Funding Authorization and Certificate of Expenditures

Country: Sierra Leone
Project Code & Title: Environmennt Protection & Conservation
Responsible Officer(s): Mohamed A. R. Kamara
Implementing Institution: Renwable Energy Center, Government Technical Institute
Currency: Leones

UN Agency: UNDP

Date: 30th April, 2019

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

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	REPORTING				REQUESTS / AUTHORIZATIONS		
		Authorised Amount A (Le)	Actual Project Expenditure B (Le)	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount (US$) E	Authorised Amount F	Outstanding Authorised Amount G = D + F
Conduct training on efficient charcoal production and utilization						52,350,000.00	52,350,000.00	52,350,000.00
Hire Local Consultant to facilitate iterative design improvements and strategic new stove disgris by CCDC						38,750,000.00	38,750,000.00	38,750,000.00
Regular monitoring and evaluation of installed kilns						10,550,000.00	10,550,000.00	10,550,000.00
Hire Local Consultant develop strong monitoring verification and enforcement programmes						30,000,000.00	30,000,000.00	30,000,000.00
Hire Local Consultant for the prepartaion of an integrated capacity building plan to include policy, institutions, kiln and coookstove technologies						33,750,000.00	33,750,000.00	33,750,000.00
Regular production and dissemination of inforamtion related to Biomas Energy resources and kiln and cookstove application and utilization						35,750,000.00	35,750,000.00	35,750,000.00
Organise workshoop for communication and capacity building strategy and action planning and devlopment of training modules on the benefits for uising efficient emergy cookstoves						50,773,182.00	50,773,182	50,773,182
Administrative cost						19,243,391.00	19,243,391	19,243,391
Total		-	-	-	-	271,166,573.00	271,166,573.00	271,166,573.000

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 examination, when required, for

Date Submitted: 6/5/19 Signature: 6/5/19 Name: M A R Kamara Title: Director

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:
Signature:
Name: Samuel Doe
Title: Resident Representative
Date: 08-05-2019

FOR UNICEF USE ONLY			
Account Charges		Liquidation Information	
CAG Ref: CRQ ref., Voucher ref.		CAG Ref: CRQ ref., JV ref.	
CRQ CAG GL:			
Training (762010)	0	DCT Amount	0
Travel (762020)	0		
Mtgs. & Confs. (762030)	0	Less:	
Sal. & Sup. Costs (761030)	0	Liquidation	
Const. - Proj. Prem. (761040)	0	Amount	0
Other CAG (761010)	0		
Total	0	Balance	0

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
Total	0

UNDP SIERRA LEONE

Empowered Live Resilient Nations

AGREEMENTS CLEARANCE FORM (LOA/PCA/MCG)

Cluster: Governance [ ] Inclusive Growth & Sustainable Environment [X]

Name or Project/Programme: Efficient Energy Production and Utilisation of Charcoal

Atlas Project ID: 00114166

Name of Implementing Partner: Government Technical Institute

Any previous LOA/PCA/MCG with this IP? Yes [ ] **No** [X]

If Yes, what is the cumulative amount till last agreement ?

SL Le. .....

DETAIL OF THIS AGREEMENT

Duration of Agreement: 7 months

Total Amount: SL Le ..... **352,975,000.00** (Equivalent USD..... **40,500.00**

Tranch(es): 2

Standard UNDP template used? Yes [X] No [ ]

Is the agreement in line with signed AWP, Project Document or CPD? Yes [X] No [ ]

Reference to AWP: Output/Activity Results/Actions (description) .....

