

# Hub

**To whom it may concern:**

## **Letter of appreciation**

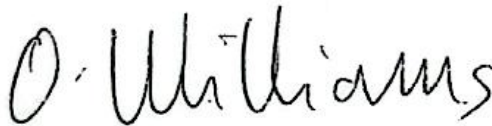
Linkage Outsourcing services recently provided recruitment services for Girl Hub Rwanda country office for the position of Operations Manager.

The purpose of the recruitment was to get the best candidate with the right attitude and skills to handle the challenges that come with this position.

We believe that the two objectives were met and have since been able to increase the effectiveness of our operations through the recruitment of the operations Manager. We also found the way the exercise was conducted to be very professional and worth the investment.

Following this experience, we highly recommend Linkage Outsourcing Services to those who want to get Quality candidates and professional services in the area of recruitment.

Sincerely,



**Kemi Williams (MA/Msc)**

**Country Director**





**To whom it may concern:**

**Letter of appreciation**

Linkage Outsourcing services has been providing recruitment services and payroll management for Commonwealth Finance Solutions Rwanda country office for the past 3 months.

The purpose of the contract has been to get the right candidates with the right attitude and skills to handle the challenges that come with the various positions ranging from General Manager to Sales Executives in the company and also to do the payroll for the organization which is currently on-going.

We believe that the two objectives have been met and have since seen the commitment and results of the candidates and also our staff have received their salaries on time. In addition, the recruitment exercises have been conducted very professionally and worth the investment.

Following this experience, we highly recommend Linkage Outsourcing Services to those who want to get Quality candidates and Human Resource services.

**Sincerely,**

**Steven Hatton**

**Director**

## INSTITUTIONAL CONTRACT

### Contract for Team Building Service

| Atlas Chart of Accounts |          |       |       |       |            |          |          |           |
|-------------------------|----------|-------|-------|-------|------------|----------|----------|-----------|
| GL                      | Op. Unit | Dep't | Fund  | Donor | Imp. Ag'cy | Project  | Activity | Budget CK |
| UNDP1                   | RWA10    | 36601 | 11900 | 00031 | 001981     | 00034908 | 10       | Yes       |

The United Nations Development Programme (hereinafter referred to as "UNDP"); Address: 12 Avenue de l'Armée P.O Box 445 Kigali-Rwanda, wishes to engage **LINKAGE OUTSOURCING SERVICES LTD** with addresses is Kigali - Rwanda, Telephone: 250 783073161, duly incorporated under the Laws of Rwanda hereinafter referred to as the "Contractor" in order to perform services in respect of the **Provision of team building services** during the OMT retreat (hereinafter referred to as the "Services"), in accordance with the following Contract:

**1. Work Assignment: Provision of team building services.**

This Contract shall commence on the **27<sup>th</sup> March 2013**, and shall expire on the satisfactory completion of the services described above, but not later than **27<sup>th</sup> March 2013**, unless sooner terminated under the Terms of this Contract. This contract is subject to the UNDP General Terms and Conditions.

**2. Consideration** – As full consideration for the services performed by the Contractor under the terms of this Agreement the United Nations Development Programme shall pay the Contractor upon certification by **Happy Umwagarwa, UNDP Human Resource Analyst** that the services have been satisfactorily performed:

- (a) A fee of: **649,000 RWF (VAT inclusive)** will be paid to the consultant after the completion of the assignment.
- (b) Where two currencies are involved, the rate of exchange shall be the official rate applied by the UNDP on the day the UNDP instruct its Bankers to effect the payment(s);




4.2- The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

### 5. Anti-terrorism

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

I acknowledge that I have read and accept the conditions on reverse.



**Janvier K. Wussinu**  
Deputy Country Director - Operations  
United Nations Development Programme

Signature:

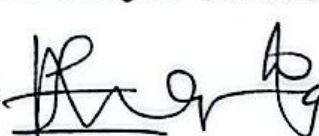
Date:

27/03/2013

**Edgar Ogao**  
Managing Director  
Linkage Outsourcing Services LTD

Signature:

Date:



27/3/2013

Kigali, 9th August 2011  
No: 44/admin/am/2011

**Mr. Edgar Ogao,**  
**Managing Director,**  
**Linkage Outsourcing Services,**  
**P.O Box 5809,**  
**Tel. 255 109 804**  
**Mobile: 0783073161**  
**Email: [edgar.ogao@linkagesrwanda.com](mailto:edgar.ogao@linkagesrwanda.com)**

**RE : TO WHOM IT MAY CONCERN**

We have been working with Linkage Outsourcing services to conduct our psychometric profiling for our candidates after short listing them.

The Psychometric Evaluation and recommendation reports have assisted us to identify the right candidates for the various positions at PSF and we continue to use them due to their professionalism.

The tests bring out qualities that the candidates don't show in their Curriculum Vitae or during interviews which are very crucial in finding out if they fit the job.

Their services have met our expectations and we highly recommend any organization or company that would like to recruit effective staff to use their services.

Faithfully;

**Munyampenda Roger**  
**Chief Executive Officer**





**ATTENTION:**

**TO WHOM IT MAY CONCERN**

We recently contracted Linkage Outsourcing Services to Manage 113 of our outsourced staff in various locations in Rwanda. This included payroll management, recruitment and also placement of new staff for one year.

They have met and exceeded our expectation in the past one year and highly recommend them to any company that is interested in having their staff managed professional.

Yours Sincerely,



Date 27 JUL 2016

Peter J. Smith  
Group C.E.O

[www.raycomgroup.biz](http://www.raycomgroup.biz)