



Guinea Bissau Peacebuilding Fund

ANNUAL PROGRAMME¹ NARRATIVE PROGRESS REPORT

REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2011

Programme Title & Number

- Programme Title: Guinea-Bissau National PBF Secretariat Support Extension and Second Extension
- Programme Number: 72056 (PBF/GNB/E-1)
- MDTF Office Atlas Number:

Country, Locality(s), Thematic Area(s)²

Guinea Bissau, Public Administration

Participating Organization(s)

UNDP
UNIOGBIS

Implementing Partners

UNDP
UNIOGBIS

Programme/Project Cost (US\$)

MDTF Fund Contribution: US\$ 55,215 (1st Extension) + US\$ 268,658 (2nd Extension) (PBF)

- *by Agency (if applicable)*

Agency Contribution

- *by Agency (if applicable)*

Government Contribution
(if applicable)

Other Contribution (donor)
(if applicable)

TOTAL: US\$ 323,873

Programme Duration (months)

Overall Duration: Foreseen duration: 12 months
Actual duration: Extended until December 2013

Start Date³ 07 February 2011

End Date or Revised End Date, *(if applicable)* 31 December 2013 (Project Document 2012-2013)

Operational Closure Date⁴

Expected Financial Closure Date

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

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

² Priority Area for the Peacebuilding Fund; Sector for the UNDG ITF.

³ 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>).

⁴ 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

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 was first set up in 2008 with direct funding from PBSO (PBSO overhead) to support the Joint Steering Committee. A formal PBF Secretariat was scheduled to start functioning on 1 January 2009, but delays in recruitment and 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 (2008-2010) in order to support the Steering Committee in all aspects related to the exercise of its functions, including the oversight of projects implementation. The Secretariat project document had an initial time-frame of one year (August 2009 – August 2010) and a budget of \$ 107,094. Since \$ 140,449 of initial overhead was still available, the total project budget came to \$ 247,543.

Delays in the implementation of the PBF projects as well as in the preparatory processes for the second allocation, however, meant that the initial project time-frame had to be extended. On 15 December 2010, the PBF Steering Committee approved an extension through March 2011 and a further allocation of \$ 55,215 from the remaining balance under the first tranche.

The project document represented a further extension in order to ensure the continued functioning of the PBF Secretariat while the second Priority Plan for Guinea-Bissau (2011-2013) was finalized. It represented an interim arrangement bridging the first and the second allocation; a new project document was then prepared and submitted in December 2011 to support the implementation of the second allocation.

The National PBF Secretariat Office Support Project was developed to cover all aspects related to the effective functioning of National Steering Committee during this critical time, notably the following outputs:

- 1) 1st PBF allocation activities concluded and evaluated
- 2) Second Priority Plan (2011-2013) finalized and approved
- 3) 2nd PBF allocation implementation started
- 4) PBF Secretariat functioning on the basis of a new two-year project document (2012-2013) and support provided to the NSC strengthened

II. Resources

Financial Resources:

The project budget is funded by a 1st Tranche PBF overhead of USD 55,215 and an additional extension project (April-December 2011) budget of USD 268,653 under the PBF 2nd allocation to Guinea-Bissau.

Human Resources:

The Secretariat is staffed with an international UNV (M&E and Communication Officer), a National Programme Officer, an Administrative Assistant and a Driver.

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.

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.

An evaluation of the projects funded by the PBF first tranche, including the PBF Secretariat, was carried out by an independent evaluation mission in September-October 2011 and provided some recommendations to improve the implementation of the PBF second tranche projects.

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

IV. Results

In 2011, the Secretariat performed its activities in line with the project document and the planned outputs.

The results achieved were as follow:

- A Final evaluation report of first allocation available;
- A revised Priority Plan approved by PBF Senior Policy Group and funds made available to GB in July 2011;
- A 2nd PBF tranche management strategy/roadmap and procedures developed;
- 70% of 2nd tranche funds allocated to PBF projects by end of December 2011;
- 4 meetings of the NSC held in 2011;
- A PBF Oversight and Structure developed and approved by the NSC;
- ToRs of the NSC and the TRG reviewed and approved by the NSC;
- ToRs of the JPCU (Joint Programme Coordination Unit) prepared and submitted.

V. Future Work Plan (if applicable)

VIII. 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							
A well functioning national PBF Secretariat will support the effectiveness of decision-making through the National Steering Committee (NSC).							
Output 1 1 st PBF allocation activities concluded and evaluated	1st PBF tranche projects concluded Final evaluation report of first allocation available			1st PBF tranche projects concluded Final evaluation report available		1 st PBF tranche projects reports. Final evaluation report of 1 st PBF tranche	

<p>Output 2 Second Priority Plan (2011-2013) finalized and approved</p>	<p>Revised Priority Plan approved by PBF Senior Policy Group and funds made available to GB</p>			<p>Revised Priority Plan approved and funds made available to GB in July 2011</p>		<p>NSC meetings minutes</p> <p>PBSO PAC minutes approving the revised PP</p> <p>Approved strategy/roadmap</p>	
<p>Output 3 2nd PBF allocation implementation started</p>	<p>2nd PBF tranche management strategy/roadmap and procedures developed</p> <p>Strategy/roadmap discussed and approved by NSC</p> <p>Number of projects developed from available strategies contributing to the achievement of peacebuilding main outcomes</p> <p>Percentage of 2nd tranche funds</p>		<p>100%</p>	<p>2nd PBF tranche management strategy/roadmap and procedures developed</p> <p>Strategy/roadmap not discussed at by NSC</p> <p>None</p> <p>70% as of December 2011</p>	<p>The Strategy/roadmap was not discussed at by NSC ...</p> <p>Different approach on the matter was taken for the development of projects (joint programmes)</p> <p>Joint Programme for Employment</p>	<p>New project documents</p> <p>2nd PBF tranche projects reports</p> <p>MDTF annual report</p> <p>ToRs of the new structures available and procedures approved</p>	

	<p>allocated to PBF projects by December 2011</p> <p>NSC ToRs revised and approved by the NSC</p> <p>Number of NSC meeting held</p> <p>Decisions of the NSC are taken according to PBF ToRs and PBSO recommendations</p> <p>Technical Committee ToRs revised and approved</p>			<p>NSC ToRs revised and approved by the NSC</p> <p>4 NSC meetings in 2011</p> <p>Technical Committee ToRs revised and approved by the NSC</p>	submitted later.		
<p>Output 4 PBF Secretariat functioning on the basis of a new two-year project document (2012-2013) and support provided to NSC strengthened</p>	<p>PBF Secretariat project document for 2012-2013 developed and approved by the NSC by November 2011</p> <p>Degree to which the Secretariat plays an increased role in supporting the NSC</p>			<p>PBF Secretariat project document for 2012-2013 developed and approved by the NSC in December 2011</p>		<p>Surveys to be realized among PBF stakeholders (NSC members and projects implementing partners)</p>	