantly to the advancement of the socio economic development of citizens. After 10 years of implementation, the Government of Ghana decided to mainstream the good practices of the DDF into the District Assemblies Common Fund (DACF) through the responsiveness factor. A new assessment tool known as District Assemblies Performance Assessment Tool (DPAT) has been developed building on the lessons learnt from the FOAT.		
Description of Actual Services Provided by Your Staff: <ul style="list-style-type: none"> • Review of information on District Assemblies' compliance with legal and regulatory framework; • Assessment of the functional capacity of District Assemblies; • Assessment of the Capacity gaps of district assemblies; • Assessment of minimum conditions and performance measures of District Assemblies • Development of detailed DPAT Report. 		

Assignment Name: Development of Local Economic Development Plan (Tourism Plan) for the Abuakwa South Municipality	Country: Ghana
Location within Country: Abuakwa South Municipality	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Strategic and Investment Plan Specialist • Urban Planners
Name of Client: Akuapem North Municipal Assembly	Professional Staff provided by firm: 2
Start Date (Month/Year): November, 2019	Completion Date (Month/ Yr): January, 2020
Name of Senior Staff: Percy Anaab Bukari (Strategic and Investment Plan Specialist); was responsible for the assignment.	
<p>Narrative Description of Project:</p> <p>The assignment involved the development of Local Economic Development (LED) Plan for the municipality. This included a comprehensive and strategic plan that highlighted the natural and human resources of the municipality. Key to this assignment was the development of Tourism Plan that identified various tourist sites and strategic measures on how best to develop these sites.</p>	
<p>Description of Actual Services Provided by Your Staff:</p> <ul style="list-style-type: none"> - Assessment of existing data and identification of data gaps based on assignment objectives - Collection of relevant base information pertaining to the socio – economic, natural and human resources of the municipality covering: <ul style="list-style-type: none"> o Demographics, Commerce, Industries or business activities, Law and Order, o Transportation modes, housing types, availability of land use & spatial maps o Tourist Opportunities in the municipality o Local resources/talents for hiring o Risk appetite for local businesses, Service sector complexity o Existence of bank & non-bank financial institutions and Lending competition o Society and town segmentation, o Culture and cultural heritage sites, Traditional set up, Land tenure regime - Development of a comprehensive Local Economic Development Plan. The plan entailed <ul style="list-style-type: none"> o A detailed Tourism Action Plan for the Municipality o A Business Development Plan. 	

Assignment Name: Development of Strategic and Investment Plan for the Akuapem North Municipality	Country: Ghana
Location within Country: Akuapem North	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Strategic and Investment Plan Specialist
Name of Client: Akuapem North Municipal Assembly	Professional Staff provided by firm: 1
Start Date (Month/Year): August, 2017	Completion Date (Month/ Yr): January, 2018
Name of Senior Staff: Percy Anaab Bukari (Strategic and Investment Plan Specialist); was responsible for the assignment.	
Narrative Description of Project: The assignment involved the designing, development and profiling the Akuapem North Municipality to attract investment aimed at helping in the growth and expansion of its potential economic activities. The main objective of the assignment was to develop a Comprehensive Strategic and Investment Plan highlighting the natural and human resource profiling of the Municipality and presenting it as an ideal investment destination for the local and international business community. It also aims at presenting various options for attracting strategic investors to support the development of the local economy.	
Description of Actual Services Provided by Your Staff: <ul style="list-style-type: none"> - Assessment of existing data and identification of data gaps based on assignment objectives - Preparation of data collection checklist and other dialogue protocols - Collection of relevant base information pertaining to the socio – economic, natural and human resources of the municipality covering: <ul style="list-style-type: none"> o Demographics, Commerce, Industries or business activities, Law and Order, o Transportation modes, housing types, availability of land use & spatial maps o Tourist Opportunities in the municipality o Local resources/talents for hiring o Risk appetite for local businesses, Service sector complexity o Existence of bank & non-bank financial institutions and Lending competition o Society and town segmentation, o Culture and cultural heritage sites, Traditional set up, Land tenure regime - Assessment of the institutional and regulatory regimes in creating the enabling environment for the needed investments to be attracted and retained for accelerated development. - Other technical assessments conducted include the following: <ul style="list-style-type: none"> o Situational analyses including cause/effect trends (projections & forecasting) o Development path scenarios of the various identified natural and human resources o Investment portfolio needs for the identified resource development scenario o Cost-benefit assessment of the required investment path o Investment allocation strategies and marketing (developing sub-project proposals) o Strategic plan of action and budgeting o Developed modules and facilitated workshops for core Assembly staff and other identifiable stakeholders on key tenets of the plan and rolling them out o Develop and assess Key Performance Indicators (KPIs) and reporting of the activity implementation scheduling for the investment plan 	

