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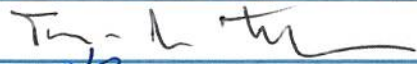

STEERING COMMITTEE MEETING

ECOWAS-EU SMALL ARMS PROJECT INDUCTION AND INCEPTION MEETING

17TH APRIL 2015

Project Summary Sheet

Project Name	ECOWAS/EU Small Arms Project
Project Owner	ECOWAS
Donor	European Commission
Implementing Agency	UNDP
Start Date	July 2014
End Date	June 2017
Proposed Budget (Yr. 1)	Euro 1,947,677.22
Responsible Partner(s)	NATCOMS, ECOWAS National Offices, EU Country offices and Civil Society Organizations
Member States	Cote d'ivoire, Guinea, Liberia, Mali Niger and Sierra Leone

APPROVAL	
Steering Committee	Signature: ECOWAS 
	Signature : UNDP 



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Background

The project ECOWAS-EU Small Arms Project, is a first phase of response to this menace of SALW to regional peace, security and development. With a total European Union contribution of 5.56M EUR under the 10th EDF EU-West Africa Regional Indicative Programme, the project aims to strengthen community security through voluntary arms collection of SALW in exchange for development projects, raising awareness of the dangers associated with illicit proliferation of small arms and strengthen the operational capacity of relevant institutions, including National Small Arms Commissions (NATCOMs), to effectively manage and prevent the illicit spread of small arms including training of community leaders and security sector practitioners. This pilot project is focused on two clusters covering six (6) countries, namely Northern Niger - Mali; (Sahel) and (Mano River Union) - (West of Cote d'Ivoire; Guinée Forestière; East of Liberia; North-East of Sierra Leone).

The project is an integral component of the programme "European Union Support to the ECOWAS Peace, Security and Stability mandate (EU-ECOWAS PSS)", implemented 2013-2019, which seeks to support ECOWAS in its capacity to effectively address factors of instability and reinforce a proactive approach to peace-building, conflict prevention and resolution in West Africa. Specifically ECOWAS-EU Small Arms Project seeks to advance implementation of the component "Practical Disarmament" of the ECOWAS Conflict Prevention Framework (ECPF) in Member-States.

Drawing on UNDP's capacity in the area of SALW, the ECOWAS and the EU identified UNDP as a partner to provide project implementation support. The project aims at drawing on UNDP's focal points in the respective Country Offices (COs) to coordinate implementation in close collaboration with National Commission of Small Arms NATCOMS of the pilot countries and selected communities under the programme. The project will also be coherent with the European Strategy for Security and Development in the Sahel, more particularly in strengthening ECOWAS capacities under the European Civil Protection Force (EU), and will contribute to ECPF components Preventive Diplomacy (mediation facilitation), Early Warning, Practical Disarmament (fight against the proliferation of small arms and light weapons) and Democracy and Political Governance (consolidation of democracy, electoral processes)

PREPARATORY ACTIVITIES UNDERTAKEN

The following activities have so far been undertaken since effective commencement of project activities.

1. UNDP has successfully recruited all project staff both National and International with the exception of the national project coordinator Guinea. The delay in the recruitment of the Guinea coordinator is a result of lack of attracting suitable candidates. A candidate has however been identified and an offer made as of the 10/04/2015.
2. Draft Annual Work Plans based on the project document and in consultation with the NATCOMS, and relevant stakeholders has been developed and consolidated for approval of the Steering Committee.



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3. An induction meeting has been undertaken for the selected Project coordinators from all the Pilot countries except Guinea.
4. An inception meeting for project has also been undertaken to validate the AWP for the year. The composition of the meeting included representatives of National Commissions of the respective countries at the highest levels, including their technical officers.
5. Budget/logistics: A review and setting up of budget for the respective countries has been completed and attached to the work plans for approval.
6. A draft communication and visibility SOP has been developed, discussed and shared with the project team, ECOWAS and the EU for validation and finalization.
7. A draft financial management and Procurement SOP has also been developed, discussed and shared with the project team.

Specifically, the induction and Inception meeting addressed the following:

- Provided an orientation to all the project team members to amongst others understand the operations/workings of the EU, ECOWAS and UNDP. It also provided the scope of the project in relation to the EU's support to ECOWAS PSS.
- Consolidated, discussed, and validated the project Annual Work Plan for 2015 to be presented subsequently to the Steering Committee.
- Engaged the NATCOMS representatives to assess their preparedness for programme implementation and shared with them the implementation and reporting requirements to be expected from the project team.
- Discussed the project management and specific operational requirements for successful project implementation (including Standard Operating Procedures (SOP) for managing programme implementation).
- Discussed and validated the project communication and visibility strategy, consistent with ECOWAS visibility guidelines, "Joint Visibility Guidelines for EC-UN Actions in the Field", "Communication and Visibility Manual for European Union External Actions".

