



**THE REPUBLIC**

**OF THE GAMBIA**

**MINISTRY OF TRADE, INDUSTRY, REGIONAL INTEGRATION AND EMPLOYMENT**

**Minutes of the Meeting for the Local Project Appraisal Committee (LPAC)**

**Venue:** MoTIE Conference Room

**Date:** 15 September 2017

**Attendance:** see Attached

**Introduction**

The agenda of Meeting was as follows:

- ✓ *Opening statement by PS-MOTIE and UNDP Deputy Resident Representative (DRR)*
- ✓ *Presentation of the project outline and activity and budget*
- ✓ *Discussion on the project content and proposed management structure/setup.*

The purpose of the meeting was to do an appraisal of the project by the Local Project Appraisal Committee (LPAC); **“Support to Entrepreneurship and Private Sector Development for Inclusive Growth, Employment Generation and Poverty Reduction”** one of the component of the new Country Program Document (CPD) to agree and sign between the Government of the Gambia and UNDP for a five year period.

After the usual opening statements Permanent Secretary, MoTIE thanked UNDP for providing another support to critical areas such as addressing entrepreneurship and private sector development in the country. DRR responded that UNDP is always prepared to respond to national needs as expressed by the government. The DRR further revealed that, UNDP is committed to provide between 2.75 million to 3 million US\$ in the project, which will leave a resource gap to be mobilized by government and UNDP during the project implementation period.

The main areas of the local project assessment was centred on the proposed management structure of the Project, composition of the Project Steering Committee, clarification on other

issues such as outcomes 1 and 3 of the project document. They were reviewed and accepted as below.

- *Creating an enabling environment for inclusive and sustainable private sector development by supporting effective policy programming, especially with regard to employment and entrepreneurship*
- *Promoting greater dialogue and sharing of knowledge and information between the public and private sectors as well as linkages with the finance and the export sectors.*

### **Proceedings**

As per the project document, the Meeting agreed to the integrated project management structure proposed by MoTIE, and also adopted the composition of the project steering committee proposed in the document with few additions. Project Steering Committee comprising of all the Implementing Partners including private sector and CSOs, with a maximum membership of 10 members. MoTIE shall be the initial chair of the PSC until an ideal independent chair is identified and UNDP as a co-chair. The Project Manager shall be the secretary to the Board. With the current capacity of the MoTIE's Account Unit, the meeting agreed that UNDP recruit a project Accountant that will work with the project for the first two years in order to build the capacity of the team. Other than the accountant, other members of the PMU shall be the staff of MoTIE; ***Project Manager, Assistant Project Manager, 3 output coordinators, Monitoring and Evaluation (M&E) team.***

The Meeting was informed that for the year ending 2017, UNDP cannot fund most of the activities slated for implementation in the last quarter of 2017, as all the balance of funds for the year are committed to EMPRETEC AND Gambia Songhai Initiative (GSI) project. With the exception of the project vehicle, salary for UNV, initial cost for labour force survey no other activities would be funded by UNDP in 2017. Therefore, it was recommended that MoTIE review their 2017 last quarter work plan and identify activities that are similar to ones on the project for which resources are already allocated for implementation. The unused funds would then be used for the implementation of the identified project activities for the remaining months of the year.

With regard to the payment of the MoTIE staff working under the Project, the Meeting agreed to use the government counterpart funds to effect their remuneration. . The modalities shall be discussed within MoTIE and if agreed Ministry of Finance and Economic Affairs (MoFEA) would be engaged on the issue to be factored in the additional cost in the counterpart contribution.

Finally, the meeting agreed to review generic M & E framework with a view to develop one for the project, and also agreed to meet with key implementing partners to agree on how they will be relating to the main implementing partner during the implementation.

With these few agreements, the project was approved wholesomely by the local appraisal committee and recommended for signature immediately when the MOTIE team and UNDP Resident Representative return from the United Nations General Assembly.

***The Meeting was adjourned at 12:00pm***

***Minutes Reviewed and Approved by:***

***Name: Naffie Barry***

***Signature:*** \_\_\_\_\_  


***Chairperson/ Permanent Secretary-MOTIE***

***Attendance List attached.***



Attendance List for Lpac meeting held on 15 September 2017.pdf





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ATTENDANCE LIST - MOTIE STAFF MEETINGS WITH PARTNERS

Purpose: LPAC Date: 15/09/2017

Venue: MOTIE CONFERENCE ROOM

Name	Designation	Department	Email	Mobile No.	Signature
Susaiim Cham	Research & Survey Manager	CITFA	Schomiegiga.gm	9962908	
Naffie Barry	PS	MOTIE	Naffiebary@bntat	9917568	
Mamadi Jamphe	Assistant Director of Employment	MOTIE	mamadi.jamphe@motie.gm	9166806	
Hasan S. Gaye	DDI	MOTIE	hasanpl@motie.gm	6166806	
Madi Kambai	Industrial Eco.	MOTIE	kambai.medi@motie.gm	3520461	
Saimy Cham	M&E Officer	Women's Bureau	chamdemba73@yahoo.co.uk	9992937	

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