

**PBF – PROJECT DOCUMENT  
TEMPLATE 3.2**











**United Nations Peacebuilding Support Office (PBSO)/Peacebuilding Fund (PBF)  
PROJECT DOCUMENT COVER SHEET**

<b>Project Title:</b> PBF/KGZ/E-1: “PBF Secretariat Support to Joint Steering Committee and PRF projects”	<b>Recipient UN Organization(s):</b> UNDP
<b>Project Contact:</b> Name: Alexander Avanesov, UNDP Resident Representative in the Kyrgyz Republic Agency and Address: UN House, Office of the UN Resident Coordinator, 160 Chui 720040 Telephone: +312 611 211 Email: alexander.avanesov@one.un.org	<b>Implementing Partner(s):</b> <u>Key counterparts:</u> - Department on Ethnic, Religious Policy and Cooperation with Civil Society of the President of the Kyrgyz Republic - Joint Steering Committee (JSC) - JSC Co-Chairs
<b>Project Number:</b> 00087908	<b>Project Location:</b> Bishkek city
<b>Project Description:</b> The project enables functioning of the Secretariat in its full capacity to support the work of the Joint Steering Committee and its Co-chairs. The overall role of Secretariat is to ensure coordination of all key stakeholder peacebuilding activities in Kyrgyzstan – national authorities, civil society and UN agencies. The Secretariat also performs functions related to monitoring the progress towards PPP outcomes. Assistance and guidance is provided by the Secretariat to the JSC and RUNOs through the quality control of regularly submitted reports as well as review of RUNOs reporting to MPTF.  The Secretariat also has to ensure that effective communication system is in place to raise public awareness about peacebuilding efforts in Kyrgyzstan. Inclusive communication and open dialogue with the project stakeholders will reinforce the sense of the national ownership of project’s results.	<b>Total Project Cost:</b> \$ 758,000 <b>Peacebuilding Fund:</b> \$647,790.20 (in addition to \$ 110,210.00 that had been allocated by the PBF previously and spent during the Surge project) <b>UNDP BCPR TTF:</b> <b>Government Input:</b> <b>Other:</b> <b>Total: \$ 758,000</b>  <b>Project Start Date and Duration:</b> Start date: 24.05.2013 until the end of PPP implementation on 30.09.2016 (3 years and 4 months).
<b>PBF Outcomes<sup>1</sup>:</b> 1, 2, 6, 9, 10, 11.	<b>PPP Outcomes:</b> 1, 2, 3.
<b>Project Outputs and Key Activities:</b>  The project will provide quality Secretariat support to the Joint Steering Committee for implementation of the Peacebuilding Priority Plan through coordination, resource mobilization, communication and monitoring and evaluation activities.	

<sup>1</sup> PBF specific outcome areas: 1 Security Sector Reform; 2 Rule of Law; 3 (DD)R; 4 Political dialogue for Peace Agreements; 5. National reconciliation; 6. Democratic governance; 7. Management of natural resources (including land); 8. Short-term employment generation; 9. Sustainable livelihoods; 10. Public administration; and 11. Public service delivery (including infrastructure)

(for PBF-funded projects)

**Co-chairs of the Joint Steering Committee**

<p><i>Name of Senior UN Representative</i> <b>Mr. Alexander Avanesov</b></p> <p><i>Signature</i> </p> <p><i>Title</i> <b>United Nations Resident Coordinator in the Kyrgyz Republic</b></p> <p><i>Date &amp; Seal</i> </p>	<p><i>Name of Government Representative</i> <b>Mrs. Mira Karybaeva</b></p> <p><i>Signature</i> </p> <p><i>Title</i> <b>Deputy Head of the Office of the President of the Kyrgyz Republic</b></p> <p><i>Date &amp; Seal</i> </p>
<p><b>Recipient UN Organization(s)</b></p>	<p><b>National Implementing Partner(s)</b></p>
<p><i>Name of Representative</i> Alexander Avanesov</p> <p><i>Signature</i> </p> <p><i>Title</i> UN Resident Coordinator in the Kyrgyz Republic</p> <p><i>Date &amp; Seal</i> </p>	<p><i>Name of Government Counterpart</i> Mira Karybaeva</p> <p><i>Signature</i> </p> <p><i>Title</i> Head of the Department of Ethnic, Religious Policy and Cooperation with Civil Society of the Office of the President of the Kyrgyz Republic</p> <p><i>Date &amp; Seal</i> </p>

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## 1. Situation analysis/context

