



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

PROJECT DOCUMENT COVER SHEET

Project Title: Strengthening Women's Participation in the Elections as Candidates, Voters and Monitors	Recipient UN Organization(s): UNDP, UNIOGBIS
Project Contact: UNIOGBIS: Caterina Viegas, gomesviegas@un.org UN WOMEN: Laetitia Kayisire, laetitia.kayisire@unwomen.org UNDP: Gabriel Dava, gabriel.dava@undp.org	Implementing Partner(s) – name & type (Government, CSO, etc.): -Ministry of Women, Family and Social solidarity - National Electoral Commission -Women's Political Platform -REMPSECAO
Project Number: <i>To be completed by UNDP MPTF Office</i>	Project Location: Bissau and Regions
Project Description: This IRF project aims at urgently filling a gap for a greater inclusion of women in the electoral process, as monitors, voter and candidates. Based on successful experiences in the sub-region, this project aims at establishing a Women Situation Room to support the monitoring of the elections and mobilize women in solving incidents that might arise. These efforts will be complemented by a module targeting women in the civic education campaign and some limited support to women candidates through the Women's Political Platform.	Total Project Cost: Peacebuilding Fund: US\$214,000 UNDP BCPR TTF: Government Input: Project Start Date and Duration: March 25- 30 April 2014

Gender Marker Score¹ : 3

Score 3 for projects that are targeted 100% to women beneficiaries and/or address specific hardships faced by women and girls in post-conflict situations;

Score 2 for projects with specific component, activities and budget allocated to women;

Score 1 for projects with women mentioned explicitly in its objectives, but no specific activities are formulated nor is a budget reserved; and

Score 0 for projects that do not specifically mention women.

PBF Outcomes² (from an existing National Planning Framework or, if it does not exist, then PBF specific/ related to peacebuilding):

Uncontested election leads to the reestablishment of constitutional order in Guinea Bissau

PBF priority area 2 : Promote coexistence and peaceful conflict resolution -2.1 : National Reconciliation.

Project Outputs and key Activities:**Output 1:**

Women contribute to monitoring the electoral process and solving incidents that might arise

Activity 1

Establishment of a Women Situation Room for monitoring electoral process

Output 2:

Women's participation to the elections, as candidates and voters, is supported

Activity 2.1:

Integration of a specific focus on women in the civic education campaign

Activity 2.2

Support to women candidates through Women's Political Platform

¹ The PBSO monitors the inclusion of women and girls in all PBF projects in line with SC Resolutions 1325, 1612, 1888, 1889.

² PBF outcome areas

1: Support the implementation of peace agreements and political dialogue (Priority Area 1):

(1.1) SSR, (1.2) RoL; (1.3) DDR; (1.4) Political Dialogue;

2: Promote coexistence and peaceful resolution of conflicts (Priority Area 2):

(2.1) National reconciliation; (2.1) Democratic Governance; (2.3) Management of natural resources;



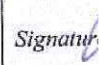



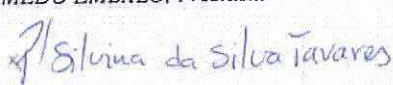



3: Revitalize the economy and generate immediate peace dividends (Priority Area 3);

(3.1) Short-term employment generation; (3.2) Sustainable livelihoods

4) (Re)-establish essential administrative services (Priority Area 4)

(4.1) Public administration; (4.2) Public service delivery (including infrastructure).

(for IRF-funded projects)

<p>Recipient UN Organization(s) UNIOGBIS</p> <p><i>Name of Representative</i> <i>José Ramos-Horta, SRSG</i></p> <p><i>Signature</i> </p> <p><i>Date & Seal</i> </p> <p>UNDP</p> <p><i>Name of Representative</i> <i>Gana Fofang, Resident Representative</i></p> <p><i>Signature</i> </p> <p><i>Date & Seal</i> </p>	<p>Representative of National Authorities</p> <p>Minister of Women, Family and Social Solidarity Dr Gabriella FERREIRA</p> <p><i>Signature</i> </p> <p><i>Date & Seal</i> 27/03/2014 </p> <p>Implementing Partners <i>Women's Political Platform (PPM)</i> <i>Avelina SEMEDO EMBALO, President</i></p> <p><i>Signature</i> Avelina da Silva Tavares </p> <p><i>Date & Seal</i> 26/03/14</p> <p><i>National Branch of the Regional Network on Women, Peace and Security (REMPSECAO)</i> <i>Dr Cadi SEIDI, President</i></p> <p><i>Signature</i> </p> <p><i>Date & Seal</i> 27/03/2014 </p>
<p>Peacebuilding Support Office (PBSO)</p> <p><i>Mrs. Judy Cheng-Hopkins, ASG Peacebuilding</i></p> <p><i>Signature</i> </p> <p>Peacebuilding Support Office, NY</p> <p><i>Date & Seal</i></p>	

