**African Union Commission (AUC) EUROPEAN DEVELOPMENT**

**FUND/GENERAL BUDGET OF THE EUROPEAN UNION**

Monitoring for Environment and Security in Africa (MESA)

PRIVATE INDIRECT DECENTRALISED OPERATION

GLOBAL FINANCIAL COMMITMENT No 022-553

INDIVIDUAL FINANCIAL COMMITMENT No FED/2013/ 323-253

PROGRAMME ESTIMATE (SU-PE)

START-UP PERIOD

5th July 2013 to 5th December 2013

**Total amount of the imprest component of the budget in Euro**s: 238,071 Euros

The full accounting number must be quoted in all correspondence and on all financial documents.

Table of contents

1 WORK PROGRAMME 4

1.1 Introduction 4

1.2 Objective, purpose & expected results of the MESA programme 4

1.3 Overall Activities 5

1.4 Activities to be implemented during the start-up Programme Estimate 6

1.4.0 Management activities 6

1.4.1 Component 1: Infrastructure supply 8

1.4.2 Component 2 – Thematisation 8

1.4.3 Component 3: Cross-fertilisation and Continentalisation 8

1.4.4 Component 4: Strengthening Political and Policy Framework 8

1.4.5 Component 5 – Capacity building 8

1.5 Implementation 8

1.5.1 Material and non-material means 9

1.5.2 Organisation 11

2 BUDGET AND FINANCING PLAN 11

3 Technical and administrative implementing arrangements 13

3.1 Management structure 13

3.2 Imprest administrator and imprest accounting officer 13

3.3 Period covered 13

3.4 Amount of the imprest component of the budget of the Programme Estimate 14

3.5 Programme Estimate bank account 14

3.6 Advance/pre-financing 14

3.7 Eligible expenditure 14

3.8 Supporting documents 15

3.9 Public contract and grant award procedures 15

3.10 Cash disbursement procedures 15

3.11 Staff management 15

3.12 Changes to the Programme Estimate during implementation 15

3.13 Implementation report) 15

3.14 Closure of the imprest component of the budget of the Programme Estimate 16

3.15 Audit 16

3.16 Tax and customs arrangements 16

4 SIGNATURES 17

ANNEX 1 Practical guide to procedures for Programme Estimates (project approach) 18

ANNEX 2 Detailed budget 19

ANNEX 3 summary tables of powers 23

ANNEX 4 Staff management DEtails 24

ANNEX 5 Financial identification form 27

Tables

[Table 1: Budget and financing plan in Euros 12](#_Toc359483086)

[Table 2 Budget in Euros 19](#_Toc359483087)

[Table 3: Tables of Power 23](#_Toc359483088)

[Table 4: Details of local staff salaries 24](#_Toc359483089)

[Table 5: Salary grids of Higher Level AUC staff in USD 24](#_Toc359483090)

[Table 6: AUC salary grids for support staff in USD 25](#_Toc359483091)

Abbreviations

|  |  |  |
| --- | --- | --- |
|  | |  |
| ACMAD | | African Centre of Meteorological Applications for Development |
| ACP | | African Caribbean Pacific (Group of States) |
| ACPC | | African Climate Policy Centre |
| AEC | | African Economic Community |
| AFDB | | African Development Bank |
| AGRHYMET | | Centre Regional de Formation et d’Application en Agrométéorologie et Hydrologie Opérationnelle |
| AMESD | | African Monitoring for Environment and Sustainable Development |
| AUC | | African Union Commission |
| BDMS | | Botswana Department of Meteorological Services |
| BRAGMA | | Bridging Actions for GMES Africa |
| CAADP | | Comprehensive Africa Agriculture Development Programme |
| CCDU | | Climate Change and Desertification Unit |
| CEMAC | | Communauté Économique et Monétaire de l'Afrique Centrale |
| CEN-SAD | | Community of Sahel-Saharan States |
| CEPGL | | Economic Community of the Great Lakes Countries |
| CIC | | Continental Implementation Centre |
| CICOS | | Commission Internationale du Bassin Congo-Oubagui-Sangha |
| CILSS | | Permanent Interstate Committee for Drought Control in the Sahel |
| CIRAD | | Agricultural Research Centre for International Development |
| COMESA | | Common Market for Eastern and Southern Africa |
| DRAO | | Delegated Regional Authorising Officer |
| EAC | | East African Community |
| EAMnet | | Europe-Africa Marine EO Network |
| EAMNET | | Europe-Africa Marine Earth Observation Network |
| ECCAS | | Economic Community of Central African States |
| ECOWAS | Economic Community of West African States | |
| EDF | European Development Fund | |
| EEA | European Environmental Agency | |
| EO | Earth Observation | |
| ESA | European Space Agency | |
| ESE | Economic Social and Environmental | |
| ESPI | European Space Policy Institute | |
| EU | European Union | |
| EUMETSAT | European Organisation for the Exploitation of Meteorological Satellites | |
| FAO | Food and Agriculture Organization | |
| FEWS NET | Agency for International Development’s Famine Early Warning Systems Network | |
| FFEM | Fonds Français pour l'Environnement Mondial | |
| FP7 | 7th Research Framework Programme | |
| GARNETE | Regional Network for Information Exchange and Training in Emergencies | |
| GEF | Global Environment Facility | |
| GEO | Group on Earth Observation | |
| GEOSS | Global Earth Observation System of Systems | |
| GHG | Greenhouse Gas | |
| GIEWS | Global Information and Early Warning System | |
| GIO | GMES Initial Operation | |
| GIS | Geographical Information System | |
| GMES | Global Monitoring for the Environment and Security | |
| GMFS | European Space Agency’s Global Monitoring for Food Security | |
| HD | Human Dynamics | |
| HR | Human Resources | |
| HYCOS | Hydrological Cycle Observing System | |
| ICPAC | IGAD Climate Prediction and Application Centre | |
| ICT | Information and Communication Technology | |
| IGAD | Intergovernmental Authority on Development | |
| IOC | Indian Ocean Commission | |
| IPCC | Intergovernmental Panel on Climate Change | |
| IT | Information Technology | |
| ITU | International Telecommunication Union | |
| JAES | Joint Africa-EU Strategy | |
| JRC | Joint Research Centre | |
| KE | Key Experts | |
| LDM | Land Degradation Mitigation | |
| LFA | Logical Framework Analysis | |
| MDG | Millennium Development Goals | |
| MDGs | Millennium Development Goals | |
| MESA | Monitoring for Environment and Security in Africa | |
| MOI | Mauritius Oceanographic Institute | |
| MRU | Mano River Union | |
| MTAP | Meteorological Transition in Africa | |
| MTR | Mid-Term Review | |
| NAP | National Action Plan | |
| NBA | Niger Basin Authority | |
| NEPAD | New Partnership for Africa’s Development | |
| NGO | Non Governmental Organisation | |
| NHC | Natural Habitat Conservation | |
| NKE | Non Key Expert | |
| NPCA | NEPAD Planning and Coordinating Agency | |
| OAU | Organisation of African Unity | |
| ODA | Official Development Aid | |
| OECD | Organisation for Economic Co-operation and Development | |
| OMVS | Senegal River Basin Organization | |
| OVI | Objectively Verifiable Indicators | |
| PCM | Project Cycle Management | |
| PD | Project Director | |
| PERT | Programmed Evaluation and Review Technique | |
| PM | Project Manager | |
| PSC | Project Steering Committee | |
| PUMA | Preparation for Use of MSG in Africa | |
| PWP | Project Implementation Work Plan | |
| RAO | Regional Authorising Officer | |
| RBO | River Basin Organization | |
| REC | Regional Economic Communities | |
| REP | Regional Economic Programme | |
| RIAS | Regional Integration Assistance Strategy | |
| RIC | Regional Implementation Centre | |
| RIC | Regional Implementation Centre | |
| SACU | Southern African Customs Union | |
| SADC | Southern Africa Development Community | |
| SAGA-EO | Support Action to GMES-Africa Earth Observation | |
| SDG | Sustainable Development Goals | |
| SEEA | United Nations System of Environmental-Economic Accounting | |
| SIDS | Small Island Developing States | |
| SMART | Specific, Measurable, Available at an acceptable cost, Relevant, Time-bound | |
| TAT | Technical Assistance Team | |
| THEMA | Five Regional Thematic Actions | |
| TICAD | Tokyo International Conference on African Development | |
| TL | Team Leader | |
| TOR | Terms of Reference | |
| UEMOA/ WAEMU | Union Economique et Monétaire Ouest Africaine /West African Economic and Monetary Union | |
| UNCBD | United Nations Convention on Biological Diversity | |
| UNCSD | United Nations Conference on Sustainable Development | |
| UNDESA | United Nations Department of Economic and Social Affairs | |
| UNDP | United Nation Development Programme | |
| UNECA | United Nations Economic Commission for Africa | |
| UNEP | United Nation Environment Program | |
| UNFCCC | United Nations Framework Convention on Climate Change | |
| UNICEF | United Nations Children’s Fund | |
| UNIDO | United Nations Industrial Development Organization | |
| UNITAR | United Nations Institute for Training and Research | |
| USAID | United States Agency for International Development | |
| Vigirisc | | Systèmes de Vigilance Face au Changement Climatique en Afrique |
| WAVES | | Wealth Accounting and Valuation of Ecosystems |
| WBS | | Work Breakdown Structure |
| WFP | | World Food Programme |
| WHYCOS | | World Hydrological Cycle Observing System |
| WMO | | World Meteorological Organisation |
|  | |  |

