



Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Liberia National Commission on Small Arms (LiNCSA)

Project No.: ATT.VTF.G2017.009LBR

29 January 2019

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2017.009LBR
Grantee name	Liberia National Commission on Small Arms (LiNCSA)
Project title	Drafting legislations to support the effective implementation of the ATT in Liberia
Grant Amount	USD \$91,501.05
Final Report submission date	29 January 2019
Period covered under this report (MM/DD/YY – MM/DD/YY)	01 September 2017 –30 November 2018

1. Project activities and outcomes

a Describe the project outcomes.

Broker registry

The broker's registry was reviewed and consultation with concerned ports and security personnel were held. In an effort to fast track arms control regulations, a national forum that included all relevant security institutions and stakeholders was held and validated arms control regulations document that takes in to consideration broker registry and licenses procedures for arms input and export.

However, given that the ATT law has not been enacted, the control measures were basically focused on SALW and with the view that if Liberia follows the Model Law, the International arms brokers will be addressed in the new ATT Act and any other issue absent be addressed in the future when the documents are finalized and harmonized.

Stakeholders Engagement on the revised legislations

The consultation held with Stakeholders finalized two documents as listed below:

1. After engagements and review of several drafts by the Stakeholders and the Consultants, a separate ATT act was drafted using the Caribbean Model Template but took into consideration the Liberia's context in line with international best practices. The Firearms and Ammunition Control Act (FACA) which is currently being implemented by LiNCSA will be one of the two laws (if the ATT Act is passed) that the new commission will implement.
2. Some provisions of the current Commission (LiNCSA) act were amended to give the new commission (National Commission on Arms) the authority to implement the ATT Act (if passed in to law) and the FACA.

Accordantly, a validation workshop for the two draft laws was held and the instruments are currently under review by the Legislature and the Office of the President after several meetings and engagements with the both branches of government for speedy passage.

ATT Point of Contact

- The current point of contact is the Liberia National Commission of Small Arms (LiNCSA) since the proposed act will give it the authority to implement the ATT Act if legislated. Procedures and guidelines are being developed

and approved for the operations of the point of contact – to be finalized once the ATT Act is passed into Law.

The below persons are the points of contact for the ATT in Liberia.

No	Name	Position	Email	Number
1	Hon. Marvin M. Sarkor	Chairman	mmsarkor@lincs.gov.lr	+231777968010
2	Hon. Bennietta T. Jarbo	Vice Chairperson	benniettarbo2in1@gmail.com	+231 770152882
3	Hon. Benoni Knuckles	Commissioner	lincasalw@outlook.com	+231 777614250
4	Mr. A. Blamoh Sieh	National Coordinator	blamohsieh@yahoo.com	+231 886515074
5	Mrs. Vivian Dogbey	Director of Programs	viviandogbey01@gmail.com	+231 770196673

Engagement with the legislature on the revised legislations

Meetings were held with the Chairman of the Legislative Committee on Defense, Intelligence and Veteran Affairs and other Law Makers of Interest. These meetings were intended to have acquainted the concerned Law Makers on the progress of the project and knowledge mobilization of the two laws. These meetings indicate the fullest support by those Law Makers who assured their commitment in engaging their colleagues when the documents are introduced to Plenary of that Body when they return to session in January 2019.

Licensing authority

As enshrined in the proposed ATT Law for the Liberia, three officials of government, including the Ministers of Defense and Justice and the Chairperson of the proposed New Commission will be the authorities for licensing.

Website

Currently, the Commission is working to upgrade its website (where it has assigned an ATT page) and will soon begin to upload ATT information. The rationale is that when the new commission is enacted, the two laws' (FACA & ATT) activities and implementation will be the mandate of that new body and as such, it was necessary to upgrade the Commission's website since it will have one administrative body.

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

The project significantly assisted in the implementation of the ATT in Liberia. As you may be aware, being a member state obligates every country to ensure a full compliance of all of the instrument's provisions. Cognizant of the above, much would not have been achieved this far with the ATT process if other funding (Like the VTF) have not been provided given the fact that the Commission's annual revenue envelop could not have addressed this issue sooner without such support.

c List all States that benefitted from the project.

In Liberia's context, six out of fifteen counties benefitted - Lofa, Nimba, Grand Bassa, Grand Cape Mount, Bong and Montserrado.

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

No X

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

About 25% of the International Consultant services were utilized since he was able to travel to Liberia once due to some delays of completing the hiring and scheduling. However he made significant contributions through online meetings, discussions, engagements and information sharing in completing the instruments before and after coming to Liberia.

