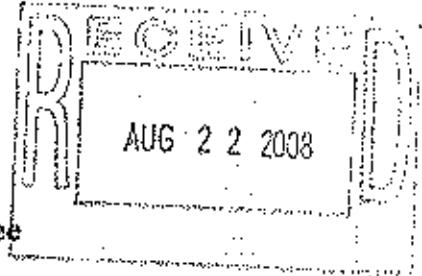




**Submission Form  
To  
Sierra Leone PBF Steering Committee**



To be completed by the Participating UN Organisation and Government Counterpart

To be completed by the Support Office of the Steering Committee	
Meeting No: 03	Date of Meeting: 13 July 2008
Item No: 01	Programme / project: Support to Government's Capacity for monitoring and coordination of the Peace Building Fund

*(To be completed by the Participating UN Organisation and endorsed by Peer Group)*

To: Sierra Leone PBF Steering Committee	Date of Submission: 15 <sup>th</sup> July 2008
From: National Authority and Head of UN Participating Organisation	Contact: Telephone number, email Mr. John Sumaila: +23276684861  Mr. Bernard Mokam +23276541259
Through: Peer Group Chair	Contact: Telephone number, email Mr. John Sumailah: +23276684861
<input type="checkbox"/> Endorsement <input checked="" type="checkbox"/> Comments	
Proposed submission, if approved would result in:	Proposed submission resulted from:
<input type="checkbox"/> Continuation of existing programme/project <input checked="" type="checkbox"/> New programme/project <input type="checkbox"/> Other (explain)	<input checked="" type="checkbox"/> National Authorities initiative within Sierra Leone PBF Priority Plan <input type="checkbox"/> UN Agency initiative within Sierra Leone PBF Priority Plan <input type="checkbox"/> Other (explain)
Programme/project Title: Support to Government's Capacity for monitoring and coordination of the Peace Building Fund	
Amount of PBF funds requested for Proposed Programme/project: US\$ 348,125	
Amount of indirect costs requested: (7%)	

### 1. Background

The Ministry of Finance and Economic Development newly merged has the statutory responsibility of coordinating development and economic management. This also includes guiding the process of formulating national and local development plans for short, medium to long term in consultations with MDAs. In pursuance of the statutory responsibility the Ministry is mandated to collaborate with International Development Partners/agencies in the coordination and management of development programmes to ensure that identified interventions are guided by national priorities and objectives. It is in line with this that the Ministry has been asked to lead the process of strategic directions for the implementation of Peace Building Fund. Over the years, the capacity of the Ministry and indeed the Public Sector to perform key statutory responsibilities has been considerably eroded. The Ministry lacks the logistics of manpower and technical expertise to undertake this important task.

The interactions with donors and bilateral countries indicate that there has been lapses in government coordination and leadership role in the peace building process. While efforts are made for national ownership and supervision of implementation of the Peacebuilding Fund, strengthening MOFD's capacity is essential to enhance the national ownership and to ensure sustainability. This project aims to Support Government's Capacity for monitoring and coordination of the Peace Building Fund to ensure timely, effective and efficient implementation of Peacebuilding projects.

### 2. Purpose of Proposed Programme/Project

The project shall therefore support the aim by: i) Contributing to increased Government's leadership/ownership of the PBF process; ii) Contributing to increased capacity for Government oversight of the Peacebuilding programmes; and iii) Contributing to improved public awareness and engagement on the PBF and its activities

Five main outputs are planned: i) A four man PBF Secretariat/Unit set up within the Ministry of Finance and Development; ii) Secretariat staff provided with capacity building training in peace building PME related activities; iii) A mechanism for effective coordination of peacebuilding project implementation strengthened; iv) Collaborate with the UN-PBF Coordination and Support Office in rolling-out its public awareness raising output of its communication strategy through public engagement in various forms; v) Collaborate with the UN-PBF Coordination and Support Office in reporting on impact of PBF activities. It is envisaged that the Secretariat will focus on the PBF project monitoring in the first year, after which capacity and experience has been generated to broaden the peacebuilding planning and monitoring work to the wider programme portfolio of the Ministry of Finance and Development.

### 3. Evaluation of Proposals by the Cluster

*Provide concise summary evaluation of proposal against:*

General principles and selection criteria		
(a)	Must be explicitly based on Sierra Leone PBF Priority Plan Assessment.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Must promote and ensure national ownership.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Must fall within the areas of UN's comparative advantage.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	The organization must have the appropriate system to deliver the intervention.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	The UN response must be effective, coherent, context-sensitive, cost-efficient and the outcomes, sustainable	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	Must avoid duplication of and significant overlap with the activities of other actors.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(g)	Must use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(h)	Must build on existing capacities, strengths and experience.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

(i)	Must promote consultation, participation and partnerships,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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*Project Implementability*

	2007	2008
<i>Estimated commitments (\$mill)</i>	_____	_____
<i>Estimated disbursements (\$mill)</i>	_____	US\$ 348,126

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Project approved by Line Ministry \_\_\_\_\_ on \_\_\_\_\_ (date)

To be completed by the Steering Committee Support Office

**4. Review by Steering Committee Support Office**

*Check on Programme/Project Proposal Format Contents*

- Cover sheet (first page) Yes  No
- Logical Framework Yes  No
- Programme/Project Justification Yes  No
- Programme/Project Management Arrangements Yes  No
- Risks and Assumptions Yes  No
- Budget Yes  No
- Progress Report (for supplementary funding only) Yes  No
- Support Cost Yes  No

*Provide concise summary assessment against:*

- One year Implementability*

Elaborate  
This project supports procurement of Logistics, payment of salaries etc. These plus the programmatic activities of raising awareness monitoring and reporting on impact could all be undertaken in one year.

- Agency indirect support cost*

Elaborate  
7% indirect costs.

