

**PROJECT PREPARATION GRANT (PPG)****APPLICATION FORM**

1. PPG title	Enhancing Sierra Leone's Competitiveness through improved SPS National Capacity
2. Theme 1, 2 and/or 3	This project addresses key themes of the STDF including: improved coordination among national institutions responsible for SPS matters through access to and sharing of SPS information including on technical cooperation activities supported by bilateral and multilateral donors; capacity building, including training for key personnel responsible for SPS matters; and improved compliance by Sierra Leone products with regional and international SPS standards.
3. Starting date	1 <sup>st</sup> September 2007
4. Completion date	31 <sup>st</sup> October 2007.
5. Requesting organization(s)	This project grant is requested by the Ministry of Trade and Industry, which is the principal government agency responsible for the development and implementation of trade policy in Sierra Leone. The mandate of the Ministry of Trade includes the negotiation of all regional and international agreements on trade. The Sierra Leone Standards Bureau (SLSB), under the supervision of the Ministry of Trade is the coordinating body for all standards issues in the country, and ensures the safety of products consumed in Sierra Leone. The SLSB develops and adopts standards, is responsible for inspection of goods and provides testing and quality control services.
6. Proposed consultant(s)	The Ministry of Trade and Industry requests the STDF Secretariat to provide a shortlist of appropriate consultants to execute this project.
7. PPG background and rationale	See attached description in Appendix 3 below:
8. Resultant project objectives	<p>The overall objective of the project is to establish a sustainable and functioning quality and standards management system in Sierra Leone.</p> <p>Specifically the project aims to:</p> <ol style="list-style-type: none"> <li>1. Build capacity of the Sierra Leone Standards Bureau and the private sector for setting and enforcing standards and for meeting regional and international standards, in order to protect human, animal and plant health against disease and pests related to regional or international trade, and to assure the competitiveness of Sierra Leone's products in overseas markets;</li> <li>2. Establish an effective notification and enquiry point vis-à-vis trading partners in respect of TBT and SPS Agreement</li> </ol>

	<p>issues;</p> <ol style="list-style-type: none"> <li>3. Build capacity of trade officials and other government officials in inter-agency coordination and management of information on SPS issues;</li> <li>4. Establish a clear and coherent regulatory framework addressing SPS issues in Sierra Leone;</li> <li>5. Disseminate and mainstream the adoption of good agricultural practice and good manufacturing practice among Sierra Leonean farmers and producers;</li> <li>6. Improve the capacity of testing and laboratory services in Sierra Leone in both the public and private sectors.</li> </ol>
9. PPG outputs	<p>The outputs under this project include:</p> <ul style="list-style-type: none"> <li>• Field mission report on Sierra Leone which will reflect existing data and consultations/dialogues with SPS personnel;</li> <li>• Comprehensive report on studies, reports, and documents on past, ongoing and planned bilateral, regional or multilateral technical cooperation activities in Sierra Leone on SPS issues, including those addressing training needs;</li> <li>• Detailed and fully-costed project proposal which addresses Sierra Leone's capacity building needs on SPS issues,</li> <li>• Workshop report detailing feed back from key stakeholders on the project proposal;</li> <li>• End of Project Report outlining possibilities for further resource mobilisation for Sierra Leone in SPS issues.</li> </ul>
10. PPG activities	<p>The activities envisaged under this project include</p> <ul style="list-style-type: none"> <li>• Conduct of field missions to Sierra Leone to hold consultations with key stakeholders on SPS issues;</li> <li>• Conduct of desk and field research on case studies, reports, and other documents, on past, on-going and planned technical cooperation activities on SPS supported by bilateral, regional and multilateral donors in order to ensure complementarity and synergy;</li> <li>• Identification of, and consultations with, key private and public sector stakeholders (including academia) on SPS issues, with a view to developing a coordination mechanism for a strategic approach towards standards and quality conformity assessment;</li> <li>• Drafting of a detailed and comprehensive project proposal for capacity building on SPS issues for Sierra Leone,</li> <li>• Organisation and convening of a one day national stakeholder workshop to present the project proposal and receive feed back and comments,</li> <li>• Develop a plan (in the form of a report) for sourcing</li> </ul>

