

Civil Society Platform on Non-Violent 2012 Elections

# CIVIL SOCIETY RETREAT

## Background

### Overall Objective

Contribute to increased preparedness of CSOs for the implementation of the NSA project on non violence elections.

### Specific Objectives

To institutionalise roll-out arrangements to implement the project efficiently/ coordination, management, roles , responsibilities and selection of sub grantees)

To review the project design in details and resolve any outstanding issues

To confirm the expected project outputs, outcomes, intended beneficiaries, reporting templates and timelines

To agree on timelines, results framework and M&E tools for the project.

Fifty five (55) Civil Society Organizations (CSOs) met in Makeni for three days to chart the way forward for the implementation and roll-out of the non-State Actors non-violent election project.

The three day project inception review was to consolidate the unity of civil society in Sierra Leone; briefing of the wider group on the progress made so far, set the ground for professionalization of CSOs, develop common standards and operational framework, decisive action on who does what and

where, refine structures and mechanisms and chart the way forward for sustained engagement.

The three day retreat was divided into sessions with the Steering Committee meeting on the first day and the general membership of the CSO Platform on Non violent 2012 elections meeting on the last two days.

The retreat was facilitated by members of the



**Cross section of participants**

Steering Committee with support from UNIPSIL.

## Programme

Role of IP, Steering Committee and Secretariat

MOU between IP and Sub Grantees

Criteria for Sub Grantees

Coordination, reporting, management and finance arrangements

Review NSA Project activities and Budget

Cluster arrangement and engagement

CSO Website and Strategic Plan

## Day One- Steering Committee session

Eleven members of the CSO Steering Committee met at the Staff room of the University . The meeting was attended by UNDP CSO Adviser, UNIPSIL Regional Political Affairs Officer, NSA Programme Manager and UNIPSIL CSO Focal Point.

The meeting was chaired by the Falla Ensah-N'Dayma. He welcomes participants and gave a

brief overview of the meeting. The chairman gave an update on the progress highlighting the steps taken so far to arrive at the final product

The Implementing Partner (IP) was officially introduced by the Interim Chairman of the Platform.

The Executive Director of Action Aid Sierra Leone ex-

pressed thanks and appreciation to the platform for the opportunity given to his organization and stated his commitment to deliver.

The participants agreed on the following as criteria for Sub Grantees. Any organization can apply to the IP as Sub Grantee but should meet the criteria:



**Cross Section of Participants**

## Outcome of Day One meeting

### Memorandum of Understanding (MOU)

The IP and the sub Grantee will sign a Memorandum of Understanding after going through an exercise of screening and approval of applications for implementing of activities by organisations in the platform in partnership with the Steering Committee.

### Criteria for Sub Grantees

- Well defined finance procedures.
- Have comparative advantage on the issue/activity
- physical presence is an advantage
- Commitment to work with other organisations.

### Role of IP, Steering Committee and Secretariat

The roles of the IP, Steering and Secretariat will be as stipulated in the MCG and activity sheet of the project document.

The IP will work closely with the Steering Committee to ensure strict compliance for effective delivery.

*'The platform is created to combat electoral violence in all its forms using all available civil society, resources and materials. Furthermore, it is an appeal to all especially politicians for us all to bring to an end the era of violence in elections once and for all' ...  
Falla Ensah– N'Dayma*

### Secretariat

The secretariat is housed at the ground floor of Fambul-Tok Office, 47 Robert Street, Freetown.

The secretariat will have two staff to be recruited by the Platform in collaboration with the IP.

The IP will prepare job descriptions for the Project Officer and IT Officer by the 27th February, 2012.

One week internal advert between 27th February and 2nd March 2012.

The Steering Committee will meet at Action Aid Sierra Leone Office on the 5th March

2012 to screen and shortlist for interview

The interviews will be held on the 7th and 8th March 2012 at Action Aid Sierra Leone Office.

The successful candidates will start work by the 12th March 2012.



**Presentation by Abu Brima, member of the Steering Committee**

### Day Two Session

#### Presentation of Day one conclusions

The Steering Committee did a presentation on the role of the IP, Steering committee and Secretariat.

The implementation arrangement was also presented to the general membership. This arrangement includes MOU

between the IP and sub Grantees; management, funding and coordination mechanism.

The criteria for sub Grantees was also presented to the participants.

The participants were given the space to ask questions for

clarifications. Participants were concern on, how small organizations can benefit from the project.

One of the main conclusions was that every organization will have equal opportunity to apply for implementing of specific activity of the project based on the capacity.

## Day Two session cont.

### Project Activity Sheet, budget and disbursement schedule

The project activity sheet was presented to the participants. For some participants it was the first time to see the final product.

The participants were very clear that the whole project comprises of three main activities. These are: Constituency community dialogue sessions; documentary in Krio, Mende, Temne and Limba on non-violent messages ; and Special Threats to Elections for ex-soldiers .

Participants were also clear that the project budget and funding arrangement is divided into two with one component as part of the Micro Capital Grant (MCG) agreement with Action Aid Sierra Leone and Direct Funding. The Direct funding covers a budget of \$6,880. This amount will cover specific line items in the budget and will be disbursed as requested through the CSO Focal Point.

