

REPUBLIC OF LIBERIA

**NATIONAL POLICY ON
NON-GOVERNMENTAL ORGANIZATIONS
IN LIBERIA**

Table of Contents

	Acronyms	3
	Preface	4
	Context	5
1.0	Background	7
2.0	Definition of an NGO	8
3.0	Eligibility Requirements for NGO Status	8
4.0	Accreditation Requirements for NGOs in Liberia	8
5.0	Accreditation Procedures	9
6.0	Re-accreditation Procedures	10
7.0	Formulation and Implementation of Projects	10
8.0	Monitoring and Evaluation	11
9.0	NGO Assets	11
10.0	Capacity Building	11
11.0	NGO Council	11
12.0	Staffing	11
13.0	Taxation	12
14.0	Coordination and Institutional Linkages	12
15.0	Complaint Resolution Procedures	12
16.0	Sector and Thematic Coordination Network	12

Annexes

Annex 1 – Accreditation Application Form	13
Annex 2 – Re-accreditation Application Form	17
Annex 3 – Minimum requirements for reporting	21
Annex 4 – MPEA Monitoring & Evaluation procedures	22
Annex 5 – Labor Law procedural requirements	23
Annex 6 – Immigration procedural requirements	26
Annex 7 – Taxation and duty waiver procedures	30
Annex 8 – List of Sector and Thematic Networks	31
Annex 9 –Appeal before Standing Independent Appeal Board	35

Acronyms

CBOs	Community Based Organizations
CSOs	Civil Society Organization
GOL	Government of Liberia
INGOs	International Non Governmental Organizations
LINNK	Liberia National NGO Network
LNGOs	Local Non Government Organizations
M&E	Monitoring and Evaluation
MoF	Ministry of Finance
MPEA	Ministry of Planning and Economic Affairs
MSG	Management Steering Group
NGOs	Non Governmental Organizations
NNGO	National Non Government Organizations
SSC	Sectoral Standing Committee

Preface

National Development Business is a shared responsibility. Non-governmental Organizations (NGOs) have an important role to play in the process. Adequately defining and playing that role during the last twenty years in Liberia has been rather difficult task for both national and international NGOs. A major contributing factor was the lack of clarity in policies that would provide guidance in NGOs decision-making processes and their field operations. The need to fill this gap became an urgent priority of the Government.

This policy intends to provide that needed guidance. In real terms, the policy prescribes a reasonable set of guidelines aimed at delivering four results:

First, they would ensure better coordination among various ministries/agencies involved with the operations of NGOs.

Second, the policy guidelines would ensure a coherent process for the accreditation of NGOs and the distribution of their programs and activities

Third, they would provide a conducive environment for the smooth operations of NGOs and for ensuring stronger accountability and transparency with the NGOs sector.

Finally, these guidelines would put in place a systematic approach to the building of requisite capacities and a stronger framework within which both local and international NGOs can work.

The provisions contained in this policy are in direct response to the various concerns raised during our extensive consultations. Concerns with respect to the working relationship between specific NGOs and local authorities; the impact felt by the ordinary person as a result of the operations of an NGO in a locality; and the proliferation of NGOs and the lack of information on NGO activities. In short, we do hope that these guidelines will better place NGOs contribution within the National Development Agenda as the country moves towards our expressed shared national vision.

On behalf of the Government and the Liberian people, I would like to express my sincere thanks and gratitude to all those in government functions, the United Nations family, the NGO community and consultants- who have contributed to the conceptualization and preparation of this policy. Living it out effectively is now the challenge to all of us.

These guidelines will come to effect on June 15th 2008.

Sincerely,



Toga McIntosh

Minister of Planning and Economic Affairs

Context

The role and importance of civil society organizations (CSOs) cannot be over-emphasized as it is part and parcel of the life of its people. Historically, the traditional societies, social clubs, economic clubs (susu), community service and work groups have operated throughout Liberia. Later, faith-based organizations emerged and facilitated the transformation and socio-economic development of the country, especially in the areas of education, health and spiritual development. The 70's and 80's saw the emergence of modern day CSOs with a focus on capacity building, human right, advocacy and development issues. The number of these organizations and the magnitude and level of their influence may have warranted the development or formulation of guidelines or policy to guide their operations at the time. Their operations in general buttressed government efforts in ensuring peaceful coexistence, stability and national development.

The war years (1989-2003), shattered the governance structure and systems, the rule of law disappeared and a humanitarian crisis arose that needed immediate attention which no national authority could address. The international community had to take the lead in ensuring not only the provision of humanitarian assistance, but also the protection of life and property and eventual return to peace. Non Governmental Organizations (NGOs) became the main instruments through which such support could be provided. The international NGOs, which had the resource base provided the lead. The arrival of international NGOs during this period gave an impulse to the establishment and growth of additional local NGOs. In some cases, they formed partnerships for the delivery of needed humanitarian services to the affected population. The contribution of these organizations to the survival of the affected population and return to peace has been commendable.

The proliferation of NGOs in Liberia has however brought to light a number of concerns regarding their activities. These concerns have not only been expressed by NGOs themselves but also by governmental authorities and the general public. These concerns are reflected below:

The NGOs have expressed the following key concerns:

- The absence of clear guidelines for NGO operations culminates in complexities in obtaining incorporation and accreditation
- The lack of decentralized accreditation procedures
- The propagation of demands from different government institutions for the submission of various reports, instead of a centralized reporting mechanism
- The absence of published and transparent fee structures
- The incidence of corruption on the part of certain public officials
- The harassment of field workers by local officials
- The new international aid modalities operates to marginalize national NGOs
- The existence of competition between national and international NGOs
- The inadequacy of capacity building and partnership mechanisms to support national NGO programs
- The inadequacy of government efforts to inform and involve civil society in its development agenda

The Government has raised the following key concerns:

- There is little or no reference and engagement by NGOs with line ministries and local authorities
- Duty free privileges are abused
- Some NGOs evade payment of required taxes
- Some portions of the laws of Liberia are compromised or disregarded
- There is little or no level of sustainability of NGO projects
- Some NGO projects and programs are not in line with the Government's development agenda

While acknowledging the contributions NGOs have made to the country, the public expressed the following key concerns including:

- Very little impact on beneficiaries
- Little or no input from target beneficiaries during the project cycle
- Proliferation of NGOs
- Skewing of NGOs' activities
- Underutilization of local NGOs
- Prioritizing relief activities over development, despite the transition to development
- Disrespect towards local authorities
- Inadequate accountability
- Inadequate transparency

With the return to democratic governance in 2006, the need for reform has taken center stage. Additionally the development of appropriate policies, strategies and structures to guide the thrust and direction of socio-economic development is central to the reform agenda.

