

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

The Republic of the Gambia

Ministry of Defence

Project No.: ATT.VTF.G2022.002GMB

28 January 2025

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2022.002GMB
Grantee name	The Republic of the Gambia
Project title	Assessing and preparing The Gambia's ATT implementation compliance
Grant Amount	USD 78,784
Final Report submission date	28 January 2025
Period covered under this report (MM/DD/YY – MM/DD/YY)	31 October 2022 – 28 January 2025

1. Project activities and outcomes

a Describe the project outcomes.

The project contributed to The Gambia becoming a State Party to the ATT. It has resulted in the setting up of a national committee with relevant stakeholders, production of a National Assessment Report (NAR) and a National Action Plan (NAP) which sets out the steps required to become fully compliant with the ATT and which we have now begun to implement. This has led us to the point where we are well advanced towards agreeing a new institutional structure for SALW and major conventional arms management, and where we are beginning a process of legislative review and amendment. The project has also raised awareness and understanding of the ATT in all relevant government ministries, departments and agencies, the National Assembly, and among civil society.

b Describe how the project has assisted your implementation of the ATT.

The project has increased awareness and understanding of what is required to fully implement the ATT. We conducted a series of meeting with stakeholders as well as workshops and validation sessions of the NAR and NAP. We are now moving to the point of implementing the legislative and institutional steps that will provide for enhanced ATT implementation.

c List all States that benefitted from the project.

The Gambia

d Were all the project activities as specified in the Project Schedule (see Annex G) completed?

Yes ☒ No ☐

If no, explain why and describe any problems, constraints and difficulties experienced in implementing the project.

N/A

Project progress must be indicated against the Project Schedule (see Attachment 1). Please indicate the Status of all activities highlighted in YELLOW in the Project Schedule. Please also include comments where you think appropriate (e.g. to explain why certain activities have not been completed on time).

What recommendations would you make in this regard?

- e How would you rate the *relevance* of the project (was the project suited to existing priorities and policies of the benefitting State(s))?

Not relevant at all	Not very relevant	Moderately relevant	Relevant	Very relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explain your answer:

When the project was being designed, knowledge of the ATT and an understanding of the implications becoming a State Party thereto was not widespread across the government or in the National Assembly; knowledge was largely limited to the lead government ministry, the Ministry of Defence. The project was therefore very relevant in that it expanded the knowledge and built political will across government ministries, departments and agencies (MDAs) and the National Assembly that will be crucial to now moving to undertake the steps set out in the NAP to implement the ATT in full.

- f How would you rate the *effectiveness* of the project (to what extent has the project attained its stated objectives)?

Not effective at all	Not very effective	Moderately effective	Effective	Very effective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explain your answer:

The project successfully achieved its central aim of agreeing an NAP which sets out a path to full ATT implementation. In so doing it increased knowledge and understanding of and enthusiasm for the ATT across a broad swathe of relevant Gambian stakeholders. Given this solid base, we have now transitioned to starting to implement the NAP. We therefore regard the project as having been very effective.

- g How would you rate the *efficiency* of the project (to what extent were the project results attained on time and within budget)?

Not efficient at all	Not very efficient	Moderately efficient	Efficient	Very efficient
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

All the project activities were completed and within budget, with the project achieving all its intended outputs and outcomes, however it took longer to complete than was originally planned, in part due to a health issue of our Implementing Partner's project lead, as well as competing

demands upon limited time and resources.

- h Please describe the impact of the project (i.e. the positive or negative changes or effects that the project results have on the surrounding circumstances).

The project has raised awareness of the existence and substance of the ATT across the government and the National Assembly. It has sensitised key players within government and the legislature to the range of activities that subsequently need to be implemented for The Gambia to meet its Treaty obligations, and increased their level of engagement such that we are confident of cross-governmental support for the work that needs to be undertaken so that we become fully compliant with our Treaty obligations.

- i How would you rate the *sustainability* of the project (to what extent can the project benefits continue after the project has finished)?

Not sustainable at all	Not very sustainable	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

The project and the NAP thereby produced has put The Gambia in the ideal position to continue the process of becoming fully ATT compliant. We have secured further funding through the ATT VTF to take forward the process of implementing the NAP through to the end of 2026. We therefore feel the project is fundamentally sustainable, however this will also be contingent on maintaining relevant internal funding via the Gambia's budgetary process into the future.

