SECRETARY-GENERAL'S PEACEBUILDING FUND
PROJECT DOCUMENT TEMPLATE

PBF PROJECT DOCUMENT

Country (ies): United Nations

Project Title: Country Support for Design, Monitoring and Evaluation Project Number from MPTF-O Gateway (if existing project): 92393

<table>
<tr><td>PBF project modality:
☒   IRF
☐   PRF</td><td>If funding is disbursed into a national or regional trust fund:
☐   Country Trust Fund
☐   Regional Trust Fund
Name of Recipient Fund:</td></tr>
</table>

List all direct project recipient organizations (starting with Convening Agency), followed type of organization (UN, CSO etc): DPPA/PBSO, UNOPS, UNFPA List additional implementing partners, Governmental and non-Governmental:

Expected project commencement date[1]: 5 November 2014 Project duration in months:[2] **116 (98 + 18 months extension) new end date: 31 December 2023** Geographic zones for project implementation: Global

Does the project fall under one of the specific PBF priority windows below: ☐ Gender promotion initiative ☐ Youth promotion initiative ☐ Transition from UN or regional peacekeeping or special political missions ☐ Cross-border or regional project

Total PBF approved project budget* (by recipient organization): **DPPA/PBSO:** $5,599,898 **UNOPS**: $1,014,000 **UNFPA**: $199,555 Total: $6,813,453   **The overall approved budget and the release of the second and any subsequent tranche are conditional and subject to PBSO's approval and subject to availability of funds in the PBF account. For payment of second and subsequent tranches the Coordinating agency needs to demonstrate expenditure/commitment of at least 75% of the previous tranche and provision of any PBF reports due in the period elapsed.* Any other existing funding for the project (amount and source): Project total budget:

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[1] Note: actual commencement date will be the date of first funds transfer.
[2] Maximum project duration for IRF projects is 18 months, for PRF projects – 36 months.

PBF 1-2ᵗ tranche: DPPA/PBSO: $ 4,842,767 UNFPA: $ 199,555 Total: $5,042,322	PBF 3ʳᵈ tranche*: UNOPS: $ 800,000 Total: $800,000	PBF 4ᵗʰ tranche*: DPPA/PBSO: $ 357,131 Total: $357,131	PBF 5ᵗʰ tranche: DPPA/PBSO: $ 400,000 UNOPS: $ 214,000 Total: $614,000

Two-three sentences with a brief project description and succinct explanation of how the project is time sensitive, catalytic and risk-tolerant/ innovative: This project provides for an enhanced design, monitoring and evaluation function at PBSO to directly support country-based development of peacebuilding programming and to manage country-based monitoring and evaluation efforts. The combined DM&E support will help strengthen gender-sensitivity of PBF's interventions through increased advocacy during project design and the mainstreaming of gender sensitivity within evaluations commissioned by PBSO.

Summarize the in-country project consultation and endorsement process prior to submission to PBSO, including through any PBF Steering Committee where it exists:

Project Gender Marker score: _2__ [3]
Specify % and $ of total project budget allocated to activities in direct pursuit of gender equality and women's empowerment: 30% or $184,200 (of the CE amount) ____

Project Risk Marker score: __0___ [4]

Select PBF Focus Areas which best summarizes the focus of the project *(select ONLY one)*: __4.3___ [5]

If applicable, **UNDAF outcome(s)** to which the project contributes: n/a

If applicable, **Sustainable Development Goal** to which the project contributes:
SDG 17: Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development

Type of submission: ☐ New project ☒ Project amendment	If it is a project amendment, select all changes that apply and provide a brief justification: **Extension of duration:** ☒ Additional duration in months: 18 (new end date: 31 December 2023) **Change of project outcome/ scope:** ☐ **Change of budget allocation between outcomes or budget categories of more than 15%:** ☐ **Additional PBF budget:** ☒ Additional amount by recipient organization:

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[3] **Score 3** for projects that have gender equality as a principal objective
Score 2 for projects that have gender equality as a significant objective
Score 1 for projects that contribute in some way to gender equality, but not significantly (less than 15% of budget)
[4] **Risk marker 0** = low risk to achieving outcomes
Risk marker 1 = medium risk to achieving outcomes
Risk marker 2 = high risk to achieving outcomes
[5] **PBF Focus Areas** are:
(1.1) SSR, (1.2) Rule of Law; (1.3) DDR; (1.4) Political Dialogue;
(2.1) National reconciliation; (2.2) Democratic Governance; (2.3) Conflict prevention/management;
(3.1) Employment; (3.2) Equitable access to social services
(4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration; (4.3) Governance of peacebuilding resources (including PBF Secretariats)
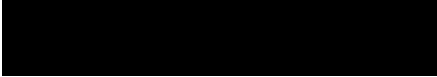
DPPA/PBSO: $400,000
UNOPS: $214,000

Brief justification for extension:

PBF 2020-2024 Strategy commits the Fund to taking new measures to enhancing M&E approaches for peacebuilding effectiveness, which includes improving guidance on how to measure achievable change, piloting new evaluative approaches, and establishing a design, monitoring and evaluation advisory function. In response to the Strategy, in 2021-2022 the PBF successfully piloted and scaled up country portfolio-level Strategic Results Frameworks (SRF) that help guide PBF investments in a country for a five-year eligibility period. To further expand on this good practice and to ensure greater connections between country-level peacebuilding priorities and strategies with other frameworks and processes (such as UNSDCFs and CCAs), additional support is required.