As NGOs are essential partners in identifying, defining and developing policies and driving development in Liberia, this policy seeks to address the above concerns and ensure that an enabling environment is created for the smooth operation of NGOs, as well as ensuring human development. It is an integral part of the ongoing reform exercise. The over riding and long-term objective is to provide better and more effective service to the Liberian people and nation.

1 Background

- 1.1 The involvement of civil society in development predates the formation of the modern Liberian state. Indigenous institutions such as the Kuu, Susu, Poro, Sande and other forms of community traditional structures have for centuries continued to provide support for people's development even without outside intervention. The Liberian state is said to have been founded through the initiatives of the American Colonization Society (ACS) in 1822, a civil society organization. Religious institutions catering to the needs of their members also stimulated development activities. By the mid 1980s more than one third of the Liberian people attended NGO run schools and hospitals and were benefiting from community development programmes implemented largely by Liberian civil society actors.
- 1.2 Since 1990, there has been a proliferation of NGOs in Liberia. This was due primarily to the Liberian civil war, coupled with the influx of Sierra Leonean refugees and the need to render both humanitarian and development assistance. During the peak of the Liberian civil war, these efforts were strictly relief oriented.
- 1.3 Consultative fora held amongst major stakeholders of the public, private and civil society sectors resulted in the formulation of the first one-page NGO Policy Guidelines in 1988. This initiative was sponsored by USAID while the second Guideline was formulated in 2000 and subsequent unpublished version in 2001 and 2005.
- 1.4 The June-August 2003 crisis witnessed a huge departure of expatriate staff of International Non-Governmental Organizations (INGOs). In spite of these departures, the local NGOs and the remaining INGOs, with resource constraints, continued to render invaluable services to the Liberian people.
- 1.5 While the Government of Liberia (GOL) is aware of the invaluable role that NGOs play in advancing national development, both parties must work closely to ensure mutual respect, trust, confidence and transparency. A national policy direction is needed at this time to cater for the increasing requests by NGOs for GOL counterpart contributions in the form of grants (subsidies), waivers and other logistics including storage, transportation and personnel give cause for rationalization of their activities as well as the need to ensure effective partnership in the pursuance of national development.
- 1.6 The Ministry of Planning and Economic Affairs (MPEA) is the GOL agency mandated to monitor and evaluate the activities of NGOs and enhance the cooperation between GOL and NGOs.
- 1.7 A review of the current NGO registry in the Ministry reveals omissions and deficiencies. Besides, comparing the lists of NGOs registry at the MPEA with records from the Ministry of Finance and other line ministries shows extensive and vital discrepancies in reports to line ministries, particularly on project focus areas and project locations.

Thus, the request for accreditation from several Community Based Organizations (CBOs) to be perceived as NGOs gives rise to the need for a clear definition and the eventual registration of all NGOs.

- 1.8 The interim Poverty Reduction Strategy Paper (iPRSP) prioritized the development of a NGO Policy and Guidelines to provide a framework for operations. In 2006 MPEA carried out a series of consultations, facilitated by United Nations Development Program, to produce the first draft of NGO Policy and Guidelines, which were further reviewed in another series of consultations with all stakeholders (Line Ministries, NGO, Donors and UN). A working committee chaired by MPEA and consisting of representatives of line ministries, local and international NGOs and UN developed a revised NGO Policy and Guidelines for Operations. The revised draft was discussed in a series of regional consultative meetings and validated in a one day workshop by all concerned stakeholders in January 2008 .
- 1.9 These policy and guidelines for operations are therefore formulated, based on the existing law of Republic of Liberia, to explain the procedures which NGOs should follow in order to be accredited by the MPEA and to encourage the effective coordination of NGO activities by enhancing the mechanism for cooperation and the government, to clearly define the roles and responsibilities of stakeholders, to ensure community-driven intervention, transparency, accountability, respect for the rule of law and to ensure that the people of Liberia reap the full benefits of their activities.

2 Definition of an NGO

- 2.1 A Non Governmental Organization (NGO) functioning within the territory of Liberia shall mean an independent, non profit making, non- partisan and charitable organization, established in accordance with the Associations Law of Liberia, having the primary goal of enhancing the social, educational, professional, scientific, athletic, cultural and economic well-being of communities; and it may operate nationally or locally on a non discriminatory bases.

3 Eligibility Requirements for NGO Status in Liberia

- 3.1 An organization wishing to operate as an NGO in Liberia must fulfill the following basic requirements:
 - 3.1.1 Must fall within the definition of an NGO as contained in Section 2.1 above.
 - 3.1.2 Must have a mission statement containing clearly defined objectives, target beneficiaries, sector(s) of operation, constitution and by-laws.
 - 3.1.3 Must obtain accreditation from the MPEA, following formal registration with the Ministry of Foreign Affairs as required by law (Article of Incorporation).
 - 3.1.4 Must submit annual NGO reporting requirement as stated in Annex 3

