

## Note to File

14<sup>th</sup> of June 2019

**Joint project Inclusive *Security Project: Nothing for us without us***

**Starting date:** 9 January 2018-8 July 2019 (18 months)

**Total budget:** USD 2,000,000

**Over spending under the budget category 'Equipment, Vehicle and furniture'**

As per Project Document, UN Women had to equip and furnish the Secretariat of the Gender and Security National Taskforce (GNSSNT) and purchase a vehicle for the Taskforce (Page 19). The budget for the purchase of the vehicle was allocated under output 1.2 and under budget category 'transfer and grants' (USD 62,000). Therefore, as per PRODOC, UN Women was supposed to transfer funds to the Ministry of Justice (MoJ) to facilitate purchase of the said vehicle.

In February 2018, UN Women initiated the process of buying the vehicle as per discussions and request received from the Ministry (Annex 1). This request came in when the old government was handing over power to the new government.

Hence, the Letter of Agreement signed between the Ministry and UN Women in March 2018 did not include any designated budget to purchase a vehicle for the GSSNT (Annex 2).

In August 2018, UN Women informed the Secretariat that it had initiated the process of purchasing the vehicle (Annex 3) and was conducting a budget revision. The PBF secretariat then informed UN Women to hold on until approval was received from the PBSO (Annex 3) but unfortunately, the procurement process was already in progress and difficult to reverse.

After the purchase and delivery of the vehicle, expenses were reflected in the finance report under budget category 'Equipment and furniture' instead of 'transfer and grants'.

The vehicle procured by UN Women was officially transferred to the Ministry of Justice on the 10th of October as per transfer of Assets form signed by UN Women Country Representative and the Minister of Justice (Annex 4) (Annex 5. Photos of the handover ceremony).



Marie Goreth Nizigama

Country Representative

UN Women



REPUBLIC OF LIBERIA  
MINISTRIES OF JUSTICE

Monrovia, Liberia  
January 31, 2018

**Project title: Inclusive Security: Nothing for Us without Us**

**Ms. Marie Goreth Nizigama**  
**Country Representative**  
**UN Women – Liberia Country Office**

**Ref. Purchase of Project Vehicle on behalf of the Ministry of Justice**

Dear Madam Nizigama,

The Ministry of Justice (MOJ) through the Secretariat of the Gender and Security Sector National Taskforce (GSSNT) Secretariat acknowledges UN Women's continuous support to the Gender and Security Sector Taskforce Secretariat.

As you are be aware, the taskforce aims is to ensure the Liberian Security Sector complies with the international gender commitments set in various international human rights instruments. In addition, one of the core tasks of the GSSNT is to monitor activities of Security Institutions at the sub-national level as well as participate in dialogues between the Peace Hut Women and Security Institutions.

The MoJ is kindly requesting UN Women to purchase on behalf of the MOJ a vehicle to facilitate its work. The MOJ is aware, that in the framework of the Joint Inclusive Security Project that is funded by the Peacebuilding Fund, there was a budget allocated for the purchase of a vehicle for the GSSNT Secretariat, however we would like to request UN Women to expedite this process by directly purchasing it.

We look forward to receiving your support,

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Mynell Jah', is written over a horizontal line.

Mynell Jah,

Personnel Director and Officer in Charge

STANDARD LETTER OF AGREEMENT  
BETWEEN  
THE UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN  
AND  
MINISTRY OF JUSTICE,  
GENDER AND SECURITY SECTOR TASK FORCE  
ON THE IMPLEMENTATION OF THE JOINT PROGRAMME ON INCLUSIVE SECURITY: NOTHING FOR  
US WITHOUT US  
WHEN UN-WOMEN SERVES AS EXECUTING ENTITY