PROJECT COMPONENTS:

COMPONENT 1: (The “WHY”) (maximum one and a half pages)

a) Situation analysis, financial gap analysis and assessment of critical peacebuilding needs

- Conflict drivers and critical peacebuilding needs: *Brief analysis of key conflict and peace drivers and the status of government's and other efforts to reduce the risk for (re)lapse into conflicts. Who are the key actors? In which areas do they engage and how? Are there national strategies for peacebuilding which have been articulated or are in place, that reflect government's commitments to achieve peace relevant results? Which sectors are the priorities?*

Presidential and legislative elections are scheduled for April 13th in Guinea Bissau. National and international partners have been working towards ensuring elections are transparent, credible and peaceful, and successfully put in place a legitimate government that will put Guinea Bissau back on track towards more stable political, secure, social and economic conditions.

Guinea Bissau faces acute gender inequalities and challenges to women's participation – the country ranks 148 out of 155 on the gender inequality index. A recent study conducted with support from UNIOGBS showed that the current status of women in electoral process is relatively poor, because lack of financial resources, lack of opportunities, lack of capacity to express themselves and lack of exposure to governance and governing machinery. Women also suffer from lack of access to education and hence poor awareness of their electoral and democratic rights and hence poor turnout in voting. The social culture and religious factors also influence the women's access to franchise vote and attendance to campaign. Often men members have been found to carry the voter's card of the female family member and influence her voting franchise.³ Yet, a number of women are actively engaged in the electoral process and in position to contribute meaningfully to a successful electoral process.

There are no women among the thirteen presidential candidates, but there are about 50 women from various political parties (including PAIGC – Partidoafricanopara a Independência da Guine-Bissau, PRS – Partido da Renovação Social, PRID – PartidoRepublicanopara da Independência e Desenvolvimento, PND – Partido Nova Democracia) candidates for the legislative elections. There are hopes that the new Assembly will include more women than the previous legislature (only 10 women out of a 100 seats).

Efforts to sensitize women on the importance of participating to the elections are also on-going, and women's organizations in Guinea Bissau are mobilized to support women's participation to the elections. Women's organizations and activists from countries in the sub-region are also closely following the elections' preparations. All constitute a force that can be mobilized to monitor the elections and contribute to a peaceful and fair outcome.

- Existing efforts and gaps: *What are the current peacebuilding efforts? In which sectors are donors engaged, and in which ones they are resistant to intervene? What is the evidence of urgent financial or peace relevant gaps which need to be addressed?⁴ What are any risks of PBF engagement in terms of other actors' positions?*

In view of the upcoming elections, an electoral road map was developed jointly by the national authorities and international partners: this roadmap includes a specific focus on women's participation in the political process, including elections.

³ A participacao das mulheresna politica e natomada de decisaoa Guinea Bissau , 2013

⁴ Fill in the proposed tables at Annex A, B, C.

In 2008, UNIOGBIS supported the establishment of a Women's Political Platform (*Plataforma Politica das Mulheres* – PPM) in the context of the implementation of Security Council Resolution 1325, and in particular its provisions regarding the participation of women at all levels of decision-making, peace processes and elections at the national level. PPM is composed of 20 women's organizations. Since 2008, the PPM has actively promoted the increased participation of women in politics, albeit with modest results to date (only 10% parliamentary representation and less than 10% in the 2012 the government).

In 2013, UNWOMEN provided support to the Women's Political Platform by facilitating its legalization and supporting the formulation and official launch of its Strategic and Operational Plan (2013-2016). The celebration of the International Women's Day 2014 was an important opportunity to increase awareness on women's participation in elections and governing bodies. Currently, Members of PPM and REMPSECAO are part of the CNE (National Commission of Elections) as monitors and also signed the code of conduct for elections together with presidential candidates, the government, AU, ECOWAS, UN and representatives of civil society organization. UNWOMEN is supporting the Women Political Platform to undertake a nation-wide awareness campaign, which complements ongoing civic education activities.