# WORK PROGRAMME

## Introduction

The 48 ACP countries of Sub-Saharan Africa are home of many of the poorest people in the world, where economies and livelihood are highly dependent on the environment, natural resources and climate variability. Climate change poses complex challenges to the development plans of countries in sub-Saharan Africa and has an impact on their economic and social systems. Poverty is a driver for natural resource degradation, such as overexploitation of forest and inadequate water resource management. Among the inevitable socio-economic consequences are: decreasing food production and food supply and increasing vulnerability to food insecurity, leading in some cases to famine (e.g. Horn of Africa); increased labour requirements to collect fuel wood or water and combat land degradation, aggravated by higher inputs requirements in degraded and less fertile soils; reduced income for poor small-scale farmers and herders, forcing them abandon their land.

These environmental concerns have largely been integrated in the second revision of the Cotonou agreement in 2010, through the integration of climate development and climate policies with the view to mitigating and adapting to the effects of climate change.

The Monitoring for Environment and Security in Africa (MESA) programme builds on the Meteorological Transition in Africa (MTAP/PUMA) project under the 8th EDF[[1]](#footnote-2) and the African Monitoring for Environment and Sustainable Development (AMESD) programme under the 9th EDF[[2]](#footnote-3), using space-based and *in situ* Earth Observation data and GIS applications for an improved management of the environment and security at continental, regional, and national levels in Africa.

The Monitoring for Environment and Security in Africa (MESA) programme intends to contribute to poverty eradication and sustainable development by addressing the need for reliable, timely and accurate land, marine and climate data and information for Africa, fully exploiting Earth Observation (EO) data and technologies. The information needs to be in the form of user friendly simplified information packages, for it to be used for improved decision making for a better management of the environment and food security (incl. agriculture, livestock and fisheries) at continental, regional and national levels.

## Objective, purpose & expected results of the MESA programme

The overall objective of the programme is: “to support African decision-makers and planners in designing and implementing national, regional and continental policies and development plans towards sustainable development, thereby advancing the socioeconomic progress and well-being of African populations towards achievement of the Millennium Development Goals (MDGs).”

The purpose of the MESA programme, which is consistent with both the GMES and Africa Strategic Document and the draft GMES & Africa Action Plan, is: “to increase the information management, decision-making and planning capacity of African continental, regional and national institutions mandated for environment, climate, food security and related responsibilities by enhancing access to and exploitation of relevant Earth Observation applications in Africa.”

More specifically, the MESA programme is expected to deliver the following key results:

Result 1: Improved and sustainable access by African stakeholders to Earth Observation (EO) data and information at continental, regional and national levels.

Result 2: Improved Earth Observation data and information services offered, contributing to better decision-making and planning at continental, regional and national levels.

Result 3: Improved cross-fertilisation (geographically and thematically) and cooperation, both among regions on the African continent and with European partners, in the interest of synergised, efficient, and integrated information services on a continental scale.

Result 4: Strengthened political and policy development frameworks sufficient to ensure an active and sustainable participation of African stakeholders in initiatives concerning Earth Observation for environment and security.

Result 5: Increased knowledge of African stakeholders with regard to EO information (sources, uses, limitations, policy implications, etc.) that will contribute to sustainable and long-term benefits.