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March 12, 2018

*Dear Hon. Cllr. Frank Musa Dean Jr., Minister, Ministry of Justice,*

1. Reference is made to the consultations between officials of the United Nations Entity for Gender Equality and the Empowerment of Women (hereinafter referred to as "UN-Women") in Liberia and officials of the Ministry of Justice (for the Gender and Security Sector National Task Force) (hereinafter referred to as "MOJ") with respect to the provision of services by MOJ on behalf of the Gender and Security Sector National Taskforce in the implementation of the Project 00107245, a UN Women, UNDP and IOM Joint Project, Inclusive Security: Nothing for Us Without Us, as specified in Attachment 1: Project Document, to which UN-Women has been selected as executing entity.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the services to be provided by MOJ towards the project, as specified in Attachment 2: Description of Services (hereinafter referred to as "Services"). Close consultations will be held between MOJ and UN-Women on all aspects of the Services.
3. MOJ shall use its best efforts to ensure that personnel recruited for the project are of the highest standards of efficiency, competence, and integrity.
4. MOJ shall be fully responsible for the provision; with due diligence and efficiency, of all services performed by its personnel and for ensuring that all relevant labor laws are complied with and that the principles of competitive bidding are observed.
5. In carrying out the activities under this Letter, MOJ shall be considered as having the legal status of an independent contractor vis-à-vis UN-Women. The personnel and sub-contractors of MOJ shall not be considered in any respect as being the employees or agents of UN-Women. UN-Women does not accept any liability for claims arising out of acts or omission of MOJ or its personnel, or of its contractors or their personnel, in performing the Services under the project or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by MOJ, and its personnel as a result of their work pertaining to the project.
6. As executing entity, UN-Women shall retain overall responsibility for the project and shall designate a project coordinator.



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7. The personnel(s) assigned by MOJ to the project, and under contract with MOJ shall work under the supervision of the project coordinator. The supervisory arrangements shall be determined in mutual consultation between UN-Women and MOJ and described in the relevant terms of reference of the personnel. These personnel shall remain accountable to MOJ for the manner in which assigned functions are discharged under applicable laws.

8. In the event of disagreement between the project coordinator and the project personnel of MOJ, the project coordinator shall refer the matter under dispute to MOJ for the purpose of finding a satisfactory solution. In the interim, the decisions of the project coordinator shall prevail.

9. Any subcontractors, including NGOs assigned by MOJ to the project, and under contract with MOJ, shall work under the supervision of the designated official of MOJ. These subcontractors shall remain accountable to MOJ for the manner in which assigned functions are discharged.

10. Upon signature of this Letter and pursuant to the project budget and the work plan of the Project Document, UN-Women will make payments to MOJ, according to the schedule of payments specified in Attachment 3: Schedule of Services, Facilities and Payments and subject to the signature by both parties of a FACE (Funding Authorization and Certificate of Expenditures) form (a model copy of which is attached as Attachment 4).

11. MOJ shall not make any financial commitments or incur any expenses which would exceed the budget for implementing the project as set forth in the Project Document. MOJ shall regularly consult with UN-Women concerning the status and use of funds and shall promptly advise UN-Women any time when MOJ is aware that the budget to carry out these Services is insufficient to fully implement the project in the manner set out in the Project Document. UN-Women shall have no obligation to provide MOJ with any funds or to make any reimbursement for expenses incurred by MOJ in excess of the total budget as set forth in the Project Document.

12. MOJ shall maintain separate accounts, records and supporting documentation relating to the project, including funds received and disbursed by MOJ.

13. MOJ shall submit quarterly (3 months from the start date) a financial report and a narrative report. The first report shall be submitted June 20, 2018 to UN-Women through the UN-Women Representative within 20 days after the end of each quarter. The format of the report shall be the FACE form (a model copy of which is attached as Attachment 4). UN-Women shall include the financial report by MOJ in the financial report for 00107245, Inclusive Security: Nothing for Us Without Us.

14. MOJ shall submit such progress reports relating to the project as may reasonably be required by the project coordinator in the exercise of his or her duties.

15. MOJ shall submit to the UN-Women Representative in Liberia a certified annual financial statement on the status of funds advanced by UN-Women. The Project may be

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audited at least once during its lifetime but may be audited annually, as will be reflected in the annual plan prepared by UN-Women Headquarters in consultation with the Parties to the Project. The audit shall be carried out by a Global Audit Firm designated by UN-Women Headquarters or in exceptional cases approved by UN-Women, by the government's Supreme Audit Institution (SAI). The designated auditors will produce an audit report with an audit opinion on the project financial reports. The cost of the audit shall be for the account of the project and shall be included in the preparation of the Project Budget and Work Plan.

16. MOJ *shall* provide UN-Women with an annual report of non-expendable equipment purchased by MOJ for the project. The report shall be submitted within 30 days following 31 December, and shall be included by UN-Women in the main inventory for the project.

17. MOJ shall furnish a final report within two months after the completion or termination of the project, including all relevant audited or certified financial statements and records related to such project.

