



TECHNICAL SPECIFICATIONS FOR THE ENGAGEMENT OF TECHNICAL ASSISTANCE IN ORDER TO PROVIDE STRATEGIC ADVICE TO ARAP PARTNERS, PARTICULARLY LEGAL AID SCHEME (LAS)

EUROPEAN UNION PROJECT IN GHANA
“ACCOUNTABILITY, RULE OF LAW AND ANTI-CORRUPTION PROGRAMME - ARAP”

Ref: 07/18/ARAP

1. PURPOSE OF THE CONTRACT

The purpose of the contract is to provide advice and technical assistance to ARAP stakeholders, particularly in the area of strategic planning, but also in ARAP programming for more relevance and impact. Support to implementation of actions is also foreseen.

2. DESCRIPTION OF THE SERVICES TO BE PROVIDED

The services will be provided in Ghana.

FIRST ASSIGNMENT is detailed in APPENDIX IV and will consist in developing a Ghana Legal Aid Policy. Other assignments will be defined with ARAP CU and ARAP stakeholder and would be around the following tasks:

- Support ARAP stakeholders, in policy design, strategic planning and programming, with particular focus on accountability and anticorruption.
- Provide policy advice, support, technical assistance to ARAP and ARAP stakeholders also in the design and implementation of some ARAP activities, when requested
- Develop analytical documents in support to ARAP and stakeholders to inform its policies and implementation as well as ARAP activities
- Organize, conduct, lead, participate and facilitate workshops, trainings, seminars and debates in the framework of the assignments and tasks commissioned according to this contract.

More assignments, tasks and deliverables according to this Administrative Specifications may be added subject to an agreement between the parties with-in the interests of the project

Each assignment request will include estimated number of staff assigned, working days, deliverables and expected results, as well as budget allocated and payment calendar and conditions, which should be previously agreed upon. The consultant/consultancy, should present a report after each assignment for payment,



as previously agreed, detailing findings and recommendations, as well as the outputs, outcomes and results.

Performance of the contract will comply with the conditions detailed in the Particular Administrative Conditions and the Technical Specifications, which are contractual in nature, wherefore they must be signed by the successful bidder in witness whereof, in the same act of formally executing the contract.

3. CONDITIONS TO BE COMPLIED WITH WHEN PROVIDING THE SERVICE

Interested parties will submit bids according to the conditions set forth in the administrative specifications, in the proper manner and form.

4. ADDITIONAL SERVICES

Additional services are considered those that may be derived from the free provision or allocation, by the tenderer, of services pertaining to the purpose of the contracting, as long as they can be financially assessed and are related to and directly useful for developing the purpose of the contract.

5. DELIVERY AND BILLING

The successful bidder is entitled to the payment of the agreed price, under the conditions laid down in the contract, corresponding to the work actually performed or delivered, and formally received by the Foundation.

Payments will be made in Euros.

Payment will be made by bank transfer within a period of no more than thirty days as from the date when an invoice is submitted.