REMPSECAO (known in English as NOWPSECO, Network on Peace and Security for Women in the ECOWAS region) was created in 2009 at the initiative of ECOWAS, the Economic Community of West African States, by women's organizations active in the areas of peace, development and security. REMPSECAO-GB aims to "coordinate and optimize women's functions and initiatives in the prevention of conflict, the maintenance of peace and security, post-conflict reconstruction and the promotion of human rights, particularly those of women and other vulnerable groups, so as to guarantee lasting peace in Guinea-Bissau", according to the statutes of the organization, approved at its constituent assembly on 9 September 2013. Another of its main objectives, as expressed in its statutes, is to "promote a strategic partnership for gender equity, empowerment and equal opportunities between the sexes in the area of peace and security in the country". Over 30 women's groups are members of REMPSECAO. This network is represented in all 9 regions. Its main activities include workshops for Security and Armed Forces, Dialogue with candidates, awareness rising on gender issues for political parties, youth reinforcement for their contribution to non-violent elections, sensitization in military camps and electoral code for "bonne conduite" to be signed by candidates.

The National Electoral Commission (CNE) has developed a comprehensive civic education program, with technical assistance from UNDP. This program includes five stages and will run from February through April/May 2014 (the end date depends on whether there will be a presidential run-off election). However, the current civic education effort would greatly benefit from a specific focus on women voters, which have not directly targeted in efforts to date. In addition, election monitoring and the validation of results could be substantially enhanced through the establishment of a Women's Situation Room (WSR) (see below).

b) Project (Portfolio) Justification

- Project's relevance to peacebuilding: *Describe the project's (or project portfolio's) immediate relevance to the peacebuilding process in the country. How urgent and strategic is the PBF engagement? How does this project (or project portfolio) support the government's strategic agenda for peace at a larger scale (if there is one)?*

The rejection of the results of the first round of presidential elections by national stakeholders has been pinpointed as an important factor leading to the 12 April 2012 coup. There were allegations of fraud from five of the presidential candidates that were not addressed (the contestation process was overtaken by the coup), as well as allegations of voter disenfranchisement, particularly of young voters, due to electoral rosters based on out-dated information not updated since the census of 2008. To address the voter disenfranchisement concern, transitional arrangements initially

provided for elections to be organized within one year, preceded by a biometric voter registration process. The voter registration process has recently been completed and elections scheduled for April 13.

The set up of a Women's Situation Room (WSR) aims to mobilize, harness and employ the expertise and experiences of women in taking action to prevent or mitigate potential conflicts and other threats that could emerge before, during and after the parliamentary and presidential elections in Guinea-Bissau on 13 April 2014 and during the second round.

- Catalytic effects:⁵*What are potential catalytic effects (financial leverage, unblocking political processes)? Is the project accelerating the peacebuilding process? If yes, describe how. Is the project unblocking a peacebuilding process under stalemate? If yes, describe how. How is the project going to attract additional funds (either from other donors or from the Government) to scale up activities in the targeted area?*

The principle of PBF support to the electoral process was agreed in September 2013 at the request of SRSR Ramos-Horta to help building momentum to conduct the elections as soon as politically and technically possible. The advance commitment from the PBF at a time when the funding situation was uncertain has provided a basis for the mobilization of support to the electoral process from other partners, notably Timor-Leste and ECOWAS. However, dedicated funding to support women's participation in the electoral process has been extremely limited to date.

In preparing to launch its civic education campaign as well as finalize preparations for election day, CNE concluded that insufficient attention had been paid to the sensitization of women and to women's involvement in election observation. Against this background, in close consultation with PBSO/PBF, it was decided to urgently formulate an IRF project that could help fill this gap in time for a greater inclusion of women in the electoral process, as monitors, voter and candidates. Based on successful experiences in Liberia, Senegal, Sierra Leone, Mali, Togo, and, most recently, Guinea Conakry, it was decided that the establishment of a Women Situation Room would be the most effective way of addressing existing gaps. These efforts will be complemented by a module targeting women in the civic education campaign and some limited support to women candidates through the Women's Political Platform.

COMPONENT 2: (the "What") (maximum one and a half pages)

a) Project focus and target groups

- Project focus: *What is the strategic focus and expected type of change of each of the proposed projects for funding?*

The Women Situation Room is built around four specific objectives:

- Give a greater role to organizations of civil society and women's organizations, in particular for crisis management and early warning systems, to ensure credible and peaceful elections;
- Develop partnerships with the authorities and other stakeholders in the electoral process in order to establish the institutional legitimacy of civil society organizations involved in the electoral process;
- Support an early warning and rapid response system on election day with information provided by the WSR;

⁵ Definition of Catalytic for PBF Projects: An initiative is catalytic when it a) launches an initiative that allows for longer-term or larger peacebuilding efforts or b) unblocks a stalled peacebuilding process and/or c) it undertakes an innovative, risky or politically sensitive intervention that other actors are unwilling to support and that addresses conflict factors. Also see www.unpbf.org/catalytic programming, or *Guidance Note How to programme for catalytic effects?* (Annex 5.2)

- Gather credible data on the electoral process Guinea-Bissau, included electoral material procured with PBF support through the UNDP Elections project.

