

LOCAL CONTENT PLAN

MANSA HOLDINGS LIMITED

2018

CONTENTS

TECHNICAL CORE STAFF.....	3
MANAGEMENT	3
SUCCESSION PLAN	3
INDIGENOUS GHANAIAI COMPANY	5
INDIGENOUS GHANAIAI BANK	5
SERVICES	5
EMPLOYMENT & TRAINING.....	6
BUDGET	7
EMPLOYMENT PROGRAM	8
Transportation, supply and disposal services.....	8
Health, safety and environment services.....	8
Information systems, information technology and communication services	8
SUMMARY OF LOCAL CAPACITY DEVELOPMENT PROGRAM	11
TECHNOLOGY TRANSFER	13
CORPORATE SOCIAL RESPONSIBILITY (CSR)	13
LOCAL CONTENT PLAN	14

TECHNICAL CORE STAFF

The Technical Core Staff of MANSA HOLDINGS shall include:

Engineers

Technicians

Geo Scientist

MANAGEMENT

Our top management team includes:

Chief Executive Officer - George Yaw Owusu

Chief Operating Officer - John Aidoo

Managing Director - Joseph Berko Owusu

Administrative Director - Ransford Mensah Boateng

Finance & Accounting -Gloria Engmann

Compliance & HR - Josephine Kessie

SUCCESSION PLAN

MANSA HOLDINGS is an indigenous Holding Company for three (3) entities in Ghana and maintains offices in Accra, Ghana. MANSA HOLDINGS provides managerial services to the following companies; Mansa Energy Limited - CS528972014, Mansa Engineering Limited - CS529042014, and Redstone Company Limited - CS011792012. The company shall make provision for any employee to understudy any employment position that is occupied by a non-Ghanaian to ensure that minimum local content levels are met where any Joint Venture or sub-contracts are formed between the Company, MANSA HOLDINGS and foreign companies.

INDIGENOUS GHANAIAAN COMPANY

This company, MANSA HOLDINGS is:

- a) Incorporated under the Ghana Companies Act, 1963 (Act 179);
- b) Has at least 51% of its equity owned by a citizen of Ghana; and
- c) Ghanaian citizen holding at least 80% of Executive and Senior Management positions and 100% of non-managerial and other positions.

INDIGENOUS GHANAIAAN BANK

Fidelity Bank Ghana Limited is bank to the company, MANSA ENGINEERING.

SERVICES

MANSA HOLDINGS Limited shall provide managerial services to the following companies; Mansa Energy Limited - CS528972014, Mansa Engineering Limited - CS529042014, Redstone Company Limited - CS011792012.

EMPLOYMENT & TRAINING

Qualified Ghanaians shall be given first consideration at MANSA HOLDINGS with respect to employment for any job openings with due recognition of the Labour Act, 2003 (Act 651) accordingly.

Adequate provisions shall be made for the training of Ghanaians on the job.

- i. MANSA HOLDINGS shall employ professionals with a minimum background bachelor's degree with a background in Engineering, Business Administration etc.
- ii. We anticipate that a total number of 50 staff personnel will be employed over the next 2 years.
- iii. We require professionals who are affiliated with accredited professional bodies in Ghana and beyond with ample work experience in their various fields of study.
- iv. We anticipate that expenditure in implementing Employment and Training Sub-Plan of Ghanaian workforce shall fall within the range of GH¢10000-50000.
- v. Collaborations with academic institutions and National Service Secretariat shall be engaged to adopt accelerated training of Ghanaians.

BUDGET

Item	Start	5 years	10 years
1. Goods and services	40%	50%	50%
2. Recruitment and training			
a) Management staff	10%	10-20%	10-20%
b) Technical core staff	30%	0-10%	0-10%
c) Other staff	20%	20-30%	20-30%

MANSA HOLDINGS shall take percentages of budget for the allocation of funds to be determined for various items as enlisted in the table above.

These percentages fall within three different categories of timeframes; where Start represents the commencement period of operations for which the Company will spend 40%,10%,30% and 20% on Goods and Services, Recruitment and training of staff who fall under the Management, Technical and Other Sub-headings, respectively.

In a span of 5-10 years, within the medium to long term periods, the percentages of budget for the allocation of funds to the various items will further change to 50%,10-20%,0-10% and 20-30% respectively for procurement of Goods and Services and Recruitment and Training of staff (Management, Technical core and Other staff).

