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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO)

UNICEF Compound, Sekou Toure Avenue, Mamba Point, Monrovia-Liberia

www.unido.org

COMPLETION REPORT:

TITLE:

**“OFFICIAL HANDOVER OF HYDRO-ELECTRICAL EQUIPMENT”
&
“ESTABLISHMENT OF SMALL-HYDRO POWER TECHNOLOGY CENTER”
AT STELLA MARIS POLYTECHNIC**

DATE:

APRIL 29, 2014

VENUE:

**STELLA MARIS POLYTECHNIC CAMPUS
CAPITOL HILL, MONROVIA, LIBERIA**



Prepared / Submitted by:

A. Brahim Sackie
National Project Coordinator
Liberia: SPWA-CC: Installation of Multi-Purpose Mini
Hydro Infrastructure (for Energy & Irrigation)
UNIDO Project Office, Liberia

Submitted to:

Mr. Rana Pratap Singh
Project Manager / Allotment Holder
UNIDO Headquarters
Vienna, Austria

Date submitted: May 16, 2014

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1.0 GENERAL BACKGROUND:

The **United Nations Industrial Development Organization (UNIDO)**, under its **Global Environmental Facility (GEF)** funded Project in Liberia, title: **“Installation of Multi-Purpose Mini Hydro Infrastructure for Energy and Irrigation”**, specifically constituting the construction and installation of a 1 Megawatt mini-hydro power station in Suakoko District, Bong county, began discussion with the **Stella Maris Polytechnic (SMP)** in December 2013, through the Project Manager / Allotment Holder, Mr. Rana P. Singh for the purpose of entering into a Memorandum of Understanding (MOU) for the following purposes:

- To establish a “SMALL-HYDRO POWER TECHNOLOGY CENTER to be located on its main campus located at Capitol Hill, Monrovia
- Provision of high-technology Hydro-electrical equipment to furnish the center for full operations in line with its established goal and objectives

Selection of the institution was based on the following reasons after the evaluation of several technical institutions in Liberia:

- The common interest shared by UNIDO and SMP in promoting renewable energy, energy efficient technologies and sustainable development in Liberia
- The level of interest demonstrated by the institution to serve as custodian of the center and equipment
- Safety and security of the equipment
- The strategic location of the institution
- The institution’s unchallenging record of promoting academic excellence in Liberia, couple with her sustainable academic programs with her pioneering role in contributing to the skills and manpower development

On these bases, the MOU was drafted by UNIDO and forwarded to the institution for review and subsequent rectifications. On March 23, 2014, the MOU was finalized and signed by the principal representatives of the two parties, thus, putting it into force.

- UNIDO’s Regional Representative based in Guinea, Mr. Bafotique Sako, signed on behalf of the organization and attested by the project’s National Coordinator, A. Brahim Sackie
- Stella Maris Polytechnic President, Sis. Mary Lauren Brown, signed on behalf of her institution and attested by the Vice President of Academic Affairs, Mr. Franklin Dalieh

With the finalization of the MOU, Stella Maris Polytechnic provided a secured space on its campus as agreed, to be used for the proposed center. The space was further rehabilitated by the college based on evaluation carried out by UNIDO.

Specific rehabilitation works carried on the space by the college included but not limited to the followings:

- Placement of rigid steal door at the proposed center’s exterior entrance
- Installation of hardwood panel door
- Painting of the exterior and interior (which included walls and ceiling)
- Installation of air-conditioning system, and
- Lighting system
- cleaning

With the space secured and rehabilitation works completed, a formal handover ceremony of the equipment and establishment of the Small-hydro Power Technology Center was then planned for 29 April 2014 at the Capitol Hill campus of the Stella Maris Polytechnic.

Therefore, this report includes the general activities associated with the program, ranging from pre-planning activities, equipment shipment and verification, budget preparation, handover and etc.