Train 50 community stakeholders on efficient charcoal production and utilization, advocate on co-benefits anlaysis and project impact to generate public sector buy-in, monitor and evaluate installed kilns, design improved kilns based on the results of the montioring and evaluation, prepare an integrated capacity building plan to include policy, sustainable fuel wood plantaati6tin and utilization and market provisions of energy services, organize workshop co communication and capacity building strategt and action planning and to a develop a strong monitoring, verification and enforcement programmes for the use of energy efficient coookstoves

IP is legally registered/renewed Yes [X] No [ ]

Has IP been assessed (HACT) Yes [X] No [X] If Yes, When ?..... Risk level:

HIGH [ ]
SIGNIFICANT [ ]
MODERATE [ ]
LOW [ ]

If No, Why? Below threshold

Clearance by the PROGRAMME CLUSTER

Prepared by
Programme/Project Manager/Associate
Date

Reviewed and Cleared by
Team Leader/Deputy Team Leader
Date

Clerance by PROGRAMME MANAGEMENT SUPPORT UNIT

Sign----------
Name Daisy Faday
Designation PMSU
Date: 30/04/19

STANDARD LETTER OF AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME AND THE RENEWABLE ENRGY CENTER (REC), GOVERNMENT TECHNICAL INSTITUTE (GTI) ON THE IMPLEMENTATION OF "ENERGY EFFICIENT PRODUCTION AND UTILIZATION OF CHARCOAL THROUGH INNOVATIVE TECHNOLOGIES AND PRIVATE SECTOR INVOLVMENT IN SIERRA LEONE (EEPUC) PROJECT"

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Sierra Leone and The Renewable Energy Center (REC), Government Technical Institute (GTI) with respect to the realization of project activities by REC/GTI) to "Conduct training on efficient charcoal production and utilization, "Generating public sector buy-in through advocacy on co-benefits analysis and project impact", "Facilitate iterative design improvements and strategic new stove designs by the CCDC", "Regular monitoring and evaluation of installed kilns, "Improvement in the design based on results of the monitoring and evaluation activities", "Preparation of an integrated capacity building plan to include policy, sustainable fuel wood plantation and utilization, and market provisions of energy services", "Documentation, regular production and dissemination of information related to biomass energy resources and kiln and cookstove application and utilization", Organize workshop for communication and capacity building strategy and action planning and development of training modules on the benefits for using efficient energy cookstoves" and Develop a strong Monitoring, Verification and enforcement (MVE) programmes for the use of energy efficient cookstoves" as specified in **Attachment 1**: Project document for which REC/GTI has been selected as implementing Partner

2. In accordance with the project document and the following terms and conditions, we confirm our acceptance of the activities to be provided by the REC/GTI, towards the project, as specified in **Attachment 2**: Description of Activities (hereinafter referred to as "Activities). Close consultations will be held between REC/GTI and the UNDP on all aspects of the Activities.

3. REC/GTI shall be fully responsible for carrying out due diligence and efficient all activities in accordance with its financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulation and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed

4. In carrying the activities under this letter, the personnel and sub-contractor of REC/GTI shall not be considered in any respect as being the employees or agents of REC/GTI. UNDP does not accept any liability for claims arising out of acts or omission of REC/GTI 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 UNDP, and its personnel as a result of their work pertaining to the activities.

5. Any sub-contractors, including NGOs under contract with UNDP, shall work under the supervisor of the designated official of REC/GTI. These subcontractors shall remain accountable to REC/GTI for the manner in which assigned functions are discharged.

6. Upon signature of this letter, UNDP will make payment to REC/GTI, according to the schedule of payments specified in Attachment 3: Schedule of activities, facilities and payments.

NAME OF THE BANK: Rokel Commercial Bank

BENEFICIARY ACCOUNT NAME: Government Technical Institute/Renewable Energy Center

BENEFICIARY ACCOUNT NUMBER: 052009346

ADDRESS OF THE BANK: Wellington

B-BAN: 002005002200934607

7. REC/GTI shall not make any financial commitments or incur any expenses which would exceed the budget for the activities described in Attachment 3. REC/GTI shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when REC/GTI is aware that the budget to carry out these assigned Activities is insufficient to fully implement the activities in the manner set out in Attachment 2. UNDP shall have no obligation to provide the REC/GTI with any funds or to make any reimbursement for expenses incurred by REC/GTI in excess of the allocated budget as set forth in attachment 3.
8. REC/GTI shall submit a cumulative financial report by November 30, 2019. The report will be submitted to UNDP Resident Representative cc IGSE Team Leader and the National Project Manager of Energy Efficient Production and Utilization of Charcoal Through Innovative Technologies and Private Sector Involvement in Sierra Leone Project. 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 REC/GTI in the financial report for Graduate Internship Programme.

