

# **Arms Trade Treaty Voluntary Trust Fund**

## **FINAL REPORT**

**Nigeria**

Ministry of Defence

**Project No.:** ATT.VTF.G2020.010NGA

22 December 2021

## Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2020.010NGA
Grantee name	Ministry of Defence
Project title	Strengthening inter-agency cooperation for Treaty implementation and reporting
Grant Amount	USD 90'145
Final Report submission date	22 December 2021
Period covered under this report (MM/DD/YY – MM/DD/YY)	11 January 2021 to 31 October 2021

### 1. Project activities and outcomes

#### a Describe the project outcomes.

The project achieved the following outcomes:

1. Inter-agency synergy to facilitate effective Treaty implementation and reporting in Nigeria
2. Enhanced national capacity through a robust dialogue on the ATT and related subjects.
3. Creation of a network of security agencies to enable information sharing on issues relating to the ATT, particularly conventional arms.

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

Relevant stakeholders now have a better understanding of the operations of the ATT as well as expectations from the individual arm bearing organizations. It should be recalled that poor understanding of the ATT was a major impediment to effective Treaty implementation and reporting in Nigeria.

#### c List all States that benefitted from the project.

Nigeria

#### 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.

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?

Not Applicable.

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 fits perfectly well as Nigeria in the past had failed in its reporting obligation which has made the ongoing national efforts to fight insurgency in the North-East and also address security concerns in other parts of the country have been challenging. It also aligns properly with the national agenda to urgently mop up illegal arms currently in circulation, recognizing the fact that illicit trade in conventional arms is a key contributing factor and major threat to national, regional and international security.

f How would you rate the *effectiveness* of the project (to what extent has the project attained its stated objectives)?

Not effective at all	Not very effective	Moderately effective	Effective	Very effective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explain your answer:

The project has achieved its stated objectives to a very large extent. Stakeholders' awareness and understanding of the operations of the ATT have significantly increased, while the issue of capacity gaps among the various security agencies in meeting Treaty implementation and reporting obligations has been effectively addressed.

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

Explain your answer:

The project results were attained on time and within budget, in line with the project activities' timeframe and approved budget. It is interesting to note that the project activities were not affected by the Covid-19 pandemic and its consequential disruptions of normal public administration.

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 project has necessitated the need for a legislative framework and the national control System to effectively implement the ATT. It has also encouraged efforts to further strengthen defence cooperation between Nigeria and her immediate neighbouring countries, particularly in the areas of intelligence sharing, enhancement of joint border control and monitoring of trans-border illicit trade in conventional arms.

i How would you rate the *sustainability* of the project (to what extent can the project benefits continue after the project has finished)?

Not sustainable at all	Not very sustainable	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

As a deliberate effort to ensure the sustainability of the project and in line with one of the decisions reached at the National Training Workshop, the Ministry of Defence as the focal coordinating agency will establish a standing inter-ministerial committee to drive and sustain the activities of the Treaty in Nigeria.

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?

The various stakeholders at the workshop are expected to cascade down the training and lessons learnt in their various Ministries, Department and Agencies (MDAs) of Government.

## 2. Final expenditure report

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

3. For the purposes of this certification:

Grantee means Ministry of Defence;

Consultant means **Mr. Leonard Tettey**

I, **Mrs. Olu. Mustapha** 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 **USD 2,100.00**.
4. I have attached the Contract agreement 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: 22-12-2021.

[Director/ATT National Focal Point]

Please submit this report and signed declaration to ATT Secretariat along with;

- A copy of the contract agreement 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.

2. For the purposes of this certification:

Grantee means Ministry of Defence;

Consultant means **Mr Joseph Thabo Dube**

I, **Mrs. Olu. Mustapha** 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 **USD 2,100.00**.
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Signed .....  .....

Date: 22-12-2021.

[Director/ATT National Focal Point]

Please submit this report and signed declaration to ATT Secretariat along with;

- A copy of the contract agreement 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.