Participants were also inform that in terms of the MCG , two MCGs will be signed for the entire period of the project; payments will be made to Action Aid on two

tranches with one in each MCG. The current MCG will expire on the 1st July 2012.

Participants raised concern in terms of the \$300,000 sealing for CSOs and funding arrangement of given the amount in tranches. They requested for the full amount to be given in one tranche.

They also raised concern on the arrangement of activities in terms of which activities should be covered during the first two quarters.



**Falla Ensah -N'Dayma leading a plenary discussion**

## Day Three session

### CSO Platform website

UNIPSIL Webmaster presented the draft template of the website. The purpose was to review and validate the progress of the work on the website.

They agreed on the following:

The colour of the website is

green, white and blue representing the national flag. The Logo of the platform is a “Dove carrying/ holding the map”. Each cluster should send a one pager highlight the niche of that cluster on/or before the 1st March 2012.

The domain name is “csoplatformsl.org”.

Each cluster should have email account eg. for Vulnerability and exclusion cluster–[ve@csoplatformsl.org](mailto:ve@csoplatformsl.org)

Agencies with websites provided their addresses for link to the various websites.

The space should be purchased on line early March 2012.

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*‘The leadership of the Platform will be more a consultative process. Stakeholders will be consulted before a decision is taken. Respect for all is a priority. There is room for every organization in the Platform to participate’ ... John Caulker, Chairman*

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### CSO Platform Strategic Plan

The Platform hired the services of a Consultant to develop a three year strategic plan. The Consultant presented a draft guide ‘beginning’ step towards a strategic plan.

The presentation covers a thematic Approach to Election Conflict and Selected Responses comprising conflict analysis, prevention, management and mitigation, and resolution.

The presentation also covers strategies beyond elections.

The strategy will entail vision, value, mission, overall goal, immediate objective, key result areas, strategic directions, and action plan.



**Charles Lahal and James Lahal at an interactive session**



## Monitoring by the IP

The participants were informed that the IP serves as a pass through in the roll out of the project; maintain fiduciary and programmatic responsibility with close liaison with the SC; to monitor all activities listed in this activity sheet ; IP will report on progress against the result of each activity ; and IP will ensure that accurate and detailed narrative and financial progress reports on implementation. The IP Focal point, Christian Lawrence informed participants of a collaborative working relationship for effective delivery.

### Participating agencies

Action Aid, Advocacy Movement Network, Arica Youth Circle Sierra Leone, Association of Journalists on Mining and Extractives, Bambara Town Women's Organisation, Bike Riders Union, Budget Advocacy Network, Campaign for Just Mining, Centre for Accountability and Rule of Law, Central Confederation of Trade Unions, Central Union of Motels, Entertainment and Plastic Services, Campaign for Good Governance, Cigarette Sellers Association, Civil Society Movement, Community Action for Human Security, Health Alert, DADA Sierra Leone, FambulTok, food, Agriculture and Fishermen's Association, Foundation for Democratic Initiative and Development, Green Scenery, UNDP-CSO Forum, Hope Sierra Leone, MARWOPNET, Methodist Church Sierra Leone, Mining and Allied Services Employees Union, Movement for the Restoration of Democracy, National Advocacy Coalition on Extractives, National Transparency, Accountability and HR Centre, National Union of Private Security Employees, National Union of Rural Development Workers Union, National Youth Coalition, Network Movement for Justice and Development, National Election Watch, Organisation for Development and Human Right, Pampana Communications, SL Network on the Right to Food, SL Petty Traders' Association, SL Traders Union, WANEP, SLYEO, Women's Forum, TYPE, TUC SL, INCLUDE, Youth for Self Development

## Challenges, lessons learnt and recommendations

- Re-arrangement of project activities
- Election Cluster was adopted as the seventh cluster
- The Platform was adopted to be the CSO Sierra Leone Forum
- The development of the three-five CSO Strategic plan was validated
- The Platform will send a two pager letter of petition to the UN highlighting their concerns on the \$300,000 sealing for CSOs.
- Civil Society Organisations will provide in-kind contribution to the project.
- The Steering Committee was adopted and the membership remains the same.
- The platform has adopted and confirmed the new leadership/Chairman of the Steering Committee. He is John caulker,
- Head of the Peace, Human Right and Security cluster, and Director, FambulTok.
- The platform recognized the communication gap within certain clusters. All cluster heads are commitment to ensure a sustained communication flow among members.
- There was logistical hiccup especially on the hall. The problem was amended through the concerted effort of all. The venue for the meeting was change with better facilities and environment.
- The Platform through FambulTok pre-finance the DSA payment to participants and stationery cost.
- The United Nations and donors should work through the platform on civil society related issues and programme
- The expected participants was short by 15 persons.
- The platform raised concern on the disbursement schedule. They recommended for one time disbursement.
- The project was launched by Falla Ensah-N'Dayma.



**New Chairman of the CSO Platform making a contribution during the deliberations**