



Government of Sierra Leone

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

Guidelines for the Application and Renewal of Implementing Partners' Attestation

- ✚ A Cover Letter addressed to The Permanent Secretary, Ministry of Education Science and Technology. A copy of this letter must also be forwarded to: The Deputy Minister of Education, Science and Technology 1 and The Chief Education Officer.
- ✚ Applicant must Clearly State their purpose for applying for an attestation in the cover letter.
- ✚ Attachments- Applicants must attach the following documents to their cover letter
 - a. The Organisation's annual work plan -new applicant & renewal
 - b. Filled-in Ministry of Education Science and Technology (MEST) Partners' attestation application checklist (An empty copy can be collected from the MEST, NGO Desk)- new applicant & renewal
 - c. The organisation's constitution-new applicant
 - d. Education Project Plan/Strategy-new applicant & renewal
 - e. Most Recent Annual Donor Report(Financial and Narrative)- For renewal
 - f. Any specific external project Audit Undertaken at Donor Request-For renewal
 - g. Education Project Activity Plan- new applicant & renewal
 - h. Project Report (Progress and or Final Report)- new applicant & renewal
 - i. Education Project Budget- new applicant & renewal
 - j. Education Project Procurement Plan- new applicant & renewal
 - k. Education Project Monitoring and Evaluation Plan new applicant & renewal
 - l. A copy of Attestation Previously issued by the Ministry of Education Science and Technology- For Renewal.
 - m. Most recent Certificate of Registration from Ministry of Finance and Economic Development-For renewal
 - n. Proof of paid –up member of the Sierra Leone Association of Non-Governmental Organisation (SLANGO)-For renewal
 - o. Copy of Last or Most recent Audit Report of Sierra Leone-For renewal
 - p. Registration from council within municipality of implementation partners' operation
 - q. Copies of Registration process documents From the Ministry of Finance and Economic Development- new applicant & renewal
 - r. Signed Staff list sating Designation, Qualification and Remuneration of all Staff- new applicant & renewal
 - s. Details of Staff Training accomplishments together with planned training program for human resource development- For renewal
 - t. Proof of current work permit of all Education Related Expatriate staff-For renewal
- ✚ The Ministry of Education, Science and Technology, will action all applications and communicate accordingly Line Ministries and Applicants