9. REC/GTI 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.

10. REC/GTI shall furnish a final report within three weeks after the completion or termination of the activities including a list of non-expendable equipment purchased by REC/GTI 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 furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing. between UNDP and REC/GTI

12. Any charges to the project document which would affect the work being performed by the REC/GTI 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 Project document/ Project Steering Committee decisions and any revisions thereof and in accordance with the respective provisions of the financial Regulations and Rules of UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project or the completion of activities according to Attachment 2, or until terminated in writing with 30 day's to UNDP

15. Any balance of funds that is undispersed and uncommitted alter the conclusion of the Activities shall be returned to UNDP.

16. Any amendment to this Letter shall be affected 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 the Resident Representative, United Nations Development Programme, cc IGSE Team Leader and the National Project Manager at Fourah Bay Close, Main Motor Road, Freetown, Sierra Leone.

18. The REC/GTI shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in the carrying out this Letter.

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

20. Any dispute between the UNDP and REC/GTI 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 the 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 decision shall require the agreement of any two arbitrators. 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. The LOA will enter into force upon signature and will remain in effect until 30th November 2019, or until terminated. The full amount of this LOA is **Le 352,795,500 (Three hundred and Fifty-two Million, Seven hundred and Ninety-five thousand Five hundred Leones) equivalent $ 40,500** (at an official exchange rate of **Le 8,711** for the April 2019 according to the schedule of Projects budget set out in attachment 3, with **Le 271,166,573 (Two hundred and seventy-one Million, One hundred and Sixty - Six Thousand Five hundred and Seventy three Leones ($31,129)** to be paid upon signature of this agreement. The second/final tranche payments of **Le 81,628,927 (Eight one Million, six hundred and Twenty-Eight Thousand Nine hundred and twenty seven Leones) ($ 9,371)** will be paid upon submission of the first quarterly narrative and financial reports. The amount disbursed in Leones for each tranche to REC/GTI will be calculated at the Official UN exchange rate at the time of disbursement.

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 (REC/GTI) participation implementation of the project

Yours sincerely,

Signed on behalf of UNDP

.....

Samuel Doe

Resident Representative

UNDP Sierra Leone

Date: May 3, 2019

Signed on behalf of the REC/GTI

.....

Mohamed A R Kamara

Director

Renewal Energy Center, Government Technical Institute

Date: 03/5/19

RENEWABLE ENERGY CENTRE
[illegible] HORSE SHOE RD. KISSY F/T

Attachment 1

Brief project description

The production and trade in charcoal has been a massive rural growth industry over the past decade in Sierra Leone. A minority urban fuel during the 1980s and 1990s, it has gradually displaced firewood and is now the fuelwood of choice for the majority of urban residents because: it is affordable by all cadres of society and the only option available for the many low waged urban employees; it is substantially more efficient than wood and burns with very limited smoke and less fire hazard (preferred by landlords) and it has higher calorific value and easier to transport than wood. As a result, many people consider charcoal a relatively modern fuel when burn on the modern stoves. Notwithstanding its popularity, the charcoal and cookstoves sub-sector remains informal, unregulated and fragmented, plagued by inefficient production system relying on non-renewable sources supported by incoherent and often conflicting policy statements. Harvesting of wood for charcoal differs considerably to firewood as charcoal wood supplies are often obtained from forests and woodlands rather than farms. This is because in many of the higher production level villages, charcoal production conducted in addition to farming, instead of farming; as the trade has become lucrative enough for some villages that they have been able to give up their reliance on agriculture and purchase all household supplies from charcoal production income. At this rate, the pressure on natural resources will be exacerbated even further as communities produce more charcoal to meet their livelihood demands and urban charcoal consumer demand. It is worth noting, however, that one immediately evident issue is that some charcoal producers specifically target hardwood species of high commercial export value, resulting in an economically inefficient use of forest resources. Interventions should avoid trying to fundamentally change how the fuelwood industry operates but instead solutions should be focused on making the trade and business more efficient, resilient and sustainable by incentivizing all value chain actors as inclusive business. Objectives of the Project: The overall goal of this project is "Energy Efficient Production and Utilization of Charcoal through Innovative Technologies and Private Sector Involvement in Sierra Leone." The objective of the project is to bring economic, social and environmental benefits through the production of certified charcoal from sustainably sourced feedstock and through the promotion of improved cookstoves to reduce fuel wood demand, improve health and reduce greenhouse gas emissions. The project is well aligned with: i) the Agenda for Prosperity (2013-2017) to promote a low carbon, climate resilient, high growth, genders sensitive, inclusive and sustainable development path; and ii) the National Forestry Policy (2010) to promote the rehabilitation and conservation of forests, soil and water resources, and other relevant national policy and legal frameworks.

