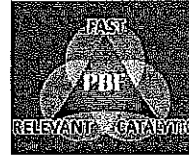


# IRF – PROJECT DOCUMENT



## United Nations Peacebuilding Support Office (PBSO)/ Peacebuilding Fund (PBF)

<b>Project Title:</b> Strengthening of the human rights monitoring and reporting capacity in the Central African Republic	<b>Recipient UN Organization(s):</b> Office of the High Commissioner for Human Rights
<b>Project Contact:</b> Address: BINUCA  Telephone: +236 75 50 7762  E-mail: onanar@un.org	<b>Implementing Partner(s) – name &amp; type (Government, CSO, etc):</b>  
<b>Project Number:</b> <i>To be completed by UNDP MPTF Office</i>	<b>Project Location:</b>
<b>Project Description:</b> <i>In light of the deteriorating situation, it is urgent to deploy a sizeable mobile team of human rights officers on the ground to monitor and report human rights developments throughout the country</i>	<b>Total Project Cost: 906,933</b> <b>Peacebuilding Fund: 906,933</b> <b>OHCHR: One program Officer in Geneva to oversee the implementation of the project</b> <b>Government Input:</b> <b>Other:</b> <b>Total:</b> <b>Project Start Date and Duration: 20 December 2013-20 March 2015</b>
<b>Gender Marker Score<sup>1</sup> : ____</b> <i>Score 3 for projects that are targeted 100% to women beneficiaries and/or address specific hardships faced by women and girls in post-conflict situations;</i> <i>Score 2 for projects with specific component, activities and budget allocated to women;</i> <i>Score 1 for projects with women mentioned explicitly in its objectives, but no specific activities are formulated nor is a budget</i>	

<sup>1</sup> The PBSO monitors the inclusion of women and girls in all PBF projects in line with SC Resolutions 1325, 1612, 1888, 1889.

reserved; and

Score 0 for projects that do not specifically mention women.

**PBF Outcomes**<sup>2</sup> (from an existing National Planning Framework or, if it does not exist, then PBF specific/ related to peacebuilding): The Overall objective is to improve the quality and timeliness of information related to human rights violations committed throughout the country.

**Project Outputs and key Activities:**

1. Deployment of a Mobile Monitoring Team
2. Establishment of a Human Rights Database
3. Strengthening of the capacity of CSOs

## PROJECT DOCUMENT COVER SHEET

<i>(for IRF-funded projects)</i>	
<p><b>Recipient UN Organization(s)</b> Mr Kyle Ward Program Support and Management Services Office of the High Commissioner for Human Rights Geneva</p> <p><b>Date and Seal</b>     12/12/2013</p>	<p><b>Representative of National Authorities</b>  <i>Name of Government Counterpart</i> <i>Signature</i> <i>Title</i> <i>Date &amp; Seal</i></p>
<p><b>Peacebuilding Support Office (PBSO)</b>  Ms Judy Cheng-Hopkins Assistant Secretary-General Peacebuilding Support Office, UN Headquarters New York Date &amp; Seal</p>	<p>Lieutenant General Babacar Gaye Special Representative of the Secretary-General in the Central African Republic</p> <p>Signature  Date &amp; Seal</p>

## TABLE OF CONTENTS:

### COMPONENTS OF THE PROJECT

<sup>2</sup> PBF outcome areas

1: Support the implementation of peace agreements and political dialogue (Priority Area 1):

(1.1) SSR, (1.2) RoL; (1.3) DDR; (1.4) Political Dialogue;

2: Promote coexistence and peaceful resolution of conflicts (Priority Area 2):

(2.1) National reconciliation; (2.1) Democratic Governance; (2.3) Management of natural resources;

3: Revitalise the economy and generate immediate peace dividends (Priority Area 3):

(3.1) Short-term employment generation; (3.2) Sustainable livelihoods

4) (Re)-establish essential administrative services (Priority Area 4)

(4.1) Public administration; (4.2) Public service delivery (including infrastructure).

