

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Liberia

Liberia National Commission on Small Arms

Project No.: ATT.VTF.G2021.008LBR

November 18,2022

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2021.008LBR
Grantee name	Liberia
Project title	Filling arms control record keeping gaps in Liberia
Grant Amount	USD 96,531
Final Report submission date	November 2022
Period covered under this report	01 October 2021 to 4 November 2022

1. Project activities and outcomes

a Describe the project outcomes.

The outcome is enabling an ATT-compliant arms control system by upgrading Liberia's State and Civilian arms record-keeping, licensing, tracing, identification and international and regional reporting system with ArmsTracker.

LiNCSA along with the following agencies involved in weapons and ammunition management now have ArmsTracker customised and installed: Armed Forces of Liberia (AFL), Liberia National Police (LNP), Liberia Immigration Service (LIS), Liberia Drug Enforcement Agency (LDEA), National Security Agency (NSA), Executive Protection Services (EPS), Liberia Revenue Authority / Custom & Excise (LRA) and the Bureau of Corrections and Rehabilitation (BCR).

Each of these agencies have trained users who are part of a user community with access to support.

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

By upgrading our systems with ArmsTracker we can address most of the functions we need to comply with the ATT. While other projects have focused on filling legal gaps, this project addressed record-keeping and procedural gaps. This improves the ability of LiNCSA and the above-mentioned agencies to manage both licit and illicit arms possession and transfer and thereby reduce the risk of diversion.

It also enables Liberia to fill some of our long-standing gaps UN Programme of Action on SALW for which we have requested assistance, including transfer management, stockpile management and tracing and record-keeping.

c List all States that benefitted from the project.

Liberia.

The improvements added to ArmsTracker and the knowledge gained in this Project will assist all States which use ArmsTracker currently and in the future.

Further, this Project was an important step for all West African States in enabling the arms import and export data sharing required under the ECOWAS Convention on SALW.

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.

There was a short delay with ArmsTracker installation due to IT networking difficulties in Liberia, though a work-around was found and installation was able to proceed.

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 (Column E of Attachment 1). Please also include comments (Column F) where you think appropriate (e.g., to explain why certain activities have not been completed on time). Done – see attached.

What recommendations would you make in this regard?

Future support to facilitate networking between agencies would be welcome.

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 Project was designed in response to a number of ATT and UNPoA compliance and gap assessments, including Liberia's initial ATT report, the ATT assessment conducted by LiNCSA and Saferworld and Liberia's regular UNPoA reports.

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

Explain your answer:

The upgraded system for LiNCSA and each agency involved in weapons and ammunition management fills critical gaps and makes the system easier to use, oversee and more accurate.

A useful next step would be a mobile version of ArmsTracker to increase use by officers out in the community, not just in armouries and offices.

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:

The Project was achieved on budget and on time. As mentioned above there was a short delay due to IT networking infrastructure in Liberia which is beyond LiNCSA's control.

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).

It is too early in the process post installation to see the community impact of the Project, though the upgraded system has the potential and expectation to make a significant difference in reducing arms diversion and violence. It can enable armouries to operate more efficiently and with greater oversight which should assist in reducing leakage. It will also greatly assist with civilian licensing and registration and is expected to reduce diversion of civilian arms and ammunition.

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:

An ArmsTracker user community across each of the relevant agencies and a support help-desk has been established to maintain usage of the upgraded system. As new features are added to ArmsTracker through other projects, these features will be made available in Liberia.

The system is easy to use and there are 'super-users' in LiNCSA and the other agencies who can train new staff on how to use it.

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?

Yes, as mentioned above, this is an on-going system which will be used every day. User experience can be shared amongst not only users in Liberia though also other relevant users, especially in West Africa.

2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Liberia) in Attachment 2. Done – see attached.

3. Certification

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

3.1 CENTRE FOR ARMED VIOLENCE REDUCTION

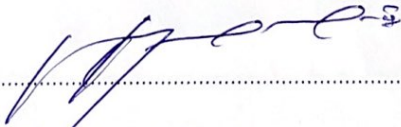
For the purposes of this certification:

Grantee means the Liberia National Small Arms Commission (LiNCSA) on behalf of Liberia.

