



*Empowered lives.
Resilient nations.*

**THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
AND
STATISTICS SIERRA LEONE (STATS SL)
ON
MONITORING PROGRESS IN THE IMPLEMENTATION AND STREAMLINING OF THE NDP AND THE
SDG'S IN SIERRA LEONE, WHERE UNDP SERVES AS THE IMPLEMENTING PARTNER**

Dear Sir,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Sierra Leone and officials of the Statistics Sierra Leone (Stats SL) (hereinafter referred to as "Stats SL") with respect to the realization of activities by Stats SL in the implementation of the project. **Support to Effective Aid Coordination and the implementation of SDGs in Sierra Leone – with Project No. 00134401** as specified in Attachment 1: Project Document, to which UNDP has been selected as the implementing partner.
2. In accordance with the Programme Document and with the following terms and conditions, we confirm acceptance of the activities to be provided by Stats SL towards the Project, as specified in output Output 1.1 *The Sierra Leone SDG Result Framework reviewed and updated* as in 2 Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between Stats SL and UNDP on all aspects of the activities.
3. Stats SL shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. That Stat SL and any subcontractor contracted to implement any of the agreed activities shall take responsibility to prevent and respond to Sexual Harassment and Sexual Exploitation and Abuse in carrying out its activities.
5. In carrying out the activities under this Letter, the personnel and sub-contractors of Stats SL shall not be considered in any respect as being employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of Stats SL or its personnel, or of its contractors or their personnel, in performing the activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by Stats SL, and its personnel as a result of their work pertaining to the activities.

Standard Letter of Agreement

6. Any subcontractors, including NGOs under contract with Stats SL, shall work under the supervision of the designated official of Stats SL. These subcontractors shall remain accountable to Stats SL for the manner in which assigned functions are discharged.

7. This Letter of Agreement will enter into force upon signature and will remain in effect until 30th November 2021. Upon signing of this Letter, UNDP will make a lump sum payment to Stats SL, according to the implementation plan in delivering the activities which would run co-currently by Stats SL as specified in Attachment 3. The full amount of this LOA is SLL 510,800,000.00 (Five Hundred and Ten Million Eight Hundred Thousand Leones) equivalent to US\$50,000 (Fifty Thousand United States Dollars) at an official UN-exchange rate of Le10,216 to US\$1 for the month May, 2021.

All payments shall be deposited into the **Statistics Sierra Leone Institutional Levies Account** of which the details are as follows:

Account Name: Statistics Sierra Leone Institutional Levies Account
Account Number: 33445101
B.BAN: 003002212090100158
Branch Name: Siaka Stevens Street Branch
Bank Name: Sierra Leone Commercial Bank (SL) Ltd

8. Stats SL shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. Stats SL shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when Stats SL is aware that the budget to carry out these Activities is insufficient to fully implement the Project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide Stats SL with any funds or to make any reimbursement for expenses incurred by Stats SL in excess of the total budget as set forth in Attachment 3.

9. Stats SL shall submit a complete financial report to UNDP through the UNDP Resident Representative within 2 weeks after completion of the activities. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by Stat SL in the financial report for Project No. **00134401- Support to Effective Aid Coordination and the implementation of SDGs in Sierra Leone.**

10. Stats SL shall submit such progress reports relating to the activities as may reasonably be required by the Project Manager in the exercise of his or her duties [a model copy of which is provided as Attachment 5]

11. Stats SL shall submit a final report to UNDP within Fourteen days (14) after the completion or termination of the activities, including a list of non-expendable equipment purchased by Stats SL and all relevant audited or certified financial statements and records related to such activities, as appropriate, pursuant to its Financial Regulations and Rules.