## COMPONENT 1 - : WHY IS THIS PROJECT SUBMITTED?

### 1.1. CONTEXT AND ANALYSIS OF THE SITUATION

The situation in the Central African Republic (CAR) has deteriorated dramatically since December 2012 and even further since September 2013. Across the country, state institutions and functions have essentially collapsed, and the security situation remains highly volatile and unpredictable as the Government has been unable to control ex-Séléka commanders and other armed groups. In this context, the power vacuum left has been filled by local ex-Séléka commanders and their armed groups as well as other armed groups who have taken advantage of the situation to systematically commit gross violations of human rights and international humanitarian law, with total impunity.

Human rights violations perpetrated by ex-Séléka have generated a resistance movement of local self-defence groups known as “anti-balaka”<sup>3</sup> that is becoming increasingly militarized and organized. Since September 2013, CAR has witnessed increasing confrontations between ex-Séléka and Anti-Balaka elements characterized by increasing sectarian tensions and violence, including between communities themselves. The situation has considerably deteriorated on 5 and 6 December following an attack of Anti-Balaka elements against ex-Seleka in Bangui, which led to the killing of an estimated 500 people, including children and two French soldiers. It is feared that the number may be higher and that similar incidents erupt in the near future

As a result, a serious protection crisis prevails, and the humanitarian crisis categorized as level three has developed into a large scale complex emergency, with more than 50% of the population in need of immediate humanitarian assistance.

The crisis finds its origin long before the ex-Séléka rebellion seized power in March 2013. It stems from long-standing governance, structural and socio-political deficiencies such as weak State institutions; fragile social cohesion; and deep-seated feelings of marginalization among some communities, in particular the Muslim community in the northern part of the country who felt discriminated against by the central Government. These conditions were exacerbated by corruption, nepotism, and abuse of power and the deteriorating capacity of the national authorities over the years. The political landscape is fractured, with 53 political parties, while civil society is extremely weak and threatened.

OHCHR has been following the situation closely since the beginning of the crisis. In June 2013, the High Commissioner dispatched a fact-finding Mission to the CAR to look into violations committed since December 2012. On 10 December 2013, in order to strengthen the monitoring capacity of the Human Rights and Justice Section (HRJS) of BINUCA, OHCHR deployed to CAR a monitoring team of four human rights officers, for two weeks. However, these short-term initiatives cannot be construed as a substitute for the longer-term human rights strengthening of the human rights capacity of BINUCA required by the situation.

<sup>3</sup> Originally, the Séléka was a coalition of rebel groups representing the interest of the predominantly Muslim population from the north of the country. In December 2012, the Seleka coalition launched an offensive against President François Bozizé, accusing him of having failed to uphold the terms of the peace agreements signed in 2007, 2008 and 2011. Ex-Seleka elements have reportedly targeted mainly the Christian Communities, whilst Anti-Balaka elements have reportedly mainly targeted the Muslim Communities in retaliation of the attacks of ex-Seleka against the Christian population. It should be noted that anti-balaka groups have always exist in CAR even during the time of Bozize to fill the gaps left by the absence of state authorities.

In its resolution 2127(2013) of 5 December, the Security Council “*Strongly condemns the continued violations of international humanitarian Law and the widespread human rights violations and abuses, perpetrated by armed groups, and specifically former Seleka elements, anti-Balaka elements and the LRA, that threaten the population and stresses that the perpetrators of such violations should be brought to justice*”; The resolution includes other strong human rights languages and makes several requests aimed at addressing the human rights situation.

In accordance with this resolution and in light of the deteriorating situation, it is urgent to deploy a sizeable mobile team of human rights officers on the ground, to monitor and report human rights developments throughout the country. Such a team will be deployed to strengthen the HRJS of the BINUCA which currently has an extremely limited capacity, with only (1) International Human Rights Officer (the Head of the Section) (4) National Officers and (5) UNVs located in Bangui.

The strengthening of the United Nations human rights capacity in the CAR also falls under the implementation of the Rights Up Front Plan of Action which, upon the Deputy Secretary-General’s decision, has been activated since November 2013 in relation to the United Nations’ response to the crisis in the Central African Republic. In that regard, the Organisation’s capacity to respond to the situation will represent a test case.

## **1.2. RATIONALE OF THE PROJECT**

The deployment of a Human Rights Mobile Monitoring Team to BINUCA will assist in providing more protection to the population through its presence and can act as a deterrent for future human rights violations. Timely human rights monitoring and reporting as well as engagement with potential perpetrators will assist the international community and the national authorities to bring violations to light, to identify the main human rights protection concerns and to take, if possible, remedial action.