Consultant means the Centre for Armed Violence Reduction.

I, Teklo Maxwell Grigsby II, Chairman of LiNCSA, 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 US\$59,700, made up of:
 - a. Invoices 3.1 and 3.2 totalling US\$15,900;
 - b. Invoice 4 totalling US\$16,800;
 - c. Invoices 5.1 and 5.2 totalling US\$12,000; and
 - d. Invoice 8 totalling \$15,000.
4. The tax invoices are saved in the VTF Report Share Folder, as provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
6. 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.
7. 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: 18/11/2022
Chairman, Teklo Maxwell Grigsby II

Submitted with this report and accessible by the VTF Secretariat in the VTF Report Share Folder is a copy of the relevant tax invoices by the Consultant for the provision of services. The Consultant was paid directly by the VTF Secretariat.

3.2 ICT CONSULTANT: EDMUND KLOH

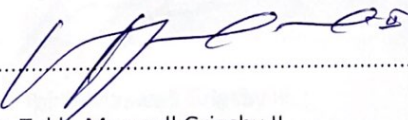
For the purposes of this certification:

Grantee means Liberia National Small Arms Commission (LiNCSA) on behalf of Liberia.

Consultant means Edmund Kloh.

I, Teklo Maxwell Grigsby II, Chairman of LiNCSA, 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 US\$8,800, made up of Invoices 1.1, 1.2, 1.3, 1.4 and 1.5.
4. The tax invoices are saved in the VTF Report Share Folder, as provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. Evidence of payment to the Consultant confirming that the amount referred to in 3 above has been paid in full by the Grantee is saved in the VTF Report Share Folder.
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: 18/11/2022
Chairman, Teklo Maxwell Grigsby II

Submitted with this report and accessible by the VTF Secretariat in the VTF Report Share Folder are:

- *A copy of the relevant tax invoices by the Consultant for the provision of services*
- *Proof the Consultant was paid in the form of a Xero transaction file.*

3.3 LEGAL CONSULTANT: CLLR. JAMAL C. DEHTHO

For the purposes of this certification:

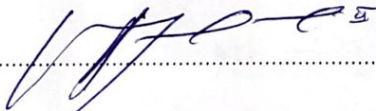
Grantee means Liberia National Small Arms Commission (LiNCSA) on behalf of Liberia.

Consultant means Cllr. Jamal C. Dehtho, Legal Consultant.

I, Teklo Maxwell Grigsby II, Chairman of LiNCSA, 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 US\$2,100, made up of Invoices 2.1 and 2.2.
4. The tax invoices are saved in the VTF Report Share Folder, as provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. Evidence of payment to the Consultant confirming that the amount referred to in 3 above has been paid in full by the Grantee is saved in the VTF Report Share Folder.
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:

18/11/2022

Chairman, Teklo Maxwell Grigsby II

Submitted with this report and accessible by the VTF Secretariat in the VTF Report Share Folder are:

- *A copy of the relevant tax invoices by the Consultant for the provision of services*
- *Proof the Consultant was paid in the form of a Xero transaction file.*



Name of Grant Recipient	Liberia
Department or Agency	Liberia National Commission on Small Arms
Posting Date	10-Mar-22
Project code	622021

INSTRUCTIONS
 1) Complete all pink fields only
 2) Print, sign, scan and email expenditure report to trustfund@thearmstradetrade.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 G2021 00BLBR
Reporting period	01 Oct 2021 - 30 Sept 2022
Local Currency Code	USD
Grant Total Direct Costs USD	90216

