

United Nations Peacebuilding Support Office (PBSO)/ Peacebuilding Fund (PBF)

<p>Project Title: Support to the Sri Lanka PBF Secretariat and Government Secretariat for Coordination of Reconciliation Mechanisms</p>	<p>Recipient UN Organization(s): UNDP (RCO)</p>
<p>Project Contact: Jørn Sørensen Country Director, UNDP, Sri Lanka E-mail: jorn.sorensen@undp.org</p>	<p>Implementing Partner(s) – Prime Minister’s Office</p> <p>Project Location: Sri Lanka</p>
<p>Project Description:</p> <p><i>One year financial and technical support to the UN PBF Secretariat and the Government’s new Secretariat for Coordinating the Reconciliation Mechanisms to support the joint preparation of the Peacebuilding Priority Plan (PPP) and the effective design and implementation of projects under both the IRF portfolio and the future PPP.</i></p> <p><i>With the PPP process just initiating, the PBF Secretariat is being established at this stage as an interim Secretariat to support the initial phase of longer term support under the PBF.</i></p>	<p>Total Project Cost: \$650,000 Peacebuilding Fund: USD 650,000</p> <ul style="list-style-type: none"> • Government Contribution: • Seconding of government officials and capital expenditure for establishing the Secretariat for Coordinating Reconciliation Mechanisms. <p>Other: Support of civil society and other development partners, in particular for the representation function in the two Boards</p>

	Proposed Project Start Date: 1 February 2016 Proposed Project End Date: 31 January 2017 Total duration (in months)¹: 12
Gender Marker Score²: 2	
Project Outcomes: United Nations Peacebuilding Support in Sri Lanka is strategically positioned to support national priorities, arrived at through a fully consultative and inclusive process, and is effectively delivered in a coordinated and harmonized manner.	

¹ The maximum duration of an IRF project is 18 months.

² PBSO monitors the inclusion of gender equality and women's empowerment all PBF projects, in line with SC Resolutions 1325, 1888, 1889, 1960 and 2122, and as mandated by the Secretary-General in his Seven-Point Action Plan on Gender Responsive Peacebuilding.



<i>(for IRF-funded projects)</i>	
<p>UN Resident Coordinator and UNDP Resident Representative</p> <p><i>Sabinay Nandy</i> UN Resident Coordinator and UNDP Resident Representative, Sri Lanka (Date & Seal)</p>	<p>Representative of National Authorities</p> <p>.....</p> <p>Name and title of Government Counterpart <i>Signature</i> (Date & Seal) Chitrangane Wagiswara Secretary Ministry of Foreign Affairs Colombo 01</p>
<p>Peacebuilding Support Office (PBSO)</p> <p><i>Oscar Fernandez-Taranco</i> Assistant Secretary-General for Peacebuilding Support Peacebuilding Support Office, New York, US (Date & Seal)</p>	

I. Country context and problem statement

a) Situation analysis:

Background

After more than 25 years of violence the conflict in Sri Lanka ended in May 2009. However under the previous Government, between 2009 and 2015, few meaningful steps were taken to promote accountability and national reconciliation or to meet the political aspirations of the Tamil community. Indeed, the previous Government until January 2015 prioritized economic recovery - construction of new roads, bridges, medical facilities, schools, housing, demining and resettlement of internally displaced persons - as a strategy to sustain peace. The approach directly undermined addressing the core grievances of the minorities and the root causes of the conflict, which include structural issues revolving around power sharing, discrimination, access to land and militarization.

Additionally, the Government adopted an approach of "limited and selective engagement" with the international community which added to the political complexity, leaving little space for the UN to engage on issues of reconciliation and accountability. International concern expressed through the three Human Rights Council resolutions (2012 to 2014), resulted in the government introducing ad-hoc mechanisms to deal with issues of accountability, such as Commissions of Inquiry⁴ which lacked independence and credibility and failed to satisfy victims or meet international standards.

Political Transition

The Presidential election held on 8 January 2015, was a landmark moment in the history of Sri Lanka. The political transition resulted in the formation of an interim national government bringing the two largest Sinhala parties together for the first time since independence. With the Parliamentary elections on 17 August 2015, the political transition is complete with a national government firmly in place.

The President Maithripala Sirisena and the Prime Minister Ranil Wickremasinghe have stated they are politically committed to securing long term peace and reconciliation premised on principles of good governance while strengthening democratic institutions. Following the calm and peaceful August 2015 parliamentary elections which sustained the President's reformist agenda, a joint pledge was made by the country's leadership to ensure "ethnic and religious reconciliation", and further constitutional reforms to ensure ethnic unity and uphold the rights of minorities.

The Government in its attempt to reset the relationship with the UN initiated engagement with the Secretary-General in February 2015. The Secretary-General in his dialogue has expressed his commitment to support Sri Lanka's peacebuilding and reconciliation efforts. This was followed by the visit of the Under-Secretary-General for Political Affairs, Mr. Feltman, to Sri Lanka from 28 February to 3 March who emphasized the need to fast track the implementation of measures to address the core grievances of minorities to serve as a confidence building measure through inclusive, consultative mechanisms. The visit set the groundwork to develop a cohesive UN strategy for peacebuilding in Sri Lanka to prevent a relapse into violent conflict.

In September, the High Commissioner for Human Rights presented a comprehensive report to the Human Rights Council which included a wide range of recommendations designed to advance accountability, reconciliation and human rights reforms. In response, the Government made a number of positive commitments which were reflected in the Human Rights Council resolution adopted by consensus with the co-sponsorship of Sri Lanka. Specifically, the resolution encourages cooperation with the UN in areas of transitional justice and in delivering durable solutions for IDPs. On reconciliation, it also speaks of a peaceful and unified land, where all citizens regardless of religion, beliefs or ethnicity are entitled to the full enjoyment of human rights. It asks the Government

⁴ Presidential Commission to Investigate into Missing Persons (2014), Army Court of Inquires, International Advisors appointed by the President to investigate into the last stages of the war (2014).

to take steps to prevent attacks, such as those seen in the past, by individuals and groups on journalists, human rights defenders, members of religious minority groups and other members of civil society. It also welcomes the Government's commitment to political devolution and in that regard asks that the Government ensures that Provincial Councils are able to operate effectively, in accordance with the thirteenth amendment to the Constitution of Sri Lanka.

Sri Lanka and the PBF

In June 2015 Sri Lanka began accessing the Immediate Response Facility (IRF) of the Peacebuilding Fund with a joint UNHCR and UNICEF project to support the resettlement of IDPs to land released by the new Government from former High Security Zones. The non-return of these lands had been one of the major grievances and causes of political stand-off in recent years among politicians at central and provincial levels and also contributed to the significant levels of bitterness among members of the different communities.

In line with an IRF concept note agreed between the Government and the UN in April 2015, work is currently underway to finalise two further IRF projects, one to be led by OHCHR in support of the accountability and transitional justice process and a second to be implemented by UNDP which will include specialized technical assistance to the Office of National Unity and Reconciliation, and each of the Northern and Eastern provincial administrations.

Following a commitment from the UN Secretary General, Sri Lanka was further declared eligible to receive financial support from the Peacebuilding Fund's longer term Peacebuilding and Recovery Facility on 12 November 2015. The UN and the Government have since started to move forward in determining the process for developing a Peacebuilding Priority Plan (PPP), with a view to conducting the country context assessment and subsequent planning for the PPP during the first quarter of 2016. This is so as to take advantage of the current political momentum, and so to coincide with a time when the new national unity government is still deliberating key policies and approaches.