1. 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 Ministry of Defence;

Consultant means **Yusuf Abubakar Mamud- PHD**

I, **Mrs. Olu. Mustapha** 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 **USD 2,100.00**.
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Signed .....

Date: 22-12-2021.

[Director/ATT National Focal Point]

Please submit this report and signed declaration to ATT Secretariat along with;

- A copy of the contract agreement 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.



# ATT Final Expenditure Report

**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 must also be sent to the ATT Secretariat.

Name of Grant Recipient	Nigeria
Department or Agency	Ministry of Defence
Project code	622020

Project No.	ATT.VTF.G2020.010NGA	
Reporting period	11 Jan 2021 - 31 October 2021	
Local Currency Code	NGN (1USD = 378.49 NGN)	
	Grant Received USD (1st instalment)	45'072.00
	Grant Received USD (2nd instalment)	38'762.00

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


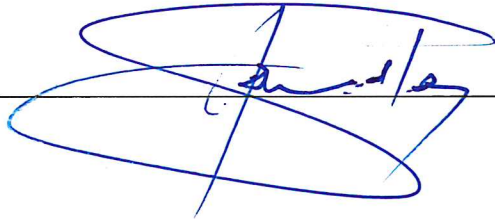
Accounting Details		General Details		Total budget	Actual spend to date**			Balance of budget available	Balance of funds received
Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date*	USD	Local Amount	Rate	USD	USD	USD
Personnel costs	1	Project Coordinator-S/He will oversee the entire project implementation and will put in 100% time	salary payment for 3 months receipt nos. 0053,0059,0070,0064,0066,0085,0087,0089,0091,0093	5'000.00	1'892'450.00	378.4900	5'000.00	-	78'834.00
	2	Programme Officer- S/He will work closely with the project coordinator the entire project implementation and will put in 100% time	salary payment for 3 months receipt nos. 0054,0060,0069,0065,0067,0086,0088,0090,0092,0094	4'000.00	1'513'960.00	378.4900	4'000.00	-	74'834.00
	3	One consultant to do needs assessment to identify knowledge gaps	Consultancy fee payment receipt no. 004	2'100.00	794'829.00	378.4900	2'100.00	-	72'734.00
	4	2 consultants to develop training manuals for the national workshop	Consultancy fee payment receipt no. 005/006	4'200.00	1'589'658.00	378.4900	4'200.00	-	68'534.00
	5	3 Consultants as resource persons for the national workshop for the 4 days	Fees for facilitation at workshop receipt no. 0010/0011/0012	2'400.00	908'376.00	378.4900	2'400.00	-	66'134.00
Travel costs	6	Transport for 49 workshop participants to and from the venue of the workshop/hotel accommodation	Transport refund for workshop participants receipt no.0016	1'800.00	741'840.40	378.4900	1'960.00	-160.00	64'174.00
	7	Transport for 10 secretariat staff for 4 days	Transport refund for secretariat staff receipt no. 0099	400.00	151'396.00	378.4900	400.00	-	63'774.00
	8	Transport for local consultant to and from the venue	Transport refund for local consultant receipt no 0015	40.00	15'139.60	378.4900	40.00	-	63'734.00
	9	Return flight ticket for two international consultants	return flight tickets ( AWA Airlines & Ethiopian Airways) plus covid tests and visa fees receipts no. 0000156,3501,0136, 0012, 0013, 0014, 1966, 240313	3'888.00	1'079'472.00	378.4900	2'852.05	1'035.95	60'881.95
	10	Airport taxi for two international consultants	Airport pick up and drop off receipts no. 0761,0763	80.00	60'558.40	378.4900	160.00	-80.00	60'721.95
	11	Fueling of vehicle for movement of secretariat/logistics equipment/stationery to venue	fueling ofvehicle for distribution of invitation letters and other logistics pre and post workshop receipt no.6411,6416,6409	40.00	30'279.20	378.4900	80.00	-40.00	60'641.95
	12	hall hire for 4 days	Hall hire payment receipt no. 01243	4'000.00	1'980'000.00	378.4900	5'231.31	-1'231.31	55'410.64
	13	projector with screen hire for 4 days	Projector hire payment receipt no. 01243	200.00	176'000.00	378.4900	465.01	-265.01	54'945.63
	14	workshop banners	Printing of workshop banners receipt no. 1208	100.00	37'849.00	378.4900	100.00	-	54'845.63
	15	breakfast for 48 participants at \$10 per person x 4 days (including 3 experts)	Breakfast payment receipt no. 01243	1'920.00	739'200.00	378.4900	1'953.02	-33.02	52'892.61
	16	teabreaks for 48 participants at \$10 per person x 4 days (including 3 experts)	Tea Break payment receipt no. 01243	1'920.00	739'200.00	378.4900	1'953.02	-33.02	50'939.58
	17	group lunch for 48 participants at \$15 per person x 4 days (including 3 experts)	Group lunch payment receipt no. 01243	2'880.00	1'372'800.00	378.4900	3'627.04	-747.04	47'312.54
	18	Dinner for 48 participants at \$15 per person x 4 days (including 3 experts)	Dinner payment receipt no. 01243	2'880.00	1'372'800.00	378.4900	3'627.04	-747.04	43'685.49
	19	breakfast for 10 secretariat staff at \$10 per person x 4 days	Breakfast payment for secretariat staff receipt no. 01243	400.00	154'000.00	378.4900	406.88	-6.88	43'278.61
	20	teabreaks for 10 secretariat staff at \$10 per person x 4 days	Tea break payment for secretariat staff receipt no. 01243	400.00	154'000.00	378.4900	406.88	-6.88	42'871.73
	21	group lunch for 10 secretariat staff at \$15 per person x 4 days	Group lunch payment for secretariat staff receipt no. 01243	600.00	286'000.00	378.4900	755.63	-86.94	42'116.10
	22	Dinner for 10 secretariat staff at \$15 per person x 4 days	Dinner payment for secretariat staff receipt no. 01243	600.00	286'000.00	378.4900	755.63	-86.94	41'360.47