The programme will be implemented under the coordination of the African Union Commission (AUC), which has been delegated by the RECs (CEMAC, ECOWAS, IGAD, IOC and SADC) and by the ACP Secretariat to act on their behalf as Delegated Regional Authorising Officer (DRAO). A Programme Steering Committee (PSC) will guide the DRAO in the implementation of the programme and supervision of activities carried out at continental and regional levels. The DRAO will be assisted in its tasks by a Programme Coordinator, an AUC official, supported in his/her tasks by the technical assistance team. In the regions, each regional THEMA will be implemented under the lead of a Regional Implementation Centre (RIC); a Continental Implementation Centre (CIC) will be responsible for the continental THEMA on climate services. It is essential that the RICs and the CIC ensure full involvement of national networks in the development and implementation of the THEMAs. The EU Delegation to the African Union is the lead Delegation for the management of the Programme. The total cost of the programme funded through the EDF is €37 millions.

## Overall Activities

Management of the MESA programme

The management part of the programme involves the management of all the activities, and a close collaboration and coordination with related projects. This will enable third parties to access MESA data and information and providing visibility to the programme.

Result 1: Improved and sustainable access by African stakeholders to Earth Observation (EO) data and information at continental, regional and national levels.

The operational status of the EUMETCast receiving stations and MESA and PUMA stations will be upgraded and new installations performed as appropriate.

Information data, products and services developed under AMESD will continue to be available, disseminated and consolidated under MESA and new information products will be integrated to the data flow.

Result 2: Improved Earth Observation data and information services offered, contributing to better decision-making and planning at continental, regional and national levels.

Subject to an external evaluation, Grant proposals for the THEMAs developed by the RICs/CIC, will be funded for each of the 7 Thematic Networks (6 regional and 1 continental). The MESA TA will support the implementation of the grants involving as much as possible sound collaboration with partners and stakeholders towards the routinely and optimal delivery of Thematic Information Services.

Result area 3: Improved cross-fertilisation and cooperation, within the African continent and with European partners, towards performing information services on a continental scale.

Mechanisms for exchanges and interactions throughout the continent will be identified and implemented. Twinning' projects between African and European Institutions will be proposed and, if possible, initiated. At continental level, the harmonisation of services and tools will be one of main goals.

Result area 4: Improved African participation in global environmental governance and international treaties

Through the enforcement of the regional mechanisms, and the strengthening of environmental monitoring and reporting for international treaties and conventions the use of MESA products will assist existing reporting channels and develop an AU-REC strategy for the better incorporation of African interests in global satellite systems and initiatives.

Result 5: Capacity building of African stakeholders with regard to EO information.

Through the enforcement of the regional mechanisms, and the strengthening of environmental monitoring and reporting for international treaties and conventions the use of MESA products will assist existing reporting channels and develop an AU-REC strategy for the better incorporation of African interests in global satellite systems and initiatives.

## Activities to be implemented during the start-up Programme Estimate

The activities funded through this Programme Estimate will complete activities implemented with support of other funding sources foreseen in the MESA financing agreement. During the implementation period of this Programme Estimate the following activities will take place:

* finalisation of the accommodation of the TA team in Addis Ababa and in the RICs/CIC,
* development of a training plan at continental, regional and national levels
* drafting of the First Programme Estimate
* set-up of a visibility and communication plan and a MESA website
* establishment of a monitoring and evaluation system
* organisation of the first Programme Steering Committee
* preparation and launching of the Infrastructure tender
* preparation and launching of the training tender
* further support to the elaboration of the thematic grant proposals.
* support to implementation after contracting of the grants
* elaboration of the first six monthly report
* development of the training plan and delivery of the EDF training.

Only the activities funded by the imprest budget of this Programme Estimate are detailed below. To be consequent with the budget numbering, the headings and numbers of all the activities of the programme have been maintained.

### Management activities

#### Mobilisation, Contacts, Leaves

#### First Operational Programme Estimate (PE1)

#### Preparation of Administrative Orders

#### 6 monthly reports

#### Programme Steering Committee (PSC) meeting

The first Programme Steering Committee Meeting will be organised after elaboration of the first operational Programme Estimate and the development of a training plan at continental, regional and national levels. Tentatively, it would be set beginning September 2013. To facilitate the conduct of the meeting, the corresponding documents will be emailed at least three weeks in advance to allow the members to prepare their comments and possible recommendations.

The AMESD Rules and Procedures for Programme Steering Committee have been updated by EUMETSAT in view of the start up of MESA by the PSC Secretary and will be submitted for acceptance to the AUC and EU.

A preparation meeting will be organised with the focal points of the RICs/CIC and the REC to plan and organise presentations about the subjects that will discussed during the Steering Committee meeting.

Back to back with the Steering Committee meeting, an “Official MESA opening function will officially launch the MESA programme.

It is planned that the PSC meeting will take place in a meeting room of the African Union Commission.

It will be made up of:

* a representative of the Regional Authorising Officer, the contracting authority;
* a representative of each of the partner RECs, chairing the PSC on a rotational basis;
* a representative of the ACP Secretariat.

Will be invited as observers contributing to the workings of the PSC:

* representatives of the European Union’s services[[3]](#footnote-4);
* a representative of EUMETSAT, which may serve as secretariat for the PSC;
* a representative of ESA;
* a representative from relevant UN institutions such as the World Meteorological Organisation (WMO), UNEP, FAO, UNDP, UNECA etc.;
* A representative of each RIC/CIC;
* The Project Coordinator and the Team Leader of the Technical Assistance Team
* Specific resource persons if required, of which possibly other members of the TA team.

Preparing of the documentation and presentations as well as possible flights and per-diem of TA will be funded through the incidentals of the TA service contract.

Provisions for payment of flights and per-diems for the representatives of the ACP secretariat, the RECs and RICs/CIC, as well as catering for the event are included in the present start-up Programme Estimate.

#### Monitoring and Evaluation

To evaluate the situation at the project start, baseline- and stock taking evaluations have been carried out by the thematic experts in the different RICs/CIC and will be included in the Inception Report.

A monitoring and evaluation framework will be developed for the whole programme. In that regard, setting-up of a central database with update possibilities from different countries (RICs/CIC) would be considered.

For the Set-up of a Monitoring and Evaluation Framework, TORs terms of reference are being established and the TA Service Contractor is requested to identify suitable candidates. For the first mission, a duration of 44 WD is foreseen for this task. The work will be conducted from Addis Ababa with virtual contact with the RICs and the thematic experts.

Flights and per diems will be charged to the incidentals of the TA Service Contract, there would be no costs accounted to the start-up Programme Estimate.

