

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Liberia

Liberia National Commission on Arms

Project No.: ATT.VTF.G2023.002LBR

31 October 2024

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2023.002LBR
Grantee name	Liberia
Project title	The Monrovia workshop to support universalization and effective implementation of the Arms Trade Treaty (ATT)
Grant Amount	USD 199,758
Final Report submission date	30 April 2024
Period covered under this report (MM/DD/YY – MM/DD/YY)	02 October 2023 – 31 October 2024

1. Project activities and outcomes

a Describe the project outcomes.

National representatives from six African ATT signatory States and four non-signatory States have not only had the opportunity to share key challenges in their ATT universalization efforts with relevant stakeholders, but are now aware of effective measures to support their ratification or accession to the ATT thanks to nine African ATT States Parties that shared their experiences, strategies, and practices during the workshop. Consequently, two African States that participated in the Monrovia Workshop, the Gambia and Malawi, have joined the ATT in June and July 2024 respectively.

National representatives from nine African ATT States Parties have gained a clearer understanding of their ATT commitments, including reporting and financial obligations, and have shared lessons learned and strategies to advance their national implementation efforts. Workshop participants indicated that effective measures for overcoming challenges in meeting ATT commitments shared during the workshop will be used back in their own States.

Representatives from five African regional organizations have gained a better understanding of the key challenges their member States face in ATT universalization and implementation and are now better equipped to support them in overcoming these challenges.

Representatives from other ATT States Parties, signatories, observers, and interested stakeholders are now aware of the key challenges and effective measures for enhancing ATT universalization and implementation in Africa via their participation in a side event co-organized by UNIDIR and the Republic of Liberia during the tenth Conference of States Parties to the ATT (ATT CSP10), to share the key findings from the Monrovia Workshop.

A written “lessons learned document” outlining the key challenges and effective measures for enhancing ATT universalization and effective implementation in Africa has been made available to all workshop participants. The Republic of Liberia and UNIDIR will make this document publicly available for use by other States parties, signatories, observers and interested stakeholders during the ATT CSP11 meeting cycle.

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

The project provided Liberia with valuable insights into effective measures and lessons learned from other African States in overcoming common challenges in national ATT implementation, which helps Liberia to advance its strategies for national implementation of the ATT. Liberia took particular note of measures to counter the diversion of conventional arms that are used by other African states, with some of the lessons having potential to strengthen Liberia's effective national implementation of the ATT.

Importantly, the project also provided an opportunity for Liberia to share its experience and effective measures with other African States that are, or are seeking to become States Parties to the ATT. In particular, Liberia shared its experience on domesticating the ATT through national legislation and regulations and ensuring sufficient resources for the national commission on arms to be able to implement the treaty, as well as for establishing effective inter-agency cooperation mechanisms, ensuring the timely payment of financial contributions, and fulfilling reporting obligations.

Thus, the project allowed Liberia to demonstrate its commitment to promoting the regulation of the conventional arms trade through effective implementation and universalization of the ATT on the African continent.

c List all States that benefitted from the project.

The following nineteen States that participated in the workshop directly benefited from this project: Angola, Cameroon, Central African Republic, Comoros, Cote d'Ivoire, Democratic Republic of Congo, The Gambia, Ghana, Kenya, Liberia, Libya, Mauritius, Malawi, Nigeria, Rwanda, Sierra Leone, Somalia, Tanzania, Zambia. Unfortunately, the representatives of South Africa had to withdraw from the workshop at the last-minute. We did not have enough time to arrange for a replacement State Party.

Indirectly, Members States of the AU, ECOWAS, IGAD, RECSA, and SADC will benefit from the participation of representatives of these organizations. Representatives from African Regional Economic Communities (REC) that participated in the project indicated that they will use knowledge and lessons learned from the workshop in their own activities to support ATT universalization and effective treaty implementation – i.e. in responding to a question on follow-up to the workshop, one REC representative stated in the post-workshop feedback form that they would “have a follow-up similar workshops in southern, eastern, and northern regions of Africa”, while another indicated to explore “if a similar regional workshop can be conducted for the IGAD region”.

In addition to these 19 states, representatives of States from different parts of the world attended the side event organised on the margins of the ATT CSP10 to promote the key lessons learned from the workshop. Other States and stakeholders from different regions of the world will also benefit from the lessons learned and effective measures for ATT universalization and effective implementation via the use of the Lessons Learned Document.

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.