Overcoming Barriers: This project seeks to overcome the regulatory, institutional, technical, financial and social barriers for the scaling up of 1,000 efficient and certified charcoal kilns and 15,000 certified improved

cookstove across Sierra Leone by: 1. Creating enabling environment to attract private sector investment through demand side management by improving the coordination, monitoring, verification and enforcement of Standards, Certification and Label scheme for market transformation to energy efficient cooking products and services. 2. Developing certified social entrepreneurs equipped with technical and business skills to champion the production, distribution and marketing of certified improved cookstoves and sustainably sourced and certified charcoal as inclusive business with access to: value chain financing (start-up grant, rebate and loan guarantee, carbon finance); and incentive women groups and using marketing information and participatory technology development approach to create demand that meet local needs in order to reduce supply risks. 3. Strengthening the technical capacity and business resilience of value chain actors through gender sensitive, user friendly and evidence-based knowledge products (DVD, radio, manual) and peer-to-peer participatory training.

Programme Component: Energy Intervention (Project) Title: Energy Efficient Production and Utilization of Charcoal through Innovative Technologies and Private Sector Involvement in Sierra Leone. Management Arrangement: Direct Implementation Modality (DIM)	**UNDP Gender Marker:** GEN2
Atlas Award ID number: 00081156	**Project ID number:** 00090575
UNDP-GEF PIMS ID number: 4904	
Planned start date: 1st May 2019	**Planned end date:** 31st October 2019
Estimated budget: SLL 352,795,500 ($40,500)	

Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 00090575

Project title: Energy Efficient Production and Utilization of Charcoal through Innovative Technologies and Private Sector Involvement in Sierra Leone

Results to be achieved by Renewable Energy Center, Government Technical Institute (REC/GTI)

1. 50 community Stakeholders managing more efficiently produced charcoal and improved cookstove utilized.
2. Public sector buy-in through advocacy on co-benefits analysis and project impact generated.
3. At least one improved new stove designed and produced by CCDC
4. 500 Installed kilns monitored and evaluated.
5. Installed kilns design improved based on results of the monitoring and evaluation activities.
6. Integrated capacity building plan to include policy, sustainable fuel wood plantation and utilization, and market provisions of energy services prepared
7. Information related to biomass energy resources and kiln and cookstove application and utilization documented, produced and disseminated.
8. One workshop for communication and capacity building strategy and action planning conducted and training module on the benefits using energy efficient energy cookstoves cooks produced.
9. Strong Monitoring, Verification and enforcement (MVE) programmes for the use of energy efficient cookstoves developed.