In June 2010, amid political and social tensions, violence erupted in the southern cities of Osh and Jalalabad, and their surrounding areas, resulting in the death of at least 470 people and displacement of 400,000 people, of whom 75,000 fled to Uzbekistan. Since then, the country has initiated a number of peacebuilding activities. Much progress has been made to stabilize the situation, with considerable support from the Peacebuilding Fund through two Immediate Response Facility contributions. Nonetheless, there are still peacebuilding needs and challenges that touch upon root causes of conflict and must be addressed to prevent the recurrence of violence. These issues are linked with the overall context of sustainable development, and left unaddressed could create further challenges. In this context, the Peacebuilding Needs and Priorities Assessment identified peacebuilding challenges and opportunities. Furthermore the Peacebuilding Priority Plan identified the main peacebuilding challenges and complex interaction between. These key factors are interlinked and mutually reinforcing, and positive changes in those dimensions can significantly contribute to the process of consolidating peace in the Kyrgyz Republic.

The following key factors related to value and behavior have been identified in the Peacebuilding Priority Plan:

- A lack of trust prevails in all sectors of society, among different groups of people (often along ethnic lines).
- A lack of justice and the memories of the violent conflict in June 2010 and the previous conflict in 1990 significantly affect people, especially in areas where violence has taken place. It compounds lack of trust and increases the sense of insecurity.
- The sense of human insecurity among many people is high. The sense of insecurity exaggerates and is compounded by stereotypes, nationalism, inequality and discrimination, among other things.
- Inadequate legislation and partial implementation of laws and policies, lack of respect for the rule of law among sections of the population and among some officials, and the fact that people often are not held accountable for their actions cause and compound the problem of impunity.

A number of structural factors that are essential for creating a favorable environment for peace have also been identified. The implementation of international human rights law in the country is a key factor in this regard. There are instances of weak state control and governance that affect the trust of people in state institutions, as those institutions tend to provide an unequal or uneven access to quality public services, leaving the room for discriminatory approaches and deprivation from social, economic, cultural, civil and political rights.

In addition, contextual issues that may affect the peacebuilding environment negatively have been identified. Limited resources, poverty and food insecurity are some of the contextual issues that may affect the peacebuilding environment. A notable symptom of human insecurity – encompassing security, economic, social and structural factors – can be seen in external and internal migration, which, in turn, can be a destabilizing factor as it can contribute to weakening social cohesion. Similarly, urbanization affects conflict susceptibility as social cohesion weakens and limited resources can be stretched to the full. Regional dynamics may be noted with concern, including the issues with border delimitation and demarcation which is not complete with either Uzbekistan or Tajikistan.

The Peacebuilding Priority Plan relies on existing strategies and policies that are critical for peace building such as National Sustainable Development Strategy of the Kyrgyz Republic (2013-2017); Concept for National Unity and Interethnic Relations in the Kyrgyz Republic (2013); United Nations Development Assistance Framework in the Kyrgyz Republic (2012-2016); Peacebuilding Needs and Priorities Assessment (2013); Recommendations Kyrgyzstan received from the Universal Periodic Review (2010) and other human rights

mechanisms, including the treaty bodies and Special Procedures and other relevant documents and conventions pertaining to the Kyrgyz Republic.

The Peacebuilding Priority Plan (PPP) which was developed and approved by the Joint Steering Committee indicates three priority outcomes:

1. Critical laws, policies, reforms and recommendations of human rights mechanisms, including UPR, are implemented to uphold the rule of law, improve access to justice and respect, protect and fulfill human rights.
2. Local self-government bodies, in partnership with related state institutions, and civil society, have the capacity to bridge divisions and reduce local tensions.
3. Policies, pilot initiatives and approaches are developed and implemented that enable the further development of a common civic identity, multilingual education and respect for diversity and minority rights.

In response to the PPP UN agencies had drafted and submitted concepts notes which after review were developed into full proposals. These proposals were approved by the Joint Steering Committee.

## **2. Project Concept**

A Joint Steering Committee (JSC) was established in 2013 by the decree of the President of the Kyrgyz Republic to formulate a peacebuilding plan and approve projects for its implementation. The JSC, co-chaired by the Head of the Office of the President of the KR and the UN Resident Coordinator in the KR, consists of 28 people representing Kyrgyzstan's Parliament, offices of the President and the Government, government institutions, civil society organizations and UN agencies. The meetings of JSC are attended by donors as observers.

In June 2013 based on peacebuilding needs analysis report the JSC developed and approved the Peacebuilding Priority Plan (PPP) for Kyrgyzstan. In order to achieve the PPP outcomes UN agencies developed 10 projects. These projects were reviewed by an Independent Technical Review Committee and approved by the JSC in the end of 2013. To support the work of the JSC in overseeing the projects' implementation, a Secretariat was set-up to support the co-chairs of the JSC. It serves as an interface between the JSC as the strategic decision-making body, state institutions and UN agencies in the country.