2.0 SPECIFIC OBJECTIVES & OUTPUTS:

As per the Memorandum of Understanding (MOU) the specific objectives and expected outputs of the established “**Small-hydro Power Technology Center**” shall strive to accomplish the followings in Liberia through the collaborative efforts of Stella Maris Polytechnic and the United Nations Industrial Development Organization (UNIDO):

a. Specific Objectives:

- To provide sustainable support for the integration of higher engineering education with its Small Hydro Project (SHP)-related research activities.
- To train man power with strong basics in energy including Small Hydro Project (SHP), Energy Conservation, Sustainable Energy Systems etc.
- To generate joint research activities in Small Hydro Project (SHP) and related fields, and seek assistance for financial and other resources to facilitate this linkage.
- To provide a more relevant theoretical and practical base for students’ development in the field of SHP and related fields.

b. Expected Outputs:

- Strengthened human and material resources in SHP systems.
- Greater participation in regional and international R & D projects through joint implementation projects and investments in Liberia in the field of energy in general and SHP in particular.
- Improved standard of living for rural communities and communities far removed from the mains grid by the provision of electric power for lighting, refrigeration and other energy-related activities.
- Optimization of resources by collaboration in research and technical training

3.0 EQUIPMENT DELIVERY:

The equipment for the center was procured by UNIDO in the Netherlands through DEVOTRA, an international company that provides consultancy, equipment and training services.

The equipment was further shipped to Liberia via the Robert International Airport (RIA) by DEVOTRA as per the purchase terms and conditions, arriving in the care of its local agent, Movis Liberia LTD., having the responsibility to ensure that the shipped equipment is fully delivered in good condition.

On March 9, 2014, with all the paper works required completed through relevant government ministries and agencies, assisted by Cuscar Air & Sea Cargo, clearing agent acting on behalf of UNIDO, the equipment was finally transported from the RIA and delivered at UNIDO Monrovia office located in Mamba Point by Movis Liberia LTD. on behalf of DEVOTRA.

Upon arrival, the equipment which was sealed in a 114x114x150cm (weighing 277kg) wooden box was immediately opened in the presence of the following parties indicated below to verify the equipment as per descriptions and specified quantities in line with the relevant shipping documents received from DHL:

- UNIDO
- MOVIS LIBERIA LIMITED
- CUSCAR AIR & SEA CARGO

Below is the list of the verified equipment as per the inspection carried out by the parties concerned:

LIST OF EQUIPMENT			
NO.	DESCRIPTION	UNIT	QUANTITY
1.	Altimeters	pcs	6
2.	GPS with battery chargers and cages	pcs	6
3.	Flow Meters	pcs	3
4.	Total Station	pcs	1
5.	Disto Meter	pcs	6
6.	Hand-held Differential Global Positioning System	pcs	1
7.	Digital Cameras+ SD Cards +cages	pcs	4
8.	Acoustic Doppler Current Profiler Port Channel Master	box	1
9.	Propeller Current Meter	cages	2
10.	Digital Multi Probe Anemometer	cages	2
11.	Wooden Duty Tripod carrying strap	pcs	3
12.	reflector pole, telescopic aluminum	pcs	1
13.	extension rods (4x1 meter)	box	1
14.	Circular Prism with holder & target	pcs	3
15.	Tribrach without Plummet, pale green	pcs	4
16.	Weir Plates (steel)	pcs	6
17.	extra hard cage	pcs	1
18.	set of manuals with + USB containing same	set	1

The equipment was temporarily stored in UNIDO's Mamba Point office, waiting the official handover to Stella Maris Polytechnic as per the scheduled date.

Note:

*The total monetary value for the equipment which includes purchase and shipment cost is in the amount of **111,820.00 USD (One Hundred Eleven Thousand Eight Hundred Twenty 50/100 United States Dollars).***

Reference materials: DEVOTRA Shipping Documents Received with invoice and equipment listing, specifying quantities and descriptions.

4.0 **PLANNING ACTIVITIES:**

a. Invitations:

Acknowledging the partnership between the United Nations Industrial Development Organization (UNIDO) and the Global Environmental Facility (GEF), the Executive Director of the Environmental Protection Agency (EPA), Honourable Anyaa Vohiri was asked to serve as keynote speaker for the program and also to be the one to officially handover the equipment to Stella Maris Polytechnic in her capacity as GEF focal person in Liberia.