- j How did the Project contribute to the progress of joining the Arms Trade Treaty?

At the start of the project, we had made clear our intention to accede to the ATT. The project was helpful in raising the profile of the ATT and our intention to join across government institutions, within the National Assembly and among civil society, all of which helped to maintain the momentum to complete the accession process, and which saw us become a State Party in 2024.

- k How will the Project outcomes be further used or applied in the future? Are there plans for the activities to be continued or for the experience gained to be shared?

Activities are being continued. We are directly applying the project outcomes, as we now move into the NAP implementation stage. This will be enabled through *inter alia* the ongoing support of the ATT VTF.

2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report in Attachment 2.

3. Certification

For the purposes of this certification:

Grantee means Ministry of Defence

Consultant means Martin Drew

I, Rohie Bittaye-Darboe, being a person duly authorised by the Grantee hereby certify that:

1. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
2. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
3. The amount paid by the Grantee to the Consultant for the provision of services to help implement the Grant project to date is € 9,000 (or US\$9,811 equivalent – exchange rate set 20 November 2023)
4. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. I have attached a receipt from the Consultant confirming that the amount referred to in 3 above has been paid in full by the Grantee.
6. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
7. I am aware of the Grantee's obligations under their Grant Agreement, including the need to keep the ATT Secretariat informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
8. I am aware that the Grant Agreement empowers the ATT Secretariat to terminate the Grant Agreement and to request repayment of funds paid to the Grantee where the Grantee is in breach of the Grant Agreement.

Signed Rohie Bittaye-Darboe 2/12/25 Date

[Position/ title] Permanent Secretary.

Please submit this report and signed declaration to ATT Secretariat along with;

- A copy of the tax invoice issued to you by the Consultant for the provision of services
- Proof the Consultant was paid. This could be a receipt issued to you by the Consultant or a bank statement.

INSTRUCTIONS

1) Complete all pink fields only.

2) Print, sign, scan and email expenditure report to trustfund@thearmstradetraty.org along with the electronic version.

3) All original receipts should be chronologically numbered according to the reference number in this report. Copies of all receipts should be emailed with the expenditure report.

