

REPUBLIC OF LIBERIA)
MONTSERRADO COUNTY)

PROFESSIONAL SERVICE CONTRACT

THIS SERVICE CONTRACT is made and entered into this 1st day of March, A.D. 2021 by and between the Deputy Ministry of State for Presidential Affairs, represented by and thru its Minister, G. Wesseh Blamoh (referred to as the "**MINISTRY**"), and Mr. Garmondeh Clinton, (referred to as the "**CONSULTANT**"). The Client and the Contractor are herein collectively referred to as the "PARTIES", hereby:

WITNESSETH

WHEREAS, the Ministry was created by an Act of the Legislature to enhance the efficiency of the Office of the President;

WHEREAS, in fulfillment of its mandate, the Ministry has determined the need to contract the services of the Consultant who will perform services as enumerated herein; and,

WHEREAS, the Parties under special arrangements, have agreed to enter into this Contract.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree as follows:

ARTICLE I: REPRESENTATION AND WARRANTIES OF THE CLIENT AND THE CONTRACTOR

- 1.1 The Ministry hereby engages the Consultant to serve as Technical Advisor for Program & Policy (Governance & Legal), Ministry of State for Presidential Affairs in the Office of the President.
- 1.2 The Consultant accepts the offer made by the Client and represents that she possesses the requisite knowledge, ability and professional competency to provide services in accordance with the terms and conditions of this Contract.

ARTICLE II: SCOPE WORK

- 2.1 The Technical Advisor for Policy and Programs will support the Ministry in delivering its statutory mandate by ensuring that its strategic objectives are met through the following responsibilities:
 - a. Assist the various units of the ministry in policy formulation and programs implementation;
 - b. Support the Minister of State in the general leadership and management of the Ministry to ensure efficiency;
 - c. Lead capacity development and organizational change within senior management and among staff members at the Ministry;
 - d. Serve as the Ministry's focal person on Governance Policies and Legal Affairs;
 - e. Support the development and implementation of standardized strategic planning framework across ministries and agencies;
 - f. Participate in the Ministry's budget discussions and formulation.
 - g. Conduct strategy and training workshops for senior management and staff;
 - h. Support adequate communication of the Liberian Governance achievement across the country.
 - i. Provide technical support to other areas within the Ministry as the Minister of State will deem necessary.

ARTICLE III: PAYMENT TERMS

- 3.1 In consideration of the services enumerated herein, the Ministry shall pay the Consultant a service fee of **Two Thousand (US\$2,000.00) United States Dollars** in arrears for the month of the contract period worked and subject to Government taxes.

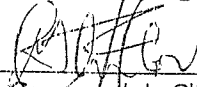
ARTICLE V: MISCELLANEOUS

- 5.1 The Consultant agrees to comply with the strict confidentiality of the engagement of his service and of any matters, records, documents, conversations or other transactions growing out of this engagement. The Contractor also agrees not to engage in any matter which shall present a conflict of interest with the service herein agreed to between the Parties. Any such breach of confidentiality of engagement of activities in conflict with the obligations stipulated herein shall render this Contract subject to termination.
- 5.2 The Consultant also reserves the right to terminate this Contract, however the Consultant is to give a one week notice prior to the date of termination.
- 5.3 The Parties agree that the Consultant's role under this Contract shall not be assigned to any third party without the expressed written consent of the Ministry.
- 5.4 The work time shall be a total of forty (40) hours a week. Employer may require additional hours of Employee as the need arises.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND AFFIXED THEIR SIGNATURES ON THE DATE FIRST ABOVE WRITTEN.


IN THE PRESENCE OF:

FOR THE "CONSULTANT"



Mr. Garmondeh Clinton
Technical Advisor for Program & Policy
(Governance & Legal)

FOR THE "MINISTRY"



Mr. G. Wesseh Blamoh
Deputy Minister of State for
Presidential Affairs, R.L.

To: Hon. Nathaniel F. McGill, Minister of State for Presidential Affairs

From: Garmondeh Clinton, Senior Technical Policy Advisor



Date: March 19, 2021

Subject: Monthly Report

In accordance with the terms of reference of our consultancy agreement, the following activities were initiated and will continue through the period February 1-28, 2021.

1. Continued work with the planning committee to organize the President's National County Tour.
2. Spearheaded preliminary discussions with Civil Service Agency, Governance Commission, and Liberia Institute for Public Administration on governance reform, including the setting up of the Governance Reform Advisory Council.
3. Coordinated the planning and execution of the Presidential Street Lights Switch-on ceremony at Prestige Motor, Bushrod Island, including working with the LEC technical teams and contractors to ensure the street lights were installed at designated areas.
4. Formed part of the monitoring team to track ongoing work at the Executive Mansion to ensure contractors are working efficiently to meet deadlines.
5. Analyzed and drafted several documents including policy briefs and memos and coordinated response to government agencies on designated programs.

5.1 In consideration of the services enumerated herein, the Ministry shall pay the Consultant a service fee of **Two Thousand (US\$2,000.00) United States Dollars** in arrears for the month of the contract period worked and subject to Government taxes.

ARTICLE IV: DURATION