



ASUNAFO SOUTH DISTRICT ASSEMBLY

POST OFFICE BOX 2 KUKUOM- AHAFO REGION
DIGITAL ADDRESS: BV-0008-7836

Kindly quote this number and date in all correspondence

Our Ref: ASDA./S.6/N.2/22

Your Ref.....

Date 04-10-21

REQUEST FOR PROPOSAL

PROCUREMENT OF CONSULTANCY SERVICES

The Asunafo South District Assembly is by this notification requesting for applications and proposals from all qualified companies and consultancy firms in Ghana who are duly registered for consultancy services. The firm will be expected to train all senior and junior staffs of the Assembly.

The Shortlisted firm shall be requested to submit a proposal for consideration on the following topics,

1. *Training on records management and report writing*
2. *Training on local government service protocols*
3. *Training on Performance Management and appraisal*

The training shall be organised quarterly for three periods.

All applications can be sent in person to the registry of the assembly or through the assembly website address: asunafosouthda@gmail.com

All eligible applications are welcomed.

Thank you.

HON. ADUASE POKU
DISTRICT CHIEF EXECUTIVE

Urban Management Institute | P.O. Box C0547, Tema

Tel: 0302779800 | 0207580827 | 0244103415

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CC: The District Finance officer

The Human Resource Manager



AHAFO - REGION

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REPUBLIC OF GHANA