General Details				Total Budget		Actual spend to date**		Balance of funds received	
Budget Line	Ref. N°	Description 1	Description 2 – Receipt or Invoice No. – Date	USD	Local Amount	Rate	USD	USD	USD
Personnel costs	1	Project lead – Head of Arms Unit	Salary up to 30 Sep 2023	28'500.00	11'854.50	1.2220	14'485.96		
			Subsequent salary charges						
	2	Director of Policy & Communications	Salary up to 30 Sep 2023	2'970.00	1'188.82	1.2525	14'014.04	-	34'528.00
			Subsequent salary charges		1'781.25	1.2220	2'176.65		
	3	Arms Unit Intern	Salary up to 30 Sep 2023	3'000.00	633.41	1.2525	793.35	-	31'558.00
			Subsequent salary charges		1'095.51	1.2220	1'338.69		
	4	Communications Officer	Salary up to 30 Sep 2023	1'360.00	1'326.39	1.2525	1'661.31	-	28'558.00
			Subsequent salary charges		686.38	1.2220	838.74		
	5	Grant Manager	Salary up to 30 Sep 2023	2'440.00	433.96	1.2525	521.26	-	27'198.00
			Subsequent salary charges		1'524.71	1.2220	1'909.71	-	24'758.00
	6	Finance Officer	Salary up to 30 Sep 2023	1'840.00	1'138.31	1.2220	1'390.99		
			Subsequent salary charges		358.49	1.2525	449.01		22'918.00
	7	One external consultant	Consultancy fee -- 7-1 (20/11/23)	9'000.00	£7'873.88	1.2460	9'811.01	-811.01	13'106.99
	8	Local civil society representative	Total cost of local civil society representative	2'250.00			1'339.79	910.21	11'767.20
			8-1 (3/2/23)		GMD 23'000.00	0.0160	368.46		
			8-2 (2/11/23)		GMD 19'600.00	0.0152	297.53		
			8-3(24/10/24)		\$300.00	1.0000	300.00		
			8-4 (29/1/24)		£295.00	1.2671	373.80		
Transport costs	9	Flights from UK (with transport to/from airports)	Overall flight costs (excluding disallowed carbon offsetting) was budgeted at US\$5,350. These ended up being solely flights from UK due to changes in plans regarding personnel (see ref. numbers 10 & 11 below for more).	2'790.00			8'042.50	-5'252.50	3'724.70
			UK train -- 9-1 (28/1/23)		£19.60	1.2383	24.27		
			Gambia entry tax -- 9-2 (29/1/23)		\$20.00	1.0000	20.00		
			Airport pick-up in Banjul -- 9-3 (29/1/23)		EUR 40.00	1.0866	43.47		
			London tube fare -- 9-4 (6/2/23)		£11.50	1.2049	13.86		
			UK train -- 9-5 (4/2/23)		£19.60	1.2157	23.83		
			Gambia exit tax -- 9-6 (3/2/23)		GMD 1'000.00	0.0160	16.02		
			Gambia entry & exit taxes -- 9-7 (30/1/23 & 1/2/23)		\$40.00	1.0000	40.00		
			Airport pick-up Turkey stopover -- 9-8 (3/2/23)		EUR 40.00	1.0968	43.87		
			Flight seat change -- 9-9 (3/2/23)		£16.00	1.2316	19.71		
			Heathrow parking -- 9-10 (22/1/23)		£129.90	1.2396	161.02		
			Airport pick-up Banjul -- 9-11 (1/2/23)		GMD 2'400.00	0.0160	38.40		
			Care mileage, consultant's home to airport return -- 9-12 (9/2/23)		£131.40	1.2071	158.61		
			UK train -- 9-13 (29/10/23)		£11.00	1.2114	13.33		
			UK train -- 9-14 (3/11/23)		£14.50	1.2189	17.67		
			London tube fare -- 9-15 (29/10/23)		£13.30	1.2114	16.11		
			London tube fare -- 9-16 (3/11/23)		£13.30	1.2189	16.21		
			Gambia entry tax -- 9-17 (30/10/23)		GMD 1'000.00	0.0151	15.14		
			Gambia entry tax -- 9-18 (30/10/23)		GMD 1'000.00	0.0151	15.14		
			Gambia exit tax -- 9-19 (2/11/23)		GMD 1'000.00	0.0152	15.18		
			Gambia exit tax -- 9-20 (3/11/23)		GMD 1'000.00	0.0152	15.22		
			Heathrow parking -- 9-21 (29/10/23)		£117.75	1.2114	142.64		
			Flight seat change -- 9-22 (29/10/23) No receipt, but from 1/4/25 an explanation (for lack of receipt) from the consultant		£26.10		31.62		
			Gambia entry tax -- 9-23 (21/10/24)		GMD 1'000.00	0.0142	14.15		
			UK train -- 9-24 (19/10/24)		£16.70	1.3039	21.77		
			Flights -- 9-25 (7/10/24)		£944.00	1.3123	1'238.78		
			UK train -- 9-26 (25/10/24)		£21.75	1.2956	28.18		
			Flights -- 9-27 (10/11/24)		£633.89	1.2916	818.71		
			UK train -- 9-28 (23/11/24)		£14.50	1.2544	18.19		
			Gambia entry tax -- 9-29 (24/11/24)		GMD 1'000.00	0.0139	13.88		
			Gambia exit tax -- 9-30 (29/11/24)		GMD 1'000.00	0.0139	13.89		
			Airport parking -- 9-31 (30/11/24)		£10.00	1.2710	12.71		
