



**Stichting ACIPP West Africa**

Haarlem, the Netherlands

## **Annual Report and Financial Statements 2014**



## Mission and Vision of ACIPP

**Mission:** *To provide quality internships tailored to each intern's individual interests, which promote community engagement and offer opportunities to make long-term impacts.*

**Vision:** *We create key linkages between organizations in West Africa and highly qualified young professionals from around the world in order to foster international exchange, to build capacity, and to make an impact for both parties that lasts beyond the period of the internship, i.e. sustainable service. We also seek to develop and manage programmes focused on the empowerment and employment opportunities of West African youth, to bring their ideas to the forefront, and to provide the expertise and energy necessary to bring those ideas to fruition.*

## Core Competencies

1. Linkages between volunteers and placement organizations.
2. Youth Development and Youth-focused programming.
3. Completion of markets: i.e. tying individuals to larger markets.
4. Competency and Capacity building

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**Photos on Page i are: Left, Ghana PPAG Office Cape Coast (Credit, Eleonora Kinnicut)| Right Simon Tsike-Sossah and Staff of DevMedia in Liberia (Credit: Simon Tsike-Sossah)**

## **1 Board report**

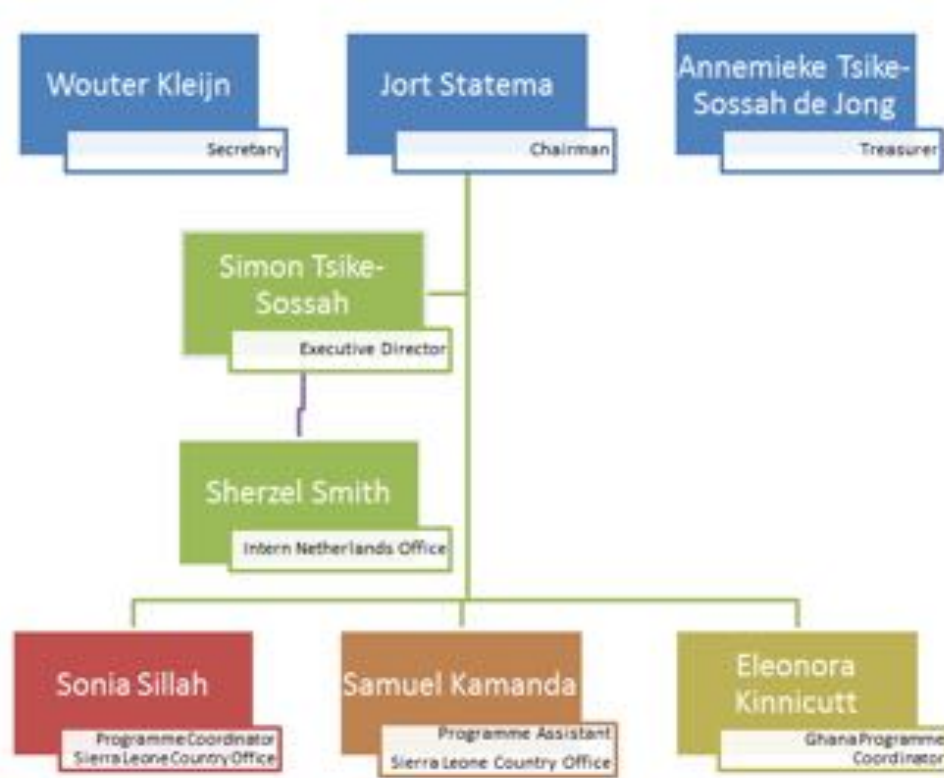
### **Strategy update**

ACIPP's core strategic mandate for 2014 was to increase the presence of our brand throughout the region while continuing to provide excellent internship placement opportunities. We also wanted to find new types of placements and partnerships and to broaden our geographical cover in Liberia. In 2014, we planned to also focus on the continued building of our consulting and training by competitively bidding for contracts and pushing projects, programmes and paid training in order to improve revenue generation.

The Board deemed the strategic framework for ACIPP to be too broad and recommended that the Management focus on ACIPP Consulting and slimming down of the internship programme to 3-4 quality placements in each host country (with potential for dropping Liberia as an internship-hosting country).

