**REPUBLIC OF LIBERIA**

**Ministry of State for Presidential Affairs  
 Executive Mansion  
 Monrovia, Liberia**

Institutional Performance Management System (PMCS)

Performance Target Setting Template

| **Section 1: Institution Details** |  |
| --- | --- |
| **Institution Name: Liberia Drug Enforcement Agency (LDEA)** |  |
| **Date: November 13, 2024**  **Prepared By: Sylvester F. Williams, G. Nimely Boye, and Christopher C. Tokpah, Jr.** |  |
| **Reviewed By: Hon. Anthony K. Souh, Director General (Designate)** |  |

| **Section 2: Approval by Institution’s Head** |  |
| --- | --- |
| **Name of Head of Institution: Hon. Anthony K. Souh** |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Date of Approval: November 13, 2024** |  |

**Section 3: Performance Targets**

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| **Key Objective** | **Expected Outcomesc** | **Quarterly Milestones** | | | | | **Associated Implementing Institution(s)** | | **Resources Required** | | **Costing (Budget)** | |
| **Q1** | **Q2** | **Q3** | **Q4** |  | |  | |  | |
| *To Develop and publish LDEA service delivery charter by December 8, 2024* | *To have the Agency service delivery charter Developed and published to the public* |  |  |  | *Publish the Service delivery Charter by December 8, 2024* | *MOJ- (Signing/Approval)*  *MFDP (Disbursement of fund)*  *PPCC (procurement approvals)* | | *Finance*  *Human Resource capacity*  *Logistic* | | ***$8,400.00*** | |
| *To strengthen the LDEA internal systems (HR, Procurement, and finance) for implementation of SDC March 14, 2025* | *LDEA internal system HR, Procurement, and finance) will be strengthened to implement SDC* |  |  |  | *Internal system strengthening is on going* | *Governance Commission (Policy and reform)*  *PPCC (Procurement System Strengthening)*  *MFDP (Disbursement of fund)*  *IAA (Internal controls Strengthening)*  *CSA (Human Resources system strengthening)* | | *Finance*  *Human Resource capacity*  *Logistic* | | ***$18,000.00*** | |

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**Section 4: Risk Management and Mitigation**

| RISK MANAGEMENT PLAN | | | | | |
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| **SN** | Risk | **Likelihood** | **Impact** | **Risk Level** | **Response/Mitigation Plan** |
|  | **Financial Risks** | | | | |
| 1 | The untimely disbursement of funds by the Ministry of Finance and Development Planning (MFDP) to the Agency. | Likely | Moderate | Meduim | Regular engagement with MFDP  Timely Request For Funding, Disbursement And Report Submission to MFDP. |
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|  | Exchange rate fluctuation | Very likely | Minor | Medium | Enter in to a fixed cost/ price agreement with vendors/service providers so that the agency is not affected by the exchange rate fluctuation |
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|  | **Operational Risks** | | | | |
|  | Technology breakdown (out dated software/firewall), | Likely | Major | High | Regular update of agency software |
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|  | Poor Communication | likely | Major | High | Prepare a communication plan detailing communication chain and daily brief or update on the target implementation at COB |
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|  | Staff error | likely | Major | High |  |
| Ensure proper and specialized training of staff, create a communication plan to encourage open communication that allow staff to have a safe space to communicate, and do daily team meeting. |
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|  | **Political Risks** | | | | |
|  | Political interference | likely | Major | High |  |
| Build strong relationship with government and major stakeholders and outlined the agency policy with respect to its function and obligation that should not be deviated from, and ensure that politicians don’t inferred |
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|  | **Security Risks** | | | | |
|  | Riots | Likely | Moderate | Medium | Established an online working group via zoom, WhatsApp, skype, etc to continue working on the target |
|  | **Other Risks** | | | | |
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| **KEY** |  |  |  |
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| **Very likely** | **Medium (3)** | **High (4)** | **High (5)** |
| Probably expect the event to occur in most circumstances |  |  |  |
| **Likely** | **Low (2)** | **Medium (3)** | **High (4)** |
| Event likely to occur at least once over the coming year |
| **Unlikely** | **Low (1)** | **Low (2)** | **Medium (3)** |
| Occurrence is conceivable, but unlikely to occur |
|  | **Minor** | **Moderate** | **Major** |