Human rights monitoring and reporting will also provide the United Nations, humanitarian actors and the broader international community with credible and reliable information on violations of international human rights and humanitarian law, and should thus allow designing timely, adequate and effective responses to address the situation. Monitoring will also allow BINUCA and other United Nations actors to conduct adequate advocacy with the authorities and other relevant actors with a view to addressing human rights issues.

With the deteriorating security situation that prevailed since the flare up in the crisis in December 2012, the capacity of the HRJS had been further reduced, notably with the closure of its regional offices and the relocation of the staff to Bangui. The Head of the HRJS, 4 National Officers and 5 UNVs are currently the only staff working on human rights. Given the sensitive nature of human rights work and the need to ensure protection of the staff, the current security conditions on the ground prevent BINUCA Human Rights Section to deploy its national staff to conduct in-depth human rights investigations.

The transitional Government of CAR has made some small attempts to address the prevailing human rights situation. For instance, on 20 May 2013, the interim Government issued a decree establishing a *Commission mixte d’enquête* with a mandate to investigate human rights

violations committed in the Central African Republic since 2002, to establish facts and circumstances of violations, and to identify perpetrators, collaborators, accomplices and victims. However, its current mandate, composition and functioning are not compliant with international standards, which compromises its independence, credibility, impartiality and transparency. Furthermore, since the start of the crisis, only a handful of ex-Seleka elements have been arrested and tried for violations they have committed.

In addition, the network of human rights civil society organisations created throughout the country in CAR and supported by BINUCA in the past years has collapsed since the military coup. The few remaining ones are extremely weak with limited capacity to conduct human rights investigations, and cannot at this stage constitute the main source of information for the UN to rely upon in the short term. They face the same constraints as BINUCA in terms of access to locations of incidents outside Bangui, and some of them have experienced threats to their security. Creating a network of professional human rights civil society organisations is a long-term goal that will require dedicated UN human rights capacity to accompany them in their capacity building activities.

In this context, this project proposal is a first step towards the rapid implementation of paragraph 26 of Security Council resolution 2127(2013). In particular, the Security Council *“requested the Secretary General in conjunction with the High Commissioner for Human Rights (HCHR) to take appropriate steps to increase the number of human rights monitors deployed in the CAR”* (paragraph 26).

This proposal also responds to the request of the Core Group of the Senior Advisers Group on CAR, who on 13 November 2013 tasked OHCHR to:

1. Provide a comprehensive overview of the human rights violations and the destruction of archives with a particular focus on the current situation and trends
2. Develop a strategy on improving the network of human rights civil society organizations in order to access better information.  
Collect data/documents that could be presented to the Security Council with a view to documenting targeted/individualized sanctions.

## **COMPONENT 2: WHAT?**

### **2.1. FOCUS OF THE PROJECT AND TARGET GROUPS**

The project will strengthen human rights monitoring and reporting capacities in the CAR through the deployment of a Human Rights Mobile Monitoring Team (MMT) to BINUCA, the establishment of a human rights case database within the HRJS of BINUCA and building the capacities of local authorities and civil society organizations. This will include setting up strategies for information gathering and verification, as well as the analysis of human rights violations throughout the country. To the extent possible, and with due regard for their security, the team will work in collaboration with civil society counterparts.

The MMT will monitor and report on human rights and international humanitarian law violations throughout CAR. While based in Bangui, the team will be mobile in order to visit sites where human rights violations have allegedly been committed as well as IDP communities to the extent possible. The team will conduct interviews of victims, their families and witnesses, in localities where violations are reported to have taken place or among displaced communities. Interviews will also be conducted with local and national

authorities, members of Government, the military, the judiciary, civil society, international protection partners, the United Nations system and the diplomatic community. To the extent possible, and as necessary, the team will conduct interviews in refugees camps located in neighbouring countries. The team will also analyse relevant documents, such as reports from United Nations entities, local and international organisations.

The team will actively support the work of the Protection Cluster including by providing regular, updated information and analysis on human rights trends and cases and referring individual cases requiring specific assistance to relevant humanitarian actors, so as to contribute to strengthening the effectiveness of the humanitarian response including the 100 day action plan.