To meet the responsibilities of the Secretariat and to implement related coordination and M&E tasks, a project entitled 'PBF Secretariat Support to Joint Steering Committee and PRF projects' was elaborated. The project enables functioning of the Secretariat in its full capacity to support the work of the Joint Steering Committee and its Co-chairs.

The overall role of Secretariat is to ensure coordination of all key stakeholder peacebuilding activities in Kyrgyzstan – national authorities, civil society and UN agencies. The Secretariat also performs functions related to monitoring the progress towards PPP outcomes. Assistance and guidance is provided by the Secretariat to the JSC and RUNOs through the quality control of regularly submitted reports as well as review of RUNOs reporting to MPTF.

The Secretariat also has to ensure that effective communication system is in place to raise public awareness about peacebuilding efforts in Kyrgyzstan. Inclusive communication and open dialogue with the project stakeholders will reinforce the sense of the national ownership of project's results.

### **2.1. Catalytic Effects**

The project contributes to the catalytic effect and sustainability of the PPP by ensuring that the PRF resources are programmed on the basis of broad consultation, the availability of high level expertise, and mobility for planned activities.

Facilitation of the development of the Peacebuilding Priority Plan has helped already to inform the work of other donors not only by their participation in the JSC meetings, but also by informing the work of the donor working group on peacebuilding (RECAP) at particularly the High Level Donor Meeting in July of 2013 in Bishkek.

Coordination with other donors through their participation in the JSC meetings, as well as through other means would ensure better complementarity of all peacebuilding activities in the country. During the period of implementation of the project Secretariat would build a coordination mechanism which would likely to be at least partially kept after the project ends.

## **2.2 Theory of change**

With continued assistance of PBF, the Secretariat in Kyrgyzstan will be able to support the implementation of the PPP 2013-2016. In order to achieve the PPP outcomes the Secretariat needs to play a meaningful coordination role, involving all key stakeholders.

If the Secretariat provides quality services on coordination, communication and monitoring and evaluation of progress against PPP outcomes, then this will contribute to successful implementation of PPP, because coherence, collaboration and synergies among the various stakeholders in implementing PRF projects that address various aspects of the PPP will be enhanced.

## **3. Implementation Strategy**

### **3.1 Target Groups**

The main target groups of the project are state institutions, civil society organizations of Kyrgyzstan and UN Agencies. The key beneficiary is the Joint Steering Committee comprised of 28 people representing governmental institutions, civil society organizations and UN agencies, as well as development partners as observers. The Office of the President of the Kyrgyz Republic, in particular its Department of Ethnic, Religious Policies and Interaction with Civil Society would be among key counterparts of the project implementations.

RUNOs and their implementing partners would benefit from this project in terms of better coordination and communication, as well as in terms of projects' monitoring and evaluation. RUNOs mainly focus on implementation of their PRF projects while the Secretariat is the key body for monitoring progress in achieving the PPP outcomes.

Development partners who are not implementing PRF projects would be informed about the peacebuilding activity by the Secretariat and will benefit from the coordination function carried out by the project.

### **3.2 Geographic Locations**

Duty station of the project's staff is Bishkek city with regular field trips to the southern regions of Kyrgyzstan.

With the approval of the JSC and PBSO, the project may consider allocation of Peacebuilding Adviser and national UNV (liaison officer) to Osh city.

Monitoring and evaluation of PRF projects implementation would be done in all respective geographic sites where RUNOs implement their interventions.

### **3.3 Description of activities, Implementation Approaches and M&E system**

The Secretariat assists the JSC in periodic review the Kyrgyzstan's PPP, and associated objectives and guidelines, in response to evolving security, political and socio-economic issues in Kyrgyzstan

and the JSC's ongoing consultation with PBF stakeholders. It also prepares annual reports by PPP outcomes.

