

MICRO-CAPITAL GRANT AGREEMENT

MICRO-CAPITAL GRANT AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) AND ONE FAMILY PEOPLE FOR THE PROVISION OF GRANT FUNDS UNDER A UNDP-SUPPORTED PROJECT

This Agreement (hereinafter referred to as the "Agreement") is made between the **UNDP Sierra Leone** and **One Family People**.

WHEREAS **One Family People** (hereinafter referred to as "OFP") has been requested by the United Nations Development Programme ("UNDP") to manage the project defined in the project document "Closing the Gap in Ebola Crisis Response" with **Project ID: 60863** (hereinafter referred to as "the Project"), implemented at the request of the Government of Sierra Leone

WHEREAS the UNDP desire to provide funding, in the form of a Micro-Capital Grant (hereinafter referred to as "the Grant") made to OFP (the "Recipient Institution") in the context of the Project, and on the terms and conditions set forth in this Agreement; and

WHEREAS the Implementing Partner is ready and willing to accept such funds from the **UNDP** for the activities described in the following, and on the said terms and conditions;

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of OFP

1.1 OFP agrees to:

1. Undertake the activities described in its **Workplan** and **Budget** which are attached to this Agreement respectively as Attachment 1 and Attachment 4, or subsequent updates hereof to be approved by the **UNDP** of the Project;
2. Report to the **UNDP** on the utilization of the Grant in accordance with Article IV below.
3. Provide Annual Audited Statements [Income Statement and Balance Sheets]. In projects where a technical contractor is providing assistance to the RECIPIENT INSTITUTION, the contractor shall be responsible for verifying the accuracy of these reports/statements. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its annual performance targets

1.2 OFP shall manage its operations in order to maximize its performance

1.3 OFP commits itself to reaching the performance targets set out in Attachment 2 to this Agreement. If the OFP fails to meet its responsibilities outlined in article 1.1, or to attain at least 70% of any one performance target for any given year, UNDP will have the right to suspend all or part of the micro-capital grant support to OFP. Upon request of UNDP, and for its consideration in determining the period of the extension, OFP shall be obligated to produce a written explanation detailing the reasons the target was missed, and measures taken by OFP to remedy the situation. The suspension shall remain in effect until UNDP is satisfied that OFP has achieved the target.

1.4 OFP shall inform UNDP about any problems it may face in attaining the objectives agreed upon, as soon as such problems are encountered.

II. Duration

2.1 This Agreement will come into effect on **20th September 2014** and shall expire on **31st December 2014**, covering the anticipated term of the project. The Agreement may be extended beyond this period through an exchange of letters between the Parties, noting the new expiration date.

III. Payments

3.1 UNDP shall provide funds to OFP in an amount up to the equivalent of USD 50,101, fifty thousand one hundred and one United States Dollars (217,939,350 SLL, two hundred and seventeen million, nine hundred and thirty nine thousand, three hundred and fifty Sierra Leone Leones) according to the schedule of the project budget set out in Attachment 1, with the equivalent of USD 36,211 (thirty six thousand two hundred and eleven US dollars) to be paid upon signature of this Agreement. The second tranche of the equivalent of USD 12,053 will be paid upon receipt and approval of OFP project narrative and financial reports by UNDP. The third tranche of the equivalent of USD 1,855 will only be disbursed after the receipt and approval of the final project narrative and financial reports by UNDP. Payments are subject to OFP meeting the outputs as specified in Attachment 2 below.

3.2 All payments shall be deposited into OFP's bank account (**especially meant for UNDP Micro-Capital Grant**) of which the details are as follows:

**ROKEL COMMERCIAL BANK
ONE FAMILY PEOPLE –UNDP
ACCOUNT NUMBER: 115506588
BBAN: 002011002550658883
25-27 SIAKA STEVENS STREET, FREETOWN, SIERRA LEONE**

3.3 The amount of payment of such funds is not subject to any adjustment or revision due to changes in prices, exchange rates or the actual costs incurred by OFP in the performance of the activities under this Agreement.

IV. Records, Information and Reports

4.1 OFP shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.

4.2 OFP shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by OFP.

4.3 Within sixty days after completion of project activities, OFP shall provide UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex I.