Coordination of Peacebuilding Support in Sri Lanka

On behalf of the UNCT, the UN Resident Coordinator's Office (RCO) is currently managing the coordination of the PBF related work under the leadership of the Reconciliation and Development Advisor, and with support from other colleagues within the office (please refer to the Annex for the RCO organogram). To date, the support to the UNCT has included technical guidance and drafting assistance for proposal development, quality assurance for reporting, facilitation of liaison with partners including government, donors and civil society and interface with PBSO. Once the volume of PBF related work increases in 2016 in line with the initiation of the PPP process and the implementation of the full IRF portfolio, it is envisaged that additional support will be required within the RCO. It is therefore proposed to establish a pre-PBF Secretariat to cover the interim phase until the longer term financing under the Peacebuilding and Recovery Fund is confirmed.

While the Ministry of Foreign Affairs is the primary Government interlocutor for the UN on all peacebuilding related matters, the Government is currently in the process of establishing a **Secretariat for Coordinating Reconciliation Mechanisms within the Prime Minister's Office (PMO)**. The PMO Secretariat will be responsible for ensuring a coordinated and coherent Government strategy to progress peacebuilding, and will therefore become a key counterpart in taking forward all elements of the IRF and longer term PPP. In particular, the Secretariat is expected to play a key role in bringing together the multiple institutions with which the UN will partner with under the PBF such as the President's Office, Prime Minister's Office, Ministry of Foreign Affairs, Ministry of Justice, Ministry of National Dialogue, Ministry of National Integration, Ministry of Resettlement and Office of National Unity and Reconciliation. These institutions have an important role to play in the reconciliation process, yet require further support in terms of identifying priorities and jointly collaborating.

The Secretariat for Coordinating Reconciliation Mechanisms (SCRM) has been established through a Cabinet decision passed on 16 December 2015, for an initial period of two years, and its staff will be mainly seconded from other government departments, although there will be direct recruitment as well based on specific expertise required for specific tasks that the Secretariat will carry out. In particular, it is intended to hand-pick officers that have demonstrated a commitment towards furthering reconciliation from the Attorney General's Department, Ministry of Foreign Affairs, Ministry of Justice and Office of the Legal Draftsmen. Additionally, there will be security force personnel seconded from the three armed forces and the police. The structure of the Secretariat will include a Secretary-General, Deputy Secretary-General, Legal Advisors (as part of a Legal Unit), IT Manager, Head of Media, Administrative Assistant and other support staff. The Media Unit will be expected to brief media at least weekly on the establishment of mechanisms and human rights initiatives.

The initial priorities for the Secretariat will be to support the consultation process preceding the setting up of national reconciliation and accountability mechanisms, including drafting of legislation in line with the pledges made and commitments undertaken by the government for promoting and protecting human rights. Such mechanisms include for example the proposed office for missing persons, the transitional justice mechanisms, the system for reparations and the various initiatives aimed at directly building cohesion and understanding amongst communities.

To provide high-level leadership to the PBF work moving forward, the Government and the UN have agreed to establish a **Peacebuilding Fund Board** co-chaired by the Minister of Foreign Affairs and the UN Resident Coordinator and with participation from the Secretaries of relevant line ministries, including the Ministry of Women's Affairs, the Chief Secretary for the Northern Province and Chief Secretary for the Eastern Province, the Director General of the Office of National Unity and Reconciliation, and the Secretary General of the Secretariat for Coordinating Reconciliation Mechanisms within the PMO. Additionally, the Board will include a representative from the President's Office, a representative from the development partners, and civil society representatives. The UN and the Ministry of Foreign Affairs are currently in dialogue to determine a process for selection of civil society representatives, so as that there is broad coverage of issues and gender balance. The EU Ambassador has been nominated to represent development partners. The Peacebuilding Fund Board would be primarily for the purpose of consultation and consensus building, and would delegate decision making to a smaller **Executive Board** including the Minister of Foreign Affairs, UN Resident Coordinator, a representative from the development partners and a representative from civil society. The UN will work closely with the Government to promote at least one third of the members of the Peacebuilding Fund Board to be women, and at least one of the four members of the Executive Board to be women. The draft Terms of Reference for the two committees are included in the Annex.

e) Rationale for PBF support

With the rapid scaling up of PBF related activities in 2016, the UN is looking to reinforce capacities within both the UN and Government, so as to ensure that the peacebuilding support is strategically positioned to support national priorities, arrived at through a fully consultative and inclusive process, whilst also being delivered in a coordinated and harmonized manner.

Through this project, assistance will be provided to the proposed PBF Secretariat, which will operate from the RCO to provide coordination, programming and monitoring support for PBF related initiatives on behalf of the UNCT, the Government and the PBF Board and Executive Board. Concurrently, assistance will be provided to support the Government's new Secretariat for Coordinating the Reconciliation Mechanisms to fully establish itself within the PMO and to fulfil its function of ensuring a coordinated and coherent Government strategy to progress peacebuilding.

The PBF Secretariat within the RCO and the Secretariat for Coordinating Reconciliation Mechanisms under the PMO will work side by side to facilitate a fully consultative PPP process, resulting in a jointly agreed set of peacebuilding priorities for support under the PBF. While the PBF Secretariat will have the role of bringing the UN agencies together to ensure a harmonized approach in line with the vision of a 'One UN' at both the planning and implementation stage, the Secretariat within the PMO will mobilise the relevant government institutions in a similar manner, to promote coherence and collaboration, with clarity in terms of mandates and functions.

I. Objectives of PBF support and proposed implementation

Outcome: Peacebuilding Support in Sri Lanka is strategically positioned to support national priorities, arrived at through a fully consultative and inclusive process, and is effectively delivered in a coordinated and harmonized manner.

Theory of Change: IF the Sri Lanka PBF Secretariat in the RCO and the Secretariat for Coordinating Reconciliation within the PMO are in place, with access to technical expertise and financial resources THEN, under the leadership of the Peacebuilding Fund Board, a Peacebuilding Priority Plan will be developed through a wide consultative process building on a shared understanding of the context, and the UN's peacebuilding interventions will be strategically positioned and effectively implemented to advance accountability, reconciliation and a political settlement with the ultimate aim of avoiding a relapse into violent conflict.

Project Outputs

The Project will support three outputs, the first two of which are directly related to the PBF process and will be supported by the interim PBF Secretariat, working in close partnership with the Government's Secretariat for Coordinating Reconciliation Mechanisms. The third output specifically concerns the strengthening of the Government Secretariat, and will be conducted concurrently.

The PBF Secretariat for this interim period of the very initial phase of the PBF will be established within the UN Resident Coordinator's Office. The Secretariat will initially consist of three full-time staff, and will also draw upon the support of the other colleagues within the RCO including the Field Coordinators based in the northern and eastern provinces. (Please refer to organigram in annex). In the absence of dedicated gender expertise within the RCO, the PBF Secretariat will work with UN Women to ensure that gender dimensions are taken into account during the assessment, planning, implementation and monitoring stages of the PBF support. Additionally, the Secretariat will call upon the support of UNV and their V-Force of youth volunteers to support the logistical arrangements for the numerous consultation processes and workshops.