- General evaluation criteria at annex 2.B.*

<i>General criteria for prioritising clusters:</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(a)	Must be in line with Sierra Leone PBF Priority Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b)	Recipient Organization is unable to meet high or urgent priority needs with existing level of funding.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c)	Need to address high priority activities that have significant impact, and by nature must address seasonal or timing imperatives and considerations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d)	Supports activities that are likely to improve the overall peacebuilding situation at national and local levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(f)	As the improving security situation permits, activities that exploit the opportunities presented.	<input type="checkbox"/>	<input type="checkbox"/>

- Overall review of programme submission*

*Recommendations*

Elaborate  
Recommend that within the possibilities of been more strategic with the idea, that this approval goes ahead to address the short term need.

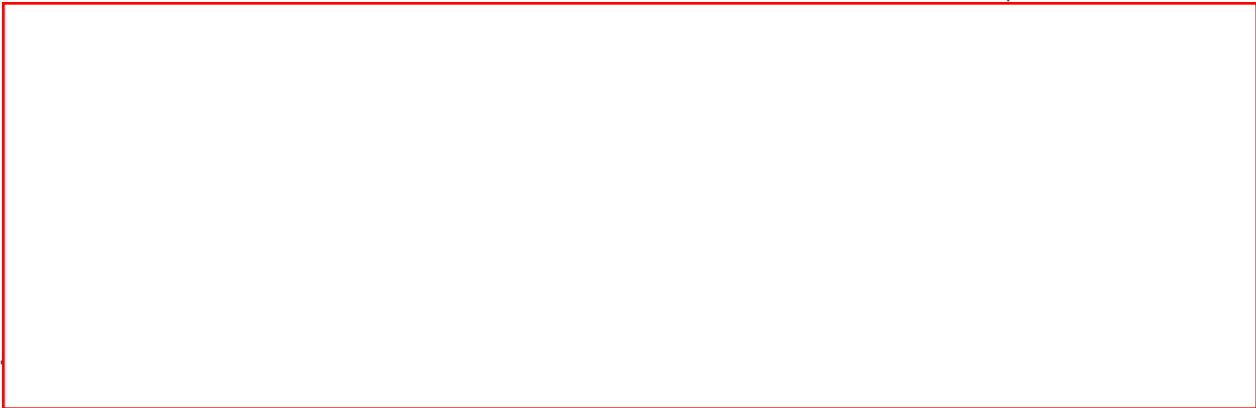
To be completed by the Steering Committee Support Office

**5. Recommendation of Peer Group**

**Elaborate**  
The peer groups recommended that the project goes to the SC for approval after some adjustments mainly on the budget and clarity of roles of the PBFS and the PBF-SCO that shall continue to sit within UNIOSIL

**6. Decision of the Sierra Leone PBF Steering Committee**

- Approved for a total budget of US\$ 348,125
- Approved with modification/condition
- Deferred



**7. Action taken by the Executive Coordinator, MDTF Office, UNDP**

- Project consistent with provisions of the UN-UNDP and UNDP-Participating UN Organizations Memorandum of Understandings and Letter of Agreement with donors (if applicable)

Bisrat Akilu,  
Executive Coordinator, MDTF Office, UNDP

.....  
Signature

.....  
Date



**SIERRA LEONE PEACEBUILDING FUND  
PROJECT DOCUMENT COVER SHEET**

<b>Participating UN Organisation:</b> United Nations Development Program (UNDP)	<b>Ministry of Finance and Economic Development (MOFED)</b>
<b>Project Contact:</b> <b>Name:</b> John Sumailah <b>Address:</b> Ministry of Finance and Economic Development <b>Telephone:</b> 23276684861 <b>E-mail:</b> john.sumailah@yahoo.com	<b>Peer Group Chair</b> <b>Name:</b> John Sumailah <b>Address:</b> MOFED <b>Telephone:</b> 23276684861 <b>E-mail:</b> john.sumailah@yahoo.com
<b>Programme/Project Title:</b> Support to Government's Capacity for monitoring and coordination of the Peace Building Fund  <b>Programme/Project Number:</b> PBF/SLE/E-1	<b>Programme/Project Location:</b> MOFED
<b>Programme/Project Description:</b> The Ministry of Finance and Development is the Government institution responsible to oversee PBF projects in Sierra Leone. The PBF calls for national ownership with Government in the lead to initiate and oversee the envisaged peace building interventions. This project will set up a Peace building Secretariat in the MOD+FD to increase its capacity to plan, monitor and evaluate peace building programmes, among others those funded by the PBF. It is envisaged that the Secretariat will focus on the PBF project monitoring in the first year, after which capacity and experience has been generated to broaden the peace building planning and monitoring to the wider programme portfolio of the Ministry of Finance and Development.	<b>Total Programme/Project Cost:</b> <b>PBF:</b> US\$ 348,125 <b>Government Input:</b> - <b>Other:</b> - <b>Total:</b> US\$ 348,125
	<b>Programme/Project Duration:</b>  August 2008 – July 2009
<b>Development Goal and Key Immediate Objectives:</b> The main goal of the project is to Support to Government's Capacity for monitoring and coordination of the Peace Building Fund i) Contribute to increased Government's leadership/ownership of the PBF process; ii) Contribute to increased capacity for Government oversight of the Peacebuilding programmes; and iii) Contribute to improved public awareness and engagement on the PBF and it's activities	

**Outputs and Key Activities**

- i) A four man PBF Secretariat/Unit set up within the Ministry of Finance and Development
- ii) Secretariat staff provided with capacity building training in peace building PME related activities
- iii) A mechanism for effective coordination on implementation strengthened
- iv) Collaborate with the UN-PBF Coordination and Support Office in rolling-out it's public awareness raising output of it's communication strategy through public engagement in various forms
- v) Collaborate with the UN-PBF Coordination and Support Office in reporting on impact of PBF activities

Peer Review Date: 10<sup>th</sup> July 2008\_

PBF Support and Coordination Office review date June 30<sup>th</sup> -2<sup>nd</sup> July 2008