4 Accreditation Requirements for NGOs in Liberia

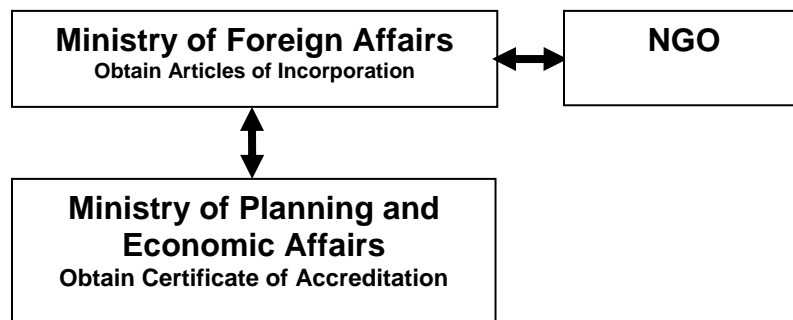
- 4.1 An organization wishing to obtain accreditation as an NGO in Liberia must submit a letter of request for accreditation to the MPEA and additionally fulfill the following requirements:

- 4.1.1 Obtain Articles of Incorporation from the Ministry of Foreign Affairs as an entity confined in the definition in 2.1
- 4.1.2 Have office space with a visible signboard exhibited and, where feasible provide postal address and email addresses and telephone numbers
- 4.1.3 Have a bank account in the organization's name in Liberia that concurs with the rules and regulations of the Central Bank Authority and Financial Institution Act of Liberia.
- 4.1.4 Have not less than 3 full-time staff. The staff should be employed within 60 days of the first accreditation.
- 4.1.5 Must have a board of directors or its equivalent policy making body whose composition is not dominated by a family group. The NGO should make available the contact information of this body upon request;
- 4.1.6 International NGOs should have legal status in their own country of origin. Such organizations, where applicable, must show proof of their activities in other countries. International NGO's must present copies of their certificate of incorporation in the country of origin and other constitutive documents of the parent NGO. (i.e. Memorandum, Articles of Association and By-laws), in English and in original language.

5 Accreditation Procedures

- 5.1 For NGOs seeking first-time accreditation, a letter of request should be submitted together with completed application form (see Annex 1) along with all necessary documents outlined in Section 4:
 - 5.1.1 Obtain a Certificate of Accreditation from the MPEA. The accreditation process should not exceed twenty working days from the date of submission.
 - 5.1.2 In the case of a denial of accreditation, the NGO concerned may appeal the decision of the MPEA before the Independent Appeal Board as defined in Section 15 and Annex 9.
 - 5.1.3 Accreditation shall be valid for a period of three years. NGOs shall be required to obtain re-accreditation in accordance with the Re-Accreditation Procedures contained in Section 6.

Flow Chart of Accreditation Procedures



6 Re-Accreditation Procedures

- 6.1 For NGOs seeking re-accreditation a letter of request should be submitted with completed application form (Annex 2) and financial and activity reports as detailed in Annex 3 for the previous three years and where feasible last produced audit report for the fiscal year of the NGO operations. In addition following procedures should be followed:
 - 6.1.1 Applications for re-accreditation are to be submitted within three months prior to the expiry of the current accreditation of the NGO. In case of any unforeseen circumstances that may cause delay, due notice specifying the cause of delay and possible submission date shall be provided. Failure to apply for and obtain re-accreditation within six months following the expiration date of the accreditation, the concerned NGO shall lose its rights to operate as an NGO in Liberia.
 - 6.1.2 The re-accreditation process should not exceed twenty working days from the date of submission.
 - 6.1.3 Re-accreditation can only be denied if the NGO fails to fulfill the re-accreditation requirements contained in Section 6.1. The NGO shall be officially informed of the reasons for denial of re-accreditation.
 - 6.1.4 In the case of a denial of re-accreditation, the NGO concerned may appeal the decision of the MPEA before the Standing Independent Appeal Board as defined in Section 15.
 - 6.1.5 Re-accreditation shall be valid for a period of four years to be renewed every four years throughout the existence of the NGO in accordance with this Section.

7 Formulation and Implementation of Projects

- 7.1 The formulation and implementation of projects should be guided by the national development priorities.
- 7.2 The specific means and methods of formulation and implementation of projects shall be determined by the NGOs in collaboration with target beneficiaries.

- 7.3 Projects, particularly those in infrastructure and social services, should conform to applicable standards.

8 Monitoring and Evaluation

- 8.1 The MPEA shall monitor and evaluate all accredited NGO programs and projects in Liberia in collaboration with the line ministries and other relevant institutions.

Monitoring and Evaluation procedures are contained in Annex 4.

9 NGO Assets

- 9.1 All vehicles owned by an accredited NGO shall bear NGO license plates and, where feasible, shall also bear the NGO's logo.
- 9.2 Accredited NGOs shall maintain a registry of their capital assets.

10 Capacity Building

- 10.1 Government shall encourage donors to ensure that capacity building constitutes an important component of their support to accredited NGOs.
- 10.2 Government shall ensure the forging of partnerships between accredited NGOs and in particular shall encourage international NGOs to partner with local NGOs in the formulation and implementation of programs.
- 10.3 Government shall encourage accredited NGOs to involve CBOs and local communities in the formulation and implementation of programs and projects.

11 NGO Council

- 11.1.1 An NGO Council shall be established to effectively ensure self regulation and other capacity strengthening structures and mechanisms.
- 11.1.2 All accredited NGOs are encouraged to become members of the NGO Council.
- 11.1.3 The NGO Council, in consultation with its members, shall establish a Code of Conduct for NGOs in line with internationally accepted standards, popularize and build awareness of this Code, and the Council will be available to receive petitions and complaints from NGOs, from Government bodies and from members of the general public on violations of this Code.

12 Staffing

- 12.1 Accredited NGOs are obliged to comply with all the provisions of the Immigration and Labor Laws of Liberia. Annex 5 contains an outline of Labor Law procedural requirements and Annex 6 contains an outline of Immigration procedural requirements.

13 Taxation

- 13.1 Accredited NGOs are obliged to comply with all the provisions of the Tax and Revenue Code of Liberia.
- 13.2 Accredited NGOs may apply for duty free permit from the Ministry of Finance in accordance with the tax laws (Annex 7 contains outline of Taxation and Duty Waiver procedures).