The three full-time staff within the Secretariat will include an international Peacebuilding Specialist (P4) with strong skills in coordination and programming, a national Monitoring Officer (NOB/Service Contract), and a national Communications Officer (NOA/Service Contract).

Output 1: Peacebuilding Priority Plan developed and mechanism established to support coordinated project development and implementation.

The Peacebuilding Priority Plan (PPP) will be based on robust collation of a country context assessment and will build and consolidate on the IRF priorities. The process of designing the PPP will be jointly led by the Government and the UN, and will involve working with stakeholders from across the UN, Government, civil society, and development partners. Challenges faced by women, and those related to the empowerment of women will be fully considered at the analysis stage and thereafter supported through the design of the PPP, with an overall commitment to ensure that at least 15 percent of funds under the Peacebuilding and Recovery Facility are allocated towards gender related

issues⁵. The PPP will serve as the framework for a coordinated UN response, which sequences technical assistance based on priorities critical for progressing reconciliation and accountability. The peacebuilding priorities will also be reflected in the UNDAF, during its revision process expected to take place in early 2016.

The Peacebuilding Fund Board will guide and steer the PPP development and implementation process, with the Executive Board providing support for the final approval of the country context assessment and PPP.

Activities:

- **Collate a Country Context Assessment:** Drawing on the results of different context analysis and research, and through wide consultation, a consolidated context assessment will be developed with the support of a team of experts familiar with the Sri Lankan context. In particular, the analysis will draw on the findings of the 2014 Strategic Conflict Assessment, the subsequent Peacebuilding Survey, and related research by government, development partners and civil society. It will also review recent research of women's issues in Sri Lanka such as the mapping of Female Heads of Household conducted by the UNCT's Gender Theme Group, the CEDAW report which contains an up to date assessment of the situation of women's rights in Sri Lanka, and the gender assessment currently being undertaken by UNWomen⁶. The UN and the Government will jointly hold workshops with key stakeholders including the UN, Government, civil society and development partners to foster a common understanding of conflict related priorities and risks to be included in the analysis.
- **Develop a Peacebuilding Priority Plan (PPP):** Drawing on the findings of the strategic context assessment, together with the UN Common Strategy and the UN Peacebuilding support framing paper, a PPP will be developed through working sessions hosted jointly by the UN and Government with key stakeholders from UN agencies, Government, civil society and development partners. The objective of the PPP will be to serve as a coordinating framework for all UN support towards peacebuilding, and will therefore reflect initiatives likely to receive the support of both PBF and other funding channels. The Peacebuilding Secretariat will commit to ensure that at least 15% of the allocation of funds under the PPP is directed towards projects that directly promote the empowerment of women. In support of this, the PBF Secretariat will ensure consultation takes place during the PPP design phase with civil society representatives for women's groups from across Sri Lanka.

Establish and operationalize the technical working groups, with gender balance, to take forward the PPP process: A supportive mechanism which could take the form of technical working groups, anchored around core priorities as articulated in the PPP, will be established to support the Government and the UN to jointly take forward the PPP through the development and implementation of projects. The mechanism will be such that it promotes a coordinated and coherent response that promotes an inclusive and efficient way to develop the PPP and the ensuing projects. In all technical working groups, emphasis will be given to ensuring gender balance both in terms of leadership (i.e. the Chairs), but also in participants. Once the PPP design is known, careful consideration will be given to whether issues of gender and women's empowerment are best addressed through a dedicated working group on such issues, or through mainstreaming/cross-cutting the issues into all technical working groups. To promote harmonization of interventions and sharing of information, CSOs and Development Partners will be invited to participate in the technical working groups alongside Government and UN counterparts.

⁵ In 2010, the Secretary-General committed the UN system to allocate at least 15% of UN-managed funds in support of peacebuilding to projects that "address women's specific needs, advance gender equality or empower women" as their principle objective. (<http://www.unpbf.org/news/pbf-gender-promotion-initiative/>)

⁶ The draft report is due at the end of February and relevant findings will be incorporated into the Peacebuilding Context Assessment and used to inform the PPP process.

While a number of the above activities can be conducted with the support of the PBF Secretariat staff, additional and highly specialized expertise will be brought in to support the collation of the country context assessment and the preparation of the PPP. In particular, it is proposed to work with senior conflict prevention advisory capacity including technical experts.

Output 2: Effective implementation of the Peacebuilding initiatives, with attention to coordination, evidenced based interventions and high-impact results.

The UN's peacebuilding interventions in Sri Lanka will be mapped and brought together under a joint results framework that will be used to track the impact of the UN's work on peacebuilding, and promote coherence and joint approaches. The results framework will be made available to other development partners, many of whom are waiting for the UN to first map out its strategic response before framing their own support. Throughout implementation of the IRF and PPP, the UN will conduct ongoing research to ensure that interventions remain well targeted and informed by the latest evidence on peacebuilding impact.

Whilst the responsibility for implementation of IRF/PBF projects will rest with the respective UN implementing agencies, support will be provided through the Secretariat for the effective functioning of the various coordinating bodies such as the Peacebuilding Fund Board, Executive Board, and IRF technical committees and other mechanisms established to take the PPP forward. Similarly, technical support will be provided to the implementing agencies to ensure promotion of peacebuilding results at all stages including project design, implementation, reporting and communication. Indeed, the PBF Secretariat will have an important role to play in quality assuring all periodic reporting by the UN implementing agencies and will liaise closely with PBSO to ensure adoption of best practices in terms of reporting standards and formats.

Activities:

- **Initiating strategic analysis and research to track the impact of peacebuilding interventions:** As a first step, a mapping will be conducted of the UN's ongoing and planned peacebuilding initiatives. This will be informed by the evolving PPP and will serve as the basis for the development of a joint results framework for UN support. The mapping and results framework will both be made available to other development partners to help them frame and prioritise their own assistance. Once the results framework is in place, the UN will commission research to track the peacebuilding impact of the UN's work and to capture successful innovations, best practices and lessons that can be replicated and scaled up. With at least 15% of the PPP allocation directed towards projects focused on empowering women, dedicated research on this issue alone will be considered.
- **Secretariat support to the Peacebuilding Fund Board, Executive Board and IRF/PBF Technical Committees:** Secretariat support will be provided to facilitate the various committees and other mechanisms established for the purpose IRF and PPP implementation. A smooth flow of information between the different institutional structures will be ensured, so as to allow early attention by key decision makers to emerging or expected opportunities, risks and challenges.
- **Support to the design and coordinated implementation of the IRF and PPP portfolios, including training on conflict sensitive programming and promotion of peacebuilding results:** Support will be provided to implementing agencies for project development, so as to ensure consistency and coordination across the UN agencies and a strong focus on peacebuilding results. To enhance the attention of projects towards peacebuilding results, including gender results in line with recommendations such as those under the Security Council Resolution 1325, and conflict sensitive approaches, training workshops will be conducted for UN implementing agencies and their partners. In terms of reporting, support will be provided to ensure reporting deadlines are met, and PBSO guidelines are adhered to, in particular with a view to capturing peacebuilding results and best practices through monitoring of the result frameworks, third-party

evaluations, perception surveys and human interest stories etc. The RCO Communications Unit will also be engaged to ensure that the results and best-practices of IRF and PPP initiatives are highlighted through different media channels, including on the dedicated PBF Sri Lanka webpages.