### **Staff**

#### **ACIPP West Africa Organizational Chart**



Picture 1: Organisational Chart as of 2014

Staff of ACIPP West Africa during the year under review are:

**Management Staff:**

1. Tsike-Sossah Eyram Simon – Executive Director
2. Sherzel N. Smith – Un-paid Intern (based in the Netherlands)

**Country Staff:**

Ghana:

1. Eleonora Kinnicutt – Programme Coordinator

Sierra Leone:

1. Sonia Y. Sillah – Programme Coordinator
2. Samuel Kamanda – Programme Assistant

Liberia

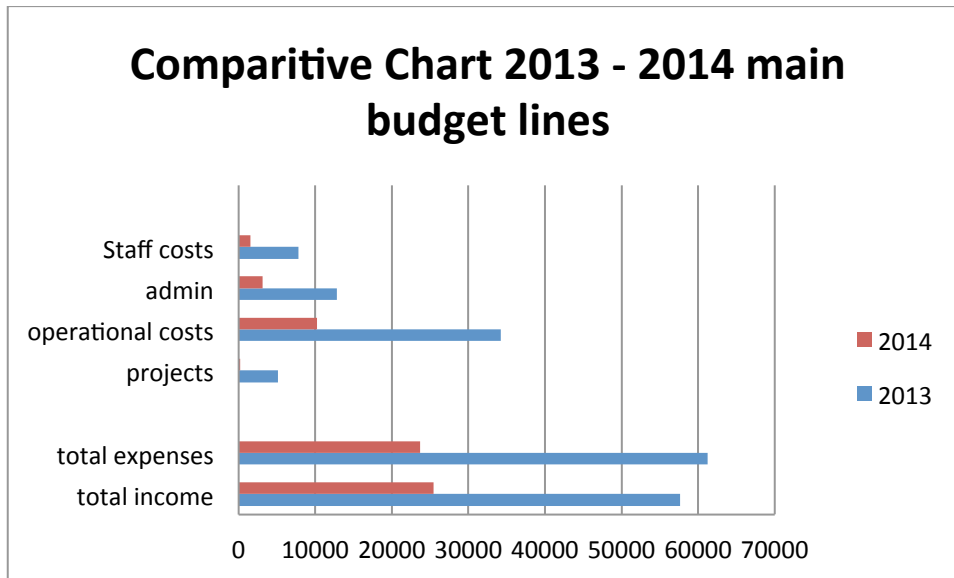
1. Yah Parwon - Volunteer Programme Coordinator

Details at: <http://acippwestafrica.org/about-us/the-team/>

**Budget 2014**

The budget shows that ACIPP West Africa has generated an income of € 25.288,28 in the year 2014. This income has been raised as programme contributions by the volunteers, private donations, and by fundraising for one project “Bringing Eyecare to Sierra Leone”.

Total expenses have been € 23.684,76, of which the operational costs for ACIPP West Africa (Netherlands) was 13,4%; ACIPP Ghana 7%, ACIPP Sierra Leone 27%, ACIPP Liberia 3% and ACIPP Consultancy 3,5%. The remaining funds have been spent on office costs and personnel (46,1 %). Due to the Ebola crisis that hit two of ACIPP's operational countries, the planned EyeCare project has been postponed until 2015.



Picture 2: Financial Outlook: 2013 and 2014

## 2 Financial Statements

### 2.1 Balance sheet

	Note	2014 EUR	2013 EUR
Tangible fixed assets	4.1	0	0
Receivables and accrued income	4.2	0	0
Cash at bank	4.3	5.038	3.270
<b>Total assets</b>		<b>5.038</b>	<b>3.270</b>
Reserves	4.4	0	0
Short term liabilities	4.5	2.920	720
<b>Total liabilities and reserves</b>		<b>2.118</b>	<b>2.550</b>

## 2.2 Statement of Income and Expenditure

	Note	EUR	2014 EUR	EUR	2013 EUR
<b>Income</b>					
Grants			2.920		0
Donations			5.677		23.702
Fees			8.670		24.292
Interest savings account			22		11
Miscellaneous income			173		9.667
<b>Total income</b>			<b>17.462</b>		<b>57.672</b>
<b>Expenditure</b>					
Grants	5.1	0		0	
Donations		159		2.622	
Project Costs		0		2.534	
Program Management Costs		0		0	
Total project expenses			159		5.156
Total general expenses	5.2		14.935		56.068
Total expenses			<b>15.094</b>		<b>61.224</b>
<b>Surplus (deficit)</b>			<b>2.368</b>		<b>-3.552</b>
Allocation of surplus (deficit)			0		0
Reserves			2.368		-3.552