Steering Committee Approval Date: 15<sup>th</sup> July, 2008

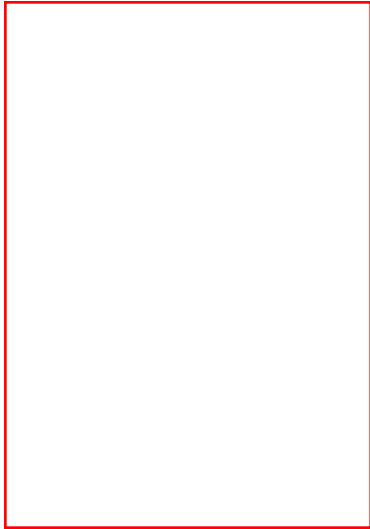
On behalf of:  
Govt. Partner

UN-PBF/SCO

UN-Agency-UNDP

Co-Chair (UN) PBF SC

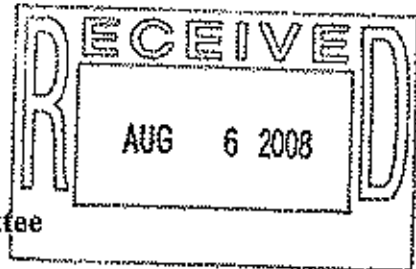
Co-Chair (Govt.)PBF SC



<i>Date</i>	<i>Name/Title</i>
21/07/08	Jelus Sumartah
20/07/08	Bernard Rokou UNDP- CD
24/07/08	a.c. GRS
21-07-08	RICHARD KONTEU, DEP. MIN.



**Submission Form  
To  
Sierra Leone PBF Steering Committee**



To be completed by the Participating UN Organisation and Government Counterpart

To be completed by the Support Office of the Steering Committee	
Meeting No: 03	Date of Meeting: 15 July 2008
Item No: 01	Programme / project: <i>Support to Government's Capacity for engagement on Peace building issues</i>

*(To be completed by the Participating UN Organisation and endorsed by Peer Group)*

To: Sierra Leone PBF Steering Committee	Date of Submission: 15 <sup>th</sup> July 2008
From: National Authority and Head of UN Participating Organisation	Contact: Telephone number, email Mr. John Sumaila: +23276684861  Mr. Bernard Mokam: +23276541259
Through: Peer Group Chair	Contact: Telephone number, email Mr. John Sumaila: +23276684861
<input type="checkbox"/> Endorsement <input checked="" type="checkbox"/> Comments	
Proposed submission, if approved would result in:	Proposed submission resulted from:
<input type="checkbox"/> Continuation of existing programme/project <input checked="" type="checkbox"/> New programme/project <input type="checkbox"/> Other (explain)	<input checked="" type="checkbox"/> National Authorities initiative within Sierra Leone PBF Priority Plan <input type="checkbox"/> UN Agency initiative within Sierra Leone PBF Priority Plan <input type="checkbox"/> Other (explain)
Programme/project Title: <i>Government's Capacity for engagement on Peace building issues</i>	
Amount of PBF funds requested for Proposed Programme/project: US\$ 348,125	
Amount of indirect costs requested: (7%)	



**1. Background**

The Ministry of Finance and Economic Development newly merged has the statutory responsibility of coordinating development and economic management. This also includes guiding the process of formulating national and local development plans for short, medium to long term in consultations with MDAs. In pursuance of the statutory responsibility the Ministry is mandated to collaborate with International Development Partners/agencies in the coordination and management of development programmes to ensure that identified interventions are guided by national priorities and objectives. It is in line with this that the Ministry has been asked to lead the process of strategic directions for the implementation of Peace Building Fund. Over the years, the capacity of the Ministry and indeed the Public Sector to perform key statutory responsibilities has been considerably eroded. The Ministry lacks the logistics of manpower and technical expertise to undertake this important task.

The interactions with donors and bilateral countries indicate that there has been lapses in government coordination and leadership role in the peace building process. While efforts are made for national ownership and supervision of implementation of the Peacebuilding Fund, strengthening MOFD's capacity is essential to enhance the national ownership and to ensure sustainability. This project aims to ensure timely, effective and efficient implementation of Peacebuilding projects, including meeting timely reporting and accounting schedules and deadlines.

**2. Purpose of Proposed Programme/Project**

The main goal of the project is to Support to Government's Capacity for engagement with the Peace Building Fund. i) Contribute to increased Government's leadership/ownership of the PBF process; ii) Contribute to increased capacity for Government oversight of the Peacebuilding programmes; and iii) Contribute to improved public awareness and engagement on the PBF and its activities

Five main outputs are planned: i) A four man PBF Secretariat/Unit set up within the Ministry of Finance and Development; ii) Secretariat staff provided with capacity building training in peace building PME related activities; iii) A mechanism for effective coordination of peacebuilding project implementation strengthened; iv) Collaborate with the UN-PBF Coordination and Support Office in rolling-out its public awareness raising output of it's communication strategy through public engagement in various forms; v) Collaborate with the UN-PBF Coordination and Support Office in reporting on impact of PBF activities. It is envisaged that the Secretariat will focus on the PBF project monitoring, in the first year, after which capacity and experience has been generated to broaden the peacebuilding planning and monitoring work to the wider programme portfolio of the Ministry of Finance and Development.

**3. Evaluation of Proposals by the Cluster**

*Provide concise summary evaluation of proposal against:*

<i>General principles and selection criteria</i>		
(a)	Must be explicitly based on Sierra Leone PBF Priority Plan Assessment.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Must promote and ensure national ownership.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Must fall within the areas of UN's comparative advantage.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	The organization must have the appropriate system to deliver the intervention.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	The UN response must be effective, coherent, context-sensitive, cost-efficient and the outcomes, sustainable	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	Must avoid duplication of and significant overlap with the activities of other actors.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(g)	Must use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(h)	Must build on existing capacities, strengths and experience.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

(i)	Must promote consultation, participation and partnerships.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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*Project Implementability*

	2007	2008
<i>Estimated commitments (\$mill)</i>	_____	_____
<i>Estimated disbursements (\$mill)</i>	_____	US\$ 348.125

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Project approved by Line Ministry \_\_\_\_\_ on \_\_\_\_\_ (date)

To be completed by the Steering Committee Support Office

#### 4. Review by Steering Committee Support Office

##### Check on Programme/Project Proposal Format Contents

- |   |   |                             |
|---|---|-----------------------------|
| <input type="checkbox"/> Cover sheet (first page)                         | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Logical Framework                                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Programme/Project Justification                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Programme/Project Management Arrangements        | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Risks and Assumptions                            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Budget   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Progress Report (for supplementary funding only) | Yes <input type="checkbox"/>            | No <input type="checkbox"/> |
| <input type="checkbox"/> Support Cost                                     | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Provide concise summary assessment against:

- One year implementability

Elaborate  
 This project supports procurement of Logistics, payment of salaries etc. These plus the programmatic activities of raising awareness monitoring and reporting on impact could all be undertaken in one year.