In 2022, moreover, the PBF issued its first ever Evaluation Policy, which commits the Fund to rolling out a more comprehensive, community-focused monitoring and evaluation of Fund investments. Using the funding available as part of this project, in 2022-2023 the PBF will: 1) conduct country portfolio evaluations in up to three PRF countries, 2) support the PBF's global effectiveness through managing a Midterm Review of the Fund's 2020-2024 Strategy, 3) launch a new evaluation product to centrally manage country evaluations of projects of less than $1.5 million, 4) scale up support and guidance to Community-Based Monitoring and Evaluation (CBM&E) initiatives, and 5) develop infrastructure and capacity to set up country-level Outcome Harvesting (OH) pilots. In addition, the PBF will procure the services of independent, external experts to quality assure PBF-funded evaluations. This will allow us to make credible claims about the quality of the evaluations and track progress.

The PBF will continue investing in learning through its Thematic Reviews and will provide continuous support for the evidence-based design of innovative, catalytic, and risk-tolerant peacebuilding projects. The PBF will draw on the services of independent consultants or consultancy firms to manage and guide these exercises. These will include individual consultants who are members of the Programme Support Team expert roster managed by UNOPS, as well as consultancy firms under Long-Term Agreement modality funded by the PBSO M1-32PSO-000007 grant within DPPA.

PROJECT SIGNATURES:

Department of Political and Peacebuilding Affairs (DPPA)	United Nations Office for Project Services (UNOPS)
Xuejun Zhou █████████████ *Signature* Executive Officer, DPPA-DPO *Date & Seal* 24/6/2022	Kirk Bayabos █████████████ *Signature* Head of Cluster, SDC *Date & Seal*
	Peacebuilding Support Office (PBSO) Elizabeth Spehar █████████████ *Signature* Assistant Secretary-General for Peacebuilding Support *Date & Seal* 21/07/2022

I.   Peacebuilding Context and Rationale for PBF support (4 pages max)

   a) A brief summary of **conflict analysis findings** as they relate to this project, focusing on the driving factors of tensions/conflict that the project aims to address and an analysis of the main actors/ stakeholders that have an impact on or are impacted by the driving factors, which the project will aim to engage. This analysis must be gender- and age- sensitive.

Effective peacebuilding programming begins with well-targeted and conceived project design. Part and parcel of good project design is ensuring that a given initiative's theory of change captures the logic of the project's intervention, laying out the rationale for the specific outputs and clearly articulating the anticipated, aggregate effect on peacebuilding. As noted in the first-ever global Review of the PBF (2013), for most sector specialists, identifying specific peacebuilding outcomes, articulating project logic through a theory of change, and identifying indicators that capture the desired *peacebuilding* effect is no easy task.[6] Consequently, PBSO has been frequently receiving requests for support from design, monitoring and evaluation specialists with specific peacebuilding experience.

Design, monitoring and evaluation (DM&E) support, however, does not end with the acceptance of a proposal. Robust monitoring and evaluation (M&E) is an essential aspect of increased accountability and improved learning for any organization, and the PBF has been continually enhancing these systems. The impulse to improve has come internally as well externally, through the recommendations of various evaluative exercises which have called for the establishment of stronger M&E systems,[7] and for enhancing the integration of gender throughout PBF evaluations.[8] The subsequent improvements have been recognized in the UK Foreign, Commonwealth and Development Office's (FCDO's) review of its partnership arrangement with the Fund, which in 2021 scored the PBF as "exceeds expectations" and noted that the PBF and recipient countries' results for M&E indicators "are a testament to the excellent work of the PBSO's Monitoring and Evaluation team," thus underscoring the relevance and impact of the DM&E investments to date and the need for continued and expanded support to country partners. The 2020 PBF Synthesis Review also recognized the improvements in M&E practices and useful experimentation with new M&E approaches, but also emphasized that "there is still a long journey ahead for PBF, RUNOs [Recipient UN Organizations of PBF funds] and NUNOs [Non-UN Recipients of PBF funds] to improve project-level DM&E and to design and monitor systematically for portfolio-level results."[9]

Historical overview of PBF's DM&E Unit
Starting in 2010, the PBF acquired dedicated DM&E expertise through the secondment of a Senior M&E Advisor from UNDP, tasked with providing all necessary support to PBF countries as well as policy development within PBF headquarters. In early 2013, DM&E in PBF saw the arrival of a JPO and the eventual recruitment of a PBF Senior M&E Advisor,

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[6] Kluyskens and Clark (2013), "Review of the United Nations Peacebuilding Fund," p. 60.

[7] Kluyskens and Clark (2013), OIOS (2008), "Report of the Office of Internal Oversight on the Independent Evaluation of the Peacebuilding Fund," Ball and van Beijnum (2009) "Review of the Peacebuilding Fund."

[8] See recommendations from the SWAP 2014 Evaluation Performance review, and Merkel, Katharina (2021), "Thematic Review on Gender-Responsive Peacebuilding":
https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/gender_thematic_review_2021_23_nov.pdf.