18. Title to any equipment and supplies that may be furnished by UN-Women or procured through UN-Women funds shall rest with UN-Women until such time as ownership thereof is transferred. Except for equipment whose title has been transferred, all other equipment shall be returned to UN-Women at the conclusion of the project. Such equipment, when returned to UN-Women, shall be in the same condition as when delivered to MOJ, subject to normal wear and tear. MOJ shall be liable to compensate UN-Women for equipment determined to be damaged or degraded beyond normal wear and tear.

19. Any changes to the Project Document which would affect the work being performed by MOJ in accordance with Attachment 2 shall be recommended only after consultation between the parties.

20. For any matters not specifically covered by this Letter, the appropriate provisions of the Project Document and revisions thereof and the appropriate provisions of the Financial Regulations and Rules of UN-Women shall apply.

21. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of MOJ according to Attachment 3, or until terminated in writing (with 30 day of notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by MOJ unless it receives written indication to the contrary from UN-Women.

22. Any balance of funds that is undispersed and uncommitted after the completion of the project or upon termination of this agreement shall be returned promptly to UN-Women.

23. Any amendment to this Letter shall be affected by mutual agreement, in writing,

24. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Madam Marie Goreth Nizigama, UN-Women Country Representative, Pan African Plaza (PAP) 1<sup>st</sup> Street Tubman Boulevard.



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25. MOJ shall keep the *UN-Women Representative* fully informed of all actions undertaken by them in carrying out this Letter.

26. Except as provided in paragraph 8 above, any dispute between the UN-Women and MOJ 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 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 decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

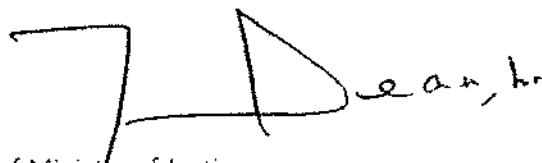
28. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for MOJ participation in the implementation of the project.

Yours sincerely,

Signed on behalf of UN-Women  
Marie Goreth Nizigama, Country Representative



[Date] 30 March 2018



Signed on behalf of Ministry of Justice  
Hon. Cllr. Frank Musa Dean Jr., Minister for Justice

[Date]

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## Doreen Kansiime

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**From:** John Dennis  
**Sent:** Thursday, 13 June, 2019 3:15 PM  
**To:** Catherine Waliaula; Naeun Choi; Godfrey Appiah-Kubi  
**Cc:** Doreen Kansiime  
**Subject:** FW: Draft Handover note

Please read the below email reply to UN Women from Christiana Solomon

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**From:** Christiana Solomon  
**Sent:** Friday, August 31, 2018 11:08 AM  
**To:** cristina.fernandez@unwomen.org  
**Cc:** mariegoreth.nizigama@unwomen.org; Ghoma Karloweah <ghoma.karloweah@unwomen.org>; Hemlata Rai <hemlata.raai@unwomen.org>; Kornah McAnthony <kornah76@yahoo.ca>; sangeeta.thapa@unwomen.org; yawo.maglo@unwomen.org; John Dennis <john.dennis@undp.org>  
**Subject:** RE: Draft Handover note

Dear Cristina,

Thank you for the information.

Please refer to an earlier email I shared this morning on necessary steps for project amendment. Do note that PBSO should receive and approve all proposed revisions before implementation.

Please share the draft of the project amendment for our timely review before onward submission to PBSO.

Kind regards,

Christiana

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**From:** Cristina FERNANDEZ ESCORZA <[cristina.fernandez@unwomen.org](mailto:cristina.fernandez@unwomen.org)>  
**Sent:** Friday, 31 August 2018 11:01  
**To:** John Dennis <[john.dennis@undp.org](mailto:john.dennis@undp.org)>; Christiana Solomon <[christiana.solomon@one.un.org](mailto:christiana.solomon@one.un.org)>  
**Cc:** [mariegoreth.nizigama@unwomen.org](mailto:mariegoreth.nizigama@unwomen.org); Ghoma Karloweah <[ghoma.karloweah@unwomen.org](mailto:ghoma.karloweah@unwomen.org)>; Hemlata Rai <[hemlata.raai@unwomen.org](mailto:hemlata.raai@unwomen.org)>; Kornah McAnthony <[kornah76@yahoo.ca](mailto:kornah76@yahoo.ca)>; [sangeeta.thapa@unwomen.org](mailto:sangeeta.thapa@unwomen.org); [yawo.maglo@unwomen.org](mailto:yawo.maglo@unwomen.org)  
**Subject:** RE: Draft Handover note

Dear John and Christiana,

I would like to inform you that in the framework of the project Inclusive Security, UN Women is in the process of purchasing a car that will be transferred to the Gender and Security task force at the Ministry of Justice.

