



Empowered lives.  
Resilient nations.

**THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
AND  
MINISTRY OF PLANNING & ECONOMIC DEVELOPMENT (MoPED)  
ON  
UPSTREAM SUPPORT TO THE MINISTRY OF PLANNING AND ECONOMIC  
DEVELOPMENT, WHERE UNDP SERVES AS THE LEAD 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 Ministry of PLANNING & ECONOMIC DEVELOPMENT (MoPED) (hereinafter referred as "MoPED") with respect to the realization of activities by MoPED in the implementation of the project **National Human Development Report– Project No. 00100043** as specified in Attachment 1: Project Document, to which UNDP has been selected as the lead 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 MoPED towards the Project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between MoPED and UNDP on all aspects of the activities.
3. MoPED 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. In carrying out the activities under this Letter, the personnel and sub-contractors of MoPED 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 MoPED 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 MoPED, and its personnel as a result of their work pertaining to the activities.
5. Any subcontractors, including NGOs under contract with MoPED, shall work under the supervision of the designated official of MoPED. These subcontractors shall remain accountable to MoPED for the manner in which assigned functions are discharged.

*Amu*

**PMSU**

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*Standard Letter of Agreement*

6 Upon signing of this Letter, UNDP will make a lump sum payment to MoPED, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.

All payments shall be deposited into the **MoPED-UNDP Programme Project** bank account of which the details are as follows:

**Account Name:** MoPED-UNDP Programme Project

**Account Number:** 0122001060

**B.BAN:** 000001012200106080

**Branch Name:** Siaka Stevens Street Branch

**Bank Name:** Bank of Sierra Leone

Note:

7. MoPED shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. MoPED shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when MoPED 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 MoPED with any funds or to make any reimbursement for expenses incurred by MoPED in excess of the total budget as set forth in Attachment 3.

8. MoPED 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. 00100043-National Human development report 2019.

9. MoPED 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]

10. MoPED 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 MoPED and all relevant audited or certified financial statements and records related to such activities, as appropriate, pursuant to its Financial Regulations and Rules.

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

12. Any changes to the Programme Document which would affect the work being performed by MoPED in accordance with Attachment 2 shall be recommended only after consultation between the parties.

13. 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.



*Standard Letter of Agreement*

14. The arrangements described in this Letter will enter into force upon and will remain in effect until 15<sup>th</sup> December 2020, or the completion the completion of activities of MoPED 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 MoPED unless it receives written indication to the contrary from UNDP. The full amount is **SLL 2,324,275,000.00** (Two Billion Three Hundred and Twenty-Four Million Two Hundred and Seventy Five Thousand Three Hundred and Fifty Leones) equivalent to **US\$239,000** (Two Hundred and Thirty Nine Thousand United States Dollars) at an official UN-exchange rate of **Le9,723.65 to US\$1** for the month February, 2020

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the activities shall be returned to UNDP within 14 days.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing,

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to UNDP Resident Representative, Sierra Leone.

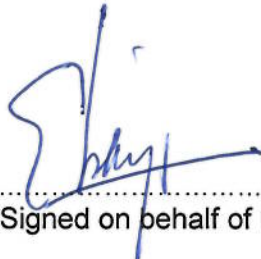
18. MoPED shall keep the UNDP Resident Representative fully informed of all actions undertaken as specified in this Letter.

19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise that jeopardize successful completion of the activities.

20. Any dispute between the UNDP and MoPED 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.

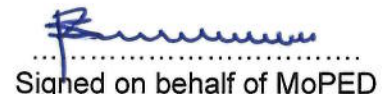
21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for the MoPED's participation in the implementation of the Programme.

Yours sincerely,



.....  
Signed on behalf of UNDP

Samuel Doe  
Resident Representative,  
UNDP



.....  
Signed on behalf of MoPED

Peter Nuyaba Sam-Kpakra  
Development Secretary,  
Ministry of Planning and  
Economic Development,  
MoPED

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## **ATTACHMENT 1: PROGRAMME DOCUMENT**

### **RATIONALE AND EXPECTED OUTPUTS**

The project aims to support the Ministry of Planning and Economic Development (MoPED) to strengthen its institutional capacity on effective development cooperation, monitoring & evaluation so that MoPED can better position itself for the implementation of the national development Plan 2019-2023. In addition, the project supports other national strategic policy advisory services to GoSL, including the implementation of Sustainable Development Goals.

It is expected that this support will help facilitate and coordinate the quarterly Development Partners Committee (DEPAC) meetings, hosting and maintenance of Development assistance Database (DAD), production of the Development Assistance Report and strengthen the national M & E by rolling out the GIS system. It will provide an enhanced platform to engage and strengthen cooperation with the country's development partners towards financing its new national development plan.