Output 3: Secretariat for Coordinating Reconciliation Mechanisms established within the Prime Minister’s Office to ensure a coordinated and coherent Government strategy to progress peacebuilding.

Activities

Under this output, support will be provided in three priority areas, all aimed at supporting the Secretariat to move forward on its initial priorities whilst also catalyzing innovative approaches to reconciliation and accountability.

- **Technical assistance for immediate priorities including process design, human rights and legal drafting:** The project would enable the Secretariat to access technical expertise from both national and international short term consultants. Included would be the support of a process design expert, with skills in consultation and facilitation, to help guide the design of the outreach components of different mechanisms. To reinforce the skills of the core staff, expertise in human rights and legal drafting will also be acquired nationally, to ensure that proposed mechanisms are in line with human rights law and best practice, whilst also being developed with supporting national legislation.
- **Experience sharing and capacity development:** At the outset, to help guide the strategic planning process, the peacebuilding fund will support the Secretariat to link up and exchange experiences with similar institutional structures in other countries. The project would also support the Secretariat to hold national dialogues and consultations with key stakeholders to deliberate on proposed ways forward in terms of the implementation of different mechanisms. It could also draw upon experts from other post-conflict countries to share their experience on advancing reconciliation and human rights.
- **Commissioning of thematic research on priority peacebuilding issues:** The project would also include a small flexible fund that could be allocated towards the commissioning of thematic research on specific themes, such as memorialization, to generate evidence and inform policy making processes. This would be closely linked to the promotion of innovative approaches that draw on experiences and learnings from both within Sri Lanka, and from elsewhere. It will involve working with policy think tanks while promoting a combination of on quantitative and qualitative research methodologies to inform the peace process.

a) Budget:

Table 2: Project Activity Budget

Outcome/ Output number	Output name	Output budget by RUNO	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
Outcome 1: United Nations Peacebuilding Support in Sri Lanka is strategically positioned to support national priorities, arrived at through a fully consultative and inclusive process, and is effectively delivered in a coordinated and harmonized manner.				
Output 1.1	PPP Development	104,563	Travel, contracts, supplies, equipment, direct	

Output 1.2	PBF Project Implementation	445,437	and indirect costs Staff, travel, contracts, supplies, equipment, direct and indirect costs	
Output 1.3	PMO Secretariat	100,000	Contracts, supplies, direct and indirect costs	
Total		650,000		

Table 3: Project budget by UN categories

PBF PROJECT BUDGET	
CATEGORIES	Amount Recipient Agency UNDP Amount Recipient Agency TOTAL
1. Staff and other personnel	289,688
2. Supplies, Commodities, Materials	26,000
3. Equipment, Vehicles, and Furniture (including Depreciation)	6,000
4. Contractual services	166,964
5. Travel	82,000
6. Transfers and Grants to Counterparts	-
7. General Operating and other Direct Costs	36,825
Sub-Total Project Costs	607,477
8. Indirect Support Costs*	42,523
TOTAL	650,000

* The rate shall not exceed 7% of the total of categories 1-7, as specified in the PBF MOU and should follow the rules and guidelines of each recipient organization. Note that Agency-incurred direct project implementation costs should be charged to the relevant budget line, according to the Agency's regulations, rules and procedures.

b) Capacity of RUNO(s) and implementing partners:

Table 4: Overview of RUNO funding in the country - UNDP			
	Key Source of Funding (government, donor etc)	Annual Regular Budget in \$	Total Personnel (including FTA, service contract and UNV)
Previous calendar year	Core + Donor	10.1 m	125
Current calendar year	Core + Donor	14.5 m	133

Agency	Expertise
Peacebuilding expertise	<p>UNDP has extensive experience working on peacebuilding initiatives in Sri Lanka, with expertise in sectors including economic recovery, governance, social cohesion, female empowerment, rule of law.</p> <p>Since the PBF Secretariat will be based in the RCO, it is important to note that the RCO has been leading on all interaction with the PBSO to date, under the leadership of the Reconciliation and Development Advisor. The RCO has also been the hub for cutting edge research and analysis in the area of peacebuilding; i.e. the Strategic Conflict Assessment and has lead the conceptualization and framing of the UNCT's peacebuilding interventions to date.</p>
Experience with Joint Programming	<p>UNDP in Sri Lanka has experience in joint programming in the areas of strengthening governance capacities, local economic development, human rights, access to justice and environment protection.</p> <p>The RCO in particular has also acted as secretariat for several joint programmes, most recently the Euro 50 million EU Support to District Development Planning Programme, and the Joint UN GBV Project.</p>
Summary of strengths/ value added that will be put to use in implementation	<p>UNDP has a well-established relationship with the Government of Sri Lanka, as it works closely with the National, Provincial and District administration of the country.</p> <p>The RCO has especially strong relations with the Government counterparts most likely to form part of the Joint Steering Committee, i.e. the Ministry of Foreign Affairs, the Prime Minister's Office and the Office of National Unity and Reconciliation etc.</p> <p>The RCO also has extensive previous experience in leading multi-sectoral planning processes, and the convening power to be able to bring the UNCT, government counterparts, civil society and development partners together.</p>
M&E Capacity	<p>UNDP's Country Office in Sri Lanka office has a Management Support Unit (MSU) which has a dedicated Monitoring and Evaluation Analyst who extends technical knowhow and quality assurance for Results Based Monitoring and Evaluation for the UNDP programme portfolio, in keeping with UNDP's monitoring and evaluation guidelines.</p> <p>Additionally the RCO has a colleague responsible for routine M&E of the UNDAF, such as supporting development of the RRF for the UNDAF and the annual UNDAF reviews. During 2015 the RCO also led a mid-term review of the UNDAF with the final report due in December.</p>

II. Management and coordination

a) Project management:

The project would be managed administratively by UNDP, and the PBF Secretariat would be based in the RCO, functioning under the leadership of the Reconciliation and Development Advisor.

Use of funds will be in accordance with this project document, with oversight from the Peacebuilding Fund Board.

b) **Risk management:**

Table 5 – Risk management matrix

Risks to the achievement of PBF outcomes	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy (and Person/Unit responsible)
There is a lack of momentum with regard to peacebuilding and growing policy uncertainty with the National Unity Government.	Low	High	Continuous high level dialogue between the UN and key political leaders to re-affirm commitments towards peacebuilding
Peacebuilding Fund Board unable to arrive at a common understanding of the context, and a jointly agreed PPP	Low	High	Continuous joint engagement on all elements of the planning process, and wide and open dialogue with a broad array of stakeholders to build a shared understanding of challenges and priorities
IRF Projects encounter bottlenecks impacting on their ability to deliver quick and high impact results	Low	Medium	Regular meetings with the UN implementing agencies and project site visits to review progress and ensure early attention to bottlenecks
Secretariat under the PMO does not receive a full cadre of seconded staff in time.	Medium	Medium	The Government has committed to second full time government cadre from key institutions. The UN will continue to advocate for the DG to be appointed as a priority, as he/she will be in a position to catalyse other appointments

c) **Monitoring & evaluation:**

The project will be monitored in accordance with the IRF Results Framework (Annex B). The RCO/UNDP will be responsible for monitoring and reporting of the Results Framework, and for budgeting for these activities accordingly.