Priority Actions for 2015

Lessons from earlier projects of this magnitude and complexity have often indicated the need for effective monitoring, adequate Standard Operating Procedures as well as ensuring national ownership of member states. On this basis, this project has taken into consideration country-specific needs, lessons, and coordination requirements envisaged under such a project, and incorporated them into Standard Operating Procedures which have been discussed within the framework of this project.

MANAGEMENT ARRANGEMENT

The management strategy will focus on a strong partnership management and coordination inter linkage to ensure smooth flow of information and communication of development results across all actors and partners. Consequently, the management arrangement has been designed taking into consideration feedback from validation missions conducted to all the six project countries.



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The following is the management arrangement based on discussions:

Project Steering Committee

The Project Steering Committee (PSC) will be composed of representatives from the EU Delegation to Nigeria and the ECOWAS, ECOWAS and UNDP Nigeria. Based on lesson learnt from The ECOWAS Small Arms Control Programme (ECOSAP), some of which include, the need to limit the number of actors involved in programme management in order to improve efficiency. The PSC will therefore oversee project implementation and administration, including assessing project progress, providing direction and approving reports and work plans.

Project Progress reports and work plans will be presented and submitted to the EU- ECOWAS PSS Project Steering Committee (PSC1. chaired by the ECOWAS Commission/Regional Authorizing Officer (RAO), which oversees and validated the overall direction of all components of the EU- ECOWAS PSS, including this project.

The PSC will be responsible for the decision making and supervisory functions of the project. It will hold review meetings four (4) times a year, where the coordinators and Chairpersons/Executive secretaries of the respective NATCOMS should be represented.

STEERING COMMITTEE MEETING

In line with the management arrangement as set out in the project document, the consolidated Annual Work Plan from all pilot countries have been reviewed for the consideration of the Steering Committee. These AWP's have been reviewed based on a number of criteria to ensure results are achieved in line with the Project document and the UNDP –EU contribution agreement. These considerations are as follows:

1. Relevance and alignment of the proposed outputs and activities to the objectives of the project
2. Actual deliverables proposed to be achieved and results expected to be achieved
3. Cost efficiency of the activities
4. The extent to which the activities contribute to Arms collection and development
5. Feasibility of the proposed activities in view of the implementation time available for the year (8Months)
6. Coherence of the AWP's towards the goal of the project.

Annotation:

On the basis that Guinea is not currently represented at the Steering committee, and in view of the fact that an offer has been made to the selected project coordinator for Guinea. The project management team humbly wishes to request the Steering Committee to approve a provisional budget for Guinea on the basis of the allocation for Liberia. This consideration is in line with the similarities in characteristics of the two countries in the MRU. This provision will enable Guinea to effectively carry out planned activities for the year in line with the project deliverables.

A detailed budget are attached in Annexes.

Annex 1. Consolidated work sheet

Annex 2. Detailed AWP per country.



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The PSC will be responsible for the decision making and supervisory functions of the project. It will hold review meetings two (2) times a year, where the coordinators and Chairpersons/Executive secretaries of the respective NATCOMS should be represented.

STEERING COMMITTEE MEETING

In line with the management arrangement as set out in the project document, the consolidated Annual Work Plan from all pilot countries have been reviewed for the consideration of the Steering Committee. These AWP's have been reviewed based on a number of criteria to ensure results are achieved in line with the Project document and the UNDP –EU contribution agreement. These considerations are as follows:

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Minutes

The Inaugural Steering Committee Meeting

17 April 2015

Introduction

The Inaugural Meeting of the Steering Committee of the ECOWAS-EU Small Arms Project was held on Friday, April 17 2015 at the ECOWAS Commission, Abuja – Nigeria with all the members of the Committee in attendance, namely European Union, UNDP and ECOWAS Commission. The ECOWAS – EU Small Arms Project launched on September 16, 2014 is to carry out the first phase of Community Arms Collection activities in six selected countries categorized within the Mano River Union and the Sahel. This project is part of the wider EU support to the ECOWAS Peace, Security and Stability (EU - ECOWAS PSS) Mandate, with resource allocation of Euro5.56m under the 10th EDF. The implementing partner for the project is UNDP with the responsibility for project management as well as fiducial responsibility and reporting. The initiative of the induction that preceded the Steering Committee meeting was commended by members. The Regional Team Lead and Project Partnership Coordinator presented the update on program activities as well as the Inception Work plan and Budget for the consideration and approval of the Committee.

Opening Remarks

In his opening statement, the Country Director of UNDP Nigeria underscored that useful lessons were utilized in the partnerships resulting from past experiences in projects management and support. He therefore urged for collective efforts in order to achieve success for the project. The insecurity situation in Nigeria was noted as a situation that could affect the whole region if not tackled from all fronts. In this respect, and in order to support Nigeria in the disarmament of the North Eastern part of the country, the UNDP announced the release of \$100, 000 from its core resources for the conduct of related activities particularly with the impact of the activities of insurgents in the country.