			Care mileage, consultant's home to airport return -- 9-32 (19/12/23)		£140.40	1.2677	177.98		
			Gambia exit tax -- 9-33 (25/10/24)		GMD 1'000.00	0.0141	14.09		
			Flight -- 9-34 (10/1/23)			1.2158	1'016.06		
			Flight -- 9-35 (10/1/23)			1.2158	636.62		
			Flight -- 9-36 (10/1/23)			1.2158	574.83		
			Flight -- 9-37 (20/1/23)			1.2351	156.64		
			Flight -- 9-38 (9/10/23)			1.2232	2'384.72		
	10	Flights from Latvia (with transport to/from airports)	Original Latvian consultant had to withdraw due to reduced staff in the Latvian export control administration. Replaced by UK-based consultant	1'860.00			1'860.00		3'724.70
	11	Flights from Switzerland	No longer appropriate due to change in responsibilities of staff at Gambian Mission in Geneva	700.00			-	700	3'724.70
	12	Carbon offsetting of flights	No carbon offsetting allowed	540.00			-	540.00	3'724.70
	13	Transportation costs to events for local participants	Total transportation costs -- Government was not able to provide these in kind	-			1'270.54	-1'270.54	2'454.16
			Contribution to local transport for event participants -- 13-1 (2/2/23)		GMD 6'500.00	0.0160	104.00		
			Contribution to local transport for event participants -- 13-2 (3/2/23)		GMD 4'200.00	0.0160	67.28		
			Taxi for GMD1,000, but taxi driver did not have receipts -- 13-3 (30/1/23)		GMD 0.00	0.0160	-		
			Contribution to local transport for event participants -- 13-4 (1/11/23)		GMD 17'000.00	0.0151	256.70		
			Contribution to local transport for event participants -- 13-5 (22/10/24)		GMD 26'000.00	0.0152	393.90		
			Contribution to local transport for event participants -- 13-6 (26/1/24)		GMD 13'000.00	0.0147	191.23		
			Contribution to local transport for event participants -- 13-7 (28/11/24)		GMD 17'500.00	0.0147	257.43		
	14	Total cost of car hire, driver and fuel (Banjul)	MOD provided vehicles in-kind. The project paid for fuel and driver.	1'350.00			227.19	1'122.81	2'226.97
			Fuel for vehicle Banjul -- 14-1 (2/2/23)		GMD 1'000.00	0.0160	16.00		
			Fuel for vehicle Banjul -- 14-2 (3/2/23)		GMD 2'000.00	0.0160	32.04		
			Taxi -- 14-3 (21/10/24)			0.0151	15.14		
			Cost of driver for the week -- 14-4 (24/10/24)			0.0152	75.75		
			Cost of driver for the week -- 14-5 (29/11/24)			0.0147	88.26		
	15	Total cost of (two) car hire, driver and fuel (site-visits outside Banjul)	No site-visits outside of Banjul	620.00			-	620.00	2'226.97
	16	Malarial medication	Malaria tablets -- 16-1 (24/1/23)	350.00			116.19	233.81	2'110.78
			Insect repellent -- 16-2 (29/10/23)		£37.00	1.2389	45.95		
			Malaria tablets -- 16-3 (26/10/23)		£9.95	1.2114	12.05		
					£47.94	1.2137	58.18		
Equipment	17	For workshops, roundtables, seminars etc.	No equipment costs	510.00			-	510.00	2'110.78
Operating	18	All venues are being provided in-kind by	Government was able to provide venues in-kind for smaller events, but not for the larger	-			1'583.31	-1'583.31	527.47
			Hall hire for event -- 18-1 (3/2/23)		GMD 3'500.00	0.0160	56.07		
			Hotel conference room for event -- 18-2 (1/11/24)		GMD 35'000.00	0.0151	528.50		
			Hall hire for event -- 18-3 (29/10/24)		\$505.78	1.0000	505.78		
			Hotel conference room for event -- 18-4 (28/11/24)		\$492.96	1.0000	492.96		
	19	Full audio-visual equipment hire	No separate equipment hire was necessary, include in overall event costs	800.00			-	800.00	527.47
	20	Lunch (four events to include lunch, with number of participants ranging from 15 to 35)		1'500.00			3'389.38	-1'889.38	-2'861.91
			Catering -- 20-1 (31/1/23)		GMD 23'125.00	0.0160	370.00		
			Catering -- 20-2 (1/11/23)		GMD 32'100.00	0.0151	484.71		
			Catering -- 20-3 (26/11/24)		GMD 30'000.00	0.0139	416.40		
			Catering -- 20-4 (28/11/24)		\$1'000.50	1.0000	1'000.50		
			Catering -- 20-5 (29/10/24)		\$1'117.77	1.0000	1'117.77		
	21	Tea/coffee (10 events to include tea/coffee, with number of participants ranging from 15 to 35)	Catering for event -- 21-1 (1/2/23)	1'000.00	GMD 10'000.00	0.0160	160.00	840.00	-3'021.91

