

DRAFT
MEMORANDUM OF UNDERSTANDING (MOU)

Between

THE AGENCIES

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
NATIONAL INFORMATION MANAGEMENT CENTER (NIMAC)
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
NORWEGIAN REFUGEE COUNCIL (NRC)

&

THE IMPLEMENTING AGENCY

Liberia Institute of Statistics & Geo-Information Services (LISGIS)

for the implementation of the

2007 NATIONAL ESTABLISHMENT CENSUS (2007 NEC)

1. Purpose of the Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) constitutes a formal agreement between the Agencies (UNDP/NIMAC, UNHCR/NRC) and (LISGIS) for the implementation of the 2007 National Establishment Census (2007 NEC). The purpose of this MOU is to define the tasks of the involved agencies for the implementation of the 2007 NEC. All concerned agencies are automatically members of the 2007 NEC Steering Committee.

2. Design of the 2007 NEC

The objective of the 2007 NEC is to:

- a) provide information for sound development planning
- b) generate information for a frame for National Accounts
- c) begin a process of capacity building by using the sampling frame for the Annual Economic Survey

The survey is described in detail in Appendix A with budget and timetable.

3. Period of implementation

Survey activities will commence as soon as this MOU, Letters of Agreement (LOA) and all other legal documents are signed by all parties. Data collection is scheduled to start in November 2007 while preliminary results should be available End of January/Beginning of February 2008 and final results in March 2008. The entire project activities including preparations, dissemination workshops and publication of final reports will take approximately 6 months.

4. Roles & Responsibilities

The 2007 NEC will be implemented through LISGIS, UNDP/NIMAC and UNHCR/NRC. The field work with UNHCR staff will take place on behalf of LISGIS. The TORs are as follows:

LISGIS

- General planning; develop survey instruments (Questionnaires, manuals, classifications, specifications, tabulation plans)
- Pilot survey and NEC Evaluation Workshop
- Training of Supervisors (all Counties) and Enumerators (Montserrado)
- Field-Work in Montserrado County
- Data entry (All Counties) at LISGIS in a networking environment
- Consolidation of county results
- Publications and statistical county profiles

UNDP/NIMAC

- Provides help for installing the network on the available hardware at LISGIS
- Design data entry screen at LISGIS (Developed with LISGIS in MS ACCESS)
- Develop programs for tabulation of results according to specifications
- Develop database for Registry and relational Database

UNHCR/NRC

- Training of enumerators
- Field work in counties

The respective tasks are in charge of the responsible agencies.

5. Rights to Data and Publication

Confidential records will be kept at LISGIS. Authorized Registry will be allowed to UNDP/NIMAC.

6. Publicity

Information given to the press and all publicity materials, notices, reports and publications shall acknowledge equally the role of national partners and all funding partners as well as other contributors to the 2007 NEC.

7. Monitoring & Evaluation

Monitoring and review of the implementation of the survey will be an ongoing and open process. All reports and financial statements from LISGIS, members of the Steering Committee will be made available to all participating members of the Steering Committee in a timely manner.

The 2007 NEC Steering Committee will meet for three specific reviews and otherwise as often as the need arises. The first will take place after the completion of the pilot phase and will review the pilot experience, preparations and survey materials for the main survey phase with reports from LISGIS, consultants and Steering Committee members. This will trigger the beginning of the main survey phase. The second review will take place after the end of field work to review the implementation of the survey and plans for the analysis and dissemination phase. The final review will take place at the end of the survey program to review all activities.

The minutes of any meeting or review together with copies of all documents considered will be made available to all Steering Committee members.

8. External Audit

9. Amendments & Termination

This MOU may only be amended by written agreement of all parties. This MOU becomes effective when signed by all parties and will terminate approximately 6 months later. Should one party decide to withdraw unilaterally, this may be done by written notification to all parties. The MOU would not then remain valid.

Signed on behalf of Government of Liberia

Signed on behalf of UNDP/NIMAC

Signed on behalf of UNHCR/NRC

APPENDIX A

OVERVIEW

The National Establishment Census (NEC) is a complete enumeration of all local units where people work in the country at a specific time. The exercise will take into account all existing establishments, including public and private establishments. It will also cover the NGOs and other related organizations. This exercise is a primary source of benchmark statistics and National accounts. There are very few key variables that have been included into the questionnaire. These variables are intended to capture the needed data, which will be used to achieve the following objectives:

- To provide benchmark information for sound development planning, in making administrative policy decision and research;
- Provide framework for National Accounts survey;
- Determine the size, composition and spatial distribution of the formal and informal sector of the economy;
- Determine the scope of the Private and public sector, Non-Profit Institutions
- Determine the ownership of establishment;
- Determine the Legal Status;
- Determine the major activities by ISIC; and
- Determine the Labor force composition and distribution in the country

The data to be collected will be utilized in various ways by many data users, including Ministry of Planning & Economic Affairs, Commerce, Labor, Finance, UN, etc.