In order to speed up the process of implementation of the project, UN Women in consultation with the Government initiated the procurement process of the vehicle which originally was planned to be initiated by the Ministry of Justice. As such we will be requesting soon to shift funds from the budget line "Transfers and Grants to Counterparts" to budget line "Equipment, Vehicle and furniture" to be able to directly purchase the vehicle.

25. MOJ shall keep the *UN-Women Representative* fully informed of all actions undertaken by them in carrying out this Letter.

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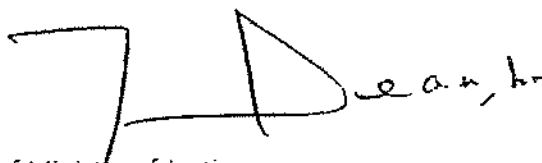
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Yours sincerely,

Signed on behalf of UN-Women  
Marie Goreth Nizigama, Country Representative



[Date] 30 March 2018



Signed on behalf of Ministry of Justice  
Hon. Cllr. Frank Musa Dean Jr., Minister for Justice

[Date]

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Christiana

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**Cc:** [mariegoreth.nizigama@unwomen.org](mailto:mariegoreth.nizigama@unwomen.org); Ghoma Karloweah <[ghoma.karloweah@unwomen.org](mailto:ghoma.karloweah@unwomen.org)>; Hemlata Rai <[hemlata.raai@unwomen.org](mailto:hemlata.raai@unwomen.org)>; Kornah McAnthony <[kornah76@yahoo.ca](mailto:kornah76@yahoo.ca)>; [sangeeta.thapa@unwomen.org](mailto:sangeeta.thapa@unwomen.org); [yawo.maglo@unwomen.org](mailto:yawo.maglo@unwomen.org)  
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As it was discussed in the last meeting with Brice, we are planning to do the Budget Revision in coordination with UNDP and IOM. We will address these issues and any other that might come up. We will meet the other UN Agencies on Monday at 2.30 pm.

Please let me know whether you need further information,  
Kind regards,  
Cristina

---

**From:** Yawo Mensah Maglo  
**Sent:** Wednesday, August 29, 2018 8:33 PM  
**To:** Cristina FERNANDEZ ESCORZA <[cristina.fernandez@unwomen.org](mailto:cristina.fernandez@unwomen.org)>; Ghoma Karloweah <[ghoma.karloweah@unwomen.org](mailto:ghoma.karloweah@unwomen.org)>; Hemlata Rai <[hemlata.raai@unwomen.org](mailto:hemlata.raai@unwomen.org)>; Kornah McAnthony <[kornah76@yahoo.ca](mailto:kornah76@yahoo.ca)>; Sangeeta Thapa <[sangeeta.thapa@unwomen.org](mailto:sangeeta.thapa@unwomen.org)>  
**Cc:** Marie Goreth Nizigama <[mariegoreth.nizigama@unwomen.org](mailto:mariegoreth.nizigama@unwomen.org)>; [christiana.solomon@one.un.org](mailto:christiana.solomon@one.un.org)  
**Subject:** RE: Draft Handover note

Dear Ghoma, Cristina,  
During today's UNCT meeting, two points arose on the management of PBF projects by UN Women office.

1. Procurement of Vehicle under current project
2. Financial closure of one old PBF project operationally closed.

I have agreed with Christiana to discuss the matter ASAP. I am suggesting to have the clarification meeting sometimes tomorrow. See attached email exchange I have had with Brice about the project closure.

Dear Christiana,  
Please let us know the most convenient time for you.  
Thank you.

With Regards,



Planet 50-50 by 2030  
Step It Up for Gender Equality

Yawo Maglo  
Operations Manager  
[UN Women](mailto:UN Women)  
Room 502 J PAP building  
1<sup>st</sup> street Tubman Boulevard  
Monrovia Liberia  
Tel: 231 770 479 430  
Email: [fyawo.maglo@unwomen.org](mailto:fyawo.maglo@unwomen.org)  
Skype: [mayfrank](https://www.skype.com/user/mayfrank)



