

# MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT SERVICE DELIVERY CHARTER

## OUR VISION

A Sierra Leone where planning, economic development and resource mobilization are effectively coordinated for inclusivity in pursuing sustainable national development

## OUR MISSION

To promote the formulation, coordination, monitoring and evaluation of national development objectives, policies and strategic plans in pursuing sustainable growth and development for comprehensive and equitable national development.

## OUR CORE VALUES

PROFESSIONALISM,  
EFFICIENCY,PARTICIPATION,ACCO  
UNTABILITY,RESULT.

## MANDATE

Formulation, coordination, monitoring and evaluation of national development objectives, policies and strategic plans

NO	SERVICE	COSTUMER OBLIGATION		USER CHARGE	MOPED TIME FRAME
		ACTION	TIME FRAME		
1	<b>Registration and gazetting of NGOs (National and International)</b>	INGO:comply with MopED's registration guidelines.		INGO- \$ 3,000	20 WORKING DAYS FROM DATE OF SUBMISSION
		NNGO:comply with MopED's registration guidelines.		NNGO –Le3,000	20 WORKING DAYS FROM DATE OF SUBMISSION
		Renewal of Registration- INGO		\$2,000	15 Working Days
		Renewal of Registration- NNGO		Le 2000	15 Working Days
					6 Months A gazette shall be published containing details of registered NGOs with the NGO Directorate

<b>2</b>	<b>Facilitate the review and signing of the Service Level Agreement</b>	meet appropriate line ministry		<b>NO FEES</b>	Minister witness after NGO and Line ministry signs not exceed 15 working days from the date of application.
<b>3</b>	<b>Providing database on all NGOs activities including areas of operations, sectors and target beneficiaries using partnership mapping tool.</b>	upload activities on the partnership mapping tool.		<b>NO FEES</b>	12 Months
<b>4</b>	<b>Monitoring, evaluating and reporting all NGO programmes in Sierra Leone</b>	comply with MoPED directives to prepare for Monitoring Exercise.		<b>NO FEES</b>	NGO shall be given one-week notification before the commencement of monitoring exercise. Quarterly.
<b>5</b>	<b>Aid disbursement data for policy makers, researchers and general will be provided a maximum of three days upon request.</b>	Prepare an up to date Aid Disbursement Data to MoPED.		<b>NO FEES</b>	3 Days
<b>6</b>	<b>Raise awareness on ECOWAS trade liberalization scheme</b>	N/A	1 Month.	<b>No. FEES</b>	3month

**NATIONAL**

**MINISTRY'S ADDRESS:**

**AUTHORIZING OFFICE  
BUILDING ,O.A.U  
DRIVE,TOWER HILL.  
099229127/076660009**

**CONTACT:**

**or email  
ambrose.james@moped.  
gov.sl**