[9] Ernstorfer, Anita (2021), "Synthesis Review 2020: Drawing on evaluations and evaluative exercises of initiatives supported by the Fund," p. 27:
https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/synthesis_review.pdf.

leading to the establishment of a DM&E Unit in mid-2013.[10] Until 2021, the DM&E Unit was mostly comprised of the Senior Advisor supported by up to three International UN Volunteers. More recently, the 2022 PBF Evaluation Policy codified that within the DM&E Unit, the evaluation pillar consists of two staff members – the Head of DM&E Unit/Senior Advisor and the Monitoring and Evaluation Specialist.

Design support efforts to date

The DM&E team has been experimenting with country-tailored support during the design and implementation stages of the programming cycle through in-country support missions, VTC workshops, teleconferences, guidance notes and quality assurance of key programme documents, including Strategic Results Frameworks and project documents with their associated results frameworks.

Experience with this type of close accompaniment has shown that where such support is not provided, in-country programme staff struggle to present clear peacebuilding theories of change, to identify appropriate indicators and adequate monitoring frameworks to gauge their progress on peacebuilding outcomes. The 2017-2019 PBF Synthesis Review validated this conclusion, noting that in many contexts, "capacity limitations of RUNOs, NUNOs, and national partners in relation to robust peacebuilding programming remain a challenge."[11] In order to enable better programme design and the development of adequate M&E frameworks at programme conception, while recognizing the increasing number of projects and requests for such support, dedicated Design, Monitoring and Evaluation staff and funding available for their taskings must be sufficiently expanded.

Establishing the practice of independent evaluations

Since 2018, the PBF has made project evaluations mandatory, which "gives the PBF a unique data advantage…to inform its own decision-making and the practice of recipient organizations," while also making project results "more readily available to other interested parties for the sake of transparency and learning."[12] As a result, in 2021 the PBF assured the quality of a record 86 project evaluations, which was more than double the 2020 historic high of 36.[13] While this improvement in evaluation coverage has been welcomed, the quality and timeliness of these evaluations has varied significantly across cases, driven largely by in-country capacity and willingness to address the particularities of independently evaluating peacebuilding interventions (as opposed to standard development interventions).

Why is the commissioning of high-quality peacebuilding evaluations challenging? Similar to humanitarian evaluation, the evaluation of peacebuilding interventions is a subset within evaluation practice that requires specific expertise. Peacebuilding evaluators utilize a relatively new and innovative set of tools for confronting challenges stemming from the nature of conflict and post-conflict environments. Typical challenges include fluid programming contexts and constrained access to monitoring data and beneficiaries, all of which usually signal negative implications for quality evaluations using standard techniques. In addition to these

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[10] While providing essential M&E services, two members of the Unit also served as Programme Officers in four of PBF's 23 operational countries. Moreover, on 1 July 2014 the UNDP seconded M&E Advisor retired, leaving the M&E Unit with one senior M&E Advisor and a part time M&E officer filled through a JPO position (ended in February 2015).

[11] Ernstorfer, Anita (2020), "Synthesis Review 2017-2019: PBF project and portfolio evaluations," p. 2: https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/synthesis_review_final_report.pdf.

[12] Secretary-General's Peacebuilding Fund, "2020-2024 Strategy," p. 11: https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/pbf_strategy_2020-2024_final.pdf.

[13] Report of the Secretary-General on the Peacebuilding Fund for 2021 (2022) (A/76/687), p. 17: https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/n2225594.pdf.

environmental challenges, peacebuilding evaluators frequently confront projects in which the peacebuilding aspect of an intervention's expected outcomes is not explicit or has become blurred over time. In these cases, peacebuilding evaluators must construct a *post hoc* logic model, including a theory of change and associated indicators, for assessing the specific peacebuilding gains an intervention has accomplished. In the absence of doing this, evaluations tend to assess a project's outcomes within a given sector – education, security, local governance – at the expense of examining peacebuilding outcomes, rendering the evaluation only marginally useful for peacebuilding practice and PBF accountability. Moreover, peacebuilding evaluation needs to combine evaluation of multidisciplinary programming with the consideration of impact on the political objectives of the Strategic Results Framework or other national peacebuilding frameworks. Guaranteeing quality peacebuilding evaluations, then, requires the specific technical expertise noted above, as well as administrative and political will to ensure that sufficient resources are in place in a timely fashion.

b) A brief description of how the project aligns with/ supports **existing** Governmental and UN **strategic frameworks,** how it ensures **national ownership** and how the project complements/ builds on any other relevant interventions in this sector/area, including any lessons from previous PBF support.

The Peacebuilding Fund's Strategic Plan 2020-2024 and the corresponding PBF Performance Framework commit the Fund to ensuring a robust Monitoring, Evaluation and Learning system. Through piloting and scaling up new DM&E support exercises, the Fund will equip recipient UN entities and their national partners with more reliable data, evidence-based good practices and lessons learned, and greater DM&E capacity on both project and portfolio levels, which can contribute to enhancing national ownership, catalyzing additional resources, and ensuring sustainability of results.

II.   Project content, strategic justification and implementation strategy (4 pages max Plus Results Framework Annex)

a) A brief **description of the project content** – in a nutshell, what results is the project trying to achieve, and how does it aim to address the conflict analysis factors outlined in Section I (must be gender- and age- sensitive).