14 Coordination and Institutional Linkages

- 14.1 The MPEA is responsible for the coordination and monitoring of all accredited NGO activities in Liberia.
- 14.2 The MPEA shall on a regular basis organize meetings with stakeholders to share information, address issues affecting the NGO sector and ensure smooth NGO operations.
- 14.3 NGOs are encouraged to participate in the appropriate sector and thematic coordination network(s) to ensure harmonization and coordination of programs and activities.

15 Complaint Resolution Procedures

- 15.1 A Standing Independent Appeal Board shall be established. The Board shall comprise of five persons nominated from NGO Council, Government and a reputable individual mutually agreed upon who shall serve as a Chair. Appeal shall be taken to the Independent Appeal Board by any aggrieved party who feels that the decision taken in application of these guidelines is unfair.

16 Sector and Thematic Coordination Networks

- 16.1 Sector and thematic coordination networks shall be established to be chaired by the relevant government institution or agency.
- 16.2 Membership of these networks shall comprise government, NGOs, civil society actors, UN agencies, donors and where feasible beneficiaries.
- 16.3 Sector and thematic coordination networks shall be established in, but not limited to those indicated in Annex 8.

A complete list of existing networks is contained at Annex 8.
- 16.4 The functions of the sector and thematic coordination networks shall facilitate the exchange of information; ensure harmonization and coordination of programs and activities in the relevant sector; and address the needs and concerns of the sectors.
- 16.5 Networks shall meet at least once every month.

ANNEX 1

NGO Accreditation Application Form

**Ministry of Planning and Economic Affairs
Republic of Liberia**

For first time accreditation of Non-Governmental Organization

INSTRUCTION:

This form must be filled by the authorized representative(s) of the NGO concerned. Information that is solicited herein is intended to assist our coordination process, improve our data base and enable us to inform stakeholders about your activities. It is therefore, important that the information provided is as accurate as possible.

NAME OF NGO: _____

ACRONYM (IF ANY): _____

HEAD OFFICE ADDRESS: _____

CONTACT ADDRESS: _____

TEL. No: _____

E-MAIL: _____ *(if available)*

TYPE OF NGO: NATIONAL () INTERNATIONAL ()

NAME AND ADDRESS OF OFFICE IN COUNTRY OF ORIGIN (IF INTERNATIONAL NGO)

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

DO YOU HAVE A LOGO: YES / NO

DO YOU INTEND TO ESTABLISH OFFICES IN THE COUNTIES: YES / NO

IF YES, STATE LOCATION AND ADDRESS *(if available)*

1. _____
2. _____ \
3. _____
4. _____
5. _____
6. _____

SECTOR OR THEMATIC AREA OF INTERVENTION AND AREA OF OPERATION

SECTOR & THEMATIC AREA	Mons	Bomi	Maryland	Lofa	Nimba	River Cess	River Gee	Grand Krew	Grand Gedeh	Sinoe	Marigbi	Gbong	Grand Basco	Gbarpolu	Grand Cape Mount
Health and Nutrition															
Agriculture and Food Security															
Water and Sanitation															
Gender and Child Protection															
Education and Training															
Infrastructure															
Human Rights and Rule of Law															
Environment and Natural Resources															
Energy															
Youth															
Peacebuilding and Conflict Resolution															
Micro-finance															
Other, please specify:															
Other, please specify:															

AREA(S) OF SPECIALIZATION:

DOES YOUR ORGANIZATION HAVE A BOARD OR OTHER POLICY MAKING BODY? YES / NO

DETAILS OF BOARD MEMBERS:

NAME:
OCCUPATION:
ADDRESS:
TELEPHONE:
EMAIL:

NAME:
OCCUPATION:
ADDRESS:
TELEPHONE:
EMAIL:

NAME:
OCCUPATION:
ADDRESS:
TELEPHONE:
EMAIL:

(continue on separate sheet, if need be)

PLEASE PROVIDE NAME AND ADDRESS OF BANK(S):

NAME:
ADDRESS:

(continue on separate sheet, if need be)

PLEASE STATE YOUR FISCAL YEAR (EX;- JULY 2008 TO JUNE 2009):

PLEASE STATE YOUR PROGRAMMATIC PERIOD:

APPLICANT SHOULD ENCLOSE THE FOLLOWING DOCUMENTS:

2. Copy of Articles of Incorporation, Memorandum, By-laws
3. Mission statement
4. Sample or description of Logo (if any)
5. List of full-time staff and their positions
6. Letter of request for accreditation, addressed to the Minister of Planning and Economic Affairs.
7. Copy of parent NGO's constitutive document and letter of request from parent NGO (*INGOs only*) in English and in original language

DECLARATION:

I/we hereby certify that the information contained herein is true and accurate to the best of my/our belief and knowledge:

I/we understand that any misleading or inaccurate information may lead to a denial of accreditation.

NAME: _____
(Spell your name out) Authorized Representative

POSITION: _____

SIGNATURE: _____

DATE: _____

NAME: _____
(Spell your name out) Authorized Representative

POSITION: _____

SIGNATURE: _____

DATE: _____

ANNEX 2

NGO Re-Accreditation Application Form

**Ministry of Planning and Economic Affairs
Republic of Liberia**

For Renewal of Accreditation for Non-Governmental Organization

ACCREDITATION NO: _____

NAME OF ORGANIZATION: _____

ACRONYM (IF ANY): _____

HEAD OFFICE ADDRESS: _____

CONTACT ADDRESS: _____

TEL. No: _____

E-MAIL: _____ *(if available)*

TYPE OF NGO: NATIONAL () INTERNATIONAL ()

DATE OF ACCREDITATION OR LAST RENEWAL (WHICH EVER IS MOST RECENT): _____

NAME AND ADDRESS OF OFFICE IN COUNTRY OF ORIGIN (IF INTERNATIONAL NGO)

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

DO YOU HAVE A LOGO: YES / NO

SUB-OFFICES IN LIBERIA: YES / NO

IF YES, STATE LOCATION AND ADDRESS (*if available*)

1. _____
2. _____ \
3. _____
4. _____
5. _____
6. _____

PLEASE PROVIDE NAME AND ADDRESS OF BANK(S):

NAME:

ADDRESS:

(*continue on separate sheet, if need be*)