Transportation was a challenge especially for the counties implementation by the Implementing Partners since it was not budgeted in the project.

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 using the drop-down menu in Column F. Please also include Comments in Column G 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?

Provide additional funding to continue with the following activities leading to the passage of the draft laws by the legislature:

Legislative engagement;

Partners and CSOs mobilization;

Stakeholders Consultative Meetings;

Public awareness on the draft laws;

Etc.

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:

Liberia witnessed series of illegal arms transfers and proliferation during its 14 years armed conflict. The intervention of the international community, especially the UN greatly contributed and ensured that Liberia reviewed existing treaties and policies on security, arms and related materials that will address such menace to

curtail if not, eliminate illegal arms activities in the country. Currently under pillar III of the Government of Liberia Pro-poor Agenda for Prosperity and Development (PAPD), peace and security will be achieved by the contribution of these instruments when they are made legal and implemented.

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 was effective in the formulation of the two draft laws, establishment of the points of contact, review of the brokers' registry, and sharing of information & knowledge for implementation and compliance. All stages of the project were excellent.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explain your answer:

Transfers were made upon submission of reports as required.

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).

On like before were citizens, government officials and stakeholders had limited access to information on the ATT, this project enhanced understanding of the instrument particularly on conventional arms transfer and control in and out of Liberia. The series of engagements held with government officials and the legislature clearly speak to the appreciation of the work done which many of the targeted beneficiaries can now buttress LiNCSA's effort in meeting its targeted goal, especially on arms control and trafficking.

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:

This could be sustained through Government's annual budgetary support and partners program support to LiNCSA's.

- j 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 of project will continue especially in ensuring that the draft acts are enacted into law and implemented.

Engagement with partners, citizens and the legislators will continue. Liberia intends to use its experience and help neighbouring countries become ATT compliant.

2. Final expenditure report

[Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report \(Liberia\) in Attachment 2.](#)

3. Certification

Please complete a separate certification for each consultant engaged to undertake the project activities that have been implemented.

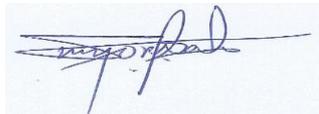
For the purposes of this certification:

Grantee means Liberia National Commission on Small Arms (LINCSA).

Consultant means Saferworld

I, Michael S. Yorwah, being a person duly authorised by the Grantee hereby certify that:

1. The Consultant was engaged by the Grantee 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 ended 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 four thousand seven hundred fifty six United State Dollars, seventy nine cents.
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 base on the dates completed in line with contract between the Consultant and 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:

Date: 29 Jan. 19

Michael S. Yorwah
Chairman/LANSA

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.



Vendor Code [Liberia]

ATT Final Expenditure Report

INSTRUCTIONS
1) Complete all pink fields only.
2) Print, sign, scan and email expenditure report to trustfund@theattstradetreaty.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. Original receipts must also be sent to the ATT Secretariat.

Project No.	ATT-VTF-G2017-00918R
Reporting period	01.09.2017-30.11.2018
Local Currency Code	LRD
Grant Received USD (1st & 2nd installment)	73,200.84
http://www.att.com/currencyrates/?from=LRD&date=2017-10-09	
Click above first cell for exchange rate site	