The final evaluation of the AMESD programme is planned to be implemented during the months of October and November 2013. A presentation of the findings of the mission will be presented by the end of November, beginning December 2013. A meeting will be held with the responsible of the RICs/CIC and RECs, the Thematic Experts and the AUC staff in charge of the project to analyse how best to utilise the recommendations of the evaluation in view of enhancing the a MESA M&E instruments as well as providing guidance for better management. Costs related to this meeting will be charged to the present Programme Estimate and to the incidental budget of the TA Service Contract.

In some of the grants proposals, monitoring visits to partner countries have been included. Provisions are made for covering the flights and per-diems for thematic experts through incidental expenditures.

During the first months of the PE, the Team Leader of the Technical Assistance will visit the different RICs/CIC and asses the monitoring results so far.

#### Implementation of visibility and communication plan

The definition of a clear communication and visibility plan integrating as well the global MESA aspects as the characteristics of the different THEMAs will be elaborated for the whole project by a short term Non Key Expert specialised in communication and marketing. In parallel, the expert will draft the technical specifications for the MESA website and the TOR for the recruitment of an expert/local consultancy company in data-bases and set-up of websites.

Provided the recruitment processes are successful, the communication plan could be finalised around mid September 2013 and the website before the end of October 2013

These activities will be implemented in Addis Ababa. The recruitment of the Non Key Short Term expert in Communication and Marketing will be carried out through the TA Service Contract. Concerning website setup, a tender for set-up of the website, including maintenance, will be launched locally from the start-up Programme Estimate based on the methodology and terms of reference prepared by the short term Non Key Expert in Communication and Marketing.

### Component 1: Infrastructure supply

### Component 2 – Thematisation

#### Preparation of Seven Thematic grant proposals

#### Design and implementation phase for Thematic Information Services

After approval and funding of the Grants, short term experts in GIS/EO/IT will be recruited to support the RICs/CIC in the elaboration of the detailed technical specifications for each thematic information service foreseen. In 2013, 2 experts would work during 1 month each with two different RICs to design a new service. On this basis the implementation would take place during the next year as well as the design of services for services for the other RICs. The experts will be supported by the thematic experts and the key experts 3 and 11.

The costs for this activity will be covered by the TA service contract for the short term expert and its incidentals for per-diem and flights.

Around that period, the first technical experts meeting will take place. A representative of each RIC, specialised in GIS/EO/IT will be invited to analyse and define the best way forward for implementation of the grant proposals. Costs for flights and per-diems for the RICs/CIC staff and for catering of the meeting are foreseen in this programme estimate.

### Component 3: Cross-fertilisation and Continentalisation

### Component 4: Strengthening Political and Policy Framework

### Component 5 – Capacity building

#### Development and coordination of training plan

#### Training on EDF rules and Procedures

The first planned training is training on EDF rules and procedures. Two teams (one English speaking and one French speaking) will deliver 4 days of training in each RIC,the CIC and in the MESA headquarters in Addis Ababa.

The training would be given to the staff of the RICs/CIC who are involved in the implementation of the grants and to one representative per RECs. At the MESA headquarters at the AUC level the training would be given to the MESA-Team based in Addis Ababa including the AUC Project Coordinator and selected other interested AUC members.

This programme estimate foresees flights and per-diems for the REC representatives who are not based in the RIC and it includes as well as catering during the meetings. The venue will be provided by the RICs/CIC.

## Implementation

In accordance with the above-mentioned result and activities, the description of relevant material and non material inputs needed to carry out the Programme Estimate and the details of internal organisation and the conduct of activities are as follows:

### Material and non-material means

#### Activities

As mentioned in the chapter , , most activities will result from work to be done in the RICs/CIC and the AUC with the support of the Technical Assistance Team.. In this regard, this Programme Estimate foresees costs for event or meeting organisation, flights and per-diems which will allow representatives of different institutions to participate in meetings (e.g. Programme Steering Committee Meeting #1, the presentation of the findings of the evaluation of the AMESD programme and the Technical Experts Meeting #1 as well as the EDF trainings).

The specific commitments will run in parallel with this Programme Estimate for the implementation of the activities are:

* the Technical Assistance Service Contract with Hulla & Co, Human Dynamics KG, for which an estimate of 6 months of TA as well as the use of incidentals are presented in the budget.
* The AUC contribution
* the 7 grants which should be awarded during the programme estimate,
* the tender for infrastructure could be awarded during the implementation of the SU-PE.
* the implementation of the JRC Administrative Arrangement should start

However, these funding will not be explained in detail but rather broadly to show their important synergies with the PE. Their contractual aspects are not part of this programme estimate.

The TA Service Contract,

The TA Service Contract has 2 main components. The provisions for staff were estimated at 600,000 Euros for a 5 month period. and Incidental expenditures providing mainly for flights and per-diems for TA, office running costs and local staff cost were estimated to be around 225,000 Euros.

The AUC contribution,

Beside the contribution made through the provision of a full time AUC Project Coordinator and support of the Direction of Rural Economics and Agriculture, the AUC contributes in kind around 8,500 Euros furnished office, and providing for cleaning, security services, water, electricity and internet costs

The THEMA’s of Component 2,

THEMAs have been selected by 7 RICs and the drafting of the THEMA grants proposals has already reached a mature stage. The proposals are being evaluated by a committee which comprises EUMETSAT, JRC and TAT/AUC. The THEMAs are diverse and reflect the specific area of competence as well as geographical priority of the RIC/CIC. All of them are intending to contribute to improved environmental monitoring and security though the application of Earth Observation instruments.

Budgeted for 17 million Euros, the grants are part of the specific commitments that will be awarded during the implementation of this Start-up Programme Estimate.

The tender for infrastructure

Subject to the achievement of some specific assumptions, such as the timely submission of the draft technical specifications by EUMETSAT and reactions from RICs/CIC the tender for infrastructure could be launched in August 2013 and contracted by the end of the year or beginning 2014.

The tender for implementation of the training strategy

After the training plan and strategy are accepted by the Project Steering Committee, it will be possible to prepare and launch the tender for implementation of the training strategy.

#### Investments

Following EDF guidelines[[4]](#footnote-5), office equipment, vehicles and archives of the AMESD programme should have been entirely handed over to the administration of the African Union which is unfortunately not in compliance with TORs of the MESA programme which foresees a transfer of these items to the MESA programme.

Other appropriate furniture has been assigned by the AUC to MESA and some laptop computers, printers and photocopiers from AMESD could be traced and handed over to MESA.

Pending a decision by the AUC to assign AMESD vehicles to MESA, tentatively the supply of three vehicles and as well as a provision for supply of some office equipment have been included in the investments for the project[[5]](#footnote-6).