The Secretariat supports JSC under the overall supervision of the Co-Chairs of the JSC. The Secretariat supports the Office of the President and the UN RCO and will ensure transparent information flow among members of the JSC and provides overall coordination in monitoring of the progress towards PPP outcomes, including joint advocacy and outreach of PRF projects in Kyrgyzstan. The Secretariat, comprised of six staff members (and where required consultancy support), will be responsible for:

- Providing JSC/UNCT secretarial support including organising meetings, recording minutes and sharing documents with members of the JSC
- Documenting, communicating and ensuring follow-up of the JSC's decisions, particularly ensuring submission of appropriately signed and complete documentation on approved projects to the MPTF Office
- Maintaining a database on implementing partners
- In consultation with partners, proposing project selection criteria to be adopted by the JSC
- Review and analysis of project proposals (through technical review), and submitting recommendations to the JSC
- Supporting inter-project coordination and providing guidance to Recipient UN Organizations on common methodology for Project / project costing, monitoring and evaluation and related issues
- Organising specific project impact monitoring and evaluation training and review
- Tracking the implementation of projects against the PPP and making recommendations for improvements, if deemed necessary
- Identifying problems that may arise in relation to project delivery and management and advising the JSC on appropriate action, with follow up and reporting back on progress or lack thereof
- Reviewing reports and status updates
- Acting as a local repository of knowledge regarding the rules and regulations of the PBF and related management arrangements
- As directed by the JSC Co-Chairs, supporting information sharing (including bulletins), awareness raising and training as required
- Ensuring linkages of PPP Kyrgyzstan to national processes, in particular Sustainable Development Strategy (2013-17), Concept on National Unity, UNDAF (2012-2016), UN Secretary General's 7-point agenda on gender responsive peace-building, UN Secretary General's decision on Durable Solution, and other relevant strategic frameworks.
- Promoting awareness on the PRF interventions amongst Government, civil society, the public and international partners
- Documenting issues and periodically sharing 'lessons learnt' with the JSC and PBSO
- Any other related tasks as directed by the JSC Co-Chairs

Secretariat assists JSC in its commitment to public disclosure with appropriate newsletters and press releases. Upon agreement with the Executive Coordinator of the MDTF Office (New York), related information shall also be posted on the UNPBF website [www.unpbf.org](http://www.unpbf.org). Such reports and documents may include records of decisions, summary sheets of approved projects, spending level and financial and progress reports and summaries of internal and external project evaluations. The JSC and the MDTF Office Executive Coordinator shall take all reasonable steps to ensure the accuracy and appropriateness of material to be posted.

### ***M&E system***

The Secretariat will be responsible for PPP Monitoring and Evaluation. Assistance and guidance will be provided to the JSC and RUNOs through quality control of the half year, annual and end of project narrative reports as well as RUNOs' reporting before submission to MPTF.

The Secretariat will be responsible for designing and building M&E systems at the PPP level:

- Providing technical support to RUNOs in designing project level M&E systems,
- Refining the PPP Results Framework;
- Improving the PPP M&E Plan;
- Establishing and supporting the work of community based monitoring system for PPP implementation and impact evaluation;
- Designing instruments of data collections/analysis/visualization;
- Providing technical support on M&E issues to RUNOs;
- Disseminating reporting requirements of PRF projects;
- Conducting baseline data collection activities.

To sustain M&E systems at PPP level the Secretariat will:

- Ensure project reporting responsibility of RUNOs and quality of the reporting;
- Report the progress against PPP results;
- Conduct joint field monitoring visits with RUNOs/RCO/JSC/PBSO/Donors/IPs
- Equip the JSC and Secretariat with monitoring capacities.

Measuring the impact at PPP level will be done through:

- Overseeing project evaluations;
- Conducting an end-line survey;
- Working with PBSO to manage a final external evaluation.

At the end of the project the Secretariat will disseminate lessons learned, good practices and innovations.

### **3.4 Sustainability, Exit Strategy and Replicability**

The project contributes to the catalytic effect and sustainability of the PPP by ensuring that the PRF resources are programmed on the basis of broad consultation, the availability of high-level expertise, and mobility for planned activities. It will also support an open dialogue between RUNOs and national counterparts on project implementation to ensure national ownership of projects' results.

Some of the project's activities such as baseline and final surveys will be planned jointly with national counterparts to ensure that the approach to measuring impact on peacebuilding would become an instrument to be used further.

### **3.5 Cost Efficiency**

The project would ensure synergy of its activities with projects of implementing agencies by conducting joint activities such as perception surveys, joint monitoring and other activities that would serve the purpose of achieving results of PPP as well as results of the projects.

