



**COUNTRY OFFICES REQUEST FOR  
ASSET DISPOSAL (RAD FORM)  
FOR ITEMS with NBV \$2500 & ABOVE**  
(see section 1.0 of the CAP User guide)

*Empowered lives.  
Resilient nations.*

**CO-RADC No:** \_\_\_\_\_

To be Completed by Submitting Office	
Submitting Country Office: Lesotho	Date of Request: 20 December 2017
Signature of Asset Focal Point: <i>Ripe</i>	Signature of ICT Focal Point (Technical Clearance): <i>Polaki</i>
Name: Rethabile Maope	Name: Polaki Mohlapisi

1. Description (item name/ model/manufacture)	Serial Number (Not applicable for furniture)	Atlas Asset ID (Atlas generated number)	Atlas Tag ID (UNDP bar- coded label)	Locatio n (Current location in ATLAS)	Year of Purchase	Atlas Purchase Value (\$)	Net Book Value of Asset(\$)	Disposa Method
Toyota Hilux 4x4	D77176413	000000001240	MD-996	LSO G08	6/26/2013	42,616.07	26,634.99	Donatio n
A Notebook computers	35Q54X1	000000001241	LSO10-121	LSO 318	5/25/2013	2,471.00	1,055.32	Donatio n
<b>Total Value of Assets Disposed (enter \$ in value column)</b>						<b>45,087.07</b>	<b>27,690.31</b>	

\* Insert rows if you need more space to list disposal items.

<b>2. Nature of Survey Case:</b> <input type="checkbox"/> Wear/Tear <input type="checkbox"/> Exceed Lifespan/Minimum Standards <input type="checkbox"/> Scheduled Replacement <input type="checkbox"/> Surplus <input type="checkbox"/> Loss <input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Inventory Discrepancy <input type="checkbox"/> Other (Project Competition)	<b>3. Recommended Disposal Method</b> a. <input checked="" type="checkbox"/> Donation b. <input type="checkbox"/> Discard/Recycle c. <input type="checkbox"/> Re-Use of Parts d. <input type="checkbox"/> Trade-In (Estimated Value) USD _____  e. <input type="checkbox"/> Competitive Sale Value USD _____ f. <input type="checkbox"/> Other (Specify) _____	<b>4. Recommended Financial Responsibility</b> <input checked="" type="checkbox"/> UNDP <input type="checkbox"/> Staff Member <input type="checkbox"/> Other (Specify) _____
---	---	---

**5. Summary of Case:** Transfer of Deepening Decentralization Project Assets to the Ministry of Local Government upon project closure as per the decision made in the Final Steering Committee Meeting held on the 17 October 2017.

To be Completed by Secretary of CAP/ACP	
Meeting Number:	Date of Meeting:
Case Number:	

6. Recommendation by CAP/ACP:

Date: \_\_\_\_\_ Signature and Title: \_\_\_\_\_

7. Authorized by RR &/or CPO

Date: 21/12/2017

Signature:   
Name and Title: Christy Ahenkora, Resident Representative a,i

8. Asset has been disposed as per approved disposed method.

Donated (Acknowledge letter is attached.)

Date: 20 December 2017

Discard/Recycled ( Certification letter is attached from Vendor)

Date: \_\_\_\_\_

Other (Specify)

Competitive Sale Value USD \_\_\_\_\_

4. Sale invitation, E-bay quote, Signed sale form and Checks have been forwarded to Treasury Section.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of Disposal:

Transfer of Deepening Decentralization Project Assets to the Ministry of Local Government upon project closure as per the decision made in the Final Steering Committee Meeting held on the 17 October 2017.

Date: 20 December 2017

Signature and Title: \_\_\_\_\_ Pheea Mafethe   
Operation Manager, (Name): \_\_\_\_\_

**POPP LINK**

<https://intranet.undp.org/global/popp/asm/Pages/furniture-and-equipment-acquisition-and-maintenance.aspx>



Empowered lives.  
Resilient nations.

**TRANSFER OF TITLE OF ASSETS FROM  
THE UNITED NATIONS DEVELOPMENT PROGRAMME  
TO THE MINISTRY OF LOCAL GOVERNMENT AND CHIEFTAINSHIP**

**THIS AGREEMENT** is made and entered into this 20 day of December , 2017, by and between the United Nations Development Programme (hereinafter referred to as “UNDP”) and the Government of Lesotho (hereinafter referred to as the “Government”), for the transfer to the Government, which hereby accepts full title and ownership, of assets as specified in the attached supplies and equipment list, hereto as Annex I at a total cost of \$ 48,635.54.

