



## **Arms Trade Treaty Voluntary Trust Fund**

### **FINAL REPORT**

**United Nations and Decentralized Cooperation's  
Department, Ministry of External Relations (MINREX)**

**Project No.: ATT.VTF.G2017.008CMR**

**02 November 2018**

## Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2017.008CMR
Grantee name	United Nations and Decentralized Cooperation's Department, Ministry of External Relations (MINREX)
Project title	Fast Tracking the Universalization and Implementation of the ATT in Cameroon
Grant Amount	USD \$94,642.00
Final Report submission date	02 November 2018
Period covered under this report (MM/DD/YY – MM/DD/YY)	01 September 2017 – 02 September 2018

### 1. Project activities and outcomes

#### a Describe the project outcomes.

The Arms Trade Treaty (ATT) project was successfully implemented in Cameroon hitch-free that engendered the following outcomes:

a) The project led to the accelerated ratification of the ATT by the Government of Cameroon upon engaging State Actors through strategic advocacy and the organization of five capacity strengthening workshops with both State and Non State Actors under the coordination of CAMYOSFOP in partnership with MINREX.

b) It facilitated the creation of a collaborative inter-ministerial platform through the organization of two capacity strengthening workshops with 25 participants of key government ministries and 25 Legal Advisers of key Government legal departments under the coordination of MINREX that immensely contributed in the accelerated ratification of the ATT in Cameroon. In this regard, this collaborative inter-ministerial platform is a consolidated foundation that is vital for the future ATT implementation in Cameroon especially in setting up and operationalizing the National Arms Control Commission (NATCOMs).

c) It created a citizen-driven accountability mechanism to hold State Actors accountability towards their commitment to promptly ratify the ATT upon ensuring that Non State Actors (NSA) including the Cameroon Action Network on Small Arms (CANSA) and the Network of Journalist on Small Arms (REALISE) were structurally reorganized to guarantee enhanced transparency and accountability, and to disseminate information on the ATT process in Cameroon.

d) The project generated a best practice, which is the replicable CAMYOSFOP-MINREX Collaboration platform that highlighted an effective civil society-Cameroon government collaboration mechanism that led the successful implementation of this project and the possibility of replication in other African countries. The CAMYOSFOP-MINREX collaboration platform organized two meetings per month during the entire implementation process, and it made sure every resolution was shared through written

correspondences defining the responsibility of each actor and stakeholder in the entire implementation process.

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

The ATT project in Cameroon facilitated the implementation of the project at multiple levels thus:

- a) It has successfully compiled and generated a vital data base of key State and Non State Actors working on the ATT ratification and implementation process in Cameroon.
- b) It has equally succeeded in compiling and generating vital knowledge sharing contents through the hiring of consultants and experts during the entire implementation of the ATT project in Cameroon.
- c) It has facilitated the process of engaging key stakeholders including both State and Non State Actors in holding each other towards their respective responsibilities and commitments towards the ATT ratification and the future implementation process in Cameroon.
- d) The ATT project has generated a core of actionable recommendations that will ease the process of developing blueprints for mid and long term implementation of the ATT in Cameroon.

c List all States that benefitted from the project.

Cameroon

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 using the drop-down menu in Column F. Please also include Comments in Column G 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?

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 type="checkbox"/>

Explain your answer:

Cameroon has as its top agenda the urgent need to fight against multiple forms of insecurity witnessed across the five regions (Far North, East, Adamawa, North West and South West regions). For instance, Cameroon is currently witnessing armed conflict and alarming illicit arms proliferation and diversion resulting from armed conflict between the regular army and separatists forces in the North West and South West regions coupled with recurrent incursions by Boko Haram in the Far North region, and attacks from Central African militant groups in the East and Adamawa regions. The ATT project is highly relevant now in Cameroon, if both the State and Non State Actors are interested in curbing illicit arms trade and diversion in Cameroon and the Central African sub-region at large.

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 type="checkbox"/>

Explain your answer:

The prime strategic objective of ensuring that Cameroon ratifies the ATT was achieved within the course of implementing the project as earmarked. The second objective of strengthening the capacity of both State and Non State Actors was equally achieved that was geared towards consolidating a solid foundation for the future ATT implementation in Cameroon.

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 type="checkbox"/>

Explain your answer:

The core project results were achieved on a cost-efficient and timely basis without any infringement from an unforeseen circumstance. In terms of value for money, we ensured the budgetary items were executed with the principle of delivering quality services at affordable prices through competitive bid comparisons as planned with no inflationary and exchange rates consequences.