Until the approval of the Start-up Programme Estimate, the costs for renting vehicles were covered by Incidental Expenditures of the TA Service Contract. In this Start-up Programme Estimate a provision is made to cover the rental costs until the delivery of the tendered vehicles.

Similarly, the RICs have been advised to transfer equipment and means for transport utilised by the AMESD teams to the MESA teams and/or to foresee acquisition of such items in the new grants. The grant evaluation is not finalised yet and financing might take more time. Therefore, a provision has been made to include the purchase of equipment for the thematic experts for whom no computer will be provided. For the experts where presently no transport can be provided, such as the new RIC and CIC, a provision has been made to rent a vehicle plus driver till a new means of transport is available through the grants.

For the thematic experts in the RICs, a provision is made in this Programme Estimate for the supply of equipment in case the RICs are not able to provide this equipment.

#### Operating Costs

Staff costs

The staff of the Ababa headquarter office comprises

* 1 Project Coordinator, from the African Union Commission,
* 1 team-leader of the TA-team,
* 1 Administrator, part of the TA-team,
* 1 Technical Development Specialist, part of the TA,
* 1 Technological Specialist, part of the TA-team.

Presently and until achievement of the recruitment process, 2 support staff have been temporarily recruited until finalisation of the recruitment process.

After selection/recruitment of through the AUC system the support staff will be composed of:

* 1 Operation Manager
* 1 Logistician- secretarial and assistant accounting support staff
* 1 Driver-messenger (after supply of project vehicles)
* A second driver-messenger might be recruited if the workload of the first one becomes to high

The costs of the support staff are born by the incidentals of the TA Service Contract.

Office operating costs

Since 13th May 2013, the Technical Assistance Team got a provisory accommodation of very good standard in a building near the Vatican Embassy, rented by the African Union Commission and located nearby the AUC compound. The MESA office will be relocated after completion of the new building for “Peace and Security”. This is estimated for November-December 2013.

The furnished offices, including basic running costs like cleaning, electricity water etc are provided by the AUC and the RICs/CIC

Office operating costs for communication, internet, insurance, printing, advertising, equipment consumables, repair, and other general project support are funded through the incidental budget of the HD Service contract. In that regard, it is foreseen to propose bimonthly administrative orders covering these costs as well as the flight and other costs foreseen.

Vehicle operating costs

From start of the project means of transport (vehicles inclusive drivers, spare parts and fuel) have been financed through Incidental Expenditures. The rental contracts will be taken over by the present Start-Up PE until the delivery of the project vehicles.

Provisions are made for rental of 2 vehicles until supply of the vehicles as foreseen in the grant proposal for the thematic experts located at the University of Ghana and CICOS in Kinshasa. The first, because it is a new RIC and no vehicle is available. For CICOS, one AMESD vehicle is out of operation and the second vehicle is in a very bad shape.

Provisions are made for the payment of fuel, insurance and possible other costs of the project vehicles.

### Organisation

The contracting authority for the programme is the Regional Authorising Officer as delegated by the ACP Secretariat and the partner RECs, the African Union Commission. The Delegated Regional Authorising Officer (DRAO) is responsible for the overall programme implementation and meeting its objectives.

The Programme Steering Committee (PSC) will be responsible for the overall direction and policy of the programme (or other responsibilities to be specified). The PSC shall meet at least once a year. It shall be made up of:

* a representative of the Regional Authorising Officer, the contracting authority,
* a representative of each of the partner RECs, chairing the PSC on a rotational basis
* a representative of the ACP Secretariat

For the implementation of the programme, the DRAO will be assisted by the **Programme Coordination Team (PCT)**, which is composed of:

* The **Programme Coordinator (PC)**, an officer of the African Union, working full time with MESA. He is responsible for the day-today management of the programme and monitoring of progress towards results. He will be requested to report the main outcomes of the programme to the pertinent African Ministerial Conferences (AMCEN, AMCOW, AMCOMET, etc.);
* The **Technical Assistance Team (TAT)** was recruited through the TA Service Contract to assist and advise the Programme Coordinator in his tasks. It consists of a team of experts providing long term expertise including administrative/accounting experts and short term services of Non Key Experts. Based at the MESA headquarters at AUC level and in the RICs and CIC.

# BUDGET AND FINANCING PLAN

The budget for this Programme Estimate summarises the estimated costs of implementing the Programme Estimate without giving a detailed breakdown.

The detailed estimate of costs (detailed budget) is attached in Annex 2 to this Programme Estimate. It should be presented in the form of detailed tables backed up by calculation notes.

The table below shows the estimate of all expenditures planned druring the Programme Eestimate (by activity, investment costs, and operating costs), broken down according to each donor's contribution.

The details of use of the Incidental Expenditure budget of the TA Service Contract are for the larger part based on the activities and visits included in first drafts of the Grant proposals introduced by the RICs/CIC and might change.

Table : Budget and financing plan in Euros



# Technical and administrative implementing arrangements

The technical and administrative implementing arrangements of this Programme Estimate comply with the rules and procedures set out in the annexed “Practical guide to procedures for Programme Estimates (project approach)” (Annex 1).

This section gives more detailed and additional information on some of the arrangements for this Programme Estimate.

## Management structure

Under the provisions of the MESA financing agreement and of the service contract, the project is managed and implemented by:

Hulla & Co Human Dynamics KG

Lothringerstrasse 16

1030 Vienna/Austria

The imprest component of the budget of this Programme Estimate will be implemented by that body.

## Imprest administrator and imprest accounting officer

For implementation of the imprest component of the budget of this Programme Estimate, the Regional Authorising Officer partially delegates his/her powers to the body designated in theprevious section. To this end the body authorises the imprest administrator and imprest accounting officer designated below to act in its name.

This partial delegation of powers is conditional upon:

* strict observance of the rules and procedures set out in the “Practical guide to procedures for Programme Estimates (project approach)” and in this Programme Estimate;
* deposit of the authorised signatures of the imprest administrator and imprest accounting officer (and of any deputies);
* the opening of an bank account, that require(s) two signatures, that of the imprest administrator and that of the imprest accounting officer.

The designated imprest administrator is: Mr. Massimo Amorosi, Team-leader of the MESA project

The designated imprest accounting officer is: Mr. Francis Wellens, Administrator of the MESA project

The designated substitute imprest administrator is: Mr. Robert Brown, Technical Development Specialist of the MESA project

The designated substitute imprest accounting officer is: Ms.Tseday Asflaw, Operations Manager of the Head Office of the MESA project

The tasks and responsibilities of the imprest administrator and imprest accounting officer are described in the annexed Practical guide.