Invitations were also submitted to relevant government ministries and agencies as well as other development partners, which included the followings:

- The donor community
- Relevant UN agencies
- The engineering society of Liberia
- Relevant construction and engineering companies operating in Liberia
- Technical learning institutions, which include the University of Liberia and St. Clements University

Below is the detailed list of institutions that were invited at the handover ceremony:

NO.	ENTITIES
A.	UN Agencies:
1.	UNDP
2.	UNOPS
3.	UNICEF
	UNHCR
B.	Donor Partners / Entities:
4.	USAID
5.	Winrock International / LESSP
6.	WORLD BANK
7.	International Monetary Fund (IMF)
8.	International Finance Cooperation
C.	Government Ministries / Agencies:
9	Ministry of Lands, Mines & Energy
10.	Ministry of Public Works
11.	Ministry of Commerce & Industry
12.	Rural & Renewable Energy Agency
13.	Liberia Hydrological Services
14.	Liberia Electricity Corporation
D.	Technical Institutions:
15.	University of Liberia (UL)
16.	St. Clements University
E.	Construction / Engineering Companies:
17.	Milton & Richards Architects
18.	AEP Consultants, Inc.

19.	Caesar Architects, Inc.
20	International Construction & Engineering
21.	ADI Construction Company
22.	Afrique Construction & Maintenance Company
23.	Ammeton Construction Company
24.	Bezalleel Turnkey Contractors
25.	Liberia Engineering & Construction Services, Inc.
26.	Reliance Construction & Maintenance Company
	Liberia Reconstruction & Development Company
F.	ASSOCIATION
	Engineering Society of Liberia (ESOL)

b. Budget Requested:

NO.	DESCRIPTION OF SERVICES	AMOUNT (USD)	REMARKS
1	Refreshment: Catering for 50 persons during the turnover ceremony and establishment of the "SMALL-HYDRO POWER TECHNOLOGY CENTER" (15 USD PER PER PERSON/PLATE AS PROVIDED BY CAFETERIA)-see proforma and invoice	750.00	
2	Printing of banners to be posted at the two main entrances of the Polytechnic campus (size: 4'x8')-cost provided by NATIONAL PRINTERS-see proforma and invoice	300.00	
3	Printing of banners to be posted in the hall to be used for the program at the Polytechnic campus (size: 4'x6')-cost provided by NATIONAL PRINTERS -see proforma and invoice	100.00	
4	TV & Radio news of the program (service charge provided by LIBERIA BROADCASTING SYSTEM-(LBS) -see proforma and invoice	300.00	
5	Publication of the program in the print media-service charge provided by LIBERIA MEDIA & MARKETING SERVICE, INC. (see proforma and invoice)	350.00	
6	Publication of the program in the print media-service charge provided by NEW ERA PUBLICATION, INC. (see proforma and invoice)	450.00	
7	RECOMMENDED: We intend to broadcast the upcoming event 2 consecutive days before the program slated date as a radio news with two reputable radio stations, namely: 1. ROYAL COMMUNICATIONS, INC. (RCI) 2. LIBERIA BROADCASTING SYSTEM (LBS)	200.00	
8	RECOMMENDED: contingency for miscellaneous activities that may need to be handled before or during the program	100.00	
9.	DHL Clearing Fee	85.00	Paid from office Petty cash. See liquidation
10.0	Broker / Clearing agency fees- CUSCAR AIR & SEA CARGO	168.00	Paid from office Petty cash. See liquidation
TOTAL AMOUNT REQUESTED:		2,803.00	

b. Amount Received & Expenditure (As per ASRs Received):