In his remarks, the representative of the European Union described the Steering Committee as a useful decision – making platform for the Project and commended the professionalism with which the UNDP carried out the assignment so far. The EU emphasized the need for better control at the national and regional levels, while noting that the National Commissions on Small Arms are the real owners of the project. The EU decried the significant increase in arms proliferation in the last two years by recalling some of the on – going crises that continue to inundate the region. At the end, the EU noted that this support was part of the wider Regional Indicative Program of the 10th EDF representing the highest single injection of support to date in the region for a more peaceful West Africa.

In the same vein, the ECOWAS Commission President, represented by the Vice President who chaired the meeting, disclosed that the ECOWAS - EU Project was conceptualized in line with the ECOWAS Convention on SALW. In this respect, the Vice President noted that since the project was meant to support target communities in the region, the Commission would continue to exercise full ownership of its implementation



and delivery. He then called on the National Technical Committees of the Project in the beneficiary Member states to equally assume the responsibility of owning the project through reviews of work activities and reports. Before declaring the meeting opened, the Chairman commended EU for the allocation of resources in order to support the ECOWAS Peace and Security Mandate and commended the UNDP for the professionalism in the recruitment of the project staff and the efficient organization of the meeting.

Presentation of Project Update and Work plan

The Regional Team Lead and Project Partnership Coordinator presented to the meeting an update of the inception activities in relation to the recruitment process which was disclosed to have been concluded except for the Project Coordinator for Guinea. He informed the meeting on the inception training/meeting that preceded the steering committee meeting had the objective of providing induction training to the newly recruited project staff on the workings of the key partner agencies. The inception meeting was also used to elaborate on the Standard Operational Procedures (SOPs) for the project, where roles and responsibilities of key actors and stakeholders were clearly defined.

In the second presentation, the Project Partnership Coordinator presented the Inception Work plan with activities, targets and budgets for each of the countries. He noted that at the inception phase, not all the activities could be simultaneously conducted, therefore significant prioritization of activities were made with specificities of each country taken into consideration. At the end, the manager requested the approval of a lump sum for Guinea, due to the late recruitment of the Coordinator, by using the average of the budgets of Sierra Leone and Liberia as a baseline.

Discussions by the Committee

The chairman of the Committee commended the presentation and summed up the key elements of the meeting for consideration and decision of the members. The key aspects that needed the decision and approval of the committee, as succinctly captured by the chairman of the meeting, were as follows:

- Decision on the Components of the Project/Management Arrangement;
- Inclusion of Nigeria into the Project;
- Lump sum allocation of resources to Guinean Project;
- Consistency of proposed resource allocations with the expected outputs of the project;
- Frequency of the Steering Committee Meeting

Decisions taken based on the Issues Raised

The meeting examined the various **components of the project** as presented by the Project Partnership Coordinator and were all confirmed to be consistent with the Project Document and consequently, these components were approved for the project by the committee. On the issue of bring **Nigeria on board**, the meeting discussed extensively on the matter in the course of which members expressed no – objection. While UNDP noted that the \$100, 000 was seed funds and committed to the possibility of deploying more resources to enable Nigeria conduct related activities in parts of the country; the EU on the other hand, further assured that Nigeria and indeed all the

15 Member States are to benefit from the wider global support of the EU within the framework of the implementation of the 10th EDF.



On the **lump sum allocation to Guinea**, the meeting examined the request and found it to be rational, given the fact that the committee may not sit until towards the end of the year. At the end, the meeting directed that an average of the draft budget of Liberia and/or Cote d'Ivoire be allocated to Guinea. The detailed activities shall be developed and vetted by the Project Partnership Coordinator once the national Coordinator is on board.

And on the **frequency of the meetings** of the Steering Committee, the members concurred with the proposal of the Chairman for the meeting to be held twice annually. The first meeting is to be held in April for the mid – year review and to track progress; while the second one will be held in October, for annual performance reviews and approval of work plans for the following year. Where necessary, an emergency meeting of the Committee can be convened in order to deal specific emerging issues. In view of this decision, the meeting directed that the next steering committee meeting be held in October 2015.

Other issues discussed during the meeting included the need for the project to **scale up their activities in the second year** as the inception period was mainly dedicated to office setup, sensitization and capacity building of key actors. The meeting also emphasized on the need for clarity with respect to the role of the National Technical Committees (NTC). Though important, the NTC is expected to conduct **validation of technical proposals of work plans only** for the individual projects. This underscored the point that the Steering Committee is the only statutory decision making platform for the project. Thus, the project team was tasked to bring out the Standard Operational Procedures (SOP) of the project with roles and responsibilities clearly defined.