Assignment Name: Development of Revenue Improvement Action Plans	
Country: Ghana Location within Country: Accra Metropolitan Assembly and Sekondi-Takoradi Metropolitan Assembly	Duration of assignment (months): 3
Name of Client: Global Communities	Total No. Of Staff-months of the assignment: 2
Address: P. O Box CT, 1762, Cantonment, Accra	
Start Date (Month/Year): November 2019 Completion Date (Month/Year): January 2020	No. of professional staff-month provided by associated consultants: N/A
Name of associated consultants if any: N/A	Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam and Percy Bukari; were responsible for the entire processes.
<p>Narrative Description of Project: As part of the ongoing effort of Global Communities through the IncluCity Program to improve internally generated revenue of Sekondi-Takoradi and Accra Metropolitan Assemblies, IncluCity is to assist each Assembly to prepare Revenue Improvement Action Plans. These plans are to assist the Assemblies increase their internally generated revenues.</p> <p>To ensure that these plans are ready for implementation by the Assemblies at the onset of 2014 fiscal year, there is the need for the preparation of these plans to be finalized within the fourth quarter of 2013.</p>	
<p>Description of Actual Services Provided by Your Staff: Specific tasks performed included;</p> <ul style="list-style-type: none"> • Reviewing the reports of the 2014 RIAPs implemented. • Organizing workshops, comprising key technical and elected staff of the Assemblies (Budget and Rating, Finance, Revenue Mobilization, Administrative, Planning staff and chairpersons of the Revenue Mobilization, and Finance and Administrative sub-committees) to validate reports of the review and collect information on the current situation. • Developing questionnaires and collecting supplementary relevant information from the key staff. • Developing two RIAPs, one for each city, to include the following information (background, revenue improvement needs, prioritization of the needs, and development of set of activities for revenue improvement, quantifiable expected financial results, budget and monitoring plan. 	

2.4 Business Development and Advisory Services

Assignment Name: Baseline and Feasibility Studies for new branch expansion for vision fund	Country: Ghana
Location within Country: Asamankese, Damongo, Tapa and Twifo Praso.	Professional Staff Provided by Your Firm/Entity(profiles): <ul style="list-style-type: none"> • Socio-economic Expert • Business Development expert
Name of Client: Vision Fund Ghana	Professional Staff provided by firm 3
Start Date (Month/Year): March, 2017	Completion Date (Month/ Yr): September, 2017
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam and Percy Bukari; were responsible for the entire baseline activities.	
<p>Narrative Description of Project:</p> <p>The main objective of the baseline feasibility study was to provide reliable baseline information which will enable VisionFund Ghana in making decisions on opening new branches. The assignment was carried out in four (4) districts (West Akim, West Gonja, AhafoAno North and Twifo Ati Morkwa).</p> <p>The assignment involved conducting interviews with potential clients within the district, collecting relevant socio economic data such as Demographics, Industries or business activities, Demand for products among others.</p>	
<p>Description of Actual Services Provided by Your Staff:</p> <ul style="list-style-type: none"> • Designed and executed the baseline survey. • Developed quantitative data collection instruments based on the project indicators • Supervised and quality assured the collection of quantitative data from the 4 districts. • Conducted focused group discussions and key informant interviews. • Produced draft and final reports. 	

