



PBF Sierra Leone

GENERIC ANNUAL PROGRAMME¹ NARRATIVE PROGRESS REPORT

REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2011

<p style="text-align: center;">Programme Title & Project Number</p> <ul style="list-style-type: none"> Programme Title: PBF Coordination Project Programme Number <i>(if applicable)</i> MPTF Office Project Reference Number:³ PBF/SLE/C-1 PBF Coordination Office 	<p style="text-align: center;">Country, Locality(s), Thematic/Priority Area(s)²</p> <p><i>(if applicable)</i> Country/Region Sierra Leone</p> <hr/> <p><i>Thematic/Priority</i></p> <p>PBF 6: The improvement of governance, political tolerance, transparency of public financial management and the fight against corruption, e.g. measures aimed at preventing and resolving tensions and conflict and ensuring national unity, building national and local capacities for mediation and conflict prevention and resolution through collaborative efforts with civil society and NGOs, the strengthening of the capacity of national institutions, such as political parties, parliament and media, ensuring women’s participation in politics through development and implementation of political parties gender policies and action plans.</p>
<p style="text-align: center;">Participating Organization(s)</p> <ul style="list-style-type: none"> Organizations that have received direct funding from the MPTF Office under this programme <p>Peacebuilding Fund Secretariat located inside the UN’s Strategic Planning Unit, Freetown.</p>	<p style="text-align: center;">Implementing Partners</p> <ul style="list-style-type: none"> National counterparts (government, private, NGOs & others) and other International Organizations <p>Ministry of Finance and Economic Development (MoFED) and Ministry of Foreign Affairs and International Cooperation (MoFAIC)</p>
<p style="text-align: center;">Programme/Project Cost (US\$)</p> <p>MPTF/JP Contribution: \$100,000</p> <ul style="list-style-type: none"> <i>by Agency (if applicable)</i> 	<p style="text-align: center;">Programme Duration</p> <p>Overall Duration <i>(months)</i> 12 months</p>

¹ The term “programme” is used for programmes, joint programmes and projects.

² Strategic Results, as formulated in the Performance Management Plan (PMP) for the PBF; Sector for the UNDG ITF.

³ The MPTF Office Project Reference Number is the same number as the one on the Notification message. It is also referred to “Project ID” on the [MPTF Office GATEWAY](#)

Agency Contribution • <i>by Agency (if applicable)</i>	UNIPSIL in-kind contributions
Government Contribution <i>(if applicable)</i>	MoFED and MoFAIC in-kind contributions
Other Contributions (donors) <i>(if applicable)</i>	Zero
TOTAL:	\$100,000

Start Date ⁴ (<i>dd.mm.yyyy</i>)	1st January 2011
End Date (or Revised End Date) ⁵	31 December 2011
Operational Closure Date ⁶	As soon as possible
Expected Financial Closure Date	As soon as possible

Programme Assessment/Review/Mid-Term Eval.

Assessment/Review - if applicable *please attach*
 Yes No Date: *dd.mm.yyyy*

Mid-Term Evaluation Report – if applicable *please attach*
 Yes No Date: *dd.mm.yyyy*

Report Submitted By

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⁴ The start date is the date of the first transfer of the funds from the MPTF Office as Administrative Agent. Transfer date is available on the [MPTF Office GATEWAY](#)

⁵ As per approval by the relevant decision-making body/Steering Committee.

⁶ All activities for which a Participating Organization is responsible under an approved MPTF programme have been completed. Agencies to advise the MPTF Office.

Introduction

Since 2007 Sierra Leone has benefited from many PBF projects. In order to assist in the administration and reporting on these projects a small PBF secretariat was set up inside UNIOSIL that was funded through core allocations to the field office from PBSO. With the transition from UNIOSIL to UNIPSIL the Joint UN Strategic Planning Unit (SPU) was formed and soon afterwards the PBF secretariat moved to the SPU. During 2010 PBSO decided to change the way in which PBF secretariats were to be funded, moving them from core funding to project funding. As a result the SPU put a small project proposal inside the second PBF envelop to cover the cost of the PBF secretariat in 2011.

At the same time the MoFAIC was seeking to establish a Peacebuilding Commission (PBC) Unit to work with PBSO, the SPU and Government MDAs on all issues pertaining to Sierra Leone's good relationship with the PBC. To cover the costs of a PBC Liaison Officer, and some basic operating costs associated with the PBC unit, a funding line was included in the PBF secretariat proposal.

Throughout 2011 the PBF Secretariat / PBC Unit worked well together in response to the many requests, enquiries, reports, evaluations and visits associated to the activities of PBSO in support of the PBC and the PBF that were generated in both Sierra Leone and New York.