HAS THERE BEEN ANY CHANGES IN ORGANIZATION'S BOARD OR OTHER POLICY MAKING BODY SINCE LAST ACCREDITATION PERIOD, IF YES PLEASE INDICATE CHANGES:

(*continue on separate sheet, if need be*)

HAS THERE BEEN ANY CHANGES IN ORGANIZATION'S MISSION AND SECTOR OF OPERATION SINCE LAST ACCREDITATION PERIOD? IF YES PLEASE INDICATE CHANGES:

(*continue on separate sheet, if need be*)

**HAS YOUR ORGANIZATION SECURED DONOR FUNDING, YES/NO
IF YES, PROVIDE DETAILS OF DONOR FUNDING AGAINST SECTOR AND
THEMATIC AREA OF INTERVENTION AND AREA OF OPERATION IN
MATIX BELOW :**

SECTOR & THEMATIC AREA	Donor Agency	Amount of fund	Mons	Borni	Maryland	Lofa	Nimba	River Cess	River Gee	Grand Krew	Grand Gedeh	Sinoe	Marigbi	Gbong	Grand Bassa	Gbarpolu	Grand Cape Mount
Health and Nutrition																	
Agriculture and Food Security																	
Water and Sanitation																	
Gender and Child Protection																	
Education and Training																	
Infrastructure																	
Human Rights and Rule of Law																	
Environment and Natural Resources																	
Energy																	
Youth																	
Peacebuilding and Conflict Resolution																	
Micro-finance																	
Other, please specify:																	
Other, please specify:																	

**ARE YOUR TAX LIABILITIES FULLY PAID TO GOVERNMENT? YES / NO
IF YES PLEASE INDICATE TAX IDENTIFICATION NUMBER**

**HAVE YOU SUBMITTED ANNUAL ACTIVITY AND FINANCIAL REPORTS
FOR THE PREVIOUS PERIOD OF ACCREDITATION? YES/ NO**

IF NO, PLEASE EXPLAIN REASONS:

PLEASE STATE ANY CHANGES TO YOUR FISCAL YEAR:

PLEASE STATE ANY CHANGES TO YOUR PROGRAMMATIC PERIOD:

APPLICATION FOR RE-ACCREDITATION SHOULD BE SUBMITTED WITH THE FOLLOWING DOCUMENTS:

1. List of full-time staff and their positions
2. Annual activity report and financial report
3. Revised mission statement, if applicable

DECLARATION:

I/we hereby certify that the information contained herein is true and accurate to the best of my/our belief and knowledge:

I/we understand that any misleading or inaccurate information may lead to a denial of re-accreditation.

NAME: _____
(Spell your name out) Authorized Representative

POSITION: _____

SIGNATURE: _____

DATE: _____

NAME: _____
(Spell your name out) Authorized Representative

POSITION: _____

SIGNATURE: _____

DATE: _____

ANNEX 3

NGO Annual Reporting Requirements

Ministry of Planning and Economic Affairs Republic of Liberia

NGO should submit activity and financial reports within 3 months of the end of the organization's financial or programmatic year.

Activity reports should cover the following information:

- Period of activity
- Objectives of the projects and programs
- Achievements against the objectives
- Implementation arrangements
- Partnerships
- Implementation constraints
- Lessons learned
- Conclusions and recommendations

Financial reports should cover the following information:

- Funding sources
- Duty waiver obtained (*if any*)
- Budget for the period
- Expenditure breakdown against the budget
- Audit report for the period (*if any*)

Annex 4

Monitoring and Evaluation Procedure

Ministry of Planning and Economic Affairs Republic of Liberia

The reasons for Monitoring and Evaluation include:

- Assessing the situation
- Assessing the effectiveness of project implementation
- Identifying possible constraints with a view to finding solutions
- Sharing lessons and experiences

The Monitoring and Evaluation exercise will entail the following:

- Documentation review
- Field visits and dialogue with NGO officials and other actors
- Analyzing information and making informed decisions
- Producing an evaluation report to be shared with the NGOs concerned

Government will formulate indicators to implement the Monitoring and Evaluation exercises.

Methodology for field visits of program activities:

- Spot checks may be undertaken without the NGO's prior knowledge. However, information gathered during such spot checks shall be verified with the NGO(s) concerned.
- Participatory Monitoring and Evaluation will involve a formal communication to the NGO(s) concerned, informing them of the planned visit.
- The MPEA may gather information from the NGO(s) concerned, other NGOs in the location and/or sector of activity, line ministries, target beneficiaries and local communities. However, information obtained from third parties shall be verified with the NGO(s) concerned.
- NGOs will be given a reasonable opportunity to respond to any information gathered by the MPEA prior to the release of any evaluation report.

ANNEX 5

Labor Law Procedural Requirements

From Ministry of Labor

Revised Procedures for the Processing all Categories of Alien Work Permit

In order to monitor and effectively regulate the issuance of Alien work Permit, the following Guidelines and Procedures are to be adhered to:

1. All application for Work Permit (Clearance or Renewal) shall be addressed to the office of the Minister for logging and perusal.
2. All application submitted shall contain the following information:
 - i. Full address and contact number (Business institution)
 - ii. Applicant's full name
 - iii. Passport and Residence Permit numbers.
 - iv. Position to be occupied
 - v. Recent Curriculum Vitae/Resume
 - vi. Two (2) passport photos
 - vii. Affidavit/supporting documents
 - viii. Business registration
 - ix. Attached processing Bank payment slip (CBL)
3. In the event where verification is required as to whether a suitable Liberian is not available to occupy said position, the request shall be submitted to the Division of Employment Services/Vetting Committee. Upon verification the Division or committee shall return said requests to the office of the Minister with its findings.
4. Where the request is out-rightly denied by the Ministry for the purpose of accommodating a qualified Liberian, the Employment Services Division shall notify the applicant with legal justifications.
5. All approved application shall be routed to the Division of Alien Registration and subsequent billing for payment is made into the Central Government Revenue.
6. Upon completion of payment of permit fees said payment receipts with copies are brought to the Alien Registration Division for the issuance of booklets.
7. The Division of Alien Registration, upon the printing and registration of the booklets, will take it to the Minister or his designate for signature. All booklets signed shall be returned to the Alien Registration Division for recording and distribution.
8. Work permit booklets shall be valid for twelve (12) calendar months (1) one year beginning the date of issuance by the Ministry of Labour. Permits are renewable every year provided approval is obtained.
9. All applicants shall pick up a Bio-data Form from the Alien Registration Division