## 2.3 Cashflow Statement

	<b>2014</b>	<b>2013</b>
	<b>EUR</b>	<b>EUR</b>
<b>Receipts:</b>		
Grants	2.920	23.702
Donations	5.677	24.292
Fees	8.670	
Interest	22	11
Miscellaneous income	173	9.667
	<hr/>	<hr/>
<i>Total receipts</i>	<b>17.462</b>	<b>57.672</b>
<b>Payments:</b>		
Project expenses	159	5.156
General expenses	14.935	56.068
	<hr/>	<hr/>
<i>Total payments</i>	<b>15.094</b>	<b>61.224</b>
<b>Cashflow from operational activities</b>	<b>2.368</b>	<b>-3.552</b>
Payment from investments in tangible fixed assets	0	0
Cashflow from investment activities	0	0
	<hr/>	<hr/>
<b>Total cash flow</b>	<b>2.368</b>	<b>-3.552</b>
Cash at bank as at 31 December 2013	5.038	3.270
Cash at bank as at 1 January 2013	3.270	6.822
	<hr/>	<hr/>
<b>Movement in cash at bank</b>	<b>1.768</b>	<b>-3.552</b>
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## **3 Notes to the financial statements 2014**

### **3.1 General**

The statutory seat of the Stichting ACIPP West Africa is Haarlem, the Netherlands.

#### **3.1.1 Reporting period**

These financial statements have been drawn up for the reporting year 2014.

#### **3.1.2 Reporting standards**

The financial statements for the year 2014 are drawn up in accordance with the Guideline 640 for the Reporting for not for profit organisations (RJ 640), as published by the Dutch Accounting Standards Board<sup>1</sup> (*Raad voor de Jaarverslaggeving*<sup>2</sup>). As the Stichting ACIPP West Africa started operating in March 2012, comparison to the year 2013 was benchmarked to that year.

### **3.2 Accounting principles**

#### **3.2.1 General**

Accounting principles used for the valuation of assets and liabilities and the determination of the result are based on historical costs. If not stated differently, assets and liabilities are shown at their nominal value. Revenues and costs are allocated to the period they relate to.

#### **3.2.2 Transactions in foreign currencies**

The reporting currency is the euro. Assets and liabilities denominated in foreign currencies are valued at the exchange rates prevailing at the balance sheet date. Transactions in foreign currencies are translated into the reporting currency against the rate of exchange at the date of the transaction and as shown on the bank statement.

### **3.3 Valuation principles for assets and liabilities**

#### **3.3.1 Tangible fixed assets**

Tangible fixed assets include furniture and office equipment and are stated at cost less depreciations. Depreciations are calculated as a percentage of the acquisition price using the straight line method based on the economic useful life, which is for other assets (furniture and office equipment) 33%, or in three years.

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<sup>1</sup> See for English: <http://www.rjnet.nl/Site/English/>

<sup>2</sup> See for Dutch: <http://www.rjnet.nl/Publicaties/Richtlijnen/>

### **3.3.2 Receivables**

Receivables are valued at face value, if necessary after taking into account a provision for doubtful receivables, which will be stored in the savings account until such security has been given.

### **3.3.3 Liabilities**

Commitments to partner organizations or institutions that will be partnering in the project(s) are recorded as a liability if and when the donation has effectively been notified to the partner organization. Financial commitments of long term projects are granted each project year conditional to approval of the work plan and/or progress reports.

## **3.4 Accounting principles for the determination of results**

### **3.4.1 Income from Grants**

The grants as rewarded to ACIPP are recorded as and when they appear in the bank statement, thereby taking the year of the transfer as the year of the Grant. Should a Grant be given with a carry-over into the next fiscal year, ACIPP shall take the nominal value of the grant relating to the year over which it is reporting, and will carry as a liability the remainder of that grant into the next fiscal year.

### **3.4.2 Revenues from Fees**

The fees from volunteers are recorded as and when they appear in the bank statement, thereby taking the year of the transfer as the year of the fee.

### **3.4.3 Revenues from Donations**

The donations received are recorded in the year for which the donation has been received and as appearing on the bank statement.

### **3.4.4 Income from Interest**

Relates to interest received on bank accounts only.

### **3.4.5 Grants and In-kind donations**

Commitments to financial grants and in kind donations to partner organizations are recognized and expensed in the period that the commitment has effectively been notified to the partner organization. Financial commitments of long term projects are granted each year conditional to approval of the work plan and/or progress reports.

The financial grants relate to in-kind donation and or cash payments to partners based on on-going agreements. The list of beneficiaries for 2014 is as follows:

Ghana

1. IMANI Ghana
2. Department of Social Welfare, Cape Coast District Office

### 3. Planned Parenthood Association

#### Sierra Leone

1. Planned Parenthood Association of Sierra Leone (PPASL)
2. Centre for Accountability and the rule of law (CARL)

#### Liberia

1. Shalom Incorporated as part of DERSWA Ebola Project

Due to the Ebola crisis, funds raised to pay fees for the 2014/15 academic year was used to buy food supplies to the ten children we support and their families. In total 10 families made up of about 40 individuals were provided with rice, oil and canned tomatoes.