At the end of deliberations, the meeting approved the Inception Work plan in principle, but requested the project team to submit, within a week, a global consolidated work plan, inclusive of the personnel and project costs, for the consideration and approval on–line by the Committee. The meeting cautioned that deliverables, targets and benchmarks must be in line with the approved work plan.

Closing Remarks

In his remarks, the Chairman of the Nigeria Presidential Committee on Small Arms (PRESCOM) applauded ECOWAS Commission, EU and UNDP for the spirited efforts aimed at supporting West African States to overcome the challenges of SALW. He underscored that development would not be achieved without the no enabling environment. He further highlighted that Nigeria was facing a peculiar security situation influenced by the easy access to SALW with Boko Haram insurgency in the North East Nigeria, militancy in the Niger Delta constituting major threats to the peace and security of Nigeria. At the end, he disclosed the various initiatives put in place to control the proliferation of SALW in Nigeria such as Small Arms Baseline Survey; Marking of Arms; Development of National Database on Arms; Sensitization Campaigns and Advocacy on SALW amongst others.

In their closing remarks, the members of the Steering Committee commended the project team for the inception work plan, but urged them to work harder next year by scaling up their activities with a view to achieving the desired results. Before declaring the meeting closed, the chairman reiterated the strong commitment of the Steering Committee to an efficient and effective implementation of the Project.



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Annex 3 - OVERALL BUDGET ECGOWAS-EU SMALL ARMS PROJECT YEAR 1 - 2015
Project budget breakdown for 2015 (12 Months)

INTENDED OUTPUTS	INDICATIVE ACTIVITIES	Year 1	EURO	MALI	NIGER	LIBERIA	GUINEA	COTE D'IVOIRE	SIERRA LEONE	
OUTPUT 1: Sensitization And Advocacy Programs Elaborated And Implemented	Activity Result 1.1: Develop Sensitization and Advocacy Strategy to Create the Necessary Awareness for the Pilot Projects		38,691.65	-	-	11,959.80	10,116.72	5,848.85	10,766.28	
	Action 1.1.1: Develop a communication strategy (MRU)		12,440.00	5,000.00	7,440.00	-	-	-	-	
	Action 1.1.2: Develop a communication strategy (Sahel)		-	-	-	-	-	-	-	
	Action 1.1.2: Develop a communication strategy (MRU)		100,566.58	-	-	33,619.50	26,072.12	23,155.42	19,722.54	
	Activity 1.2: Implement sensitization & advocacy strategy in the communities		-	-	-	-	-	-	-	
	Action 1.2.1: Implement the sensitization and awareness campaign based on communication strategy (MRU)		63,040.00	37,000.00	26,049.00	-	-	-	-	
	Action 1.2.3: Develop Information, Education and Communication materials to facilitate experience sharing, learning and scale up (MRU)		65,447.84	-	-	16,712.10	12,105.56	26,549.62	8,083.56	
	Action 1.2.4: Develop Information Education and Communication materials to facilitate experience sharing, learning and scale up (Sahel region)		41,923.00	21,928.00	19,995.00	-	-	-	-	
	Main costs, Services, (Studies, Publications, research, Costs of conferences/seminars, Visiting actions)		15,022.90	-	-	-	-	15,022.90	-	-
	SUB TOTAL		219,731.99	-	-	-	82,291.40	47,234.40	72,576.80	37,569.38
	SUB TOTAL		117,403.60	63,928.00	53,475.60	-	-	-	-	-
	SUBTOTAL OUTPUT 1:			337,134.93						12,411.64
OUTPUT 2: Capacity of Relevant Stakeholders- Armed & security Forces, National Commissions and CSOs of the selected countries in the Mano River Union (MRU) and Sahel regions enhanced	Activity Result 2.1: Enhance operational capacities of Armed & Security Forces as well as National Commissions in pilot project areas.		-	-	-	-	-	-	-	
	Action 2.1.1: Provide specific training to NATCOMS Armed and Security Agencies in respective clusters (MRU)		118,770.14	-	-	40,994.40	30,604.25	24,231.45	22,940.04	
	Action 2.1.2: Provide specific training to NATCOMS Armed and Security Agencies in (Sahel region).		29,740.00	13,000.00	16,740.00	-	-	-	-	
	Activity 2.2: Train and build capacity for Civil Society Organizations (CSOs)		-	-	-	-	-	-	-	
	Action 2.2.1: Provide specific training to CSO's and non-state actors respective clusters (MRU)		58,468.28	-	-	21,464.40	13,404.26	19,545.95	4,053.67	
	Action 2.2.2: Provide specific training to CSO's and non-state actors in (Sahel region)		34,135.00	16,000.00	18,135.00	-	-	-	-	
	Action 2.2.5: Provide equipment/operational support to NATCOMS for monitoring implementation of Pilot projects and coordination in the selected communities		12,411.64	-	-	-	-	-	-	
	SUB TOTAL		219,731.99	63,928.00	53,475.60	82,291.40	47,234.40	72,576.80	37,569.38	
	SUB TOTAL		117,403.60	63,928.00	53,475.60	-	-	-	-	
	SUBTOTAL OUTPUT 2:			337,134.93					12,411.64	