**Attachment 2:**

**Description of Activities**

**Project number: 00100043**  
**Award ID: 00096024**  
**Project title: HUMAM DEVELOPMENT REPORT 2018**

The LOA will enter into force upon signature and will remain in effect until 15<sup>th</sup> December 2020 or until terminated. The total amount of the LOA is of SLL 2,324,275,000.00 (US\$239,000) using the exchange rate of Le9,725 to US\$1 for the month February 2020.

**Result to achieved by MoPED**

A report detailing strengthening of MoPED's institutional capacity on effective development cooperation and monitoring & Evaluation of the MTNDP

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

- Organise and coordinate quarterly DEPAC Meetings
- Produce Encyclopaedia on Development Cooperation
- Produce Development Assistance Report (DAR) 2018 & 19
- Hosting and maintenance of the Development Assistance Database (DAD)
- Coordinate the Decentralisation & popularisation of the MTNDP in six (6) districts
- Rollout of a GIS enabled and automated M&E system

**Description of Inputs**

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

- ❖ MoPED will coordinate 4 DEPAC meetings with support from UNDP
- ❖ Technical support/assistance to the Minister of MoPED
- ❖ MoPED to coordinate/facilitate workshops to popularize the MTNDP
- ❖ Software to roll out GIS for an automated M & E system
- ❖ Database management of the DAD
- ❖ Technical support/assistance to the M

Attachment 3

Scheduled of Activities, Facilities and Payments

Year \_\_\_\_\_

| EXPECTED CP OUTPUTS and indicators including annual targets  | PLANNED ACTIVITIES<br><i>List all activities to be undertaken during the year towards stated outputs</i> | Timeframe |     |     |     | Responsible partner | Planned Budget     |                | Schedule of payments by UNDP* |                         |                         |               |
|--|--|-----------|-----|-----|-----|---------------------|--------------------|----------------|-------------------------------|-------------------------|-------------------------|---------------|
|  |  | Q 1       | Q 2 | Q 3 | Q 4 |                     | Budget Description | Amount*        | 1 <sup>st</sup> Tranche       | 2 <sup>nd</sup> Tranche | 3 <sup>rd</sup> Tranche | Final Tranche |
| <b>Output 1</b><br>Systems and capacity for producing NHDR strengthened<br><br><b>Indicators:</b><br>a) No additional copies of NHDR printed<br><b>Baseline-0, Target- 800</b><br>b) No of Regional launch on the NHDR<br><b>Baseline- 0, Target-4</b><br>c) Launching of c compendium of Tax Laws (yes/no)<br><b>Baseline - No Target - yes</b><br>d) No of visually impaired able to access and read | Support the coordination of quarterly DEPAC Meetings   | X         | X   | X   | X   | MoPED               |                    |                |                               |                         |                         |               |
|  | Support to produce Encyclopaedia on Development Cooperation  |           |     |     |     | MoPED               | 194,500,000.00     | 54,480,562.85  | 30,004,165.10                 | 30,004,165.10           | 80,011,106.94           |               |
|  | support to produce DAR 2018 & 19   |           | X   | X   |     |                     | 97,250,000.00      | 97,250,000.00  | -                             | -                       | -                       | -             |
| Support for the Development Assistance Database (Maintenance, Hosting and Internet)  |  |           |     | X   | X   | MoPED               | 145,875,000.00     | 145,875,000.00 | -                             | -                       | -                       | -             |
|  |  |           |     |     |     |                     | 243,125,000.00     | 103,105,568.86 | 140,019,437.15                | -                       | -                       | -             |



|   |   |          |          |          |              |                                  |                       |                       |                       |
|---|---|----------|----------|----------|--------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| <p>Brailed SDGs<br/>Baseline - 0<br/>Target - 500</p>   | <p>Support the procurement of equipment (computers, photocopiers and printers; 3 sets)</p>            | <p>X</p> | <p>X</p> | <p>X</p> | <p>MoPED</p> | <p>75700-workshop/training</p>   | <p>155,600,000.00</p> | <p>155,600,000.00</p> | <p>-</p>              |
| <p><b>Output 2</b><br/>National Development Plan and other upstream support Services are provided.</p>  | <p>Provide support to the Decentralisation &amp; popularisation of the MTNDP in six (6) districts</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>MoPED</p> | <p>71800 IP Service Contract</p> | <p>729,375,000.00</p> | <p>264,673,616.32</p> | <p>464,701,383.68</p> |
| <p><b>Indicators:</b><br/>a) Number of people, disaggregated by sex, who are familiar with MTNDP through popularization workshops.<br/>Baseline-0, Target-600.</p>  | <p>Technical Assistance to Minister (Technical Adviser to MoPED, National)</p>                        | <p>X</p> | <p>X</p> | <p>X</p> | <p>MoPED</p> | <p>71800 IP Service Contract</p> | <p>233,400,000.00</p> | <p>58,350,000.00</p>  | <p>58,350,000.00</p>  |
| <p>b) Number of DAR produced in 2020<br/>Baseline-0, Target-1.<br/>c) Number of DEPAC meetings organized<br/>Baseline - 0<br/>Target - 4<br/>d) No of Encyclopedias developed<br/>Baseline-1, Target - 500<br/>d) Set up automated M&amp;E system NaMED-MoPED</p> | <p>Support for Personal Assistance to the Minister</p>  | <p>X</p> | <p>X</p> | <p>X</p> | <p>MoPED</p> | <p>71800 IP Service Contract</p> | <p>233,400,000.00</p> | <p>58,350,000.00</p>  | <p>58,350,000.00</p>  |







