



# Guinea Bissau Peacebuilding Fund

## ANNUAL PROGRAMME<sup>1</sup> NARRATIVE PROGRESS REPORT

REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2010

### Programme Title & Number

- Programme Title: Guinea-Bissau – National PBF Secretariat Office Support Project 2009
- Programme Number: 72056 (PBF/GNB/E-1)
- MDTF Office Atlas Number:

### Country, Locality(s), Thematic Area(s)<sup>2</sup>

Guinea Bissau; Public Administration

### Participating Organization(s)

UNDP  
UNIOGBIS

### Implementing Partners

UNDP  
UNIOGBIS

### Programme/Project Cost (US\$)

MDTF Fund Contribution: US\$ 107,094 (PBF)

- *by Agency (if applicable)*

Agency Contribution

- *by Agency (if applicable)*

Government Contribution  
*(if applicable)*

Other Contribution (donor) 140,449 (PBSO overhead carried over from 2008)  
*(if applicable)*

**TOTAL:** US\$ 247,543

### Programme Duration (months)

Overall Duration Foreseen duration: 12 months  
Actual duration: 16 months

Start Date<sup>3</sup> 17 August 2009

End Date or Revised End Date, *(if applicable)* 31 August 2010 postponed to 31 December 2010 (project extended until 31 March 2011 with additional PBF funds)

Operational Closure Date<sup>4</sup> 31 March 2011

Expected Financial Closure Date 31 March 2011

### Programme Assessments/Mid-Term Evaluation

Assessment Completed - if applicable *please attach*

Yes  No Date: \_\_\_\_\_

Mid-Evaluation Report – if applicable *please attach*

Yes  No Date: \_\_\_\_\_

### Submitted By

- Name: Lalao Ramanarivo-Raharisoa,
- Title: Deputy Resident Representative
- Participating Organization (Lead): UNDP
- Email address: [Lalao.raharisoa@undp.org](mailto:Lalao.raharisoa@undp.org)

<sup>1</sup> The term “programme” is used for programmes, joint programmes and projects.

<sup>2</sup> Priority Area for the Peacebuilding Fund; Sector for the UNDG ITF.

<sup>3</sup> The start date is the date of the first transfer of the funds from the MDTF Office as Administrative Agent. Transfer date is available on the [MDTF Office GATEWAY](http://mdtf.undp.org) (<http://mdtf.undp.org>).

<sup>4</sup> All activities for which a Participating Organization is responsible under an approved MDTF programme have been completed. Agencies to advise the MDTF Office.

## **NARRATIVE REPORT**

### **I. Purpose**

In 2008 Guinea Bissau received financial support from the Peacebuilding Fund (PBF) for the implementation of its peacebuilding Interim Priority Plan. A National Steering Committee (NSC), co-chaired by the Government and the United Nations, was set up to oversee the development, execution and evaluation of the projects based on the priority plan. The NSC is assisted by a PBF Secretariat. However, the establishment and funding for the PBF Secretariat as a project under the first PBF allocation took longer than anticipated and encountered a number of challenges. An administrative nucleus, composed by the National Programme Officer and the Administrative Assistant, was first set up in December 2008 with direct funding from PBSO (PBSO overhead) to support the Joint Steering Committee. A formal and fully staffed PBF Secretariat was scheduled to start functioning on 1 January 2009, but delays in the finalization of the project document postponed its starting date. It is only in August 2009 that the PBF Secretariat was formally established as a project under the Priority Plan. The “Guinea-Bissau – National PBF Secretariat Office Support Project 2009” had an initial time-frame of one year (August 2009 – August 2010) and a budget of \$ 107,094. Since the initial PBSO overhead of \$ 140,449 was still available, the total project budget came to \$ 247,543. The project therefore lasted until December 2010 and was further extended to cover the first trimester of 2011 using funds (\$ 55,215) from the Priority Plan 2008-2010 that were still not allocated.

The PBF Secretariat composed of a Programme Officer, a UNV Monitoring, Evaluation and Communication Officer, an Administrative Assistant and a Driver, is responsible for:

- Providing secretariat support including organizing meetings, recording minutes, and sharing documents with members of the NSC;
- Documenting, communicating and ensuring follow-up of the NSC’s decisions, particularly ensuring submission of appropriately signed and completed documentation on approved projects to the UNDP Multi-Donor Trust Fund (MDTF) Office in New York;
- Maintaining a database on implementing partners, linking to other databases and advise the NSC accordingly;
- In consultation with partners, developing project selection criteria to be adopted by the NSC;
- The review and analysis of concept notes and project proposals received, and submission of recommendations to the NSC;
- Ensuring inter-project consistency and providing guidance to Recipient UN Organizations on common methodology for programme/project costing, staffing and related issues;
- Tracking the implementation of projects and making recommendations for improvements, if deemed necessary;
- Identifying problems that may arise in relation to project delivery and management and advising the NSC on appropriate action, 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 NSC co-chairs, supporting information sharing (including bulletins), awareness raising and training as required;
- Ensuring linkages of PBF Guinea Bissau to national processes, in particular the Poverty Reduction Strategy (PRS); and
- Any other related tasks as directed by the NSC co-chairs.

## **II. Resources**

### *Financial Resources:*

The project budget is funded by a PBF USD 107,094 contribution additionally to a 2008 carry over funding from PBSO of US\$ 140,449. In December 2010 the NSC approved an extension of the project until March 2011 funded by the remaining funds (US\$ 55,215) from the remaining funds of the PBF 1<sup>st</sup> allocation to Guinea-Bissau.