- Agency indirect support cost

Elaborate  
 7% indirect costs.

- General evaluation criteria at annex 2.B.

General criteria for prioritising clusters:		
(a)	Must be in line with Sierra Leone PBF Priority Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Recipient Organization is unable to meet high or urgent priority needs with existing level of funding.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Need to address high priority activities that have significant impact, and by nature must address seasonal or timing imperatives and considerations.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Supports activities that are likely to improve the overall peacebuilding situation at national and local levels.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	As the improving security situation permits, activities that exploit the opportunities presented.	Yes <input type="checkbox"/> No <input type="checkbox"/>

- Overall review of programme submission

##### Recommendations

Elaborate  
 Recommend that within the possibilities of been more strategic with the idea, that this approval goes ahead to address the short term need.

To be completed by the Steering Committee Support Office

**5. Recommendation of Peer Group**

Elaborate  
The peer groups recommended that the project goes to the SC for approval after some adjustments mainly on the budget and clarity of roles of the PBFS and the PBF-SCO that shall continue to sit within UNIOSIL.

**6. Decision of the Sierra Leone PBF Steering Committee**

- Approved for a total budget of US\$ 348,125
- Approved with modification/condition
- Deferred

**7. Action taken by the Executive Coordinator, MD/TF Office, UNDP**

- Project consistent with provisions of the UN-UNDP and UNDP-Participating UN Organizations Memorandum of Understandings and Letter of Agreement with donors (if applicable)

11/2/2008  
Date

PBF /SLE/E-1

**PBF Budget Summary for MoFED Project**

CATEGORY	TOTAL COST (\$)
<b>1. Personnel</b> <i>Including staff and consultants</i>	72,100.00
<b>2. Contracts</b> <i>Including companies, professional services, grants</i>	-
<b>3. Training</b>	72,000.00
<b>4. Transport</b>	65,000.00
<b>5. Supplies and commodities</b>	59,250.00
<b>6. Equipment</b>	27,500.00
<b>7. Travel</b>	29,500.00
<b>8. Miscellaneous</b>	-
<b>Sub-total</b>	325,350.00
<b>9. Agency Management Support**</b>	22,775
<b>TOTAL</b>	<b>348,125</b>





**PEACEBUILDING FUND  
EMERGENCY WINDOW  
COVER SHEET**

RECEIVED  
AUG 22 2008

<b>Recipient UN Organization:</b> United Nations Development Program (UNDP)	<b>National Ministry or other National Entity</b> Ministry of Finance and Economic Development (MOFED)
<b>Project Contact:</b> Mr John Sumallah- MOFED <b>Address:</b> Telephone: +232 76 684 861 <b>E-mail:</b> john.sumallah@yahoo.com	<b>Project Title:</b> Support to Government's Capacity for monitoring and coordination of the Peace Building Fund
<b>Project Number:</b> To be completed by UNDP MDTF Office	<b>Project Location:</b> Freetown
<b>Project Description:</b> The Ministry of Finance and Economic Development is the Government wing charged with the authority to oversee PBF activities in Sierra Leone. The PBF itself calls for national ownership with Government expected to take the lead in a lot of its activities. However, the Ministry, the arm that shall represent Government to take the lead is highly inadequately capacitated to effectively engage with key stakeholders of the PBF process. This project is therefore geared towards setting up a Secretariat within the Ministry of Finance and Economic Development that shall directly be involved in the activities of the PBF.	<b>Total Project Cost:</b> US\$ 348,125 <b>Peace building Fund:</b> US\$ 348,125 <b>Government Input:</b> US\$ <b>Other:</b> <b>Total:</b> US\$348,125  <b>Project Duration:</b> 12 Months
<b>Main Goal and Key Immediate Objectives:</b> The main goal of the project is to Support Government's Capacity for coordination and monitoring of the Peace Building Fund  <b>Key outcomes are:</b> 1.1 Contribute to increased capacity for Government's leadership/ownership of the PBF process 1.2 Increased public awareness on the PBF implementation stages. 1.3 Contribute to increased coordination and control on the PBF and it's activities	

<b>Outputs and Key Activities:</b> <i>Paragraph outlining essential details of the programme/project</i> <ul style="list-style-type: none"> <li>1.1.1 A five man PBF Secretariat/Unit set up within the Ministry of Finance and Economic Development</li> <li>1.2.1 Secretariat staff provided with capacity building training in peace building PME related activities</li> <li>1.2.2 A mechanism for effective Management Information System</li> <li>1.3.1 Collaborate with the UN-PBF Coordination and Support Office in rolling-out it's public awareness raising output of it's communication strategy through public engagement in various forums</li> <li>1.3.2 Collaborate with the UN-PBF Coordination and Support Office in reporting on impact of PBF activities</li> </ul>
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On behalf of:	<i>Signature</i>	<i>Date</i>	<i>Name/Title</i>
Recipient UN Organization	_____	_____	_____
UN Representative	_____	_____	_____
Head of PBSO	_____	_____	_____

## **COMPONENT 1: Situation Analysis**

The newly merged Ministry of Finance and Economic Development has the statutory responsibility of coordinating development and economic management. This also includes guiding the process of formulating national and local development plans for short, medium to long term in consultation with MDAs. In pursuance of its statutory responsibility the Ministry is mandated to collaborate with International Development Partners/agencies in the coordination and management of development programmes to ensure that identified interventions are guided by national priorities and objectives. It is in line with this that the Ministry has been asked to lead the process of providing strategic direction for the implementation of the Peace Building Funds. Over the years, the capacity of the Ministry and indeed the Public Sector to perform key statutory responsibilities has been considerably eroded. The Ministry currently lacks the logistics of manpower to undertake such a huge task.