22	Tea/coffee/snacks (two events to include tea/coffee/snacks, with 50 participants at each)		1'000.00			-	1'000.00	-3'021.91
23	Copies of drafts of national assessment reports and national action plans	Printing -- 23-1 (31/10/23)	400.00	GMD 5'250.00		79.49	320.51	-3'101.40
24	For Gambian personnel for on-site visits	No on-site visits	300.00			-	300.00	-3'101.40
25	For duration of in-country visits by Saferworld project lead and external consultant (includes accommodation)		5'600.00			3'461.31	2'138.69	-6'562.71
		Hotel -- 25-1 (1/2/23)		GMD 9'345.00	0.0160	149.52		
		Hotel -- 25-2 (29/1/23)		GMD 13'230.00	0.0160	211.68		
		Sustenance -- 25-3 (2/1/23)		GMD 1'000.00	0.0160	16.00		
		Sustenance -- 25-4 (2/2/23)		TRY 380.00	18.8056	20.21		
		Sustenance -- 25-5 (29/1/23)		£6.25	1.2385	7.74		
		Sustenance -- 25-6 (29/1/23)		£11.37	1.2385	14.08		
		Sustenance -- 25-7 (29/1/23)		£10.40	1.2385	12.88		
		25-8 to 25-15 were for receipts collected but for expenses covered by per diems						
		Notebook -- 25-16 (29/10/23)		£5.49	1.2114	6.65		
		Hotel -- 25-17 (2/11/23) Bill in GMD 20458.88 but credit card debited in GBP		£282.16	1.2140	342.54		
		Hotel -- 25-18 (2/11/23) Bill in GMD 20646.08 but credit card debited in GBP		£284.74	1.2140	345.67		
		Adapter -- 25-19 (30/10/23)		GMD 95.00	0.0151	1.44		
		Sim card and data -- 25-20 (30/10/23)		GMD 500.00	0.0151	7.57		
		Bank charges -- 25-21 (16/11/23)		£12.70	1.2141	15.42		
		Bank charges -- 25-22 (6/11/23)		£6.07	1.2159	7.38		
		Late check-out charge -- 25-23 (2/11/23) £11.30		GMD 985.00	0.0152	14.95		
		Adapter (stuck overnight in Morocco) -- 25-24 (20/10/24) £4.79		MAD 60.00	0.0960	5.76		
		Sim and data -- 25-25 (21/10/24)		GMD 950.00	0.0151	14.38		
		Hotel -- 25-26 (24/10/24) Bill in GMD 26,083.20 but credit card debited in GBP		£301.11	1.2191	367.07		
		Charge for hotel room safe -- 25-27 (21/10/24)		GMD 720.00	0.0151	10.90		
		Hotel -- 25-28 (29/11/24) Bill in GMD 38,647.44 but credit card debited in GBP		£453.97	1.2653	574.39		
		Bank charges -- 25-29 (2/11/24)		£6.52	1.2662	8.26		
		Per diem -- 25-30 (29/1/23)		\$350.00	1.0000	350.00		
		Per diem -- 25-31 (30/10/23)		\$200.00	1.0000	200.00		
		Per diem -- 25-32 (30/10/23)		£75.00	1.2114	90.86		
		Per diem -- 25-33 (21/10/24)		£40.00	1.3047	52.19		
		Per diem -- 25-34 (21/10/24)		£192.50	1.3047	251.16		
		Per diem -- 25-35 (24/11/24)		£50.00	1.2524	62.62		
		Per diem -- 25-36 (24/11/24)		\$300.00	1.0000	300.00		
		Consultant per diem -- (2/10/23)		£240.15	1.2103	290.65		
26	One night for Gambian personnel for on-site visits	No on-site visits	150.00			-	150.00	-6'562.71
27	Copy edit and design of the National Assessment Report and the National Action Plan	Design of National Assessment Report (NAR) -- 27-1 (31/12/24) Design of National Action Plan (NAP) -- 27-2 (1/2/25)	1'300.00			755.78	544.22	-7'318.50
				£284.50	1.2565	357.48		
				£310.00	1.2447	398.31		
28	Printing, posting online and circulation of physical copies of the National Assessment Report and the National Action Plan		1'500.00	50'000.00		1'107.00	393.00	-8'425.50
		Printing NAR -- 28-1 (29/11/24)		50'000.00	0.0139	694.50		
		Printing NAP -- 28-2 (12/3/25)		\$412.50	1.0000	412.50		
29						-		-8'425.50
30	7% indirect costs		5'154.10			5'001.74	152.36	-13'427.24
31	Up to £15,756 last payment					-		-13'427.24
32			78'784.10	473'757.98		76'455.24	2'328.86	-13'427.24