	funding through contacts with other multilateral and bilateral donors for funding of the comprehensive project on SPS.
11. Timetable	See the attached indicative timetable in Appendix 5.
12. Private/public sector co-operation	The private sector is an integral part of Sierra Leone's efforts to develop a sustainable SPS infrastructure and institutional framework. The private sector has vital roles to play: in the process of standard setting, and in the actual compliance with quality, food safety and agricultural health requirements. Capacity building in the private sector will complement (and in the short term, may substitute for) public sector capacity, as in the development of certification and testing services. It is intended through this project that industry 'codes of practice' may be developed which will assist with self regulation on SPS issues. The Sierra Leone Chamber of Commerce, which is one of the strategic partners of the Ministry of Trade and Industry will participate fully in the project and benefit from training and capacity building under the project. In addition, members of the Sierra Leone Business Forum (an umbrella organisation for all the private sector in Sierra Leone) and academics will participate fully in the project as 'train the trainer' instructors.
13. Budget	The total cost of the PPG cost is US\$ 20,000. Please see attached a detailed breakdown of the proposed costs in Appendix 6.
14. Non STDF contributions	The government of Sierra Leone will provide office space and logistics to the consultants during their field missions to Sierra Leone.

**Appendix 1:** Supporting letters

**Appendix 2:** Curriculum Vitae and record of achievements

**Appendix 3:** Description of PPG background and rationale

**Appendix 4:** Work Plan

**Appendix 5:** Timetable

**Appendix 6:** Budget

**Appendix 7:** TORs for consultant(s)

**Appendix 3: Background and Rationale for the Project**

Sierra Leone's weak capacity to meet sanitary and phyto-sanitary (SPS) measures and quality standards severely constrains its competitiveness in international and regional markets. The scope of SPS issues in Sierra Leone include: food safety and public health, fish and seafood safety, plant health and phyto-sanitary measures, and animal health and zoo-sanitary issues. The government of Sierra Leone has recognised the importance of SPS capacity for effective participation in international trade. Thus, the issue of improved SPS capacity figured prominently in Sierra Leone's Diagnostic Trade Integration Study, endorsed by the Sierra Leone Cabinet in November 2006 (attached) under the Integrated Framework.

A number of programmes are currently being implemented in Sierra Leone which seeks to address some SPS issues. In the areas of fisheries, a programme supported by the European Union is specifically addressing certification on SPS measures for fish exports from Sierra Leone. A Competent Authority has been established and new Sanitary Regulations (2006) have been enacted. In addition, Sierra Leone is a participating country in a programme supported by FAO and INFOPECHE designed to build capacity to improve the fish trade performance in selected West African countries. Moreover, a proposed project on Rural Private Sector Development supported by the World Bank and jointly executed by the Ministries of Trade and Industry and Agriculture and Food Security, addresses SPS issues as part of value chain interventions for various agricultural products as a means for improving rural livelihoods and income, thereby addressing poverty reduction. The Project Appraisal Document for the project is attached for information.

At the sub-regional level, Sierra Leone is part of a programme supported by the US Agency for International Development (USAID) and coordinated by the West Africa Trade Hub (WATH). The programme seeks to support ECOWAS' efforts on regional integration by initiating a process of harmonisation of SPS systems across West Africa, covering UEMOA and ECOWAS countries. Under the programme, a study (attached) was conducted in September 2006 of the SPS capacity in Sierra Leone, which details the weaknesses in Sierra Leone's SPS infrastructure and institutional framework, and makes recommendations for strengthening and improving the institutional and human resource capacity.

Both the DTIS and the WATH SPS study on Sierra Leone identified the issue of compliance with quality and SPS standards as key issues for the main agricultural products exported by Sierra Leone, particularly cocoa. The proposed project will seek to address several of the recommendations in the SPS study, and would directly implement prioritised activities on SPS outlined in the Action Matrix of the DTIS.