Standard Letter of Agreement

**Attachment 4**

Funding Authorization and Certificate of Expenditures

UN Agency: UNDP

Date: \_\_\_\_\_

Country: \_\_\_\_\_  
 Project Code & Title: \_\_\_\_\_  
 Responsible Officer(s): \_\_\_\_\_  
 Implementing Institution: **MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL COOPERATION (MFAIC)**

Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

Currency: SLL (@ 8711.00 per USD)

**REPORTING**

**REQUESTS / AUTHORIZATIONS**

| Activity Description from AWP with Duration<br>Implementing Institution | Coding for UNDP, UNFPA and WFP | Actual Project Expenditure |        | Expenditures accepted by Agency | Balance | New Request Period & Amount (SLL) | Outstanding Authorised Amount |
|---|--------------------------------|----------------------------|--------|---------------------------------|---------|-----------------------------------|-------------------------------|
|   |                                | A (Le)                     | B (Le) |                                 |         |                                   |                               |
| Salary for Research Specialist  |                                | 0                          | -      |                                 | -       |                                   |                               |
|   |                                | 0                          | -      |                                 | -       |                                   |                               |
|   |                                | 0                          | -      |                                 | -       |                                   |                               |
|   |                                | 0                          | -      |                                 | -       |                                   |                               |
| Transfer to UNDP  |                                | 0                          | -      |                                 | -       |                                   |                               |
| <b>Total</b>  |                                |                            |        |                                 |         |                                   |                               |

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that  
 The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.  
 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

Date Submitted: \_\_\_\_\_ 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:**

Approved by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**FOR UNICEF USE ONLY**

| Account Charges              | CAG Ref. CRQ ref. Voucher ref. | Liquidation Information |
|------------------------------|--------------------------------|-------------------------|
| CRQ CAG GL:                  | ref. JV ref.                   |                         |
| Training (762010)            | 0                              | DCT Amount              |
| Travel (762020)              | 0                              | 0                       |
| Mgs. & Conis. (76203)        | 0                              | Less:                   |
| Sal. & Sup. Costs (76204)    | 0                              | Liquidation             |
| Const. - Proj. Prem. (76205) | 0                              | Amount                  |
| Other CAG (761010)           | 0                              | 0                       |
| <b>Total</b>                 | <b>0</b>                       | <b>Balance</b>          |
|                              |                                | <b>0</b>                |

| FOR UNFPA USE ONLY  |          |
|---------------------|----------|
| New Funding Release |          |
| Activity 1          | 0        |
| Activity 2          | 0        |
| <b>Total</b>        | <b>0</b> |

**Attachment 5**

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

| A. PROJECT INFORMATION  |                  |               |                         |
|---|------------------|---------------|-------------------------|
| Programme/Project Name:   |                  |               |                         |
| Reporting Period: <i>(Quarter/year)</i>   |                  |               |                         |
| 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:<br><i>(Also include sub national coverage areas)</i> |                  |               |                         |
| Project Start Date: <i>(month/year)</i>   |                  |               |                         |
| Project End Date: <i>(month/year)</i>   |                  |               |                         |
| Project Extension Date: <i>(month/year)</i>                                     |                  |               |                         |
| Project Quarterly Financial Status  |                  |               |                         |
| Annual Budget: <i>(Current Year)</i>  | Expenses to date | Unspent Funds | % Delivery this quarter |
|   |                  |               |                         |
| Project Manager/Focal Point:<br><i>(name, designation, signature)</i>           |                  |               |                         |

