

European Union Project in Ghana
“Accountability, Rule of Law and Anti-Corruption Programme - ARAP”

TECHNICAL SPECIFICATIONS FOR THE CONTRACTING OF
Printing and graphic design services

Ref: 01/17/ARAP

1. PURPOSE OF THE CONTRACT

The purpose of the contract is to contract firm services in Ghana to produce the graphic design, layout and printing of a broad range of products related to the Programme. These include but not are limited to: reports, policy briefs, discussion papers, roll up banners and a broad range of stationery items (USB, letterheads, PowerPoint templates, business cards, etc.).

The products aim to facilitate effective communication with stakeholders, prospective partners and the public, by providing an easily accessible overview and summary of the main function, rationale, thematic focus, structure and envisaged outputs of the Programme. The Coordination Unit will provide the main content, including key messages, phrases, paragraphs and facts, as well as documents and background information.

2. DESCRIPTION OF THE SERVICES TO BE PROVIDED

ARAP seeks an established company with experience at the International and National level, developing communications materials for government bodies and International organizations. The selected company must be able to:

- 1) show innovative designs capable of transmitting clear messages;
- 2) support the accurate profiling/branding of ARAP
- 3) produce high-quality work at a good cost-value;
- 4) work hand-in-hand with the Coordination Unit to service ARAP's communication needs;
- 5) deliver all the final printed materials in the CU Office in Accra, Ghana.

This TOR presents an overview of the different type of products to be produced by ARAP for which a graphic design firm is needed. There will be variation in product specifications (type, size, colour, etc.) as the needs change or evolve depending upon demand expressed by ARAP's work, partners and audiences. Particular accountabilities for the selected firm include that it:

- Maintain and strengthen ARAP'S brand;
- Safeguard and ensure that all publications, reports and products are produced in line with graphic guidelines;
- Maintain and further develop graphic guidelines, in line with overall ARAP directives (accommodation and modification if needed);
- Implement graphic guidelines in all ARAP products;
- Deliver creative and innovative ideas for print presentations;
- Design and layout of reports and other products; and
- Improve and edit artworks, photos, charts and other graphic elements.

In addition to the printed copies, all products should be delivered in formats allowing for online dissemination.

Products to be delivered within this contract must follow the guidelines established in ARAP Communications and Visibility Manual (see APPENDIX III).

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

a) Bids:

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

b) Specifications:

For required products to be delivered, the minimum technical specifications are the following:

PRODUCT	DESCRIPTION
Report	<ul style="list-style-type: none"> - Internal and external design layout, photograph editing - A4, A5 or 21 X 27 cm; 32 - 48 pages; 4 colour; graphs and tables; print and electronic use. - Covers: 4 colours, on coated card of 300 grams. - Inside pages: 4 colours, 125gr paper. - Saddle stitched or perfect bound.
Books	<ul style="list-style-type: none"> - Internal and external design layout, photograph editing - A4, A5 or 21 X 27 cm; 100 - 130 pages; 4 colour; graphs and tables; print and electronic use. - Covers: 4 colours, on coated card of 300 grams. - Inside pages: 4 colours, 125gr paper. - Perfect bound.
Handbooks	<ul style="list-style-type: none"> - Internal and external design layout, photograph editing - A4, A5 or 21 X 27 cm; 10 - 32 pages; 4 colour; graphs and tables; print and electronic use. - Covers: 4 colours, on coated card of 300 grams. - Inside pages: 4 colours, 125gr paper. - Saddle stitched.
Brochure and leaflets	<ul style="list-style-type: none"> - 21 x 27 cm or A4 - 4x4 colours, 125gr paper.
Roll up Banner	Printing on PVC 850mm X 2000mm
Posters A5	4 x 4 colour
Posters A3	4 x 4 colour
Folders A4	<ul style="list-style-type: none"> - Folder A4, (23,5 x 32,5) - Printed front and rear 4x4 colours - Coated paper 300gr
Business cards	<ul style="list-style-type: none"> - 8 x 4.5 cm - 300gr coated paper - front and cover 4x4 colours
Letter heads A4	A4

Calendar (desktop)	- 4x4 colour - art paper - 13 pages including cover
Calendar (Wall A2)	- 4x4 colour - A2 art paper - 13 pages including cover
Pens	Bic or similar. Model XS finestyle.
Notepads	- 100 leaves - A5
Notepads 100 leaves A3	- 100 leaves - A6
USB memory stick	- 8GB , PVC material or similar
Horizontal banner	- Printing on PVC 2000mm X 1000mm
Stickers	10X15 cm

➤ Products will be delivered at FIIAPP's office in Accra:

ARAP / FIIAPP
 Secant Tower Office Building
 Plot No. 398, Papa Monrovia St.
 (formerly 7th Lane) – Osu, Accra
 Ghana

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

Products will be delivered at FIIAPP's office in Accra, as it is specified in point 3, section b of these specifications. The successful company undertakes to comply with the agreed delivery period, for each job, therefore assuming the liability in the event of a delay. The liability will be represented by a discount proportioned with the delay.