NO.	DESCRIPTION OF SERVICES	AMOUNT (USD)	ASR NUMBER	REMARKS
1	Catering services provided by Cafeteria at Stella Maris Polytechnic campus for 50 + persons	750.00	3030023228	This amount was paid in my name by UNDP as authorized by Headquarters
2	Printing OF 3 Banners(size: 4'x8' & 4'x6') by NATIONAL PRINTERS	400.00	3030023213	
3	TV & Radio Broadcast by LIBERIA BROADCASTING SYSTEM	300.00	3030023205	
4	Newspaper publication by LIBERIA MEDIA & MARKETING SERVICE, INC	350.00	3030023204	
5	Newspaper publication by NEW ERA PUBLICATION, INC.	450.00	3030023209	
6	Program Contingency Budget	200.00	3030023187	This amount was paid in my name by UNDP as authorized by Headquarters
	DHL Clearing Fee	85.00		
	Broker / Clearing agency fees- CUSCAR AIR & SEA CARGO	168.00		
TOTAL AMOUNT RECEIVED & EXPENDED FOR PROGRAM:		2,703.00		
NOTE: See below for contingency budget expenditure (See attached, expenditure receipts):				
1.	Pre-program awareness broadcast- LIBERIA BROADCASTING SYSTEM (LBS)	50.00		
2.	Rental of PA System for program	150.00		
3.	Pre-program awareness broadcast- ROYAL COMMUNICATION INC. (RCI)	50.00		
TOTAL AMOUNT		200.00		

NOTE:

1. THE TOTAL AMOUNT RECEIVED AND EXPENDED FOR THE PROGRAM FOR THE VARIOUS SPECIFIED SERVICES AS METIONED ABOVE IS **2,703.00 USD (TWO THOUSAND SEVEN HUNDRED THREE UNITED STATES DOLLARS)**.

2. ALSO, THE **200 USD (TWO HUNDRED UNITED STATES DOLLARS)** CONTINGENCY BUDGET IS ALSO LIQUIDATED ABOVE.

5.0 HANDOVER CEREMONY DETAILS:

The Handover Ceremony began at 10:00am and ended 1:00 pm as planned in the Auditorium of the Stella Maris Polytechnic Capitol Hill campus.

Below is the order of the full activities:

HANDOVER CEREMONY AS PER PROGRAM HELD- (Personalities and key role and remarks made)			
No	Name of Personalities	Role	Remarks / Statement:
1.0	Mrs. Rosaline Doe, Advisor, Arthur Barclay Business College, Stella Maris Polytechnic	Opening Prayer	<ul style="list-style-type: none"> Led the opening prayer for the commencement of the occasion
2.0	Mr. J. Exodus Flanjah, Dean of Monsignor Stephen Kyne College (MSKTC), Stella Maris Polytechnic	Welcome Remarks	<ul style="list-style-type: none"> Welcomed participants for attending the program Extended thanks to UNIDO for the partnership with Stella Maris Polytechnic
3.0	A. Brahima Sackie, National Project Coordinator, UNIDO	Introduction of Program	<ul style="list-style-type: none"> Extended thanks to the participants for responding to the call of UNIDO with regards to the program Recalled the initiation of the partnership which began in 2013 December when UNIDO, through its Project Manager / Allotment Holder, Mr. Rana P. Singh engaged the Stella Maris Polytechnic for the establishment of the center Informed the participants and the institution that the funding for the establishment of the center and the procurement of the equipment was made possible through the funding from the Global Environmental Facility (GEF) as allocated by UNIDO through GEF funded project in Liberia, already under implementation
4.0	Mrs. Jovita Culaton Viray, Chief Technical Advisor, UNIDO	Opening Remarks	<ul style="list-style-type: none"> Began by extending thanks and appreciation to the invited guests present, which include: partners in Government, the Donor community, the UN family, Universities, construction and engineering firms represented, the Engineering Society of Liberia (ESOL) as well as faculty and student of the Stella Maris Polytechnic Acknowledged that funding for the center is being provided by the Global Environmental Facility (GEF) through its funded project; title: Liberia, SPWA-CC: Installation of Multi-Purpose Mini Hydro Infrastructure for Energy & Irrigation which UNIDO is currently implementing in Liberia, and specifically constitutes the construction and installation of a 1 Megawatt Mini Hydro Power Station in Suakoko District, Bong County. Established that the project is also being co-financed by the United States Agency for International Development (USAID) and is being

implemented by **Winrock International / Liberia Energy Sector Support Program (LESSP)**.