The information collected by the team will serve as the basis for independent BINUCA/OHCHR public reports and contribute to reports of the Secretary-General to the United Nations Security Council as well as reports of the High Commissioner, including to the Human Rights Council. The information collected will allow BINUCA to conduct advocacy with the national authorities to identify corrective actions. Furthermore, a stronger human rights monitoring capacity will contribute to ensuring that human rights considerations are integrated in BINUCA's political and mediation engagement with national authorities.

The information collected by the team will also feed in the different measures to be taken in compliance with the Human Rights Due Diligence Policy on UN support to non-UN security forces (HRDDP). In the context of security-related operations that will take place over the 6 to 12 months of duration of the project, as well as foreseen security sector reform (SSR) related activities, the support that will be provided by the United Nations to national security forces and to the regional peacekeeping forces will have to comply with the HRDDP. In particular, the United Nations system will have to proceed with the conduct of HRDDP risk assessments of national security forces, troops involved in and the military operations that will/may be conducted under UN support. Such risk assessments can only be carried out on the basis of information about the human rights record of the security forces concerned. For the purpose of HRDDP compliance, the United Nations system will also need to establish a mechanism to monitor the behaviour of security forces deployed throughout CAR and benefiting from United Nations support.

This project will also allow for the establishment of a human rights case database (HRDB) within BINUCA. This is an OHCHR professional case management tool used by all human rights field presences with a monitoring mandate (OHCHR country offices, and human rights components of UN peace operations or special political missions). It is an essential tool to adequately manage human rights case information both as a case management and monitoring tool and for verification and reporting purposes, including identification of alleged perpetrators.

OHCHR will devote one full staff to interact with civil society organizations and local authorities with the view to identify and design possible areas for collaboration and capacity building, including through technical cooperation activities to strengthen their skills for the promotion and protection of human rights. Greater engagement with civil society organisations will expand the pool of qualified human rights defenders who can engage with the monitoring team on the ground, ensure sustained human rights monitoring and strengthen national protection systems.

In this context, this project will also assist the international community in identifying gaps where national authorities and CSOs need assistance, such as for instance support to judicial authorities to conduct investigations or monitoring and reporting trainings for CSOs.

## **2.2. THEORY OF CHANGE**

The deployment of a Mobile Monitoring Team and the establishment of the Human Rights database will contribute to enhance independent monitoring and reporting. This will contribute to ensure that national actors, primarily local authorities, and relevant international stakeholders receive quality information to inform decision-making aimed *at improving the situation on the ground to the benefit of the population, including victims of human rights violations*. It will empower *national authorities to better comply with their obligations* under international human rights law, and *possibly reduce the number the human rights violations*.

## **COMPONENT III: HOW?**

### **3.1. IMPLEMENTATION APPROACH**

The proposed project has a particular focus on promoting stability through respect for human rights in CAR. It is expected to strengthen partnership with national authorities, institutions and civil society organizations to promote, protect and fulfil human rights throughout the CAR.

OHCHR will apply a rights-based approach to all activities, ensuring that the principles of gender equality and rights of vulnerable groups are taken into full consideration. A participatory approach is also crucial to ensure the relevance and sustainability of the project.

The Mobile Monitoring Team will also ensure that gender is mainstreamed throughout its work. In this context, the MMT will focus on violations targeting women and children. The team will contribute to the implementation of the mechanism on monitoring, analysis and reporting arrangements (MARA) on sexual violence in conflict to prevent or respond to conflict-related sexual violence and other forms of gender-based violence.

The information collected by the MMT team will also feed into the UN Monitoring and Reporting Mechanism on Grave Violations against Children in Situations of Armed Conflict (MRM). That mechanism monitors six grave child rights violations: recruitment and use of children by armed forces and armed groups; killing and maiming of children; rape and other sexual violence against children; attacks on schools and hospitals; abduction of children; and denial of humanitarian access to children. Agreement will be reached with the Country Task Force on Monitoring and Reporting (CTFMR), the inter-agency body which coordinates the MRM in CAR and which is co-chaired by the SRSG and the UNICEF Representative, on modalities for sharing case information. Members of the human rights team could be asked to join the CTFMR ".