The donations of goods are recorded and recognized in the period if and when the in kind donation has been effectively notified to the partner organization.

The receiving of donations of goods are recorded and recognized in the period when the in kind donation has been received.

In 2014, we have registered the following in-kind donations that will be used in programming:

- 2,500 glasses at € 50 each = € 125,000
- Frames and sunglasses = € 30,000

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Total = € 155,000

#### 3.4.6 General expenses

The general expenses include all indirect costs and the personnel and travel expenses as far as they are not directly charged to programme management costs.

## 4 Notes to the balance sheet

### 4.1 Tangible fixed assets

The movement in tangible fixed assets (office furniture and equipment only):

	<b>2014</b>	<b>2013</b>
	<b>EUR</b>	<b>EUR</b>
<b>Purchase value</b>		
Balance 1 January	0	1.451
Purchases in country	0	0
Disinvestments	0	0
	<hr/>	<hr/>
Balance 31 December	<b>0</b>	<b>1.451</b>
<b>Depreciations</b>		
Balance 1 January	972	0
Depreciation for the year	-972	479
Disinvestments	0	0
	<hr/>	<hr/>
Balance 31 December	0	479
<b>Valuation as at 31 December</b>	<b>0</b>	<b>972</b>
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### 4.2 Receivables

	<b>2014</b>	<b>2013</b>
	<b>EUR</b>	<b>EUR</b>
Grants	2.920	0
Contributions	5.677	23.702
Fees received	8.670	24.292
Interest	22	11
Miscellaneous	173	9.667
	<hr/>	<hr/>
<b>Total</b>	<b>17.462</b>	<b>57.672</b>
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### 4.3 Cash at banks

	<b>2014</b>	<b>2013</b>
	<b>EUR</b>	<b>EUR</b>
<b>Banks</b>	<b>5.038</b>	<b>3.270</b>

The balance of cash at banks is freely disposable to ACIPP West Africa.

### 4.4 Reserves

	<b>2014</b>	<b>2013</b>
	<b>EUR</b>	<b>EUR</b>
Balance at as 1 January	3.270	6.822
Allocation of the result	1.768	-3.552
<b>Balance at as 31 December</b>	<b>5.038</b>	<b>3.270</b>

The reserves are freely disposable to ACIPP West Africa

### 4.5 Short term liabilities

	<b>2014</b>	<b>2013</b>
	<b>EUR</b>	<b>EUR</b>
Donations	3640	720
Project Costs	0	0
Taxes – Fees	0	0
Taxes - Wage	0	0
Cost of split	0	0
<b>Total</b>	<b>3.640</b>	<b>720</b>

## 4.6 Off-balance sheet commitments

The off-balance sheet commitments are the following:

### ACIPP West Africa

- Operational budgets now stands at € 2.550 for 2014.
- There is office space in Haarlem, which is € 2.625 for 12 months. As reported in the financial statements 2013, the budget is now stable at this amount. In the event that there is an increase in projects, these costs might go up relative to the size of the projects.

### ACIPP Ghana

- Operational budgets for ACIPP Ghana now stands at € 1.322 for 2014. Due to the Ebola crisis, ACIPP has found it difficult to engage volunteers or attract project funding due to the perceived infection risk that the Ebola virus carried. As such, Ghana's annual budget went down significantly. It is the expectation that, now that the Ebola virus is getting under control, more volunteers might wish to join ACIPP in their placement and more funding will get allocated towards ACIPP target projects, increasing the overall costs for this country. There is still the smaller house with an average cost of € 1.200 - € 1.500 for 12 months, which holds an average of 6 people. As it stands now, ACIPP will renew this lease for one more year and will revisit the internship programming towards the end of the year.
- ACIPP Ghana currently has no office space, which shall be included in 2015 pending greater uptake of volunteers and projects again. Projected office costs will be estimated € 1.200 a year.