- Recalled that the partnership between UNIDO and Stella Maris Polytechnic began in 2013 December on the basis of the common interest shared by both institutions as it relates to promoting renewable energy, energy efficiency technologies and sustainable development in Liberia, leading the two institutions to formally enter into a Memorandum of Understanding (MOU) to achieve this goal
- She established that the MOU seeks to accomplish amongst other the following goals and objectives as mentioned, which include but not limited to the followings:
 - I. Promote clean energy innovation by teams of scientists and engineers from Stella Maris Polytechnic and UNIDO
 - II. Provide Stella Maris Polytechnic with the opportunity to partner with a global leader in Small Hydro Project (SHP), for knowledge transfer and information exchange, which can be used to implement targeted and effective Research and Development (R&D) programs, which can spur local Small Hydro Project innovation and ultimately support the development of a resilient local green energy technology industry in Liberia.
 - III. To provide sustainable support for the integration of higher engineering education with its SHP-related research activities
 - IV. Undoubtedly enhance the use of SHP in Liberia and provide greater public awareness of the potential of these systems
 - V. To train man power with strong basics in energy including Small, Energy Conservation, sustainable Energy Systems etc.
 - VI. To generate joint research activities in SHP and related fields, and seeks assistance for financial and other resources to facilitate this linkage.
 - VII. To provide a more relevant theoretical and practical base for students' development in the field of SHP and related fields in Liberia.

			<ul style="list-style-type: none"> • That UNIDO strongly believe the spin-offs of such projects and initiative will create local expertise in the design, installation and maintenance of SHP systems thereby facilitating their promotion and sustainability. • That UNIDO partners with learning institution and that similar project is currently being implemented in next-door Sierra Leone with the University of Sierra Leone (USL). • established that UNIDO is highly motivated and acknowledged the institution's pursuit of promoting academic excellence couple with its impressive portfolio considering her academic programs with her pioneering role in contributing to the skills and manpower development which has undoubtedly attracted the industries, private and public sectors in Liberia.
5.0	A. Brahim Sackie, National Project Coordinator, UNIDO	Introduction of Keynote Speaker	<ul style="list-style-type: none"> • Introduced the keynote, Honourable Anyaa Vohiri by recognizing her role as it relates to the GEF project funded project currently being implemented by UNIDO in Liberia as well as the partnership between the two organizations.
6.0	Honourable Anyaa Vohiri, Executive Director of Environmental Protection Agency (EPA) & GEF Focal Person in Liberia	Keynote Speech	<ul style="list-style-type: none"> • Highly commended UNIDO for recognizing her to serve as Keynote Speaker at the occasion • Also commended UNIDO for the capacity building of Stella Maris Polytechnic by making available essential equipment that Government institutions like EPA does not have access to, as they are critical in identifying hydro potential in Liberia • That UNIDO selection of Stella Maris Polytechnic is not based on favor but on trust, professionalism of how these equipment are going to function and as well be used for the intended purpose • That the importance of renewable energy resources cannot be over emphasized as we strive to promote Green Economy with special emphasis on Renewable Energy • That energy access in Liberia is seriously limited as 80% of the population do not have electricity but depend on firewood and other sources. That 10% of urban residence and 2% of rural residence have electricity access by means of gasoline and diesel, which is quite expensive and is being imported • That electricity that is powered by fuel oil contributes seriously to global warming and that Liberia is a party to the United Nations (UN) framework on convention to climate change