All four key activities have been completed. However, at the time of the submission of this final project report, the lessons learned document has not yet been publicly shared, publicised, and translated into French. The key findings and lessons learned from the Monrovia workshop were shared during a side event that took place during ATT CSP10 on 23 August 2024. The lessons learned document has been shared with workshop participants and has been submitted to the ATT Secretariat along with the final report (see attachment). Key points from the workshop were also shared in a UNIDIR news item, published shortly after the conclusion of the Monrovia workshop on 8 April 2024 on UNIDIR’s website at: <https://unidir.org/monrovia-workshop-paves-the-way-for-enhanced-arms-trade-treaty-universalization-and-implementation-in-africa/>. This output was not included in the project plan but was regarded by the implementing partner UNIDIR as a potentially useful method for providing a timely and short source of information on the workshop.

Unfortunately, the lessons learned document was not ready for publication during the week of ATT CSP10 – i.e. the draft lessons learned document did not meet UNIDIR’s quality assurance standards and the revisions to the text meant that the document was not ready for release during ATT CSP10. To ensure an appropriate level of attention and impact, the lessons learned document will be published by UNIDIR in February 2025, to coincide with the ATT CSP11 working group meetings.

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?

Regarding the delay in publishing the lessons learned document, recommendations to make for addressing the delay relating to planning and delivery of written outputs by UNIDIR staff rather than of a more general nature.

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:

The Monrovia Workshop provided the first pan-African platform for participating African States to openly share the key challenges faced in their ATT universalization and implementation efforts. The workshop also supported the identification and exchange of effective measures and lessons learned for overcoming the challenges and enhancing ATT universalization and implementation in Africa. As one participant remarked in the post-workshop questionnaire: “The full coverage of the ATT processes made things clearer and tailored to our priorities”.

To achieve these desired outcomes, Liberia and UNIDIR designed and used a methodology to ensure that the Monrovia workshop would be of relevance to participating States, by ensuring that universalization and implementation priorities and challenges would be explored, as well as providing sufficient opportunities for effective measures for overcoming challenges to be shared during the workshop. The methodology was developed and delivered in accordance with the

project plan and consisted of the following steps. First, a sample of African States was selected based on established criteria including ATT status (ATT States Parties, signatories, and other states), history of past assistance received (through the ATT VTF), and international assistance needs and capability. Second, a pre-workshop questionnaire was distributed to all participating States on ATT universalization and implementation experience, which informed the substantive materials distributed to participants well in advance of the workshop. The project team sought to gather completed questionnaires from every participating state. Third, the project team used the results to prepare a workshop agenda that sought to provide for consideration of the priorities of as many States participating in the workshop as possible. The questionnaire results also informed the preparation of a short food for thought paper, which was shared in advance of the Monrovia workshop to support participant preparations. Therefore, the agenda covered key priorities and topics related to ATT universalization and implementation that representatives and nationally designated experts from States identified and wished to discuss. Fourth, at the end of the workshop, representatives from twelve of the participating States rated the relevance of the topics discussed as excellent and representatives from the other seven States rated them as a good choice. The structure of the workshop was rated as excellent by representatives and experts from 11 States and as good by those of the other eight States. The project and the Monrovia workshop were therefore very relevant and suited existing priorities and policies of benefiting States.

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 Monrovia workshop provided a very conducive environment for the national representatives from African States to openly share the key challenges faced in their ATT universalization and implementation efforts and exchange on a peer-to-peer level, effective measures to overcome them to fulfill the workshop objectives of:

- (a) Increasing the number of African ATT States Parties;
- (b) Supporting effective implementation to achieve the object and purpose of the Treaty; and
- (c) Enabling African States to fulfil their ATT obligations.

At the end of the workshop, all national experts and representatives from the nineteen participating States responded in the post-workshop questionnaire that they gained useful knowledge and experience from the Monrovia regional workshop that will assist their States in ATT ratification, accession and/or implementation efforts. All national experts and participants left the workshop with their own, identified key actions that they intend to take, contributing to efforts to effectively implement ATT measures and provisions, or contributing to ratification or accession efforts.

Participants from six signatory States and four States that are neither parties nor signatories to the ATT indicated that the workshop had increased their understanding of measures that can help to become ATT States Parties. Taken together, these participants indicated in the post-workshop questionnaire several measures to be taken on their return to their home country, including: accessing international assistance (i.e. the VTF) to support ratification or accession to the treaty; conducting a gap analysis or preparing a plan to become a State Party; amending or updating

legislation and regulations; and applying new knowledge on how to become an ATT State Party. One participant noted in the post-workshop questionnaire that “The workshop has been overall an eye opener with practical steps on achieving universal ratification of the ATT”. Following the workshop, two African States that participated have become ATT States Parties and other States are taking necessary steps to fulfill their ATT commitments, including reporting and financial obligations.