The interactions with donors and bilateral countries indicated that there have been lapses in government coordination and leadership role in the Peace Building Process. While efforts are being made for national ownership and supervision of implementation of the Peace Building Fund, it is absolutely relevant to consider this project in order to enhance the national ownership and strengthen the capacity to ensure sustainability.

A proactive and sequential direction is therefore urgently required to capacitate MOFED for it to carry out the additional responsibility. This will help ensure timely, effective and efficient implementation of projects and also ensure that reporting and accounting schedules and deadlines are strictly adhered to.

## **COMPONENT 2: Narrative Section: Project justification**

The capacity building of Government of Sierra Leone in MOFED will be part of the overall capacity restructuring of the Ministry to improve its coordinating and monitoring role in order to better serve the interest of the Public. It will also address the future direction and challenges of GoSL/Donor collaboration within the context of sustaining Peace Building.

The GoSL together with UN agencies and other implementing partners are now working closely towards the implementation of the various projects that have been approved. In order to ensure ownership, there is need to build government capacity to play a leading role effectively. Thus the establishment of the PBF Secretariat in MOFED is in agreement with the overall objective of the PBF and Government strategic direction. There is every possibility that this secretariat will contribute tremendously to have the desired and sustainable impact.

As a responsible Government, there is a reporting obligation to donors and countries that have contributed to the Peace Building Fund. The preparation of these reports will be coordinated by the Secretariat for the attention of GoSL and UN agencies. A well functioning Secretariat with appropriate logistics will enhance productivity, national ownership and impact positively on Government of Sierra Leone.



### 3.0 Logical Framework.

Development Objective	Performance Report form oversight	Performance Report form oversight	Performance Report form oversight	Performance Report form oversight
<p>1.0 Contributing to increased capacity of the Government to coordinate and monitor the Peace Building Fund</p>	<p>Performance report form oversight</p>	<p>MOFED showing increased leadership/involvement in the planning and implementation of PBF activities in Sierra Leone</p>	<p>Performance report form oversight</p>	<p>Possibility of continued PBF funding</p>
<p>1.1 Contribute to increased capacity for Government's leadership/ownership of the PBF process</p>	<p>Annual Review</p>	<p>MOFED PBF Secretariat within the Ministry showing increased capacity in ensuring collaboration and leadership of PBF activities</p>	<p>Annual Review</p>	<p>Annual Review</p>
<p>1.2 Contribute to increased capacity for Government oversight of the PBF</p>	<p>Annual Review</p>	<p>MOFED PBF Secretariat showing increased capacity in ensuring relevant Government information on activities of the PBF</p>	<p>Annual Review</p>	<p>Annual Review</p>
<p>1.3 Contribute to improved public awareness and engagement on the PBF and it's activities</p>	<p>Annual Review</p>	<p>Stakeholders including CSOs, Govt. etc showing increased level of awareness on the implementation activities of the PBF in Sierra Leone</p>	<p>Annual Review</p>	<p>Annual Review</p>
<p>1.1.1 A PBF Secretariat/Unit set up within the Ministry of Finance and Development</p>	<p>Contracts signed, Organogram</p>	<p>5 staff recruited to support the work of the secretariat within MOFED in August. Secretariat fully equipped as provided for in the budget.</p>	<p>Contracts signed, Organogram</p>	<p>Availability of quality national staff at short notice to take up key positions</p>
<p>1.2.1 Secretariat staff provided with capacity building training in peace building PME related activities</p>	<p>Training Reports</p>	<p>Two program staff provided with capacity building training in PCM, tools for monitoring qualitative change, monitoring and evaluating Peace Building activities, strategic planning etc.</p>	<p>Training Reports</p>	<p>Availability of in-country expertise</p>
<p>1.2.2 A mechanism for effective coordination and implementation developed</p>	<p>Coordination structures, Minutes etc</p>	<p>MOFED Secretariat with well set up coordination mechanism between the PBF, Government and other stakeholders. Coordination structures established.</p>	<p>Coordination structures, Minutes etc</p>	<p>Availability of in-country expertise</p>
<p>1.3.1 Collaborate with the UN-PBF Coordination and Support Office in rolling-out it's public awareness raising output of it's communication strategy through public engagement in various forms</p>	<p>Air time receipts, workshop reports</p>	<p>No. of awareness workshops and sensitization programs jointly organized with the UN-PBF Coordination and Support Office</p>	<p>Air time receipts, workshop reports</p>	<p>Managing expectations whilst raising awareness</p>

1.3.2 Collaborate with the UN-PBF Coordination and Support Office in reporting on impact of PBF activities	No of evaluations, reviews, documentaries and newsletters jointly developed with the UN-PBF Coordination Office	Files of outputs
1.1.1.1 Develop terms of reference and advertise and recruit 4 persons in support of the PBF-MOFD Secretariat		
1.1.1.2 Equip the Secretariat with logistics (vehicle, computers furniture, air conditioners etc)		Proper vehicle use policy implemented by the Ministry
1.2.1.1 Organise and provide capacity building training for the two technical staff in project management, software evaluation skills etc		
1.2.2.1 Technical meetings on implementation re-vitalized and implemented		
1.2.2.2 On-site quarterly monitoring visits organised for Government counterparts		
1.2.2.3 On-site monthly monitoring by Secretariat staff undertaken		
1.3.1.1 Plan for and undertake public awareness raising sessions jointly with the UN-PBF Coordination and Support Office using radio and workshops		
1.3.2.1 Jointly organise for and collect data that promotes impact reporting like PBF documentaries, reviews, newsletters etc		