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**From:** Cristina FERNANDEZ ESCORZA  
**Sent:** Wednesday, August 29, 2018 5:14 PM  
**To:** Ghoma Karloweah <[ghoma.karloweah@unwomen.org](mailto:ghoma.karloweah@unwomen.org)>; Hemlata Rai <[hemlata.raai@unwomen.org](mailto:hemlata.raai@unwomen.org)>; Kornah McAnthony <[kornah76@yahoo.ca](mailto:kornah76@yahoo.ca)>; Yawo Mensah Maglo <[yawo.maglo@unwomen.org](mailto:yawo.maglo@unwomen.org)>; Sangeeta Thapa <[sangeeta.thapa@unwomen.org](mailto:sangeeta.thapa@unwomen.org)>  
**Cc:** Marie Goreth Nizigama <[mariegoreth.nizigama@unwomen.org](mailto:mariegoreth.nizigama@unwomen.org)>  
**Subject:** RE: Draft Handover note

Dear Ghoma,  
Thank you so much for sharing your draft handover notes. I will need some clarifications before you leave, please find attached some questions and suggestions.

Best regards,  
Cristina

---

**From:** Ghoma Karloweah

**Sent:** Tuesday, August 28, 2018 10:23 AM

**To:** Cristina FERNANDEZ ESCORZA <[cristina.fernandez@unwomen.org](mailto:cristina.fernandez@unwomen.org)>; Hemlata Rai <[hemlata.rai@unwomen.org](mailto:hemlata.rai@unwomen.org)>; Kornah McAnthony <[kornah76@yahoo.ca](mailto:kornah76@yahoo.ca)>; Yawo Mensah Maglo <[yawo.maglo@unwomen.org](mailto:yawo.maglo@unwomen.org)>; Sangeeta Thapa <[sangeeta.thapa@unwomen.org](mailto:sangeeta.thapa@unwomen.org)>

**Cc:** Marie Goreth Nizigama <[mariegoreth.nizigama@unwomen.org](mailto:mariegoreth.nizigama@unwomen.org)>

**Subject:** Draft Handover note

Dear Colleagues,

Please find attached my draft Handover note for your review incase I have left out something. I will complete this Wednesday by Midday once I receive timely inputs.

Please get back in the shortest possible time. I will Also be coming around to discuss once I get final feedback.

Best regards.

Ghoma

## Attachment 1

### PROJECT DOCUMENT

#### A. PROJECT SUMMARY

Responsible Party:	Ministry of Justice
Project title:	Support to Gender and Security Sector National Taskforce
Time frame:	March 12, 2018 -March 11, 2019
Location:	Monrovia, Liberia
Grant amount:	USD \$ 110,000

#### B. BACKGROUND

Significant progresses have been made in professionalizing Liberia's Security Sector since the government adopted the National Security Strategy in January 2008. It provided a framework for reforming Liberia's Security Sector Institutions with the view of ensuring sustainable and coordinated architecture which meets the needs of the people and government commitment to adopt the international and national peace and security, human rights and gender equality policies and legal frameworks such as the Liberia Peace Building Plan, the National Defence Strategy, the National Action Plan on implementation of UNSCR 1325, the National Gender Policy, the national Gender-Based Violence Plan for Action so that Liberia's transition to a stable democracy, peace, security and development is ensured.

However, the efforts fall short of achieving persisting challenges such as absence of comprehensive disarmament, demobilization, reintegration and rehabilitation of former combatants, land disputes, violent crimes including sexual and gender-based violence, high level of corruption and weak capacity within judiciary and security sector compounded by chronic poverty.

Presently, women are grossly under-represented in the sector at an average of 17% across security institutions; and lack the capacity to adequately respond to the differential needs of women, men, boys and girls by providing adequate and appropriate services and protection from violence, harmful traditional practices etc. A critical challenge lies in the fact that the security institutions fail to employ



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human rights-based approach to handling sexual and domestic issues, communal land disputes, prime prevention response and community policing that affect women negatively.

Several recent assessments emphasize the need for gender inclusive security sector reform process in Liberia. Only increased attention, resources and political will are required to reach the 30% quota for women in the security sector as stated in Liberia's National Action Plan on UNSCR 1325, the revised National Gender Policy (2017-2022) and revised 2017 National Security Strategy. This agreement is signed in the spirit of narrowing the gap existing in sustainability of gender and security sector reform related priorities to allow timely response to the persisting challenges. This effort builds on the now completed Quick Impact Project implemented by UN Women and UNMIL (United Nations Mission in Liberia) which established the Gender and Security Sector National Taskforce as an institutionalized mechanism within the ongoing security reform strategy. This project will scale up support provided to the existing gender units in government ministries in a more robust manner.

