

FOREIGN

GHANA INSTITUTE OF MANAGEMENT & PUBLIC ADMINISTRATION
(GIMPA)

In Collaboration With The

WORLD BANK

Announces a

WORKSHOP ON CONSULTANTS' SERVICES

DATE:

22ND -26TH APRIL, 2019

VENUE:

GIMPA EXECUTIVE CONFERENCE CENTRE

TIME: 7.30 AM

GIMPA, GREENHILL – ACHIMOTA
ACCRA, GHANA.

WORLD BANK/GIMPA WORKSHOP ON CONSULTANTS' SERVICES: 22ND – 26TH APRIL, 2019.

GIMPA is collaborating with the World Bank to hold a five-day Workshop on how to select and employ consultants. This is the 30th in a series of comprehensive Workshops on Consultancy to be held in Africa under the auspices of the World Bank.

WORKSHOP OBJECTIVES

- i) to increase the skills of project personnel in the selection and use of consultants.
- ii) to equip practising consultants with the necessary skills to confidently prepare responsive consultancy proposals.

WORKSHOP CONTENT

The Workshop will emphasize the following topics among others:

New Procurement Framework on Consultancy Services

- Procurement Planning;
- Preparation of Terms of Reference (TOR);
- Preparation of Cost Estimates;
- Advertising, Short Listing and Issuance of Letters of Invitation;
- Selection Methods; Evaluation Criteria;
- Types of Contracts and Important Conditions of Contracts;
- Management of Contracts;
- Supervision and Evaluation of Consultants' performance.

TARGET PARTICIPANTS

Procurement Managers, Engineering Consultants, Management Consultants, Procurement Agents, Construction Managers, Disbursement and Loans Officers. This workshop is highly recommended for all those involved in World Bank funded projects or projects funded by International Financing Institutions.

RESOURCE PERSONS

Facilitation will be done by highly experienced Consultants and Procurement Specialists.

NOTE:

LAPTOPS/iPads.

Each participant/nominee is encouraged to come along with a Laptop/iPad to be used for assignments during the programme. There will be no hard copies of standard documents.

COURSE DURATION, VENUE AND TIMING

The Workshop will be held at GIMPA from **22nd -26th April, 2019**.

Participants are expected to arrive at GIMPA on Sunday evening, **21st April, 2019** so that the course can commence on the following Monday.

FLIGHT DETAILS TO GIMPA

Foreign participants are advised to send details of their flight schedules at least seven (7) days before the commencement of the course so that they can be picked up at the airport.

NOTE:

For participant(s) arriving earlier than Sunday, the sponsoring organizations must fund the accommodation and the meals for that number of days. In addition, if the flight of the participant(s) is not on the Saturday immediately following the closure of the course, the sponsoring organization must fund the extra days that the participant(s) will stay before departure.

FEES

The total cost per participant is **USD 1, 900**. This is inclusive of tuition, course materials, board and lodging, meals etc. for five (5) days.

OUT-OF-POCKET ALLOWANCE FOR PARTICIPANTS

Sponsors/Employers must pay Out-of-Pocket Allowance to cover incidental expenses and occasional extra-curricular activities, depending on the policy of the organisation concerned, to their nominee(s) before they arrive at GIMPA Campus.

Fees must be **fully paid one week before** the commencement of the course. In the case of transfers, **concrete evidence, that is, swift advice from the bank** must be produced during registration on the first day of the course.

Payment for participation is acceptable in Banker's Draft, Cash or Bank transfers to:

BANK : BARCLAYS BANK GH. Ltd.
ACCOUNT NAME : GIMPA
ACCOUNT NO. : 064-1290262
CURRENCY : US Dollar
BRANCH : HEAD OFFICE, HIGH STREET ACCRA-GHANA
SWIFT CODE : BARCGHAC

Travel to GIMPA and from GIMPA to the participant's home country is not included and should be paid for by the nominating organization, Insurance cover for participants on the course is also not included and is therefore the responsibility of the nominating organization. First aid will be provided.

REGISTRATION

Participants should report at the Course Venue for registration at **7.30 am** on the day of commencement of the programme.

NOMINATIONS

Nominations made on official letter heads and duly endorsed by the nominating officer should be addressed to:

The Director,
Ghana Institute of Management and Public Administration (GIMPA),
P.O. Box 50, Achimota - Accra.
Tel.:+233 302 402771/401681/3 **MobileNo.0205035983**
E-mail: gimpaconsultancy@gimpa.edu.gh