



Name of the company	African Centre for Meteorological Applications for Development (ACMAD)
Project Title:	FOCUS-Africa
Contract number:	Nº 004/2022/ACMAD/FOCUS
Expert's name and function:	Miss. Valieth Jonas Masaba, Climate Expert

Total working and travel days: 136
 Total days with per-diem: 18

MONTH: April YEAR: 2022

Date	Hours Worked	Project	Place of performance	Remarks	Deliverable Code	Activity Code
Friday, 1	8	FOCUS-Africa	Tanzania	Reviewed activity plan schedule Prepared a list of stakeholders for dissemination of statement of status of Tanzania's climate	D1.2	0
Saturday, 2						
Sunday, 3						
Monday, 4	8	FOCUS-Africa	Tanzania	Discussed and helped Sebastian in preparation of detailed workplan for FOCUS-Africa engagement to Tanzania Reviewed on the list of stakeholders made sure if there is any additives to be made	D1.1	0
Tuesday, 5	8	FOCUS-Africa	Tanzania	Submitted the list of stakeholders for any additives. Participated in FOCUS-Africa 2nd planning meeting Prepared a report of the planning meeting	D1.1	0
Wednesday, 6	8	FOCUS-Africa	Tanzania	Prepared a checklist of the activities agreed on the meeting on planning for the mission to Tanzania Helped Sebastian on doing a follow up on car hiring companies Discussed with project team on recommended hotels to accommodate the guests during their mission	D1.1	0
Thursday, 7	0	FOCUS-Africa	Tanzania	Karume Day		0
Friday, 8	8	FOCUS-Africa	Tanzania	Contacted some car hiring companies for finding a suitable place for 14 seater that Sebastian suggested Participated in ACCOF-03 meeting Prepared and sent the invoice and monthly timesheet	D1.2	0
Saturday, 9						0
Sunday, 10						0
Monday, 11	8	FOCUS-Africa	Tanzania	Participated in a weekly meeting for reporting of weekly duties, achievements, challenges and comments Prepared a report of a meeting held at DRA's office on weekly duties, achievements, challenges and comments	D1.2	0
Tuesday, 12	8	FOCUS-Africa	Tanzania	Held a meeting the project at TMA to remind ourselves on the actions we need to do and preparation for the mission Consulted Sebastian regarding the progress of the preparation for the mission to Tanzania	D1.1	0
Wednesday, 13	8	FOCUS-Africa	Tanzania	Prepared monthly sheet for March Responded to emails from Sebastian regarding planning of the mission explored on possibilities of booking a venue at Kibaha	D1.1	0
Thursday, 14	8	FOCUS-Africa	Tanzania	Had a meeting with project team regarding the progress in planning of the mission, discussed with Sebastian regarding the planning of the meeting continued with preparing monthly sheet	D1.1	0
Friday, 15		FOCUS-Africa	Tanzania	Good Friday		0
Saturday, 16						0
Sunday, 17						0
Monday, 18	0	FOCUS-Africa	Tanzania	Easter Monday		0

Tuesday, 19	8	FOCUS-Africa	Tanzania	Highlighted some key issues for 3rd planning meeting participated and contributed in 3rd planning meeting Confirmed with Mr. Mporinda for his availability during the mission	D1.1	0
Wednesday, 20	8	FOCUS-Africa	Tanzania	Confirmed with Dr. Msita regarding their availability on the mission Prepared a report on the 3rd planning meeting Prepared a checklist of the actions agreed on the 3rd planning meeting	D1.1	0
Thursday, 21	8	FOCUS-Africa	Tanzania	Contacted Dr. Msita to provide awareness on the objectives of FOCUS-Africa mission Booked a venue and caterer at Kibaha Participated in meeting with Infrastructure team Contacted a focal person from TANESCO to see their availability during the mission Reviewing of invitation letters for FA travellers	D5.1	0
Friday, 22	8	FOCUS-Africa	Tanzania	Drafted a letter to DED of Kibaha Contacted a focal person from TANESCO for providing awareness on the objectives of the FA mission Discussed with nicolas via email about case study 5 and 6 Prepared a report on case study 5 meeting	D1.1	0
Saturday, 23	0					0
Sunday, 24	0					0
Monday, 25	8	FOCUS-Africa	Tanzania	Contacted and discussed with one of the extension officers in Kibaha for helping with finding farmers, extension officers Submitted a letter to DED for reviewing Reviewed the questionnaire with Dr. Chang'a, highlighted the comments and sent them to food security team Union Day	D6.2	0
Tuesday, 26		FOCUS-Africa	Tanzania			0
Wednesday, 27	8	FOCUS-Africa	Tanzania	Reviewing and did some amendments on the letter to DED of Kibaha District per instructed by Dr. Chang'a Contacted people from TARI for provision of invoice of payment for lunch and tea consulted TMA project team regarding the progress	D1.1	0
Thursday, 28	8	FOCUS-Africa	Tanzania	Shared the invoice for lunches and tea to Sebastian for preparation of the payments Discussed with Nicolas regarding the mission and energy case study participated in WP5 catch-up meeting held via MS teams on 28th April 2022 Discussed with Dr. Chang'a on the road map 9th day one of FOCUS-Africa mission	D5.1	0
Friday, 29	8	FOCUS-Africa	Tanzania	Participated in ACCOF-Q4 meeting Sent a letter to RAS Prepared a report on WP5 meeting held on 28th April Discussed with Sebastian to provide a letter WMO to TANESCO	D1.1	0
Saturday, 30						0
TOTAL	136	16				0