## Period covered

The period covered by this Programme Estimate runs from *5th July 2013* to *5th December 2013,* i.e. *5* months.

Payments under the imprest component of the budgetof this Programme Estimate can only be made for expenditure linked to activities properly scheduled during this period.

No further expenditure may be committed after the end of this period. Only certain management transactions[[6]](#footnote-7) relating to the closure of the imprest component of the budgetof this Programme Estimate may be carried out after this date*.*

Expenditure paid and/or committed before the date on which this Programme Estimate is endorsed by the Head of Delegation will, on no account, be covered by the EDF/Budget.

## Amount of the imprest component of the budget of the Programme Estimate

**The total amount of the imprest component of the budget of this Programme Estimate is: *Euro*** 238,071

## Programme Estimate bank account

The references for the “Programme Estimate” bank account that require(s) two signatures, that of the imprest administrator and that of the imprest accounting officer, are as follows:

Account in Euro

Bank: Commercial Bank of Ethiopia

Name: MESA SU-PE

Account No: ………………………………………………………………

## Advance/pre-financing

The amount of the advance/pre-financing that will be paid into the bank account referred to above is set at 80% of the imprest component of the budget of this Programme Estimate, i.e.:*Euro 200,000*

Interest yielded on bank account(s) must be deducted from the final amount of total expenditure incurred during implementation of the imprest component of the budget of the Programme Estimate.

The body referred to in section 3.1 must provide a financial guarantee denominated in the same currency as and of an amount equal to the advance/pre-financing requested.This guarantee must remain valid for 30 days after payment/reimbursement of the balance of the final statement of expenditure for the imprest component of the budgetof this Programme Estimate, duly approved the Regional Authorising Officer and the Head of Delegation. The amount of the guarantee may be reduced at any time but under no circumstances may be lower than the balance of the advance/pre-financing not yet cleared or repaid.

## Eligible expenditure

To be eligible, expenditure must be;

* necessary for the execution of the actions foreseen in the programme-estimate
* mentioned in the imprest part of the budget of the programme-estimate
* covered by the period of the programme-estimate;
* financially executed by the imprest administrator and imprest accounting officer, within the limits of subdelegation granted by the representative of the beneficiary country(ies);
* Paid during the period covered by the programme-estimate, using the bank account(s) under the responsibility of the imprest administrator and imprest accounting officer;
* Eventually paid during the period preceding the request of closure of the same bank account(s)[[7]](#footnote-8);
* Identifiable and verifiable.

## Supporting documents

The supporting documents will be checked by an external auditor.

Therefore, when submitting the possible replenishment request(s) and the closure request to the Head of Delegation, the supporting documents will not be attached to the corresponding records of expenditure.

The supporting documents will have to be archived and kept in a specific filing room of the office.

## Public contract and grant award procedures

The table summarising the powers delegated by the relevant Regional Authorising Officer for contract and grant award procedures is set out in Annex 3 of this Programme Estimate.The representative of the Regional Authorizing Officer must approve all grant proposals.

Decisions concerning the award of public contracts and grants must be referred for approval to the Head of Delegation.

Any derogation or exception to the contract rules and procedures has to be referred to the Head of Delegation for prior approval. However, in case of ex-post control, no prior approval by the Head of Delegation is required to use the negotiated procedure[[8]](#footnote-9).

## Cash disbursement procedures

Payments will be made for and on behalf of the Regional Authorising Officer from the “Programme Estimate” bank account referred to in section 3.5. These transactions do not require the intervention of the Regional Authorising Officer or the Head of Delegation.

If necessary, petty cash in national currency may be kept to pay sundry administrative expenditure. The petty cash will be managed under the responsibility of the imprest accounting officer.

## Staff management

As requested by the AUC, the support staff, financed trough the incidentals of the Service contract, will be recruited following the AUC advertisement and selection processes and AUC salary scales have to be applied.

## Changes to the Programme Estimate during implementation

Any budget reallocation needs the prior written authorisation of the Regional Authorising Officer, who must notify the Head of Delegation immediately.

Any use of the contingency reserve needs the prior written authorisation of the Regional Authorising Officer and of the Head of Delegation of the European Union Delegation to the African Union.

Any other change to this Programme Estimate will have to be drawn up in writing and be the subject of an addendum to be beforehand approved and signed by the Regional Authorising Officer and by the Head of Delegation. If this is not done, no expenditure arising from the change will be covered by the EDF/Budget.

## Implementation report)

The imprest administrator and the imprest accounting officer must draft a summary final implementation report. It should be submitted not later than 30 days after the end of the period covered by this programme estimate in 2 copies to the Regional Authorising Officer, and 2 copies to the Head of Delegation.

## Closure of the imprest component of the budget of the Programme Estimate

Closure of the imprest component of the budgetof this Programme Estimate must take place as soon as possible after the end of the period it covers. The closure request, including the final statement of expenditure of the imprest component of the budgetof the Programme Estimate, must be drawn up and submitted not later than three months after the end of the period covered by this Programme Estimate. The Programme Estimate must be closed at the latest six months after the end of the period it covers.

The amounts corresponding to ineligible expenditure must be refunded without delay by the imprest administrator and the imprest accounting officer or, where applicable, by the third-party organisation referred to in section 3.1. If they fail to do so, and if a financial guarantee was not obtained before payment of the advance/pre-financing, the Regional Authorising Officer will become responsible for the debt and the amounts due will have to be refunded to the EDF/Budget by the beneficiary country within 45 days of receiving a request from the Head of Delegation.

Should the Regional Authorising Officer fail to make repayment within the above-mentioned deadline, the amounts due will be increased by adding interest at the rediscount rate applied by the Central Bank of the beneficiary country (payments made in national currency) in force on the first day of the month in which the deadline expired, plus three and a half percentage points.

The default interest shall be incurred over the time which elapses between the date of the payment deadline (exclusive) and the date on which the amounts due are repaid in full (inclusive). Any partial payments shall first cover the interest thus determined.

The balance of the “programme estimate” bank account must be transferred to the bank account of the succeeding programme estimate.

## Audit

An expenditure verification by an external auditor will be carried out before closure of the Programme Estimate.

The external auditor may carry out any accounting, technical, administrative and legal verification he deems useful or necessary. For this purpose he has a right to see any document relating to the project and the implementation of this Programme Estimate.

## Tax and customs arrangements

The tax and customs arrangements are those set out in Article 31 of Annex IV to the Cotonou Agreement as well as in the general conditions of the financing agreement.