### C. SPECIAL CONDITIONS

The Ministry of Justice will supervise the day to day operations of the Gender and Security Sector National taskforce. Therefore, the three technical support for the taskforce will be national civil servants and will not receive salaries from this project. However, a small incentive will be agreed upon between UN Women and Ministry of Justice.

Furthermore, by the end of this project, the three co-chairs of the taskforce led by Ministry of Justice will ensure a sustainability plan for the National taskforce and the Secretariat.

To ensure regular outreach and monitoring of the project, UN Women will donate a vehicle that will be used for the lifespan of the project. The upkeep (fuel and maintenance) of the vehicle will be provided for during the project lifespan, however, Ministry of Justice will be responsible to cover registration and insurance of the vehicle.

1. UN WOMEN shall provide grant funds to Ministry of Justice for an amount of USD\$ 110,000.00
2. These grant funds will be allocated in instalments. Instalments will be based on the submission of deliverables as specified in table below:

Installment	Amount (USD)	Upon
One	50,000	The signing of Letter of Agreement (LoA) between UN WOMEN and MoJ
Two	30,000	Upon the submission and approval of 80% expenditure report for first disbursement
Three	30,000	Upon the submission and approval of 80% expenditure report for second disbursement
TOTAL:	110,000	



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- Deliverables shall strictly follow the forms and guidelines provided by UN WOMEN.
- UN WOMEN shall disburse the funds to MOJ in the form of a CHECK written in United States Dollars.

#### D. REPORTING

1. MOJ shall submit quarterly progress activity reports (narrative and financial), as per calendar specified in table below. The progress reports should follow the guidelines and format provided by UN WOMEN;
2. The progress reports will be submitted to UN WOMEN, directed to the Representative, two weeks before the reporting deadlines identified in the Section D of the pro doc;
3. MOJ shall submit a final report (narrative and financial) within Two weeks after the completion or termination of the project, including all relevant audited financial statements and records related to such project; and
4. At the termination of the project, any unexpended or uncommitted part of the grant funds will be returned to UN WOMEN unless otherwise agreed in writing by the two parties to this agreement;
5. . Final project report will be due by April 20, 2019.

#### E. MONITORING

- Initial Assessment will be done collaboratively between the 3 technical lead of taskforce (Ministry of Defence, Gender and Justice) along with UN Women, IOM and UNDP;
- UN Women and IOM will coordinate quarterly monitoring and field missions with the secretariat;
- Regular visits and meetings between of UN Women Project Coordinator, M&E Specialist and Ministry of Justice (Gender and Security Sector National Taskforce

Attachment 2

#### DESCRIPTION OF SERVICES



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## DESCRIPTION OF SERVICES

Project number: 00107245

Project title: Inclusive Security: Nothing for Us Without Us

### Expected results

#### Results to be achieved include:

- Ministry of Justice ensured that the Gender and Security Sector National taskforce is fully functional through the provision of office space, stationaries, ICT support, fuel and maintenance for project vehicle and other equipment;
- Ensured that the Gender and Security National Taskforce is sufficiently staffed with qualified human-resources including the three co-coordinators of the secretaries (Ministry of Justice, Ministry of defence and Ministry of Gender) and necessary support staff; and incentivised when necessary;
- Identified learning needs, including exchange programs, for the members of the Taskforce;
- Ministry of Justice ensured regular monitoring and supervision of dialogue between community women and security institutions in bordering counties as per project activities agreed with UN Women and IOM;
- Quarterly newsletter on the workings and results of the Gender and Security Sector National taskforce printed and circulated;
- Host Monthly meeting of the Gender and Security Sector National taskforce;

### Work to be performed by MOJ

#### Activities to be implemented include:

- Needs assessment to be carried out upon signature of this LoA;
- Identify necessary human resources for effective functioning of the Taskforce;
- Identify learning needs for the Taskforce members including organizing south-south exchange;
- Organize quarterly joint monitoring missions;
- Organize monthly coordination meetings to include relevant government ministries along with UN Women, UNDP and IOM and other relevant stakeholders.
- Submit quarterly and final project reports.