23	45 workshop participants x 5 nights = 120 nights (Arrival /departure day inclusive)	Accomodation payment receipt no. 01243	27'000.00	11'090'790.00	378.4900	29'302.72	-2'302.72	12'057.75
24	3 consultants/resource persons x 5 nights = 18 nights (arrival and departure day inclusive)	Accomodation payment for 3 consultants receipt no. 01243	1'800.00	837'970.80	378.4900	2'344.21	-544.21	9'713.54
25	10 secretariat staff x 5 nights (arrival/departure day inclusive)	Accomodation payment for secretariat staff receipt no. 01243	7'500.00	2'464'620.00	378.4900	6'511.71	988.29	3'201.83
26	workshop stationeries (note pads,pens, markers, flipchat papers,stick on papers)	workshop stationeries receipt no. 5895	100.00	37'849.00	378.4900	132.10	-32.10	3'069.73
27	Printing of training manuals	Printing of training manual receipt no. 187	3'000.00	1'211'168.00	378.4900	3'200.00	-200.00	-130.27
28	Printing of note pads/ participants bags	Printing of conference note pads and participants bags receipt no. 0043	5'000.00	1'892'450.00	378.4900	5'812.57	-812.57	-5'942.84
29							-	-5'942.84
30							-	-5'942.84
31						-	-	-5'942.84
			84'248.00	33'610'655.40		89'776.84	-5'391.46	

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

\*\***Actual spend to date:** insert the actual amount spent on the budget item. If the item was paid for in local currency, insert the figure in the column headed 'Local amount', and it will automatically be calculated in USD. If the item was paid for in USD, enter the figure in the column headed 'USD'.

Signature:

Date: 27/04/2022

Date: 12/05/2022.

