



**Ministry of Education, Science and Technology  
New England  
Freetown**

**CHECK LIST FOR THE ISSUANCE OF LETTERS OF ATTESTATION BY THE  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY FOR REGISTRATION  
AND RE-RENEWALS OF PARTNERS OPERATING IN THE EDUCATION SECTOR**

- Partners operating in the education sector must register with the Ministry of Education, Science and Technology prior to undertaking any educational activity in the country.
- Activities and programmes of organizations must be aligned with the Strategic Plan of and direction of the Ministry and be in line with the Education Act, the current Education Policy, the current Education Sector Plan and other education related documents approved by the GoSL and the Ministry of Education, Science and Technology.
- Partners must have a standard office space with safety measures for all staff taking into consideration working tools, staff welfare and security.
- Partners must furnish the Ministry with sufficient and relevant information including Annual Work Plans, Log Frames clearly stating costed activities and programmes and implementation time-frame for approval by the Ministry of Education, Science and Technology.
- A quarterly report on the activities and programmes of partners must be submitted to the Ministry of Education, Science and Technology.
- The Ministry of Education, Science and Technology will carry out periodic monitoring and assessment of activities of organizations.
- Registration of partners with the Ministry of Education, Science and Technology is to be renewed on an annual basis.

The Partner/Organization registered in Sierra Leone by the name  
..... with its secretariat situated  
at ..... that operates in  
..... (District) of  
Sierra Leone hereby complies with the conditions stated in the Ministry of Education,  
Science and Technology Partner check list for the period of  
.....

Signed .....

Approved by: .....

Name

Signature: .....

Designation: .....

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Date: .....

Organisation

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Designation

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Date:

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