### ACIPP Sierra Leone

- The operational budget for ACIPP Sierra Leone now stands at € 5.171 for 2014. This is half the amount as compared to 2013, which is caused directly by the threat of Ebola infection risks. Assuming that volunteers will gain renewed interest in Sierra Leone in the aftermath of Ebola, it is anticipated that engagement and therefore costs will go up again to the level it showed in 2013, i.e. around € 15.000.
- Rent for the volunteer house is per agreement with a definite duration of one year. ACIPP Sierra Leone has moved to another house, rent of which was paid in February 2014 for a definite period of one year and we will have to negotiate the renewal of the lease.
- ACIPP Sierra Leone currently has no office space, which shall be included in the 2015 budget pending greater uptake of volunteers and projects again.
- Currently, there are no financial obligations for ACIPP West Africa in relation to any (long term) projects that are conditional in 2015.
- There are two unconditional commitments in Sierra Leone:

- The Scholarship program in Freetown, Sierra Leone that has now entered its second year and ACIPP has committed to funding for 3 years, with a financial commitment of roughly € 720 per year.
- The EyeCare project that has raised € 2.920 which ACIPP will programme against. At a write-off of €50 for each of the donated lenses, frames and sunglasses, there is about a total of €155,000 worth of in-kind donations received. We estimate the lenses to be worth €125,000 while the frames/sunglasses are worth €30,000.

## 5 Notes to the statement of revenues and expenses

### 5.1 Spent on charity objectives

#### 5.1.1 Project expenses

	<b>2014</b>	<b>2013</b>
	<b>EUR</b>	<b>EUR</b>
Donations given	159	2.622
Project costs	0	<u>2.534</u>
Subtotal	<b>159</b>	<b>5.156</b>
Program management cost	0	0
<b>Total</b>	<b><u>159</u></b>	<b><u>5.156</u></b>

It is expected that the program management cost will increase in 2014 due to more projects being implemented that will have direct costs stemming from management. The costs that are allocated under the operational budgets per ACIPP West Africa, ACIPP Ghana or ACIPP Sierra Leone will be specified only as operational costs. These include staff, house expenditure, administrative costs and travel expenses.



## 5.2 General Expenses

	<b>2014</b>	<b>2013</b>
	<b>EUR</b>	<b>EUR</b>
Operational budgets for WA, GH, SL, Lib and Consulting	10.265	34.249
Office costs	3.137	12.841
Assets	0	972
Personnel costs	1.275	5.550
Total personnel expenses	14.677	53.612
Other expenses	258	2.456
<b>Total</b>	<b>14.935</b>	<b>56.068</b>

### 5.2.1 Employees

The salaries and remunerations of personnel working in Ghana, Sierra Leone or Liberia are charged under their respective operational budgets. There was 1 people working in Ghana (1 FTE) until Fall, and 2 people in Sierra Leone (2 FTE). Also, ACIPP West Africa has an Executive Director (1 FTE), and an unpaid Intern.

The Executive Director does not receive the minimum wage, nor any bonuses or any extra rewards.

### 5.2.2 Remuneration Board

The Board members received no remuneration, which is compliant with the articles.

Haarlem, the Netherlands, 01 June 2015

The Board



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**Mr. J. K.W. Statema**



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**Mevr. A. Tsike-Sossah de Jong**



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**Mr. W. W. Kleijn**

## 6 Appendix: Management Country Reports

### 6.1.1 ACIPP Ghana Country Report



Picture 3: Ghana - Medical Placement: DIS Clinic

### Overall Review: 2014

#### *Intern Programme*

ACIPP's internships and programs in Ghana stagnated again in 2014. This was largely due to the Ebola crisis in Sierra Leone, Liberia and Guinea, which was branded as a "West African" problem. Many of our partner institutions and potential clients refused approval to their students and or parents in some cases voiced concern of the risk of Ebola in Ghana.

Based on the 2013 review, we worked to remove underperforming organisations such as the Cape Coast and Takoradi Offices of the Commission for Human Rights and Administrative Justice (CHRAJ), though they used to be the best performing partners in the past. In replacing CHRAJ we added the Human Rights Advocacy Centre (HRAC) in Accra.

We also worked during the year under review to extend our consulting brand to Ghana. This was difficult due to many factors, key was the expectation of bribe from the lead individuals of the potential partners and organisations that we sought to sell our services to. When they realised ACIPP Ghana was not going to indulge in bribery, many of them refused to respond to emails or to conclude advanced conversations.

### *Partner Organisations*

ACIPP Ghana during the year under review restructured its relationship with partners. Pre-2014, we found that partner organizations tended to think of ACIPP not as a partner, but rather, as a funder for programmes. Interns were seen as income rather than as resources for capacity building.

During the year under review, ACIPP Ghana tried to formulate a relationship model that was based on respect of partners, equity and transparency. By doing so even more forcefully, we sought to send the message that ACIPP Ghana seeks to work as a partner not as a donor. We have done so by offering services to the Metropolitan Office of the Department of social work in Cape Coast for example.