Overall aim of the project is to ensure that peacebuilding design, monitoring, evaluation and learning are strengthened within PBF-funded programming.

b) **Project result framework**, outlining all project results, outputs, activities with indicators of progress, baselines and targets (must be gender- and age- sensitive). Use **Annex B**; no need to provide additional narrative here.

c) Provide a **project-level 'theory of change'** – i.e. how do you expect these interventions to lead to results and why have these interventions been selected. Specify if any of these interventions are particularly risky.

If country partners are supported with dedicated peacebuilding DM&E expertise from the design through evaluation of interventions, interventions will have clearer peacebuilding outcomes and evaluations will be timelier and of higher peacebuilding quality.

d) **Project implementation strategy** – explain **how** the project will undertake the activities to ensure most effective and efficient achievement of results, including justification for geographic zones, criteria for beneficiary selection, timing among various activities, coherence between results and any other information on implementation approach (must be gender- and age-sensitive). No need to repeat all outputs and activities from the Result Framework.

DM&E country support

In its Strategic Plan 2020-2024, the PBF committed to a target of roughly 40 countries actively receiving PBF support at any given time. Currently, PBF allocations have translated into more than 300 active projects. The current IRF project helps ensure that DM&E peacebuilding specialists are available to provide close support and ongoing guidance to country partners throughout the project cycle, and at the portfolio level.

Enhanced DM&E country support includes providing focused and flexible guidance to country based PBF partners at key moments in the programming cycle. In particular, this assistance and quality assurance is provided to the country teams while drafting Strategic Results Frameworks (SRF) and project documents (PRF and IRF). More specifically, the DM&E experts assist the country teams with drafting strong project results frameworks and opening up opportunities to ensure that the ambitious objectives of SRFs are reflected in monitoring and reporting mechanisms. Such work also includes conducting participatory workshops to identify and translate the conceptual outcomes and country-level peacebuilding priorities into concrete programmatic actions in various locales targeted by PRF and IRF proposals. DM&E specialists also review all proposals and sit on PBSO Project Appraisal Committees to provide an assessment of the proposals' M&E frameworks and tools.

Following this IRF extension approval, DM&E specialists will work with country-based partners to encourage the timely undertaking of monitoring exercises, especially baseline surveys and the rolling-out of new Community-Based Monitoring and Evaluation (CBM&E), as well as Outcome Harvesting mechanisms and processes. DM&E specialists will support country-based partners to utilize evidence from the monitoring systems established by projects and Strategic Results Frameworks within the routine reporting required by MPTF-O and the PBF and for improved Results-Based Monitoring of interventions. DM&E specialists will assist in periodic review of implementation progress, including anticipated participatory eligibility reviews at the 5-year mark. While some of this has been done in the past, it has been on an ad hoc basis and several PBF evaluations have noted that a lack of adequate real time monitoring has occasionally contributed to missed opportunities for course correction.

Country evaluation strategy

For PRFs, evaluation function will be strengthened through a more comprehensive approach to periodic review throughout the programme cycle. The PBF will aim to engage country partners at three key moments: early in the implementation stage through an evaluability assessment, at midterm, and again for a final evaluation that will seek to measure the impact of PBF's investments. Wherever relevant, the DM&E Unit will seek to engage the UN Evaluation Group (UNEG) members to elicit their support of country-based colleagues and to increase their own headquarters' awareness of peacebuilding M&E. By providing three opportunities to reflect on anticipated outcomes and the fitness of inputs and outputs to achieve those outcomes, PBSO hopes to encourage a stronger connection between evaluation and programme management and learning.

The proposed initiatives (including CBM&E, Outcome Harvesting, Strategic Results Frameworks' development) as well as new approaches to Fund-wide and portfolio-level evaluations outlined in the PBF Evaluation Policy will provide greater predictability of funding needs and enable PBSO to better plan its global strategy for DM&E support across more than 40 country contexts. Currently, the PBF largely is responsive to field-based initiatives or demand for evaluation. By managing a global portfolio more comprehensively and providing DM&E capacity building and guidance more systematically, the PBF will be better positioned to plan and course correct the Fund-wide DM&E strategy such that it provides key inputs to global planning and reporting cycles in addition to contributing to knowledge management within the PBF and peacebuilding community more generally.

A final anticipated strength of the proposed project is its support to PBSO's adherence to UN Evaluation Group standards, including gender-related standards, and its ability to ensure that all evaluations conducted by the PBF and its fund recipients maximize gender inclusiveness and sensitivity. By working closely with PBSO's Gender Advisor, the DM&E Unit strives to ensure that PBSO meets and, wherever possible, exceeds organization-wide gender standards. Relatedly, the DM&E Unit will be a central managing partner in the Gender and Youth Promotion Initiative (GYPI) which mandates a rigorous monitoring and evaluation agenda, including by starting to commission independent cohort evaluations of projects under $1.5 million, which typically include GYPI projects.

Surge capacity – PBF Programme Support Team (PST) – UNOPS component
In order to consolidate and exceed the gains in quality programming the PBF has achieved in the face of considerable scale up, in 2019 the Fund established a "surge roster" of peacebuilding programming and evaluation professionals who can deploy to countries receiving funds from PBF to ensure high-quality proposals, achievement of results and rigorous evaluation. Surge roster logistics are managed on behalf of the Fund by UNOPS.

The surge roster (PBF Programme Support Team) has been operational since June 2019 with 10 peacebuilding DM&E experts. In 2020 additional experts were recruited to this mechanism to allow the PBF to respond to increasing demands, with 19 members being part of the PST roster as of 2022.