Assignment Name: Market Exploration And Viability Assessment for Sustainable Financing of MSMEs in the Ghana WASH Programme		Country: Ghana
Location within Country: 5 Municipal Assemblies within Central and Greater Accra Regions		Professional Staff Provided by The Firm: <ul style="list-style-type: none"> • Development /Urban Planner
Name of Client: Embassy of the Kingdom of Netherlands (EKN)		No. of Staff: Five (5)
Address: Senior Policy Analyst - Embassy of the Kingdom of Netherlands (EKN), Accra.		No. of Staff Months: Four (4) Months
Start Date (Month/Year): March , 2014	Completion Date (Month/Year): June, 2014	Approximate Value of Services (in Current USD): 150,000 (Approx.)
Name of Associated Firm(s), if any: Duke and Duke		No. of Months of Professional Staff Provided by Associated Firms: Nil
Name of Senior Staff: Mr. Percy AnaabBukari; Coordinated all the Urban Institutional Development Linkages connected to the Study, served as a Local Governance Expert on the team.		
Narrative Description of Assignment:		
<p>The Consultancy Services intended to conduct a market demand survey to establish the needs, demands and challenges of the MSMEs in the WASH sector and also identify and specify the need for GNWP to create an MSME Financial instrument. The task also focused on determining the characteristics and volume of financial/technical services required by the MSMEs and the type of organization that could manage the recommended facility and the preferred procurement modality.</p>		
Description of Actual Services Provided by Your Staff:		
<ul style="list-style-type: none"> • Adjusted corporate instruments (questionnaires) to respond adequately to the Local Governance Needs (Municipal WASH services Needs) and the other institutional indicators. • Selected the target population using appropriate sampling procedures (use cluster sampling in line with EKN Corporate procedures). • Identified the appropriate Focus Groups related to the assignment to discuss relevant issues that would elicit the needed information to be analysed. • Assisted to recruit and train surveyors to carry out data collection by utilizing appropriate community rural appraisal instruments (animations, scorecards, etc) • Assessed the CLTS and PHAST approaches in Water and Sanitation Service Delivery in the Communities • Managed data collection • Supervised data entries onto computer (SPSS) • Produced feasibility reports which among others must capture the baseline (current) situation and appropriate options with respect to various financing mechanisms to support the WASH MSMEs 		

Assignment Name: Feasibility studies for establishment of New Ways Microfinance Company limited	Country: Ghana
Location within Country: Kumasi	
Name of Client: New Ways Microfinance Company limited	Professional Staff provided by firm/Entity ❖ Abdul-Ghaffar Adam ❖ Percy AnaabBukari
Start Date (Month/Year): 2012	Completion Date (Month/Year): 2012
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam and Percy Bukari; were responsible for the entire evaluation processes.	
Narrative Description of project: This assignment was to assess the technical and Financial viability for the establishment of New Ways Microfinance Company Limited in Kumasi. It involved conducting interviews with potential clients within the district, collecting relevant socio economic data such as Demographics, Industries or business activities, Demand for products among others.	
Description of Actual Services Provided by Your Staff:	
<ul style="list-style-type: none"> • Designed and executed the feasibility survey. • Collection of data • Supervision of field activities • Submitted Draft and final reports 	

Assignment Name: Capacity Building for Rural and Microfinance Institutions (RMFIs) under the Rural and Agricultural Finance Program (RAFiP)	Country: Ghana
Name of Client: Ministry of Finance and Economic Planning	Professional Staff provided by firm/Entity ❖ Abdul-Ghaffar Adam ❖ Percy AnaabBukari
Start Date: 2014	Completion Date: 2014
Name of Senior Staff (Training Coordinator) Involved and Functions Performed: Abdul-Ghaffar Adam and Percy Bukari; were responsible for the entire training processes.	
<p>Narrative Description of training</p> <p>This assignment was under the strengthening of the Rural Financial Systems Component of RAFiP. It was to equip selected microfinance institutions in the Ashanti Region with requisite knowledge and tools to ensure sustainability of these institutions. Specific training provided included;</p> <ul style="list-style-type: none"> • RMFI Operations Concept • Products Development and Pricing • Operational Planning • Savings Mobilization • Credit Management • Financial Management • Human Resource Management 	
<p>Description of Actual Services Provided by Your Staff:</p> <ul style="list-style-type: none"> • Developed training manuals • Presentations • Discussions and open forums • Experience Sharing • Demonstrations • Role plays and Mock interviews • Group work • Submitted Draft and final reports 	