Project Coordination	Action 5.1.1. Organize project inception meetings steering committee and annual review meetings.	75,000.00							
	Action 5.1.2. Undertake joint monitoring missions	39,880.25							
	Action 5.1.3. Develop and implement communication strategy for the project to enhance visibility	30,000.00							
	Action 5.1.4. Set up project offices and procure equipment	119,098.00							
	Action 5.1.4. Conduct project Evaluation and Audit								
Sub total	Travel, Equipment and supplies, (costs/transport cost, Fuel cost or rent of vehicle, Furniture, computer equipment, Consumables - office supplies), Meetings, Books	263,978.25							
TOTAL OPERATIONAL COST	OPERATIONAL	1,166,199.94		162,928.00	134,850.00	153,249.80	113,578.93	207,784.08	129,830.88
Project Staff Costs		Months							
	Project management team Cluster project officer Niger (NOB) 10 Months	34,664.83			34,664.83				
	Project management team Cluster project officer Mali (NOB) 12 Months	35,915.16		35,915.16					
	Project management team Cluster Project Officer Cote D'Ivoire (NOB) 11 Months	54,884.26						54,884.26	
(36 Months)	Project management team Cluster Project Officer - Guinea (NOB) 7 Months	16,468.53					16,468.53		
	Project management team Cluster Project Officer - Sierra Leone (NOB) 11 Months	21,288.50							21,288.50
	Project management team Project Driver Nigeria (G2) 12 Months	29,882.29							
	Project management team Programme Administrator/Finance Assistant (Nigeria) - GS 12 Months	61,209.54							
	Cluster coordinator - MFU Project management team Cluster Project Officer Liberia (P3) 8 Months	124,264.86				124,264.86			
	Team lead - Project/Partnerships Management Team (Nigeria) - (P5) 10 Months	188,992.16							
Total Staff Costs	Salaries (gross salaries including social security etc)	567,380.13							
TOTAL DIRECT COSTS (Operational + Staff)	Operational + Staff costs	1,733,580.07							
	A) Specific commitments - Provision for contingency reserve (maximum 5% of total eligible costs of the action)	Contingency reserve	86,679.00						
	B) Specific commitments - Overhead costs (Administrative costs; maximum 7% direct eligible costs of the action)	Administrative costs	127,418.14						
GRAND TOTAL		1,947,677.22							



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OVERALL BUDGET ECOWAS-EU SMALL ARMS PROJECT YEAR 1 - 2015 (SUMMARY)

OUTPUTS	ABUJA	MRU					SAHEL		TOTAL
		COTE D'IVOIRE(EURO)	SIERRA LEONE(EURO)	LIBERIA(EURO)	GUINEA(EURO)	MALIEURO)	NIGER(EURO)		
OUTPUT 1: Sensitisation and Advocacy programmes		72,578.79	37,569.38	62,291.40	47,294.40	63,928.00	53,475.00	337,136.97	
OUTPUT 2: Capacity Building of Relevant Stakeholders-Armed and Security Forces, NATCOM		43,777.40	52,145.28	62,458.80	44,008.51	29,000.00	34,875.00	266,264.99	
OUTPUT 3: Weapons Collection, recording, keeping and destruction of SALW conducted		66,880.00	21,233.31	11,229.50	6,694.12	70,000.00	39,525.00	215,561.93	
OUTPUT 4: Implementation of Community based macro projects in exchange for arms collection and key projects provided:		24,549.88	18,883.47	17,270.10	15,581.90	-	6,975.00	83,260.35	
SUB total (Programme Outputs)		207,786.07	129,831.44	153,249.80	113,578.93	162,928.00	134,850.00	902,224.24	
OUTPUT 5: Project Coordination (Induction,Inception, Steering committee,meetings, Monitoring and Project office set for COS)	263,978.25								
Project Implementation staff costs - Cote D'Ivoire, Guinea, Liberia, Mali, Niger, Nigeria and Sierra Leone,	567380.13								
SUB TOTAL	831,358.38							831,358.38	
TOTAL								1,733,582.62	
A) Specific commitments -Provision for contingency reserve (maximum 5% of total eligible costs of the action)								86,679.13	
B) Specific commitments - Overhead costs (Administrative costs, maximum 7% direct eligible costs of the action)								127,418.32	
GRAND TOTAL								1,947,680.07	

Standard Operating Procedures

Team Functions, Roles and Responsibilities, Processes.