See Annex D for details.

III. Project management and coordination (4 pages max)

a) **Recipient organizations and implementing partners** – list direct recipient organizations and their implementing partners (international and local), specifying the Convening Organization, which will coordinate the project, and providing a brief justification for the choices, based on mandate, experience, local know-how and existing capacity.

DPPA – as the provider of administrative services for PBSO - is the recipient UN Department responsible for the finances and the overall implementation of the project. PBSO is the implementing agency which is responsible for the recruitment of the DM&E unit staff, and the day-to-day running of the project.

UNOPS is a United Nations resource for services and solutions across peace and security, humanitarian, and development efforts. Its mission is to help people build better lives and

countries achieve peace and sustainable development. While UNOPS can expand capacity towards achievement of all the sustainable development goals, the focus is based on partners' demand and the needs of people and countries. UNOPS' objectives are structured around three strategic contributions goals: (a) enable partners through efficient management support services; (b) help people through effective specialized technical expertise; and (c) support countries in expanding the pool and effect of resources.

b) **Project management and coordination** – present the project implementation team, including positions and roles and explanation of which positions are to be funded by the project (to which percentage). Explain project coordination and oversight arrangements. Fill out project implementation readiness checklist in **Annex C**.

The project team will include the Monitoring and Evaluation Specialist, who will have direct responsibility for ensuring that the project's outputs are achieved on time and on adequate budget, and will report to PBF's Senior M&E Advisor/Head of DM&E Unit. The Senior M&E Advisor will be ultimately accountable for the success of the project in contributing to the improvement of the Unit's DM&E function. The Head of the DM&E Unit/Senior Advisor reports to the Chief, Financing for Peacebuilding Branch, Peacebuilding Support Office.

The Surge Capacity component will be managed by the Chief, Financing for Peacebuilding Branch, Peacebuilding Support Office. The experts on the roster will report on all technical issues directly to the relevant PBF Programme Officer, delegated by the Chief, Financing for Peacebuilding Branch, Peacebuilding Support Office. The experts will also require clearance for any travel by the Chief, Financing for Peacebuilding Branch, Peacebuilding Support Office.

UNOPS will administer the recruitment and logistics, including travel arrangements, for all the consultants and DM&E Unit's staff. This project will be under the Development and Special Initiatives Portfolio. An assigned focal point will coordinate all day-to-day operations under the management of the Portfolio Manager who will provide oversight and monitoring to the project including approvals of contracts and procurement.

c) **Risk management** – assess the level of risk for project success (low, medium and high) and provide a list of major project specific risks and how they will be managed, including the approach to updating risks and making project adjustments. Include any Do No Harm issues and project mitigation.

Low risk

d) **Monitoring and evaluation** – What will be the M&E approach for the project, including M&E expertise in the project team and main means and timing of collecting data? Include a break-down of M&E budget that the project is putting aside, including for collection of baseline and end line data for indicators and independent evaluation, and an approximate M&E timeline. Ensure at least 5-7% of the project budget is set aside for M&E activities.

The PBF Senior M&E Advisor will provide oversight for the implementation of this project.

e) **Project exit strategy/ sustainability** – Briefly explain the project's exit strategy to ensure that the project can be wrapped up at the end of the project duration, either through sustainability measures, agreements with other donors for follow-up funding

or end of activities which do not need further support. If support from other donors is expected, explain what the project will do to try to ensure this support from the start.

IV.   Project budget

Please provide a brief justification for the proposed budget, highlighting any specific choices that have underpinned the budget preparation, especially for personnel, travel or other indirect project support, to demonstrate value for money for the project. Proposed budget for all projects must include funds for independent evaluation. Proposed budget for projects involving non-UN direct recipients must include funds for independent audit.

Fill out two tables in the Excel budget **Annex D**.

Annex A.1: Checklist of project implementation readiness

Question	Yes	No	Comment
Planning			
1. Have all implementing partners been identified? If not, what steps remain and proposed timeline			
2. Have TORs for key project staff been finalized and ready to advertise? Please attach to the submission			
3. Have project sites been identified? If not, what will be the process and timeline			
4. Have local communities and government offices been consulted/ sensitized on the existence of the project? Please state when this was done or when it will be done.			
5. Has any preliminary analysis/ identification of lessons learned/ existing activities been done? If not, what analysis remains to be done to enable implementation and proposed timeline?			
6. Have beneficiary criteria been identified? If not, what will be the process and timeline.			
7. Have any agreements been made with the relevant Government counterparts relating to project implementation sites, approaches, Government contribution?			
8. Have clear arrangements been made on project implementing approach between project recipient organizations?			
9. What other preparatory activities need to be undertaken before actual project implementation can begin and how long will this take?	N/A		
Gender			
10. Did UN gender expertise inform the design of the project (e.g. has a gender adviser/expert/focal point or UN Women colleague provided input)?			
11. Did consultations with women and/or youth organizations inform the design of the project?			
12. Are the indicators and targets in the results framework disaggregated by sex and age?			
13. Does the budget annex include allocations towards GEWE for all activities and clear justifications for GEWE allocations?			