# SIGNATURES

Hulla & Co Human Dynamics KG

Lothringerstrasse 16

1030 Vienna/Austria, represented by:

|  |  |
| --- | --- |
| The Imprest Administrator  For agreement  Mr. Massimo Amorosi  MESA Team Leader  Date: | The Imprest Accounting Officer  For agreement  Mr. Francis Wellens  MESA Administrator  Date: |
| The alternate imprest administrator  For agreement  Mr. Robert Brown  Technical Development Specialist  Date: | The alternate Imprest Accounting Officer  For agreement  Ms. Tseday Asfaw  MESA Operation Manager  Date: |

|  |  |
| --- | --- |
| The Delegated Regional Authorizing Officer  For approval  H.E. Ms. Tumusiime Rhoda Peace  Commissioner REA  Date: | The Head of EU Delegation to AU  For endorsement  H.E. Mr. Gary Quince  Ambassador  Date: |

ANNEXES

All the Annexes to this Programme Estimate are an integral part thereof. They have the same force as the Programme Estimate itself.

1. Practical guide to procedures for Programme Estimates (project approach)
2. Detailed budget

Table Budget in Euros



Table : Details of the budgets



Table : Details of budgets (continued)



Table : Tentative TA flight and mission schedule



1. summary tables of powers

Summary table of powers delegated by the representative of the beneficiary country/ National (or Regional) Authorising Officer in the context of contract and grant award procedures for projects implementing Financing Decisions taken after the 01/01/2013