INSTITUTION AND BUSINESS CATEGORY

1. Sole Proprietorship
2. Partnership & Corporation
3. NGOs
4. Individual/Self Employment
5. Semi-Formal Sector/African/ECOWAS Alien
6. Informal Sector/African/ECOWAS Alien

SPECIAL ORGANIZATION EXEMPTED FROM WORK PERMIT

- A. Diplomatic Missions Staff
- B. INGOs Staff
- C. GOL Contractor Employee
- D. Bonafide Religious or Humanitarian Organizations
- E. Accredited Refugees (UNHCR)
- F. Female Alieh married to Liberian

REQUEST FEES

I Category A

FORMAL SECTOR	-	a.	Processing	-	US\$100.00
		b.	Work Permit		400.00
		c.	Booklet		<u>50.00</u>
			Total		US\$550.00
		*	Renewal	-	US\$500.00

II. Category B

Gratis Work Permit		a.	processing fee		US\$ 50.00
		b.	Booklet fee		50.00
		c.	Permit		<u>None</u>
			Total		US\$100.00

III. Category C

1. Semi-Formal Sector					US\$75.00
2. Informal Sector					L\$1,000.00

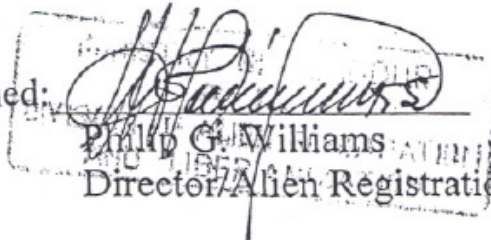
NB: SEMI-FORMAL SECTOR

All Businesses that have the market value of L\$100,000.00-
L\$500,000 (Annual Income)

INFORMAL SECTOR

From L\$100.00 – L\$100,000.00 Annual Income

Signed:

A handwritten signature in black ink is written over a rectangular stamp. The signature is cursive and appears to read "Philip G. Williams". The stamp is partially obscured by the signature but contains some text, including "Philip G. Williams" and "Director, Alien Registration & Liberianization".

Philip G. Williams
Director, Alien Registration & Liberianization

Approved: _____

Samuel Kofi Woods, II
Minister

ANNEX 6

Immigration Procedural Requirements

From Bureau of Immigration and Naturalization

In accordance with the new Aliens and Nationality Laws of Liberia, the following apply:

NON ECOWAS ALIENS

1. Non ECOWAS citizens must obtain a valid passport or travel documents from their country of origin
2. Must obtain a visa from a Liberian Embassy or Liberian Counsel General from their country of origin
3. If there is no Liberian Embassy in the country of origin, one must apply for an airport visa within a one month period prior to your arrival
4. Application for a airport visa must be addressed to the commissioner of the Bureau of Immigration and Naturalization
5. Upon arrival in Liberia the passport will be stamped and a temporary stay of 15 days will be issued at the port of entry. The person must report to the Bureau of Immigration central office, after said days of extension.
6. At the Bureau's central office ask for the section responsible for extension of stay.

OBTAINING TEMPORARY STAY

1. An Alien may obtain a temporary stay depending on the length of time they desire, but shall not exceed the number of days constituted by the Bureau of Immigration
2. First a period of 30 to 60 days is issued and another 30 days is issued thus amounting to a total of 90 days
3. After staying in Liberia for 90 days an Alien may decide to leave or change his or her status from a visitor to a resident

ECOWAS MEMBERS

All ECOWAS citizens must obtain a valid passport, laissez-passé, ECOWAS passport or other traveling documents before entering Liberia.

- A. All ECOWAS citizens do not need a visa to enter Liberia
- B. Upon arrival in Liberia, you are to report to the nearest authorized Immigration Office to have your travel documents stamped.
- C. Remember, the ECOWAS protocol provides for free movement of persons but does not give the right to residency without obtaining a resident permit after the 90 day period.

SEMI ANNUAL REPORT

Under Article 6.5 of the Aliens and Nationality Law of Liberia, all employers are required to submit semi annual report of all foreign and Liberian employees covering the following:

1. Name of the employer

2. Name of the employee
3. Nationality
4. Resident Permit Number
5. Valid Passport Number
6. Title
7. Kinds of Service
8. Tenure of Service
9. Salary

This report is submitted from January to June and then from July to December every year. The annual fee for the semi-annual report is USD\$ 20.00

OBTAINING RESIDENT STATUS

According to Article 6.1 and 6.2 of the Aliens and Nationality Law of Liberia, the following are required to apply for resident status:

1. One must have entered the country legally through a recognized port of entry with a valid travel document and visa;
2. He/She must reside in the country for a period of 90 days
3. if he/she desires to reside in the country permanently; he/ she must do the following:
 - a) His/Her employer must apply to the office of the Commissioner/Deputy Attorney General requesting Change of Status (from visitor to resident) on behalf of the would be employee
 - b) Upon the approval of the application, the following are required:
 1. Change of Status Application form at USD\$ 20.00 (pay at Central bank and receive an official GEMAP Flag receipt)
 2. Four passport-size photos
 3. Health Certification or Vaccination card
 4. Change of Status fees (from visitor to residence)
 5. A bond guaranteeing good behavior
 6. Police Clearance
 7. Passport or valid travel document.

(NOTE: Laissez-Passé that have expired after the 90 day period are not valid for obtaining resident status

GRATIS STATUS

A Gratis Status is granted to persons who work for a relief organizations, churches, non-governmental organizations and schools

A non governmental organization may apply for a person who is employed with their organization

Alien Missionaries, but no mission employees who are gainfully compensated

Sponsors of missionaries, not missionaries including priest, nuns, brothers, prelates, and members of the clergy who are not salary employees (do not receive compensation). An

Alien married to a Liberia, may apply for gratis Resident Status through the office of the Commissioner of Bureau of Immigration and Naturalization.