* Description 2 - Receipt or Invoice No. - Date: include information on the date of the receipt received, as well as the receipt number. Also include additional information e.g. if the budget line item relates to an airfare, include the airline that issued the ticket, the departure city and arrival city etc.

**Actual spend to date: insert the actual amount spent on the budget item. If the item was paid for in local currency, insert the figure in the column headed 'Local amount', and it will automatically be calculated in USD. If the item was paid for in USD, enter the figure in the column headed 'USD'.

Signature: _____

24	For Gambian personnel for on-site visits	See on-site visits	800.00			800.00	-1,601.40
25	For duration of bi-country visits by Sahelworld project lead and external consultant (budgetary recommendation)		5,600.00			5,600.00	-4,542.77
		Hotel - 25-1 (12/23)			0.0140	149.52	
		Hotel - 25-2 (12/23)			0.0140	211.60	
		Subsistence - 25-1 (12/23)			0.0140	18.00	
		Subsistence - 25-2 (12/23)			18.8054	263.11	
		Subsistence - 25-3 (12/23)			1.2185	7.74	
		Subsistence - 25-4 (12/23)			1.2185	14.00	
		Subsistence - 25-5 (12/23)			1.2185	13.84	
		Subsistence - 25-6 (12/23)			1.2185	6.63	
		Subsistence - 25-7 (12/23)			1.2116	341.54	
		Hotel - 25-16 (12/17/23) to 25-18 (12/17/23)			1.2140	343.67	
		Hotel - 25-17 (12/17/23) to 25-19 (12/17/23)			0.0131	1.44	
		Hotel - 25-20 (12/17/23) to 25-22 (12/17/23)			0.0131	2.57	
		Hotel - 25-23 (12/17/23) to 25-25 (12/17/23)			1.2140	15.45	
		Hotel - 25-26 (12/17/23) to 25-28 (12/17/23)			1.2159	7.34	
		Hotel - 25-29 (12/17/23) to 25-31 (12/17/23)			0.0132	14.95	
		Hotel - 25-32 (12/17/23) to 25-34 (12/17/23)			0.0940	3.74	
		Hotel - 25-35 (12/17/23) to 25-37 (12/17/23)			0.0131	14.34	
		Hotel - 25-38 (12/17/23) to 25-40 (12/17/23)			1.2131	387.07	
		Hotel - 25-41 (12/17/23) to 25-43 (12/17/23)			0.0131	10.90	
		Hotel - 25-44 (12/17/23) to 25-46 (12/17/23)			1.2453	574.39	
		Hotel - 25-47 (12/17/23) to 25-49 (12/17/23)			1.2442	8.34	
		Hotel - 25-50 (12/17/23) to 25-52 (12/17/23)			1.0000	390.00	
		Hotel - 25-53 (12/17/23) to 25-55 (12/17/23)			1.0000	200.00	
		Hotel - 25-56 (12/17/23) to 25-58 (12/17/23)			1.2114	90.84	
		Hotel - 25-59 (12/17/23) to 25-61 (12/17/23)			1.3047	571.16	
		Hotel - 25-62 (12/17/23) to 25-64 (12/17/23)			1.3047	251.16	
		Hotel - 25-65 (12/17/23) to 25-67 (12/17/23)			1.2544	81.67	
		Hotel - 25-68 (12/17/23) to 25-70 (12/17/23)			1.0000	300.00	
		Hotel - 25-71 (12/17/23) to 25-73 (12/17/23)			1.2103	290.00	
		Hotel - 25-74 (12/17/23) to 25-76 (12/17/23)			1.2103	156.00	
		Hotel - 25-77 (12/17/23) to 25-79 (12/17/23)			1.2103	755.74	
		Hotel - 25-80 (12/17/23) to 25-82 (12/17/23)			1.2103	157.40	
		Hotel - 25-83 (12/17/23) to 25-85 (12/17/23)			1.2103	358.31	
		Hotel - 25-86 (12/17/23) to 25-88 (12/17/23)			1.2103	1,107.00	
		Hotel - 25-89 (12/17/23) to 25-91 (12/17/23)			1.2103	393.00	
		Hotel - 25-92 (12/17/23) to 25-94 (12/17/23)			1.2103	694.50	
		Hotel - 25-95 (12/17/23) to 25-97 (12/17/23)			1.2103	412.50	
		Hotel - 25-98 (12/17/23) to 25-100 (12/17/23)			1.2103	3,001.74	
		Hotel - 25-101 (12/17/23) to 25-103 (12/17/23)			1.2103	132.46	
		Hotel - 25-104 (12/17/23) to 25-106 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-107 (12/17/23) to 25-109 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-110 (12/17/23) to 25-112 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-113 (12/17/23) to 25-115 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-116 (12/17/23) to 25-118 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-119 (12/17/23) to 25-121 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-122 (12/17/23) to 25-124 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-125 (12/17/23) to 25-127 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-128 (12/17/23) to 25-130 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-131 (12/17/23) to 25-133 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-134 (12/17/23) to 25-136 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-137 (12/17/23) to 25-139 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-140 (12/17/23) to 25-142 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-143 (12/17/23) to 25-145 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-146 (12/17/23) to 25-148 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-149 (12/17/23) to 25-151 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-152 (12/17/23) to 25-154 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-155 (12/17/23) to 25-157 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-158 (12/17/23) to 25-160 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-161 (12/17/23) to 25-163 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-164 (12/17/23) to 25-166 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-167 (12/17/23) to 25-169 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-170 (12/17/23) to 25-172 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-173 (12/17/23) to 25-175 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-176 (12/17/23) to 25-178 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-179 (12/17/23) to 25-181 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-182 (12/17/23) to 25-184 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-185 (12/17/23) to 25-187 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-188 (12/17/23) to 25-190 