Representatives from the nine ATT States Parties present at the workshop highlighted that following the workshop there would be increased attention paid towards: submitting outstanding initial and annual reports; paying assessed financial contributions; and preparing proposals for the ATT VTF to support efforts to overcome implementation challenges. One participant recommended that the ATT Secretariat and UNIDIR should monitor the compliance of these nine ATT States Parties with regards to their obligations on annual reporting and paying assessed financial contributions.

Other feedback from participants included:

“The workshop provided understanding on misconceptions about ATT implementation in Africa”

[the workshop provided opportunities for] “interaction with African members on the ATT [and] shared experiences that would further enhance productivity in the area of weapons and ammunition management”

[the workshop was] “very educational and motivating in terms of knowledge sharing with other states parties [and] it has helped my country to prioritize projects that they wanted to ask funding assistance for”

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:

As shown by the final financial report, the project’s outputs and outcomes have been delivered in accordance with the project schedule and for a total that is below the projected expenditure. The difference between actual spending and the budget proposal is USD 2,906.22. Despite higher actual “travel costs” and “operating costs”, there is an underspend due in large part to the implementing partner agreeing to undertake editing, design and layout, and translation into French of the Lessons Learned document using UNIDIR’s 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 expected impact of the project was that “Participating African States would be provided a conducive platform to share their challenges faced in ATT universalization and implementation and exchange effective measures and lessons learned for overcoming them in order to

- (a) Increasing the number of African ATT States Parties;
- (b) Supporting effective implementation to achieve the object and purpose of the Treaty; and

(c) Enabling African States to fulfil their ATT obligations”.

All 19 participating States had the opportunity to share the key challenges faced in their ATT universalization and implementation efforts and identified effective measures and lessons learned to overcome them. Representatives from African regional organizations that participated in the workshop gained a better understanding of the key challenges their member States face in ATT universalization and implementation and are now better equipped to support them in these efforts. As noted in response to question f., participants identified particular actions that would be undertaken after the workshop – and one participant indicated that the ATT Secretariat and UNIDIR should monitor whether these actions will be carried forward.

All of the potential “impacts” of the project could take some time before they are visible (even if two participants in the workshop in March became States Parties in June-July 2024, we cannot ascribe this to the impact of the workshop). Nevertheless, the implementing partner UNIDIR will continue to monitor whether participants make progress in becoming a State Party to the ATT, fulfil obligations on reporting and paying assessed contributions, and successfully apply for VTF support. Further, following the publication of the Lessons Learned document in February 2025, UNIDIR will monitor downloads and references to the document. It is anticipated that this resource will benefit not only the African states that participated in the Monrovia workshop, but also relevant stakeholders across the broader ATT community.

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

Explain your answer:

The key findings of the Monrovia Workshop are captured in a Lessons Learned document, which details the challenges faced by African States in ATT universalization and implementation, as well as the effective measures and lessons shared by participants for addressing them. A short summary of these key points has been available on UNIDIR’s website since 8 April 2024 (<https://unidir.org/monrovia-workshop-paves-the-way-for-enhanced-arms-trade-treaty-universalization-and-implementation-in-africa/>) and will remain online.

The main method for ensuring that the benefits of the project continue to be felt after 31 August is that the Lessons Learned document will be made available on UNIDIR’s website in February 2025 and will remain available to ensure it can be accessed to support ATT universalization and implementation efforts in Africa. It is not only a resource that workshop participants can use, but also provides lessons learned that could be of use for other stakeholders in Africa, and also other regions of the world, to gain insights into tried-and-tested strategies for advancing ATT universalization and implementation. For example, the Lessons Learned Document also includes “practical guidance and tips” for organizing a regional workshop on ATT universalization and implementation and this can be used by other interested stakeholders for similar activities or projects.

Furthermore, as indicated above, the implementing partner UNIDIR will continue to cooperate with workshop participants, supporting peer-to-peer engagements and requests for support to

strengthen weapons and ammunition management in general, and support ATT ratification, accession and implementation in particular.

- 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?

As noted above, the published Lessons Learned document will be available via UNIDIR's website for consultation by all interested stakeholders from February 2025 onwards. The "practical guidance and tips" in the document was prepared to support efforts by other States and implementing partners to organize regional workshop(s) on ATT universalization and implementation using VTF support in the future. Experience and lessons learned from the Monrovia workshop have already been shared on the sidelines of ATT CSP10, and UNIDIR will share these lessons learned during an AU-Expertise France organized workshop for eastern African States to be held in Ethiopia during 5-6 November 2024. UNIDIR is prepared to continue to share the lessons learned and the approach in other forums too.