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).

**Positive changes:**

- ✓ Both State and Non State Actors are aware of their respective responsibilities and commitments to sustain the implementation of the ATT in Cameroon.
- ✓ There is both a formal and informal knowledge sharing mechanisms that have been created to ease the process of future ATT implementation in Cameroon.
- ✓ A transparency and accountability mechanism has been developed for both State and Non State Actors to hold one another accountable towards their respective commitments and responsibilities.

**Negative changes:**

- ✓ The key stakeholders and project targets have been excited with a donor driven dependency tendency regarding the urgent need to implement the ATT in Cameroon, and so therefore, it is highly necessary to mobilize additional funding resources to accelerate the ATT implementation in Cameroon. Failure to raise additional funds to set up the NATCOM and to further strengthen the capacity of stakeholders on vital contents regarding ATT implementation may jeopardize the key outcome achieved thus far.

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 type="checkbox"/>

Explain your answer:

The project has created a strong team of both State and Non State actors who are capable of sustaining key outcomes of the ATT project in Cameroon especially mobilizing additional resources to effectively implement the ATT in Cameroon. Equally, the ratification of the ATT by Cameroon guarantee's the sustainability of the project through the implementation and domestication of the ATT in Cameroon.

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, we intend to undertake consistent capacity strengthening workshops with both State and Non State Actors around developing vital knowledge contents and blueprints for the effective implementation of the ATT in Cameroon. We intend to facilitate the setting up and operationalizing the NATCOM in Cameroon as well as strengthen the capacity of both State and Non State Actors on arms diversion and International Arms Control Standards with respect to the ATT implementation process. We equally intend to replicate components of the best practice of civil society-government collaboration especially sharing sound management and leadership lessons with other African countries that led to the successful implementation of the ATT in Cameroon.

## 2. Final expenditure report

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

### 3. Certification

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

For the purposes of this certification:

Grantee means United Nations and Decentralized Cooperations Department, Ministry of External Relations (MINREX).

Consultant means [Insert name of Consultant] NA

I NGALIM Eugine Nyuydine being a person duly authorised by the Grantee hereby certify that:

1. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
2. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
3. The amount paid by the Grantee to the Consultant for the provision of services to help implement the Grant project to date is [Insert total \$ funding amount in United States dollars] NA
4. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. I have attached a receipt from the Consultant confirming that the amount referred to in 3 above has been paid in full by the Grantee.
6. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
7. I am aware of the Grantee's obligations under their Grant Agreement, including the need to keep the ATT Secretariat informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
8. I am aware that the Grant Agreement empowers the ATT Secretariat to terminate the Grant Agreement and to request repayment of funds paid to the Grantee where the Grantee is in breach of the Grant Agreement.

Signed :



Date: 30 / 08 / 2018 Executive Director, CAMYOSFOP

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

- A copy of the tax invoice issued to you by the Consultant for the provision of services
- Proof the Consultant was paid. This could be a receipt issued to you by the Consultant or a bank statement.



# ATT Final Expenditure Report

Name of Grant Recipient: Cameroon  
 Department or Agency: UNITED NATIONS AND DECTR  
 Posting Date: 31.07.2018

### INSTRUCTIONS

- 1) Complete all pink fields only.
- 2) Print, sign, scan and email expenditure report to [trustfund@thearmstrade treaty.org](mailto:trustfund@thearmstrade treaty.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.

Project No.	ATT-VTF-G2017.008CMR
Reporting period	02.03.2018-31.07.2018
Local Currency Code	XAF
Grant Received USD (Balance of 1st ins)	37'856.80
Grant Received USD (2nd instalment)	37'856.80

Vendor Code [Cameroon]

<http://www.unece.org/currencytables/>?from=XAF&date=2017-10-09  
 Click above first cell for exchange rate site