2.5 Social and Environmental Safeguards

<p>Assignment Name: Community Engagement and Resettlement Action Plan Consultancy Services for MIDA Ghana compact 2:</p> <p>Task Order for installation of primary sub-stations and interconnecting circuits in Kanda and University of Ghana medical center</p>	<p>Country Ghana</p>
<p>Location within Country:</p> <p>Within 4 Municipalities of the Greater Accra region</p>	<p>Professional Staff Provided by Firm:</p> <ul style="list-style-type: none"> • Community Engagement specialist • Communication specialist • Local governance Expert • GIS and Demography expert • Asset valuation specialist • Field Supervisors • Field Enumerators
<p>Name of Client: Millennium Development Authority, Washington DC</p>	<p>No. of Key Staff: 5</p> <p>Enumerators: 12</p>
<p>Start Date (Month/Year):</p> <p>December, 2019</p>	<p>Completion Date: March 2022</p>
<p>Name of Senior Staff: Percy AnaabBukari and Abdul-Ghaffar Adam Coordinated all the community engagement activities, prepared and implemented the community engagement plan.</p>	
<p>Narrative Description of Assignment:</p> <p>This assignment focused on Resettlement Planning and Implementation of the Installation of Primary Substation (PSS) & Interconnecting Circuits in Kanda & University of Ghana Medical Center, UGMC (Legon) (known as the PSS Lot 2). It was in two Phases. Phase One (I) of the assignment focused on assessments to identify and recommend alternative measures to avoid or minimize potential displacement and resettlement impacts likely to result from the Installation of Primary Substation (PSS) & Interconnecting Circuits and developing a Resettlement Action Plan (RAP) to manage displacement and resettlement impacts of the project.</p> <p>Phase Two (II) of the assignment focused on implementing the RAP in a manner that avoids delays to construction activities while ensuring issues of concern to Project Affected Persons (PAPs) are adequately addressed in a timely manner.</p>	
<p>Description of Actual Community engagement Services Provided by Your Staff:</p> <ul style="list-style-type: none"> • Stakeholder Identification and Analysis • Developed community engagement plan • Undertook a census and socio-economic survey for all project affected persons • Organized periodic stakeholder consultative meetings Disclosure, and obtain necessary permission from stakeholders on any fieldwork or surveys. • Document all records and management of all engagement discussions and verbal • Establishing a suitable feedback loop between the Consultant, supervising engineers, contractors MCA, and stakeholder 	

Assignment Name: Resettlement and Community and Community Engagement Services for the Installation of HVDS and Street Lighting in Makola, Dansoman, Nii-Boiman and Keneshi Markets	Country: Ghana
Location within Country: Within 4 Markets in Accra	Professional Staff Provided by Firm: <ul style="list-style-type: none"> • Community Engagement specialist • Communication specialist • Local governance Expert • GIS and Demography expert • Asset valuation specialist • Field Supervisors • Field Enumerators
Name of Client: Millennium Development Authority, Washington Dc	No. of Key Staff: 5 Enumerators: 12
Start Date (Month/Year): December, 2018	Completion Date: June, 2022
Name of Senior Staff: Percy AnaabBukari and Abdul-Ghaffar Adam Coordinated all the community engagement activities, prepared and implemented the community engagement plan.	
Narrative Description of Assignment: <p>The Millennium Development Authority (MiDA) has selected 10 markets and economic enclaves within Accra and Tamale to benefit from the electric power improvement interventions under the Access project. These interventions include installation of High Voltage Distribution System (HVDS) and security lights. This is expected to increase the number of new connections in these markets by reducing barriers to obtaining legal connections, thereby contributing to increased productivity. The resettlement and community engagement consultants are responsible for carrying out relevant socio-economic, community engagement and resettlement negotiation activities to pave way for smooth construction activities under the project.</p> <p>This assignment is being funded by the Millennium Challenge Cooperation and implemented by the Millennium Development Authority in Ghana. The assignment scope covered Greater Accra and Northern Regions of Ghana.</p>	
Description of Actual Community engagement Services Provided by Your Staff: <ul style="list-style-type: none"> • Stakeholder Identification and Analysis • Developed community engagement plan • Undertook a census and socio-economic survey for all project affected persons • Organized periodic stakeholder consultative meetings (i.e. market managers, market queens and executives, traders, other relevant groups within and outside markets) • Disclosure, and obtain necessary permission from stakeholders on any fieldwork or surveys. • Document all records and management of all engagement discussions and verbal • Establishing a suitable feedback loop between the Consultant, supervising engineers, contractors MCA, and stakeholder 	