### 3.2. BUDGET

#### PBSO - CAR 2014

items	NB of units	Duration	Rate per Unit	Total USD	Subtotal USD
<b>Staffing</b>					
Human Rights Officer P4	2	6 months		186,552	
Human Rights Officer P3	4	6 months		314,136	
Human Rights Officer P3	1	12 months		157,068	
30 days DSA in Bangui for P staff	7	30 days	182	38,220	
Relocation Grant	7	n/a	1200	8,400	
Travel for deployment of P staff	7	n/a	2600	18,200	
National Officer (NOB)	2	6 months		62,000	
Admin support staff (G4)	1	6 months		9,750	
Drivers (G2)	2	6 months		11,540	
Contingency for staff costs (1% of total)				8,059	
					<b>813,925</b>
<b>Office/IT equipment</b>					
Laptops	10	n/a	1200	12,000	
VSAT bandwidth 256/128	10	n/a	1060	10,600	
					<b>22,600</b>
<b>Training HRDB and HR Monitoring</b>					
OHCHR staff travel (2 METS / 1 PSMS)	3	n/a	2600	7,800	
DSA in Bangui	3	6	182	3,276	
					<b>11,076</b>
<b>Total</b>					<b>847,601</b>
<b>Programme Support Cost (7%)</b>					<b>59,332</b>
<b>Grand Total</b>					<b>906,933</b>

### 3.3. SUSTAINABILITY

This project is envisaged as a stop-gap measure as efforts are underway to strengthen BINUCA's Human Rights Section in accordance with Security Council Resolutions 2121 and 2127. Resolution 2121 requests that BINUCA be reinforced including in the area of human rights<sup>4</sup>. SC resolution 2127 requests that the Secretary-General in conjunction with the High

<sup>4</sup> OP10(d) (d) Promotion and protection of human rights:

- To monitor, help investigate and report to the Council on abuses or violations of human rights or violations of international humanitarian law committed throughout the CAR, including by the LRA, and to contribute to efforts to prevent such violations and abuses;
- To monitor, help investigate and report to the Council, specifically on violations and abuses committed against children as well as violations committed against women including all forms of sexual violence in armed



Commissioner on Human Rights takes appropriate steps to increase the number of human rights monitors deployed in the CAR<sup>5</sup>. The UN is taking measures for the swift and sustained deployment of human rights monitors. Through the pre-commitment of authority package, it is foreseen that one (1) additional P4 Human Rights Officer will be added to BINUCA Human Rights Section as of January 2013, bringing the total number staff to 4 international HROs (1 P5, 1P3, 1 P2 international HROs from the existing BINUCA budget and 1P4 from the pre-commitment of authority package) and 4 National Officers and 5 UNVs. Through BINUCA Supplemental Budget, the aim is to have 17 international additional staff and 22 UNVs and national staff, bringing BINUCA Human Rights Section to a total number of 61 people.

OHCHR, through BINUCA, intends to continue working in CAR beyond the time frame of this proposed project, in order to provide support to national actors. It OHCHR's intent, therefore, that the BINUCA Supplemental Budget will pick up the costs for those PBF-funded posts indicated for a six-month duration.

Furthermore, given the current situation, a reinforced United Nations presence is likely to remain in CAR for the upcoming years, bearing in mind that in its resolution 2127(2013) the Security Council "*Requests the Secretary General, in consultations with the AU, to report to the Security Council no later than 3 months from the adoption of this resolution with recommendations on the possible transformation of MISCA to a United Nations peacekeeping operation, including an assessment of progress towards meeting the appropriate conditions on the ground referred to in paragraph 45 of the Secretary General report dated 15 November 2013*";

Should a peacekeeping presence be established by the UN Security Council, in accordance with the United Nations policy on Integration of Human Rights in peace operations, such presence will include a human rights component tasked with monitoring and reporting on the human rights situation, conducting advocacy, building the capacity of national authorities and civil society, and mainstreaming human rights in the peace operation and the United Nations Country Team. In this context, funding of the human rights component of a future peacekeeping operation would be through the Assessed Contributions

### 3.4. Risk management

Risk	Likelihood (high, medium low)	Severity of impact on project (high, medium, low)	Mitigating Strategy
Security deteriorates across the country	Medium	High	Strengthen networks with other UN partners and CSOs to collect human rights information