Accounting Details			General Details			Total Budget	Actual spend to date**		Balance of budget available	Balance of funds received		
Posting Date	GL Code	Project code	Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date*	USD	Local Amount	Rate	USD	USD	USD
00/01/1900	31200	602017		1	One (1) International Consultant	Consultant: Safeworld payment for International Consultant Check # 00241261 dated June 11, 2018	20,000.00		0.0084	6,000.00	14,000.00	67,200.84
00/01/1900	31200	602017		2	One (1) Local Consultant	Consultant: Michael I Diggs payment made for local consultancy. Check#00241327 Dated Jan 8, 2018 and Air ticket, internal transportation and cost of visa for International Consultant. Check # 00241261, dated Payment to Edward Weah for Vehicle rental. Check # 00241276, dated June 1, 2018, receipt #021	10,000.00		0.0084	10,000.00	-	57,200.84
00/01/1900	34210	602017		3	Air Ticket for international consultant (3 trips)		4,500.00		0.0084	756.79	3,743.21	56,444.05
00/01/1900	34270	602017		4	vehicle rental for local travel (40 days)	Payment to Edward Weah for Vehicle rental. Check # 00241276, dated June 1, 2018, receipt #021	5,000.00		0.0084	5,000.00	-	51,444.05
00/01/1900	34230	602017		5	Accommodation/lodging for consultant	payment for International Consultant accommodation. Check # 00241379, dated Sept. 27, 2018, receipt# 1342	7,400.00		0.0084	400.00	7,000.00	51,044.05
00/01/1900	34220	602017		6	PHASE 1A: Transportation reimbursement for Journalists to attend Press Briefing with 10 media institutions (print/Electronic) on the project (10 Journalists x \$50 for transport)	Attached is the listing of names, signature and Contact numbers of media institution representatives, Check #00241366 paid to Able K. Nantoh	250.00		0.0084	250.00	-	50,794.05
00/01/1900	33320	602017		7	PHASE 1A: Development of simplified version of the ATT (in simple Liberian English)	Consultant: Edward Weah - Issued Check#: 00241354 and Receipt#: 008 Dated Sept 19, 2017 with Three Vendors:(1) In Profile Daily Receipt#: 127, check#00241242 (2)Liberia Media & Marketing	1,000.00		0.0084	1,000.00	-	49,794.05
00/01/1900	33320	602017		8	PHASE 1A: Publication of the simplified version of the ATT in three dailies		675.00		0.0084	600.00	75.00	49,194.05
00/01/1900	33320	602017		9	PHASE 1A: Radio discussion	SiK(6) counties Radio Talk shows are as follow: Radio showfrom From Lofa Kintoma Fm 101.1 Receipt #101	750.00		0.0084	750.00	-	48,444.05
00/01/1900	34240	602017		10	PHASE 1A: Feeding (50pers. x 6 meetings x \$15/per person)	SiK(6) counties Feeding of participants are as follow: Voinjama Dist Women Org. Receipt#2201 (USD 750)	4,500.00		0.0084	4,500.00	-	43,944.05
00/01/1900	34220	602017		11	PHASE 1A: Transportation Reimbursement (50pers. x 6 meetings x \$10/per.)	See attached Participant reimbursement for SiK(6) Counties. Check#:00241336/00241333	3,000.00		0.0084	3,000.00	-	40,944.05
00/01/1900	33220	602017		12	PHASE 1A: Stationary (x 6 meetings)	Emmans Enterprise: Receipt # 1150 and Invoice #275 for Stationery date: Nov 14, 28, 2017.	900.00		0.0084	900.00	-	40,044.05
00/01/1900	37040	602017		13	PHASE 1A: Hall Rental (x 6 meetings)	SiK(6) counties Hall Rental are as follow: Hall Rental from From Lofa Receipt #0027 (USD 100) Hall Rental	600.00		0.0084	600.00	-	39,444.05
00/01/1900	34990	602017		14	PHASE 1A: T-Shirts (300pcs x \$5/T-shirt)	Vendor: Emmant's Enterprise, Quotation dated: 09/13/2017, Delivery note #: 097, Check#: 00241357,	1,500.00		0.0084	1,500.00	-	37,944.05
00/01/1900	33310	602017		15	PHASE 1A: Flyers (1200pcs x \$2/pc)	Vendor: Emmant's Enterprise, Quotation dated: 09/13/2017, Delivery note #: 097, Check#: 00241357,	2,400.00		0.0084	2,400.00	-	35,544.05
00/01/1900	33310	602017		16	PHASE 1A: Brochures (1000pcs x \$1.5/pc)	Vendor: Emmant's Enterprise, Quotation dated: 09/13/2017, Delivery note #: 097, Check#: 00241357,	1,500.00		0.0084	1,500.00	-	34,044.05
00/01/1900	34240	602017		17	PHASE 1B: Feeding (30pers. x 2 workshops x 3 days x \$25/per meal)	La Garage Bar & Restaurant, Proforma Invoice no:043, Check# 00241318 and Receipt # 029 dated Feb 22.	4,500.00		0.0084	4,500.00	-	29,544.05
00/01/1900	37040	602017		18	PHASE 1B: Hall Rental (\$500/day x 2 workshops x 3 days)	La Garage Bar & Restaurant, Proforma Invoice no:043, Check# 00241318 and Receipt # 029 dated Feb 22.	3,000.00		0.0084	3,000.00	-	26,544.05
00/01/1900	33220	602017		19	PHASE 1B: Stationeries & Printing of workshop materials	Vendor: Emmant's Enterprise, Invoice # 278 dated 02/20/2018, Check#: 00241321, Receipt #: 1142 for	1,000.00		0.0084	1,000.00	-	25,544.05
00/01/1900	34220	602017		20	PHASE 1B: Transportation Reimbursement (30pers. x 2 workshops x \$25/pers.)	See attached Participant payment listing (Feb 26, 2018), check #: 00241321	1,500.00		0.0084	1,500.00	-	24,044.05
00/01/1900	37040	602017		21	PHASE 1B: Hall Rental (\$500/day x 4 days)	Payment for Hall Rental, Check # 00241382 dated Sept. 10, 2018, 00241379, dated Sept. 27, 2018,	2,000.00		0.0084	2,000.00	-	22,044.05
00/01/1900	34240	602017		22	PHASE 1B: Lunch (75 pers. x \$25/per)	Payment for lunch, Check # 00241382 dated Sept. 10, 2018, 00241379, dated Sept. 27, 2018,	1,875.00		0.0084	1,875.00	-	20,169.05
00/01/1900	34220	602017		23	PHASE 1B: Transportation Reimbursement (75pers. x \$25/pers.)	Payment for Hall Rental, Check # 00241382 dated Sept. 10, 2018, 00241379, dated Sept. 27, 2018,	1,875.00		0.0084	1,875.00	-	18,294.05
00/01/1900	34240	602017		24	PHASE 1B: Engage parliamentarians to repeal the LINC&A and FACA acts and amend the Liberia National Commission on Arms and Liberia Arms and Ammunition Control Acts (100 pers. x 3 engagements x \$10/snacks&water)	payment for refreshment, Check # 00241252 dated Aug. 16, 2018, receipt # 198 (T-Bleh Bar & Restaurant)	3,000.00		0.0084	3,000.00	-	15,294.05
00/01/1900	34240	602017		25	PHASE 1B: Mobilize CSOs and partners support for the	payment for refreshment, Check # 00241252 dated Aug. 16, 2018, receipt # 198 (T-Bleh Bar & Restaurant)	1,250.00		0.0084	1,250.00	-	14,044.05