This budget is subject to change in any case where management decides on other scope of works.

EMPLOYMENT PROGRAM

Description of program	Start	5 year	10 years
Transportation, supply and disposal services	TBD	TBD	TBD
Health, safety and environment services	TBD	TBD	TBD
Information systems, information technology and communication services	TBD	TBD	TBD

MANSA HOLDINGS in the effort of providing employment opportunities to the local workforce shall determine auxiliary employment programs in the area of transportation, supply and disposal services, health, safety and environment services and information systems, information technology and communication services where the need may arise either at the Start or Medium to Long term periods of operations, as illustrated in the Table above.

COMPLIANCE

MANSA HOLDINGS in ensuring first consideration is given to services provided and goods manufactured in the country, Ghana, where the goods ‘meet the specifications of the services, infrastructure, energy, and petroleum industry as established by the Standards Authority, Petroleum Commission and by other internationally accepted standards’ shall:

- Obtain necessary documentation from the Standards Authority for goods manufactured in Ghana and subcontracted to provide manufactured goods on behalf of MANSA HOLDINGS.
- Obtain necessary insurance both from private and public indigenous brokerage firm and where applicable a re-insurance broker. For insurances required offshore for operational works, approval will be sorted from the National Insurance Commission, ensuring the exhaustion of Ghanaian local capacity.
- Obtain legal and financial services from Ghanaian providers, or international companies with joint ventures to increase local participation in initial stage of operation (5 years) and within 10 years.

MANSA HOLDINGS will not:

- Disqualify any indigenous Ghanaian Company in a bid on grounds that it is the lowest financial bidder, where it has the ‘capacity’ to do the job as subcontractor.
- Deselect a company with the highest level of local content in any case of two bids being equal.
- Keep information concerning contracts and purchase orders to be sole sourced or above US\$100,000 m from the procurement agency/client but provide copies of all advertisements for expressions of interest, request for proposal (RFP), prequalification criteria, technical bid documents and technical evaluation criteria.
- Keep information concerning quarterly forecasts of contracts and purchase orders from the procurement agency/client, or Commission without descriptions of goods and services, value estimates and dates for RFP and contract award.

SUMMARY OF LOCAL CAPACITY DEVELOPMENT PROGRAM

	Employment Program	Technology Transfer	Training Program
Plan	Hire more than 50% locals as office staff.	Negotiate as agreement with our technical partners to ensure technology transfer to the local partners over a period of 5 years. This will include ownership of equipment, machinery and software	All our employees both technical and non technical staff will go through thorough in-service training and external training. The training for the technical staff will include overseas onsite training with our technical partners.
Budget	15,000 Ghc	500,000 Ghc	100,000 Ghc

For detailed bid procedural compliance, MANSA HOLDINGS will submit to the client, during the bidding process the following information:

i. Before issuing a prequalification notice to potential bidders:

Description of scope of work; copy of prequalification notice;

List of companies to which questions will be directed; and

Dates for closure of prequalification.

ii. Before issuing a request for proposal (RFP) or request for quotation (RFQ):

List of bidders, copy of RFP or RFQ – on which the agency/client, or Commission will advise its requirements on a case by case basis;

A description of the corporate ownership of the bidders including the main shareholders by percentage;

Location of any Ghana based office, plant or facilities;

Dates for closure of contracts; and

Any other information that the agency/client, or Commission may request.

iii. Before award of contract

Name of selected contractor;

List of sub-contractors or sub-suppliers;

For construction or service contracts, the estimated Ghanaian employment level in person-hours;

Commencement and completion dates for the contract;

“Award Notification Form” signed by the appropriate official of the contractor;

A statement of award rationale or bid evaluation report showing the price difference between the selected bidder and other bids, the primary location of work associated with each bidder, estimates of local content “calculated in accordance with the definition of the local content to be provided by the agency/client, or Commission”; and

Any other relevant information, including where applicable a summary of the technical, commercial and local content aspects of the bid evaluation

TECHNOLOGY TRANSFER

MANSA HOLDINGS in implementing Technology Transfer to the broader Ghanaian audience intends to share innovations and experiences of its staff members through running of sponsorship programmes and accessing of local businesses through partnerships in project executions. As product development is not a part of our mission, commercialization may be the only viable transfer mechanism to bring commercial services and products that are affordable, accessible and supported to our sponsors.

