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MINUTES OF THE NHDR PROJECT BOARD MEETING HELD ON 10th June 2019

1. Agenda

- Welcome address
- Update on implementation
- Presentation and outline of some basic DIM procurement rules
- AOB

2. Attendance

Name	Institution	Designation	Telephone	Email address
Sheka Bangura	MoPED	Director	088126212	shekabangura@gmail.com
Jusufu Kamanda	MoPED	Senior Account	079551336	kamandajusufu@gmail.com
Milton Korseh-Hindowa	UNDP	National Economics Specialist	078183734	milton.korseh-hindowa@undp.org
Fodie Sheriff	UNDP	Research Associate	078151234	Fodie.sheriff@undp.org

3. Welcome Address

The meeting was slated to primarily get an update on the support to the Ministry of Planning and Economic Development and to explain some of the basic procurement rules for a DIM project. In his opening statement, the National Economist UNDP welcomed members and gave a brief background of the project and the key expected deliverables of the overall project and the component of the project that is directly implemented by MoPED including the VNR process. He further explained the objective of the NHDR project which is mainly to support policy and strategic issues to the Ministry and emphasised that a comprehensive project document will be prepared to consolidate UNDP support to MoPED and upstream support to the MDAs. He further gave a brief background of the NHDR project, stating that the project started in 2016, with an initial end date of 2018. He explained the need to extend the NHDR project for a year (ending 31st December 2019) so that the main output (final NHDR document) can be finalized, printed and disseminated. He informed members that the Aid Coordination and Poverty Reduction project document also expired in 2013 and the Country Office was advised to close the project for compliance

purposes. He stated that the support to the Aid Coordination & Poverty Reduction project would now be consolidated with other activities of the Ministry of Planning & Economic Development (MoPED). He indicated that UNDP in collaboration with MoPED will prepare a new project document to reflect future development challenges in the Ministry.

4. Presentation and outline of some basic DIM procurement rules

The Research Associate outlines some of the basic DIM procurement rules as below:

- ❖ As specified in the LoA, any procurement that is \$10,000 and above, MoPED must seek approval from UNDP project manager
- ❖ Like the NPPA rule, MoPED must obtain at least 3 proforma invoices before any procurement and there must be a concept note and approval from the designate officer
- ❖ that UNDP pay per diem of SLL400,000/nights for all ministers/deputies/permanent secretaries respectively, and SLL300,000/night for all other staff.
- ❖ UNDP pays a return transport reimbursement of SLL80,000 and SLL140,000 for meeting participants “from one region to another” and “from Freetown to other regions,” respectively.
- ❖ Contract of Synergy International to be renewed based on recommendations from the previous audit report.
- ❖ That UNDP do not pay sitting fees

That UNDP do not pay transport reimbursement to participants in the hosting town/city. **However, due to the challenges faced during the VNR, the project management agreed to pay flat rate of SLL50,000 and SLL100,000 as transport reimbursement to meeting participants in the provinces and Freetown respectively.**

Way Forward

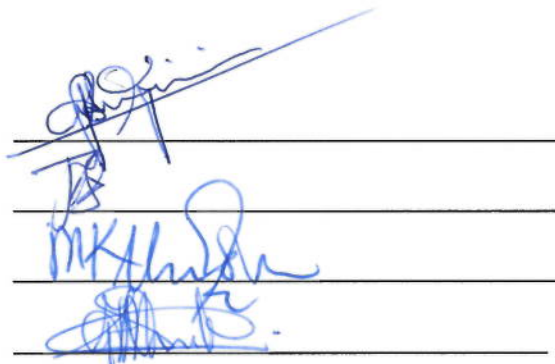
UNDP will continue to provide guidance throughout the implementation process as and when the need arises.

5. Adjournment

There being no other business, the Project Board Meeting was adjourned to a date that will be communicated to all members.

Project Board Members:

Sheka Bangura	Chairman
Jusufu Kamanda	Member
Milton Korseh-Hindowa	Member
Fodie M Sheriff	Member



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