#### 4.0 Budget

Category	Unit Item	Quantity	Unit Cost	Total Cost
<b>1. Personnel</b>				
Programme Coordinator (1)	Months	12	2,500	30,000
Programme Officer (1)	Months	12	1,500	18,000
Admin/Finance Officer (1)	Months	12	1,000	12,000
Staff Recruitment	L/S			2,500
Driver (2)	Months	12	400	9,600
			<b>Sub Total</b>	<b>72,100</b>
<b>2. Contracts (N/A)</b>				
<b>3. Training</b>				
Capacity building training for the two technical staff in project management, soft ware evaluation skills etc	L/S	3 training	2,000	6,000
Awareness raising sessions jointly with the UN-PBF Coordination and Support Office using radio and workshops	L/S	4 regions	8,500	34,000
Jointly organise for and collect data that promotes impact reporting like PBF documentaries, reviews, newsletters etc	L/S			20,000
Coordinating and facilitating Technical and Steering Committee meetings	L/S			12,000
			<b>Sub Total</b>	<b>72000</b>
<b>4. Transport</b>				
Vehicle	4 x 4	2	30,000	60,000
Motorbike	XL125	1	5,000	5,000
			<b>Sub Total</b>	<b>65,000</b>
<b>5. Supplies and commodities</b>				
Fuel	350Gals/month	4,200	6	25,200
Maintenance and lubricants	Months	36	300	10,800
Stationary	L/S			7,000
Furniture and Fixtures	L/S			10,000
Memory Stick (2 G)	No.	3	400	1,200
CD Rom	No	50	3	150
Office Refrigerator	No.	1	500	500
Internet Services	L/S			4,000
			<b>Sub Total</b>	<b>59,250</b>
<b>6. Equipment</b>				
Desktop Computer Accessories		3	2,500	7,500
Laptop Computer		1	2,000	2,000
Internet Installation			4,000	4,000
Photo Copier (Multi-purpose)		1	8,000	8,000
Network Printer (Coloured) Multi-purpose		1	3,000	3,000
Video Camera		1	2,500	2,500
			<b>Sub Total</b>	<b>27500</b>

<b>7. Travel</b>				
On-site monthly monitoring by Secretariat staff undertaken	Visits	4	3000	12,000
Jointly organise for and collect data that promotes impact reporting like PBF documentaries, reviews, newsletters etc	Visits	10	750	7,500
Baseline and Review			L/S	10,000
				29,500
			<b>Grand Sub Total</b>	<b>325,350</b>
<b>8. Miscellaneous</b>				
UNDP GMS 7%				22,775
<b>TOTAL</b>				<b>348,125</b>

## 5.0 Management Arrangements.

### 5.1 Implementation and Supervision Arrangements.

The project shall be implemented by the Ministry of Finance and Economic Development in concert with UNDP and with technical back-up from the UN-PBF Coordinating and Support Office. The Secretariat shall be overseen by a Technical Committee which shall oversee the overall activities of the PBF-MOFED Secretariat. This Committee shall meet on a quarterly basis to review the work of the Secretariat. The Secretariat shall report directly to the Chair of the Committee who shall be the Development Secretary. Other members shall be drawn from other stakeholders like representatives from the Ministry of Finance, civil society etc.

The Secretariat shall provide overall technical guidance for the implementation of the project. The TC will meet quarterly unless otherwise necessary to discuss implementation of project activities, lessons, challenges and to review implementation plans. The Chair of the Steering Committee will report to the PBF Steering Committee on a quarterly basis on the successes and challenges in the implementation of the project. Programmatic and fiduciary responsibility shall be the responsibility of the UNDP and shall follow UNDP's procedures and policies.

### 5.2 Specific delivery mechanism chosen

The project has a development objective of contributing to increased capacity of the Government to engage with the Peace Building Fund.

To achieve this, the project aims at contributing to three key impacts/outcomes

#### **Outcome 1.1 - Contribute to increased capacity for Government's leadership/ownership of the PBF process.**

The realisation of this outcome shall be ensured through the setting up of a five man Secretariat that shall include one Programme Coordinator, one Programme Officer, one administrative officer and two drivers. The Secretariat shall be provided with two vehicles, office equipment including furniture and computers. The staff shall be provided with capacity building training in PCM, tools for monitoring qualitative change, monitoring and evaluating Peace Building activities etc. The capacity building training shall be outsourced.

#### **Outcome 1.2- Contribute to increased capacity for Government oversight of the PBF**

This outcome shall be realised through delivering an effective mechanism for coordination of PBF activities. The secretariat shall ensure that they plan for and deliver the following key activities by reactivating technical meetings on implementation of on-going projects. The Secretariat shall also organise quarterly on-site monitoring visits for Government Counterparts and also engage in monthly monitoring visits to project sites. They shall also participate in reviews and evaluation. Information from such visits shall be shared with the Project Technical committee which shall summon stakeholders (UN recipient agent or Government counterpart as the case may be, to proffer definitions where

necessary.

### **Outcome 1.3 Contribute to improved public awareness and engagement on the PBF and its activities**

This outcome shall be jointly undertaken with the UN-PBF Coordination and Support office. The specific objective would be to increase public awareness and participation on PBF issues. The Secretariat shall collaborate with the UN-PBF Coordination and Support Office in rolling-out its public awareness raising output of its Communication Strategy through public engagement in various forms; it shall also collaborate with the UN-PBF Coordination and Support Office in reporting on impact of PBF activities. These shall be accomplished through undertaking public awareness raising sessions jointly with the UN-PBF Coordination and Support Office using radio and workshops, and by jointly organising for and collecting data that promotes impact reporting like PBF documentaries, reviews, newsletters etc.

### **5.3 Sustainability Arrangements:**

The sustainability of the Secretariat has been targeted as a key feature of a vibrant Ministry. The Ministry is therefore engaged with UNDP and other related donors in ensuring continued support for the said Secretariat that will in the future not only support PBF activities but that shall be seen as providing technical backstopping in the activities of the Ministry even when the PBF shall have been completed. This unit shall eventually be converted to a general technical support unit which shall provide mentoring and capacity building training for other MOFED staff in planning and project management related spheres. The Ministry is also engaging Government's Ministry of Finance in ensuring Government budgetary support for this unit in the medium term.

### **5.4 National Authority Counterpart and extent of Cooperation:**

Close collaboration will be established with the programme primary stakeholders and other actors like the Ministry of Finance, UNDP, UNIOSIL and CSOs..

Service Providers (NGOs, business houses etc): This category of partners is particularly important in implementing services that shall be outsourced.

### **5.5 Overall Time frame**

The project shall be implemented within one year between August 2008 and July 2009.