			<ul style="list-style-type: none"> • That the lack of access to energy is not only a developmental problem but also an environmental problem, considering health and gender • That Liberia has availed itself in working with regional bodies in development sustainable framework aims at promoting Green Economy as renewable energy as one of the main pillars • Established that Liberia along with other African countries came up with a declaration on environmental sustainability which was held in Botswana between May 24-25, 2012, reaffirming their commitments to all conventions and declarations that promote sustainable development in the continent • That Her Excellency, President Ellen Johnson Sirleaf was also a signatory to that declaration on sustainable development • Finally, that she is the Operational Focal Person for the Global Environmental Facility (GEF) in Liberia, means all projects coming to Liberia have to be approved by her before taking course
7.0	Sis. Mary Lauren Browne, President, Stella Maris Polytechnic	Special Remarks	<ul style="list-style-type: none"> • Extended appreciation to UNIDO for the partnership on behalf of the institution's administration, faculty, and students • Hope that UNIDO will in time consider other technical learning institutions in the country to also have the opportunity to have access to such valuable equipment that can better their studies • Considered Stella Maris Polytechnic as the pilot being the first institution in Liberia to benefit from such partnership and that her ability in handling and managing the equipment can provide opportunities to other learning institutions, as may be considered by UNIDO in future • Established that the equipment are not any one's personal property and she reassured UNIDO that the equipment will be used for the intended purpose • Called on the authority of the institution to ensure that the equipment are properly managed as expected •
Remarks from other agencies:			
	Maxine Baiduah, Project Manager, Winrock International / LESSP		<ul style="list-style-type: none"> • Appreciated UNIDO on behalf of the Chief of Party of LESSP / Winrock International for the partnership with Stella Maris Polytechnic and also

			<p>called on the institution to use the equipment wisely</p> <ul style="list-style-type: none"> • That LESSP / Winrock International is also delighted to be a partner of UNIDO, having provided funding for the implementation of the 1 Megawatt Mein River Hydro Power Project in Suakoko District, Bong County. • He also established that bidding and contracting for the commencement of the project is being concluded with the selection of an international contractor which should begin works soon • Hope the institution will be in the position to provide few of its students to have the experience when construction starts
	<p>PIU Manager-Liberia Electricity Cooperation (LEC)</p>		<ul style="list-style-type: none"> • That LEC appreciates the UNIDO initiative, considering the partnership with Stella Maris Polytechnic • That LEC is highly delighted to be a part of the program which is demonstrated by the presence of 5 key managers that included: <ul style="list-style-type: none"> 1.The Generation Manager 2.Transmission Manager 3.Consultant 4.Training Director, and 5.PIU Manager (<i>Project Implementation Unit-of the Mount Coffee Hydro Dam currently under re-construction. The Country main power source</i>) • Established that students from the institution are currently working with LEC in the capacity as civil engineer and CAD operator, helping in the design works • Recommended to UNIDO to provide support to other areas of intervention if there is a need to implement any more project in Liberia, specifically: <ul style="list-style-type: none"> 1.Help develop a code of practice in Liberia to enables all electrical engineers / Electricians to work according to standard and defined system 2. Develop a standard that will regulate the quality of electrical equipment / materials being used in the country, as it relates to wires quality sold on the local market, which most times have led to property being damaged due to sub-standard nature

Dedication & Official Handover of Equipment to Stella Maris Polytechnic			
8.0	Honourable Anyaa Vohiri, Executive Director of Environmental Protection Agency (EPA) & GEF Focal Person in Liberia	Symbolic Handover of the Equipment	<ul style="list-style-type: none"> The EPA Boss readout the list of items provided by UNIDO to Stella Maris Polytechnic for the center, and did a symbolic handover demonstrated by turning over to the institution one of the equipment; Total Station
	Sis. Mary Lauren Browne, President, Stella Maris Polytechnic	Acceptance Remarks	<ul style="list-style-type: none"> The President of the institution received the items and established that they are 52 pieces of equipment as per the list she read through
	Mr. Peter Natt, Assistant Dean, Monsignor Stephen Kyne Technical Colege, Stella Maris Polytechnic	Vote of Thanks / Closing Remarks	<ul style="list-style-type: none"> The Assistant Dean of the Technical college adjoined the program with closing remarks by again assuring UNIDO that the equipment will be used for the intended purpose
Outdoor Activities:			
	Viewing & Inspection of Equipment by participants		<ul style="list-style-type: none"> Center and equipment viewed and inspected by participants
	Refreshment		<ul style="list-style-type: none"> Refreshment follows

