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GNB00091913

22 August 2016

**Dear Sir,**

**Subject: NARRATIVE REPORT AS OF JUNE 2016**

Enclosed, please find the Narrative Report for project **Guinea Bissau International Technical Support**, as of **30 June 2016**.

The report outlines key activities during the period including the drafting of the Guinea Bissau Trade Development Strategy, participation in the DTIS process and project management support, among others.

If you have any questions or comments, please do not hesitate to contact:

**Amadu Bailo Camara,**  
Programme Manager, Head of  
Programme Management Support Unit (PMSU).  
Email [amadu.b.camara@undp.org](mailto:amadu.b.camara@undp.org)  
Tel.: +245 673 07 07

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Gabriel Labão Dava', is positioned above the printed name.

**Gabriel Labão Dava**  
**Deputy Resident Representative Program**  
**UNDP Guinea-Bissau**

**Mr. Bernhard Schlachter**  
**Executive Officer**  
**EIF Trust Fund Manager**  
**UNOPS**



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## Guinea Bissau ITA Update

### Activities report (January-June 2016)

<b>Project title:</b>	International Trade Advisor (ITA) Guinea Bissau
<b>Main Implementing Entity (MIE):</b>	United Nation Development Programme
<b>Government implementing partner:</b>	Ministry of Commerce and Handicrafts (MCH)

This report outlines the main activities undertaken by ITA during the period from 1<sup>st</sup> January to 30<sup>th</sup> June 2016, under the technical assistance framework to the technical team of the Ministry of Commerce and Handicrafts, responsible for implementing the Enhanced Integrated Framework (EIF) project in Guinea Bissau.

Activities	Progress
<b>DTIS update process</b>	The ITA gave his opinion, did an informal translation into Portuguese of part of the draft DTIS II and contributed to the coordination and supervision of the entire process. He supported the preparation of the national consultants' reports and the preparation of information and awareness meetings as part of the data collection and compilation process and submission to the National Implementation Unit (NIU) Coordinator for the preparation of the preliminary report. The ITA also participated in several meetings between the NIU, UNDP and Team Leader.
<b>Creation of the Trade Forum</b>	The ITA drafted and contributed to the approval of the decree establishing the Inter-agency Trade Coordinating Committee <sup>1</sup> and submitted it to the Minister of Trade to be included in the agenda of the Council of Ministers.
<b>Drafting and approval of the Guinea Bissau Trade Development Strategy</b>	The ITA drafted and contributed to the approval process of the major policies of the trade strategy. He went on a mission to Bolama <sup>2</sup> , promoted meetings with the Ministry of Agriculture and Rural Development, the Guinea Bissau office of the Organization for the Harmonization of Business Law in Africa (OHADA in Portuguese) and the private sector (Chamber of Commerce, Industry, Agriculture and Services, Association of Economic Activity of Women (AMAE), Association of Transporters (ASTRA) and National Farmers' Association (ANAG)) to present the major direction of the commercial strategy and collect additional information for the preparation of the preliminary report of the trade strategy. The ITA drafted and submitted to the NIU/EIF, the Preliminary Report of the Strategy for Trade Development and contributed to the discussion and internal approval. He completed and submitted to the NIU/EIF the Final Report Project of the Trade Development Strategy for internal consideration and approval and prepared the information gathering at the respective municipalities, with a view



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	to preparing the final report.
<b>Training and awareness</b>	<p>The ITA contributed to the preparation (ToR and program) and participated in an awareness campaign and a seminar on the EIF program and DTIS update process intended for parliamentarians. He also contributed in the preparation (ToR and program) and participated as a "resource person" in the following training seminars:</p> <ul style="list-style-type: none"> <li>• Best practices in trading and brokerage of agricultural products; Quinhamel, 23<sup>rd</sup> and 24<sup>th</sup> February, 2016;</li> <li>• Fish marketing, brokerage and conservation techniques, Cacheu, 25<sup>th</sup> to 27<sup>th</sup> February, 2016;</li> <li>• Management of purchases and savings; Bafatá, 13<sup>th</sup> to 16<sup>th</sup> March, 2016, and;</li> <li>• Management of purchases and savings; São Domingos, 17<sup>th</sup> to 19<sup>th</sup> March 2016;</li> </ul>
<b>Formulation of category 2 projects</b>	The ITA conducted the analysis, review and contributed towards the approval of the ToR for the preparation of a category 2 Project on artisanal fishing, and supervised the preparation and approval of the final report of the Project Steering Committee.
<b>Preparation of the Mid-term Plan</b>	The ITA contributed to the preparation and approval of ToRs for the recruitment of a consultant, the dissemination of the vacancy notices and the monitoring of consultant recruitment process. The recruitment process was launched on the 19 <sup>th</sup> May 2016, with the deadline date for submittal of offers being the 4 <sup>th</sup> July 2016.
<b>Project Management Support</b>	The ITA supported the preparation and holding of the meetings of the Steering Committee (27/04/2016) and NIU Level 2 Evaluation Committee relating to the approval of a Category 2 Artisanal Fishing Project (06/06/2016). He also supported the development of and contributed to the approval process of the NIU financial report for the 1 <sup>st</sup> quarter of 2016, and assisted the Coordinator in managing NIU/EIF activities.

VA