### **3.6 Risk Management**



<b>Risks to the achievements of PPP outcomes</b>	<b>Likelihood of occurrence (high, medium, low)</b>	<b>Severity of risk impact (high, medium, low)</b>	<b>Mitigating Strategy</b>
<b><u>Stakeholder engagement</u></b>			
Political and social disruption	Medium	High	Secretariat assists JSC so that it constantly works with UN, government partners and civil society to sustain ownership of the process and jointly manage external risks
Weakening political will to achieve priority outcomes of the PPP	High	High	arranges continuous dialogue with state bodies and civil society to discuss the projects and their engagement in achieving the aims
Limited implementation of the National Sustainable Development Strategy	Medium	Medium	facilitates continuous high-level advocacy by the UN and the Joint Steering Committee to ensure that the Government remains committed to implementing relevant measures of the strategy that also relate to this plan
Implementation capacity of Recipient UN Organizations and Implementing Partners	Low	High	facilitates project selection process that also considers existing capacity of Recipient UN Organizations and Implementing Partners
<b><u>Access and security</u></b>			
Peacebuilding interventions fuelling tensions instead of promoting peace	Medium	High	undertakes continuous monitoring of changing conflict dynamics and application of Do No Harm methodology to ensure that all projects are conflict sensitive, making adjustments to project design where needed
Outbreak of violent conflict and natural disasters that could cause delays in implementation	Medium	High	ensures that projects are managing external risks through drafting of contingency plans

### 3.7 Results Framework

OUTCOME LEVEL		PROJECT LEVEL		
OUTCOME	PROJECT RESULTS (OUTPUTS)	OUTPUT INDICATORS	OUTPUT BASELINES	
<p>1. Accelerated PBF Secretariat coordination, communication and resource mobilization support to national authorities, civil society and UN agencies.</p> <p><b>Indicators:</b></p> <p>1. % of resource mobilization proposals approved against those submitted</p> <p>Baseline: 0 Target: 50%</p> <p>2. The level of satisfaction with Secretariat's job among JSC and RUNOs</p> <p>Baseline: N/A Target: 80%</p>	<p><b>Output 1.1</b>  <b>PBF projects development and selection:</b> project proposals developed, selected and approved.</p>	<p><b>Indicator 1.1.1</b>  # of project proposals developed and submitted</p>	<p><b>Baseline: 0</b></p>	
	<p><b>Output 1.2</b>  <b>Coordination:</b> Established coordination mechanisms that contribute to achieving PPP outcomes.</p>	<p><b>Indicator 1.2.1</b>  % of coordination activities conducted as planned</p>	<p><b>Baseline: 0</b></p>	
	<p><b>Output 1.3</b>  <b>Advocacy and communication:</b> Increased awareness of national authorities, civil society and wider public on PRF activities and enhanced capacity to use information for decision making and information sharing.</p>	<p><b>Indicator 1.3.1</b>  # of communication products developed and disseminated</p> <p><b>Indicator 1.3.2.</b>  % of communication activities conducted as planned (in communication strategy and AWP).</p>	<p><b>Baseline: 0</b></p> <p><b>Baseline:0</b></p>	

<p>2. Enhanced capacity of the JSC members and key stakeholders to monitor and better guide the implementation of PPP.</p> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>1. % of project reports submitted regularly and on time as planned Baseline: 0 Target: 100%</li> <li>2. % of JSC members who increased their capacity in peacebuilding. Baseline: 0 Target: 75%</li> </ol>	<p><b>Output 2.1</b> <b>Monitoring and evaluation:</b> M&amp;E system that provides information about achieving PPP outcomes at all levels (national and local) for strategic decision making in the area of peacebuilding is established.</p>	<p><b>Indicator 2.1.1</b> Community based M&amp;E system is established in 10 target municipalities and provides data for the JSC and the Secretariat twice a year. <b>Indicator 2.1.2</b> # of field visit reports with recommendations prepared by the Oversight Group and presented to the JSC. <b>Indicator 2.1.3</b> Baseline/end-line studies conducted</p>	<p><b>Baseline:</b> not established yet</p> <p><b>Baseline:</b> no reports have been submitted thus far.</p> <p><b>Baseline: 0</b></p>
<p><b>Output 2.2</b> <b>Capacity building:</b> Increased capacity of the Joint Steering Committee and other relevant stakeholders to implement oversight and better guide PRF project activities.</p>	<p><b>Indicator 2.2.1</b> # of JSC members and relevant stakeholders who increased their knowledge and skills for monitoring PPP implementation. <b>Indicator 2.2.2</b> # of trainings conducted (on gender responsive peacebuilding, HRBA, DS)</p>	<p><b>Baseline:</b> N/A</p> <p><b>Baseline:</b> N/A</p>	

#### 4. Management Arrangement and Partnership

##### 4.1 Implementation Capacity and Comparative Advantage

UN RCO with UNDP's support as an Administrative Agent locally has an extensive experience in managing, coordinating and providing secretariat support to joint projects that require multi-stakeholder coordination. Such experience includes coordination, management and implementation support including reporting to MPTF and Joint Steering Committee in accordance with MPTF requirements of the One UN Programme. The One UN Programme was implemented by 11 UN agencies in six thematic areas since 2010 through the Kyrgyzstan One Fund (US\$ 10 mln) and was finalized in 2013. This Programme helped to build in-house capacity to coordinate various stakeholders in complex projects as well as to contribute to the coherence and effective results using the Delivering as One model principles. The experience also includes RCO support to the design, implementation and monitoring of the peacebuilding projects that were supported by the UN Peacebuilding Fund through the Immediate Response Facility (IRF 1&2) as UN response to the April and June 2010 events and to enhance peacebuilding efforts in the country while supporting vulnerable groups and communities, predominantly in southern Kyrgyzstan.