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 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.

6. EVALUATION

The evaluation of the technical proposal will be based on the previous work in international organisations/companies (APPENDIX I) and the sample products provided by each tenderer as described in APPENDIX II, following the ARAP communication and visibility Manual (APPENDIX III).

APPENDIX I - PREVIOUS WORK FOR INTERNATIONAL ORGANIZATIONS OR COMPANIES AND/OR SIMILAR PROGRAMMES (Envelope Nº 2)

Presentation of previous work and products developed for International Organizations or companies and/or similar programmes.

International Organizations /Companies	Description of Works and products developed	Delivery amount in Euros	Year

Remember to add a document sign by said organizations, one per each work described.

APPENDIX II -TECHNICAL PROPOSAL (Envelope Nº 2)

The evaluation of the technical proposal will be based on the sample products provided by each tenderer as described in this document. All the products contained in the offer should be aligned to the ARAP's visibility and branding guidelines attached to this tender.

The **products** to be provided for the assessment are the following (including indication of delivery time for each product):

- Product 1: Brochure of the programme, as information in points a and d (10 points)
- Product 2: Brochure of the Event agenda, as information in points b and d (10 points)
- Product 3: Roll up banner for the event, as information in points b and d (10 points)
- Product 4: Concept layout of a report: cover and first 3 pages, as information in points c and d (10 points)
- Product 5: Folder (A4), as information in point d (10 points)

In order to develop the above mentioned products FIIAPP is providing the following information:

- a. Programme description
- b. Event Agenda
- c. Report extract
- d. Visibility and Branding manual (**APPENDIX III**)

a. Programme description

What follows is a standard description of the programme for the development of the programme brochure. The text is indicative and can be modified to ensure a good quality of the programme brochure, as long as the proposed edits do not change the core messages of the programme.

Accountability, Rule of law and Anti-corruption Programme - ARAP

The **overall objective** of the programme is to promote good governance in Ghana by reducing corruption and improving accountability and compliance with the rule of law, particularly when it comes to accountability, anti-corruption and environmental governance.

The **specific objective** is to contribute to current reform processes in the area of rule of law, accountability, anti-corruption and environmental governance through support to key institutions, while at the same time increasing the ability of the public, civil society organisations and the media to hold government to account.

The programme has two interlinked key results:

Key Result Area 1: Accountability is enhanced, leading to increased

accountability, a reduction in corruption and increased environmental governance. To achieve this result, the **main activities** are:

1. Building the capacity of civic education providers (NCCE, CHRAJ, CSOs and the media) to conduct campaigns, advocate and lobby for increased accountability and a reduction in corruption.
2. Supporting the NCCE to conduct joint civic education and awareness on accountability.
3. Supporting CHRAJ to conduct joint anti-corruption civic education campaigns and other activities in line with the NACAP.
4. Support to CSOs, the media, Parliament and selected Parliamentary Committees to enhance their accountability, anti-corruption and lobbying and advocacy roles and functions.

Note

Support to Parliament, CSOs and the media will be channelled through STAR-Ghana.

Key Result Area 2: Compliance with and respect for the rule of law is enhanced, particularly in the areas of accountability and anti-corruption. The **main activities** under this KRA are:

5. Building the capacity of prosecutors to prosecute corruption and related offences.
6. Building the capacity of the Judiciary to hear and decide corruption cases and related offences and to hold government to account.
7. Establishment of a free web-based library/resource centre for all stakeholders and users of the justice system.
5. Support the police and Judiciary to combat corruption amongst their ranks.

Short-term expert (STE) facility

To increase flexibility and ensure that the programme is able to respond to an evolving environment, an STE facility is included. The facility will be available to all of the stakeholders included above as well as to 'indirect' stakeholders (those that are recognised as key institutions in governance and that meet the broad objectives of the programme, but who will not be funded as direct stakeholders under the programme) such as EOCO, the Public Interest and Accountability Committee and the EPA and to those institutions focusing on access to information (both those advocating for the

Right to Information Bill to be finalised and adopted, and those working on its implementation once it is).