### **6.0 Monitoring and Evaluation:**

#### **Monitoring:**

Monitoring shall be done at various levels and in various forms. Activity and process level monitoring on a daily basis shall be the responsibility of the Secretariat. They shall ensure efficacy in quality of delivered materials, efficiency in their costs and timelines of delivery. This monitoring shall be supported by relevant documentation (monthly reports, POs etc.) Monthly and quarterly monitoring shall be further supported by the UN-PBF Coordinating Office. There will be linkages between PBF and other implementing partners.

#### **Evaluation:**

Evaluations shall be mid term and immediate post project. These shall jointly be undertaken by the Secretariat, CSOs, and Government Counterparts etc. It shall take the forms of, midterm reviews, future stories and an annual review at the end of implementation. These shall go to indicate immediate effects of the intervention on the lives of the targeted beneficiaries. These shall inform quarterly and annual reports.

### **7.0 Assumptions and Risks**

This project is developed on the main assumption that Government can sustain it subsequently. To ensure this, the Ministry shall ensure Government's commitment prior to project approval. To ensure sustained funding by donors, the Ministry shall engage with UNDP who has manifested interest in the continued support of such a unit. Therefore the risk of non sustainability is reduced with this vested interest. The risk of managing expectations shall be critically managed

by censoring information that shall be sent out to the public.



**SIERRA LEONE PEACEBUILDING FUND  
PROJECT DOCUMENT COVER SHEET**



<b>Participating UN Organisation:</b> United Nations Development Program (UNDP)	<b>Ministry of Finance and Development (MOFD)</b>
<b>Project Contact.</b> Name: John Sumaila Address: Ministry of Finance and Economic Development Telephone: 23276684861 E-mail: john.sumaila@yahoo.com	<b>Peer Group Chair</b> Name: John Sumaila Address: MOFED-Development Secretary Telephone: 23276684861 E-mail: john.sumaila@yahoo.com
<b>Programme/Project Title:</b> <i>Support to Government's Capacity for Engagement with the Peace Building Fund</i> <b>Programme/Project Number:</b> PBF/SLE/E-1	<b>Programme/Project Location:</b> MOFD
<b>Programme/Project Description:</b> The Ministry of Finance and Development is the Government institution responsible to oversee PBF projects in Sierra Leone. The PBF calls for national ownership with Government in the lead to initiate and oversee the envisaged peace building interventions. This project will set up a Peace building Secretariat in the MOFED to increase its capacity to plan, monitor and evaluate peace building programmes, among others those funded by the PBF. It is envisaged that the Secretariat will focus on the PBF project monitoring in the first year, after which capacity and experience has been generated to broaden the peace building planning and monitoring to the wider programme portfolio of the Ministry of Finance and Development.	<b>Total Programme/Project Cost:</b> PBF: US\$ 348,125 Government Input: - Other: - <b>Total: US\$ 348,125</b> <b>Programme/Project Duration:</b> August 2008 – July 2009
<b>Development Goal and Key Immediate Objectives:</b> The main goal of the project is to Support to Government's Capacity for engagement with the Peace Building Fund. i) Contribute to increased Government's leadership/ownership of the PBF process; ii) Contribute to increased capacity for Government oversight of the Peacebuilding programmes; and iii) Contribute to improved public awareness and engagement on the PBF and it's activities	

### Outputs and Key Activities

- i) A four man PBF Secretariat/Unit set up within the Ministry of Finance and Development
- ii) Secretariat staff provided with capacity building training in peace building, PME related activities
- iii) A mechanism for effective coordination on implementation strengthened
- iv) Collaborate with the UN-PBF Coordination and Support Office in rolling-out it's public awareness raising output of it's communication strategy through public engagement in various forms.
- v) Collaborate with the UN-PBF Coordination and Support Office in reporting on impact of PBF activities

Peer Review Date: 16<sup>th</sup> July 2008

PBF Support and Coordination Office review date June 30<sup>th</sup> -2<sup>nd</sup> July 2008

Steering Committee Approval Date: 15<sup>th</sup> July, 2008



<b>On behalf of:</b>	<b><i>Signature</i></b>	<b><i>Date</i></b>	<b><i>Name/Title</i></b>
<b>Recipient UN Organization</b>	_____	_____	_____
<b>UN Representative</b>	_____	_____	_____
<b>Head of PBSO</b>	_____	_____	_____

**COMPONENT 1: Situation Analysis**

The newly merged Ministry of Finance and Economic Development has the statutory responsibility of coordinating development and economic management. This also includes guiding the process of formulating national and local development plans for short, medium to long term in consultation with MDAs. In pursuance of its statutory responsibility the Ministry is mandated to collaborate with International Development Partners/agencies in the coordination and management of development programmes to ensure that identified interventions are guided by national priorities and objectives. It is in line with this that the Ministry has been asked to lead the process of

providing strategic direction for the implementation of the Peace Building Funds. Over the years, the capacity of the Ministry and indeed the Public Sector to perform key statutory responsibilities has been considerably eroded. The Ministry currently lacks the logistics of manpower to undertake such a huge task.

The interactions with donors and bilateral countries indicated that there have been lapses in government coordination and leadership role in the Peace Building Process. While efforts are being made for national ownership and supervision of implementation of the Peace Building Fund, it is absolutely relevant to consider this project in order to enhance the national ownership and strengthen the capacity to ensure sustainability.

A proactive and sequential direction is therefore urgently required to capacitate MOFED for it to carry out the additional responsibility. This will help ensure timely, effective and efficient implementation of projects and also ensure that reporting and accounting schedules and deadlines are strictly adhered to.

#### **COMPONENT 2: Narrative Section: Project justification**

The capacity building of Government of Sierra Leone in MOFED will be part of the overall capacity restructuring of the Ministry to improve its coordinating and monitoring role in order to better serve the interest of the Public. It will also address the future direction and challenges of GoSL/Donor collaboration within the context of sustaining Peace Building.

The GoSL together with UN agencies and other implementing partners are now working closely towards the implementation of the various projects that have been approved. In order to ensure ownership, there is need to build government capacity to play a leading role effectively. Thus the establishment of the PBF Secretariat in MOFED is in agreement with the overall objective of the PBF and Government strategic direction. There is every possibility that this secretariat will contribute tremendously to have the desired and sustainable impact.