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March 2015

Document Properties	
Document Language	English and French
Responsible unit	UNDP Nigeria
Approver	Project Steering Committee
Creator – (Individual) Contributors	Fredrick Ampiah- Team Lead, Abel Ihungwa,
Subject (Taxonomy)	Business Processes, Workflow, Team structure, Functions, Roles and responsibilities
Date Approved	
Audience	Project teams, NATCOMS and Project Partners
Applicability	Project teams in all 6 project countries, UNDP Nigeria Country Office
Related documents	POPP, project Document, EU Article 11 of the EU-UN Financial and Administrative Framework Agreement.
Document Type	Process guidance (prescriptive)

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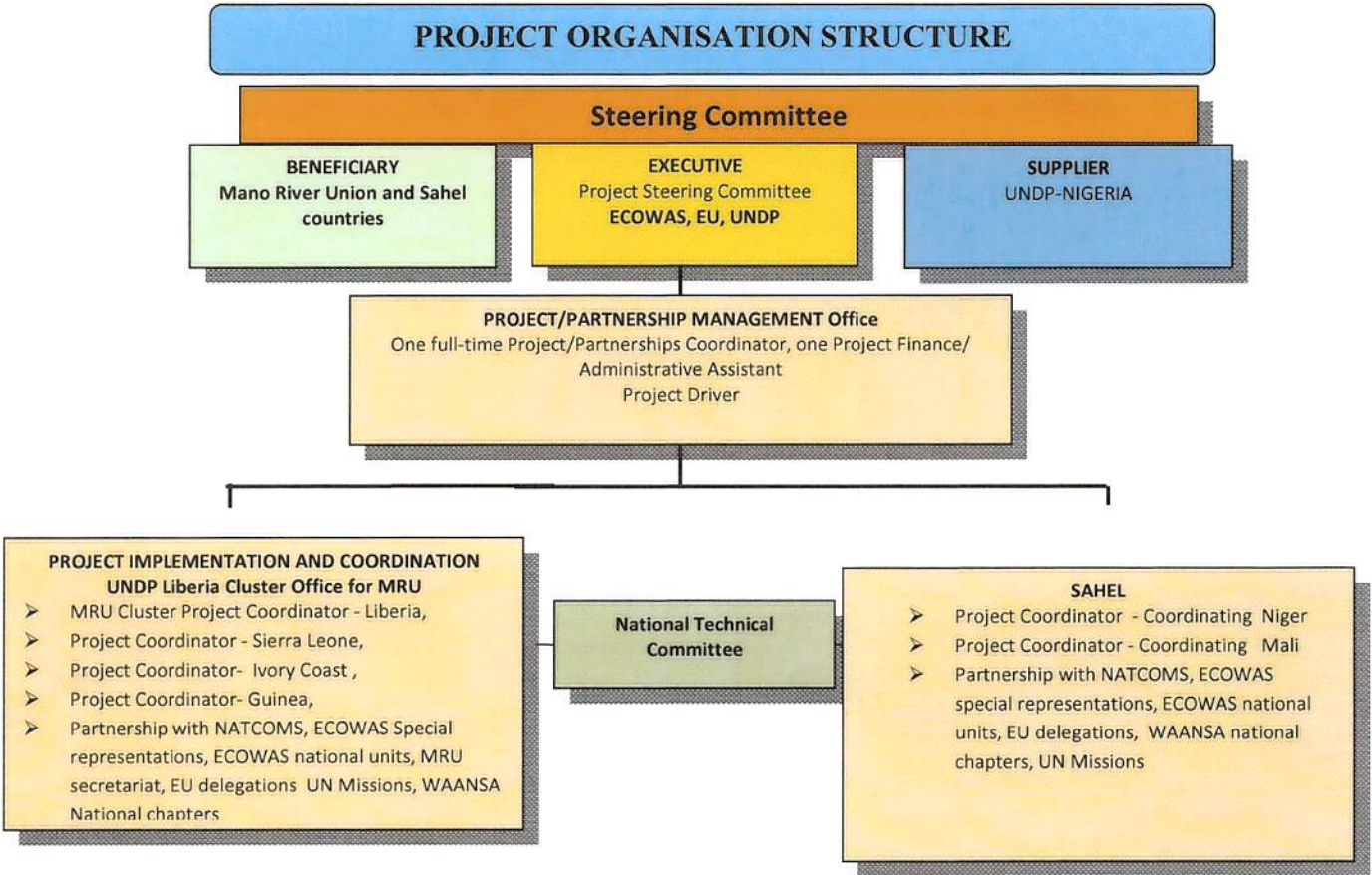
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Direct Payment-----6

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PROJECT TEAMS, ROLES AND RESPONSIBILITIES

Based on the lessons learnt on other similar projects, and to ensure effective coordination of the project, the management structure will be as follows:



The management strategy will focus on a strong partnership management and coordination inter linkage to ensure smooth flow of information and communication of development results across all actors and partners. Consequently, the management arrangement has been designed taking into consideration feedback from validation missions conducted to all the Six (6) pilot project countries.