The Women Situation Room will be complemented by a module specifically targeting women in the civic education campaign, as well as direct support for campaign material for women candidates. Support will be provided to all women candidates, regardless of political affiliation, through the Women's Political Platform.

- Key target groups/beneficiaries: Who are the target beneficiaries of each project and activity? (N.B.: The targeted groups could either be the source of conflicts and/or groups at risk of conflict, which does not necessarily coincide with the category of economically vulnerable groups). Describe their profile in quantitative and qualitative terms. What are the relationship dynamics among different groups? What incentives will be used to ensure their participation and 'change'?

The main target groups are the women candidates and the women's civil society organizations, in particular the Women's Political Platform.

The main beneficiaries are the National Electoral Commission (CNE) and the electorate, in particular women voters.

b) Theory of changes: linking activities to results

- Theory of changes: What changes does the project (or project portfolio) aim to achieve that trigger and/or accelerate peace consolidation? Is there a clear focus on specific conflict drivers that can realistically be addressed within the agreed time and budget? What is the causal chain of events that is expected to lead to the desired peacebuilding outcomes?

If women actively participate in the elections, including in monitoring the voting process itself, the credibility of election results will be enhanced, thus strengthening the legitimacy of the new government and its accountability to women.

COMPONENT 3: (the "How" or Implementation Strategy)(maximum one and a half pages)

a) Implementation approach

- Prioritisation and phasing of support: How is the project (or portfolio) prioritizing and sequencing activities? Is the project targeting specific conflict-prone areas only? Which ones: urban or rural high risk areas? Is there a phasing of support/ activities? Is Will e.g. 'public security' be addressed first before the next area of engagement will be tackled (e.g. reconciliation)? Which conflict factors will be addressed in a short term (triggers) and a longer term (root causes)? Does the project include a regional dimension (e.g. South-South exchanges)? How are 'do not harm' principles and gender balance taken into account?

The WSR will be based on a technology platform linking 200 "mobile" observers in the field with a center in Bissau, staffed by statisticians and analysts who will perform a technical and political analysis in real time. The WSR will be active for 12 days during the first round of the elections and for an additional 10 days should there be a second round.

The WSR will benefit from technical support by the Gorée Institute in Dakar, which also supported similar processes in Senegal, Togo, and Guinea Conakry. A group of 13 technical experts consisting of civil society leaders, journalists, former officials, former women ambassadors and trainers/facilitators will be deployed to Bissau for 12 days (and an additional 10 days for the second round, if necessary) to train the mobile observers and assist CNE in setting up the network.

The WSR will be receive data from all regions and will channel this data to the relevant channels – political parties, local authorities, and law enforcement – in real time through CNE.

The WSR will be complemented by the civic education module targeting women voters, as well as through support to women candidates through the Women’s Political Platform.

- Project implementation modalities: Describe the implementation modality of the project (ex. UN Joint Project Pass-through modality or single RUNO’s project). The project needs to have a Project Manager/Coordinator, responsible for its daily implementation. Describe the role and functions of the Project Manager/Coordinator and its team, if existing.⁶

Under the overall supervision of the CTA for the UNDP Elections Project, UNDP, with technical assistance from UN Women, will be responsible for the implementation of the WSR and the civic education components; funds will be channeled through the UNDP ‘basket fund’ for Elections.

The support to women candidates will be coordinated and executed jointly by UN Women and UNIOGBIS, with UNIOGBIS as the RUNO.

b) Budget

- Budget break-down into categories: Using the table below, break down the proposed budget for the project(s) according to key budget categories. This is the Standard Format agreed by UNDG Financial Policies Working Group with necessary modifications to suit the expected PBF project activities. The use of the budget format is mandatory as it allows the UNDP MPTF Office as the PBF Administrative Agent to consolidate and synthesize the periodic financial expenditure reports that will be submitted by Recipient UN Organizations. Recipient UN Organizations are required to attach a copy of the project budget, showing in detail the different budget lines that lead to the final figures in the standard format of their organization to facilitate review.*

PBF PROJECT BUDGET			
CATEGORIES	Amount UNDP	Amount UNIOGBIS	TOTAL
1. Staff and other personnel			
2. Supplies, Commodities, Materials	21,117	32,100	53,217
3. Equipment, Vehicles, and Furniture (including Depreciation)			
4. Contractual services	27,551		27,551
5. Travel	37,183		37,183
6. Transfers and Grants to Counterparts			
7. General Operating and other Direct Costs	82,049		82,049
Sub-Total Project Costs	167,900	32,100	200,000
8. Indirect Support Costs*	11,753	2,247	14,000
TOTAL	179,653	34,347	214,000

⁶ It is recommended to annex ToRs of the Project Manager/Coordinator to the Project.