During the PPP process, the Peacebuilding Fund Board will review the data available for establishing baselines, and advise on whether and in what sectors additional studies are required to provide missing baseline data. The PBF Secretariat will support this process, and funds have been earmarked in the budget accordingly.

d) **Administrative arrangements** (This section uses standard wording – please do not remove)

The UNDP MPTF Office serves as the Administrative Agent (AA) of the PBF and is responsible for the receipt of donor contributions, the transfer of funds to Recipient UN Organizations, the consolidation of narrative and financial reports and the submission of these to the PBSO and the PBF

donors. As the Administrative Agent of the PBF, MPTF Office transfers funds to RUNOS on the basis of the signed Memorandum of Understanding between each RUNO and the MPTF Office.

AA Functions

On behalf of the Recipient Organizations, and in accordance with the UNDG-approved "Protocol on the Administrative Agent for Multi Donor Trust Funds and Joint Programmes, and One UN funds" (2008), the MPTF Office as the AA of the PBF will:

- Disburse funds to each of the RUNO in accordance with instructions from the PBSO. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the PBSO along with the relevant Submission form and Project document signed by all participants concerned;
- Consolidate narrative reports and financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF consolidated progress reports to the donors and the PBSO;
- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is notified by the RUNO (accompanied by the final narrative report, the final certified financial statement and the balance refund);
- Disburse funds to any RUNO for any costs extension that the PBSO may decide in accordance with the PBF rules & regulations.

Accountability, transparency and reporting of the Recipient United Nations Organizations

Recipient United Nations Organizations will assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. Such funds will be administered by each RUNO in accordance with its own regulations, rules, directives and procedures.

Each RUNO shall establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent from the PBF account. This separate ledger account shall be administered by each RUNO in accordance with its own regulations, rules, directives and procedures, including those relating to interest. The separate ledger account shall be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the RUNO.

Each RUNO will provide the Administrative Agent and the PBSO (for narrative reports only) with:

- Bi-annual progress reports to be provide no later than 15 July;
- Annual and final narrative reports, to be provided no later than three months (31 March) after the end of the calendar year;
- Annual financial statements as of 31 December with respect to the funds disbursed to it from the PBF, to be provided no later than four months (30 April) after the end of the calendar year;
- Certified final financial statements after the completion of the activities in the approved programmatic document, to be provided no later than six months (30 June) of the year following the completion of the activities.
- Unspent Balance at the closure of the project would have to been refunded and a notification sent to the MPTF Office, no later than six months (30 June) of the year following the completion of the activities.

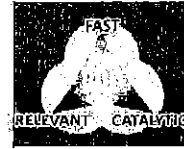
Ownership of Equipment, Supplies and Other Property

Ownership of equipment, supplies and other property financed from the PBF shall vest in the RUNO undertaking the activities. Matters relating to the transfer of ownership by the RUNO shall be determined in accordance with its own applicable policies and procedures.

Public Disclosure

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (<http://unpbf.org>) and the Administrative Agent's website (<http://mptf.undp.org>).

Annex A: Project Summary (to be submitted as a word document to MPTF-Office)



**PEACEBUILDING FUND
PROJECT SUMMARY**

Project Number & Title:	Support to the Sri Lanka PBF Secretariat and Government Secretariat for Coordination of Reconciliation Mechanisms	
Recipient UN Organization:	UNDP	
Implementing Partner(s):	UNDP	
Location:	Sri Lanka	
Approved Project Budget:	USD 650,000..	
Duration:	Planned Start Date: 01 February 2016	Planned Completion: 31 January 2017
Project Description:	<p><i>One year financial and technical support to the UN PBF Secretariat and the Government's new Secretariat for Coordinating the Reconciliation Mechanisms to support the joint preparation of the Peacebuilding Priority Plan (PPP) and the effective design and implementation of projects under both the IRF portfolio and the future PPP.</i></p> <p><i>With the PPP process just initiating, the PBF Secretariat is being established at this stage as an interim Secretariat to support the initial phase of longer term support under the PBF.</i></p>	
PBF Focus Area:		
Project Outcome:	Peacebuilding Support in Sri Lanka is strategically positioned to support national priorities, arrived at through a fully consultative and inclusive process, and is effectively delivered in a coordinated and harmonized manner.	

Key Project Activities:

Output 1: Peacebuilding Priority Plan developed and mechanism established to support coordinated project development and implementation.

- Collate a country context assessment.
- Develop a Peacebuilding Priority Plan (PPP).
- Establish and operationalize the mechanism to take forward the PPP process.

Output 2: Effective implementation of Peacebuilding initiatives, with attention to coordination, evidenced based interventions and high-impact results.

- Initiating strategic analysis and research to track the impact of peacebuilding interventions
- Secretariat support to the Peacebuilding Fund Board, Executive Board and IRF/PBF Technical Committees
- Support to the design and coordinating implementation of the IRF and PPP portfolios, including training on conflict sensitive programming and promotion of peacebuilding results

Output 3: Secretariat for Coordinating Reconciliation Mechanisms established within the Prime Minister's Office to ensure a coordinated and coherent Government strategy to progress peacebuilding.

- Technical assistance for immediate priorities including process design, human rights and legal drafting
- Experience sharing and capacity development
- Commissioning of thematic research on priority peacebuilding issues

Annex B: IRF Results Framework

Country name:	Sri Lanka, PBF Secretariat				
Project Effective Dates:	1 February 2016 – 31 January 2016				
PBF Focus Area:					
IRF Theory of Change:	P				
<p>Outcome 1: United Nations Peacebuilding Support in Sri Lanka is strategically positioned to support national priorities, arrived at through a fully consultative and inclusive process, and is effectively delivered in a coordinated and harmonized manner.</p>		<p>Outcome Indicator 1 a. UN and Government arrive at a joint plan for peacebuilding support in Sri Lanka.</p> <p>Baseline: Sri Lanka granted eligibility to apply for the PBF</p> <p>Target: PPP endorsed by the Peacebuilding Fund Board and approved by PBSO</p>	<p>PPP available</p>	<p>Y</p>	<p>Country context analysis and draft PPP available.</p> <p>Joint Steering convened to work on the PPP</p>
		<p>Outcome Indicator 1 b: Inclusive mechanisms institutionalized to enable CSOs and development partners to inform PBF process</p> <p>Baseline: PBF Board includes CSO and Development partner representation, and stakeholders consultations planned for Peacebuilding Context Assessment and PPP</p> <p>Target: At every key milestone CSOs and development partners consulted, and represented at every Board meeting.</p>	<p>Meeting attendance sheets:</p>	<p>Y</p>	<p>PBF Board meets</p> <p>Consultations of Context Assessment and PPP</p>

<p>Output 1.1</p> <p>Peacebuilding Priority Plan developed and mechanism established to support coordinated project development and implementation.</p>	<p>Output Indicator 1.1.1 Country Context Assessment including assessment of gender issues approved by Executive Board</p> <p>Baseline: UN and Government have agreed to collate a Country Context Assessment</p> <p>Target: Country Context Assessment finalized and available for reference</p>	<p>Executive Board meeting minutes</p>	<p>Y</p>	<p>Process agreed for development of PPP</p> <p>Consultation workshops held</p>
<p>Output Indicator 1.1.2:</p> <p>Technical working groups with gender balance in place to effectively support the taking forward of the PPP</p> <p>Baseline: Peacebuilding Fund Board and Executive Board agreed, but working level committees not yet in place</p> <p>Target: Each working level technical group has first meeting under leadership of a Chair nominated by Peacebuilding Fund Board or Executive Board, and determines areas for collaboration and partnership</p>	<p>Output 1.1.3: % of funds allocated under the PPP that are directed towards empowerment of women</p>	<p>PBF Secretariat</p>	<p>Y</p>	<p>UN representatives and Government representatives meet to determine appropriate mechanism</p> <p>PPP design includes attention to women's empowerment</p>