Annex A.2: Checklist for project value for money

Question	Yes	No	Project Comment
1. Does the project have a budget narrative justification, which provides additional project specific information on any major budget choices or higher than usual staffing, operational or travel costs, so as to explain how the project ensures value for money?			
2. Are unit costs (e.g. for travel, consultancies, procurement of materials etc) comparable with those used in similar interventions (either in similar country contexts, within regions, or in past interventions in the same country context)? If not, this needs to be explained in the budget narrative section.			
3. Is the proposed budget proportionate to the expected project outcomes and to the scope of the project (e.g. number, size and remoteness of geographic zones and number of proposed direct and indirect beneficiaries)? Provide any comments.			
4. Is the percentage of staffing and operational costs by the Receiving UN Agency and by any implementing partners clearly visible and reasonable for the context (i.e. no more than 20% for staffing, reasonable operational costs, including travel and direct operational costs) unless well justified in narrative section?			
5. Are staff costs proportionate to the amount of work required for the activity? And is the project using local rather than international staff/expertise wherever possible? What is the justification for use of international staff, if applicable?			
6. Does the project propose purchase of materials, equipment and infrastructure for more than 15% of the budget? If yes, please state what measures are being taken to ensure value for money in the procurement process and their maintenance/ sustainable use for peacebuilding after the project end.			
7. Does the project propose purchase of a vehicle(s) for the project? If yes, please provide justification as to why existing vehicles/ hire vehicles cannot be used.			
8. Do the implementing agencies or the UN Mission bring any additional non-PBF source of funding/ in-kind support to the project? Please explain what is provided. And if not, why not.			

Annex B.1: Project Administrative arrangements for UN Recipient Organizations

(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 the financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF annual 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 completed by the RUNO. A project will be considered as operationally closed upon submission of a joint final narrative report. In order for the MPTF Office to financially closed a project, each RUNO must refund unspent balance of over 250 USD, indirect cost (GMS) should not exceed 7% and submission of a certified final financial statement by the recipient organizations' headquarters);

- Disburse funds to any RUNO for any cost 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:

Type of report	Due when	Submitted by
Semi-annual project progress report	15 June	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual project progress report	15 November	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
End of project report covering entire project duration	Within three months from the operational project closure (it can be submitted instead of an annual report if timing coincides)	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it	1 December	PBF Secretariat on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not.

Financial reporting and timeline

Timeline	Event
30 April	Annual reporting – Report **Q4 expenses** (Jan. to Dec. of previous year)
Certified final financial report to be provided by 30 June of the calendar year after project closure	

UNEX also opens for voluntary financial reporting for UN recipient organizations the following dates

31 July	Voluntary Q2 expenses (January to June)
31 October	Voluntary Q3 expenses (January to September)

Unspent Balance exceeding USD 250, 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 (www.un.org/peacebuilding/fund) and the Administrative Agent's website (www.mptf.undp.org).

Annex B.2: Project Administrative arrangements for Non-UN Recipient Organizations

(This section uses standard wording – please do not remove)

Accountability, transparency and reporting of the Recipient Non-United Nations Organization:

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

The Recipient Non-United Nations Organization will have full responsibility for ensuring that the Activity is implemented in accordance with the signed Project Document;

In the event of a financial review, audit or evaluation recommended by PBSO, the cost of such activity should be included in the project budget;

Ensure professional management of the Activity, including performance monitoring and reporting activities in accordance with PBSO guidelines.

Ensure compliance with the Financing Agreement and relevant applicable clauses in the Fund MOU.

Reporting:

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

Type of report	Due when	Submitted by
Bi-annual project progress report	15 June	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual project progress report	15 November	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
End of project report covering entire project duration	Within three months from the operational project closure (it can be submitted instead of an	Convening Agency on behalf of all implementing organizations and in

	annual report if timing coincides)	consultation with/ quality assurance by PBF Secretariats, where they exist
Annual strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it	1 December	PBF Secretariat on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not.

Financial reports and timeline

Timeline	Event
28 February	Annual reporting – Report **Q4 expenses** (Jan. to Dec. of previous year)
30 April	Report **Q1 expenses** (January to March)
31 July	Report **Q2 expenses** (January to June)
31 October	Report **Q3 expenses** (January to September)
Certified final financial report to be provided at the quarter following the project financial closure	

Unspent Balance exceeding USD 250 at the closure of the project would have to been refunded and a notification sent to the Administrative Agent, no later than three months (31 March) of the year following the completion of the activities.

Ownership of Equipment, Supplies and Other Property

Matters relating to the transfer of ownership by the Recipient Non-UN Recipient Organization will be determined in accordance with applicable policies and procedures defined by the PBSO.

Public Disclosure

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (www.un.org/peacebuilding/fund) and the Administrative Agent website (www.mptf.undp.org).

Final Project Audit for non-UN recipient organization projects

An independent project audit will be requested by the end of the project. The audit report needs to be attached to the final narrative project report. The cost of such activity must be included in the project budget.

Special Provisions regarding Financing of Terrorism

Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. Similarly, all Recipient Organizations recognize their obligation to

comply with any applicable sanctions imposed by the UN Security Council. Each of the Recipient Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with this agreement are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If, during the term of this agreement, a Recipient Organization determines that there are credible allegations that funds transferred to it in accordance with this agreement have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime it will as soon as it becomes aware of it inform the head of PBSO, the Administrative Agent and the donor(s) and, in consultation with the donors as appropriate, determine an appropriate response.