* 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.

Detailed Budget Breakdown

Women Situation Room

Activities	Unit	Unit Cost (FCFA)	Qty	Duration (days/ number)	Total Cost (FCFA)	Total Cost (USD)
Air tickets	person	400,000	13	1	5,200,000	10,612
Per Diem	day	112,000	13	23	33,488,000	68,343
Urban Transport of participants	person	5,000	13	23	1,495,000	3,051
Inter-urban Transport of participants	person	50,000	8	2	800,000	1,633
Launching WSR						
Media (Launch, press conferences, etc)	unit	500,000	1	1	500,000	1,020
Banners (Launching + all cities)	unit	30,000	10	1	300,000	612
Lunch break + lunch	person	25,000	50	1	1,250,000	2,551
Space rental for meetings	room	50,000	1	23	1,150,000	2,347
Supplies (blocks-notes, pens, folders)	unit	2,500	50	1	125,000	255
Trainers' fees	person	300,000	3	15	13,500,000	27,551
Miscellaneous						2,188
Sub-Total					57,808,000	120,163
ISC						8,411
Total						128,574

Support to Women Candidates

Item/Categories	T shirts	Megaphone
15 locations including Gabu, Bafata, Cacheu, Cachungu, Sao Domingos, Biombo, Quinara, Tombali, Bolama, Bubaque , farim, Bissora , Mansoa and Bissau (Campaign related)	27,000	5,100
Sub-Total		32,100

ISC	2,247
Total	34,347

Sensitization and Civic Education

Item/Categories	Rental of Venue	Transportation allowance + food	Fee for trainers	Banner	Printing Code conduct pocket books
15 locations including Gabu, Bafata, Cacheu, Cachungu, Sao Domingos, Biombo, Quinara, Tombali, Bolama, Bubaque , farim, Bissora , Mansoa and Bissau	5,600	21,887	7,500	750	12,000
				TOTAL	47,737
				ISC	3,342
				Total	51,079

c) Sustainability

Sustainability of projects: Describe how the project's achievements can be sustained. How does the project intend to consolidate its gains after its completion? What are the mechanisms in place to ensure that the peacebuilding results are consolidated? What institution will be in charge of carrying on the work afterwards? With which source of funding? What are the major steps of an exit strategy?

While the focus of the WSR is limited to the elections, it is hoped that the partnership with the CNE will establish a precedent for subsequent elections, while conclusions and data drawn from the civic education campaign and the support to women candidates will potentially offer the basis for developing a longer-term project in support of women's political participation.

d) Risk management

Risks: Using the table below, identify the major risks that might cause failure, their likelihood of occurrence, the repercussions on the implementation process and results achievement and proposed risk management strategies. Consider risk relating to political and security situation, socio-economic issues, managerial issues and anything else. 'Do No Harm Principles' must be included in the risk assessment

Risk	Likelihood (high, medium low)	Severity of impact on project (high, medium, low)	Mitigating Strategy
Rejection of election results due to political factors that can undermine electoral transparency.	Low	High	The SRSG in coordination with the international community will continue his efforts of building confidence among all national stakeholders. UNDP, UNIOGBIS and UN Women will continue to strengthen the technical capacity of CNE
Lack of experience with mobile platforms for election monitoring	Medium	High	Strong coordination of UNDP, UN Women and UNIOGBIS in support of CNE to ensure a solid understanding of objectives and methodology of WSR and its integration into existing CNE processes
Limited capacity among national partners	High	High	Strong international technical support for the duration of the WSR

e) Results framework and Monitoring and evaluation:

- Results framework: Provide a Results framework for the project/portfolio, using the table below. At the start of the Framework summarise in one-two sentences the underlying roadmap for peacebuilding, the purpose of PBF support and the underpinning theory of change. Further instructions and examples for each table column are contained at the bottom of the table.

Results Framework for IRF projects or portfolio of projects

Policy statement / national roadmap for peace building:								
Transparent and accountable electoral process contributes to the restoration of constitutional order in Guinea Bissau.								
Purpose of PBF support (type of expected change): Fill an urgent gap concerning the participation of women in the electoral process by supporting their involvement in the monitoring process, as well as strengthening their participation as voters and candidates								
Theory of change statement: If women actively participate in the elections, including the monitoring of the voting process itself, the credibility of election results will be enhanced, thus strengthening the legitimacy of the new government and its accountability to women.								
(1) Outcomes and type of change required	(2) Indicators	(3) Baselines and time-bound targets	(4) Outputs and activities	(5) Indicators	(6) Baselines and time-bound targets	(7) RUNO & party responsible for mobilizing inputs	(8) Inputs/ budget	(9) Assumptions
Outcome 1: Uncontested election leads to the re-establishment of constitutional order in Guinea Bissau	# of incidents related to electoral process reported until final results are announced # of solutions brought by Women's	A 25% decrease in number of incidents reported compared to 2012 elections At least 70% of incidents are solved	Output 1: Women contribute to monitoring the electoral process and solving incidents that might arise <u>Activity 1</u> Establishment of a Women Situation Room for monitoring electoral process	# of women monitors deployed # of voting centers	Baseline: 0 Target: At least 200 women monitors are	UNDP & UN Women	USD 128,574	Resources are available in a timely manner