Intervention logic

In line with the human rights based approach, activities under KRA 1 target the 'demand side' of accountability and aim to increase the ability of citizens, CSOs and the media to hold government to account at both the national and local levels, including when it comes to how revenues are raised and spent and how services are delivered, and to improve their capacity to lobby and advocate for increased transparency and anti-corruption efforts. Support will be provided to all stakeholders to improve their understanding and capacity when it comes to anti-corruption and accountability before campaigns are undertaken. Campaigns on accountability will be led by the NCCE in partnership with other stakeholders (including the EPA, CSOs and the media) and will focus inter alia on roles and functions of government at national and local level, services to which people are entitled and how to claim these, decision and budgetary-making process and how to participate in these, how to make one's voice heard, and processes and decision-making around the oil and gas industry. In addition, Parliament and its various committees, such as the Public Accounts Committee and the Committee on Mines and Energy, will be supported to enhance their oversight role of the executive and to increase accountability including in the extractive industries sector and in the area of environmental governance. In line with the NACAP, support under this KRA will also enhance the ability of the CHRAJ to perform its constitutional anti-corruption mandate and to become a lead player in the fight against corruption, including through public education and awareness (in concert with the NCCE and other stakeholders) and raising awareness amongst citizens and Municipal and District Assemblies (MDAs) of the NACAP as the overarching strategy for fighting corruption and through support to key activities under the NACAP (including those related to corruption in the oil and gas sector that are currently included in CHRAJ's strategic plan). It also recognises the critical role of the media and CSOs in educating the public and in exposing corruption, including in the oil and gas industry.

In line with the NACAP, and mindful that the definition of corruption may be revised, KRA 2 seeks to enhance the capacity of police prosecutors, State Advocates¹³ and, to a lesser extent, other prosecutors to prosecute cases of corruption, and the capacity of Magistrates and Judges (particularly those in the Circuit Courts) to hear and decide cases of corruption. It recognises that police prosecutors lack basic prosecution knowledge and skills and seeks to build these skills. Where possible, and if required, EPA prosecutors will also be invited to attend such training. More specialised training on prosecuting cases of corruption will be developed and provided to the 'best of the best' police prosecutors as well as CID detectives and State Advocates on the specific elements, evidence and skills required to prove corruption and possibly all of the new

forms of corruption included in the new definition if and when it is adopted. Support is also included to the High Court, and in particular the Financial and Economic Crimes Courts that will also play the role of the Financial Administration Court for the foreseeable future, thus assisting to build capacity of the Judiciary to deal with both the criminal and civil matters referred to it and increasing the potential for accountability. High Court Judges will also be trained on the new definition of corruption, if and when it is adopted, and support will be provided to the Judicial Service to establish and maintain an electronic library for all users of the justice system (including the public) to address the lack of access to key laws, court judgments and related documents for prosecutors and lower level courts. To reduce corruption within the police and Judiciary, support is also provided to the Police Investigations and Professional Standards Unit (PIPS) and the Judiciary's Complaints Unit to increase their capacity and outreach when it comes to receiving and dealing with complaints of corruption amongst police and judicial officers. Although training is an integral part of KRA 2, it is not sufficient in itself and programme management will be specifically required to follow up and monitor the impact of training and other capacity development interventions to determine whether it is producing concrete outcomes and to adapt such interventions as required.

b. Event agenda

What follows is a standard description of a project workshop agenda. This text cannot be modified for the brochure.

INCEPTION WORKSHOP

Accra, September 15th 2016

PROPOSED AGENDA

09h30 Inauguration

- Welcome remarks. National Authorizing Officer, NAO. Minister of Finance - Randsfor Danquah. Head of ACP/EU Unit)
- Initial remarks. European Union Delegation - Maria Luisa Troncoso. Head of Governance Unit
- Presentation of the workshop: Objectives and methodology. ARAP – Inma Zamora Team Leader

10h00 ARAP in the framework of NACAP: Where are we heading?

- Conducts Richard Quayson, Deputy Commissioner, CHRAJ
- Participants – Stakeholders

11h00 ARAP Approach. How do we get there?

