



ARAP

Accountability, Rule of law and
Anti-Corruption Programme

CONTINGENCY PLAN

IN RESPONSE TO THE CORONAVIRUS CRISIS
SITUATION IN THE COUNTRY

24.03.2020

Funded by



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Implemented by



FIIAPP

COOPERACIÓN ESPAÑOLA



COUNTRY SITUATION

1. Current situation in Ghana

On 15 March 2020, the Ghanaian government banned all public meetings, including conferences, workshops, funerals, festivals, political rallies, sporting events, and religious activities. In addition, schools and universities have been closed.

On 21 March 2020, all land, sea and air borders were also closed, hence all commercial flights were cancelled.

In addition, the Ghanaian Ministry of Health has set up a website with current information on the situation of COVID-19 in Ghana: <https://ghanahealthservice.org/covid19/>. To date there are 27 confirmed cases and 2 deaths.

The Government is identifying those who contact with positive cases and calls on all to cooperate in locating them.

The President of Ghana has instructed the Attorney General to immediately submit to Parliament emergency legislation in accordance with Article 21 (4) (c) and (d) of the Constitution of the Republic to incorporate these measures and has further instructed the Minister of Health to exercise his powers under Section 169 of the Public Health Act 2012 (Act 851) by the immediate issuance of an executive instrument to govern the relevant measures.

As for the Spanish Embassy in Ghana, on 10 March 2020 it shared with the Spanish residents information about the situation in the country and recommended the residents in Ghana *to evaluate, according to their personal circumstances, the convenience of staying in the country or travelling to Spain ASAP, taking into account the travel restrictions and the conditions of the health system in the country.*

2. Status of project staff in the field

- The Team Leader of the project is currently in Spain, however, and in view of the above situation, she has been organising the work via telematics, informing the programmes stakeholders and DEU on the situation and measures adopted, answering all e-mails and holding meetings by video-call, teleworking to keep the pulse and the organisation of the programme.
- The Financial Officer also returned to Spain teleworking
- The office in Accra has closed its doors to the public, it is only opened in urgent or exceptional cases, and since 18 March 2020 all the local staff is teleworking as recommended by FIIAPP, DEU and the Ghanaian government. The Team Leader immediately communicated the information to the project's stakeholders.

Field missions planned for the next three weeks have been cancelled for the Key Expert on Civic Education and several NKE from the project. However, the need to carry out some work that does not require face-to-face activity and in accordance with the prepared Operational Contingency Plan, in some cases home-based working days have been agreed.

STATUS OF THE PROGRAMME

3. Programme continuity plan

In keeping with the activity of the programme, the final period of execution of activities and final analysis activities linked to the exit strategic has been reviewed as well as the actions to be carried out in the last year of the programme. In order to optimise the remaining period, the necessary actions have been evaluated and priority has been given to carrying out all those that can be prepared without face-to-face meetings.

Accordingly, the following list of activities to be carried out without face-to-face meetings in the next two months has been provisionally agreed (March-April 2020), and communicated to the entire team with express indication of the person responsible and the operational method for carrying them out:

- General review of activity planning:
 - *Review of the WP 2020 drafting a new proposal as a Plan B being realistic under the new circumstances and remaining timing of action.*
- Knowledge Management System:
 - *Review of the Activities Information System (SIA): check the activities' codes and complete all the necessary information under each activity.*
- Preparation of concrete activities according to new foreseeable level of priorities:
 - *Prepare the two big tenders left of the Project (multimedia equipment and vehicles) in order to launch them as soon as it will be possible.*
 - *Prepare all the necessary action to launch the Web Library: logistic of the event, review of technical aspects of the web, video-presentation, press note, etc.*
 - *Prepare the report of the Anti-corruption Platform results*
 - *Review the EPA Legal Unit programme as recommended by the EU.*
 - *Follow-up and reschedule the activities related with the EPA public materials (complaints and compliance)*
 - *Follow-up of activities and surveys related with Public Education*

- Preparation of the actions required for the closure of the programme:
 - *Draft the Exit Strategy of the Project*
 - *Follow up of the contracting deadline for the Project*
 - *Review and complete the inventory of all the material delivered to the stakeholders along the whole programme and prepare the donation documents.*
 - *Draft the MoU to hand over the digital platforms hosting*
 - *Work on the new logical framework in order to link all the activities to the corresponding results*
 - *Draft the script of the final programme documentary reviewing all the existing video-photograph material*

- Review and restructuring of the financial line:
 - *Follow-up of the 2019 Audit Report in order to solve the problems pointed out*
 - *Prepare budget addendum*
 - *Prepare a preview of the foreseen expenditure under the new schedule (to be review in accordance of the circumstance evolution).*

4. Options for continued dialogue with partners and DEU

The dialogue with the counterparties has been maintained since the beginning of the situation, communicating on 17 March 2020 the measures taken in the programme, aligned with the recommendations of FIIAPP and EU Delegation, to continue the activity by telematic means, with face-to-face activities being postponed.