12. Equipment and supplies that may be procured by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and Stats SL.



Standard Letter of Agreement

13. Any changes to the Programme Document which would affect the work being performed by Stats SL in accordance with Attachment 2 shall be recommended only after consultation between the parties.
14. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Programme Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of UNDP.
15. The arrangements described in this Letter will enter into force upon and will remain in effect until 30th November 2021, or the completion of activities of Stats SL according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by Stats SL unless it receives written indication to the contrary from UNDP. The full amount is **SLL510,800,000.00 (Five Hundred and Ten Million Eight Hundred Thousand Leones)** equivalent to **US\$50,000** (Fifty Thousand United States Dollars) at an official UN-exchange rate of **Le10216 to US\$1** for the month **May, 2020**.
16. Any balance of funds that is undispersed and uncommitted after the conclusion of the activities shall be returned to UNDP within 14 days.
17. Any amendment to this Letter shall be effected by mutual agreement, in writing,
18. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to UNDP Resident Representative, Sierra Leone.
19. Stats SL shall keep the UNDP Resident Representative fully informed of all actions undertaken as specified in this Letter.
20. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise that jeopardize successful completion of the activities.
21. Any dispute between the UNDP and Stats SL arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

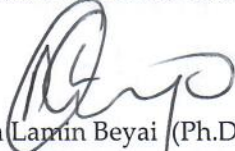
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Standard Letter of Agreement

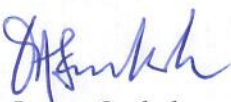
22 If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for the Stats SL's participation in the implementation of the Programme.

Yours sincerely,

Signed on behalf of UNDP


Pa Lamin Beyai (Ph.D)
Resident Representative,
UNDP

Signed on behalf of Stats-SL


Prof. Osman Sankoh
Statistician General/CEO
Stats SL
Date: 13th March 2014



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ATTACHMENT 1: PROGRAMME DOCUMENT

BACKGROUND RATIONAL AND EXPECTED OUTPUTS

BACKGROUND

Official statistics refer to public information produced for the benefit of the society and is funded by the state budget under the official statistical programme.

Official statistics are equally accessible to everyone and enable the consumers to make the necessary decisions in their private or business lives. Official statistics comply with international classifications and methodologies and meet the principles of impartiality, reliability, relevance, cost-effectiveness, confidentiality and clarity.

Official statistics provides an indispensable element in the information system of a democratic society, serving the government, the economy and the public with data about the economic, demographic, social and environmental situation. To this end, official statistics that meet the test of practical utility are to be compiled and made available on an impartial basis by official statistical agencies to honour citizens' entitlement to public information.

There are many elements to this principle. First, official statistics are one of the cornerstones of good governance and public confidence. Official statistics, by definition, are produced by government agencies and can inform debate and decision making both by governments and by the wider community. Objective, reliable and accessible official statistics give people and organizations, nationally and internationally, confidence in the integrity of government and public decision making on the economic, social and environmental situation within a country. They should therefore meet the needs of a range of users and be made widely available.

Second, to meet the test of practical utility, statistics must be relevant, of a quality suitable for the use made, and in a user-friendly format that facilitates easy and correct use. The key to achieving this is maintaining an understanding of what statistical information users want and how they want it. Statistical agencies follow many practices to achieve this understanding, the most common ones being:

RATIONALE

Effective monitoring and evaluation is paramount for ensuring that the results and impacts of programmes and projects are assessed periodically to measure progress for both the national and International development agendas. Stats SL constitute a key element in this process, and therefore

strengthening national evaluation capacity to meet our current data demand is more important now than ever. It is stated in the report of the Forty-seventh session of the Inter-Agency and Expert Group on Sustainable Development Goal Indicators that "Global monitoring should be based, to the greatest possible extent, on comparable and standardized national data, obtained through well-established reporting mechanisms from countries. Where needed, such mechanisms should be improved, in particular by strengthening the coordination function of national statistical offices and/or other national institutions. Efforts should be made to fill data gaps and improve international comparability by increased adoption of internationally agreed standards at the national level, strengthening national statistical capacity and improving reporting mechanisms".

Following the recommendation from the Forty-seventh session, Stats SL is in the position to champion the above opportunities, since the responsibility of providing accurate, credible and timely data in a user-friendly format for reporting on both our National development agenda and the 2030 & 2063 agendas is the primary function of the institution. It is therefore prudent that Stats SL use this opportunity to identify and bring all data producers, enhancers and users together to harmonize understanding on the internationally recognized standards of measuring and evaluating these indicators.