	Situation Room to electoral process incidents			covered	deployed in all 9 regions			
			<p>Output 2: Women's participation in the elections enhanced through stronger representations as candidates and voters</p> <p><u>Activity 2.1:</u> Integration of a specific focus on women in the civic education campaign</p> <p><u>Activity 2.2</u> Support to women candidates through Women's Political Platform</p>	<p># of messages targeting women included in civic education campaign</p> <p>% of women included in trainings for polling stations</p> <p>% of women candidates who receive support for campaign material</p>	<p>Target: at least 30% of people trained are women</p> <p>Baseline: 0 Target: At least 70% of women candidates</p>	<p>UNDP & UN Women</p> <p>UNDP & UNIOGBIS</p>	<p>USD 51,979</p> <p>USD 34,347</p>	

Column (1) lists project outcomes. Outcomes measure behavior changes and should be focused on peacebuilding. The column also specifies what types of changes are required to achieve the outcome. These can be: personal, relational, structural or cultural.

Example:

Outcome: National security services enabled to keep control of violent incidents during electoral campaigns within urban areas. Structural change.

Column (4) lists project outputs and activities, which together lead to the achievement of the outcome. The outputs are project specific and focus on deliverables. Under each outcome, there should be a list of outputs contributing to the outcome. Under each output, there should be the list of project activities which are contributing to the output.

Example:

Output: Training provided to 500 members of national security services.

Activities: Identification of security personnel, creation of relevant training modules, conduct of training, assessment, refresher training.

Columns (2) & (5) list indicators which will be used to track the status of outcome and output achievements in quantitative or qualitative form. Indicator formulation should be specific, measurable, attainable, relevant and time-bound (SMART). The number of indicators should be limited to 3 per outcome and 1 per output.

Example:

of violent clashes related to the second round of the presidential elections (disaggregated during / after vote)

Columns (3) & (6) provide the baseline (i.e. current situation) and set targets for each indicator with timeframes for achievement. Targets need to be quantifiable, verifiable and realistic.

Example:

Baseline: 75 incidents during first electoral period (from ...to)

Target (end of project): Significant reduction of violent incidents (at least 25%) compared to last elections

Column (7) lists the RUNO driving the project and outlines the person (from RUNO or implementing agencies) responsible for ensuring inputs are provided.

Column (8) lists the key inputs and budget which will be used for each output.

Column (9) identifies assumptions that have been made in the theory of change regarding the outcome achievement in question.

Example:

The Ministry of Planning has the capacity to manage the selection of project beneficiaries in an impartial manner.

- Systems for M&E of the project (portfolio):Based on the Results Framework, briefly describe which systems are in place or need to be established for the monitoring and reporting on results. Formulate an M&E plan (template 4.1) which determines how the necessary data will be collected, the responsibilities for data analysis and reporting and the proposed approach for systematic use of M&E data for performance assessments and improvements if necessary. Determine the reporting line from fund users to RCO, Management team and PBSO/PBF country desk officer.⁷ Also, provide the amount of funds earmarked for the full cost coverage of monitoring, reporting and the final evaluation at the end of PBF funding. It is recommended to allocate at least \$50,000 to 80,000 for M&E related tasks and activities.

The major reference for project monitoring and reporting will be the results framework of the IRF document. Taking into account the short funding period of this project, monitoring the intended results will mainly rely on existing data collection procedures that ensure evidence of results achievements at outcome level. It will be the responsibility of the PBF Secretariat to ensure to what extent monitoring and reporting procedures within the existing IRF portfolio might already cover specific information needs for this IRF, and if not to ensure timely collection of relevant data in particular reality checks of timely output delivery. Administrative M&E will be conducted by UN Women, UNIOGBIS and UNDP according to UN rules and regulations. One of the main functions of the management team is - with support of the PBF Secretariat - the monitoring of project results.

The specific mechanisms that will be used to monitor the achievement of results will include:

Project end reports and financial reports, prepared for review by the PBF Secretariat and PBSO; compliance with PBF standard reporting format will be mandatory;

The project monitoring will mainly rely on the reviews and statements of independent electoral observers, which will hopefully provide as well lessons learned for PBF which can be applied in different contexts.