H : Weekend and holidays S : Sickness X : On duty days Bold: week-end and holidays

Signatures



Miss. Vailethi Jonas Masaba
Climate Expert

Mr. Sunshine Mduduzi Gamedze
ACMAD Focus Africa Lead

ACMAD/DG

Invoice from: Miss. Valieith Jonas Masaba
 Address: ACMAD, 55, Avenue des Ministeres
 Bp: 13 184 Niamey
 Niger
 Tel: #####
 email: valieithjonas07@gmail.com
 Assignment: Climate Expert

To the attention of Dr. Andre KAMGA FOAMOUHOUE,
 African Centre for Meteorological Applications for Development (ACMAD)
 55 Avenue des ministères PL6, BP 13184
 Niamey
 Niger

Project name: FOCUS-Africa

Reference No. N° 004/2022/ACMAD/FOCUS
 Country of assignment: Tanzania
 Date of contract: 15th March 2022

Invoice No: 4/2022
 Invoice date: 30/4/2022

In accordance to our above-mentioned agreement, please pay the following to my bank account:


				Number of hours:	Unit rate	Amount: EURO							
1.	Fees	01/04/22 to 30/04/22		136	4.42	600.00							
2.	Housing allowance	4/2022			-	-							
3.	Reimbursement of advances												
4.	Per-diem (*)	01/04/22 to 30/04/22		136									
		Place	hours				Rate	total	Place	days	Rate	total	
		AGRALCIM	0										
		SWIFT	0										
		CLIMSA	0										
		U-CLIP	0										
		FOCUS	136	4	600.4	Tanzania							
		ACMAD	0										
SUBTOTAL:					EURO:	600.00							
5.	Reimbursable expenses (*):	Cost	Currency	Exch Rate (**)	EURO:								
	justification attached												
SUBTOTAL:						-							
TOTAL invoice:					EURO:	600.00							

← Only negative numbers!

(*)Please attach supporting documents. Only originals are accepted.
 (**)Exchange rates for any currency to EUR is taken from the rates applicable for the calendar month the receipt in foreign currency was issued
 and as published at: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

Banking details
 Account Holder: This is my bank account
 Account Number: 20810011320
 IBAN: 0
 SWIFT: NMIBTZTZ
 Bank name and address: National Microfinance Bank PLC
 P.O.Box 9213 Dar es Salaam, United Republic of Tanzania
 0

Name of the Consultant: Miss. Valieith Jonas Masaba

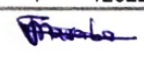
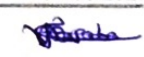
Signature: 
 Date: 4/30/22

Project: [869575] — FOCUS AFRICA] — [H2020-LC-CLA-2018-2019-2020]

EU Grants: Time declaration: V1.0 – 25.08.2021

EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT	YEAR: 2022
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Project acronym:	FOCUS AFRICA	Project number:	869575
Participant name: ACMAD			
Name of the person:	Vaileth Jonas Masaba	Type of personnel: <small>(employee/ natural person under direct contract/ seconded/ other)</small>	Consultant

Month	Days worked in the action	Work Packages worked on <small>(e.g. WP2; WP5)</small>	Date and signature of the person	Name, date and signature of the supervisor
January			Signature: / /2022	Name: / /2022 Signature:
February			Signature: / /2022	Name: / /2022 Signature:
March	13	WP1, WP4, WP5	Signature:  31/03/2022	Name: / /2022 Signature: 31/03/2022
April	18	WP1, WP5, WP6	Signature:  29/04/2022	Name: / /2022 Signature: 29/04/2022
May			Signature: /05/2022	Name: /05/2022 Signature:
June			Signature: /06/2022	Name: /06/2022 Signature:
July			Signature: /07/2022	Name: /07/2022 Signature:
August			Signature: /08/2022	Name: /08/2022 Signature:
September			Signature: /09/2022	Name: /09/2022 Signature:
October			Signature: /10/2022	Name: /10/2022 Signature:
November			Signature: /11/2022	Name: /11/2022 Signature:
December			Signature: /12/2022	Name: /12/2022 Signature:
TOTAL				