NARRATIVE REPORT FORMAT

I. Purpose

In 2011 a number of activities took place that related to (a) the in-country management of the PBF, and (b) liaison with PBSO/PBC that required a dedicated team to coordinate. Those activities were as follows:

- (a) In-country management of PBF:
 - a. Monitoring of quarterly project submissions (including the management of the change to the reporting format)
 - b. Management and implementation of the Final Evaluation of PBF envelop I amounting to \$37 million from 2007 through to 2011
 - c. DEPAC (Steering Committee) level discussion of and final submission of the PBF envelop II priority plan (\$7million) and the associated supporting project documents
 - d. Input to PBSO on the emerging global monitoring and evaluation framework
- (b) Liaison with PBSO/PBC:
 - a. Preparation of the Second Joint Report on the Agenda for Change
 - b. Preparation for and travel of Government and Civil Society representatives for PBC meetings in New York
 - c. Preparation for VTC with PBC representatives that focused on fund raising for the S.L. MDTF for the UN Joint Vision
 - d. Preparation and management a visit of a delegation from the PBC to Sierra Leone

From the successful completion of these activities the PBF Secretariat / PBC Unit contributed to obtaining the following two objectives:

- A high level of interaction between the Government of Sierra Leone and the PBC membership, including the increasing inclusivity around the Second Joint Report on the Agenda for Change (PRSP) and high profile visit of the PBC to Sierra Leone.
- Maintain, even increase, the transparency of the PBF through well organized evaluations and regular reliable project reporting.

As the custodian of the UN's Integrated Strategic Framework (the Joint Vision) the UN's SPU serves the ERSG/UN family in order to deliver on a Peacebuilding mandate as described in various Security Council Resolutions and PBC sessions. The PBF's provision of money for the PBF Secretariat / PBC Unit in 2011 provided extra capacity at just the right time to ensure the various activities related to this element of the SPU's work could be done. Through the PBF Secretariat / PBC Unit all the PBF projects benefited from a coordination hub that in turn were able to deliver on the PBF Priority Plan.

It should also be noted that two PBF secretariat staff moved over to an active PBF project at the end of 2011 and continue to work with that project in 2012 taking with them valuable experience from the secretariat.

II. Resources

The PBF secretariat project ran from 01 January to 31 December 2011. During that time 88.5% of the available funds had been utilized in the following way:

- Personnel costs \$53,585.87
- Office equipment \$4,298.29
- Supplies / running costs \$25,314,18
- Direct / Indirect costs \$5,807.10

In 2011 the PBF secretariat consisted of the following:

- One Sierra Leonean PBC Liaison Officer (seconded to MoFAIC)
- One Sierra Leonean Project Officer (inside SPU)
- Two national consultants working on the Final Evaluation of envelop I of the PBF (2007-2011)
- One Sierra Leonean Administrative Officer (inside SPU)
- One Sierra Leonean Driver (inside SPU)

Through the DOCO Transition Fund an international Strategic Planning Officer supervised the PBF secretariat as part of his role of Chief of the SPU. Throughout the reporting period the SPU was supported by in-kind contributions (office accommodation and logistical support) by UNIPSIL. The PBC Liaison Officer was granted office accommodation and office equipment as an in-kind offer by MoFAIC. The associated contracts of all of the aforementioned staff were administrated through UNDP.

All procurement was made in line with UNDP's rules and regulations. In this case the project's procurement requirements were small. The main procured items were paper and coloured toners for the various drafts of the Second Joint Report on the Agenda for Change. The project also bought 25 memory sticks for the Government focal points in an attempt to speed up the data capture period. Running costs mainly involved a contribution to costs associated civil society travelling to a PBC meeting in New York and local fuel, lubricants and minor repairs to office equipment.

III. Implementation and Monitoring Arrangements

The PBF Secretariat was merged with the other two elements of the SPU, those being the Resident Coordinator's Office and REACH⁷, to ensure all UN coordination elements were also working alongside each other. The PBC Liaison Officer was based at the MoFAIC however frequently visited the SPU and benefited from logistical support from the SPU. The SPU was also in close contact with the MoFED throughout this period in order to ensure Government PBF coordination, in particular with respect to the Final Evaluation of the PBF, was co-owned.

The SPU led the working group that tackled the Mid-Term Review of the UN's Joint Vision. This was a large piece that involved all SPU staff members. The MTR included a funding chapter that made reference, in the event in a very positive way, to the contribution made by PBF. The MTR influenced the Transitional Joint Vision that will start in 2013.