The fee charged for the booklet for Gratis Resident Status is USD\$50.00

Gratis Resident Status is free but one need to obtain a renewal form which cost USD\$20.00. All Gratis applicants must pay for all forms

RENEWAL OF RESIDENT PERMITS

Resident permits are renewed at the end of one year from the last date issued, meaning the permit expires on its anniversary date of issue.

1. All applicants shall submit a letter of application to the Commissioner of Bureau of Immigration
2. Renewal form paid for at the Central Bank
3. Obtain a valid GEMAP flag receipt
4. Report to the renewal section at the Bureau Central Office.

WHO CAN NATURALIZE AS A CITIZEN

1. An Alien of Negro decent (African) may become a citizen by naturalization
2. Must have lived continuously in Liberia for period of 2 to 5 years and have a valid resident permit

REQUIREMENTS FOR CITIZENSHIP

1. A letter of application
2. Police Clearance
3. Declaration of Intention
4. Four passport size photos
5. Two reference letters and a copy of valid resident status document

CHANGE OF STATUS RESIDENT PERMIT

Categories	African	ECOWAS Citizen	Non-African	UN/ NGO
1 Year	USD\$ 150.00	USD\$ 75.00	USD\$ 350.00	Gratis

RE-ENTRY PERMIT BOOKLET

	All categories	Gratis
Single Re-entry	75.00	50.00

ADJUSTMENT OF STATUS

1. Non-employee to employee	150.00	NIL
2. Housewife to employee	200.00	NIL
3. Employee to another	150.00	NIL
4. Employee to Self-employee	175.00	NIL
5. Self-employed to another	300.00	NIL

AIRPORT VISAS

A. Non- Gratis (ordinary)	USD\$ 100.00
B. UN/UNDP	Free of Charge
C. NGOs	USD\$ 25.00

ANNEX 7

Tax and Duty Waiver Procedures

CLARIFICATION OF PAYABLE FEES AND TAXES

1.0 Duty Free Application Process and Permit

A. All duty free application forms are free

B. Accredited NGOs should submit a letter of request for duty free permit, along with copy of Article of Incorporation from Ministry of Foreign Affairs and copy of Certificate of Accreditation from Ministry of Planning and Economic Affairs to the Deputy Minister of Revenue through the Commissioner of Customs and Excise for approval

2.0 Annual Car Registration Process

A. INGOs – A registration fee of general application from Ministry of Transport

3.0 Employee Withholding Tax Payment Process

A. No fees attached to the process

4.0 No petroleum duty free exception except for NGOs operating in Health Sector

5.0 Container Clearance Process:

A. Finance: Tax exemption form – no fee attached

No duty free permit for relief items (used clothes, used shoes and bulgur Wheat)

B. BIVAC Clearance: US\$100 for 24ft container and US \$200 for 44ft container for scanning and destination inspection (subject to revision in April 2008)

C. Port Police Clearance: No fee

D. Container Inspection Fee: No fee

E. NPA Handling Charges (Subject to revision by NPA Management):

US \$152 for 40ft containers and US\$90 for 20ft containers

US\$20 – Weight fee

NGO's Article of Incorporation Fee

Ministry of Foreign Affairs: US\$50

7.0 Custom User Fee: 1.5% across board

(except for international organizations with specific bilateral agreement with the government)

8.0 General duty free for NGOs operating in Education, Agriculture, Health, Infrastructure and Energy sectors

ANNEX 8 – EXISTING NGO SECTORAL AND THEMATIC COORDINATION NETWORKS

Compiled by Humanitarian Coordination Section (HCS) – UNMIL, *as of April 2008*

CLUSTER / SECTOR	MEETING	VENUE	SCHEDULE			CHAIR	CONTACT PERSON(S)
			Frequency	Dates	Time		
General Coordination	1. Humanitarian Action Committee (HAC) and Security Briefing	HCSO Conference Room, Bright Building, Mamba Point	Bi-weekly	Thursdays	11 am	HCS / UNMIL	Mr. Stephen Jallah, HCSO/UNMIL <ul style="list-style-type: none"> • Mobile: 06 554385 • E-mail: jallahs@un.org
	2. Liberia NGOs Network (LINNK)	HCS Conference Room, Mamba Point	Weekly	Fridays	10 am	Liberia NGOs Network (LINNK)	Attorney John Jukon, Farmers Against Hunger (FAH) <ul style="list-style-type: none"> • Mobile: 06524189 • E-mail : fahlib@yahoo.com
	3. Management Steering Group of INGOS in Liberia (MSG)	Rotational	Monthly	2 nd Friday	3 pm	Rotational	Ms. Helena Ostman, MSG Liaison Officer <ul style="list-style-type: none"> • Mobile: 04 991700 • E-mail: msg.helena.ostman@gmail.com
Water, Sanitation & Hygiene	Water, Sanitation and Hygiene (WASH) Sector Coordination	Ministry of Public Works Conference (MPW)	Monthly	1 st Monday	2 p.m.	Ministry of Public Works	Mr. George Yarngo, Ministry of Public Works <ul style="list-style-type: none"> • Mobile: 06511171 • E-mail: gkyarngo@yahoo.com Ms. Salome Mwendar, UNICEF <ul style="list-style-type: none"> • Mobile: 06535077 • E-mail: kbanda@unicef.org