4.4 Provide quarterly reports to UNDP; and Provide Annual Audited Statements [Income Statement and Balance Sheet].

4.5 All correspondence regarding the implementation of this Agreement shall be addressed to:

UNDP Country Director, 55 Wilkinson Road, P.O. Box 1011, Freetown, Sierra Leone

OFP Country Director, 104 Campbell Street, Freetown, Sierra Leone

V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between UNDP and OFP, superseding the contents of any other negotiations and/or agreements between the Parties, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The OFP shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that OFP shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that UNDP shall not interfere in the exercise of such control. However, both the quality of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by UNDP. If at any time UNDP is not satisfied with the quality of work or the progress being made toward achieving such goals, UNDP may: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to OFP as described in paragraph 6.8 below; and/or seek any other remedy as may be necessary. UNDP's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon OFP insofar as further payments are concerned.

5.3 OFP and UNDP undertakes no responsibilities whatsoever in respect of life, health, accident, travel or any other insurance coverage for any person employed by OFP to undertake activities under this Agreement. Such responsibilities shall be borne by OFP.

5.4 The rights and obligations of OFP are limited to the terms and conditions of this Agreement. Accordingly, OFP and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 OFP shall indemnify, hold and save harmless, and defend, at its own expense, the United Nations, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of OFP, or its employees, officers, agents or sub-contractors, in the performance of this Memorandum of Understanding. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by OFP, its employees, officers, agents, servants or sub-contractors. The obligations under this provision do not lapse upon termination of this Memorandum of Understanding.

5.6 Assets (Credit Funds and Equipment) supplied by UNDP funds to OFP shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets, in accordance with its Financial Regulations and Rules. The assets shall be used for the purpose indicated in the Workplan throughout the period of this Agreement.

5.7 This Agreement may be terminated at any time by either Party giving thirty (30) days written notice to the other Party. Upon termination of the Agreement, OFP shall promptly return any unutilized funds to UNDP as per paragraph 6.6 above.

5.8 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.9 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.


5.10 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNDP and OFP, respectively, have on behalf of UNDP and OFP signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of OFP:

Name: Edward Emmanuel
Title: Director
Date: 18/09/2014

On behalf of UNDP:


Name: Sudipto Mukerjee
Title: Country Director, UNDP Sierra Leone
Date: 17/09/14

Attachment 1: Detailed AWP

		Activities					Sept 2014	Oct 2014	Nov 2014	Dec 2014
<p>Baseline: Disabled people have been marginalised in the current Ebola response</p> <p>Target: 45 disabled homes and 300,000 PWDs nationwide equipped with knowledge and information on preventative measures</p> <p>Indicators: - Information focal persons in 45 homes - fact sheets and leaflets in braille and sign available at 45 disabled homes - 45 homes fumigated - Jingles produced and aired - Music produced and aired - Hygiene equipment available in 45 disabled homes nationwide - PWDs engaged and give feedback on quality of response</p>	1.	Reproduction of Ebola fact sheet hand-outs or leaflets in Braille and sign language	x							
	2.	Fumigation of disabled homes in collaboration with MoHS	x	x						
	3.	Recording and Producing jingles, music for outreach events	x	x						
	4.	Training of EVD focal persons in Ebola prevention methods, and the use of hygiene materials in collaboration with the Ministry of Health and Sanitation	x	x						
	5.	Community outreach on Ebola prevention using sign language interpreters/Braille in disabled homes/communities	x	x						
	6.	Nationwide outreach on radio on EVD prevention, containment and the need to mainstream disability in all Ebola response in compliance with PWD Act 2011 and the UPR Recommendations.	x	x						
	7.	Distribution of hygiene materials in disabled homes/communities	x	x						
	8.	Stakeholders meetings (UNDP ONS, NPwDC and MoHS) to share feedback from disabled communities		x						
	9.	M&E to receive feedback from the disabled homes/communities via questionnaires distributed by OFP and partners in the field; field visits; regular contact with district level partners; reporting regularly informally to focal person at UNDP and formally reporting to UNDP no more than one month after the completion of the project (before end January 2014).	x	x						

Attachment 2: Description of Activities

Project number: **Project ID: 60863** Project title: "Closing the Gap in Ebola Crisis Response"

This MCG will enter into force upon signature and will expire **on 31st December 2014**. The full amount of this LOA is USD 50,101