### *Human Resources:*

A National Programme Officer and an Administrative Assistant were hired in December 2008. An international UNV (M&E and Communication Officer) was contracted in September 2009 and the Driver was hired in January 2010. Therefore, the Secretariat was fully staffed only in beginning of 2010.

## **III. Implementation and Monitoring Arrangements**

In line with PBF guidelines, the PBF Secretariat, with associated project assets and staff, falls under the general supervisory oversight of the Special Representative of the Secretary-General (SRSG) in Guinea-Bissau and Head of UNIOGBIS.

The Secretariat staff is employed directly by UNDP which acts as a Recipient UN Organization and facilitates the administration and accounting for contracts and related procurement.

Daily Secretariat management falls under the ToRs of the Peacebuilding Officer and is to be performed in coordination with the integrated Strategic Planning Unit. However, the Peacebuilding Officer post remained vacant from end of March 2010 to mid October 2010.

The monitoring system of the project consisted in the preparation of quarterly progress reports, which includes financial information, to be sent to New York Multi Donor Trust Fund. In addition, following a request made by the Peacebuilding National Steering Committee, monthly reports were elaborated and submitted to the NSC.

A review of the projects funded by the PBF first tranche was carried out by the Secretariat in March 2010 and provided recommendations to improve the implementation of the PBF first tranche projects and to improve the second tranche projects preparation.

The evaluation of the PBF Secretariat performance will be part of the independent evaluation of projects under the first allocation to be undertaken by PBSO in 2011.

Lessons learned are identified mainly using the Peacebuilding Fund website ([www.unpbf.org](http://www.unpbf.org)) and downloading reports and documents concerning the PBF activities carried out in other PBF recipient countries.

## **IV. Results**

In 2010, the Secretariat performed its activities in line with the project document. However, due to both external and internal issues, only 3 meetings of the National Steering Committee were held (January, May and December). The tasks carried out by the PBF Secretariat consisted therefore in sharing the minutes of those meetings, providing support to the Co-chairs and UN Agencies concerning PBF procedures, gathering information on projects' progress, reviewing quarterly reports to be submitted by the Agencies to the Multi Donor Trust Fund (MDTF) in NY and preparing monthly reports to the NSC (until September 2010) concerning the progresses of the PBF projects as well as preparing PBC and PBSO field visits to Guinea-Bissau. The Secretariat staff also undertook field visits to the projects and prepared monitoring reports in order to point out constraints and to provide recommendations to the NSC decision-making to push forward the projects implementation.

Moreover, the Secretariat supported the Peacebuilding Officer and the joint Technical Team in charge of the formulation of the Peacebuilding Priority Plan (2011-2013) which was officially submitted to PBSO on 22 December 2010.

In March 2010 the Secretariat undertook and shared with PBSO New York a review of the PBF 1st allocation identifying constraints and providing recommendations to improve their implementation and to plan the 2nd PBF tranche.

The Secretariat staff was also trained in basic mediation techniques in June 2010 as foreseen by the project document. The training session related to conflict-sensitivity and peacebuilding issues was not delivered.

Finally, the Secretariat staff took part to the works of the United Nations System in Guinea-Bissau following the integration process ongoing in the country. The M&E and Communication Officer is therefore part of the UN M&E Group as well as of the UN Communication Group established during the UN strategic retreat realized in February 2010.

## **V. Future Work Plan (if applicable)**

The project time-frame expired in September 2010 and project funds went out at the end of December 2010. The Secretariat has therefore requested the approval of the National Steering Committee for a further allocation of \$ 55,215 from the remaining balance of \$156.262 under the PBF first tranche. The NSC formally approved this request during its meeting held on 15 December 2010.

An extended Guinea-Bissau National PBF Secretariat Office Support Project covering the first quarter of 2011 has been prepared in order to cover all the support aspects to the National Steering Committee, to continue monitoring the ongoing PBF projects and to support NSC decision-making concerning the 2<sup>nd</sup> PBF allocation strategy and procedures.

## VIII. INDICATOR BASED PERFORMANCE ASSESSMENT

	<b>Performance Indicators</b>	<b>Indicator Baselines</b>	<b>Planned Indicator Targets</b>	<b>Achieved Indicator Targets</b>	<b>Reasons for Variance (if any)</b>	<b>Source of Verification</b>	<b>Comments (if any)</b>
<b>Outcome</b>							
Maximum effectiveness of the PBF NSC in Guinea-Bissau and PBF funds programmed transparently, strategically and catalytically maximizing PB opportunities							
<b>Output 1.1</b> At least 3 PBF Guinea Bissau National Secretariat staff trained and functional in conflict-sensitivity and peacebuilding in Guinea-Bissau	Number of PBF Guinea-Bissau National Secretariat staff hired / contracts continued (N.B. this is the only indicator mentioned in the prodoc approved in August 2009)	2 PBF Guinea-Bissau National Secretariat staff were already hired in December 2008 thanks to the funds available in PBSO overhead	4 PBF Guinea-Bissau National Secretariat staff were expected to be hired	In January 2010, the PBF Guinea-Bissau National Secretariat was fully staffed and was composed of: 1 National Programme Officer 1 Administrative Assistant 1 M&E and Communication 1 Driver		Monitoring reports  PBF Secretariat files	
<b>Output 1.2</b> At least 3 PBF Guinea-Bissau National Secretariat staff trained in basic mediation techniques							
<b>Output 1.3</b> PBF Guinea-Bissau National Secretariat workplan and systems in place							