Assignment Name: Community Engagement and Resettlement Action Plan Consultancy Services for MIDA Ghana compact 2: Task Order for installation of Low Voltage (LV) Bifurcation and Network Improvement Activity	Country: Ghana
Location within Country: Wiithin the Kwabenya and Legon Districts	Professional Staff Provided by Firm: <ul style="list-style-type: none"> • Community Engagement specialist • Communication specialist • Local governance Expert • GIS and Demography expert • Asset valuation specialist • Field Supervisors • Field Enumerators
Name of Client: Millennium Development Authority, Washington DC	No. of Key Staff: 5 Enumerators: 12
Start Date (Month/Year): December, 2020	Completion Date: June, 2022
Name of Senior Staff: Percy AnaabBukari and Abdul-Ghaffar Adam Coordinated all the community engagement activities, prepared and implemented the community engagement plan.	
Narrative Description of Assignment: The main objective of the LV bifurcation and network improvement activity is to reduce the distribution system technical losses in the ECG distribution network to internationally accepted standard through the bifurcation of LV feeders and injection of new transformers. It is also to improve the network condition through the replacement of poor joints and connections and replacement of substandard fittings, poles and conductors. The reduction of the LV losses and improvement of the network will result in the improvement of the quality of power supply and customer satisfaction.	
Description of Actual Community Engagement Services Provided by Your Staff: <ul style="list-style-type: none"> • Stakeholder Identification and Analysis • Developed community engagement plan • Undertook a census and socio-economic survey for all project affected persons • Organized periodic stakeholder consultative meetings Disclosure, and obtain necessary permission from stakeholders on any fieldwork or surveys. • Document all records and management of all engagement discussions and verbal • Establishing a suitable feedback loop between the Consultant, supervising engineers, contractors MCA, and stakeholder 	

Assignment Name: Preparation of Abbreviated Resettlement Action Plan for the construction of the Agormanya Market Complex	Country: Ghana (Lower Manya Krobo Municipality)
Name of Client: World Bank / Lower Manya Krobo Municipal Assembly	Professional Staff provided by firm/Entity: Mr. Abdul-Ghaffar Adam; Percy Anaab Bukari; Michael Appah
Start Date (Month/Year): December 2020 Completion Date (Month/Year): April 2021	
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Abdul-Ghaffar Adam and Percy Anaab Bukari were responsible for the entire ARAP assessment and preparation processes.	
<p>Narrative Description of Project:</p> <p>The Ghana Secondary Cities Support Programme (GSCSP) is part of the overall efforts of improving urban management and provision of basic urban services in cities and towns. Lower Manya Krobo is a beneficiary municipality of the GSCSP, and intends to use part of its Urban Development Grants (UDGs) under the GSCSP for the construction of the Agormanya Market Complex. In accordance with the World Bank safeguards policies and the national laws regarding the potential environmental/social impacts, the Municipal Assembly contracted Devtplan Consult to prepare an Abbreviated Resettlement Action Plan (ARAP) for the construction of the market.</p>	
<p>Description of Actual Services Provided by Your Staff:</p> <ul style="list-style-type: none"> • Conducted a census survey of displaced persons and valuation of assets • Prepared a matrix of compensation, and provided other resettlement assistance to be provided. • Assessed the existing legal and policy framework for land acquisition and differences between National and World Bank policies. • Developed the Institutional arrangement to roll out acceptable alternative packages for the affected persons • Developed a Grievance Redress Mechanism • Prepared an Abbreviated Resettlement Action (ARAP) Report. 	