Section 1) Results to be achieved by OFP

Outputs delivered by OFP will be as follows:

1. Reproduction of Ebola fact sheet hand-outs or leaflets in Braille and sign language
 - i) 150 copies of EVD information leaflet produced in braille
 - ii) 2,500 fact sheets produced in sign language
2. Fumigation of disabled homes in collaboration with MoHS
 - i) 45 disabled homes nationwide fumigated to prevent EVD spread
3. Recording and Producing jingles, music for outreach events
 - i) Jingle produced by PWD group the Walpoleans
 - ii) 50 copies made and disseminated
 - iii) Jingle aired 560 times on radio
 - iv) Informative music produced by artists with disabilities
 - v) 500 copies are made and disseminated
 - vi) The music is aired 384 times on radio
4. Training of EVD focal persons in Ebola prevention methods, and the use of hygiene materials in collaboration with the Ministry of Health and Sanitation
 - i) At least one focal person with disabilities trained per each of the 45 disabled homes targeted
 - ii) The focal person acts as point of information for PWDs in the homes – bringing the information directly to them and also being present to answer questions
5. Community outreach on Ebola prevention using sign language interpreters/Braille in disabled homes/communities
 - i) Leaflets and factsheets disseminated
 - ii) At least one focal person per each of the 45 homes
 - iii) Sign language interpretation provided for outreach and television
6. Nationwide outreach on radio on EVD prevention, containment and the need to mainstream disability in all Ebola response in compliance with PWD Act 2011 and the UPR Recommendations
 - i) PWDs join the conversation on EVD prevention and are funded to participate in panel discussions on radio
 - ii) Disability mainstreamed in national response – UNDP and OFP represented at meetings of different pillars in order to ensure voices of PWDs are heard
7. Distribution of hygiene materials in disabled homes/communities
 - i) Supplies including buckets, pumps and Dettol soap distributed to 45 disabled homes
8. Stakeholders meetings (UNDP, ONS, NPwDC and MoHS) to share feedback from disabled communities
 - i) Questionnaires completed by beneficiaries to give feedback on response and to inform the project as it progresses
 - ii) Feedback is communicated to stakeholders in order to ensure PWDs are mainstreamed in EVD response

9. M&E to receive feedback from the disable homes/ communities via questionnaires distributed by OFP and partners in the field; field visits; regular contact with district level partners; reporting regularly informally to focal person at UNDP and formally reporting to UNDP no more than one month after the completion of the project (before end January 2014)
 - i) Questionnaires completed by 5-10 people in each of the disabled homes targeted
 - ii) 3 field visits carried out taking in all of the 45 homes (more regular visits to the homes by partners in the field)
 - iii) Regular contact between OFP and focal point at UNDP

Section 2) Work to be performed by OFP

Activities to be carried out by OFP: (*See work plan above*)

1. Reproduction of Ebola fact sheet hand-outs or leaflets in Braille and sign language
2. Fumigation of disabled homes in collaboration with MoHS
3. Recording and Producing jingles, music for outreach events
4. Training of EVD focal persons in Ebola prevention methods, and the use of hygiene materials in collaboration with the Ministry of Health and Sanitation
5. Community outreach on Ebola prevention using sign language interpreters/Braille in disabled homes/communities
6. Nationwide outreach on radio on EVD prevention, containment and the need to mainstream disability in all Ebola response in compliance with PWD Act 2011 and the UPR Recommendations.
7. Distribution of hygiene materials in disable homes/communities
8. Stakeholders meetings (UNDP ONS, NPwDC and MoHS) to share feedback from disabled communities
9. M&E to receive feedback from the disable homes/ communities via questionnaires distributed by OFP and partners in the field; field visits; regular contact with district level partners; reporting regularly informally to focal person at UNDP and formally reporting to UNDP no more than one month after the completion of the project (before end January 2014).