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-191 (12/17/23) to 25-193 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-194 (12/17/23) to 25-196 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-197 (12/17/23) to 25-199 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-200 (12/17/23) to 25-202 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-203 (12/17/23) to 25-205 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-206 (12/17/23) to 25-208 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-209 (12/17/23) to 25-211 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-212 (12/17/23) to 25-214 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-215 (12/17/23) to 25-217 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-218 (12/17/23) to 25-220 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-221 (12/17/23) to 25-223 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-224 (12/17/23) to 25-226 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-227 (12/17/23) to 25-229 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-230 (12/17/23) to 25-232 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-233 (12/17/23) to 25-235 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-236 (12/17/23) to 25-238 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-239 (12/17/23) to 25-241 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-242 (12/17/23) to 25-244 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-245 (12/17/23) to 25-247 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-248 (12/17/23) to 25-250 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-251 (12/17/23) to 25-253 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-254 (12/17/23) to 25-256 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-257 (12/17/23) to 25-259 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-260 (12/17/23) to 25-262 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-263 (12/17/23) to 25-265 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-266 (12/17/23) to 25-268 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-269 (12/17/23) to 25-271 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-272 (12/17/23) to 25-274 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-275 (12/17/23) to 25-277 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-278 (12/17/23) to 25-280 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-281 (12/17/23) to 25-283 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-284 (12/17/23) to 25-286 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-287 (12/17/23) to 25-289 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-290 (12/17/23) to 25-292 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-293 (12/17/23) to 25-295 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-296 (12/17/23) to 25-298 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-299 (12/17/23) to 25-301 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-302 (12/17/23) to 25-304 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-305 (12/17/23) to 25-307 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-308 (12/17/23) to 25-310 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-311 (12/17/23) to 25-313 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-314 (12/17/23) to 25-316 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-317 (12/17/23) to 25-319 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-320 (12/17/23) to 25-322 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-323 (12/17/23) to 25-325 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-326 (12/17/23) to 25-328 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-329 (12/17/23) to 25-331 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-332 (12/17/23) to 25-334 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-335 (12/17/23) to 25-337 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-338 (12/17/23) to 25-340 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-341 (12/17/23) to 25-343 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-344 (12/17/23) to 25-346 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-347 (12/17/23) to 25-349 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-350 (12/17/23) to 25-352 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-353 (12/17/23) to 25-355 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-356 (12/17/23) to 25-358 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-359 (12/17/23) to 25-361 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-362 (12/17/23) to 25-364 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-365 (12/17/23) to 25-367 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-368 (12/17/23) to 25-370 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-371 (12/17/23) to 25-373 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-374 (12/17/23) to 25-376 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-377 (12/17/23) to 25-379 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-380 (12/17/23) to 25-382 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-383 (12/17/23) to 25-385 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-386 (12/17/23) to 25-388 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-389 (12/17/23) to 25-391 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-392 (12/17/23) to 25-394 (12/17/23)			1.2103	-13,437.24	
		Hotel - 25-395 (12/17/23) to 25-397 (12/17/23)			1		