<https://www.banda.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	Consultant for ICT Security	Invoices from Edmund Kloh, Inv. 1-1) dated 10/1/22; 1-2) dated 22/2/22; 1-3) dated 25/4/22; 1-4) dated 11/7/22; 1-5) dated 4/11/22	8,800.00			8,800.00	-	81,416.00
	2	Legal consultant	Invoices from Jamal Dehtho, Invoice: 2-1) dated 10/1/22; 2-2) dated 5/9/22	2,100.00			2,100.00	-	79,316.00
	3	CAVR staff - consultations and customisation of ArmsTracker for each agency	Invoices from CAVR, Invoice: 3-1) dated 5/3/22; 3-2) dated 11/10/22	15,900.00			15,900.00	-	63,416.00
	4	CAVR staff - training and support to all relevant agencies in Liberia, incl LINCISA, Customs, Police and Military	Invoice from CAVR, Invoice: 4) dated 11/10/22	16,800.00			16,800.00	-	46,616.00
	5	ArmsTracker IT Developer to code improvements to customise ArmsTracker for each Liberian agency and community illicit arms	Invoices from CAVR, Invoice: 5-1) dated 5/3/22; 5-2) dated 11/10/22	12,000.00			12,000.00	-	34,616.00
Travel costs	6	Local transport costs for trainings and meetings.	Invoice 6) from LINCISA dated 3/3/22. Paid on 7/3/22	2,000.00			2,000.00	-	32,616.00
	7	Computers for LINCISA and agencies which need laptops for ArmsTracker records - enabling ATI compliance.	Invoice 7) from Office Ideas, dated 9/11/21. Invoiced and paid in USD.	11,000.00			11,000.00	-	21,616.00
Equipment costs	8	ArmsTracker permanent software licence. Includes future ArmsTracker upgrades beyond the project period.	Invoice 8) from CAVR dated 5/3/22	15,000.00			15,000.00	-	6,616.00
	9	ArmsTracker Training #1: High Level Stakeholders (Heads of Agencies & Deputies) Venue Hire	Invoice 9-12) re Nov 29 - item 1	600.00			600.00	-	6,016.00
Operating costs	10	Breakfast	Invoice 9-12) re Nov 29 - item 2	140.00			140.00	-	5,876.00
	11	Lunch	Invoice 9-12) re Nov 29 - item 3	400.00			400.00	-	5,476.00
	12	Coffee breaks	Invoice 9-12) re Nov 29 - item 4	100.00			100.00	-	5,376.00
	13	ArmsTracker Training #2: Technical ArmsTracker Customization Training for technicians Venue Hire	Invoice 13-28) from Lulu Yangai Business Centre re March 11 - item 4. Invoice dated 3/3/22. Paid on 5/3/22	600.00			600.00	-	4,776.00
	14	Breakfast	Invoice 13-28) March 11 - item 1	140.00			140.00	-	4,636.00
	15	Lunch	Invoice 13-28) March 11 - item 2	400.00			400.00	-	4,236.00
	16	Coffee breaks	Invoice 13-28) March 11 - item 3	100.00			100.00	-	4,136.00
	17	ArmsTracker Training #3: ArmsTracker Migration Training for LINCISA & LNP Venue Hire	Invoice 13-28) March 14 - item 4	600.00			600.00	-	3,536.00
	18	Breakfast	Invoice 13-28) March 14 - item 1	175.00			175.00	-	3,361.00
	19	Lunch	Invoice 13-28) March 14 - item 2	500.00			500.00	-	2,861.00
	20	Coffee breaks	Invoice 13-28) March 14 - item 3	125.00			125.00	-	2,736.00
	21	ArmsTracker Training #4: Armed Forces of Liberia Venue Hire	Invoice 13-28) March 17 - item 4	600.00			600.00	-	2,136.00
	22	Breakfast	Invoice 13-28) March 17 - item 1	126.00			126.00	-	2,010.00
	23	Lunch	Invoice 13-28) March 17 - item 2	360.00			360.00	-	1,650.00
	24	Coffee breaks	Invoice 13-28) March 17 - item 3	90.00			90.00	-	1,560.00
	25	ArmsTracker Training #5: NSA, EPS, LIS, IDEA & Custom Venue Hire	Invoice 13-28) March 29 - item 4	600.00			600.00	-	960.00
	26	Breakfast	Invoice 13-28) March 29 - item 1	210.00			210.00	-	750.00
27	Lunch	Invoice 13-28) March 29 - item 2	600.00			600.00	-	150.00	