Section 3) Description of inputs:

See Attachment 3

Attachment 3 Disbursement Plan

Activity	Budget Code	Description	Total Cost	1st Tranche	2nd Tranche	3rd Tranche
A. Training of 14 Disability Ebola Outreach Committees at district level	A1	Training materials	500	500	0	0
	A2	Facilitator transport refunds	540	540	0	0
SUB-TOTAL ----->>>>>>>>>>>>>>>>			1,040	1,040	0	0
B. Outreach	B1	Sign language interpreter	750	500	250	0
	B2	Jingle production	363	363	0	0
	B3	Reproduction of jingle for dissemination	150	150	0	0
	B4	Airing of jingle	3,360	2,240	1,120	0
	B5	Music production	363	363	0	0
	B6	Reproduction of Music for dissemination	1,500	1,500	0	0
	B7	Airing of music	2,688	1,792	896	0
	B8	Translation of fact sheet in Sign Language	150	150	0	0
	B9	Production of leaflets in Braille	5,250	3,500	1,750	0
	B10	Production of fact sheet in sign language	3,750	2,500	1,250	0
	B11		0	0	0	0
SUB-TOTAL ----->>>>>>>>>>>>>>>>			18,324	13,058	5,266	0
C. Advocacy for disability mainstreaming	C1	Radio talk show	1,890	945	945	0
	SUB-TOTAL ----->>>>>>>>>>>>>>>>			1,890	945	945
D. Hygiene item	D1	Bucket with Pump	1,470	1,470	0	0

Attachment 4 - Detailed Budget

Closing the Gap in the Ebola Crisis through targeting PWDs
 Budget Period: September to December 2014
 Currency: USD

Line Ref.	Budget Items	Unit Type	No. Units	Frequency	Unit Cost	Total Cost	Notes
A	Training of 14 Disability Ebola Outreach Committees at district level						
A1	Training materials						
A2	Facilitator transport refunds	items	1	1	500	500	flip chart, markers, note books, pens
B	Outreach	Days	36	1	15	540	3 days each x 12 district
B1	Sign language interpreter						
B2	Jingle production	Days	30	1	25	750	For TV and outreach meetings
B3	Reproduction of jingle for dissemination	CD	1	1	363	363	Professional plus studio fee
B4	Airing of jingle	CD	50	1	3	150	50 copies
B5	Music production	slot	560	1	6	3,360	cost for radio time
B6	Reproduction of Music for dissemination	CD	1	1	363	363	Professional plus studio fees
B7	Airing of music	CD	500	1	3	1,500	500 copies
B8	Translation of fact sheet in Sign Language	slot	384	1	7	2,688	3 slots x 4 weeks x 4 months 12 districts
B9	Production of leaflets in Braille	Item	1	1	150	150	Printing and Professional fee
		Item	150	1	35	5,250	150 copies

B10	Production of fact sheet in sign language	Item	2500	1	1.5	3,750	2500 copies
C	Advocacy for disability mainstreaming						
C1	Radio talk show	Hour	90	1	21	1,890	2 radio programs per week x 15 stations for 4 months
D	Hygiene item						
D1	Bucket with Pump	items	35	2	21	1,470	2 bucket x 35 homes
D2	Receiving bucket	items	35	2	12	840	2 bucket x 35 homes
D3	Dettol Soap	carton	35	2	50	3,500	2 cartons x 35 homes
E	Transport and Monitoring (Fuel plus vehicle hire)						
E1	Transport for initial visit	days	7	1	717	5,019	car hire plus fuel
E2	Transport for second visit	days	7	1	717	5,019	
E3	Transport for final visit	days	7	1	717	5,019	
E4	Meal and accommodation	days	21	1	150	3,150	9 staff (\$50 per staff)x7days
E5	Transport for radio talk show panelists					4,830	
	Total Direct Project Cost					50,101	
	Total Direct Project Cost SLL					217,939,350	

ANNEX 1

Quarterly/Annual Reporting Format

Year _____

Recipient Institution: _____

OVERALL TARGETS FOR ENTIRE GRANT	BASELINE	PROPOSED ANNUAL TARGETS	ANNUAL BUDGET	ACTUAL ANNUAL RESULTS	ACTUAL ANNUAL EXPENDITURES	PROGRESS TOWARDS TARGETS



Empowered lives.
Resilient nations.

Note to File

Re: Justification for contract with One Family People

05/09/2014

Background

UNDP Sierra Leone is currently concentrating all of its efforts to assist in combatting issues arising as a result of the Ebola Virus Disease (EVD) crisis in the country. One area that UNDP is focusing on is ensuring assistance, sensitization and preventative equipment are being directed at vulnerable populations, including Persons With Disabilities (PWDs). It has been noted by UNDP, through participation in various EVD-response coordination groups, that PWDs are being marginalized and neglected in the majority of government and other partner interventions.