Non-UN recipient organization (NUNO) eligibility:

In order to be declared eligible to receive PBF funds directly, NUNOs must be assessed as technically, financially and legally sound by the PBF and its agent, the Multi Partner Trust Fund Office (MPTFO). Prior to submitting a finalized project document, it is the responsibility of each NUNO to liaise with PBSO and MPTFO and provide all the necessary documents (see below) to demonstrate that all the criteria have been fulfilled and to be declared as eligible for direct PBF funds.

The NUNO must provide (in a timely fashion, ensuring PBSO and MPTFO have sufficient time to review the package) the documentation demonstrating that the NUNO:
- ➢ Has previously received funding from the UN, the PBF, or any of the contributors to the PBF, in the country of project implementation.
- ➢ Has a current valid registration as a non-profit, tax exempt organization with a social based mission in both the country where headquarter is located and in country of project implementation for the duration of the proposed grant. (**NOTE**: If registration is done on an annual basis in the country, the organization must have the current registration and obtain renewals for the duration of the project, in order to receive subsequent funding tranches).
- ➢ Produces an annual report that includes the proposed country for the grant.
- ➢ Commissions audited financial statements, available for the last two years, including the auditor opinion letter. The financial statements should include the legal organization that will sign the agreement (and oversee the country of implementation, if applicable) as well as the activities of the country of implementation. (**NOTE**: If these are not available for the country of proposed project implementation, the CSO will also need to provide the latest two audit reports for a program or project-based audit in country.) The letter from the auditor should also state whether the auditor firm is part of the nationally qualified audit firms.
- ➢ Demonstrates an annual budget in the country of proposed project implementation for the previous two calendar years, which is at least twice the annualized budget sought from PBF for the project.[14]
- ➢ Demonstrates at least 3 years of experience in the country where grant is sought.

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[14] Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12.

➢ Provides a clear explanation of the CSO's legal structure, including the specific entity which will enter into the legal agreement with the MPTF-O for the PBF grant.

Annex C: Project Results Framework (MUST include sex- and age disaggregated data)

Outcomes	Outputs	Indicators	Means of Verification	Milestones
Outcome 1: JSCs, Secretariats, RUNOs, and PBSO are provided with well-targeted, actionable evaluations of their work.		Outcome Indicator 1 a Number of evaluations rated as "confident to act" (independent rating). Target: 100%	External peer review	75%
		Outcome Indicator 1 b JSCs, Secretariats, RUNOs and PBSO find evaluative exercise findings to be timely and useful to their work. Target: 100%	Partnership survey	75%
	Output 1.1 PBSO commissions and manages timely, high-quality, gender-sensitive evaluations.	Output Indicator 1.1.1 Ratio of completed evaluations that score at least 80% on a quality index per year (PBF rating). Target: 100%	Index to be composed of a checklist of OECD-DAC and UNEG evaluation criteria	

		Output Indicator 1.1.2 Ratio of field missions undertaken after approval of the Inception Report Target: 100%		75%
	Output 1.2 PBSO coordinates communication and provides input to key evaluation documents through an active and broadly representative Reference Group associated with its evaluations.	Output Indicator 1.2.1 Ratio of evaluations that have been finalized with Reference Group endorsement to those without. Target: 9 /9	Consolidated comments from RG members on Final Report	
		Output Indicator 1.2.2 Percentage of Reference Group members that are women. Target: 50%	Finalized Terms of Reference for PBF evaluation reference groups	

	Output 1.3 PBSO supports in-country stakeholders to submit well-considered and timely management responses.	Output Indicator 1.3.1 Percentage of formal management responses submitted to PBF M&E Unit within 40 days of the Final Report acceptance. Target: 100%		75%
Outcome 2: Evaluations commissioned by PBF mainstream gender and are in line with UNEG and UN SWAP standards		Outcome Indicator 2 a PBF scores "compliant" or better in annual UN SWAP review. Target: Compliant		

	Output 2.1 Terms of reference and Inception Reports include evaluation criteria that integrate gender.	Output Indicator 2.1.1 Percentage of Inception Reports that analyze gender relations within the object of study. Target: 100%		
	Output 2.2 Data collection tools and methods are gender-sensitive and support women's participation and empowerment.	Output Indicator 2.2.1 Percentage of evaluations for which data collection tools explicitly target women. Target: 100%		

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	Output 2.3 Evaluation findings fully analyze gender dynamics and are sensitive to women's empowerment.	Output Indicator 2.3.1 Percentage of evaluations for which the Evaluation Report includes findings, conclusions, recommendations that address gender dynamics and/or women's empowerment Target: 100%	Quality index	75%
Outcome 3: PBF contributes to UN capacity development and global knowledge about peacebuilding		Outcome Indicator 3 a Thematic reviews rated as "contributing to peacebuilding knowledge" by UN partners Target: 100%	Partnership survey	

		Outcome Indicator 3 b M&E for peacebuilding working group is established and well-functioning based on: 1) adoption of a ToR, 2) number of meetings, 3) number of members Target: 1) yes; 2) 4/year; 3) 12		
	Output 3.1 Thematic reviews and thematic evaluations provide in depth analysis on pressing peacebuilding topics	Output Indicator 3.1.1 Number of Thematic reviews and thematic evaluations Target: 2/year		