| <b>B. EXPECTED OUTPUTS</b> <i>(Based on AWP)</i>  |  |                     |                        |  |        |
|---|--|---------------------|------------------------|--|--------|
| Output  | Baseline   | Indicators          | Project Target Results | Quarter Target Results <i>(Achieved)</i> | Actual |
| 1.  |  |                     |                        |  |        |
| 2.  |  |                     |                        |  |        |
| 3.  |  |                     |                        |  |        |
| 4.  |  |                     |                        |  |        |
| <i>Please ensure risks are captured in the ATLAS risks and issues log (UNDP Project/Programme Team)</i>   |  |                     |                        |  |        |
| <b>C. RISK AND MITIGATION MEASURES</b>  |  |                     |                        |  |        |
| <i>(This section to be completed by the Implementing Partner)</i>   |  |                     |                        |  |        |
| Risks   | Risk Rating<br><i>(Low, Moderate or Significant)</i> | Mitigation Measures |                        |  |        |
| 1.  |  |                     |                        |  |        |
| 2.  |  |                     |                        |  |        |
| 3.  | <i>Add rows as required.....</i>                     |                     |                        |  |        |
| <b>D. SUMMARY OF QUARTERLY PROGRESS</b>   |  |                     |                        |  |        |
| <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                                     |                     |                        |  |        |



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**E. PROGRESS AGAINST DELIVERABLES AND TIMELINES**

*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)*

|  |   |   |
|--|---|---|
| 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':

|  |
|--|
|  |
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**F. PLANS FOR THE NEXT QUARTER**

*Be concise. Add rows as required.....*

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|  |

**G. CROSS-CUTTING ISSUES**

*(Disaggregated Data)*

| Gender Inclusion          | Direct Recipients  |                    | Indirect Recipients |  | Total People Tracked |
|---------------------------|--------------------|--------------------|---------------------|--|----------------------|
|                           | # Male             | # Female           | # Male              | # Female   |                      |
| South-South Cooperation   | Form(s) of SSC/TrC | Countries involved | Partners involved   | Explain how the specific form(s) of SSC/TrC contributed to the delivery of development results, or why intended results have not been delivered. |                      |
| Add rows as required..... |                    |                    |                     |  |                      |

**H. LESSONS LEARNED**

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|  |
|  |
|  |



| Add rows as required.....  |   |             |  |                                   |   |             |  |  |  |
|--|---|-------------|--|-----------------------------------|---|-------------|--|--|--|
| Field Visits/Missions conducted this Quarter?<br><i>(Mark with an 'X')</i><br><i>(If conducted, attach reports) (This section is to be completed by UNDP Project/Programme Team)</i>       | YES                                       | NO          | If Yes, purpose & follow up actions taken: <i>(Attach BTOR)</i>  |                                   |   |             |  |  |  |
| <p><b>I. COMMUNICATIONS &amp; SUCCESS STORIES/HUMAN INTEREST STORIES</b><br/><i>please indicate # of stories &amp; attach; also attach photographs)</i></p>                                |   |             |  |                                   |   |             |  |  |  |
| <p><b>Success Stories/Human Interest Stories</b><br/><i>please indicate # of stories &amp; attach; also attach photographs)</i></p>  |   |             |  |                                   |   |             |  |  |  |
| <p><b>Further communications support required next quarter</b> <i>(Mark with an 'X')</i><br/><i>Briefly explain the kind of communication support required, period &amp; Locations</i></p> | Documentary                               | Photos      | Support with Story   |                                   |   |             |  |  |  |
| <p><b>Any suggestions to the Communications unit?</b></p>  |   |             |  |                                   |   |             |  |  |  |
| <p><b>J. DONORS</b> <i>(UNDP Project/Programme Team)</i></p>   |   |             |  |                                   |   |             |  |  |  |
| <p><b>Have you attended any Donor meetings this Quarter</b> <i>(Group/Cluster/etc..) (Mark with an 'X')</i></p>  | YES                                       | NO          | If yes, main issues discussed with donor & follow up actions   |                                   |   |             |  |  |  |
| <p><b>Pipelines: Concept Note Development</b> <i>(Mark with an 'X')</i></p>  | YES                                       | NO          | <table border="1"> <thead> <tr> <th>If Yes, Indicate type of Pipeline</th> <th>If Yes, Brief Description of Concept Note</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> | If Yes, Indicate type of Pipeline | If Yes, Brief Description of Concept Note | Amount (\$) |  |  |  |
| If Yes, Indicate type of Pipeline  | If Yes, Brief Description of Concept Note | Amount (\$) |  |                                   |   |             |  |  |  |
|  |   |             |  |                                   |   |             |  |  |  |

*Standard Letter of Agreement*

|   |   |  |                    |  |  |
|---|---|--|--------------------|--|--|
| <p><b>Any donors approached for funding?</b> <i>(if yes, list them)</i></p> |   |  | (Hard, Soft, Idea) |  |  |
|   | <p><b>Any donor funds expected?</b> <i>(if yes, indicate the amounts anticipated)</i></p> |  |                    |  |  |