CORPORATE SOCIAL RESPONSIBILITY (CSR)

MANSA HOLDINGS shall determine and provide philanthropic donations to deprived communities in some parts of the country, Ghana. In doing this, we believe we shall be adding our quota to socio-economic developments in Ghana.

LOCAL CONTENT PLAN

A. EMPLOYMENT SUB-PLAN									
	Total No. of Employ ees	No. of Ghanaia ns	% of Ghanai ans	Project ed No. of New Emple yees	Projected Vacancies/ Positions	Expected Vacancie s to be filled by Ghanaia ns	Minimu m Skills Require d(each Position)	No. of Anticip ated Work Permits Require d	Re mar ks / Co mm ents
Management	3	5	100%	TBD	TBD	TBD	TBD	N/A	G han aian
Core Technical	1	1	TBD	TBD	TBD	TBD	TBD	TBD	TB D
Other Staff	1	1	100%	TBD	TBD	TBD	TBD	N/A	TB D
Department Functional Distribution /									

EHS	TBD	1	100%	TBD	TBD	TBD	TBD	N/A	TBD
Technical/ Engineering	TBD	1	100%	TBD	TBD	TBD	TBD	N/A	TBD
Supply Chain	TBD	1	100%	TBD	TBD	TBD	TBD	N/A	TBD
Administration	TBD	1	100%	TBD	TBD	TBD	TBD	N/A	Ghan aian
Finance	TBD	1	100%	TBD	TBD	TBD	TBD	N/A	Ghan aian
HR	TBD	1	100%	TBD	TBD	TBD	TBD	N/A	Ghan aian
Other (Specify)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A	TBD

B. TRAINING SUB-PLAN							
Training Programme	Asset / Project Name	Objective of Training Programme	Duration	Target Beneficiaries	Budget (\$)	Implementation Strategy	Remarks / Comments
Attachment / Industrial Programme	TBD	Train national service personnel as oilfield subsea engineers	TBD	Young Graduates	\$10,000	Recruit new graduate and attach them to our project teams	To build capacity of local subsea engineers
On-the-Job Training	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Academic Programmes (Dip,BSc,MSc,PHD,etc)	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Short Courses	N/A	N/A	N/A	N/A	N/A	N/A	N/A

C. SUCCESSION PLAN							
Name of Current Expatriate	Position	Department	Ghanai an(s) Success or	Required Training	Duration for Succession	Performance Indicator	Remarks / Comments
N/A	TBD	TBD	TBD	TBD	TBD	TBD	TBD

D. RESEARCH AND DEVELOPMENT SUB-PLAN								
Type of Project / Research	Objective	Duration	Expected Expenditure (\$)		Implementation Strategy	Collaborating Institution (if applicable)	Timelines	Remarks / Comments
			In-country Spend	Expected Total Spend				
TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

E. TECHNOLOGY TRANSFER PLAN

- a. Provide a detailed plan on how your company intends to promote Technology Transfer to Ghanaians.
- b. Outline the steps to be taken by your company towards implementing your Technology Transfer Plan.

F. INSUARANCE AND REINSUARANCE SUB-PLAN	
INSURANCE	
Name of Insurer / Insurance Company	TBD
Location / Office	TBD
Postal Address	TBD
Telephone Number	TBD
Email Address	TBD
License / Permit Number (NIC)	TBD
Type of Insurance Cover (s)	TBD
Policy Number (s)	TBD
Sum Insured/Liability (\$)	TBD
Estimated Insurance Premium	TBD

Risk / Asset Insured	TBD
Period of Insurance	TBD
Location of the Risk (Asset Insured)	TBD

LOCAL BROKER (Primary)	
Name of Broker	TBD
Postal Address	TBD
Telephone Number	TBD
Email Address	TBD
Contact Person (s)	TBD
License / Permit Number (NIC)	TBD

H. FINANCIAL SERVICES					
DETAILS OF FINANCIAL SERVICE					
	Name of Financial Institution	Branch(s)	Date of Engagement	Type of Financial Service	Total Value of Service (\$)
Past 6 months					
Projected 6 months	TBD	TBD	TBD	TBD	TBD

INDIGENOUS GHANAIA BANK				
Name of Indigenous Bank	Branch(s)	Date of Engagement	Nature of Transaction(s)	Total Value of Transaction (\$)
Fidelity Bank Ghana Limited	Ridge	TBD	Savings	TBD