LOA/PSHA/2018/001

## Schedule of Services, Facilities and Payments

Year 2018

EXPECTED CP OUTPUTS and Indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe March 2018 – March 2019				Planned Budget		Schedule of payments by UN-WOMEN			
		Q 1	Q 2	Q 3	Q 4						
		1	2	3	4	Budget Description	Amount	Q1	Q2	Q3	Q4
Output 1.1. Gender and Security Sector National Taskforce is equipped with tools and skills to coordinate the implementation of Liberia's National Action Plan and gender sensitive National Security Sector Strategy	Needs assessment of the Gender and Security Sector National Taskforce and setting up of the secretariat		X	X	X	Hotspot, scratch cards, fuels etc. for day-to-day operations of the Secretariat	18000		11000	3500	3500
	Contracting consultants (to support the taskforce secretariat and provide stipend for the three co-coordinators and driver		X	X	X	Remuneration for national consultant, Communications Officer, Admin-Finance Officer	42000		22000	10000	10000
	Procurement of stationeries and supplies		X	X	X		1600		1000	300	300
	Communications and visibility		X	X	X	Development of radio talk shows, creation of online media	12000		5000	3500	3500
	Establishment of Database on SEA and SGV cases in Security Institutions		X	X	X		30000		80000	110000	110000
Indicators: • Taskforce Secretariat is upgraded informed by a comprehensive capacity assessment • Taskforce is regularly organizing coordination meetings and producing meeting minutes with action points • Taskforce regularly interacts with security institutions and other stakeholders at	Community dialogues		X	X	X	DSA, fuel for monitoring of dialogue between communities and border security	2400		1000	700	700
	Monthly coordination meetings organized		X	X	X		2000		1000	500	500
	Quarterly newsletter produced and circulated		X	X	X		2000		1000	500	500

LOA/PSHA/2018/001

MMS

national and sub-national levels										
Annual target:										
• Gender and Security Sector National Taskforce is fully operationalized										
• Database on sexual harassment cases in security institutions up and running										
Total						110000		50000	30000	30000

LOA/PSHA/2018/001

MMS

**TRANSFER OF ASSETS FROM  
THE OFFICE OF THE UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT  
OF WOMEN (UN WOMEN) TO Liberia Marketing Association**

The Office of The United Nations Entity for Gender Equality and the Empowerment of Women (UN WOMEN) hereby transfers and the Gender and Security Sector National Taskforce (GSSNT) Secretariat at Ministry of Justice hereby accepts full title and ownership of a motor vehicle following details;

Type	Chassis No	Engine No
Land Cruiser 76 Hardtop, 10 seaters, 5 doors (Airbags, Air conditioner, ABS, Roof Rack), HZJ6L-RKMRS-A2	JTEEB71J807043410	1HZ-0901412

The assets represent the assistance of UN Women to the Government of Liberia to facilitate & Support the implementation of the Inclusive Security: Nothing for Us Without Us project, (hereinafter referred to as "Project").

The asset shall remain the property of UN WOMEN and shall be returned to UN WOMEN upon completion of the Project or upon termination of the Letter of Agreement (LoA), and in consultation with the government coordinating authority. During Project implementation and prior to such return GSSNT (Ministry of Justice) shall be responsible for the proper custody, maintenance and care of all equipment. The Ministry of Justice shall be responsible for the vehicle during implementation of the Project and obtain appropriate insurance.

UN Women is discharged from any obligations and liability related to the usage of the assets. All responsibilities in terms of administrative formalities for registration with government entities, security, taxes, and service/maintenance will belong to the GSSNT Secretariat (Ministry of Justice) upon signature of the present document.

The transfer of such assets is made in compliance with UN Women Asset Management Guidelines.

IN WITNESS, WHEREOF, UN WOMEN, The Ministry of Justice, through their duly authorized representatives, have signed this Agreement:

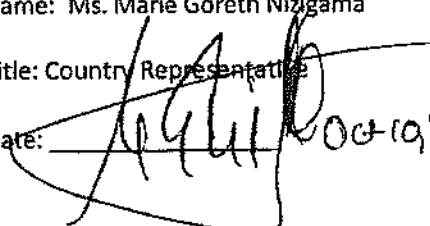
**ACCEPTED:**  
On behalf of UN Women:

**ACCEPTED:**  
On behalf of the GSSNT Secretariat (Ministry of Justice)

Name: Ms. Marie Goreth Nizigama

Title: Country Representative

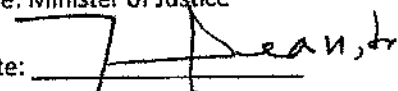
Date:

  
00-19-2018

Name: Cllr. Musa Dean

Title: Minister of Justice

Date:

  
Dean, Jr.