Accounting Details			General Details			Balance of budget available		Actual spent to date**		Balance of budget available		Balance of funds received	
Posting Date	GL Code	Project code	Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date*	USD	Rate	USD	USD	USD	USD	
31.07.2018	31100	622017		1	Staff: Project Coordinator	Salary payments for 6 months, March 2018 - August 2018	6'000.00	0.0018	6'000.00		6'000.00	37'856.80	
31.07.2018	31100	622017		2	Staff: Program Officer (2 x 400 x 6 Months)	Salary payments for 6 months, March 2018 - August 2018	4'800.00	0.0018	4'800.00		4'800.00	33'056.80	
31.07.2018	31100	622017		3	Staff: Project Accountant	Salary payments for 6 months, March 2018 - August 2018	1'200.00	0.0018	1'200.00		1'200.00	31'856.80	
31.07.2018	31200	622017		4	Consultants: Consultant for conception of advocacy and awareness raising tools, restructuring CANSA and setting up of Network of Communicators / Journalists on ATT		-	0.0018	-		-	31'856.80	
31.07.2018	31200	622017		5	Consultants: Facilitators of 3 workshops of 3 Facilitators per workshop	Facilitators discharge lists of 26/04/2018 and 12/05/2018 at Hotel Relais Saint Andre ( Journalists & Legal Advisers workshops respectively). Facilitators discharge list of 17/05/2018 at Sahel Hotel,Maroua (Vigilante Committee workshop)	1'800.00	0.0018	1'800.00		1'800.00	30'056.80	
31.07.2018	31200	622017		6	Consultants: Translator for translation of project documents	Ste TET SARL invoice No 025/mt/05/2018 of May 18, 2018	500.00	0.0018	500.00		500.00	29'556.80	
31.07.2018	31200	622017		7	Consultants: Interpreters for 3 workshops of two days each (Senior government officials, legal Officers, and Vigilante Groups)	Ste TET SARL invoice No 025/mt/05/2018 of May 18, 2018	2'000.00	0.0018	2'000.00		2'000.00	27'556.80	
31.07.2018	34220	622017		8	Transport for 25 participants for 1 workshops within Yaounde with the civil society on: the ATT process		-	0.0018	-		-	27'556.80	
31.07.2018	34220	622017		9	Transport for 100 participants for 4 workshops out of Yaounde with Senior government officials; Legal Officers; Vigilante Groups on Boko Haram; Journalists on: Implementation of the ATT; International Transfer-Systems	Participants discharge lists of 26/04/2018 and 12/05/2018 at Hotel Relais Saint Andre ( Journalists & Legal Advisers workshops respectively). Participants discharge list of 17/05/2018 at Sahel Hotel,Maroua (Vigilante Committee workshop)	3'000.00	0.0018	3'000.00		3'000.00	24'556.80	
31.07.2018	34250	622017		10	DSA for 8 participants / Facilitators for workshop in Extreme North Cameroon for 3 days each (Accommodation, meals, gratuities and other expenses)	Participants/Facilitators DSA discharge list of 17/05/2018 at Sahel Hotel,Maroua (Vigilante Committee workshop)	2'400.00	0.0018	2'400.00		2'400.00	22'156.80	
31.07.2018	34250	622017		11	DSA for 1 international Facilitator for workshops in Cameroon for 7 days	DSA for International Facilitator discharge Sheet signed on 9/05/2018 in Yaounde	1'050.00	0.0018	1'050.00		1'050.00	21'106.80	
31.07.2018	34210	622017		12	Air ticket within Cameroon for 8 facilitators / participants for Workshop with Vigilante groups on Boko Haram in Extreme North Cameroon (About 1000km from capital)	Global Travel Invoice No 050 of May 02, 2018	3'200.00	0.0018	3'220.00		3'220.00	17'886.80	
31.07.2018	34210	622017		13	Air ticket for 1 international Facilitator for workshops in Cameroon	Global Travel Invoice No 031 of April 28, 2018	1'200.00	0.0018	1'350.00		1'350.00	16'536.80	
31.07.2018	34270	622017		14	Fuel for own car to coordinate 3 workshops and preparations	Tradex receipt no 0311401 of 21/04/2018, Total receipt no 0019118 of 08/05/2018 and Total receipt no 14581 of 17/05/2018	300.00	0.0018	300.00	162'000.00	300.00	16'236.80	
31.07.2018	34250	622017		15	Venue / logistics for 3 workshops of 2 days each	Hotel Relais St Andre invoice num 1006/FD/R5A/2018 of 26/04/2018 and 1014/FD/R5A/2018 of 12/05/2018, Hotel Sahel invoice num 11/149 of 17/05/2018	1'200.00	0.0018	1'200.00		1'200.00	15'036.80	
31.07.2018	37040	622017		16	Renting of interpretation equipment for 3 workshops of 2 days	Ste TET SARL invoice No 025/mt/05/2018 of May 18, 2018	2'000.00	0.0018	2'000.00		2'000.00	13'036.80	
31.07.2018	34230	622017		17	Accommodation of 75 participants for 3 workshops out of Yaounde at 3 days each	Hotel Relais St Andre invoice num 1006/FD/R5A/2018 of 26/04/2018 and 1014/FD/R5A/2018 of 12/05/2018, Hotel Sahel invoice num 11/149 of 17/05/2018; Dinner for participants x USD 20 each	13'500.00	0.0018	13'500.00		13'500.00	-463.20	