The DTIS proposes a strategic approach to the entirety of SPS issues in Sierra Leone. This is important to ensure consensus among stakeholders on priorities and the respective responsibilities of different official and private entities. Sierra Leone desires to facilitate the emergence of a standards infrastructure over the medium term that supports export diversification into new higher value added products where standards are the key factors influencing market access. Sierra Leonean exporters of new products will require internationally recognised conformity assessment services for testing inspection and certification. The project's activities would lay the groundwork for the development of that infrastructure by specifically building capacity within the SLSB, other line ministries and the private sector for SPS compliance and implementation. There is an urgent need to streamline the roles and responsibilities of the institutions involved in food inspection, control, and certification to reduce duplication of effort and enhance efficiency. The project will specifically address this. Training needs will be systematically analysed and the resultant training specifically targeted and coordinated.

Risk and quality management practices at farm and processing levels of supply chains, including HACCP, good manufacturing practice and good agricultural practice are essential to Sierra Leone's bid to diversify its product base. The proposed project will develop a strategic plan for the use of SPS issues in export diversification and maintenance and expansion of market access, particularly to take

advantage of markets that already offer duty-free-quota-free market access. This will directly benefit Sierra Leone's small and medium sized enterprises through the improvement in the competitiveness of their products. The improvements in food quality and safety will also impact positively on the nutritional values of food products, ensuring improvements in the health of the population.

In order to improve its terms of trade in regional and international markets, Sierra Leone wishes to focus on higher risk/higher value export oriented sub-sectors that require specific regulatory and institutional structures. Sierra Leone therefore needs an effective regulatory framework and transparent institutional structures addressing SPS measures. The project will directly address this through the development of new legislation. Moreover, the project's activities will reflect and build on the SPS harmonisation process taking place at the regional level in ECOWAS. The strengthening of the institutional structures under the project will influence the extent to which the SLSB, trade policy makers and other officials are better capable of cooperating effectively with their SPS counterparts in the sub-region, and implementing the regional SPS standards developed by the WATH project.

The programmes currently addressing SPS issues in Sierra Leone are diverse and although their design may complement each other, their execution may risk duplication and/or the appearance of gaps. The proposed project is designed to address in a systematic manner the issues identified by the various studies and establish a coordinated and strategic approach to SPS capacity building in Sierra Leone into the future. The project will seek to build on the current efforts underway in Sierra Leone and provide the foundation for future intervention by both government and its development partners to sustainably build capacity on SPS infrastructure and institutions in the country.

**Appendix 5: Indicative Timetable**

The following timetable provides indicative dates for activities in the project which are subject to the availability and schedule of the chosen consultants.

<b>Start Date</b>	<b>Completion Date</b>	<b>Activity</b>
1/09/07	15/09/07	Field mission to Sierra Leone: consultations with stakeholders/field research
17/09/07	29/09/07	Desk research on reports, case studies and other documents on SPS situation in Sierra Leone
1/10/07	6/10/07	Draft and submit comprehensive project proposal/develop coordination mechanism for stakeholders
1/10/07	13/10/07	Organise national stakeholder workshop
15/10/07	15/10/07	Convene national stakeholder workshop; present project proposal (second mission to Sierra Leone)
17/10/07	22/10/07	Finalise and submit project proposal; submit workshop report
22/10/07	31/10/07	Draft and submit end of project report/ produce funding plan for SPS capacity building for Sierra Leone

**Appendix 6: Budget**

The following represents a breakdown of the proposed costs in the PPG:

Item	Quantity	Unit Cost (US\$)	Sub-Total
<b>Personnel</b>	2	4000	<b>8000</b>
<b>Workshop</b>	40 people		<b>3580</b>
<i>Venue</i>	1 day	200	200
<i>Logistics/Equipment</i>			880
<i>Hospitality</i>	40	40	1600
<i>Transportation: participants</i>	40	10	400
<i>Transportation: resource personnel</i>	10days	50	500
<b>Travel</b>			<b>7620</b>
<i>Flights</i>	2 x 2	600	2400
<i>Daily Subsistence Allowance</i>	2 x 18 days	120	4320
<i>Transportation</i>	18 days	50	900
<b>General Operating Costs</b>			<b>800</b>
<b>TOTAL</b>			<b>20,000</b>