The exercise is expected to be conducted within a Six (6) months period, beginning November 2007 through April 2008. As earlier stated, the results of the exercise will positively impact and reduce the data gaps.

We intend to recruit, train and deploy approximately 450 Enumerators along with 17 Field supervisors. The process will also involve other professional staff (Coordinators), who will work along with the Administrative staff to conduct the census.

The Field activities will take approximately two months (2) and will cover approximately 120,000 establishments, throughout the entire nation, while the data processing and analysis/publication will take approximately four (4) months. Preliminary results will be published in January 2008.

The total cost of the National establishment Census is two hundred eight thousand six hundred and eighteen USD (US\$ 208,618.00).

WORKPLAN and TIMETABLE

Activity	Responsible party	Date	Place	Outcome
Printing & delivery of Manuals & Questionnaires	LISGIS, UNHCR and NIMAC	22-27 Oct. 2007	Monrovia	Field materials ready
Recruitment (departure of trainers, identifying enumerators)	LISGIS UNHCR	29 Oct—2 Nov. 2007	Nation wide	Enumerators recruited and trained
Training of Supervisors	LISGIS, NIMAC UNHCR	17-19 Oct. 2007	Monrovia	Supervisors trained
Training Of Enumerators	LISGIS, UNHCR and NIMAC	5 -10 Nov. 2007	All counties' Headquarters	Field staff ready for data collection
Data collection	LISGIS UNHCR	12 Nov. -27 Dec. 2007	Nation wide	Data collection completed
Data processing	LISGIS NIMAC	November-4. February 2008	Monrovia	Data entry completed
Data analysis	LISGIS	5—29 February 2008	Monrovia	Preliminary results released
Publication/Dissemination	LISGIS	March/April 2008	Public & private institutions, including data users and producers	Final results released

BUDGET**NIMAC/UNHCR/LISGIS****PROPOSED DRAFT BUDGET
ESTABLISHMENT CENSUS**

		Qty	U/Cost	Days	Total
Administration					
	Project Director	1	650	4 months	2.600
	Asst. Director	1	450	4 months	1.400
	Statistician	4	500	1 month	2.000
	Consultant	1	1.000	1	1.000
	Secretary	1	150	4	600
					7.600
DATA COLLECTION					
	Supervisors	17	15	45	11475
Monrovia	Enumerators	40	10	45	18000
All counties	Project coordinator field visits	1	40	15	600
	Consultant field visits	1			0
	Monitoring	4	25	15	1500
	Drivers	10	10	45	4500
	SUB-TOTAL				36075
TRAINING					
	Trainers transpoatation	4	35	10	1.400
	Supervisors	20	10	7	1.400
	Enumerators	40	10	7	2.800
	Hosting & Facilltators outside	4	100	7	2.800
	Hosting & facilation in Monrovia	2	50	7	700
	SUB-TOTAL				9.100
PRINTING, MATERIALS,ETC					
	Office stationery				2.550
	Stakeholders meeting	30	20	1	600
	Printing of questionnaire,manuals	122,000 pcs.	0,14	1	22.000,00
	Paper	260reams	5	1	1.300,00
	Computer ink	20 pcs.	110	1	2.200
	Data processing equipments, lap top, software, etc				10.000
	cabinrt, calculators folder, bags, etc				2.000
	Sub-total				40.650
SENSITISATION/REPORT WRITING					
	Sensitization and Mobilization				2.500,00
	Dessimation -report launching				2.000
	Printing & Binding				2.500
	SUB-TOTAL				7.000,00
	Vehicle rental	10	150	45	67.500,00
Pretesting					
	Enumerators	75	10	2	1500

	Monitors	5	35	2	350
	Consultants Monitoring	4	40	2	320
	Sub-total				2170
	Programmer	1	300	2	600
	Supervisor	1	250	2	500
	Entry clerk	4	150	2	1200
	Editor	2	150	2	600
	Sub-total				2900
	Vehicles	15 x 45 days	3,35	10 gals.	22.612,50
	Lubricant	150 cartoons	25		3.750,00
	Generator	2 X 20 days	3,35	35 gals.	4.690
	SUB-TOTAL				31.052,50
	TOTAL COST				204.047,50
	Contingency				4.571
	GRAND TOTAL COST				208.618,50
	LISGIS Commitment				150.000
	NRC/UNHCR Commitment				42.110
	NIMAC				16.508
	TOTAL COST OF PROJECT				208.618,00
	XXX: Driver may be paid by LISGIS/NIMAC/UNHCR				