Table : Tables of Power



1. Staff management DEtails

For the positions foreseen, the following salary scales are applied at the AUC

1. Operations Officer GSA5 VII,
2. Secretary GSA4 IV,
3. Driver GSB 7-5

Table : Details of local staff salaries



Table : Salary grids of Higher Level AUC staff in USD

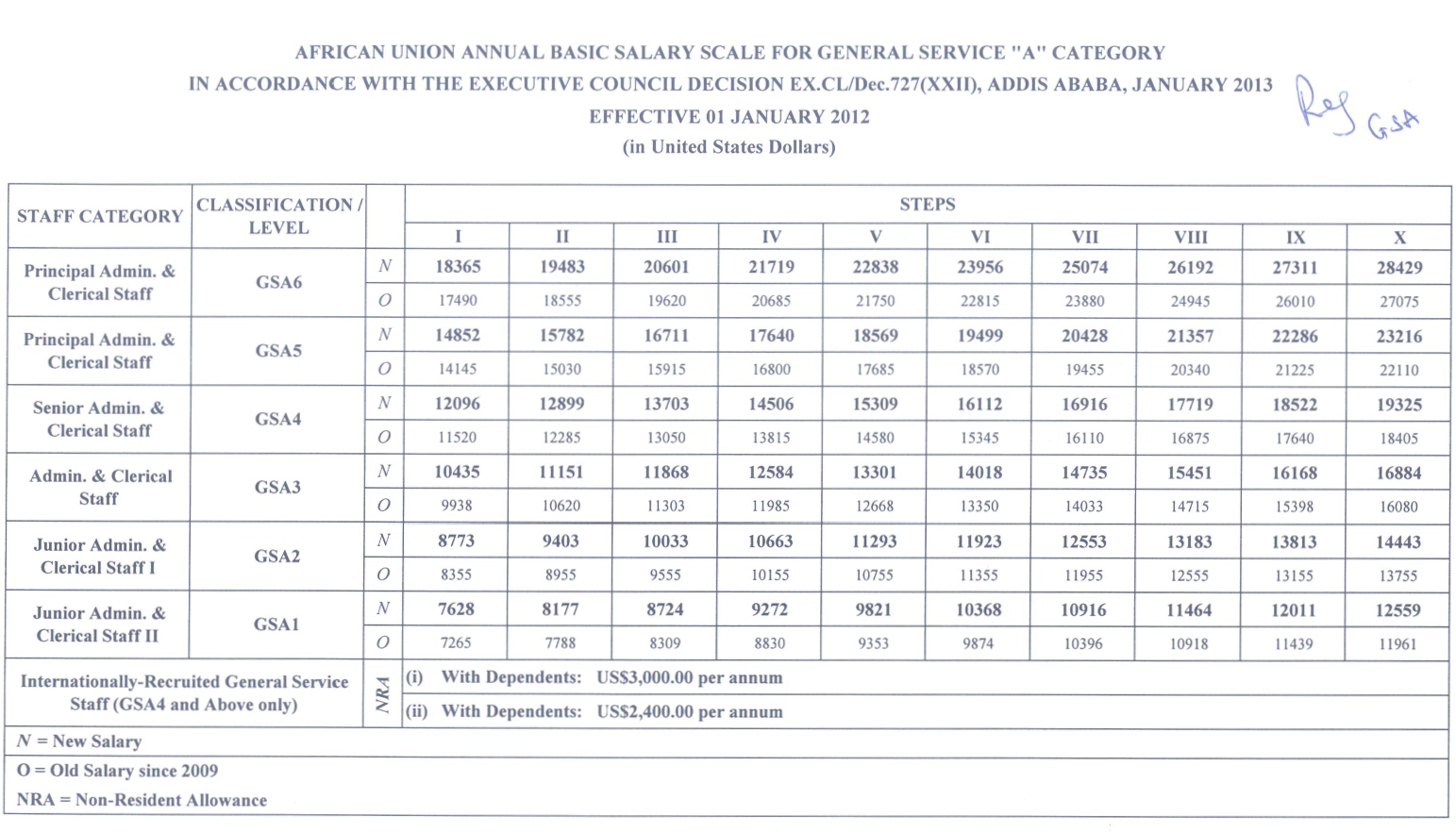
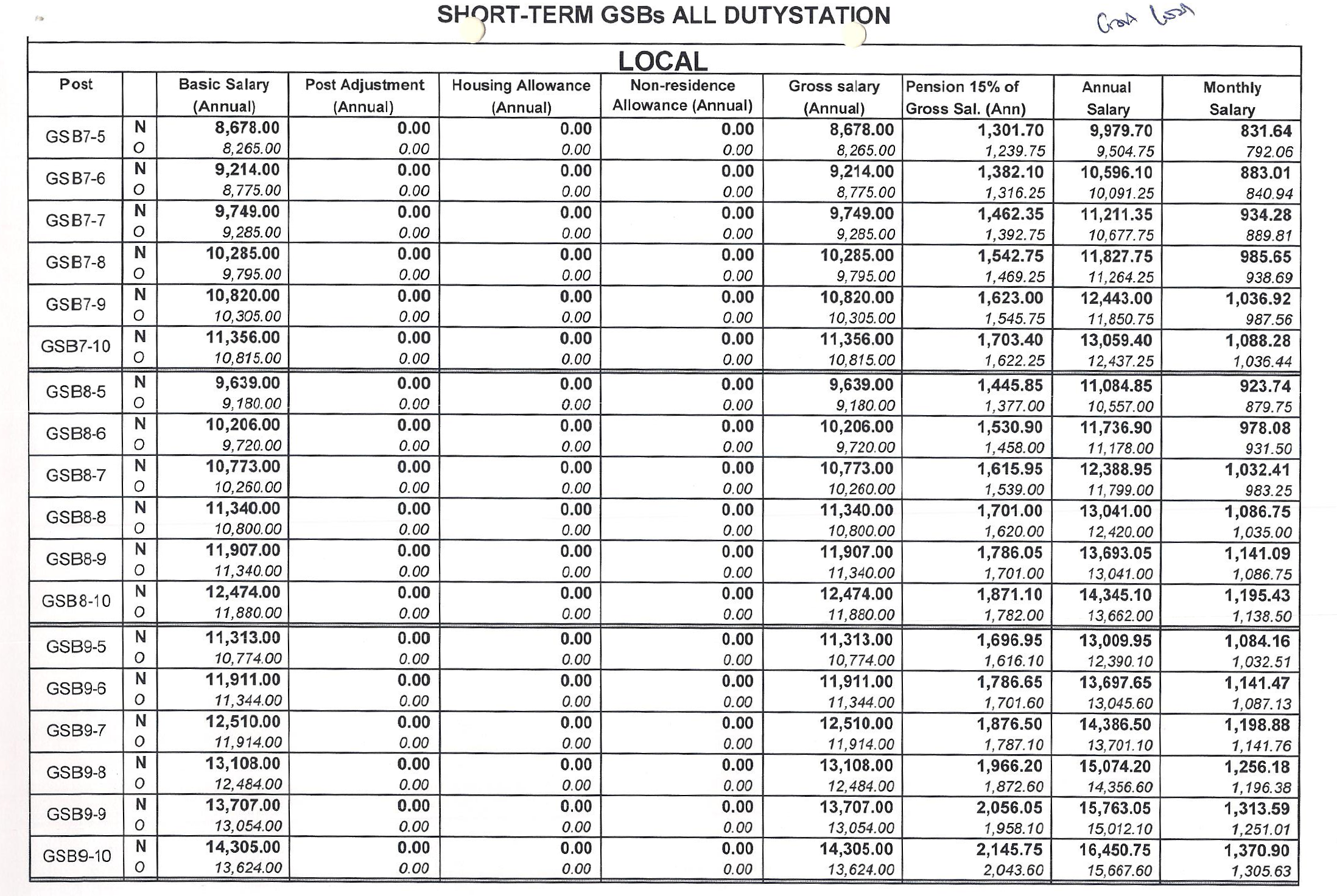
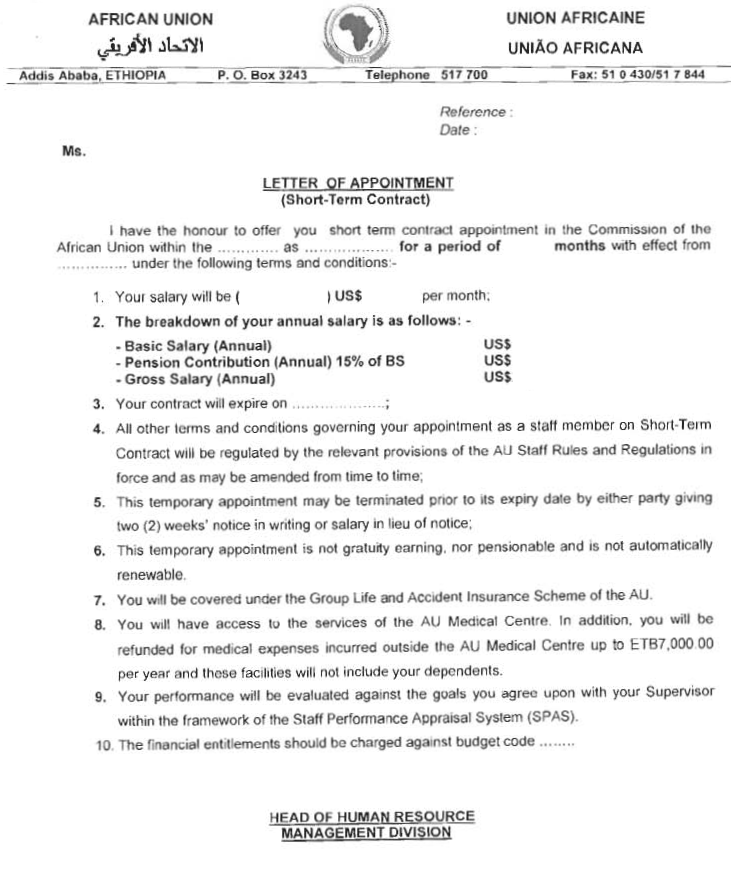


Table : AUC salary grids for support staff in USD



Standard AUC Contract



1. Financial identification form

1. Focusing on meteorological applications, MTAP/PUMA was implemented from 2001 to 2005. It created a pan-African network of 53 countries and five regional centres and equipped them with the infrastructure, training and support required for receiving the latest space-based meteorological and environmental data, images and products [↑](#footnote-ref-2)
2. AMESD (2007-2013) takes PUMA a step forward by extending the use of Earth Observation technologies and data to environment and climate monitoring applications. [↑](#footnote-ref-3)
3. EU representatives will be at least from the EU delegation to AU and EC JRC, DEVCO and GMES Bureau. [↑](#footnote-ref-4)
4. Practical guide to procedures for programme estimates – project approach (version 4.1) p 66 [↑](#footnote-ref-5)
5. As foreseen in the breakdown of the budgets in Annex 3 of the financing agreement [↑](#footnote-ref-6)
6. Payments for expenditure incurred during the period covered by the programme estimate and in drawing up the request for closure of operations for the direct labour component of the budgetof the programme estimate. [↑](#footnote-ref-7)
7. Not applicable for the last programme-estimate. [↑](#footnote-ref-8)
8. In case of ex-post control, if the country is covered by a declaration of crisis situation recognised by the Authorizing Officer by Delegation and flexible procedures are proposed on the basis of emergency assistance or crisis situation, these shall be foreseen in the Programme Estimate. By endorsing the Programme Estimate, the Head of Delegation will approve the use of the flexible procedures and will verify their correct implementation during the ex-post control. [↑](#footnote-ref-9)