The following is the management arrangement based on discussions:

✓ **Project Steering Committee**

The Project Steering Committee (PSC) will be composed of representatives from the EU Delegation to Nigeria and the ECOWAS, ECOWAS and UNDP Nigeria. Based on lesson learnt from The ECOWAS Small Arms Control Programme (ECOSAP), some of which include, the need to limit the number of actors involved in programme management in order to improve efficiency. The PSC will therefore oversee project implementation and administration, including assessing project progress, providing direction and approving reports and work plans. Project Progress reports and work plans will be presented and submitted to the EU-ECOWAS PSS Project Steering Committee (PSC), chaired by the ECOWAS Commission/Regional Authorizing Officer (RAO), oversees and validate the overall direction of all components of the EU-ECOWAS PSS, including this project.

The PSC will be responsible for the decision making and supervisory functions of the project. It will hold review meetings four (4) times a year, where the coordinators and Chairpersons/Executive Secretaries of

the respective NATCOMS from the two Cluster offices should be represented. The project's Implementation Team i.e. UNDP Cluster offices and the Project Management and Partnerships Office will have a close and continuous interaction with the PSC, and will meet on a Bi annual basis.

✓ **The Project/Partnership Management Office**

The Project/Partnerships Management Office in Abuja, Nigeria, will ensure coordination of deliverables in line with agreed timelines; liaise with the ECOWAS and EU, Regional Bureau for Africa, as well as with the UNDP liaison office in Brussels on contractual aspects of the partnership agreements. It will be responsible for the setting up of mandatory review meeting and quality assurance as well as monitoring and evaluation, and communication of development results of the project.

The Project/Partnership Coordinator will report to the UNDP Country Director for Nigeria and work in close collaboration with the Deputy Country Director for Programme. To ensure consistency and coherence with the Country programme, he/she will also liaise closely with the Country Office (CO) programme particularly the Governance & Peace Building Unit.

✓ **Project Implementation and Coordination**

Based on feedback from the validation mission, the project will be implemented by a dedicated cluster coordinator for the MRU, who will also provide support to implementation in Liberia, while a dedicated coordinator will be recruited to support Sierra Leone. Full time National Project Coordinators in Cote d'Ivoire and Guinea will be recruited to provide implementation support to those countries. The cluster manager for the MRU will liaise and work with the National Coordinators, UNDP Country Offices and National Commissions (NATCOMS) on SALW in the respective countries to facilitate project deliverables.

The national project coordinators in the pilot countries will liaise with the NATCOMs and UNDP Country Offices in as well as NATCOMs. They will report and be coordinated from the Project and Partnership Management Office in Abuja with daily reporting responsibility to the respective Country Offices and NATCOMs. The Project Implementation and Coordination Team will liaise with the UNDP focal persons and SALW advisors in the respective countries where this project is being implemented, as well as implement the various tasks/activities.

✓ **Annual Work Planning**

The project/partnership office in liaison with the respective coordinators and in collaboration with the National Technical Committees, will prepare a detailed annual work programme based on this project description document.

✓ **National Technical Committees**

At the national level, technical committees will be set up, to be chaired by the NATCOM with representation from key stakeholders such as the ECOWAS Special Representations, ECOWAS national unit, EU Delegations, the MRU secretariat, UNDP country office, a CSO representative organization and any other actor as deemed necessary based on the country context. This committee will be responsible for ensuring that the project activities are in line with the objectives, share information on evolving strategic initiatives, and quality of reporting. Where similar coordinating function exists, the project will make use of the existing framework.

The Project Coordinators for the respective pilot countries will work closely with the NATCOMs and UNDP offices to ensure that these technical committees are held to review the technical appropriateness of the Work Plans for the year and respective quarters.

The NTC will meet quarterly to review the progress of project implementation and serve as a forum for exchange of information and synergy building. It will validate work plans of the project in line with the respective national context. The National Technical Committees do not have approval rights, as those rights rests exclusively with the Project Steering Committee. The committee may recommend for the consideration and approval of the Project Steering Committee changes in proposed scope and focus of the project as may evolve.

UNDP-Nigeria

UNDP-Nigeria will implement a targeted intervention in the Northern part of the country aimed at addressing the Small Arms issue from its own resources modelled on the 3 outputs areas of the project. Consequently, the deliverables of the Nigeria component to be implemented by the Presidential Committee on Small Arms (PRESCOM) will be an integral part of the reporting at all Project Steering Committees meetings. The UNDP Nigeria office will be the liaison of this component of the project and will report on project deliverables using UNDP reporting and procedures. Additionally, in its role as implementing partner it will also be responsible for providing quality assurance mindful of the separation of the operational and programmatic functions. To this end, UNDP (Operations) through its Service Centre and Programme Management Support Unit will be responsible for monitoring deliverables from the project based on the quarterly reports, Evaluations and Audits as agreed in the financing agreements.