The assets transferred represent assistance of UNDP to the Government to facilitate Deepening Decentralization Project, 00000084292 (hereinafter referred to as “Project”), undertaken in Lesotho. The transfer of title is limited to the use of such assets solely for the stated purposes of the Project in the manner and place as set out in the Project Document, hereto as Annex II, and subject to further limitations contained therein.

The transfer of such assets must be effected in compliance with UNDP Financial Rules and Regulations, the Procurement Manual and the Asset Management Guidelines.

**IN WITNESS WHEREOF**, UNDP and the Government, through their duly authorized representatives, have signed this Agreement:

**ACCEPTED:**

**ACCEPTED:**

**FOR THE MINISTRY OF LOCAL  
GOVERNMENT:**

**FOR UNDP:**

By: 

By: 

**Name: Tseliso Mokoko**

**Name: Christy Ahenkora**

**Title: Principal Secretary**

**Title: Resident Representative a,i**

Date: 20/12/2017.

Date: 20 December 2017

TEMPLATE FOR RECORDING ASSET INFORMATION OUTSIDE ATLAS

A	B	C	D	E	F	G	H	I	J	K	L
PROJECT CODE	ASSET ID	PROFILE	DESCRIPTION	TAG NUMBER	SERIAL NUMBER	MODEL	LOCATION	ACQUISITION DATE	COST	CURRENCY	FUNDING SOURCE
00084292	0000000 01240	MTRV1	Toyota Hilux Raider 4 X 4	MD 996	D77176413		UNDP	26/06/2013	42,616.00	USD	EU
00084292		FURN	DESK	LSO10-122			UNDP	23/10/2013	1,349.24	USD	EU
00084292		FURN	DESK	LSO10-295			MoLGC	23/10/2013		USD	EU
00084292		FURN	Chair	LSO10-125			MoLGC	23/10/2013	500.53	USD	EU
00084292		FURN	Chair	LSO10-347			MoLGC	23/10/2013		USD	EU
00084292		FURN	Filing Cabinet	LSO10-293			MoLGC	23/10/2013	479.32	USD	EU
00084292	0000000 01241	ITC1	Laptop	LSO10-121	35Q54X1		UNDP	25/05/2013	2,471.00	USD	EU
00084292		ITC1	Laptop	LSO10-1274	5SDL262		UNDP	15/12/2015	1,219.45	USD	EU

NOTES:

A This is the Internal Reference used for the project

B This is the code allocated to the asset profile in the chart of accounts

C This is the general category e.g. Furniture, Vehicles etc in words

D This is the detailed description of the asset

E This is the asset tag as per laid down tagging convention e.g. FF/SUD/EF FASHER/001 for a furniture item in Sudan el fasher

F This is the serial number, normally available for electrical equipment and registration number for vehicles

G This is the asset Model as indicated in Invoice

H This is the Place where the asset is based and can be physically located

I The date asset is received

J The cost as per Invoice and payment details

K This is the Currency used in the cost detail, if various currencies used try to standardize the register into one currency by conversions

L This is the donor funds used to purchase the asset e.g. UNDP, ECHO etc.

## Minutes of the Programme Steering Committee Meeting- 17<sup>th</sup> October 2017

Date: 17<sup>th</sup> October 2017.

Venue: Avani Lesotho

Agenda:

1. Minutes of the Previous Meeting
2. DDP Final Report
3. Lessons learnt report
4. Transfer of assets Procured under DDP

Present:

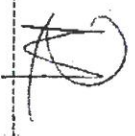
Name	Institution	Designation	Sex
Tseliso Mokoko	Ministry of Local Government	Principal Secretary	M
Christy Ahenkora	United Nations Development Programme	Deputy Resident Representative	F
Jenifer Bukokhe	United Nations Capital Development Fund	Regional Technical Advisor	F
Mariam Homayoun	European Union	Governance Programme Manager	F
Kopano Mou	Ministry of Finance	Assistant Auditor General	M
Lerato Seisa	Ministry of Local Government	Director of HR – Local Government Services	F
Mating Mahoana	Ministry of Local Government	Director of Decentralisation	F
Gordon Morrison	Ministry of Finance	Advisor to NAO	M
Nthabiseng Moalosi	Ministry of Health	HR Manager	F
George Senauoana	National Authorising Officer	PSDO - NAO	M
Leraro Molise	Advocacy Officer	CCJP	F
Liau Motoko	United Nations Development Programme	DDP Manager	M
Malintle Lekhanya	Ministry of Public Services	Manager of Performance Management	F