ACIPP Ghana proposed to move its operations to Accra – rent a house, office space and create more high-end internships there. However, Ebola crisis earlier alluded to, made this goal unattainable, as we could not have the interns to make those long-term commitments.

### *Class Offerings*

One free support service was given to the local office of the department of social work in Cape Coast as ACIPP Ghana appointed itself to rapporteur a days' training of NGO's in the Central Region.

ACIPP Ghana also facilitated a research relationship between partners Awaawaa2 and HRAC with the McSilver Institute of the New York University during the summer of 2014. The research sought to understand "Human Rights, Mental Health, Persons with learning disability and access to education in Ghana".

While we had a generally good year with partners in Ghana, communication with our partners remained our greatest challenge.

### *Community Outreach*

There were no community-based projects in Ghana in 2014, as we did not have interns or the money to do so since the community outreach activities were built around income from interns and the interns' participation.

## **Goals for 2015**

### *Administrative*

Retain a Programme Coordinator throughout the year; build more robust systems of internal accounting of field staff to management.

### *Intern Programme*

Reduce numbers of intern placements and have 100% of interns leave with positive reviews of ACIPP and our staff.

Remodel internships to include research towards “locally influenced knowledge development”. This process involves adding research component to all internships. The topics, methodology, etc. will be predetermined by the host institution and details of process will be worked out with each intern to make sure that there is synergy between expectation and delivery of the said research.

### *Community Outreach*

Community Engagement programmes will now be reviewed on as-when basis given the fact that ACIPP Ghana’s ability to deliver is determinant on number of interns and funds raised.

### *Partner Organisations*

Reduce partner organizations to 3-5 in Ghana, focusing on Health, Human Rights, Media, Agriculture, and Engineering/Technical fields.

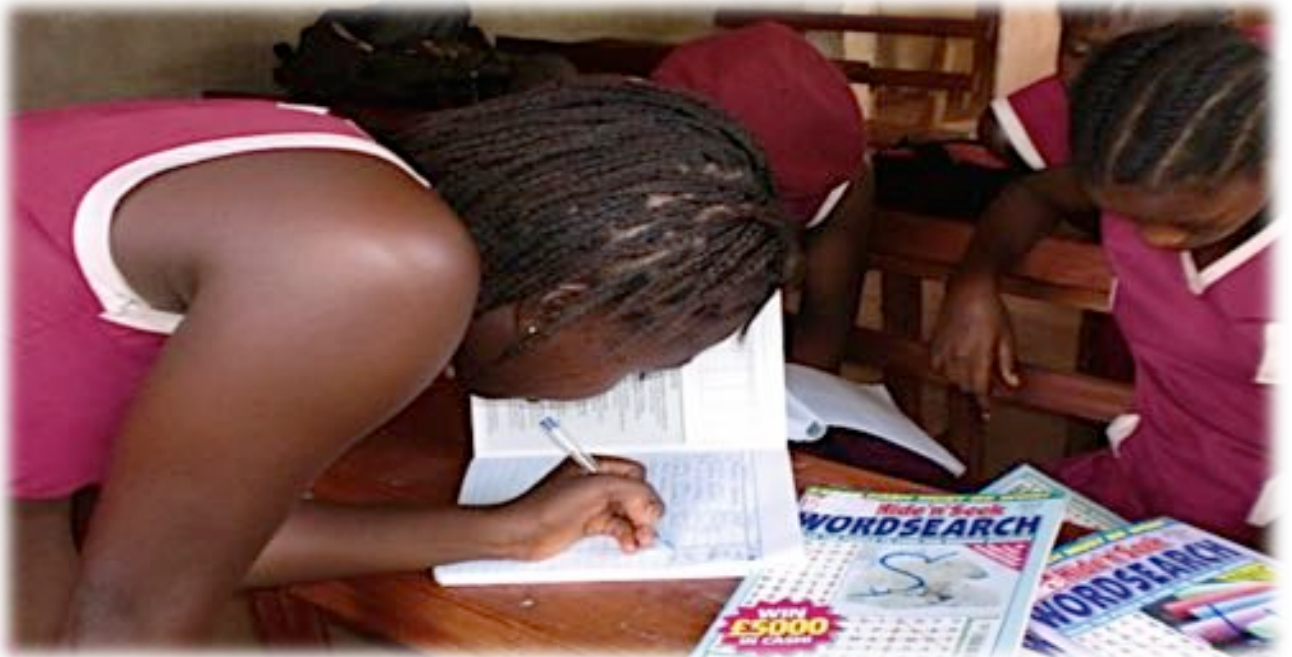
### *Fundraising and Fund Development*

Engage in joint proposal development with partners and secure at least one funding for a project in Ghana in 2015.