KEY PROJECT PROCESSES.

A. PROCUREMENT OF GOODS (ASSETS>\$1, 500 AND OTHER GOODS <2,500.00

Description : The purpose of this process is to provide procurement Services for goods for development project in compliance with UNDP rules and regulations.

Process Owner: UNDP CO Procurement unit

Other Staff involved: SALW project unit, Finance Associate, Finance Specialist, Operations Manager.

Triggers: Request from SALW project unit

Expected Results: Goods procured.

#	Responsible	Action to be taken	Supporting documents
1	Admin Associate	Raise requisition	
2	Project Coordinator	Approves requisition	
3	Procurement unit	Sourcing and evaluation using UNDP rules and regulations	
4	Admin Associate	Raise PO for goods	
5	Project Coordinator	Certifies Goods received	
6	Regional Project Team Lead	Approve PO	

B. PROCUREMENT OF SERVICES

Description : The purpose of this process is to provide procurement of Services for development project in compliance with UNDP rules and regulations.

Process Owner: UNDP CO Procurement unit

Other Staff involved: SALW project unit, Finance Associate, Finance Specialist, Operations Manager.

Triggers: Request from SALW project unit

Expected Results: Goods procured.

#	Responsible	Action to be taken	Supporting documents
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1	Admin Associate	Raise requisition	
2	Project Coordinator	Approves requisition	
3	Procurement unit	Sourcing and evaluation using UNDP rules and regulations	
4	Admin Associate	Raise contract for services	
5	Project Coordinator	Forward the evaluation process with relevant supporting documents to the Project Director.	
6	Regional Project Team Lead	Clears contract	
7	DCDP	Sign the contract in compliance with UNDP rules and regulations.	
8	Project Coordinator	Certify services received	
9	Regional Project Team Lead	Approves the PO	

C. DIRECT PAYMENT(ASSET<\$1,500 and Goods and Services<\$2,500)

Description: The Direct Payment Processes payment on behalf of development projects for goods and services procured by the SALW project Unit.

Process Owner: SALW Project Unit

Triggers: Request from a project

Expected Results: Payment processed, Cheque or EFT Signed.

#	RESPONSIBLE	ACTION TO BE TAKEN	SUPPORTING DOCUMENTS
1	Project Coordinator	Receive Request	
2	Project Coordinator	Review request in line with AWP and recommend to DCDP for approval	Direct payment request, invoices , Forwarding letter, Delivery notes(goods)
3	Project Coordinator	Certify the receipt of goods and services	List of participants(Workshops and conferences)
4	Finance Unit	Raise Voucher and notify the Programme Admin & Finance with relevant supporting documents	Copy of contract(Consultancy) certification of completion of services (Consultancy)
5	Programme Admin & Finance Associate	Review the voucher and supporting documents and recommend for approval	
6	Programme Admin & Finance Associate	Document the physical documents and e-copy	

D. TRAVELS

#	RESPONSIBLE	ACTION TO BE TAKEN	SUPPORTING DOCUMENTS
1	Project Coordinator	Prepare the TAQ	Travel request with COA
2	DCDP	Approves the TA	
3	Admin Associate	Atlas- Raise requisition	
4	Project Coordinator	Atlas- approve requisition	
5	Admin Associate	Atlas- Copy requisition to PO	
6	DCDP/Project Coordinator	Atlas- Approve PO on confirmation that there is no outstanding travel advance	
7	Project Coordinator	Complete travel claim form within two weeks	

E. WORKSHOPS

#	RESPONSIBLE	ACTION TO BE TAKEN	SUPPORTING DOCUMENTS
1	Project Coordinator	Receive request for workshops	Travel request with COA
2	Project Coordinator	Review the request in line with the AWP and recommend for approval	
3	DCDP	Approves	
4	Project Coordinator	Atlas- approve requisition	
5	Procurement unit	Process-Advance payment to Hotels	
		DSA	
6	Project Coordinator	Computation of DSA	
7	Admin Associate	Raise Payment Voucher and forward it to the Programme Admin & Finance Associate	
8	Programme Admin & Finance Associate	Review the payment Vouchers with the Supporting documents and recommends for Approval	
9	Regional Project Team Lead	Approves	
10	Finance unit	Disburses the DSA to the participants using applicable mode of payment in the country	
11	Project Coordinator	Make retirement with adequate supporting documents	

F. BUDGET

#	RESPONSIBLE	ACTION TO BE TAKEN	SUPPORTING DOCUMENTS
1	Project Coordinator	Prepare the annual work plan	
2	Regional Project Team Lead	Review the annual work plan and consolidate the annual work plans	
3	Project Steering Committee	Approve the consolidated annual work plan	
4	Programme Admin & Finance Associate	Set up the Budget in Atlas classifying outputs as activities for all the countries.	
5	Regional Project Team Lead /DCDP	Approves the Atlas Budget	