6.0 ACCOMPLISHMENTS:

The followings were accomplished as below:

- Memorandum of Understanding (MOU) entered into between Stella Maris Polytechnic and UNIDO
- Small-hydro Power Technology Center established on the Stella Maris Polytechnic Campus by UNIDO, specifically in Liberia
- High technology hydro equipment handover to Stella Maris Polytechnic by UNIDO for the full operation of the established center
- Regional Research and Development programs can be implemented between Liberia and Sierra Leone through the Stella maris Polytechnic (SMP) and the University of Sierra Leone (USL) as it relates to small hydro project development, as similar initiative is also established in Sierra Leone

7.0 LESSON LEARNED:

The followings were learned and experienced from the just ended program:

- The pre-Radio broadcast of the Handover ceremony which was carried on two celebrated Radio Stations; **Liberia Broadcasting System (LBS)** and the **Royal Communication Incorporated (RCI)** developed the following public interest:
 1. Created public awareness of the upcoming UNIDO, thus, drawing the attention of media practitioners from different media institutions that made it their responsibility to be present during the program in order to have a glimpse of the event.
One of the result is the publication of the event by the **WEST AFRICAN PILOT** in their Thursday, May 1, 2014 Edition. (See copy attached to report).
 2. The pre-awareness also brought in crew from the **United Nations Mission in Liberia (UNMIL)** radio station, who came to cover the program which was broadcast the next day, April 30, 2014. On May 5, 2013, UNMIL radio hosted me on the early morning **Bread Fast Show**, concerning the UNIDO's Handover of equipment to Stella Maris Polytechnic and the establishment of the "SMALL-HYDRO POWER TECHNOLOGY CENTER." They wanted to know what led to the partnership and what UNIDO tends to achieve with the establishment of the center.
 3. Call-in from the **Ministry of Lands, Mines and Energy (MLME)** to a scheduled meeting on May 16, 2014. The meeting was held on the scheduled date and I had the opportunity to meet the following personalities of the Ministry:
 1. Mr. Henry V. Kimber, Program Manager for the **Norwegian Water Resources and Energy Directorate-(Institutional Cooperation MLME / NVE)**
 2. Mr. Terje Lysfjord, Resident Energy Advisor for the **Norwegian Water Resources and Energy Directorate-(Institutional Cooperation MLME / NVE)**
 - ✓ They both informed me that the meeting was called based on the concern of the Minister of Ministry of Lands, Mines & Energy (MLME) with regards to the handover of essential hydro power equipment by UNIDO to Stella Maris Polytechnic
 - ✓ As the Minister wanted to know the kind of equipment given to the institution and if UNIDO intends to conduct technical training for usage of the equipment. As the Ministry is greatly interested in such technical training program for capacity building of their staff
 - ✓ That Government of Liberia has received a grant from the Norwegian Government for the improvement of the Liberia Energy sector, with the *Ministry of Lands, Mines & Energy (MLME)* being the Government's Representative and the *Norwegian Water Resources and Energy Directorate* as the Norwegian Government representative, under the program title: **Institutional Cooperation MLME / NVE**
 - ✓ That they are currently carrying on feasibility studies in the country and these equipment are essential to their work
 - ✓ That there was a meeting held and the use of **Acoustic Doppler Current (ADCP) Profiler Port Channel Master** and other equipment in the UNIDO were highly mentioned, as per their importance

4. Call-in from technical institutions in the country expressing interest in any training opportunity / package that UNIDO will provide as it relates to the usage of the equipment. *(It is established that most technical institutions and individuals lack the capacity and ability to use these high tech-equipment).*

8.0 CONSTRAINTS:

The following constraints (s) were experienced during course of the program, ranging from preparation to completion:

- Delay by UNDP to ensure authorized payments submitted by Headquarters for the payments of hired services for the program