In order to fill this significant gap and to prevent outbreaks of EVD in disabled homes and communities around the country, UNDP is proposing to partner with a far-reaching and experienced disability-focused NGO, One Family People (OFP).

Purpose of proposed contract with OFP

The contract with OFP will enable UNDP to reach PWDs, who are currently one of the most marginalized and neglected sections of Sierra Leonean society in the context of the EVD crisis. Through OFP, 45 disabled homes will have the facilities to prevent outbreak of EVD and to protect the rights of residents during the crisis. This is extremely important especially due to the fact that the majority of PWDs in Sierra Leone rely on begging for their income, which is no longer feasible during the crisis as a result of restrictions on movement and also the general economic hardships that are affecting the majority of the population. OFP will ensure that PWDs are engaged in the fight against Ebola and that they can also play their part, through training volunteers to sensitize other PWD communities and their caregivers and through involving PWDs in various outreach activities on EVD such as radio programming, drama performances, jingles and music. OFP will also ensure that PWD-friendly versions of factsheets and various forms of information disseminated to the public will be made available to disabled homes and communities.

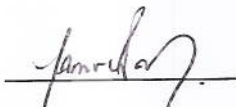
OFP will be contracted through a Micro Capital Grant at a total cost of \$50,101 USD.

Justification for partnering with OFP:

- **Identified as an extremely relevant intervention:** Through discussions with other partners and participation in various EVD task forces and Committees, it has become clear that the activities proposed by OFP for the direct benefit of PWDs and their caregivers are unique to the Ebola-response thus far.

- **Relevant Expertise and Significant Synergetic Value Added:** OFP is a key strategic partner of Government institutions working on disability including the Ministry of Social Welfare, Gender and Children's Affairs, the National Commission on Persons with Disabilities, the Human Rights Commission of Sierra Leone and the Sierra Leone Union of Disability Issues. OFP have six years of experience working to empower PWDs in Sierra Leone through innovative use of sports, drama and music. OFP also advocates at a policy level for the respect of rights of PWDs using the UPR platform. OFP has an existing network of grassroots organizations that can reach PWDs in the remotest parts of the country and that already have established links and relationships of mutual trust with disabled homes and communities.
- **Accountability and Transparency:** OFP is a reputable NGO legally registered in Sierra Leone and funded by the Dutch Ministry of Foreign Affairs, the European Union and Plan International amongst others. UNDP has received OFP's most recent audit report in order to ensure financial capacity. UNDP will be working closely with OFP until the end of December in order to help monitor the success of activities. Regular feedback from direct beneficiaries will also be sought, as well as narrative and financial reporting upon the completion of the project.
- **Value for Money:** OFP has already done extensive groundwork to avoid what would have been initial costs incurred under the proposed project; OFP has identified disabled homes that are in most need of assistance, as well as organizations (including Heal Salone) that can share some of the cost (funded separately from the UNDP proposed contract) in order to avoid any duplication. In addition, due to the current State of Emergency and crisis situation as a result of EVD, UNDP proposes OFP as a partner that represents excellent value for money seeing as they already have the networks and contacts in place to react quickly to prevent outbreaks of Ebola amongst PWDs.

Signed:



Samuel Palmer



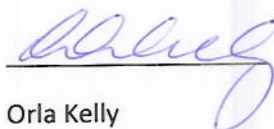
Simon Ridley



Hellal M. Uddin

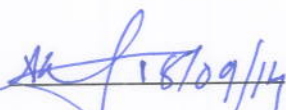


Saskia Marijnissen



Orla Kelly

Approved by:



Sudipto Mukerjee, Country Director UNDP Sierra Leone



United Nations Development Programme

Empowered lives.
Resilient nations.