### *Staff Enrichment*

Recruit local staff and invest in development of that person from August 2015.

## 6.1.2 Sierra Leone Country Report



Picture 4: Empowering the Next Generation - ACIPP Scholarship Project, Sierra Leone

### *Intern Programme*

ACIPP's internship programme in Sierra Leone started off very well in 2014, with our first students from the Penn State University.

Early February 2014, ACIPP Sierra Leone moved house to the beach community of Aberdeen to get closer to the Freetown city centre. At Aberdeen, we had continuous water supply while electricity was available at least 4 times per week. A situation that was much better than we experienced in the other house.

However, the Ebola crisis affected the Sierra Leone programme even more than the Ghana programme. Applications stopped coming and confirmed applicants cancelled. Interns that were in country during the start of the crisis left, leaving the Sierra Leone programme with debts.



Picture 5: Beneficiary Scholarship Students pose with awards

That notwithstanding, ACIPP Sierra Leone was able to secure a contract from Christian Aid Sierra Leone programme to train 25 of its staff and partners over ten days. The first of 5 days was held in April and the second expected in August or earlier. Due to the Ebola crisis, the second part of the training is still yet to be organised.



Picture 6: Scholarship Beneficiaries Studying at Camp

During the year under review, ACIPP's consulting Unit was invited twice by the Christian Aid in Sierra Leone to bid for consultancy roles. We were not successful with one while a second was postponed till 2015 by which time the client hopes

the Ebola crisis would have levelled off to allow working in the interior of the country.

In all, much of the projected goals for 2014 in Sierra Leone did not happen because of the Ebola crisis.



Picture 7: Food Ready To Be Distributed



Picture 8: Beneficiaries of Food Distribution

During the crisis, ACIPP West Africa led the formation of **Disaster, Emergency and Relief Services West Africa (DERSWA)**, a formation of grassroots organisations in Sierra Leone, Liberia and USA to fundraise and highlight the plight of small organisations in the management of the crisis.

Through DERSWA, ACIPP West Africa raised over \$10,000<sup>3</sup> (including its own resources) to support programmes such as radio distribution, emergency food supply to 40 individuals, payment of school fees, etc.

By December 2014, ACIPP West Africa secured speaking opportunities across 5 states in America to talk and raise funds on behalf of its partners scheduled for the first quarter of 2015.

The tour of the USA for 2015 included New York State, Colorado State, Michigan State, South Carolina and Connecticut State.

In 2014, ACIPP Sierra Leone also delivered subsidised (and free) training to students and other youth organisations in Freetown.

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<sup>3</sup> This is the figure by close of 2014, at 2015; the figure is closer to \$20,000 in 2015.



### *Partner Organisations*

ACIPP's partner organizations in Sierra Leone remained constant. In 2013, our partner Health for All Coalition (HfAC) received extensive bad critic from interns and ACIPP West Africa was forced to withdraw that internship and the partnership we had. During the first auditing of the Ebola, with an extensive review and hold on our partnership occurring with after bad intern reviews. ACIPP Sierra Leone's partner organizations do continue to deliver interesting placements, however, several lack leadership resources for intern supervision and professional development as well as steady flow of resources and funding for projects. As such, ACIPP Sierra Leone's partner organizations will also be reviewed and slimmed in 2014.

### *Class Offerings*

Two CV and Cover letter trainings were offered in Freetown to 2 institutions, as against 6 in 2013. A free training was organised for the Sierra Leone chapter of the African Youth with Disability. In 2013, 4 free trainings we offered to partners on social media for development, proposal writing among others. In 2014, we offered a total of 2million Leones worth of scholarships to youth groups and women organisations during our organised trainings.

ACIPP Sierra Leone facilitated the donation and distribution of 200 radios from Ears-to-our-world (ETOW) during the Ebola crisis. ACIPP Sierra Leone also facilitated donation of food items to 12 families (about 48 individuals) whose children have been under a scholarship programme from ACIPP West Africa.



Picture 9: Beneficiaries of Radio Distribution



Picture 10: Beneficiaries of Radio Distribution

During the year under review ACIPP Sierra Leone delivered four sets of training to a total number of 50 participants with 5 full or partially sponsored participants working with or for youth organisations.

Staff of EPA, Catholic Relief Services, Christian Aid<sup>4</sup> and other ancillary catholic programmes attended trainings in 2014.