The PBF envelop I Final Evaluation involved creating a team that consisted of one international consultant (funded through PBSO) and two national consultants (recruited and funded locally through the PBF secretariat). Due to the complexity of the task all PBF secretariat staff members were fully engaged in the support of the evaluation team. The evaluation spent four weeks in the field and several follow on weeks to complete the drafting. This evaluation was viewed as a successful event. The final document can be found online through PBSO.

IV. Results

There was very little variation from the initial plan. The PBF Secretariat and the PBC Unit both interacted with the counterparts in a manner that was expected. All the activities described above were carried out, and given that the working environment is complicated, the results were quite timely.

⁷ REACH – a UN wide coordination project for responding to mal-nutrition

The PBF secretariat interaction with MoFED was not as strong as first planned with respect to DEPAC planning. This was due to the lack of PBF related agenda items at the DEPAC once the Priority Plan had been approved – which took place late in 2010. The relative size of the first PBF envelop (435 million) in comparison to the second envelop (\$7 million) meant far that fewer projects were initiated within the second envelop and therefore less DEPC time was needed second time around.

During the project key partnerships included:

- PBC meetings - MoFAIC – PBSO – PBC - Civil Society
- Joint Report on Agenda for Change - MoFED – PBSO – 25 Government focal points – Development Partners Group – UNCT - Parliament – Civil Society – PBC – Permanent Missions to UN
- PBF Quarterly Reporting – UNCT – implementing partners – civil society
- Evaluation – PBSO – UNCT – Government – Civil Society

The inclusion of the PBF secretariat inside the SPU further reinforced the UN integration agenda. Alongside the PBF work the SPU was working on ‘Delivering as One’ through the S.L. MDTF that was also being promoted through the PBC. As such the SPU was able to work with the MDTFO, as a coherent coordination body, for the in-country management of both funds. Such integrated activities support the SG’s Decision Paper on Integration. Working with two different funds that both contribute to the Joint Vision is quite complicated however inside the SPU colleagues were able to work and learn from each other – even cover each others’ desk during periods of leave and sickness.

The move of the PBF Project Officer and Administrative Assistant from the PBF Secretariat to the Non-State Actors project in November 2011 reduced the PBF secretariat’s capacity slightly earlier than first planned, but by then most of the activities were already completed.

The PBC Liaison Officer secured a post as a UNV in South Sudan in January 2012 having completed his assignment with MoFAIC. The PBF driver remains with the SPU. The PBF secretariat was closed down in December 2011 as planned.

V. Future Work Plan

The project was completed on time and the PBF secretariat disbanded at the end of 2011. There are no future activities planned beyond the end of 2011 that involve the PBF secretariat.

In 2012 the Chief of the SPU will continue to work with PBSO, PBC and MDTFO, as required, whilst recognizing that the level and intensity of service that the SPU can provide in these areas of work will be lower than in 2011.

VI. INDICATOR BASED PERFORMANCE ASSESSMENT

	Performance Indicators	Indicator Baselines	Planned Indicator Targets	Achieved Indicator Targets	Reasons for Variance (if any)	Source of Verification	Comments (if any)
Outcome 1⁸: A high level of interaction between the Government of Sierra Leone and the PBC membership, including the increasing inclusivity around the Second Joint Report on the Agenda for Change (PRSP) and high profile visit of the PBC to Sierra Leone.							
Output 1.1 Joint Report for PBC and PBC visits to and from New York	Indicator 1.1.1	Joint Report	Joint Report	Joint Report	Behind schedule		Completed but not on time
	Indicator 1.1.2	PBC Delegation to Freetown	PBC Delegation to Freetown	PBC Delegation to Freetown			Completed
	Indicator 1.1.3	S.L. Delegation to New York	S.L. Delegation to New York	S.L. Delegation to New York			Completed
Output 1.2 Joint Vision Mid Term Review	Indicator 1.2.1	JV MTR	JV MTR	JV MTR			completed
Outcome 2: Maintain, even increase, the transparency of the PBF through well organized evaluations and regular reliable project reporting.							
Output 2.1 PBF quarterly reports	Indicator 2.1.1	1 st Quarter	1 st Quarter	1 st Quarter			Completed
	Indicator 2.1.2	2 nd Quarter	2 nd Quarter	2 nd Quarter			Completed
	Indicator 2.1.3	3 rd Quarter	3 rd Quarter	3 rd Quarter			Completed
	Indicator 2.1.4	4 th Quarter	4 th Quarter	4 th Quarter	Behind schedule		Not completed on time
PBF envelop I evaluation	Indicator 2.2.1	PBF evaluation	PBF evaluation	PBF evaluation			completed

⁸ For PBF: Either country relevant or PMP specific.