##### 4.2 Effective Partnership

<b>RUNOs/National Counterparts/Implementing Partners/Others</b>	<b>Roles and Contributions</b>	<b>Duration/Period of Engagement</b>
Office of the President/ Department of ethnic, religious policies and interaction with the civil society	Streamlining expectation on the side of national counterparts on the needs and approaches for engagement with projects	2,5 years
JSC members	Input and feedback for support provided by the Secretariat  Participation in joint (with RUNOs) monitoring activities	2,5 years
UN Agencies	Participation in coordination of project implementation and in their monitoring and evaluation	2,5 years
Donor community	Communication of extant and planned projects to avoid duplication/create synergies	2,5 years

##### 4.3 Management and Coordination Arrangements

Coordination arrangement is carried mainly through regular participation at the JSC meetings of all relevant stakeholders with presence of national counterparts, civil society, UN agencies and donors.

Additional coordination arrangements will be made by creation of coordination mechanisms within priority outcomes and across projects on issues such as gender, human rights and work in the same geographic locations.

#### **4.4 Administrative Arrangements (standardized paragraphs – do not remove)**

The UNDP MPTF Office serves as the Administrative Agent (AA) of the UN 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.

##### **AA 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>2</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, as well as the annual reports by PPP to be submitted by the Secretariat 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:

- 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;

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<sup>2</sup> Available at: <http://www.undg.org/docs/9885/Protocol-on-the-role-of-the-AA,-10.30.2008.doc>

- 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 be 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>).

Annex 1: PPP M&E Plan

Priority Outcome 1: Critical laws, policies, reforms and recommendations of human rights mechanisms, including UPR <sup>3</sup> , are implemented to uphold the rule of law, improve access to justice and respect, protect and fulfill human rights.							
Type of Change	Indicator	Baseline	Time-bound Target	Means of Verification (MoV)	Frequency of data collection	M&E Cost	Roles and Responsibilities
Structural	1.1 Proportion of cases brought to human rights and justice institutions <sup>4</sup> which are satisfactorily resolved  *Disaggregated by geographic location, ethnic minority and gender	TBD	20% increase over baseline by end of 2016  *Milestones per year to be established	Records from human rights and justice institutions	Annual	\$5,000	
Structural	1.2 Number of key policies and laws adopted or amended <sup>5</sup>	0	10 by mid-2015  List_Laws_&_policies_PRJ.doc	Texts of law, policies, reforms; UPR; Reports on public hearings; Interviews with relevant stakeholders to document contributions of PRF interventions through developing, adopting and implementing critical laws, policies and reforms	Annual	\$5,000	Secretariat in collaboration with RUNOs
Structural	1.3 Number of corrective revisions/measures in the implementation of policies or laws that are acted upon as a result of oversight groups	0	5 laws or policies by end of 2015  *Different from the 10 laws identified above	Oversight groups' reports (Parliament, Ombudsmen Institute, civil society, Public Advisory Councils); Project reports	Annual	\$5,000	
Personal	1.4 Citizens' trust in national state institutions <sup>6</sup> is increased	TBD	10% increase over baseline by end of 2016	Perception Survey	Baseline in 2014, Endline in 2016	Baseline: \$80,000 Endline: \$75,000	

<sup>3</sup> While the Human Rights-Based Approach (HRBA) and the implementation of recommendations of human rights mechanisms, including UPR, present a cross-cutting issue that is critical for all outcomes in the Peacebuilding Priority Plan, a particular emphasis on the implementation of recommendations made by human rights mechanisms is made under outcome 1.

<sup>4</sup> Courts of first instance, Prosecutor's Office, the Supreme Court, the Ombudsman's Office, the National Centre for the Prevention of Torture (NPM)

<sup>5</sup> This refers to those laws that have to be amended or adopted in accordance to international human rights standards and implemented to uphold the rule of law, improve access to justice and respect/protect/fulfill human rights. While this indicator is not aiming at measuring the status of implementation of such laws, the reporting on outcome achievements will also include updates on implementation progress to demonstrate how catalytic interventions have helped to support and advance implementation.