Agenda	Minutes
1. Minutes of the previous meeting	<p><u>Matters arising from the minutes</u></p> <ul style="list-style-type: none"> <li>The Assistant auditor general stated that all Audits for 2014/15 were completed</li> <li>Head of Governance at UNDP promised to Consult UNDP with legal department to check whether UNDP should sign the MOU on sensitisation of public on the Decentralisation Policy. But later on MOLGC advised that, due to electoral education campaigns and political rallies around June 2017 National Assembly election, policy sensitisation should not be undertaken because that will confuse the public.</li> <li>The matter arising was that Payroll system will be done provided the Ministry of Local Government responds to the ghost employee report that was raised in the previous PSC meetings. The Ministry of Public Service committed to share the report with the Ministry of Local Government who shall in turn write to EU about it. The update was that the Ministry of Public Service shared the report with the MOLGC who subsequently wrote a letter to EU describing how they would deal with concerns on ghost workers. Furthermore, a company working on the payroll is nearing the end of their assignment.</li> <li>On the request for support from the DPM, Programme Manager and PS –MOLGC were to inquire from the DPM the modality that will be used in order fast-track the recruitment of the personnel to support his office as the programme was soon coming to an end. This was not followed up.</li> </ul>
2. DDP Final Report	<p>The DDP Manager presented the DDP report covering 5 years of programme implementation. The report discussed achievements, challenges, and lessons learnt. A comment on the report was that the point that says the MOLGC had limited capacity on coordination of the decentralisation process should be removed because that was not the case. Thereafter the meeting adopted the report.</p> <p>Since the report already included lessons learnt agenda item 3 on lessons learnt was no longer relevant, hence it was dropped.</p>
3. Transfer of Assets	<p>On this agenda item the committee made two resolutions; 1. That all assets bought by local government structures under retooling grant shall remain with the local government structures. All the assets bought at the central level (UNDP and MOLGC) should be transferred to the Ministry of Local Government. The list of the assets bought by UNDP is attached.</p>
4. Closing Remarks	<p>On behalf of the Ministry of Local Government, the Director of Decentralisation thanked the development partners for their support. She further thanked both the DDP Manager and Regional Technical Advisor (UNCDF) for their dedication in supporting the ministry.</p>

On behalf of the UNDP, the DRR indicated that despite all the challenges, DDP achieved commendable results. The LDG projects across the country improved citizens' access to social-economic services. She thanked both the EU and MOLGC for leading the process of decentralisation in Lesotho.

On behalf of the EU, Governance Programme Manager also reiterated that the programme achieved some good results, but decentralisation is no longer a priority on EU assistance. Nonetheless, EU will continue to support water and energy as well as social protection at the local level. She further indicated that evaluation will not be done, but that audit would soon be launched.

Signed



Liau Motoko

DDP Manager & Scribe

18/12/17

Date



Tseliso Mokoko

PS Ministry of Local Government

18/12/17



**Ministry of Local Government  
and Chieftainship**  
P.O. Box 686  
Maseru 100

**13 December, 2017**

*1km*  
*Let's discuss and do the requisite paperwork to enable transfer*

Ref: LG/DEC/1

Tel: (+266) 22323416

Fax: (+266) 22314507

*Thanks  
MJ  
14/12*

**Ms. Christy Ahenkora**  
**Deputy Resident Representative**  
**UNDP**  
**Maseru 100**

Dear Madam,

**DEEPENING DECENTRALISATION PROGRAMME (DDP): TRANSFER OF ASSETS**

The Ministry requests your good office to facilitate transfer of assets procured under DDP, which was supporting the Government on different areas of decentralisation. This request is in accordance with the resolution made by the DDP Steering Committee during its last meeting of the 17 October, 2017 and Contribution Agreement signed by the Government of Lesotho and Development Partners.

Your usual cooperation will always be appreciated.

Thank you

*Tseliso Mokoko*

**Tseliso Mokoko (Adv)**  
**Principal Secretary**

<b>2017 UNDP-MASERU</b>	
Rec'd. 13/12/17	Ref. ORG 130/2/3
RR:	DRR:
<b>ACTION</b> <i>1/1/17</i>	<b>INFO</b> <i>RR DPR</i>
<input type="checkbox"/> A/T	<input type="checkbox"/> NAR
SEEN <input type="checkbox"/>	