- **The Sustainable Development Goals (SDGs)**

The Sustainable Development Goals (SDGs) on the other hand, were born at the United Nations Conference on Sustainable Development in Rio de Janeiro in 2012. The objective was to produce a set of universal goals that meet the urgent environmental, political and economic challenges facing our world. The 2030 Agenda for Sustainable Development was launched by a UN Summit in New York on 25-27 September 2015 and is aimed at ending poverty in all its forms. The UN 2030 Agenda envisages "a world of universal respect for human rights and human dignity, the rule of law, justice, equality and non-discrimination.

- **The Mid-Term National Development Plan**

His Excellency, President Julius Maada Bio launched the Medium Term National Development Plan (MTNDP) 2019 - 2023, at the Bintumani Conference Centre on Thursday 28 February 2019. The plan has four goals with eight clusters and 48 sub-clusters to address issues around social and macroeconomic development, human capital development, diversifying the economy and promoting growth, infrastructure and economic competitiveness, governance and accountability, empowering women, children and people with disabilities, youth employment, sports and migration, addressing vulnerabilities and building resilience and plan implementation. This is a comprehensive blueprint for sustainable long-term development that is consistent with global targets, especially the Sustainable

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Development Goals (SDGs). All MDAs, Parliament, civil society and citizens, must ensure that the goals are achieved by performing sectorial roles in monitoring and evaluating the plan.

In an effort to meet the current data demands of the above mentioned agendas, Stats SL has developed a vision (road map) called the National Strategy for the Development of Statistics (NSDS2) that guides an initiative in making sure that credible data is available. This vision is to create a viable National Statistical System (NSS) with Stats SL at the center for the coordination, production, dissemination and accreditation of official statistics to support evidence-based decision-making processes at both policy and planning levels.

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Attachment 2:

Description of Activities

Project number: 00134401
Award ID: 00134401
Project title: SUPPORT TO EFFECTIVE AID COORDINATION AND THE IMPLEMENTATION OF SDGS IN SIERRA LEONE IMPLEMENTED

The LOA will enter into force upon signature and will remain in effect until 30th November 2020 or until terminated. The total amount of the LOA is of SLL510,800,000.00 (US\$50,000) using the exchange rate of Le10216 to US\$1 for the month May 2021

Result to achieved by Stats SL

The overarching outcome of this project will be geared toward the "Strengthening Generation Of National Official Statistics For Sdg Monitoring

Provide summary of the results to be achieved by Stats SL, particularly the outputs they are expected to produce.

- To help establish an integrated monitoring and evaluation mechanism for the National Statistical System.
- Monitor Progress in the implementation and streamlining of the NDP and the SDG's.
- Enhanced data coordination, collection and monitoring of the SDG's
- To support the production of timely, reliable and harmonized statistics to aid the Medium-Term National Development Plan and the Agenda for Sustainable Development.
- To improve statistical coordination within the national statistical system.
- Increase collaboration with MDAs and Local Council
- To improve international comparability of data, by increased adoption of internationally agreed standards.
- To identify data gaps and map out institutions responsible for the production of the data.
- Develop a national database that integrates all local council databases that are SDG related.

Description of Inputs

Provide a detailed description of the project inputs by activity. This may include personnel, contracts, and training, and equipment, miscellaneous and micro-capital grants.

1. Monitor Progress in the implementation and streamlining of the NDP and the SDG's.
2. Develop a national database that integrates all local council databases that are SDG related.

Attachment 3

Scheduled of Activities, Facilities and Payments

| EXPECTED CP and indicators including annual targets | PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i> | Timeframe | | | | Responsible partner | Planned Budget | | Schedule of payments by UNDP* | |
|--|--|-----------|----|----|----|---------------------|--------------------|-------------|-------------------------------|-----------------------------------|
| | | Q1 | Q2 | Q3 | Q4 | | Budget Description | Amount* | 1 st Tranche | 2 nd and Final Tranche |
| | | | | | | | | | | |
| Output 1.1 The Sierra Leone SDG Result Framework reviewed and updated | Monitor Progress in the implementation and streamlining of the NDP and the SDG's in Sierra Leone. | X | | X | | Stats SL | Budget Description | 255,4000 | 255,4000 | |
| | Develop a national database that integrates all local council databases that are SDG related. | X | | X | | | | 255,4000 | 255,4000 | |
| TOTAL | | | | | | | | 510,800,000 | 510,800,000 | |