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- conflict, including through the deployment of women protection advisers and child protection advisers;
- To help strengthen the capacities of the judicial system, including transitional justice mechanisms, and of the national human rights institutions and assist with national reconciliation efforts;

<sup>5</sup> Op26

3.5. RESULT FRAMEWORK, FOLLOW UP AND EVALUATION:

Policy statement/ national roadmap for peace building Purpose of PBF support (type of expected change): Theory of change statement								
(1) Outcome and type of change required	(2) Indicators	(3) Baselines and time bound targets	(4) Outputs and activities	(5) Indicators	(6) Baselines and time bound targets	(7) RUNO & party responsible for mobilizing inputs	(8) Inputs/budget	(9) Assumpt
The Overall objective is to Quality and timeliness of information related to human rights violations committed throughout the country improved.	<p>Number of cases investigated by BINUCA</p> <p>Number of reports issued by OHCHR and BINUCA throughout the duration of the project.</p> <p>Number of decisions made by the United Nations and other relevant stakeholders based on information collected by the MMT</p>	<p>Baseline : 0 report/month Target : 1 report/month</p> <p>Baseline : 0 report/month Target : 1 report/month</p> <p>Baseline : 0 report/month Target : 1 report/month</p>	<p>1. Deployment of a Mobile Monitoring Team</p> <p>2. Establishment of a Human Rights Database</p> <p>3. Strengthening of the capacity of CSOs</p>	<p>1 HR MMT deployed</p> <p>2. HR database software rolled-out</p> <p>3. HR CSOs network reactivated</p>	<p>Baseline:</p> <p>1. no MMT</p> <p>2. No database</p> <p>3. CSO's network weakened and non-operational</p> <p>Targets</p> <p>1. MMT deployed</p> <p>2. HR database software rolled-out</p> <p>3. CSO's network functioning</p>	OHCHR and BINUCA	<p>1. \$720,580</p> <p>2. \$33,676</p> <p>3. \$ 194,047</p>	Security allo for the deployment of the MMT

### **3.6. PROJECT FOLLOW UP AND EVALUATION**

BINUCA will carry out periodic analysis of their activities and provide regular updates to OHCHR. At headquarters, a programme officer, will follow closely the implementation of the project and report periodically to OHCHR management. It is advised that BINUCA's Head of the Human Rights and Justice Section meets regularly with BINUCA management to review progress in implementation of the project and provide, as necessary, recommendations on the next phases of the implementation. It is further advised that similar meetings take place at Headquarter level between Geneva and New York.

## **COMPONENT IV: WHO?**

### **4.1. IMPLEMENTATION**

The project will be implemented by BINUCA and OHCHR. OHCHR's implementing capacities in this area are demonstrated through years of experience and knowledge of good practices in human rights monitoring, ability to recruit international and national experts with strong background in the fields of activities envisaged in this project. Furthermore, as the lead entity within the United Nations system mandated to promote and protect international human rights laws and standards, OHCHR is properly placed to assist CAR to fully realise the rights articulated within international instruments CAR is party to.

As regard the Monitoring and reporting – the project will be implemented by a team consisting of 6 Human Rights Officers (2P4 and 4P3). To the extent possible, the MMT will gather information through targeted meetings and interviews with victims, witnesses and other sources, taking the necessary measures to ensure their protection. Information on alleged violations should aim to identify the vulnerable groups and be disaggregated by age and gender. The HROs should be mobile and investigate recent reports of human rights violations. The MMT is expected to use the OHCHR share point system of archiving, and enter information in the OHCHR human rights case database on the sharepoint.

The team will submit regular reports to OHCHR and to the SRSG of BINUCA through the Chief of the Human Rights and Justice Section. The frequency of reports (usually Daily, Weekly and Monthly) will be determined by the Chief of the Human Rights and Justice Section. The reports should provide information and analysis on the main human rights issues, including early warning analysis. The information collected will contribute to reports of the Secretary-General to the United Nations Security Council as well as reports of the High Commissioner, including to the Human Rights Council.

As regard the OHCHR case database for CAR, it will be implemented by a Human Rights Officer at P3 level.

### **4.2. MANAGEMENT OF THE PROJECT**

OHCHR will carry out this project in collaboration with BINUCA. A steering committee will be established within BINUCA under the leadership of the Head of the HRJS. The committee will meet regularly at least once a week.