9.0 RECOMMENDATIONS:

The following recommendations are made to ensure that the center is fully operational as it relates to technical capacity:

- Provide hands on training in the use of the equipment for proper handling by the institution as these equipment are uncommon to the Liberia setting as most professionals have limited insight on the applications.
- Provide one set of flat screen desktop computer and accessories for the storage of collected field information and data while using Total Station, Global Positioning System (GPS), and other equipment in the center that can be used for field investigation. (The provision of this computer will be used to establish a complete data-base system for the center and help with other related works that are directly associated with the operation of the center.
- Develop a regional activities that will bring together the Stella Maris Polytechnic in Liberia and University of Sierra Leone in the Sierra Leone for knowledge transfer and information sharing as it relates to research and development of Small Hydro Project (s)

10.0 FOLLOW-UP ACTION / OUTSTANDING ACTIVITIES:

With the center being established, the below are outstanding activities that need to be addressed as per the terms and conditions of the Memorandum of Understanding (MOU):

- Establishment of a Joint Committee (Working Group) by UNIDO and Stella Maris Polytechnic (SMP) to coordinate the activities and decide upon project proposal related to the development of Small-Hydro Project (SHP) in order to meet the established objective of the center
- Designation of one representative each by UNIDO and Stella Maris Polytechnic (SMP) to the Joint Committee
- Conduct awareness that will attract and encourage organizations, private companies, government institutions at all levels and research institutions to establish cooperation activities aimed at fulfilling the objective of the MOU

11.0 HANDOVER CEREMONY PHOTOGRAPHS:

HANDOVER CEREMONY PHOTOGRAPHS



Fig. 1: Honourable Anyaa Vohiri-Keynote Speaker-Executive Director, EPA & GEF Focal Person in Liberia



Fig. 2: Mrs. Jovita Culaton Viray, UNIDO Chief Technical Advisor making Remarks during the occasion



Fig. 3: Sis. Mary Lauren Browne, President, Stella Maris Polytechnic making remarks during the occasion



Fig. 4: A. Brahim Sackie, National Project Coordinator making remarks during the occasion



Fig. 5: Sign board of the center posted at the main entrance of the Stella Maris Polytechnic Capitol Hill campus with directional sign



Fig. 6: Sign board posted at the entrance of the center



Fig. 7: location of the center on the campus



Fig. 8: location of the center on the campus



Fig. 9: EPA Boss, Madam Vohiri, UNIDO Chief Technical Advisor, Madam Viray as and the President of Stella Maris



Fig. 10: Cross section of participant at the program

Polytechnic, Sis. Mary Lauren Browne and other administrative staffs during the occasion



Fig. 11: Cross section of participant at the program



Fig. 12: Cross section of participant at the program



Fig. 13: Honourable Anyaa Vohiri reading out the list of hydro-electrical equipment for the symbolizing the official handover of the equipment to Stella Maris Polytechnic



Fig. 14: Banner displaying the nature of the program



Fig. 15: Some of the participants at the Handover Ceremony



Fig. 16: Photo showing participants viewing of the center with

the equipment on display



Fig. 17: Photo showing the Executive Director of EPA, Hon. Anyaa Vohiri and some of the participants viewing the equipment in the center



Fig. 18: Photo showing some of the equipment on display in the center during the occasion



Fig. 18: Photo of Total Station on display



Fig. 19: Photo of Measuring Tape on display



Fig. 20: Photo of Total Station on display

12.0 RESOURCES MATERIALS:

Below are resources materials for references:

- The Inquirer Newspaper publication, Monday, May 5, 2014 Edition, Vol. 24, No. 75
(Website: www.monrovia.inquirer.com)
- The News publication, Friday, May 2, 2014 Edition, Vol. 26, No. 80
(Website: www.thenewslib.com)
- The West African Pilot publication, Thursday, May 1, 2014 Edition, Vol. 7, No. 86
(Website: www.westafricapilotonline.com)
- CD Storage / Video Recording of the Program
- Banners
- Handover Ceremony Program Sheet
- Copy of signed MOU
- Invitation Letters