As the total amount of this IRF is less than 1.5 million US\$, a final independent evaluation will not be mandatory. However, the achievements of this project might be evaluated at a larger scope within an IRF portfolio evaluation;

A final report will be prepared by UN Women, UNIOGBIS and UNDP, which includes lessons learned and good practices, within 3 months of the end of the Project and submitted for review and consideration by the project management team.

COMPONENT 4: (The “WHO”)(maximum one and a half pages)

a) Implementing agencies and their capacity:

- List of RUNOs and implementing agencies:List all implementing Recipient UN Organizations(s) and any other implementing agencies for the project(s), governmental or non-governmental.
- List of RUNOs and implementing agencies: List all implementing Recipient UN Organizations(s) and any other implementing agencies for the project(s), governmental or non-governmental.

UNIOGBIS and UNDP will be the Recipient Agencies and will implement the project according to relevant rules and procedures.

⁷See M&E section in PBF Guidelines.

*- **Implementing agency capacity:** Indicate the in-country capacity and comparative advantages of the Recipient UN Organization(s). If this is a joint programme, indicate previous experience in managing joint programming of each Recipient UN Organization. If the project utilizes national or locally-based implementing partners (CSOs, NGOs, etc.), indicate the capacity of these implementing partner(s) and their previous experience and comparative advantage in working in the project outcome area. Indicate under which modality the RUNO(s) intends to transfer funds to the implementing partners.*

UNDP has been supporting elections in Guinea-Bissau for many years, and, as such, has created internal capacity for technical assistance. UNDP has also been the manager of a donors' 'basket fund' for electoral cycles in Guinea-Bissau under the PACE I and, more recently, PACE II projects (2012-2014). Given the experience of UNDP-GB in managing elections, it has been selected by the EU to manage a project in support electoral cycles in CPLP countries and Timor-Leste, the Pro-PALOP-TL project, for a total of 6.1 Million Euros.

UNIOGBIS was instrumental in supporting the establishment of the Women's Political Platform and has been providing support to women's political participation within its limited resources.

b) Project Management Arrangements and coordination:

*- **Project management and coordination:** Identify the oversight structure or mechanism responsible for the effective implementation of the project and for the achievement of expected results. In the absence of any other pre-existing peacebuilding mechanism, it is recommended to set up an inclusive Project Board, representing all the different stakeholders involved in the project, including the Civil Society.⁸ Describe the role and function of the Project Board and how it interacts with the managerial level (ex. Project Management/Coordination team).⁹*

Given the short duration and limited scope of this project, UNDP, UN Women and UNIOGBIS will be responsible for the oversight and effective implementation of the project and for the achievement of expected results.

UNDP ensures effective management of the project and the Elections 'basket fund' (including the PBF contribution under the Elections project) working closely with CNE. CNE is supported by UNDP in developing plans and detailed operating budgets for the electoral process. The UNDP Electoral Project Management Unit submits periodic progress reports on all activities.

The Steering Committee established under the UNDP Electoral project will be responsible for the general oversight of activities under the PBF IRF project, including financial oversight and approval of funding allocations within the overall budget as recommended by the PMU. The Steering Committee is composed by the UNDP Resident Representative, the President of CNE, Basket Fund partner representatives, Government, CNE, GTAPE, MFA, Ministry of Finance, and civil society.

c) Administrative Arrangements(standardized paragraphs – 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 MPTFOffice.

⁸It is recommended to annex ToRs of the Project Board to the Project.

⁹ Use the table of Annex as a reference model.

AA Functions

On behalf of the Participating 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)¹⁰, 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 July 31st;
- Annual narrative progress 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;
- Final narrative reports, after the completion of the activities in the approved programmatic document, to be provided no later than four months (30 April) of the year following the completion of the activities. The final report will give a summary of results and achievements compared to the goals and objectives of the PBF; and

¹⁰ Available at: <http://www.undg.org/docs/9885/Protocol-on-the-role-of-the-AA,-10.30.2008.doc>

- 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 be 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>).