US\$50,000 at UN exchange rate of US\$1 = Le10,216 for the month of May 2021

Scheduled of Activities, Facilities and Payments

The total budget is Le510,800,000

Note:

- Adjustments within each of the sections may be made in consultation between UNDP and Stats SL. Such adjustments may be made if they are in keeping with the provisions of the Project Support/Project Document and if they are found to be in the best interest of the Programme
- Stats SL will be responsible to ensuring due diligence is adhere to in managing the fund and reporting

Attachment 4

| | | | | | | | | | | | | |
|--|--|------|-------|----------|--------------------------|----|------|-------------------|--------------------------------------|---------|------------------------------------|-------------------------------|
| UNDP Agency: <u>UNDP</u> Date: <u>1/13/2021</u> | | | | | | | | | | | | |
| Funding Authorization and Certificate of Expenditures Country: <u>Sierra Leone</u> Programme Code & Title: Project Code & Title: Responsible Officer(s): Implementing Partner: Currency: <u>SLE</u> <u>SLL</u> | | | | | | | | | | | | |
| Type of Request: <input checked="" type="checkbox"/> Direct Cash Transfer (DC1) <input type="checkbox"/> Reimbursement <input type="checkbox"/> Direct Payment | | | | | | | | | | | | |
| REPORTING / AUTHORIZATIONS | | | | | | | | | | | | |
| REPORTING | | | | | | | | | | | | |
| UNDP Coding | | | | | | | | | | | | |
| Activity Description from AWP with Duration | Output Number | Fund | Donor | Activity | Acct | IA | Dept | Authorised Amount | Actual Project Expenditure by Agency | Balance | New Request Period & Amount-period | Outstanding Authorised Amount |
| | | | | | | | | A | B | C | 16/02/21-28/5/21 | F |
| Activity 1: | | | | | | | | | | | | |
| Activity 2: | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |
| CERTIFICATION | | | | | | | | | | | | |
| The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that: <input type="checkbox"/> The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached. <input type="checkbox"/> The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds. | | | | | | | | | | | | |
| Date Submitted: | Name: | | | | | | | | | | | |
| Signature | Title: | | | | | | | | | | | |
| NOTES: | * Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart. | | | | | | | | | | | |
| FOR AGENCY USE ONLY: | | | | | | | | | | | | |
| FOR ALL AGENCIES | | | | | | | | | | | | |
| Approved by (ARRP/DRRO/RR): | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | |
| Title: | | | | | | | | | | | | |
| Date: | | | | | | | | | | | | |
| FOR UNICEF USE ONLY | | | | | FOR UNDP USE ONLY | | | | | | | |
| Account Charges | | | | | Liquidation Information | | | | | | | |
| Cash Transfer Reference: DCT | | | | | New Funding Release | | | | | | | |
| CRO ref. no. Voucher ref. | | | | | Activity 1 | | | | | | | |
| G.L. codes: | | | | | Activity 2 | | | | | | | |
| Training | | | | | DCT Amount | | | | | | | |
| Travel | | | | | Less: | | | | | | | |
| Meetings & C | | | | | Liquidation | | | | | | | |
| Other Cash T | | | | | Amount | | | | | | | |
| Total | | | | | Balance | | | | | | | |
| | | | | | Total | | | | | | | |

Attachment 5

| A. PROJECT INFORMATION | | | |
|---|------------------|---------------|-------------------------|
| Programme/Project Name: | | | |
| Reporting Period: (Quarter/year) | | | |
| ATLAS Award ID: | | | |
| ATLAS Project ID: | | | |
| Donor/Funded by: | | | |
| Partnerships: | | | |
| Counterparts: IP/RPs | | | |
| UNDAF Outcome(s): | | | |
| Expected CPD Outcome(s): | | | |
| Expected CP Output(s): | | | |
| Project Location/Coverage: <i>(Also include sub national coverage areas)</i> | | | |
| Project Start Date: (month/year) | | | |
| Project End Date: (month/year) | | | |
| Project Extension Date: <i>(month/year)</i> | | | |
| Project Quarterly Financial Status | | | |
| Annual Budget: (Current Year) | Expenses to date | Unspent Funds | % Delivery this quarter |
| | | | |
| Project Manager/Focal Point: <i>(name, designation, signature)</i> | | | |

