

# Tullow Ghana Limited

## SCOPE OF WORK

### (Provision of Manpower Management Services)

#### 1. Background

Tullow Ghana Limited has a continuous business need to engage a 3rd party contractor who would provide local manpower management services to support its operations. There has been consistent rise in the demand for technically competent and specialized skilled workforce who are required for a fixed duration and may not need to be placed on permanent role within the organisation, hence the need for a 3rd party contractor to manage the manpower services contract and provide temporary personnel who would be engaged on a fixed term and adhoc basis.

#### 2. Summary of Scope of Work

The service to be provided by the contractor shall include:

- a. Provision of the necessary personnel and support services such as accounting, finance and general administration for the correct and proper function and administration of the recruitment and supply of contractors.
- b. The sourcing of the required personnel from data base and any advertising and recruitment initiatives that may be necessary to provide access to the relevant potential contractor.
- c. Submission of curriculum vitae and other relevant details as may be requested, for any person proposed to perform services for company's approval.
- d. Provision of reports in respect of function of the contract and pertinent market conditions for review at the quarterly meetings and as may be requested by the company from time to time.
- e. The development and maintenance of a good working relationship between the contractor and company representatives.
- f. Contractor shall be compliance with any applicable statutes, regulations, codes of practice and procedures as required by the National Government of the country of operation (Ghana) of the contractor and or as defined by this contract.
- g. Compliance with the Administration Procedures specified in the company's appropriate document.
- h. Attendance of contractor's representative, together with any necessary support staff, at any review meetings that may be requested by the company, with company representative such meetings to be held at either the contractor's or the company's offices as determined by company.
- i. Contractor shall maintain a 24-hour emergency and crisis communication system
- j. Producing monthly timesheets on last professional working day of any calendar month.

There will be clear KPIs/SLAs to be discussed and agreed upon with the successful bidder and these will become incorporated into the eventual contract

#### 3. Contract Duration:

The duration of this contract shall be 3 years, in the first instance.