<sup>6</sup> State institutions working on access to justice, human rights and rule of law within PRF project interventions.

	*Disaggregated by geographic location, ethnic minority and gender								
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Priority Outcome 2: Local self-government bodies <sup>7</sup> , in partnership with related state institutions, and civil society <sup>8</sup> , bridge divisions and reduce local tensions.							
Type of Change	Indicator	Baseline	Time-bound Target	Means of Verification (MoV)	Frequency of data collection	M&E Cost	Roles and Responsibilities
Structural	2.1 Number of disputes taken up and documented by formal or informal local institutions increased  *How many resolved, how many unresolved **Include sub-offices of Ombudsman's Office	TBD	15% increase in number over baseline by end of 2016	LSG records; monitoring reports from local NGOs	Annual	\$5,000	
Relational, Structural	2.2 Number of violent disputes decreases within targeted LSGs	TBD	10% decrease in number over baseline by end of 2016	LSG records; monitoring reports from local NGOs	Annual	\$5,000	
Personal, Rational	2.3 Citizens' trust in targeted LSGs increased  *Disaggregated by geographic location, ethnic minority and gender **In data collection, include both targeted and non-targeted LSGs	TBD	20% increase over baseline by end of 2016	Perception survey	Baseline in 2014, Endline in 2016	Indicated above	Secretariat in collaboration with RUNOs
Structural	2.4 Percentage of existing LSG-led local grievance resolution mechanisms and decision-making bodies <sup>9</sup> in targeted communities that include under-represented groups	TBD	100 by end of 2016	LSG records; monitoring reports from local NGOs	Annual	\$5,000	
Personal	2.5 Number of youth in targeted	TBD	15% increase in	Reports from implementing partners	Annual	\$5,000	

<sup>7</sup> LSG bodies in the context of the Kyrgyz Republic refer to 'aiyl okmotu' or 'aiyl okrugs' (local authorities at the village level).

<sup>8</sup> This does not only mean that the capacity of LSG bodies will be strengthened but also that civil society at the local level has to be supported so that LSG bodies and civil society can work together on peacebuilding more closely and effectively.

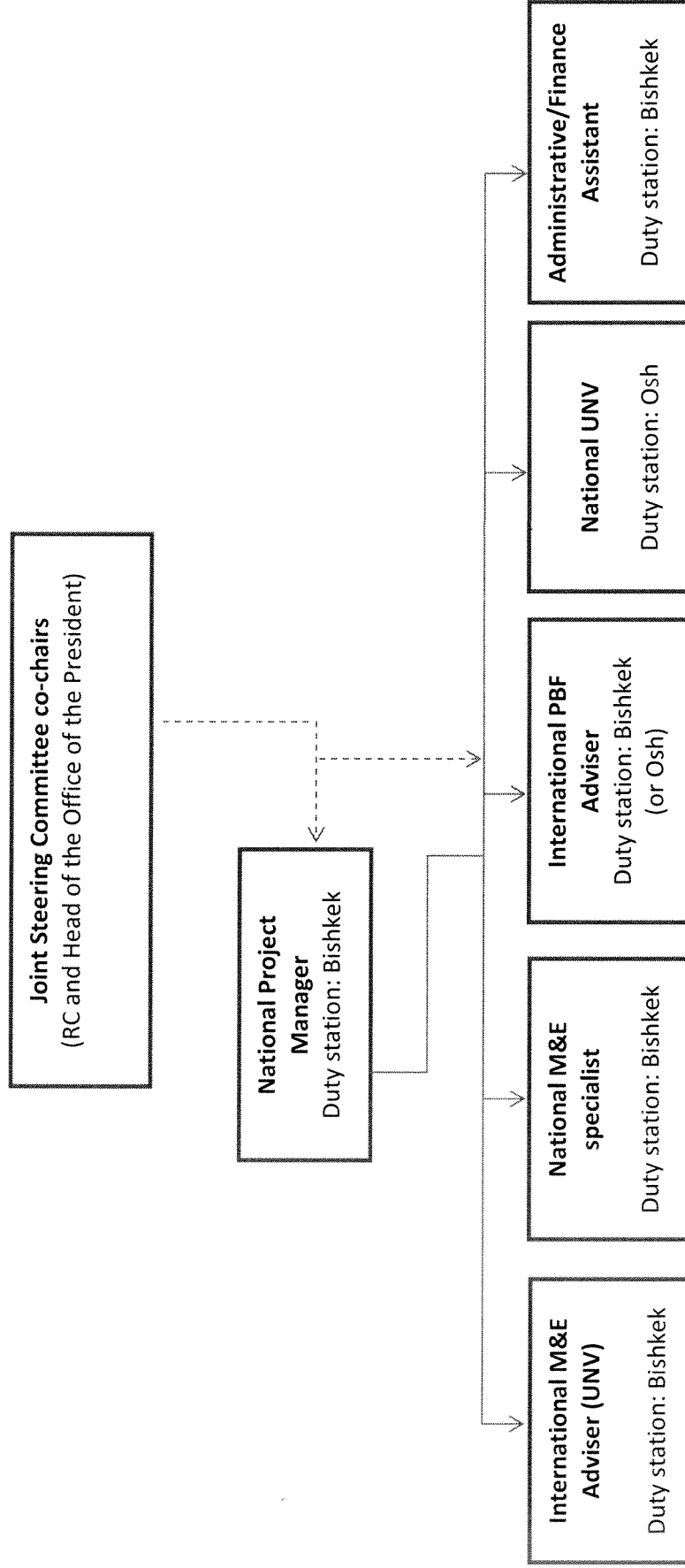
<sup>9</sup> Public preventive centers, Ayil Kenesh, public reception centers, local ethnic advisory councils, local Kurultay, redress mechanism (social cash transfer for poor families with children)