Description of inputs:

- Train 50 community Stakeholders on efficient charcoal production and utilization.
- Advocate on co-benefits analysis and project impact to generate public sector buy-in.
- CCDC designs and produces improved new cookstove
- Monitor and evaluate Installed kilns
- Design improved kilns based on the results of the monitoring and evaluation
- Prepare an integrated capacity building plan to include policy, sustainable fuel wood plantation and utilization, and market provisions of energy services.
- Document, produce on regular basis and disseminate information related to biomass energy resources and kiln and cookstove application and utilization.
- Organize workshop for communication and capacity building strategy and action planning and development of training modules on the benefits for using efficient energy cookstoves
- Develop a strong Monitoring, Verification and enforcement (MVE) programmes for the use of energy efficient cookstoves

Attachment 3

Scheduled of Activities, Facilities and Payment Year 2019

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES *List all activities to be undertaken during the year towards stated outputs*	Timeframe				Planned Budget	Schedule of payments by UNDP				
		Q1	Q2	Q3	Q4	Budget Description	Amount (Le)	Q1	Q2	Q3	USD Equivalent
Output 1.1: Adequately trained and capable decision-makers and relevant stakeholders (from EPA-SL, ministries, private sector, rural communities, etc.) leading efforts, communicating and managing more efficiently produced charcoal and improved cookstove utilization in an integrated manner.	Activity 1.1.3 Conduct training on efficient charcoal production and utilization.		X			Training	**52,350,000**		**52,350,000**		**6,010**

Indicator: # of Training conducted training on efficient charcoal production and utilization. **Baseline:** 1 **Target:** 1 additional training conducted											
Indicator: # of advocating activity conducted to generate public sector buy-in through on co-benefits analysis and project impact **Baseline:** 0 **Target:** 1	Activity 1.1.4 Generating public sector buy-in through advocacy on co-benefits analysis and project impact			X		Service Contract	**34,250,000**			**34,250,000**	**3,932**
Output 1.3 Developed standards and certification protocols for efficient charcoal and improved cookstove **Indicator**: # of standards and certification protocols for efficient charcoal and improved cookstove developed **Baseline:** 0 **Target:** 1	Activity 1.3.4. Facilitate iterative design improvements and strategic new stove designs by the CCDC		X			Local Consultant	**38,750,000**		**38,750,000**		**4,448**

Output 2.4: Implemented and operational 1,000 locally produced efficient kilns for the sustainable production of charcoal. **Indicator:** # of monitoring and Evaluation activities of installed kilns Baseline: 0 Target: 4	Activity 2.4.5: Regular monitoring and evaluation of installed kilns		x	x		Consultancy	22,100,000		**10,550,000**	**10,550,000**	**2,422**
	Activity 2.4.6: Improvement in the design based on results of the monitoring and evaluation activities			X		consultancy	**24,000,000**			**24,000,000**	**2,755**
Output 2.6: Established an operational framework for the phase-out of traditional charcoal kilns and cook stoves	Activity 2.6.1: Develop a strong Monitoring, Verification and Enforcement (MVE) programmes for the use of energy efficient cookstoves.			x		Local consultant	**30,000,000**		**30,000,000**		**3,444**

Indicator: No. of developed gender sensitive capacity development and training modules for the production and utilization of certified charcoal and IC Baseline: 0 Target: - 1 Gender sensitive capacity development and training modules for the production and utilization of certified charcoal and ICS	Activity 3.1.2. Preparation of an integrated capacity building plan to include policy, institutions, kiln and cookstove technologies and applications, sustainable fuel wood plantation and utilization, and market provisions of energy services					Local consultant	**33,750,000**		**33,750,000**		**3,874**
Output 3.2 Developed and implemented promotional schemes on the social, economic and environmental co-benefits of improved charcoal and improved cook stoves to create demand, generate good buy-in and willingness to pay	Activity 3.2.1: Documentation, regular production and dissemination of information related to biomass energy resources and kiln and cookstove application and utilization		X	X	X		**35,750,000**		**35,750,000**		**4,104**

Indicator: # of sensitization campaigns for key value chain actors Baseline: 0 - 5 sensitization campaigns for key value chain actors	Activity 3.1.1: Organize workshop for communication and capacity building strategy and action planning and development of training modules on the benefits for using efficient energy cookstoves.		x				50,773,182		50,773,182		5,829
Grand-Total							**320,723,182**		**251,923,182**	**68,800,000**	**36,818**
Admin cost (10%)							**32,072,318**		**19,243,391**	**12,828,927**	**3,682**
Total Grand (Grand Total +Admin cost)							**352,795,500**		**271,166,573**	**81,628,927**	**40,500**
Dollar equivalent (UDS1=Le8,711@UNDP exchange rate) April 2019											