<b>TOYOTA</b> <b>TOYOTA MOTOR EUROPE NV/SA</b> Avenue de Boulogne/Boulogsesteen 83 B-1140 Brussels, BELGIUM VAT BE 0441.571.714 RCS 53712 Tel: +352 200 58100 or +44 207 906 1745 Fax: +352 200 46282 or +44 208 990 3760 E-mail: sales@toyota-glb.com www.toyota-glb.com		Sales Invoice Number <b>M110082</b>	TMS Vat N° BE0441.571.714
Invoice Date <b>21 August 2018</b>		TGS Reference <b>163688/1/1205432</b>	
Client reference <b>6001303 / 182421</b>		TGS PO Number <b>6001303 / 182421</b>	
Invoice to <b>United Nations Office for Project Services (UNOPS)</b> <b>Mamrovej 51,</b> <b>P.O. Box 2895</b> <b>DK-2100</b> <b>Copenhagen</b> <b>Denmark</b>		Consignee <b>UNWomen Liberia Country Office</b> <b>1st street Tubman Boulevard</b> <b>3rd floor PAP building</b> <b>Monrovia</b> <b>Liberia</b>  Attention: Yawo Mansah Magio Tel: 231 770478430 Email: yawo.magio@unwomen.org	
Notify <b>Kuehne &amp; Nagel</b> <b>Vallensbækvej 18</b> <b>DK-2605</b> <b>Brøndby</b> <b>Denmark</b>  Attention: Kuehne+Nagel Email: kncep.unops@kuehne-nagel.com Tel: +45 38 98 37 77		Country of destination <b>Liberia</b>	
Port/Airport of loading <b>Gibraltar, Gibraltar</b>		Payment terms <b>30 Days from receipt of invoice for go and proof of despatch (BOL, FCR etc)</b>	
Port/Airport of discharge <b>Algeciras, Spain</b>		FCA Algeciras, Spain	
Place of delivery <b>Algeciras, Spain</b>		Total Weight(kg) <b>4,479.22</b>	
Shipping Marks <b>Order no: 6001303 IN TRANSIT TO LIBERIA</b>			

Item N°	Description	Quantity	Unit Price	Disc. %	Amount
1	Land Cruiser 76 Hardtop 18 seater, 5 door (Airbags, Air Conditioning, ABS, Roof Rack), HZJ78L-RKMR8-A2	2	3,076,800	3.00	5,988,604
	Plus...				
	Factory Options	2			
	Airbags / Driver & Front passenger	2			
	Air conditioning (non-CFC)	2			
	ABS Brakes	2			
	Roof Rack, Heavy Duty w/steps(unassembled)-Included in price	2			
	TGS Options	2	6,000	0.00	12,000
	1kg fire extinguisher, including fitting	2	0	0.00	0
	First aid kit, recommended by British Red Cross	2	30,000	0.00	60,000
	Pioneer XM, FM radio-cd, MP3 player, bluetooth, AUX jack & USB (remov.front)	2	23,000	0.00	46,000
	4 x lap Type Seat Belts for 2 x 2 Rear Parallel Benches	2	0	0.00	0
	Vinyl spare wheel cover with TGS logo	2	1,000	0.00	2,000
	Warning triangle	2	22,000	0.00	44,000
	Transit safety box (to secure easily removable items)	2			
Item 1 Total:					6,132,604

Vehicle Identification N°s: 288165, 288167

Sub-Total	Algeciras, Spain via CAR CARRIER	6,132,604
Freight	FCA Algeciras, Spain	116,800
Invoice Total		6,249,404
		VAT Exempt - Goods

Payment Details  
The payment terms for this order are 30 days from receipt of invoice for goods, and proof of despatch (bol, for etc). Please find below our bank details for ease of payment

Barclays Bank Plc  
 Swift Code: BARCGB22, Account Name: Toyota Gibraltar Stockholdings Ltd  
 JPY Account: IBAN GB02BARC20000059295944  
 Account Number: 59295944  
 Please quote the TGS reference: M110082/163688/1/1205432

#### Vehicle Details

Our ID N°	Chassis N°	Engine N°	Country of Origin	Year of Manufacture	Colour	Length(mm)	Width(mm)	Height(mm)	Volume(m³)	Kerb Weight(kg)	Engine capacity(cc)	Fuel	1/18
288165	JTEEB71JX07043418	1HZ-5901412	Japan	2018	White	4720	1770	1855	18.3	2180	4184	Diesel	871
288167	JTEEB71JX07043487	1HZ-0901736	Japan	2018	White	4720	1770	1855	18.3	2180	4184	Diesel	871



Company Registration Number: 56704

Annex 5. Photos handover ceremony