	districts who mobilize across ethnic lines to formally demand equal access to services		number by end of 2016			
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**Priority Outcome 3: Policies, pilot initiatives and approaches are developed and implemented that enable the further development of a common civic identity, multilingual education and respect for diversity and minority rights.**

Type of Change	Indicator	Baseline	Time-bound Target	Means of Verification (MoV)	Frequency of data collection	M&E Cost	Roles and Responsibilities
Personal	<p>3.1 Percentage of students, teachers, administrators and parents connected to MLE schools who increasingly value diversity</p> <p>*Disaggregated by age, gender, geographic location, and ethnic/linguistic group</p>	TBD	15% increase over baseline by end of 2016	Perception survey	Baseline in 2014, Endline in 2016	Indicated above	Secretariat in collaboration with RUNOs
Personal	<p>3.2 Public perception of media as a vehicle for diversity</p> <p>*Disaggregated by gender, age, geographic area, and those accessing targeted media versus those who don't</p>	TBD	10% increase over baseline by end of 2016	Perception survey	Baseline in 2014, Endline in 2016	Indicated above	Secretariat in collaboration with RUNOs
Personal	3.3 Percentage of citizens in targeted communities who have positive disposition toward "others"	TBD	10% increase over baseline by end of 2016	Perception survey	Baseline in 2014, Endline in 2016	Indicated above	Secretariat in collaboration with RUNOs

Annex 2: Organizational Chart of Project Management Structure



**Annex 3: Budget**

<b>JSC Secretariat operational and technical costs</b>		
Project Manager (SC-9) for 26 months (start date: July'14)		73,294.56
International PBF Advisor		108,000.00
International M&E Adviser (UNV) - suggested to be fully funded by UNV (tbc)		0.00
M&E Specialist (SC-7) for 24 months (start date: Oct'14)		38,832.69
Admin and Finance Assistant (SC5) for 25 months (start date: Aug'14)		35,440.61
Local UNV in the South to support coordination and M&E for 20 months (UNV will be requested to cover the cost - if not it will be covered under this project)		16,000.00
Communications and outreach cost		34,270.00
Office equipment (6 computers, 1 multifunctional device)		9,000.00
Logistics for Secretariat and JSC		24,000.00
Consultancies/experts on needs basis & technical support visits (PBSO/ partners)		14,000.00
Rent, transport, furniture, office supplies, internet, communications for 6 people in Bishkek or Osh)*26 months		46,447.85
<b>JSC Secretariat Sub-Total</b>		<b>476,285.71</b>
<b>M&amp;E</b>		
Baseline perception survey (int'l research expert, survey company)		75,536.00
End-line perception survey (national expert, survey company)		41,700.00
Other monitoring cost according to M&E plan		35,000.00
Annual reviews (3 times)		20,000.00
External final evaluation (will be arranged in a centralized way by PBSO)		0.00
Monitoring field trips for JSC, JSC Secretariat, and RCO		27,871.00
<b>M&amp;E Sub-Total</b>		<b>215,107.00</b>
<b>Project Sub-Total</b>		<b>691,392.71</b>
<b>Indirect support costs (not exceed 7%)</b>		<b>48,397.49</b>
<b>Total</b>		<b>647,790.20</b>