RECONCILIATION
ATT.VTF.G2022.002GMB
2022

Description	Total budget		Actual spend (Interim Report)		Actual spend (Final Report)		Actual spend (Total)		Balance of budget available		Balance of funds received		% of over- or under-spend
	USD	USD	USD	USD	USD	USD	USD	USD	USD	USD	USD	USD	
Personnel costs													
Project lead -- Head of Arms Unit	28,500.00		6,840.00	21,660.00			28,500.00				34,528.00		100%
Director of Policy & Communications	2,970.00		250.00	2,720.00			2,970.00				31,558.00		100%
Arms Unit Intern	3,000.00		300.00	2,700.00			3,000.00				28,558.00		100%
Communications Officer	1,360.00			1,360.00			1,360.00				27,198.00		100%
Grant Manager	2,440.00		305.00	2,135.00			2,440.00				24,758.00		100%
Finance Officer	1,840.00		345.00	1,495.00			1,840.00				22,918.00		100%
One external consultant	9,000.00			9,811.00			9,811.00		811.00		13,107.00		109%
Local civil society representative	2,250.00		387.53	952.26			1,339.79		910.21		11,767.21		60%
Travel costs													
Flights from UK (with transport to/from airports)	2,790.00		1,361.12	6,681.38			8,042.50		5,252.50		3,724.71		288%
Flights from Latvia (with transport to/from airports)	1,860.00		1,637.13	1,637.13					1,860.00		3,724.71		0%
Flights from Switzerland (with transport to/from)	700.00								700.00		3,724.71		0%
Carbon offsetting of flights	540.00								540.00		3,724.71		0%
Transportation costs to events for local participants				1,270.54			1,270.54		1,270.54		2,454.17		17%
Total cost of car hire, driver and fuel (Banjul)	1,350.00		50.35	176.84			227.19		1,122.81		2,226.98		0%
Total cost of (two) car hire, driver and fuel (site-visits)	620.00								620.00		2,226.98		0%
Malarial medication	350.00		44.76	71.43			116.19		233.81		2,110.79		33%
Equipment costs													
For workshops, roundtables, seminars etc.	510.00								510.00		2,110.79		0%
Operating costs													
Venue				1,583.31			1,583.31		1,583.31		527.48		0%
Full audio-visual equipment hire	800.00								800.00		527.48		226%
Lunch (four events to include lunch, with number of	1,500.00		499.16	2,890.22			3,389.38		1,889.38		2,861.90		16%
Tea/coffee (10 events to include tea/coffee, with	1,000.00		298.23	138.23			160.00		840.00		3,021.90		0%
Tea/coffee/snacks (two events to include	1,000.00								1,000.00		3,021.90		20%
Copies of drafts of national assessment reports and	400.00			79.49			79.49		320.51		3,101.39		0%
For Gambian personnel for on-site visits	300.00								300.00		3,101.39		62%
For duration of in-country visits by Saferworld	5,600.00		865.41	2,595.90			3,461.31		2,138.69		6,562.70		0%
One night for Gambian personnel for on-site visits	150.00								150.00		6,562.70		58%
Copy edit and design of the National Assessment Report	1,300.00			755.78			755.78		544.22		7,318.48		74%
Printing, posting online and circulation of physical copies of the National Assessment Report and the National Action Plan	1,500.00			1,107.00			1,107.00		393.00		8,425.48		
Total Direct Costs	73,630.00		13,183.69	58,269.79			71,453.48						

DB

12.12.2025

Total Indirect Support Costs - 7%	5'154.10	922.86	4'078.89	5'001.74	-	8'425.48
Total	78'784.10	14'106.55	62'348.68	76'455.22	-	8'425.48

Amount of 1st installment	31'514.00
Amount of 2nd installment	31'514.00
Amount of 3rd installment	13'427.22
Balance owing to VTF	-