**Back to Office Report**

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| 1. **Title of mission:**

Stakeholder Engagement on AWP 2016. | 1. **Country**

Sierra Leone |
| 1. **Participants:**

Mission Member(s) Pious Bockarie Programme Manager, LED Inclusive Growth,  Ann-Marie Bassie- Programme Specialist YEEP –Inclusive Growth and Hassan Conteh –BDS Officer YEEP-Inclusive Growth**.** | 1. **Travel period:**

April 4th –April 10th, 2016. |
| 1. **Contact person and Institutions met.**
2. Mr. Foday Morie Bangura-Deputy Chairman Kambia District Council
3. Santigie Kargbo—Monitoring and Evaluation Officer
4. Abdulrahman Bangura- Human resource Officer.
5. Momoh Kargbo – Assistance CAP coordinator Makeni
6. Alberto Swaray-CAPS coordinator –Makeni
7. Dr. Foday Kargbo CAPS supervisor-Makeni
8. Alfred Samura – Chief administrator Magburaka City council-Tonkolili
9. Mr Daiel Moiwo –Executive Director CEPAD-SL
10. Mr Mustapha Sannoh-Program Manager CEPAD-SL
11. Mamoud Sesay-Agricultural supervisor-CEPAD-SL
12. Paul P Ngobeh-Valuation Officer- Kailahun District Council
13. Sarah E Moiwo-Cordinator-Red Ross – Local NGO Kailahun
14. Joseph L kai-Councillor Kailahun District Council
15. Donald M Koroma-Monitoring and Evaluation Officer-Kailahun District Council
16. Charles B Kaikumba-Deputy Project Officer-Kailahun District Council
17. Jaiah T Gogra-Deputy Cief Administrator-Kailahun District Council
18. Leslie I. Kemokai-Enviromental and Social Officer-Kailahun District Council
19. Saidu Kamara-Field Monitor-Chibuzor Humand Resource and Development Organization -Kailahun
20. Suliaman Sheriff-Field Officer-CHIDO-Kailahun
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| 1. **Overview:**

The Annual Work Plans (AWP) 2016 for the Youth Employment and Empowerment Programme (YEEP) andthe Local Governance Economic Development (LED) have been recently approved, signed and ready for implementation. The outcomes therein are in line with the Government’s development agenda and the 24-month post EVD responsive activities and the “Agenda for Prosperity” Due to similarities in some activities to be implemented in the AWP and in order to maximize impact and the judicious use of limited resources, the two units decided to collaborate to implement BDS and SME activities in new areas such as Kambia, Kono and Kailahun and to establish a resource center in Magburaka.In view of the above, there was a need to jointly engage with the relevant stakeholders and implementingpartners to acquaint them on the two AWP 2016 activities under the Inclusive Growth Cluster, in order toprepare the minds of the stakeholders and the implementing partners on the various project interventions and the implementation modalities. The proposed mission undertaken will provided a platform to engage the stakeholders and the implementing partners with regards to the operation and implementation plans of AWP 2016 activities of the YEEP and LED with the support provided by the UNDP. On the other hand, UNDP /YEEP has provided and stocked up the Njala Bo campus CAPS center with a lot of equipment’s and office supplies in order to keep the Centre up and running in an effective manner. Discussions on the official launching of this centre with the coordinator of the Njala Bo campus CAPS activities also part of the mission‘s fulfillment.This induction activity with stakeholders and implementing partners provided the team as far asimplementation modalities are concern |
| 1. **Highlights of the Meetings.**
2. **Meeting with staff team –Kambia District Council**
3. UNDP- Provided an overview of the mission‘s objective and goals including all project activities of YEEP and LED component.
4. Express support to Kambia district through the council including support for the Small and Medium Enterprise (SME) as a support to the president’s 24 months Ebola recovery plan
5. Will support the council cadaster tax system that will institute an effective means of tax revenue collection that will keep record through a data base that will help in generating more income through tax collection
6. Provide grant to the council through a performance grant based system with the criteria to be develop by the Ministry of Finance and Economic Development.
7. Grant would be provided to the council through a performance based grant system with criteria on the fulfillment condition to be provided later.
8. **Comments Kambia district Council Team**
9. Express concern with regards to matching skills of interns in relation to task to be carried out during the internship.
10. Recommend for support towards financing in rice production will be crucial for the youth in Kambia as this is mainstay of economic activities of the people in Kambia.
11. SME intervention for the business enterprise will be very important as most people are also engage in trading activities
12. Looking forward to the support to be provided by the Local Economic Development (LED) unit for the effective and efficient operation of the council.
13. Also solicit support for the construction of stores for traders engaged in business enterprises.
14. Council open to the idea of getting interns onboard but with matching skills.
15. Eager to participate in the context of the grant based system to be able to access the grants for the council.
16. Emphases was placed on the provision of skill training component for youth in the district by the chief administrator of Kambia.
17. **Achievements**.
18. The UNDP/Inclusive Growth unit was able to meet with the the Kambia district council team and discuss their intended support for the Kambia distict council including the SME support to be provided for the business enterprises.
19. Council welcome and ready to accept the deployment of interns for 2016 internship programme.
20. Follow ups;