Protection	1. Child Protection Network	Ministry of Gender & Development Conference Room	Monthly	1 st Tuesday	2 pm	Ministry of Gender & Development	Mr. Alfred Mutiti, UNICEF <ul style="list-style-type: none"> • Mobile: 06587493 • E-mail: amutiti@unicef.org Mr. Edwin Dorbor, UNICEF <ul style="list-style-type: none"> • Mobile: 06556323 • E-mail: edorbor@unicef.org
	2. Sexual & Gender-Based Violence (SGBV) Task Force	Ministry of Gender & Development Conference Room	Monthly	Thursdays	10 am	Ministry of Gender & Development	Ms. Rose Gakuba, UNFPA Country Representative <ul style="list-style-type: none"> • Mobile: 06435159 • E-mail: gakuba@unfpa.org Ms. Jeannette V. Lingas RH/GBV Emergency Coordinator, UNFPA <ul style="list-style-type: none"> • Mobile: 06 928 206 • E-mail: lingas@unfpa.org
		Health (Medical and Psychosocial) Subgroup	Monthly	2 nd Thursday	11 a.m.	Ministry of Gender & Development	
		Legal/ Protection and Security Subgroup	Weekly	Tuesday (Thursday)	2 p.m.	Ministry of Justice Conference Room	
	3. Protection Core Group (PCG)	Ministry of Justice	Monthly	2 nd Thursday	2 pm	Ministry of Justice	Ms. Sharon Cooper, UNHCR <ul style="list-style-type: none"> • Mobile: 077044878 • E-mail : coopersh@unhcr.org
4. Human Rights Protection Forum	HCS Conference Room, Mamba Point	Weekly	Mondays	2 pm	Research and Documentation Centre on Human Rights (RDCHR)	Mr. Thomas Bureh, RDCHR <ul style="list-style-type: none"> • Mobile: 06525450 • E-mail: rdchr2001@yahoo.com 	
Education	1. Education Development Partners Coordination	Ministry of Education (MOE) Conference Room	Monthly	2 nd Wednesday	11 am	MOE	Mr. Mark W. Howe, Donor Coordinator, Ministry of Education <ul style="list-style-type: none"> • Mobile: 06 697629

							<ul style="list-style-type: none"> E-mail: mwhowe2002@yahoo.com
	2. Accelerated Learning Programme (ALP) Coordination	Rotational	Bi-weekly	Tuesdays	9.30 am	MOE	<p>Mr. John Sumo, UNICEF</p> <ul style="list-style-type: none"> Mobile: 06517726 E-mail: jsumo@unicef.org <p>Mr. Alphonso Sheriff, ALP National Focal Person, MOE</p> <ul style="list-style-type: none"> Mobile: 06586230 E-mail: alphonso@yahoo.com <p>Ms. Evelyn Barry, UNICEF</p> <ul style="list-style-type: none"> Mobile: 06513018 E-mail: ebarry@unicef.org
Early Recovery	1. Sub-Working Group on Infrastructure	Ministry of Public Works	Monthly	tbd	2 pm	Ministry of Public Works	<p>Mr. Gregory Sanchez, RRR/UNMIL</p> <ul style="list-style-type: none"> Mobile: 06456241 E-mail: gregory1@un.org
	2. Income Generation, Job Creation and Skills Development	Ministry of Labour	Bi-weekly	Fridays	10 am	Ministry of Labour	<p>Ms. Jessica Eliasson, UNDP</p> <ul style="list-style-type: none"> Mobile: 06856001 E-mail: jessica.eliasson@undp.org
	3. Rule of Law	UNMIL Headquarters, Pan African Plaza, Room 305A or 405B	Bi-weekly	Tuesdays	2 p.m.	Legal & Judicial System Support Division, UNMIL	<p>Mr. Kamudoni Nyasulu, LJSSD, UNMIL</p> <ul style="list-style-type: none"> Mobile: 077092223 E-mail: nyasulu@un.org
Health	1. Health Coordination Meeting	Ministry of Health & Social Welfare (MoHSW)	Monthly	3 rd Friday	11 am	MoHSW	<p>Dr Peter Clement, WHO</p> <ul style="list-style-type: none"> Mobile: 06522998 E-mail: clementp@lr.afro.who.int

	2. International NGO Health Working Group	SC-UK Conference Room	Monthly	1 st Saturday	11 am	SC-UK	Mr. Judah Morris, SC-UK <ul style="list-style-type: none"> • Mobile: 06511606 • E-mail: i.morris@savethechildrenliberia.org
	3. Disease Surveillance / Epidemic	Ministry of Health & Social Welfare Conference Room	Bi-weekly	Wednesday	3 p.m.	MoHSW	Mr. Karsor Kollie, MoHSW <ul style="list-style-type: none"> • Mobile: 06532903 • E-mail: moh_epr@yahoo.com
Food Security and Agriculture	1. Agriculture Coordination Committee	WFP / Ministry of Agriculture (MOA) Conference Room	Monthly	Last Thursday (January meeting is on 17 Jan)	10 am	MOA	Mr. Michael Titoe, MOA <ul style="list-style-type: none"> • Mobile: 06517569 • E-mail: m_titoe@yahoo.com Mr. James Logan, MOA <ul style="list-style-type: none"> • Mobile: 06518830 • E-mail: jblogan02@yahoo.com
	2. Committee on Food Aid (CFA)	WFP / Ministry of Agriculture (MOA) Conference Room	Quarterly	To be decided	11 am	WFP	Mr. Aaron Sleh, WFP <ul style="list-style-type: none"> • Mobile: 06570424 • E-mail: aaron.sleh@wfp.org
Nutrition	Nutrition Coordination Committee	Family Health Division, Ministry of Health and Social Welfare (MOHSW)	Monthly	Last Thursday	2 pm	Ministry of Health and Social Welfare	Mrs. Henrietta Howard, UNICEF <ul style="list-style-type: none"> • Mobile: 06530611 • E-mail: hhoward@unicef.org

Annex 9

Standing Independent Appeal Board Ministry of Planning and Economic Affairs Republic of Liberia

The Standing Independent Appeal Board established pursuant to Section 15 of the NGO guidelines shall investigate and report on any complaints brought by any interested party in connection with the application of the guidelines.

The Board shall determine complaints concerning any of the following matters:

- denial of accreditation or re-accreditation by the MPEA
- repeated failure by an NGO to submit annual activity or financial reports
- any other matter relating to the application of the guidelines

The Standing Independent Appeal Board shall issue a report on its findings and make appropriate recommendations. The report and any recommendations shall be made public.