### *Community Outreach*

In April 2014 ACIPP-SL community outreach programme benefited the 12 students ACIPP was sponsoring in Freetown. The students were given a camping experience at the beach over a weekend where the beneficiary children were taught leadership skills, forming better parent-child relationship among others.

During the Ebola crisis, ACIPP Sierra Leone sought to engage the children under the scholarship programme with extra curricular activities but some elders of the community stopped the project even though a procedure to safe guard the children and staff were put in place.

## **Goals for 2015**

### *Administrative*

Build more robust systems of internal accounting of field staff to management.

### *Intern Programme*

Reduce numbers of intern placements and have 100% of interns leave with positive reviews of ACIPP and our staff.

### *Community Outreach*

Continue to engage in projects with our youth scholarship children and support their personal development in a holistic way.

### *Partner Organisations*

Reduce partner organizations to 5 in Sierra Leone, focusing on Health and Human Rights and governance.

### *Fundraising and Fund Development*

Focus on the consulting brand in Sierra Leone and clearly articulate the Consulting brand to interested investors or prospective recipients.

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<sup>4</sup> Christian Aid had 5 staff along with 20 other participants representing 15 partner organisations.

### *Staff Enrichment*

Provide clear instructions with timed deliverables each month; including monthly systems of review and feedback tied to annual leave bonuses.

## **6.1.3 Liberia Country Report**

### *Intern Programme*

The Liberia Programme has been difficult to grow mainly because of the low quality of staff of local organisations and their ability to challenge interns. We decided to stop all internships and rather focus on training and capacity building. While we were pursuing that opportunity, Ebola was reported in that country also. During the month of May, the Executive Director spent a working week in Monrovia to explore what opportunities existed with current partners in establishing a base that focused on training. That opportunity was with AGENDA however, the death of that partners' Executive Director and the transition process coupled with the surge in Ebola halted that partnership in Monrovia.

### *Partner Organisations*

During the peak of the Ebola crisis, ACIPP West Africa had one intern in Monrovia. She cut short her internship and left Monrovia due to the spread of the virus. Also based on the experience we had in 2013 and the first quarter of 2014, we decided it was not wise to still offer internships as we did in the current form.

### *Class Offerings*

ACIPP did not offer any courses or trainings in Liberia in 2014; however, it did provide consultancy services to NAYMOTE in Monrovia.



**Mr. S. Aaron Weah-Weah, III**  
Programme Director,  
NAYMOTE, Liberia

NAYMOTE-Partners for Democratic Development has worked with ACIPP Consulting for the past two years. Through these years, the institution has hired and consulted ACIPP to organized trainings, analyse, develop and write professional documents amongst which were the analysis and development of a survey report titled: "Public Perception on the Access to Legislature" and the development of legislative handbook titled "Understanding the Workings of the Liberian Legislature- A Resource and Training Guide."

Based on our professional relationship with ACIPP Consulting, the institution has proven to be a reliable, efficient and professionally effective in what it does. We therefore, without any hesitation would recommend ACIPP Consulting as your solution to consultancy in professional trainings, internship placement, development of a research papers, policy brief, survey analysis etc.

Picture 11: NAYMOTE Praises our service

### *Community Outreach*

ACIPP Liberia did not support any community projects in 2014 as against 2013 where we spent \$600 out of a projected \$900 in funding for a youth environmental project to be managed by DEVMEDIA. The outstanding \$300 was held due to lack of reporting and accountability on the part of Developmental Media Inc.

Effective September 2013, ACIPP West Africa ended its relationship with Developmental Media Inc.

## **Goals for 2015**

### *Intern Programme*

Hold only ONE internship programme in Liberia during 2015. Pursue consulting and training in Monrovia.

### *Community Outreach*

In 2015, continue to support Shalom Inc from the DERSWA project on their organic farming project.

### *Partner Organisations*

Reduce partner organizations to 2-3 in Liberia.

### *Fundraising and Fund Development*

Focus on developing the consulting brand in Liberia as well as successfully obtaining government funding for youth development programming.

### **General Recommendation**

In 2015, for ACIPP West Africa to survive the Ebola crisis, it needs to invest in partnerships with Universities and organisations in the US and EU that will bring critical funding for its projects post Ebola.

Sierra Leone should remain its focus in the coming year as the centre of its sustenance and growth.

For Sierra Leone, ACIPP needs to invest in staff development, wage increment and general improvement in conditions of service. In return, ACIPP West Africa must extract the highest quality output from staff.

Also, ACIPP West Africa must improve its ability to attract local volunteers in the Netherlands to support its work in the Netherlands. This is crucial towards its fundraising targets and relevancy in the Netherlands.