**RECONCILIATION**  
**NIGERIA-ATT.VTF.G2020.010NGA**  
**2020**

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	
<b>Personnel costs</b>							
Project Coordinator-S/He will oversee the entire project implementation and will put in 100% time	5000	1500	3500	5000	0	78834	100%
Programme Officer- S/He will work closely with the project coordinator the entire project implementation and will put in 100% time	4000	1200	2800	4000	0	74834	100%
One consultant to do needs assessment to identify knowledge gaps	2100	2100	0	2100	0	72734	100%
2 consultants to develop training manuals for the national workshop	4200	4200	0	4200	0	68534	100%
3 Consultants as resource persons for the national workshop for the 4 days	2400	0	2400	2400	0	66134	100%
Travel costs							
Transport for 49 workshop participants to and from the venue of the workshop/hotel accommodation	1800	0	1960	1960	-160	64174	109%
Transport for 10 secretariat staff for 4 days	400	0	400	400	0	63774	100%
Transport for local consultant to and from the venue	40	0	40	40	0	63734	100%
Return flight ticket for two international consultants	3888	0	2852	2852	1036	60882	73%
Airport taxi for two international consultants	80	0	160	160	-80	60722	200%
Fueling of vehicle for movement of secretariat/logistics equipment/stationery to venue	40	0	80	80	-40	60642	200%
hall hire for 4 days	4000	0	5231	5231	-1231	55411	131%
projector with screen hire for 4 days	200	0	465	465	-265	54946	233%
workshop banners	100	0	100	100	0	54846	100%
breakfast for 48 participants at \$10 per person x 4 days (including 3 experts)	1920	0	1953	1953	-33	52893	102%
teabreaks for 48 participants at \$10 per person x 4 days (including 3 experts)	1920	0	1953	1953	-33	50940	102%
group lunch for 48 participants at \$15 per person x 4 days (including 3 experts)	2880	0	3627	3627	-747	47313	126%
Dinner for 48 participants at \$15 per person x 4 days (including 3 experts)	2880	0	3627	3627	-747	43685	126%
breakfast for 10 secretariat staff at \$10 per person x 4 days	400	0	407	407	-7	43279	102%
teabreaks for 10 secretariat staff at \$10 per person x 4 days	400	0	407	407	-7	42872	102%
group lunch for 10 secretariat staff at \$15 per person x 4 days	600	0	756	756	-156	42116	126%
Dinner for 10 secretariat staff at \$15 per person x 4 days	600	0	756	756	-156	41360	126%
45 workshop participants x 5 nights = 120 nights (Arrival /departure day inclusive)	27000	0	29303	29303	-2303	12058	109%
3 consultants/resource persons x 5 nights = 18 nights (arrival and departure day inclusive)	1800	0	2344	2344	-544	9714	130%
10 secretariat staff x 5 nights (arrival/departure day inclusive)	7500	0	6512	6512	988	3202	87%
workshop stationeries (note pads,pens, markers, flipchat papers,stick on papers	100	0	132	132	-32	3070	132%
Printing of training manuals	3000	0	3200	3200	-200	-130	107%
Printing of note pads/ participants bags	5000	0	5813	5813	-813	-5943	116%
<b>Total Direct Costs</b>	<b>84248</b>	<b>9000</b>	<b>80777</b>	<b>89777</b>	<b>-5529</b>		<b>107%</b>
<b>Total Indirect Support Costs - 7%</b>	<b>5897</b>	<b>630</b>	<b>5654</b>	<b>6284</b>	<b>-387</b>		<b>107%</b>
<b>Total</b>	<b>90145</b>	<b>9630</b>	<b>86431</b>	<b>96061</b>	<b>-5916</b>		<b>107%</b>

Amount of 1st installment **45072**  
Amount of 2nd installment **38762**  
Amount of 3rd installment **6311**  
Balance owing to VTF

Signed: 

Date: 04-05-2022

O. M. MUSTAPHA (MRS.)