The WP 2020 prepared at the beginning of March was also reported, stating that the WP 2020 in the light of the circumstances would have to be revised. The counterparties acknowledged receipt of the measures and contact has been made with them to indicate possible dates for carrying out the activities planned for March (initially a postponement of two months is being considered). With the stakeholders, the revision of the WP 2020 was evaluated and in view of the situation and the remaining period of the programme, the prioritization of non-presential activities and the cancellation or reduction of the extension of others, according to their nature. The dialogue with the counterparties for the restructuring of the planned line of activity, as well as for the prioritization in this period of the non-presential activities, continues to be maintained by e-mail.

Likewise, according to the Communications Plan, counterparties are informed of the general situation and measures/actions taken in the

programme.

The Delegation of the European Union was informed on 17 March of the measures taken to maintain the safety of the office staff in accordance with the recommendations received, as well as the continuity of the telework activity.

This contingency plan and the Communications Plan will also be communicated to the Delegation for information and follow-up.

As indicated above, from an operational point of view this time will be used for the preparation and subscription with the Delegation of all those agreements that were necessary for the adjustment of budget or contractual lines of the programme, maintaining permanent contact with the Delegation to report and receive possible recommendations in view of the development in Ghana.

5. Communications Plan

The ARAP Programme has developed a Communications Plan foreseeing the fundamental lines of the External Communication, with the fundamental objective of aligning messages with those of the European Union and maintaining communication and coordination with programme partners, and the internal communication, with the fundamental objective to maintain the coordination to keep working with the new measures adopted imposed by the situation.

* The Communications Plan is annexed

6. Economic implications (costs in one month, in two months)

Initially, the programme does not foresee short-term economic implications.

In view of the restructuring and prioritization of to-do tasks that can be carried out by telework, it is envisaged that, at least in the short – medium term, the activity of all ARAP staff (CU and FIIAPP HQ) will remain necessary.

Even while the hiring of a new Programme Coordinator in Madrid is pending, the need for the selection process remains.

The staff of the Coordination Unit in Accra continue to perform the assigned functions, not providing at the moment the need for the cancellation of any of its contracts (either with FIIAPP or with GIZ).

From the point of view of short-term experts: initially some planned mission has been estimated that it can be carried out, almost entirely, by telework.

With regard to the implementation of the activities of the programme and therefore the implementation of the allocated budget: as indicated, there is a reformulation of the activities to be carried out, although there is a risk that some cannot be carried out or must be limited, there are still numerous activities that the Institutions are interested in carrying out. The degree of involvement of the Institutions with the programme, and the demand on their part of the realization and/ or support for numerous activities linked to their national mandate is still maintained, so it is estimated that this situation may vary the type of specific activity that can be carried

out, but not the demand for other activities that can now be prioritized in the review process with counterparties in execution. This determines that it is envisaged, to this day and without prejudice to developments in the country, that the remaining budget in the programme can be implemented for the most part.

If the prioritization of different activities, under the general lines of action of the programme, which may arise from the new circumstances would result in the need for a re-adjustment of expenditure budget lines, it will be proposed and negotiated where appropriate with the EU Delegation once formulated internally by the programme.

RISK ASSESSMENT

7. The DEU's position on the situation and analysis of possible contractual and economic implications

The European Union Ambassador to Ghana sent an email on Friday 13 March to report that the DEU itself was suspending meetings, events and missions.

As for the contractual implications of the situation, we have identified a possible problem with the Contracting Deadline that we currently have set for 5 July of this year. If new tenders cannot be launched before the end of April, it may be difficult to close those processes with the signing of contracts before that date. We will have to consider postponing the Contracting Deadline.

8. Information to be transmitted/approved by contracting authority

Last Friday, 20 March, the DEU has authorised telework from Spain for the expatriate staff of the project.

The Delegation of the European Union was informed of all the steps that were taken in the programme and of the evolution of the planning review and readjustment process that followed with counterparties.

In any case, we have to wait for the evolution of the crisis in Ghana, a country where the presence of the virus has practically started, to assess the estimated times of recovery from the crisis in the country and the return to normal activity by the Ghanaian institutions in relation to the short period of implementation and closure that remains for this programme.

9. Other risks

The staff of the Coordination Unit are at home working.

Accra's office is temporarily closed, although permanent contact is maintained with the owner of the rented office who informs us of the status of the office and the general measures taken for disinfection.

The equipment, material and documents of the office have been guarded, leaving some of the team members pending one-time visits for review.

**10. Proposal for short (15 days) and medium term (one month - two months) mitigation:
e.g. suspension of contracts, reduction of man/days, etc**

The measures that have been adopted are teleworking and the suspension of expert missions, as well the draft of a Working plan for all the ARAP staff.

At the moment there are no plans to suspend any contract or reduce the number of staff. The only contract that could suffer a suspension would be the rental of the car with driver. As soon as they restrict mobility in Ghana, that contract would have to be suspended. Where appropriate, the Legal Department will be contacted to analyse the contract and take the necessary measures.

Given the exceptional nature of the situation we are in, this Contingency Plan will be reviewed in two weeks.