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| **Action pints**  | **Responsible unit/ time line** |
| Share an up-to-date district council development plan 2016. | Kambia district Council |
| Provide a list/data base of enterprises registered with the council.  | Kambia district Council |
| Provide a list of financial service providers  | Kambia district Council |
| Update us with a donor mapping of development partners operating in Kambia. | Kambia district Council |
|  Develop an overarching strategic policy for the operation of the district council’s country wide. | UNDP/LED/MOFED |
| Develop a single comprehensive overarching district council development policy.  | UNDP/Local Economic Development (LED) |
| Provide the criteria for the performance based grant system for the council. | UNDP/LED/MOFED |

1. **Meeting with the coordinators of Career Advisory and Placement Service (CAPS) center at Northern Polytechnic Makeni.**

**Highlight of the meeting.****UNDP/YEEP Inclusive Growth**1. Provided an update with regards to the budget cut down of the YEEP programme
2. Request for CAPS center plan activities implementation for 2016
3. Request that the CAPS implementation activities be priorities for 2016.
4. Discussed the upgrading of the structure provided by the administration for the CAPS activities
5. Provide a breakdown of activities to be supported at the center for 2016.

 1. **Comment from the CAPS Coordinators**
2. A class room space has been allocated by the college administrator for the CAPS activities.
3. Upgrading of the structure and provision of facilities is required to make the center operational.
4. Request will be put in place including prioritizing activities of the CAPS Implementation activities for 2016
5. **Achievements**

Had a successful meeting with the CAPS team in Makeni and promise to submit their implementation plan activities 2016 by mid of April 20161. **Follow ups**

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| **Action points**  | **Responsible unit \time frame** |
| Submit action plan for implementation of CAPS activity for 2016, | CAPS Coordinator –Mid April |

1. **Meeting with the Chief Administrator Mabguraka city council team on the on-going construction of the Magburaka youth center.**

**Highlights of meeting****UNDP/YEEP/LED** 1. Team provided an overview of our mission objective /goals with regard to the on-going construction of the youth center including activity of the contractor.
2. **Comments from the CA Magburaka**
3. Provided an update on the status of the youth center
4. Has terminated the contract of the contractor
5. Has taken the matter of the youth center to NPPA to investigate the contractor for the delay in the completion of work at the youth center
6. Through intervention from NPPA, the Maburaka city council NPPA arbitrated between the two parties and requested for additional timeline be provided to the contractor to help Finnish the remaining work on the youth center which was granted to the contractor.
7. The work for the completion of the remaining work by the contractor is now handle by NPPA with a timeline for completion of remaining work by end of April 2016

However visit made by a combine team of Magburaka city council and UNDP team found out that building materials are site by the contractor to complete the remaining work on the building.1. **Achievements.**
2. Team was able to visit the Magburaka youth and obtain a clear update on the status of the youth center
3. **Follow ups.**
* The Chief administrator (CA) of the magburaka city council will liaise with NPPA to provide feedback any development with regards to the completion of the remaining work on the Magburaka youth center
1. **Meeting with the staff of Community Empowerment for Peace and Agricultural Development (CEPAD-SL) Kenema on what role they will play for the plan BDS/SME activity intervention by LED 2016 in Kenema and Kailahun.**

**Highlights of the meeting****UNDP/LED –Inclusive Growth**1. LED manager brief CEPAD –SL staff on LED intended purpose to collaborate with CEPAD-SL in the implementation of LED BDS project activities in their AWP 2016 for the township of Kenema and Kailahun.
2. Had a fruitful discussion with CEPAD-SL on the implementation modality /approach for the LED BDS project.
3. LED manager said that Mr. Edward Gbemeh the LED/UNDP officer who is based in Kenema will work with CEPAD-SL to coordinate the LED BDS 2016 implementation project activity.
4. The mission is on ot way to Kailahun and will do a quick assessment in collaboration with Kailahun city council on the status of SME activities in the township and the financial service providers that are operating in Kailahun township.
5. **Comments CEPAD-SL team.**
6. Give their approval to work with LED in the implementation of LED BDS activity for 2016.
7. Stated that they are already operating in Kenema they will extend the BDS service in Kailahun for the LED unit BDS activity.
8. Looking forward to working with Mr. Gbemeh for his technical input and advice in the implementation of the LED BDS 2016 project activity.
9. **Achievement**
10. Discussion held with CEPAD-SL staff on LED intended purpose for the implementation of the LED BDS 2016 project activity.
11. CEPAD-SL willing to collaborate and provide service for the LED BDS 2016 project activity.