Component 5: Annexes

Annex A:

Donor Mapping in Peacebuilding Strategic Outcome Area/s (including UN agencies) and gap analysis

Peacebuilding Strategic Outcome Area	Key Institution	Key Projects/Activities	Duration of projects/activities	Budget in \$	Estimated gap in \$
<i>Ex. : Security Sector Reform, Defense Sector Reform and Combating Drug Trafficking</i>	1) <i>The Gov of Brazil,</i>	1) <i>Brazil: Police and military academies</i>	1) <i>2 years : from march 2009 to February 2011</i>	1) <i>2 Million</i>	1) <i>300,000</i>
	2) <i>UNIOGBIS + UNDP</i>	2) <i>UNIOGBIS: Technical assistance to police reform and reform of the armed forces; UNDP: Support to SSR National Steering Committee</i>	2) <i>1 year: from September 2010 to august 2011</i>	2) <i>4 Million</i>	2) <i>1 million</i>
	3) <i>EU</i>	3) <i>EU : Rehabilitation of justice infrastructure (courts, BAR Association)</i>	3) <i>3 years</i>	3) <i>10 Million</i>	3) <i>3 million</i>

Annex B:

Mapping of UN Recipient Organizations

Please include exhaustive information of annual budgets of each recipient agency (RUNOs) in the targeted outcome area.

UN Agency	Key Sectors (top five or fewer)	Annual Budget (last year) per Recipient Organization in key sectors ¹¹	Annual Budget (this year) per Recipient Organization in key sectors ¹²	Projection of Annual Budget (next year) per Recipient Organization in key sectors	2012 Annual Delivery Rate (Agency Total)
Ex. 1) UNDP	(1) Strengthening of justice and Security Sector Reform (2)	1) 2010-2011: USD 2 Million (SSR)	1) 2012: 3,854,817.00 USD from BCPR Thematic Trust Fund)		2012 budget: US\$ 9.3 m Annual delivery rate: 75%
Ex. 2) UNICEF	1) Basic Education and Gender Equality 2)	1) 2010-2011: USD 5 Million	1) 2012: US\$ 3,228,060		Annual budget: US\$11,026,559 Annual delivery rate : 93%

ANNEX C

TARGET TABLE FOR OUTCOME AND OUTPUT INDICATORS OF THE RESULTS FRAMEWORK

This target table will be used for reporting (see templates 4.2 to 4.5).

Using the Programme Results Framework from the Project Document - provide an update on the achievement of indicators at both the outcome and output level in the table below. Where it has not been possible to collect data on indicators, clear explanation should be given explaining why, as well as plans on how and when this data will be collected.

This target table will be used for MPTFO reporting

	Performance Indicators	Indicator Baselines	Planned Indicator Targets	Targets actually achieved
Outcome 1¹³	Indicator			
Output 1.1	Indicator 1.1.1			
	Indicator 1.1.2			
Output 1.2	Indicator 1.2.1			
	Indicator 1.2.2			
Outcome 2	Indicator			
Output 2.1	Indicator 2.1.1			
	Indicator 2.1.2			
Output 2.2	Indicator 2.2.1			
	Indicator 2.2.2			

¹¹ If UNDP is one of the Recipient Agencies, specific information shall be included on whether the country is benefiting of BCPR Thematic Trust Fund and if yes, the amounts allocated and the funding gaps need to be specified

¹² If UNDP is one of the Recipient Agencies, specific information shall be included on whether the country is benefiting of BCPR Thematic Trust Fund and if yes, the amounts allocated and the funding gaps need to be specified


¹³ Either country relevant or PMP specific.

Annex E: to be submitted as a word document to MPTF-Office



**PEACEBUILDING FUND
PROJECT SUMMARY**

Project Number & Title:	PBF/ Strengthening Women’s Participation in the Elections as Candidates, Voters and Monitors	
Recipient UN Organization:	UNDP, UNIOGBIS	
Implementing Partner(s):	-Ministry of Women, Family and Social solidarity - National Electoral Commission -Women’s Political Platform -REMPSECAO	
Location:	Bissau and Regions	
Approved Project Budget:	US\$214,000	
Duration:	Planned Start Date: March 25, 2014	Planned Completion: 30 April, 2014
SC Approval Date: (Actual Dates)	NA	
Project Description:	This IRF project aims at urgently filling a gap for a greater inclusion of women in the electoral process, as monitors, voter and candidates. Based on successful experiences in the sub-region, this project aims at establishing a Women Situation Room to support the monitoring of the elections and mobilize women in solving incidents that might arise. These efforts will be complemented by a module targeting women in the civic education campaign and some limited support to women candidates through the Women’s Political Platform.	
PBF Priority Area:	PBF priority area 2: Promote coexistence and peaceful conflict resolution -2.1: National Reconciliation.	
PBF Outcome:	Uncontested election leads to the reestablishment of constitutional order in Guinea Bissau.	
Key Project Activities:	<u>Activity1</u> Establishment of a Women Situation Room for monitoring electoral process <u>Activity 2.1:</u> Integration of a specific focus on women in the civic education campaign	

	<p><u>Activity 2.2</u> Support to women candidates through Women's Political Platform</p>
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