Funding Authorization and Certificate of Expenditures

UN Agency: UNDP

Date:

Country: Sierra Leone
Project Code & Title:
Responsible Officer(s):
Implementing Institution:

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

Currency: Leones

		REPORTING				REQUESTS / AUTHORIZATIONS		
Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Authorised Amount A (Le)	Actual Project Expenditure B (Le)	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount (US$) E	Authorised Amount F	Outstanding Authorised Amount G = D + F
		-		-	-	-	-	-
			-		-		-	-
					-		-	-
					-	-	-	-
					-		-	-
							-	-
					-		-	-
					-		-	-
					-		-	-
					-		-	-
Total		-	-	-	-	-	-	-

-

-

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 examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: _____ Signature: _____ Name: _____ 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:
Signature:
Name: _____
Title: _____
Date: _____

FOR UNICEF USE ONLY			
Account Charges		Liquidation Information	
CAG Ref: CRQ ref., Voucher ref.		CAG Ref: CRQ	
CRQ CAG GL:			
Training (762010)	0	DCT Amount	0
Travel (762020)	0		
Mtgs. & Confs. (76	0	Less:	
Sal. & Sup. Costs	0	Liquidation	
Const. - Proj. Prer	0	Amount	0
Other CAG (76101	0		
Total	0	Balance	0

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
Total	0

UNDP – SIERRA LEONE – Quarterly Project Progress Report

Empowered lives. Resilient nations.

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: *(Also include sub national coverage areas)*			
Project Start Date: *(month/Year)*			
Project End Date: *(month/Year)*			
Project Extension Date: *(month/Year)*			
Project Quarterly Financial Status			
Annual Budget: *(Current Year)*	**Expenses to date**	**Unspent Funds**	**% Delivery this quarter**
Project Manager/Focal Point: *(name, designation, signature)*			
B. EXPECTED OUTPUTS *(Based on AWP)*			

	Output	Baseline	Indicators	Project Target Results	*Actual* Quarter Target Results *(Achieved)*
1.					
2.					
3.					
4.					

Please ensure risks are captured in the ATLAS risks and issues log (UNDP Project/Programme Team)

C. RISK AND MITIGATION MEASURES

(This section to be completed by the Implementing Partner)

	Risks	Risk Rating *(Low, Moderate or Significant)*	Mitigation Measures
1.			
2.			
3.	*Add rows as required.....*		

D. SUMMARY OF QUARTERLY PROGRESS

(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)

Key Achievements/Accomplishments of the Quarter

(concisely highlight notable achievements for reporting period)

Output 1	*Be concise.*
Output 2	
Output 3	
Output 4	

Challenges	Remedial Actions

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':

F. PLANS FOR THE NEXT QUARTER

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

G. CROSS-CUTTING ISSUES

Gender Inclusion	**People reached in reporting period** *(Disaggregated Data)*				
	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

Add rows as required.....

Field Visits/Missions conducted this Quarter? *(Mark with an 'X')* *(If conducted, attach reports)* *(This section is to be completed by UNDP Project/Programme Team)*	YES	NO	If Yes, purpose & follow up actions taken: *(Attach BTOR)*

I. COMMUNICATIONS & SUCCESS STORIES/HUMAN INTEREST STORIES

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

Success Stories/Human Interest Stories *please indicate # of stories & attach; also attach photographs)*			
Further communications support required next quarter *(Mark with an 'X')*	**Documentary**	**Photos**	**Support with Story**
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, Indicate type of Pipeline (Hard, Soft, Idea)	If Yes, Brief Description of Concept Note	Amount ($)
Any donors approached for funding? *(if yes, List them)*					

Any donor funds expected? *(if yes, indicate the amounts anticipated)*	

Attachment 4:

REC/GTI Budget breakdown - UNDP/GEF EEPUC PROJECT						
No	**Planned Activity**	**Description of activity**	**Total Cost**	**Q2**	**Q3**	**Equivalent in US Dollar**
Activity 1.1.3: Conduct training on efficient charcoal production and utilization						
A	Conduct raining for 50 community stakeholders on efficient charcoal production and utilization for 2 days					
1.1		Catering services for 50 participants @ 1 location (Breakfast, Lunch water and soft drink)	15,000,000	15,000,000		1,722
1.2		Production of Training Manuals	1,500,000	1,500,000		172
1.3		Printing of Training materials	1,000,000	1,000,000		115
1.4		Vehicle hire	6,000,000	6,000,000		689
1.5		DSA for 5 REC/MOE staff	4,500,000	4,500,000		517
1.6		Training Venue (Hall rental)	2,000,000	2,000,000		230
1.7		Fuel cost (Vehicle)	1,000,000	1,000,000		115
1.8		Transport for participants	4,000,000	4,000,000		459
1.9		Allowance to participants	15,000,000	15,000,000		1,722
10		Stationary (Pen, books, flip chart etc.)	2,350,000	2,350,000		270
	Sub-Total		**52,350,000**	**52,350,000**		**6,010**

Activity 1.1.4: Generating public sector buy-in through advocacy on co-benefits analysis and project impact						
B	Advocacy meeting to generate Public Sector buy-in on co-benefits analysis and project impact					
2.1		Engagement meeting with key stakeholders: Catering services for 60 Stakeholders @ 4 Regional locations (Breakfast, Lunch, water and soft drink)	11,250,000		11,250,000	1,291
2.2		Hall rental and PA system	3,000,000		3,000,000	344
2.3		Vehicle hire	6,000,000		6,000,000	689
2.3		Fuel cost (Vehicle)	1,000,000		1,000,000	115
2.4		Transport allowance to participants	7,500,000		7,500,000	861
2.5		DSA for 5 GTI/MoE staff	4,500,000		4,500,000	517
2.6		Stationary (books, pen, flip chart etc.	1,000,000		1,000,000	115
	Sub-Total		**34,250,000**		**34,250,000**	**3,932**
Activity 1.3.4: Facilitate iterative design improvement and strategic new stove design by the CCDC						
C	Hire Expert to facilitate iterative design improvement and strategic new stove designs by the CCDC					
3.1		Expert fees to facilitate design improvements and strategic new design	10,000,000	10,000,000		1,148
3.2		Travels (DSA)	3,750,000	3,750,000		430

3.3		Vehicle hire	10,000,000	10,000,000		1,148
3.4		Printing cost for the new designs (50 copies)	5,000,000	5,000,000		574
3.5		Cost of new cookstove design	10,000,000	10,000,000		1,148
	Sub-Total		**38,750,000**	**38,750,000**		**4,448**
Activity 2.4.5: Regular monitoring and Evaluation of installed kilns						
D	Monitoring and Assessment of installed Kilns					
4.1		Expert fees for the monitoring and assessment of installed kilns	8,000,000	4,000,000	4,000,000	918
4.2		Vehicle hire	8,000,000	4,000,000	4,000,000	918
4.3		Fuel Cost (Vehicle)	700,000	350,000	350,000	80
4.4		DSA for Monitoring trips	2,400,000	1,200,000	1,200,000	276
4.5		Stationary (Assorted)	2,000,000	1,000,000	1,000,000	230
	Sub-Total		**21,100,000**	**10,550,000**	**10,550,000**	**2,422**
Activity 2.4.6: Improvement in the design based on results of the monitoring and evaluation						
E	Improve on the design based on the results of monitoring and Evaluation					
5.1		Expert fees to improve on the kilns design based on the monitoring and Evaluation results	9,000,000		9,000,000	1,033