### **4.3. ADMINISTRATIVE ARRANGEMENTS**

The UNDP MPTF Office serves as the Administrative Agent (AA) of the PBF and is responsible for the receipt of donor contributions, the transfer of funds to Recipient UN Organizations, the consolidation of narrative and financial reports and the submission of these to the PBSO and the PBF donors. As the Administrative Agent of the PBF, MPTF Office transfers funds to RUNOS on the basis of the signed Memorandum of Understanding between each RUNO and the MPTF Office.

#### **Administrative Agent functions**

On behalf of the Participating Organizations, and in accordance with the UNDG-approved "Protocol on the Administrative Agent for Multi Donor Trust Funds and Joint Programmes, and One UN funds" (2008)<sup>6</sup>, the MPTF Office as the AA of the PBF will:

- Disburse funds to each of the RUNO in accordance with instructions from the PBSO. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the PBSO along with the relevant Submission form and Project document signed by all participants concerned;
- Consolidate narrative reports and financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF consolidated progress reports to the donors and the PBSO;
- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is notified by the RUNO (accompanied by the final narrative report, the final certified financial statement and the balance refund);
- Disburse funds to any RUNO for any costs extension that the PBSO may decide in accordance with the PBF rules & regulations.

#### **Accountability, transparency and reporting of the recipient United Nations Organizations**

Recipient United Nations Organizations will assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. Such funds will be administered by each RUNO in accordance with its own regulations, rules, directives and procedures.

Each RUNO shall establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent from the PBF account. This separate ledger account shall be administered by each RUNO in accordance with its own regulations, rules, directives and procedures, including those relating to interest. The separate ledger account shall be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the RUNO.

Each RUNO will provide the Administrative Agent and the PBSO (for narrative reports only) with:

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<sup>6</sup> Available at: <http://www.undg.org/docs/9885/Protocol-on-the-role-of-the-AA,-10.30.2008.doc>

- Bi-annual progress reports to be provide no later than July 31st;
- Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;
- Annual financial statements as of 31 December with respect to the funds disbursed to it from the PBF, to be provided no later than four months (30 April) after the end of the calendar year;
- Final narrative reports, after the completion of the activities in the approved programmatic document, to be provided no later than four months (30 April) of the year following the completion of the activities. The final report will give a summary of results and achievements compared to the goals and objectives of the PBF; and
- Certified final financial statements after the completion of the activities in the approved programmatic document, to be provided no later than six months (30 June) of the year following the completion of the activities.
- Unspent Balance at the closure of the project would have to been refunded and a notification sent to the MPTF Office, no later than six months (30 June) of the year following the completion of the activities.

#### **Ownership of Equipment, Supplies and Other Property**

Ownership of equipment, supplies and other property financed from the PBF shall vest in the RUNO undertaking the activities. Matters relating to the transfer of ownership by the RUNO shall be determined in accordance with its own applicable policies and procedures.

#### **Public Disclosure**

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (<http://unpbf.org>) and the Administrative Agent's website (<http://mptf.undp.org>).

#### **Detailed Budget**

*- Budget break-down into categories: Using the table below, break down the proposed budget for the project(s) according to key budget categories. This is the Standard Format\* agreed by UNDG Financial Policies Working Group with necessary modifications to suit the expected PBF project activities. The use of the budget format is mandatory as it allows the UNDP MPTF Office as the PBF Administrative Agent to consolidate and synthesize the periodic financial expenditure reports that will be submitted by Recipient UN Organizations.*

<b>PBF PROJECT BUDGET</b>		
<b>CATEGORIES</b>	<b>Amount OHCHR</b>	<b>TOTAL</b>
1. Staff and other personnel		<b>813,925</b>
2. Supplies, Commodities, Materials		
3. Equipment, Vehicles, and Furniture (including Depreciation)		22,600
4. Contractual services		0
5. Travel		11,076
6. Transfers and Grants to Counterparts		0
7. General Operating and other Direct Costs		0
<b>Sub-Total Project Costs</b>		
8. Indirect Support Costs*		59,332
<b>TOTAL</b>		<b>906,933</b>

\* The rate shall not exceed 7% of the total of categories 1-7, as specified in the PBF MOU and should follow the rules and guidelines of each recipient organization.