	<p>Output 1.2 Effective implementation of the UN's Peacebuilding initiatives, with attention to coordination, evidenced based interventions and high-impact results</p>	<p>Baseline: PPP not yet in place Target: At least 15% of funds</p>	<p>Meeting minutes</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Agencies with a mandate to address the issues within the PPP, develop projects</p>
	<p>Output Indicator 1.2.1: Number of Peacebuilding Fund Board and Executive Board Meetings that take place</p> <p>Baseline: Agreement between UN and Government to establish Committees</p> <p>Target: i) Peacebuilding Fund Board meets quarterly and draft minutes circulated ii) Executive Board meets at least quarterly and draft minutes circulated within at least 1 week</p>	<p>Output Indicator 1.2.2: % of Annual Reports to PBSO submitted on time and following quality review by the PBF Secretariat</p> <p>Baseline: 1 report for UNHCR/UNICEF IRE Project submitted in Q4, 2015</p> <p>Target: 100%</p>						<p>ToR for Committees finalized</p>
							<p>Y</p>	<p>IRF and other PBF projects approved</p>
							<p>Y</p>	<p>Survey tool designed, and stakeholders informed about the process and objectives</p>

		<p>with PBF Secretariat support</p> <p>Baseline: Initial survey not conducted as yet</p> <p>Target: At least 80% (to be tested through an online survey - i.e. with SurveyMonkey)</p>					<p>PMO Secretariat</p>	<p>Output Indicator 1.3.1: Key positions in Secretariat filled by seconded government cadre.</p> <p>Baseline: Plans for Secretariat shared as described in project document</p> <p>Target: Government cadre staff seconded to Secretariat, and key positions in place (Secretary-General, Head of Media, and Legal Advisors etc)</p>	<p>Output Indicator 1.3.2: Plan in place for the national consultation process on reconciliation mechanisms (including Truth and Reconciliation, Judicial Mechanisms etc)</p> <p>Baseline: Secretariat being established with this as a top priority</p> <p>Target: Finalised plan available with the PMO</p>			<p>X</p>		<p>Y</p>			<p>Cabinet decision establishes the Secretariat</p>	
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Annexes

Draft Terms of Reference – Coordination

The **Peacebuilding Fund Board** will guide and steer the peacebuilding process in Sri Lanka. It will specifically provide overall policy guidance to activities of the PRF. It will specifically be responsible for the following:

- (a) Overseeing the peacebuilding programme and its process;
- (b) Guide the process of developing the peacebuilding priority plan including the identification of peacebuilding priorities;
- (c) Ensure that the peacebuilding priority plan appropriately addresses gender issues and women's participation in a cross-cutting manner; and ensuring that at least 15% of funding under the PPP is directed towards gender issues.
- (d) Identifying funding needs and priorities to support reconciliation and accountability;
- (e) Ensuring coordination of peacebuilding activities including government, donors, UN and civil society led programming efforts to avoid the emergence of gaps and duplication in funding, as well as ensure that support through the PRF complements support extended by other existing funding mechanisms;
- (f) Ensure coherence between the various peacebuilding efforts led by stakeholders;

The Peacebuilding Fund Board will meet every quarter in Colombo. The Board will be assisted in its work by the Peacebuilding Secretariat, which will ensure and provide administrative support.

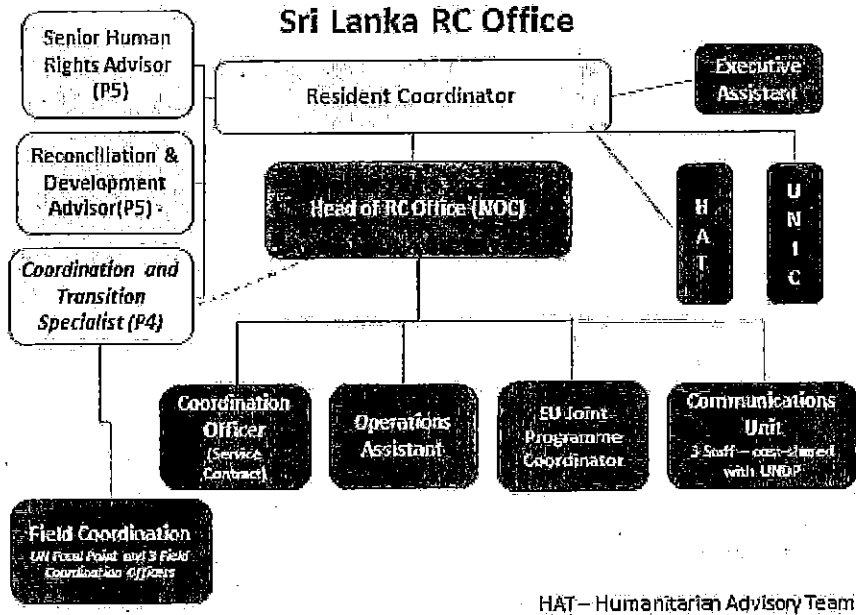
The **Executive Board** will be responsible for:

- (a) Approving the country context assessment and the peacebuilding priority plan;
- (b) Reviewing and approving the projects that are developed based on the priorities identified in the peacebuilding priority plan, and whilst ensuring that at least 15% of funding is directed towards projects that address gender issues in line with the priorities in the PPP;
- (c) Recommending improvements to project design and/or implementation to make them more effective and efficient in supporting the peace process. Leading the briefing on peacebuilding for donors;
- (d) Making a formal report and bringing recommendations to the donors;
- (e) Reviewing and defining the Fund's requirements and priorities in consultation with the PBF Board;

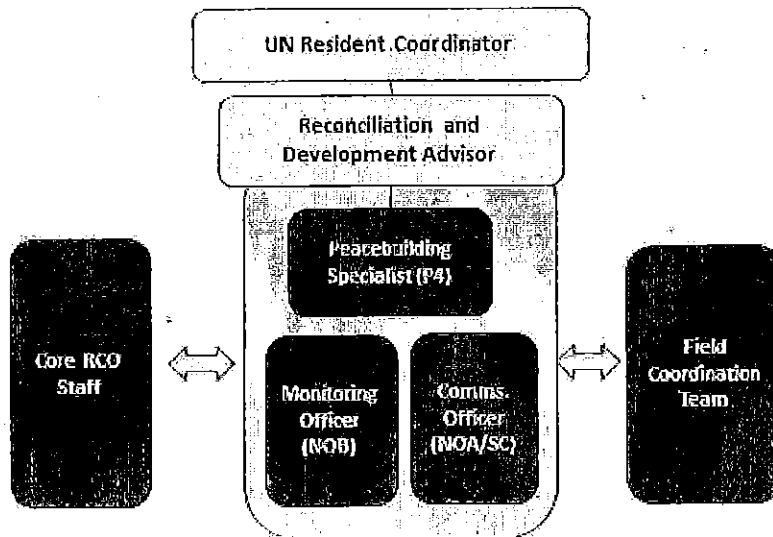
The Executive Board will meet regularly in Colombo. Decisions will be made in close consultation with the Peacebuilding Fund Board. The Executive Board will be assisted in its work by the Peacebuilding Secretariat, which will ensure that all proposals are reviewed prior to their submission for approval.