28	Coffee breaks	Invoice 13-28) March 29 - item 3	100.00		100.00		
29	DSAs	N/A					
30	Accommodation	N/A					
31	Community reporting	N/A					
32	Support for community reporting	N/A					
			90,216.00	-	90,216.00	-	-

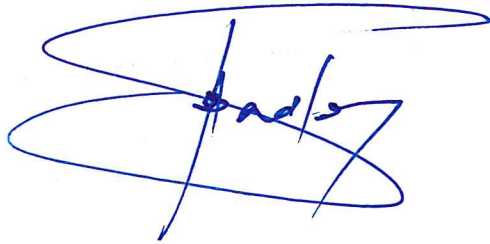
* Description 2 - Receipt or Invoice No. - Date: include information on the date of the receipt received, as well as the receipt number. Also include additional information e.g. if the budget line item relates to an airfare, include the airline that issued the ticket, the departure city and arrival city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

Signature:


 18/11/2022

Chairman of LINCSEA, Teklo Maxwell Grigsby II

Date: 18/11/2022



MR S. J. ALADLA
 HEAD: ATT SECRETARIAT
 07/03/23

RECONCILIATION
LIBERIA-ATT.VTF.G2021.008LBR
2021

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							
Consultant for ICT Security	8800	3300	5500	8800	0	80974	100%
Legal consultant	2100	1050	1050	2100	0	78874	100%
CAVR staff - consultations and customisation of	15900	4000	11900	15900	0	62974	100%
CAVR staff - training and support to all relevant	16800	0	16800	16800	0	46174	100%
ArmsTracker IT Developer	12000	4000	8000	12000	0	34174	100%
Travel costs							
Local transport costs for trainings and meetings	2000	1860	140	2000	0	32174	100%
Equipment costs							
Computers for LINCSEA and agencies	11000	11000	0	11000	0	21174	100%
ArmsTracker permanent software licence	15000	15000	0	15000	0	6174	100%
Operating costs							
ArmsTracker Training #1: High Level Stakeholders	600	600	0	600	0	5574	100%
Venue Hire							
Breakfast	140	140	0	140	0	5434	100%
Lunch	400	400	0	400	0	5034	100%
Coffee breaks	100	100	0	100	0	4934	100%
ArmsTracker Training #2: Technical ArmsTracker	600	600	0	600	0	4334	100%
Customization Training for technicians							
Venue Hire							
Breakfast	140	140	0	140	0	4194	100%
Lunch	400	400	0	400	0	3794	100%
Coffee breaks	100	100	0	100	0	3694	100%
ArmsTracker Training #3: ArmsTracker Migration	600	600	0	600	0	3094	100%
Training for LINCSEA & LNP							
Venue Hire							
Breakfast	175	175	0	175	0	2919	100%
Lunch	500	500	0	500	0	2419	100%
Coffee breaks	125	125	0	125	0	2294	100%
ArmsTracker Training #4: Armed Forces of Liberia	600	600	0	600	0	1694	100%
Venue Hire							
Breakfast	126	126	0	126	0	1568	100%
Lunch	360	360	0	360	0	1208	100%
Coffee breaks	90	90	0	90	0	1118	100%
ArmsTracker Training #5: NSA, EPS, LIS, LDEA &	600	600	0	600	0	518	100%
Custom							
Venue Hire							
Breakfast	210	210	0	210	0	308	100%
Lunch	600	600	0	600	0	-292	100%
Coffee breaks	150	150	0	150	0	-442	100%
DSAs	0	0	0	0	0	-442	
Accommodation	0	0	0	0	0	-442	
Community reporting	0	0	0	0	0	-442	
Support for community reporting	0	0	0	0	0	-442	
Total Direct Costs	90216	46826	43390	90216			100%
Total Indirect Support Costs - 7%	6315	3278	3037	6315			100%
Total	96531	50104	46427	96531			100%
Amount of 1st installment	48266						
Amount of 2nd installment	41508						
Amount of 3rd installment	6757						
Balance owing to VTF	0						

Name & Title: TEKLO MAXWELL GRIGSBY, II (Att'y) Signature: [Signature] Date: 28/02/2023