(This section is to be completed by UNDP Project/Programme Team)

| Output | Baseline | Indicators | Project Target Results | Actual Quarter Target Results (Achieved) |
|--|----------------------------------|---|----------------------------|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| C. RISK AND MITIGATION MEASURES <i>(This section to be completed by the Implementing Partner)</i> | | | | |
| <i>Please ensure risks are captured in the ATLAS risks and issues log (UNDP Project/Programme Team)</i> | | | | |
| | Risks | Risk Rating <i>(Low, Moderate or Significant)</i> | Mitigation Measures | |
| 1. | | | | |
| 2. | | | | |
| 3. | <i>Add rows as required.....</i> | | | |
| D. SUMMARY OF QUARTERLY PROGRESS <i>(This section to be completed by the Implementing Partner, in line with the appropriate agreement (signed Annual Work Plan or Letter of Agreement or Micro-Capital Grant/Project Cooperation Agreement))</i> | | | | |
| Key Achievements/Accomplishments of the Quarter <i>(concisely highlight notable achievements for reporting period)</i> | | | | |
| Output 1 | <i>Be concise.</i> | | | |
| Output 2 | | | | |
| Output 3 | | | | |
| Output 4 | | | | |
| Challenges | Remedial Actions | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| E. PROGRESS AGAINST DELIVERABLES AND TIMELINES <i>How would you describe the current status of project progress in relation to the original time-lines? (Mark with an "X" in the appropriate box)</i> | | | | |

| | | | |
|--|--|---|---|
| This project is on track against its deliverables and original timelines | This project is off track but expected to be back on track in the next reporting period | This project is off track and not expected to be back on track in the next reporting period | If the project is considered to be 'off track' please explain what measures are being taken to get the project back 'on track': |
| F. PLANS FOR THE NEXT QUARTER | | | |
| <i>Be concise. Add rows as required.....</i> | | | |
| | | | |
| | | | |
| | | | |
| G. CROSS-CUTTING ISSUES | | | |
| <i>People reached in reporting period (Disaggregated Data)</i> | | | |
| Gender Inclusion | Direct Recipients | | Indirect Recipients |
| | # Male | # Female | # Male |
| | | | |
| South-South Cooperation | Form(s) of SSC/TrC | Countries involved | Partners involved |
| | <i>Add rows as required.....</i> | | |
| H. LESSONS LEARNED | | | |
| | | | |
| | | | |
| <i>Add rows as required.....</i> | | | |
| Field Visits/Missions conducted this Quarter? <i>(Mark with an 'X')</i> | YES | NO | If Yes, purpose & follow up actions taken: <i>(Attach BTOR)</i> |
| | <i>(If conducted, attach reports) (This section is to be completed by UNDP Project/Programme Team)</i> | | |

I. COMMUNICATIONS & SUCCESS STORIES/HUMAN INTEREST STORIES

please indicate # of stories & attach; also attach photographs)

| Success Stories/Human Interest Stories <i>please indicate # of stories & attach; also attach photographs)</i> | Documentary | Photos | Support with Story |
|--|-------------|--------|--|
| Further communications support required next quarter (Mark with an 'X') | | | |
| Briefly explain the kind of communication support required, period & Locations | | | |
| Any suggestions to the Communications unit? | | | |
| J. DONORS (UNDP Project/Programme Team) | | | |
| Have you attended any Donor meetings this Quarter (Group/Cluster/etc..) (Mark with an 'X') | YES | NO | If yes, main issues discussed with donor & follow up actions |
| Pipelines: Concept Note Development (Mark with an 'X') | YES | NO | If Yes, Brief Description of Concept Note |
| Any donors approached for funding? (if yes, List them) | | | Amount (\$) |
| Any donor funds expected? (if yes, indicate the amounts anticipated) | | | |

