



Kwame Nkrumah
University of Science
and Technology, Kumasi

OFFICE OF THE VICE-CHANCELLOR

Our Ref. No: VC/GAP/01/2021

Your Ref. No.

Wednesday, January 6, 2021

To: PROFESSOR SAMUEL P. OWUSU-OFORI
THE CONSULTANT
2294 ROTHWOOD ACRES ROAD
GREENSBORO, NC 27406-8565, USA.

Subject: NOTIFICATION OF AWARD OF CONTRACT FOR THE GAP ASSESSMENT
OF POSTGRADUATE PROGRAMME AT THE COLLEGE OF ENGINEERING,
KNUST.

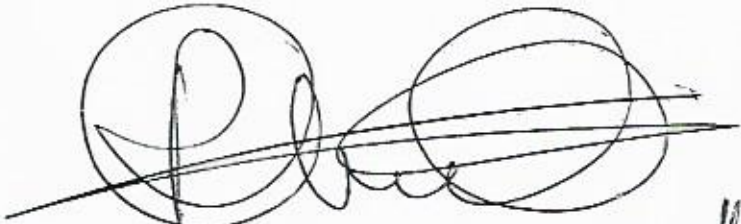
THIS is to notify you that you have been awarded a contract for the GAP Assessment of Postgraduate Programme at the College of Engineering, KNUST at the cost of \$19,000.00 (Nineteen Thousand Dollars) as per your quotation attached.

THIS NOTIFICATION of Award and submission of Performance Security and Letter of Acceptance shall constitute formation of a contract between your Company and the University as follows:

1. You are requested to submit your Letter of Acceptance to the Procurement Office, KNUST within fourteen (14) days after the notification of contract award.
2. You are also hereby instructed to proceed with the signing of Contract at the Procurement Office, KNUST within fourteen (14) days after the Submission of the Letter of Acceptance and the Performance Security.

Failure to comply with the fulfillment of Signing of Contract within the time frame will constitute the failure of formation of the contract.

You are, therefore, requested to promptly comply with the above-stated conditions precedent for the prompt execution of the contract.



11/01/2021

Authorised Signature.....

Name and Title of Signatory: Prof. (Mrs.) Rita Akosua Dickson, the Vice-Chancellor

cc: Deputy Registrar, Legal and Welfare
Provost, College of Engineering
Director of Procurement
Head, University Stores

CONTRACT FORM

THIS AGREEMENT is made the *between* KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, UNIVERSITY MAIN CAMPUS, KUMASI, UNIVERSITY POST OFFICE, PRIVATE MAIL BAG, KUMASI-GHANA, an educational institution established by Act 80 of 1961 to provide tertiary education (hereinafter called "the Client" which expression shall whenever the context so admits or requires include its successors or assigns) represented by its true and lawful attorney, PROFESSOR (MRS.) RITA AKOSUA DICKSON (Vice-Chancellor) of the one part and PROF. S. P. OWUSU-OFORI, called "the Consultant" with its Head Office at 2294 ROTHWOOD ACRES ROAD, GREENSBORO, NC 27406-8565, USA, represented by its true and lawful attorney, PROF. S. P. OWUSU-OFORI of the other part.

WHEREAS the Client invited proposals for certain Consultancy Services, viz, for the GAP Assessment of Postgraduate Programme at the College of Engineering, KNUST. AND WHEREAS the Client has accepted the proposal by the Consultant for the provision of Consultancy Services at a negotiated sum of \$19,000.00 (Nineteen Thousand Dollars) (hereinafter called the "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Request for Proposals (RFPs).
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. The Request for Proposals (RFPs);
 - b. The Technical and Financial Proposals Submitted by the Consultant;
 - c. The Terms of Reference;
 - d. The Information to Consultants;
 - e. The Form of Contract;
 - f. The Financial breakdowns, per deliverables.