The information contained in the Lessons Learned document could also be used by other interested stakeholders for similar activities or projects in the future with or without VTF support. As noted above in response to question c, Representatives from African Regional Economic Communities (REC) that participated in the project indicated that they would use knowledge and lessons learned from the workshop in their own activities to support ATT universalization and effective treaty implementation.

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 Arms

Consultant means [Insert name of Consultant]

I [Insert name of authorised person making the declaration] 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 [Insert total \$ funding amount in United States dollars]
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 Date

[Position/ title]

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.

Name of Grant Recipient	Liberia
Department or Agency	LINCA
Posting Date	
Project code	622023

INSTRUCTIONS
 1) Complete all pink fields only.
 2) Print, sign, scan and email expenditure report to trustfund@thearmstradetreaty.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

Project No.	ATT.VTF.G2023.002LBR
Reporting period	02 Oct 2023 - 30 April 2024
Local Currency Code	LRD
Grant Received USD (1st instalment)	99'879
Grant Received USD (2nd instalment)	85'896

<https://www.oanda.com/currency/converter/>
 Click above first cell for exchange rate site

General Details				Total Budget	Actual spend to date**			Balance of budget available	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	UNIDIR Programme assistant	Committed: UNIDIR Staff; Receipt/Invoice N/A	7'080.00		1.0000	7'080.00	-	178'695.00
	2	UNIDIR Associate Researcher	Committed: UNIDIR Staff; Receipt/Invoice N/A	11'700.00			11'700.00	-	166'995.00
	3	UNIDIR Head of Programme		-			-	-	
	4	1 ATT Secretariat trained African trainer	PO: 3,500 SME; Actuals PO2500360622	3'500.00			3'500.00	-	163'495.00
	5	1 African Expert for preparation of and facilitation of workshop in	PO: 3,500 Interpreter Actuals: PO2500359322	3'500.00			3'500.00	-	159'995.00
	6	4 interpreters for interpretation English-French/French-English for 4 days (equivalent to 16 days total)	Committed: PO 2500359322 and PO 2500360620	14'400.00			8'000.00	6'400.00	151'995.00
	7	Translation of agenda and background materials into French		1'500.00			-	1'500.00	151'995.00
	8	Editing of "Lessons learned" document		900.00				900.00	151'995.00
	9	Design and layout for "Lessons learned" document		700.00				700.00	151'995.00
	10	Translation of "Lessons Learned" Document into French		1'500.00			-	1'500.00	151'995.00
Travel costs	11	Estimated average return flights from African capital cities to Monrovia for 38 African national experts (2 people from 19 states)		45'600.00			72'774.00	-27'174.00	79'221.00
	12	Estimated average return flights to Monrovia for representatives of African Union and African regional economic communities (AU, ECOWAS, RECSA, ECCAS, SADC, IGAD)	41 MP Trips + 1 Staff + 2 IICA Trips: 1773967, 1779384, 1779389, 1779432, 1779433, 1779435, 1779438, 1779846, 1779848, 1779952, 1780586, 1782611, 1780632, 1779954, 1779959, 1779959, 1779991, 1779996, 1780047, 1780826, 1779841, 1780827, 1780935, 1780992, 1780994, 1780658, 1780996, 1781334, 1781334, 1781475, 1781477, 1781478, 1781501, 1780782, 1780784, 1781510, 1781592, 1780787, 1784572, 1784367, 1791386, 1793856 --MP 1786156 -- Paul UNIDIR -1534-026 (Mae) + UNIDIR -1534-027 (Anna)	9'000.00				9'000.00	79'221.00
	13	Estimated average return flights from Geneva to Monrovia for 3 UNIDIR staff		4'500.00			-	4'500.00	79'221.00
	14	Estimated average return flight to Monrovia for 1 African consultant		1'200.00				1'200.00	79'221.00
	15	Transportation to/from the airport	Cash Reimbursement: 190 USD Actuals: PO 2300345232/GR 5002106231	960.00			1'690.00	-730.00	77'531.00
	16	Visa costs	Committed: (Visa Costs) of 1,650 USD Included in Trip Details (Row 22-25) Bank transfer fees USD 72	3'600.00			1'722.00	1'878.00	75'809.00
	17	Vaccinations, insurance, etc. as required		4'800.00			-	4'800.00	75'809.00
Operating costs	18	4-day room hire with coffee breaks for 55 people (51 participants and 4 interpreters)	Actuals: PO 2200275861/GR 5002106232	6'000.00			9'000.00	-3'000.00	66'809.00
	19	Interpretation equipment hire	PO 2300345501/GR 5002102300	2'000.00			6'000.00	-4'000.00	60'809.00
	20	55 people for 5 days in accordance with UN rules for DSA for Monrovia - meals	Committed: DSA Included in Trip Details (Row 22-25) Actuals: PO 2200275861/GR 5002106232	21'420.00			30'689.00	-9'269.00	30'120.00
	21	51 participants for 5 days in accordance with UN rules for DSA for Monrovia - to cover accommodation (equivalent of 255 days)	Actuals: PO 2200275861/GR 5002106232	41'565.00			27'255.00	14'310.00	2'865.00
	22	Two large size banners for the workshop venue	Actuals: PO 2300343791/GR 5002101042	520.00			520.00	-	2'345.00
	23	55 sets of stationeries (pens, notebooks, folders, name tags, etc)		275.00			-	275.00	2'345.00
	24	Printing of agenda and background materials (55 copies of materials of	Cash Reimbursement: 275 USD	110.00			275.00	-165.00	2'070.00
	25	Printing of 120 copies of "Lessons learned" document (120 copies of 30		360.00			-	360.00	2'070.00
				186'690.00			183'705.00	2'985.00	2'070.00