MEETING MINUTES

Submitted by: Micro Capital Grant (MCG) Committee

Date Submitted: 9 September 2014

1. MCG Committee Meeting to Discuss OFP Budget and Proposal, 8 September 2014, 3pm at the UNDP Conference Room

2. Objective: To discuss the potential awarding of a Micro Capital Grant to One Family People (OFP) for their Project entitled: *Closing the Gap in Ebola Crisis Response*

3. Summary:

OFP Project Proposal

Orla provided a brief overview of OFP's proposed intervention, which aims to prevent outbreaks of Ebola Virus Disease (EVD) amongst Persons With Disabilities (PWDs) in Sierra Leone through sensitization and the provision of preventative equipment to PWD homes/communities. In general the Committee was pleased with the proposal but several action points were identified:

- A Monitoring & Evaluation (M&E) system needs to be in place but this does not have to be part of the proposal narrative. Orla can help OFP set this up in the coming two weeks.
- Partner Organizations that OFP will employ to reach the PWDs at grassroots levels should be identified specifically but again, this is something that can be included in the M&E plan. Budget
- OFP has already met with Heal Salone, another local CSO that is covering 10 of the PWD homes originally identified. OFP should ensure continuous coordination with Heal Salone and Handicap International
- OFP should communicate back to UNDP when they are carrying out different activities so that we can monitor implementation but also to ensure UNDP visibility is emphasised (for example via OFP's media outreach)

Project Budget

OFP already reduced the budget significantly after initial discussions with UNDP. They had included a section on the provision of food supplies to PWD homes but this has been taken out in order for UNDP to look into other options. The Committee recommended further reduction of the budget, especially given the project timeframe (only three months). The new proposed budget is approximately 50,000USD (to be finalised after a discussion with OFP).

Several action points on the budget are as follows:

- UNDP will work closely with OFP to monitor the nutrition situation in PWD homes
- UNDP will look into whether World Food Programme (WFP) or Handicap International can support the provision of food if/where necessary
- UNDP will look into whether WFP has the PWD homes on their feeding programme
- Transport can be reduced significantly to three monitoring visits from staff in Freetown and we will confirm internally with UNDP transport for costs after verifying specific locations of PWD homes to be reached
- New budget needs to be agreed with OFP

Note to File (NTF)

It is clear that OFP is well-positioned to carry out this intervention and that the intervention responds to a significant gap in current efforts.

Action points/comments on the NTF are as follows:

- OFP's Annual Report for 2013 is of good quality and contains financial statements however we will need a copy of their most recent audits
- The report documents similar activities demonstrating the capacity of OFP

Conclusion

Once several of the above action points are implemented – mainly those referring to OFP's budget – and the past audits of OFP are approved, the MCG Committee will be satisfied that this intervention can go ahead.

4. Follow-up

Actions to be taken	By Whom	Expected Completion Date
• An M&E system put in place	UNDP/OFP (Orla/Edward)	30 September 2014
• OFP Partner Organizations identified specifically	OFP (Edward/Hady)	12 September 2014
• Continuous coordination with Heal Salone and Handicap International	OFP (Hady)	Ongoing
• Regular communication with UNDP	OFP (Edward/Hady)	Ongoing
• Monitor the nutrition situation in PWD homes	OFP/UNDP (Hady/Orla)	Ongoing
• Explore options to support the provision of food if/where necessary	UNDP (Orla/Hellal)	30 September 2014
• Transport reduced to three monitoring visits from staff in Freetown	OFP (Hady)	10 October, 10 November, 10 December 2014
• Verify specific locations of PWD homes and calculate transport	OFP/UNDP (Hady/Mahmoud/Orla)	12 September 2014
• New budget agreed	OFP/UNDP (Edward/MCG Committee/Sudipto)	15 September 2014
• Copy of OFP audit provided and approved	OFP/UNDP (Hady/Illuminate/Mohan)	15 September 2014
5. Participants of the meeting		
• Saskia Marijnissen	Chair	
• Hellal M Uddin	Committee Member	
• Samuel Palmer	Committee Member	
• Simon Ridley	Committee Member	
• Orla Kelly	UNDP point of contact for OFP	

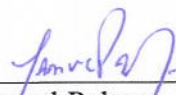
The following signatures signify that the above participants agree that the content of these minutes is a faithful account of discussions during the above-mentioned meeting of the MCG Committee:



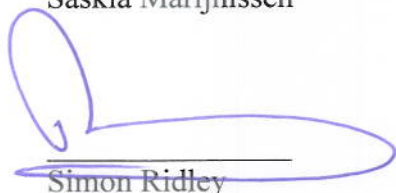
Saskia Marijnissen



Hellal M Uddin



Samuel Palmer



Simon Ridley



Orla Kelly

Approved by:  _____
16/09/14