As a responsible Government, there is a reporting obligation to donors and countries that have contributed to the Peace Building Fund. The preparation of these reports will be coordinated by the Secretariat for the attention of GoSL and UN agencies. A well functioning Secretariat with appropriate logistics will enhance productivity, national ownership and impact positively on Government of Sierra Leone.

### 3.0 Logical Framework

Objective	Activities	Outputs	Performance Indicators	Assumptions
1.0 Contributing to increased capacity of the Government to coordinate and monitor the Peace Building Fund	MOPED showing increased leadership involvement in the planning and implementation of PBF activities in Sierra Leone	Performance report form Ministerial oversight	Possibility of continued PBF funding	
1.1 Contribute to increased capacity for Government's leadership/ownership of the PBF process	MOPED PBF Secretariat within the Ministry showing increased capacity in ensuring collaboration and leadership of PBF activities	Annual Review	Annual Review	
1.2 Contribute to increased capacity for Government oversight of the PBF	MOPED PBF Secretariat showing increased capacity in ensuring relevant Government information on activities of the PBF	Annual Review	Annual Review	
1.3 Contribute to improved public awareness and engagement on the PBF and its activities	Stakeholders including CSOs, Govt. etc showing increased level of awareness on the implementation activities of the PBF in Sierra Leone	Annual Review	Annual Review	
1.1.1 A PBF Secretariat/Unit set up within the Ministry of Finance and Development	5 staff recruited to support the work of the secretariat within MOFED in August. Secretariat fully equipped as provided for in the budget.	Contracts signed. Organogram	Availability of quality national staff at short notice to take up key positions	
1.2.1 Secretariat staff provided with capacity building training in peace building PME related activities	Two program staff provided with capacity building training in PCM, tools for monitoring qualitative change, monitoring and evaluating Peace Building activities, strategic planning etc.	Training Reports	Availability of in-country expertise	
1.2.2 A mechanism for effective coordination and implementation developed	MOPED Secretariat with well set up coordination mechanism between the PBF, Government and other stakeholders. Coordination structures established.	Coordination structures, Minutes etc		
1.3.1 Collaborate with the UN-PBF Coordination and Support Office in rolling-out its public awareness raising output of its communication strategy through public engagement in various forms	No. of awareness workshops and sensitization programs jointly organized with the UN-PBF Coordination and Support Office	Air time receipts, workshop reports	Managing expectations whilst raising awareness	

1.3.2 Collaborate with the UN-PBF Coordination and Support Office in reporting on impact of PBF activities	No of evaluations, reviews, documentaries and newsletters jointly developed with the UN-PBF Coordination Office	Files of outputs	
1.1.1.1 Develop terms of reference and advertise and recruit 4 persons in support of the PBF-MOFD Secretariat			
1.1.1.2 Equip the Secretariat with logistics (vehicle, computers furniture, air conditioners etc)			Proper vehicle use policy implemented by the Ministry
1.2.1.1 Organise and provide capacity building training for the two technical staff in project management, soft ware evaluation skills etc			
1.2.2.1 Technical meetings on implementation re-vitalized and implemented			
1.2.2.2 On-site quarterly monitoring visits organised for Government counterparts			
1.2.2.3 On-site monthly monitoring by Secretariat staff undertaken			
1.3.1.1 Plan for and undertake public awareness raising sessions jointly with the UN-PBF Coordination and Support Office using radio and workshops			
1.3.2.1 Jointly organise for and collect data that promotes impact reporting like PBF documentaries, reviews, newsletters etc			

#### 4.0 Budget

Category	Unit Item	Quantity	Unit Cost	Total Cost
<b>1. Personnel</b>				
Programme Coordinator (1)	Months	12	2,500	30,000
Programme Officer (1)	Months	12	1,500	18,000
Admin/Finance Officer (1)	Months	12	1,000	12,000
Staff Recruitment	L/S			2,500
Driver (2)	Months	12	400	9,600
			<b>Sub Total</b>	<b>72,100</b>
<b>2. Training</b>				
Capacity building training for the two technical staff in project management, soft ware evaluation skills etc	L/S	3 training	2,000	6,000
Awareness raising sessions jointly with the UN-PBF Coordination and Support Office using radio and workshops	L/S	4 regions	8,500	34,000
On-site quarterly monitoring visits organised for Government counterparts	Visits	4	3000	12,000
On-site monthly monitoring by Secretariat staff undertaken	Visits	10	750	7,500
Jointly organise for and collect data that promotes impact reporting like PBF documentaries, reviews, newsletters etc	L/S			20,000
Coordinating and facilitating Technical and Steering Committee meetings	L/S			12,000
			<b>Sub Total</b>	<b>91,500</b>
<b>3. Transport</b>				
Vehicle	4 x 4	2	30,000	60,000
Motorbike	XL125	1	5,000	5,000
			<b>Sub Total</b>	<b>65,000</b>
<b>4. Supplies and commodities</b>				
Fuel	350Gals/month	4,200	6	25,200
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			<b>Sub Total</b>	<b>59,250</b>
<b>5. Office Equipment</b>				
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Laptop Computer		1	2,000	2,000
Internet Installation			4,000	4,000
Photo Copier (Multi-purpose)		1	8,000	8,000
Network Printer (Coloured) Multi-purpose		1	3,000	3,000
Video Camera		1	2,500	2,500
			<b>Sub Total</b>	<b>27500</b>

<b>6. Monitoring &amp; Evaluation</b>				
Baseline and Review			L/S	10,000
Management Costs				
UNDP GMS 7%				22,775
<b>TOTAL</b>				<b>348,125</b>

## 5.0 Management Arrangements.

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### **5.5 Overall Time frame**

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#### **Monitoring:**

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#### **Evaluation:**

Evaluations shall be mid term and immediate post project. These shall jointly be undertaken by the Secretariat, CSOs, and Government Counterparts etc. It shall take the forms of, midterm reviews, future stories and an annual review at the end of implementation. These shall go to indicate immediate effects of the intervention on the lives of the targeted beneficiaries. These shall inform quarterly and annual reports.

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