* 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'.

24/02/2025

Signature and Date:

Signature and Date:

6/03/2025

RECONCILIATION
LIBERIA-ATT.VTF.G2023.002LBR
2023

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	
Personnel costs							
UNIDIR Programme assistant	7080	7080	0	7080	0	178695	100%
UNIDIR Associate Researcher	11700	11700	0	11700	0	166995	100%
UNIDIR Head of Programme	0	0	0	0	0	166995	
1 ATT Secretariat trained African trainer	3500	3500	0	3500	0	163495	100%
1 African Expert for preparation of and facilitation of workshop in Activity 3	3500	3500	0	3500	0	159995	100%
4 interpreters for interpretation English-French/French-English for 4 days (equivalent to 16 days total)	14400	8000	0	8000	6400	151995	56%
Translation of agenda and background materials into French	1500	0	0	0	1500	151995	0%
Editing of "Lessons learned" document	900	0	0	0	900	151995	0%
Design and layout for "Lessons learned" document	700	0	0	0	700	151995	0%
Translation of "Lessons Learned" Document into French	1500	0	0	0	1500	151995	0%
Travel costs							
Estimated average return flights from African capital cities to Monrovia for 38 African national experts (2 people from 19 states)	45600	71956	818	72774	-27174	79221	160%
Estimated average return flights to Monrovia for representatives of African Union and African	9000	0	0	0	9000	79221	0%
Estimated average return flights from Geneva to Monrovia for 3 UNIDIR staff	4500	0	0	0	4500	79221	0%
Estimated average return flight to Monrovia for 1 African consultant	1200	0	0	0	1200	79221	0%
Transportation to/from the airport	960	1690	0	1690	-730	77531	176%
Visa costs	3600	1650	72	1722	1878	75809	48%
Vaccinations, insurance, etc. as required	4800	0	0	0	4800	75809	0%
Operating costs							
4-day room hire with coffee breaks for 55 people (51 participants and 4 interpreters)	6000	9000	0	9000	-3000	66809	150%
Interpretation equipment hire	2000	6000	0	6000	-4000	60809	300%
55 people for 5 days in accordance with UN rules for DSA for Monrovia - meals	21420	30339	350	30689	-9269	30120	143%
51 participants for 5 days in accordance with UN rules for DSA for Monrovia - to cover	41565	27255	0	27255	14310	2865	66%
Two large size banners for the workshop venue	520	520	0	520	0	2345	100%
55 sets of stationeries (pens, notebooks, folders, name tags, etc)	275	0	0	0	275	2345	0%
Printing of agenda and background materials (55 copies of materials of 40 pages)	110	275	0	275	-165	2070	250%
Printing of 120 copies of "Lessons learned" document (120 copies of 30 page)	360	0	0	0	360	2070	0%
Total Direct Costs	186690	182465	1240	183705			98%
Total Indirect Support Costs - 7%	13068	12773	87	12859			7%
Total	199758	195237	1327	196565			98%

Amount of 1st installment	99879
Amount of 2nd installment	85896
Amount of 3rd installment	10790
Balance owing to VTF	



24/02/2025