



Young Africa Innovates

CONTRACT

between

MEST Africa

and

.....

This Temporary Contract Agreement (the Agreement) is made on the day of 22nd July, 2025.

BETWEEN

MEST Africa, a company incorporated under the laws of Ghana with its office located at Buro. Plot No. 7 Osu Close, Accra, (hereinafter referred to as the “**Company**”, which expression shall, where the context so requires or admits, include its lawful representatives, assigns and successors) acting per its Authorized Representative of the Managing Director, **Ashwin Ravichandran** of the one part,

AND

..... whose registered address is

..... Tel No: (hereinafter called the “**Contractor**”) of the other part;

This serves to confirm the terms and conditions of engagement agreed upon between the parties:

- | | |
|-----------------------------------|---|
| 1. DATE OF ENGAGEMENT: | Tuesday, 22nd July, 2025 |
| 2. DURATION OF ENGAGEMENT: | 1 month |
| 3. WORK TITLE: | Digital Skills Expert |
| 4. FEES: | GHC 2,000 for complete delivery of project |
| 5. TIME OF PAYMENT: | Upon completion of work and presentation of invoice |
| 6. DEDUCTION: | Tax and any other deductions as required by law. |

7. Engagement Procedures:

Contractors must adhere to the MEST Code of Conduct and the Protection Against Sexual Exploitation and Abuse (PSEA) policy, along with any additional rules, policies, or procedures introduced during the project. Copies of these documents are available upon request.

8. Scope of Work:

The Developer will be responsible for providing website support services for innovators under the UNDP YAI Project. This includes delivering post-maintenance support, making necessary updates or improvements to websites, and assisting with the collection of data from innovators who require ongoing support. The Developer will also collaborate with the GROW Team to ensure quality assurance, timely delivery, and that all digital solutions meet the specific needs of the innovators.

9. Deliverables – Post-Maintenance & Website Support:

The Developer is expected to deliver the following tasks:

- **Website Functionality**
Ensure all assigned innovators' websites are fully functional, user-friendly, and free of broken links, errors, or inactive sections.
- **Maintenance Support**
Provide ongoing technical support by making necessary updates, troubleshooting issues, and removing or replacing elements as needed (e.g., AI-generated images, inactive buttons, or unused features).
- **Content and Design Updates**
Update phone numbers, email addresses, and social media links; adjust navigation links to direct users correctly; and refine design elements such as footers and call-to-action buttons to improve usability and professionalism.
- **Data and Feedback Support**
Assist in documenting innovators' requests for maintenance or updates and incorporate feedback to improve website performance and user satisfaction.
- **Quality Assurance**
Check that websites meet basic usability, accessibility, and performance standards before and after updates are made.

10. TERMINATION:

Notwithstanding anything to the contrary and subject to the provisions of the Labour Act 2003, its amendments, applicable regulations and all other relevant legislation recognized under the laws of Ghana this contract may be terminated:

- Without notice, on expiry of the fixed term of engagement; or
- Prior to the expiry of the temporary purpose for which the Contractor has been engaged is due to come to an end, by either party giving the other written notice a period of one (1) week prior to the date the termination shall be effective; or
- Subject to the above notice periods, by the Company, in the event of the Contractor's incapacity or due to operational requirements; or
- Summarily, if the Contractor is found guilty of a serious disciplinary transgression; or
- With or without notice for any other reason recognised by law as sufficient.

The Contractor confirms that these conditions have been explained to him/her and that he/she understands the contents hereof. The Contractor acknowledges having received a copy of this contract.

.....
Contractor's Signature

.....
Date Signed

.....
Company's Signature

.....
Date Signed