**Follow ups.*** Team/YEEP/LED/inclusive Growth to provide feedback to CEPAD-SL upon return from Kailahun on information gathered with regard to the financial service providers and the SME activities through Mr. Edward Gbemeh.
* LED to kick start documentation process in engaging CEPAD-SL for the implementation of the LED BDS project activity.
1. **Meeting with executive team –Kailahun District Council –**
2. UNDP- Provided an overview of the mission‘s objective and goals including all project activities of YEEP and LED component.
3. Express support to Kailahun district through the council including support for the Small and Medium Enterprise (SME) as a support to the president’s 24 months Ebola recovery plan.
4. support the council cadaster tax system that will institute an effective means of tax revenue collection that will keep record through a data base that will help in generating more income through tax collection
5. Provide grant to the council through a performance grant based system with the criteria to be develop by the Ministry of Finance and Economic Development.
6. Grant would be provided to the council through a performance based grant system with criteria on the fulfillment condition to be provided later.
7. **Comments Kailahun district Council Team**
8. Express concern with regards to matching skills of interns in relation to task to be carried out during the internship.
9. Supporting the Kilahun district council through the LED project activity is a welcome idea and looking forward to the support,
10. Will put all measures in place to ensure that they will fulfill the criteria that will be set up for the fulfillment of the grant award with regard to the Performance based grant system that will be introduce.
11. SME intervention for the business enterprise will be very important as most people are also engage in trading activities
12. Looking forward to the support to be provided by the Local Economic Development (LED) unit for the effective and efficient operation of the council.
13. Also solicit support for the construction of stores for traders engaged in business enterprises.
14. Council open to the idea of getting interns onboard but with matching skills.
15. Eager to participate in the context of the grant based system to be able to access the grants for the council.
16. Council were worried by the low turnout and interest express by the youth to acquire skill training like gara-tye-dyeing, carpentry,maison, tailoring and weaving available in various institution in the Kailahun township.
17. **Achievements**.
18. The UNDP/Inclusive Growth unit was able to meet with the the Kailahun district council team and discuss their intended support for the Kailahun distict council including the SME support to be provided for the business enterprises.
19. Council welcome the idea of deploying interns to gain work experience with regards to the GIP 2016 internship activities.
20. **Follow ups;**

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| Action pints  | Responsible unit/ time line |
| Share an up-to-date district council development plan 2016 | Kailahun district Council |
| Provide a list/data base of enterprises registered with the council  | Kailahun district Council |
| Provide a list of financial service providers  | Kailahun district Council |
| Update us with a donor mapping of development partners operating in Kambia | Kailahun district Council |
|  Develop an overarching strategic policy for the operation of the district council’s country wide. . | UNDP/LED/MOFED |
| Develop a single comprehensive overarching district council development policy  | UNDP/Local Economic Development (LED) |
| Provide the criteria for the performance based grant system for the council. | UNDP/LED/MOFED |

1. **Meeting between Chibozor Human Resource Development Organization(CHIDO)**

**Highlights of the meeting**.1. UNDP- Provided an overview of the mission‘s objective and goals including all project activities of YEEP and LED component.
2. Express interest to support the Small and Medium Enterprise (SME) as a support to the president’s 24 months Ebola recovery plan.
3. Have an intention to operate a business Development Service activity in the Kialahun Township including providing support to Small and Medium Enterprises.
4. Mode of UNDP implementation strategy is mostly through registered (through the government agency) implementing partners to roll out it project activities.
5. Comments from CHIDO staff.
6. Is a registered non-government organization(NGO’s)
7. Area of operation include Kailahun township and six Chiefdoms-namely Upper Banbara, Mandu, Luawa and 3 K’S please name them.
8. Targets group is 100% women
9. Activities carried out include- the setting up and operation of Village Saving and Loans associations.(VSLA)
10. Currently operating 23 groups in all comprising of 25 people in a group.
11. Based their module of operation on Discussion Group Series(DGS) which address the social and cohesiveness of a household with the following topics set as core points of discussion,-Successful household, Household economy, Household cash flow, Setting financial goals and dealing with financial stress(which entails part 1&2)
12. The group operation is hinge on the principle of 4p’s which include –Place ,Price Promotion and Product
13. International Red Cross (IRC) has been their main supporting donor for the past three years.
14. **Overall Achievements**

 The Induction mission was able to gained the following results, based on the objective stated in the terms of reference:1. Met with key organizations, enterprises the three district councils ,District youth councils and had an open discussion with regards to the mission objective which involved obtaining information of financial service providers for the LED BDS 2016 intervention and to support SME and inform the I BDS a partners for seeking their support to implement the LED BDS 2016
2. Carried on a tour to obtain an insight of the training facilities at the BDS training in Kenema.
3. Conduct visit to other business development scheme to have an insight of their operations and challenges.
4. **Challenges.**
5. Some district councils visited are just are yet to get their operational structures in place.
6. The cadaster system that was install in most of the district councils are either not used for the purpose for which they were designed for or they are out of order as a result of non-renewal of listen.
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| 1. **Recommendations**
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