Organigrams

RCO Office and PBF Secretariat



PBF Secretariat



DRAFT Terms of Reference for the PBF Secretariat Positions



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Programme Coordinator – Peacebuilding Fund
Grade:	FTA P/4
Supervisor:	Resident Coordinator through the Resident Coordinator Office
Duty Station:	Colombo, Sri Lanka.
Duration:	One Year (renewable based on performance)

II. Organizational Context

The United Nations Peacebuilding Fund (PBF) was established by the UN Secretary General in October 2006, following a request from the General Assembly and the Security Council. With the primary aim of preventing a relapse into violent conflict, the PBF is currently providing fast, flexible and relevant funding to over 20 countries.

In June 2015 Sri Lanka began accessing the Immediate Response Facility (IRF) of the Peacebuilding Fund, and in November 2015 was further declared eligible to receive financial support from the Peacebuilding Fund's longer term Peacebuilding and Recovery Facility. Before accessing the longer term financial support, Sri Lanka must first develop a Peacebuilding Priority Plan (PPP), against which future peacebuilding projects can be designed. This process is currently being initiated by the Government in partnership with the UN, and will include wide consultation with key stakeholders from amongst the development partners and civil society.

To provide high-level leadership to the PBF work moving forward, the Government and the UN have agreed to establish a Peacebuilding Fund Board co-chaired by the Minister of Foreign Affairs and the UN Resident Coordinator and with participation from other key stakeholders.

To support the Peacebuilding Fund Board to lead the PPP process, and to help coordinate the implementation of PBF related projects on behalf of the UN and the Government, an interim PBF Secretariat is being established in the Resident Coordinator's Office to cover this initial phase until the longer term financing under the Peacebuilding and Recovery Fund is confirmed.

The Secretariat will work under the direct guidance of the Reconciliation and Development Advisor within the RCO, and will include three staff – a Programme Coordinator, a Monitoring Officer and a Communications Officer. The Programme Coordinator will be responsible for supervising the other two staff within the Secretariat.

III. Functions

The Key Functions of the Programme Coordinator include:

1. Support to the effective conduct of the PPP Process.
2. Secretariat Support to the PBF Board and Executive Board.
3. Support to the Coordinated Implementation of PBF Projects.
4. Management of the PBF Secretariat.

1. Support to the effective conduct of the PPP Process

- In line with the guidance of the PBF Fund Board, ensure the process for the design of the PPP is clearly mapped out.
- Facilitate the conduct of the Country Context Assessment, through identification of technical support and quality assurance of their work.
- Ensure that the Country Context Assessment includes an in-depth assessment of the gender context, building on recent research and consultations with key stakeholders.
- Ensure logistical support from the PBF Secretariat to the organization and conduct of PPP related consultations and work-planning sessions;
- Facilitate liaison with PBSO to keep them informed of the process, and ensure timely planning of necessary support missions.
- Promote linkages of the PPP with other planning processes, in particular the UNDAF and the national policy/planning frameworks of the Secretariat for Coordinating Reconciliation Mechanisms in the Prime Minister's Office and the Office of National Unity and Reconciliation.

2. Secretariat Support to the Peacebuilding Fund Board, Executive Board and other PBF technical groups.

- Support the Committees with secretariat services, including organising meetings and invites, ensuring the timely distribution of preparatory documents prior to meetings, and recording minutes.
- Develop briefing notes, progress updates and support in preparing other documents to facilitate the work of the Committees
- Facilitate timely follow-up to the Committees decisions and action points.

3. Support to the Coordinated Implementation of PBF projects

- Organise training workshops for UN colleagues and implementing partners on conflict sensitive approaches to programming.
- Provide guidance to Recipient UN Organizations (RUNOs) on project design, to ensure common approaches to budgeting and attention to peacebuilding results and gender dimensions throughout the project design (context, strategy, RRF, management arrangements etc).
- Promote harmonized approaches with a view towards the UN 'Delivering as One'.
- Maintain a mapping/ joint RRF for UN peacebuilding interventions that also reflects other partner initiatives.
- Ensure that Recipient UN Organizations are aware of PBSO reporting schedules, templates and best practices for capturing peacebuilding results.
- Track the implementation of projects and make recommendations for improvements, if deemed necessary.
- In liaison with RUNOs, identify problems that may arise in relation to project delivery

- and management in order to advise the Executive Board on appropriate action.
- Review and analyze concept notes and proposals, including ensuring all technical review, and submitting recommendations to the JSC
 - Any other tasks related to the implementation of the Immediate Response Facility and the Peacebuilding Priority Plan as directed by the Peacebuilding Committee or Reconciliation and Development Advisor.
- 4. Management of the PBF Secretariat**
- Ensure the Secretariat has a clear work plan, with responsibilities allocated amongst the team.
 - Supervise the Monitoring Officer and Communications Officer, including providing mentoring support and opportunities for skill development.
 - Manage financial and human resources of the PBF secretariat project, including recruitments and procurement.
 - Act as a local repository of knowledge regarding the rules and regulations of the PBF and related management arrangements
 - Seek feedback from key stakeholders on the performance and services of the PBF Secretariat.

IV. Qualifications/Competencies	
Education:	<ul style="list-style-type: none"> ♦ Master degree or equivalent in international development, social sciences, public administration or other relevant field.
Experience:	<ul style="list-style-type: none"> ♦ A minimum of 7 years relevant work experience in peacebuilding, recovery, development, humanitarian, political and/or transitional operations, including work experience in the field, in a post-conflict setting, is required. ♦ 2-years of managerial experience is required. ♦ Proven ability to draft, edit and produce results-focused reports. ♦ Prior experience working on issues related to gender and ability to design gender-sensitive peacebuilding programmes. ♦ Proven experience working with Government, civil society, international organizations and donors. ♦ Familiarity with the country context would be an asset. ♦ Demonstrated experience in the design and successful implementation of new business processes. ♦ Knowledge of peacebuilding or related conflict sensitive approaches.
Language Requirements:	<ul style="list-style-type: none"> ♦ Fluency in English.

V. Signatures- Job Description Certification		
Supervisor		
Name	Signature	Date
Chief Division/Section		

Name	Signature	Date
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I. Position Information	
Job Code Title:	Monitoring Officer – Peacebuilding Fund
Grade:	Service Contract SB4/3 (NOB equivalent)
Supervisor:	Programme Coordinator - PBF
Duty Station:	Colombo, Sri Lanka
Duration:	One Year (renewable based on performance)

II. Organizational Context

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To provide high-level leadership to the PBF work moving forward, the Government and the UN have agreed to establish a Peacebuilding Fund Board co-chaired by the Minister of Foreign Affairs and the UN Resident Coordinator and with participation from other key stakeholders.

To support the Peacebuilding Fund Board to lead the PPP process, and to help coordinate the implementation of PBF related projects on behalf of the UN and the Government, an interim PBF Secretariat is being established in the Resident Coordinator's Office to cover this initial phase until the longer term financing under the Peacebuilding and Recovery Fund is confirmed.