00/01/1900	34240	602017	26	PHASE II: Lunch for meetings (6pers./mtg X \$15/per x 6mtgs.)	payment for lunch. Check # 00241267 dated June 4, 2018, receipt # 186 (T-Bleh Bar & Restaurant)	540.00		0.0084	540.00	-	13,504.05
00/01/1900	32170	602017	27	PHASE III: Develop and maintain ATT information website	Payment for Internet Service. Check # 00241279 US\$ 700.00 receipt # 380 paid to HAK Technology on May	1,000.00		0.0084	1,000.00	-	12,504.05
00/01/1900	34980	602017	28	Indirect support costs	LANSA indirect cost: Check# 00241348: office rent receipt# 026 date October 3, 2017 (\$ USD 1,800), items	5,986.05			60,696.79	5,986.05	12,504.05
						91,501.05			60,696.79	30,804.26	

* 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:

Date: 29-Jan-19

Head of ATT Secretariat's Signature:

Date:

RECONCILIATION

STATE ATT.VTF.G2017.009LBR

2017

Description	Total budget USD	Actual spend (Interim Report) USD	Actual spend (Final Report) USD	Actual spend (Total) USD	Balance of budget available USD	Balance of funds received USD	% of over- or under- spend
Personnel costs							
Consultants	30,000	4000	12,000	16,000	14,000	57,200.84	53%
Travel costs							
Air ticket	4,500		757	757	3,743	56,444.05	17%
vehicle rental	5,000		5,000	5,000	-	51,444.05	100%
Lodging							
Accomodation	7,400		400	400	7,000	51,044.05	5%
Phase I (A) :Awareness Dialogue							
Press Briefing	250	250		250	-	50,794.05	100%
Simplified ATT	1,675	1,600		1,600	75	49,194.05	96%
Medias discussion	750	750		750	-	48,444.05	100%
Town Hall meeting	9,000	9,000		9,000	-	39,444.05	100%
Printing of awarness materials	5,400	5400		5,400	-	34,044.05	100%
Phase I (B): Develop new legislation							
Workshop	10,000	10000		10,000	-	24,044.05	100%
consultation	5,750		5,750	5,750	-	18,294.05	100%
Engagement	3,000		3,000	3,000	-	15,294.05	100%
Mobilization	1,250	1250		1,250	-	14,044.05	100%
Phase II : Registry of Liberias Arms broker							
Lunch	540		540	540	-	13,504.05	100%
Phase III : ATT information website							
ATT website	1,000		1000	1,000	-	12,504.05	100%
Total Direct Costs	85,515	32,250	28,447	60,697	24,818	12,504.05	71%
Total Indirect Support Costs (up to 7%)	5,986	2,258	1,991	4,249			
Total Indirect Support Costs (up to 7%)	91,501	34,508	30,438	64,946			71%

Amount nof 1st installment
Amount of 2nd installment
Amount of 3rd installment
Balance owing to the VTF

36,600.42
36,600.42
- 8,255.27
8,255.27