3. THE CONSULTANT'S COVENANTS

In consideration of the contract, the Consultant is to provide the following services;

- Examine the quality and relevance of the postgraduate programmes at CoE;
- Assess the accessibility of postgraduate education at CoE;
- Examine the availability of funding for postgraduate education and research;
- Make recommendation for closing the gap identified;
- The consultant will act as a facilitator to engage a wide range of stakeholders to carry out the assessment

The Consultant Shall:

- review the engineering curriculum and the various modes of delivery (regular, distance learning) in line with global best practice;
- Assess the suitability of programmes to meet the needs of industry – including desirable employable skills in engineering with a special focus on energy and digital development in Ghana and sub-region;
- Engage with the academic units of the college of engineering to assess the programmes delivered in line with global best practices;
- Interact with key stakeholders such as Ghana institution of engineers, Ghana Gas, Volta River Authority (VRA) Electricity Company of Ghana (ECG), Vodafone, MTN, Private Consulting Firms in Engineering etc including recent graduates to;
 - Assess the suitability of the programmes at the college of Engineering;
 - Determine possible gaps in the engineering programs with respect to the needs of industry including demonstration of employable skills in engineering with a special focus on energy and digital development in Ghana and the sub-region;
- Assess the existing and possible sources of financing, magnitude of financing for postgraduate programmes in the college of engineering to make the programme attractive to attract brilliant students and faculty;
- Assess the capacity of prospective students to satisfy the financial requirement for graduate education in engineering;

- Review the proposal strategy for effectiveness towards achievement of the set targets of KEEP;
- The Consultant shall facilitate the development of curricula to address the skills-gap in the following programmes: the Energy Systems and Digital Technology for Energy Systems; the curricula will address the need for adequate number of qualified graduates with relevant skills in energy and digital technology development areas; relevance of post-graduate education and research; and educational programme assessment for continuous improvement; and
- Consultant shall present the GAP assessment to key stakeholders in a workshop setting for validation and feedback.

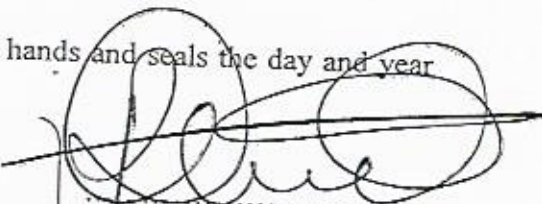
4. THE CLIENT'S COVENANTS

The client hereby covenants to;

1. Make available, a Coordinator to liaise with the Consultant and assist in the provision of relevant documentation for the project; and
2. Payments from Client to the Consultant hereinafter stated in the Section V; Terms of reference as follows;
 - a) 20% on signing the contract subject to the provision of advance payment guaranteed covering the 20% value;
 - b) 40% upon completion of the GAP Assessment Report for the discussion; arrangement Report for the discussion; and
 - c) The Final payment of 40% of the contract sum upon submission of the final GAP Assessment Report.

IN WITNESS WHERE OF, the Parties have hereunto set their hands and seals the day and year first above written.

SIGNED/SEALED AND DELIVERED by
the Purchaser represented by Professor (Mrs.) Rita Akosua Dickson
in the presence of:


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VICE-CHANCELLOR
VICE CHANCELLOR
KNUST - KUMASI
SEAL

WITNESS

Name: Edward Nketia-Asante
Position: Director of Procurement
Address: Procurement Office
University Post Office
PMB, Kumasi-Ghana

Signature: 

SIGNED/SEALED AND DELIVERED by

the Supplier represented by Prof. Samuel P. Owusu-Ofori
in the presence of:

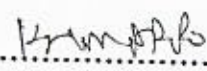

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WITNESS

Name: Kwadwo Nyanneye Mante

Business and Postal Addresses: U.P. 824
KNUST

Position: Project Manager, KEEP, KNUST

Signature: 

PROF. SAMUEL P. OWUSU-OFORI
2294 ROTHWOOD L'GRES ROAD
GREENHURD, NORTH
CAROLINA 27406
SEAL

26 Jan 2021