5.2		Fabrication of the new design kilns and dissemination	15,000,000		15,000,000	1,722
	Sub-Total		**24,000,000**		**24,000,000**	**2,755**
Activity 2.6.1: Develop a strong Monitoring, Verification and Enforcement (MVE) Programmes for the use of Energy Efficient Cookstove						
F	Monitor the Cookstove products in the Market place to identify potential areas of non-compliance					
6.1		Expert fees to develop MVE for the use of energy efficient cookstoves	15,000,000	15,000,000		1,722
6.2		Travel costs for monitoring (DSA, vehicle hire and fuel)	5,000,000	5,000,000		574
6.3		Meetings with stakeholders responsible for cookstove products and to take action (DSA, Transport refund)	10,000,000	10,000,000		1,148
	Sub-Total		**30,000,000**	**30,000,000**		**3,444**
Activity 3.1.2: Preparation of an integrated capacity building plan to include policy, institutions, kiln and cookstove technologies and applications, sustainable fuel wood plantation and utilization, and market provisions of energy services						
G	Prepare integrated capacity building plan to include policy, Institutions, Kilns and Cookstove technologies and applications, sustainable fuel plantation and utilization of energy services					

7.1		Expert fees to develop integrated capacity building plan to include policy, Institutions Kilns and Cookstove technologies and applications, sustainable fuel plantation and utilization and Market provisions of energy services	10,000,000	10,000,000		**1,148**
7.2		Consultation meetings with stakeholders (Refreshment and transport for 50 Stakeholders	20,000,000	20,000,000		**2,296**
7.3		Stationary and Printing	3,750,000	3,750,000		**430.49**
	Sub-Total		**33,750,000**	**33,750,000**		**3,874**
Activity 3.2.1: Documentation, regular production and dissemination of information related to biomass energy resources and kiln and cookstove application and utilization						
H	Regular production of information products related to biomass energy resources as well as project lessons and best practices and disseminate these to target audience (e.g. Women Groups, Schools) through newsletters, radio (jingles, drama) and other appropriate mass media. The aim to develop and operationalize a market information system to stimulate the through public awareness and advertising campaigns to promote the use of clean/cleaner technologies					

8.1		Printing of postal related to biomass energy resources as well as project lessons and best practices and disseminate these to target audience (e.g. Women Groups, Schools)	15,000,000	15,000,000		1,722
8.2		Printing of Flyers related to biomass energy resources as well as project lessons and best practices and disseminate these to target audience (e.g. Women Groups, Schools)	6,000,000	6,000,000		689
		Jingle production and dissemination through radio	5,000,000	5,000,000		574
8.3		Printing of Newsletters	9,750,000	9,750,000		1,119
	Sub-Total		**35,750,000**	**35,750,000**		**4,104**
Activity 3.1.1: Organize workshop for communication and capacity building strategy and action planning and development of training modules on the benefits for using efficient energy cookstoves.						
I	Organize and conduct workshop with all relevant stakeholders to brainstorm and establish a communication and capacity development strategy for the project					
9.1		Catering services for 50 participants @ 2 locations (Breakfast, Lunch, drinks	15,000,000	15,000,000		1,722

9.2		Printing Cost	400,000	400,000		46
9.3		Vehicle hire	6,000,000	6,000,000		689
9.4		DSA for 3 GTI/ MoE staff	2,700,000	2,700,000		310
9.5		Training Venue (Hall rental)	2,000,000	2,000,000		230
9.6		Fuel cost	1,000,000	1,000,000		115
9.7		Transport allowance to participants	8,000,000	8,000,000		918
		DSA allowance to participants	15,000,000	15,000,000		1,722
		Stationary (Book, pens, Flip chart)	673,182	673,182		77
	Sub-Total		**50,773,182**	**50,773,182**		**5,829**
	Grand-Total		**320,723,182**	**251,923,182**	**68,800,000**	**36,818**
J	**Admin cost (10%)**		**32,072,318**	**19,243,391**	**12,828,927**	**3,682**
	Total Grand (Grand Total +Admin cost)		**352,795,500**	**271,166,573**	**81,628,927**	**40,500**
	Dollar equivalent (UDS1=Le8,711@UNDP exchange rate) April 2019					