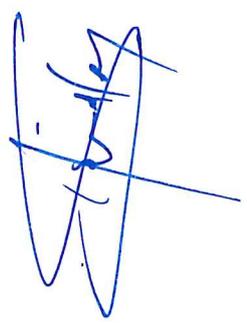
31.07.2018	34240	622017	18	Lunches for workshops (25 participants x 3 workshops x 2 days each x \$25 per lunch)	Hotel Relais St Andre invoice num 1006/FD/RSA/2018 of 26/04/2018 and 1014/FD/RSA/2018 of 12/05/2018. Hotel Sahel invoice num 11/149 of 17/05/2018	3 750.00	0.0018	3 750.00	-	-4 213.20
31.07.2018	34240	622017	19	Coffee/tea breaks for workshops (25 participants x 3 workshops x 2 days each x \$15 for 2 coffee/tea breaks)	Hotel Relais St Andre invoice num 1006/FD/RSA/2018 of 26/04/2018 and 1014/FD/RSA/2018 of 12/05/2018. Hotel Sahel invoice num 11/149 of 17/05/2018	2 250.00	0.0018	2 250.00	-	-6 463.20
31.07.2018	33310	622017	20	Printing of awareness raising tools (brochures, stickers, flyers)		-	0.0018	-	-	-6 463.20
31.07.2018	33430?	622017	21	Subvention for media to run micro programs on ATT		-	0.0018	-	-	-6 463.20
31.07.2018	33430?	622017	22	Media coverage of 3 workshops (Radio, TV, Print, Social Media)	Media discharge lists of 26/04/2018 and 12/05/2018 (Journalists & Legal Advisers workshops, Mbalimayo), Media discharge list of 17/05/2018 (Vigilante Committees workshop, Maroua)	600.00	0.0018	600.00	-	-7 063.20
31.07.2018	33320	622017	23	Visibility for activities (Banners and Roll up)	ETS TEMOSON PRINT invoice no 06/05/2018 of May 14, 2018	300.00	0.0018	300.00	-	-7 363.20
31.07.2018	34980	622017	28	Indirect support costs	HAJAL MASSAD invoice No HC/601 of 05/09/2018, ETS NGUF'S" & FILS receipt No 0000905 of 23/04/2018 and AJEDYT receipt No 894 of 19/04/2018	5 735.00	0.0018	5 735.00	159.50	
						56 785.00		162 000.00	56 795.50	-10.50

\* 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 since the Interim Report. 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:

28 / 10/2018



Head of ATT Secretariat's Signature:

Date:

06 Nov. 2018

General Details			Actual	Actual	Actual	Balance of	Balance of	% of over-
Ref. N°	Description	Total budget USD	spend (Interim Report) USD	spend (Final Report) USD	spend (Total) USD	budget available USD	funds received USD	or under-spend
<b>Direct Costs</b>								
1	Staff: Project Coordinator	12,000.00	6,000.00	6,000.00	12,000.00	0.00	63,713.60	0.0%
2	Staff: Program Officer (2 x 400 x 12 Months)	9,600.00	4,800.00	4,800.00	9,600.00	0.00	54,113.60	0.0%
3	Staff: Project Accountant	2,400.00	1,200.00	1,200.00	2,400.00	0.00	51,713.60	0.0%
	Consultants: Consultant for conception of advocacy and awareness raising tools, restructuring CANSAs and setting up of Network of Communicators / Journalists on							
4	ATT	3,000.00	3,000.00	0.00	3,000.00	0.00	48,713.60	0.0%
5	Consultants: Facilitators of 5 workshops of 3 Facilitators per workshop	3,000.00	1,200.00	1,800.00	3,000.00	0.00	45,713.60	0.0%
6	Consultants: Translator for translation of project documents	1,000.00	500.00	500.00	1,000.00	0.00	44,713.60	0.0%
	Consultants: Interpreters for 3 workshops of two days each (Senior government							
7	officials, legal Officers, and Virgilante Groups)	3,000.00	1,000.00	2,000.00	3,000.00	0.00	41,713.60	0.0%
	Transport for 25 participants for 1 workshops within Yaounde with the civil society							
8	on: the ATT process	500.00	500.00	0.00	500.00	0.00	41,213.60	0.0%
	Transport for 100 participants for 4 workshops out of Yaounde with Senior							
	government officials; Legal Officers; Virgilante Groups on Boko Haram; Journalists							
	on: Implementation of the ATT; International Transfer Systems of arms; intricas							
	on national and international laws on arms; and the role of the media on the							
9	implementation of the ATT	4,000.00	1,000.00	3,000.00	4,000.00	0.00	37,213.60	0.0%
	DSA for 8 participants / Facilitators for workshop in Extreme North Cameroon for 3							
10	days each (Accommodation, meals, gratitudes and other expenses)	2,400.00	0.00	2,400.00	2,400.00	0.00	34,813.60	0.0%
11	DSA for 1 international Facilitator for workshops in Cameroon for 7 days	1,050.00	0.00	1,050.00	1,050.00	0.00	33,763.60	0.0%
	Air ticket within Cameroon for 8 facilitators / participants for Workshop with							
	Virgilante groups on Boko Haram in Extreme North Cameroon (About 1000km							
12	from capital)	3,200.00	0.00	3,220.00	3,220.00	-20.00	30,543.60	-0.6%
13	Air ticket for 1 international Facilitator for workshops in Cameroon	1,200.00	0.00	1,350.00	1,350.00	-150.00	29,193.60	-12.5%
14	Fuel for own car to coordinate 5 workshops and preparations	500.00	200.00	300.00	500.00	0.00	28,693.60	0.0%
15	Venue / logistics for 5 workshops of 2 days each	2,000.00	800.00	1,200.00	2,000.00	0.00	26,693.60	0.0%
16	Renting of interpretation equipment for 3 workshops of 2 days	3,000.00	1,000.00	2,000.00	3,000.00	0.00	23,693.60	0.0%
	Accommodation of 100 participants for 4 workshops out of Yaounde at 3 days							
17	each	18,000.00	4,500.00	13,500.00	18,000.00	0.00	5,693.60	0.0% *
	Lunches for workshops (25 participants x 5 workshops x 2 days each x \$25 per							
18	lunch)	6,250.00	2,500.00	3,750.00	6,250.00	0.00	-556.40	0.0% 1
	Coffee/tea breaks for workshops (25 participants x 5 workshops x 2 days each x							
19	\$15 for 2 coffee/tea breaks)	3,750.00	1,500.00	2,250.00	3,750.00	0.00	-4,306.40	0.0% *
20	Printing of awareness raising tools (brochures, stickers, flyers)	6,000.00	6,000.00	6,000.00	6,000.00	0.00	-10,306.40	0.0% *
21	Subvention for media to run micro programs on ATT	1,000.00	1,000.00	0.00	1,000.00	0.00	-11,306.40	0.0%
22	Media coverage of 5 workshops (Radio, TV, Print, Social Media)	1,000.00	400.00	600.00	1,000.00	0.00	-12,306.40	0.0% *
23	Visibility for activities (Banners and Roll up)	600.00	300.00	300.00	600.00	0.00	-12,906.40	0.0% **
	<b>TOTAL (ESTIMATED) DIRECT COSTS</b>	<b>88,450.00</b>				<b>-170.00</b>		
	<b>TOTAL (ACTUAL) DIRECT COSTS</b>		<b>37,400.00</b>	<b>51,220.00</b>	<b>88,620.00</b>			
<b>Indirect support costs</b>								
21	Indirect support costs	6,192.00						
	<b>TOTAL INDIRECT SUPPORT COSTS (based on estimated Direct Costs)</b>	<b>6,192.00</b>						
	<b>TOTAL INDIRECT SUPPORT COSTS</b>							
	<i>(reduced to bring Total Budget within approved amount )</i>				<b>6,022.00</b>			
	<b>TOTAL BUDGET (GRANT AGREEMENT)</b>	<b>94,642.00</b>						
	<b>TOTAL BUDGET (Maximum authorized by VTF Selection Committee)</b>				<b>94,642.00</b>			
	<b>Total Adjustment (over-spend)</b>					<b>-170.00</b>		
	<b>Amount of 1st installment</b>	<b>37,856.80</b>						
	<b>Amount of 2nd installment</b>	<b>37,856.80</b>						
	<b>Balance owing</b>	<b>18,928.40</b>						