- Conducts Inma Zamora – Team Leader ARAP
- Participants – Stakeholders

12h30 Lunch

13h30 M&E Framework: Milestones and Pathways

- Conducts Samuel Cudjoe, M&E expert.
- Participants - Stakeholders

15h00 Short Term Work Plan: Starting the engines

- Presents Project Management Team (FIIAPP)
- Participants - Stakeholders

16h30 CLOSING REMARKS – CHRAJ (NACAP coordinator)

c. Sample Report

What follows is a standard description of a project report (to be presented quarterly at the project steering committee meetings).

ARAP INCEPTION REPORT

October 2016

Implementing agency FIIAPP

Funded by the European Union

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LIST OF ACRONYMS

ARAP	Accountability, Rule of Law and Anti-corruption Programme
CHRAJ	Commission on Human Rights and Administrative Justice
CU	Coordination Unit
EC	European Commission
EOCO	Economic and Organised Crime Office
EPA	Environmental Protection Agency
EUD	European Union Delegation
FIIAPP	International and Ibero-American Foundation for Administration and Public Policies
GoG	Government of Ghana
GPS	Ghana Police Service
JS	Judicial service
KE	Key Expert
KRA	Key Result Area
LAS	Legal Aid Scheme
NACAP	National Anti-corruption Action Plan
NAO	National Authorising Officer
NCCE	National Commission for Civil Education
PIAC	Public interest and accountability committee
PIPS	Police investigations and professional standards Unit
STAR-Ghana	Strengthening Transparency, Accountability and Responsiveness in Ghana

1. PROGRAMME SYNOPSIS/FACTSHEET

Programme Title	Ghana Anti-corruption, Rule of Law and Accountability Programme
Programme Ref. Number	GH/FED/037368 (11 th European Development Fund)
Country	Ghana
Reporting Period	6 th May-5 th October 2016

Overall objective	To promote good governance in Ghana by reducing corruption and improving accountability and compliance with the rule of law, particularly when it comes to accountability, anti-corruption and environmental governance.
Specific objective and intended Key Results	<p>To contribute to current reform processes in the area of rule of law, accountability, anti-corruption and environmental governance through support to key institutions, while at the same time increasing the ability of the public, civil society organisations and the media to hold government to account.</p> <ul style="list-style-type: none"> • KR1: Accountability is enhanced, leading to increased accountability, a reduction in corruption and increased environmental governance. • KR 2: Compliance with and respect for the rule of law is enhanced, particularly in the areas of accountability and anti-corruption.
Programme start date	6 th May 2016
Programme duration	55 months
Total budget	13 M€
Implementing Agency	FIIAPP
Contact Person	Inma Zamora. Team Leader (FIIAPP- ARAP CU-Ghana) Olga García-Pozuelo. Project Manager (FIIAPP HQ)

2. PRESENTATION OF THE PROGRAMME

2.1 Programme Background

The European Union and the government of Ghana agreed in the current National Indicative Programme that support to Ghana under the 11th EDF (2014-2020) will focus in three areas, among them Governance, with the overall objective of promoting good governance, rule of law and accountability. Consequently, the Financial Agreement between EC and GoG was signed on January 2016 for the Accountability Rule of law and Anti-corruption Programme, ARAP.

In May a Delegation Agreement was signed between EU Delegation and FIIAPP, a Spanish Public Foundation which took on the responsibility to implement the Programme.

2.2 Description of Components and Results

With the overall objective of contributing to reduce corruption and improve accountability and compliance with the rule of law, the following components and results area are considered:

Key Result Area 1 (KRA1): Accountability is enhanced, leading to increased accountability, a reduction in corruption and increased environmental governance.

- Building capacity of civic education providers (NCCE, CHRAJ, CSOs and the media) to campaign, advocate and lobby for increased accountability and a reduction in corruption;
- Supporting the NCCE to conduct civic education and awareness on accountability;
- Supporting CHRAJ to conduct anti-corruption campaigns and activities in line with NACAP;
- Support CSOs, the media, Parliament and selected Parliamentary Committees to enhance their accountability, anti-corruption and lobbying and advocacy roles and functions.

Key Result Area 2 (KRA 2): Compliance with and respect for the rule of law is enhanced, particularly in the areas of accountability and anti-corruption.

- Building capacity of prosecutors to prosecute corruption and related offences;
- Building capacity of the Judiciary to hear and decide corruption cases and related offences and to hold government to account;
- Establishment of a free web-based library/resource centre for all stakeholders and users of the justice system;
- Support the police and Judiciary to combat corruption amongst their ranks.