The Secretariat will work under the direct guidance of the Reconciliation and Development Advisor within the RCO, and will include three staff – a Programme Coordinator, a Monitoring Officer and a Communications Officer. The Monitoring Officer will report to the Programme Coordinator.

III. Functions

The Key Functions of the Monitoring Officer include:

1. Support to the development of the PPP's monitoring framework
 2. Support to the oversight function of the Peacebuilding and Executive Board
 3. Support to the Monitoring of PBF projects
-
- 1. Support to the development of the PPP's monitoring framework**
 - Liaise with the PBSO M&E colleagues to access best-practices that can be used to inform the design of the RRF and M&E plan for the Sri Lanka PPP.
 - Provide support for the finalization of the PPP Results Framework and prepare a corresponding M&E Plan.
 - Ensure that the monitoring framework and plan for the PPP is gender sensitive.
 - Identify areas where additional data is needed to establish baselines, and propose tools for collection of data (such as perception surveys) and support the commissioning of necessary research.
 - Oversee studies commissioned to collect data for monitoring purposes.
 - Establish a network of M&E colleagues within each of the Recipient UN Organisations (RUNOs), with whom to work with in tracking the PPP.
 - Support the organization of workshops to orient RUNOs and implementing partners on the PPP RRF, and the attention that should be given to promotion of peacebuilding results.
 - 2. Support to the oversight function of the Peacebuilding Fund Board and Executive Board**
 - Provide a summary of PPP progress for the Committee meetings.
 - Facilitate joint field visits by the Board members.
 - Collate information and prepare written inputs to the reports which will be reviewed by the Board and subsequently submitted to PBSO, including a detailed annual report of PPP progress for PBF Board approval and for submission to PBSO.
 - Draft presentations for the Board meetings.
 - 3. Support to the Monitoring of PBF projects**
 - Provide quality assurance and technical support to RUNO's for the development of RRFs in project design.
 - Provide quality assurance and guidance to RUNOs' Project Officers and M&E officers with regards to timely and quality project reporting (semi-annual/annual/final) to PBSO and Multi-Partner Trust Fund Office (MPTFO).
 - Establish and manage electronic system for filing of all PBF related documents (Committee meeting minutes, project documents, project reports, spot visit reports, RRFs etc.)
 - Conduct regular monitoring visits to RUNO project sites and ensure feedback to partners and Committees/technical working groups and relevant.
 - Work in close coordination with the Communications Officer to promote maximum visibility to the PBF projects and their peacebuilding results/ best-practices and partnerships.
 - Organise monitoring visits for PBSO colleagues and joint monitoring visits by partner agencies and other stakeholders.
 - Organize specific project impact monitoring and evaluation trainings.

- Ensure attention to gender sensitive monitoring, and ensure opportunities/challenges and bottlenecks etc related to achieving gender results are communicated to the relevant Committees for attention.
- Document lessons learnt and best practices.
- Any other related tasks as directed by the PBF Programme Coordinator.

IV. Qualifications/Competencies	
Education:	<ul style="list-style-type: none"> ♦ Bachelors and/or Master degree or equivalent in international development, social sciences, public administration or other relevant field
Experience:	<ul style="list-style-type: none"> ♦ A minimum of 3 year's relevant work experience (if with Masters), and 5 years (if with Bachelors) in monitoring and evaluation of development/peacebuilding related projects. ♦ Excellent English language drafting skills. ♦ Excellent communication skills, with experience in facilitating trainings and skills development. ♦ Strong analytical, evaluation and conceptual thinking skills, with ability to design data collection methodologies. ♦ Strong understanding of gender related issues, and experience designing M&E frameworks for tracking gender results. ♦ Ability to coordinate and lead field visits, and technical working group meetings. ♦ Proven experience working with Government, civil society, international organizations and donors. ♦ Knowledge of peacebuilding programming is an asset.
Language Requirements:	<ul style="list-style-type: none"> ♦ Fluency in English, and Sinhala and/or Tamil

V. Signatures- Job Description Certification		
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

I. Position Information

Job Code Title:	Communications Officer – Peacebuilding Fund
Grade:	Service Contract SB4/1 - (NOA equivalent)
Supervisor:	Programme Coordinator - PBF
Duty Station:	Colombo, Sri Lanka
Duration:	One Year (renewable based on performance)

II. Organizational Context

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The Secretariat will work under the direct guidance of the Reconciliation and Development Advisor within the RCO, and will include three staff – a Programme Coordinator, a Monitoring Officer and a Communications Officer. The Communications Officer will report to the Programme Coordinator.

III. Functions

The key functions of the Monitoring Officer include:

1. Support the consultation and outreach initiatives conducted as part of the PPP process
 2. Ensure PBF results and events are promoted amongst key stakeholders and in the media
 3. Manage the UN Sri Lanka PBF web pages
-
- 1. Support the consultation and outreach initiatives conducted as part of the PPP process**
 - Provide logistical support to the organization of stakeholder consultations and workshops conducted for the Country Context Assessment and the design of the PPP.
 - Record discussions and key decisions taken during meetings, and ensure timely sharing of notes etc.
 - Prepare updates for the Sri Lanka PBF website on key steps in the PPP process.
 - Work closely with the UN RCO Communications colleagues and relevant government partners to prepare for PPP related media events/briefings.
 - 2. Ensure PBF results and events are promoted amongst key stakeholders and in the media**
 - Establish a network of Communications officers amongst the Recipient UN Organisations with whom to liaise for the collection of stories on PBF results.
 - Work with RUNOs to ensure stories are regularly available for the Sri Lanka PBF website and PBSO on results i.e. human interest stories, interviews, case studies, project launches, donor visits etc.
 - Ensure that the PBF's gender results are profiled, and key lessons and best-practices shared.
 - Liaise with PBSO and RUNOs to agree on common approaches to visibility items – i.e. PBSO/PBF logos etc.
 - Drawing on the information collected in PBSO annual/semi-annual reports etc, design and produce updates that can be shared with PBF donors in country (i.e. a brochure on PBF results in Sri Lanka etc)
 - Support all PBF related media events.
 - 3. Manage the UN Sri Lanka PBF web pages and photo library**
 - In collaboration with the RCO Communication's Unit, take responsibility for ensuring the PBF webpages carry up to date/current news on the PBF in Sri Lanka.
 - Ensure all PBF key events/launches/activities are profiled on the website.
 - Maintain a library of photographs/videos etc. from PBF projects/events.
 - Any other related tasks as directed by the PBF Programme Coordinator.

IV. Qualifications/Competencies

Education:

- Bachelors and/or Master degree or equivalent in communications, international development, social sciences, public administration or other relevant field.

Experience:	<ul style="list-style-type: none"> ♦ A minimum of 1 year's relevant work experience (if with Masters), and 3 years (if with Bachelors) in communications, ideally in the development sector. ♦ Excellent English language drafting and communications skills. ♦ Experience with web site design and maintenance ♦ Creative thinking ♦ Experience coordinating multi-stakeholder events ♦ Proven experience working with Government, civil society, international organizations and donors. ♦ Knowledge of peacebuilding and gender related issues is an asset.
Language Requirements:	♦ Fluency in English, and Sinhala and/or Tamil

V. Signatures- Job Description Certification		
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date