		Output Indicator 3.1.2 Number of brownbag lunches or other events to disseminate final reports Target: 2/year		
Outcome 4: PBF-funded programmes and projects are better designed and more evaluable		Outcome Indicator 4 a Percentage of PAC approval decisions for PRFs that are conditional on significant changes to the results framework Target: 25%		

		Outcome Indicator 4 b Percentage of projects within 6 months of ending that demonstrate evidence of peacebuilding outcomes. Target: 50%		
	Output 4.1 Evaluability assessments (EAs) of all PRF programmes provide recommendations for improving design, implementation and evaluability.	Output Indicator 4.1.1 Number of Evaluability Assessments Target: 6		3
		Output Indicator 4.1.2 Percentage of EA recommendations implemented Target: 100%		
		Output Indicator 4.1.3 Percentage of PRF countries that collect monitoring data on non-target and target populations. Target:100		

	Output 4.2 Effective use of monitoring for management	Output Indicator 4.2.1 Of projects rated as "off track", percentage of project reports that demonstrate corrective action taken as a result of monitoring data Target: 75%	RUNO 6-monthly reports to PBSO	50%
	Output 4.3 Improved design through PBF direct country support for DM&E	Output Indicator 4.3.1 Number of surge missions to support design and implementation Target:		

Annex D: UNOPS UNDG budget

Budget item	Original budget breakdown ($800,000)	Cost extension budget breakdown ($214,000)	Total budget breakdown ($1,014,000)
Personnel	$413,322	$233,890	$647,211
Travel	$125,627	$14,670	$140,297
Contractual services	$70,000	($60,000)	$10,000
Project personnel costs if not included in activities above	$102,715	$8,500	$111,215
Project operational costs if not included in activities above	$36,000	$2,940	$38,940
SUB-TOTAL PROJECT BUDGET:	**$747,664**	**$200,000**	**$947,664**
Indirect support costs (7%):	$52,336	$14,000	$66,336
TOTAL PROJECT BUDGET:	**$800,000**	**$214,000**	**$1,014,000**

Annex E: DPPA/PBSO UNDG budget

Budget item	Original budget breakdown ($5,199,898)	Cost extension budget breakdown ($400,000)	Total budget breakdown ($5,599,898)
Personnel (institution/ consultancy firm)	$4,170,252	$219,027	$4,389,279
Equipment, Vehicles and Furniture	$3,765	$0	$3,765
Contractual services	$22,571	$1,605	$24,176
Travel	$230,119	$20,000	$250,119
Transfers and Grants	$159,873	$112,395.2	$272,268.2
General Operating and Other Direct Costs	$273,138	$20,804.8	$293,942.8
SUB-TOTAL PROJECT BUDGET:	**$4,859,718**	**$373,832**	**$5,233,550**
Indirect support costs (7%):	$340,180	$26,168	$366,348
TOTAL PROJECT BUDGET:	**$5,199,898**	**$400,000**	**$5,599,898**

Annex F: UNOPS Interim Financial Statement

Country Name:	Global				
Project Number:	21288-001				
Project Title:	Programme Support for provision of Experts to Monitoring and Evaluation capacity				

Cost breakdown by cost category as of 31 March 2022

(In US Dollars)

	2019	2020	2021	2022	Total
1) INCOME					
Contributions	800,000	0	0	0	800,000
TOTAL INCOME					800,000
2) EXPENDITURE					
Staff and other personnel expenses	28,000	212,322	159,164	71,955	471,440
Supplies,commodities,materials					
Equipment & Furniture					
Contractual services					
Travel	10,559	10,296	1,237	305	22,397
Transfers and Grants to counterparts					
General operating and other direct costs	14,690	42,806	22,441	2,700	82,636
Exchange Gain/Loss	0	(20)	51	0	31
Indirect Support Costs (Fee)	3,727	18,580	12,799	5,247	40,353
TOTAL EXPENDITURE					616,858
PROJECT ADVANCES					0
COMMITMENTS					0
3) FUND AVAILABLE / (REQUIRED)					183,142

* All amounts are in USD. Transactions in non-USD have been converted to USD at the UN operational rate of exchange as on the date of the transaction.

* This is an ad-hoc report prepared for information purpose and is not part of the reporting requirment under the Financial Agreement.
* The report includes fee projections for open period(s).

Annex G: DPPA/PBSO Interim Financial Statement

United Nations ⊕ Nations Unies

Trust Fund for the Peacebuilding Support Office

Project: Support for Design, Monitor, Evaluation
(M1-32PSO-000007)

Interim Statement of Income and Expenditure for the period ended 31 May 2022
(Expressed in US dollars)

Income

Voluntary contributions from UNDP MPTF			5,199,898
Transfers from/(to) Grant			-
Voluntary contributions in kind			-
Total Voluntary contributions from UNDP MPTF			5,199,898
Investment income			167,271
Miscellaneous income			-
Total income			**5,367,169**

Expenditures	Actual Expenses	Commitments	
Staff and other personnel cost	4,020,787	(4,456)	4,016,331
Supplies, Commodities and Materials	-	-	-
Equipment, Vehicles and Furniture	3,765	-	3,765
Contractual Services	22,571	-	22,571
Travel	130,119	-	130,119
Transfers and Grants	-	159,873	159,873
General Operating and Other Direct Costs	273,138	-	273,138
Total direct expenditures	**4,450,380**	**155,417**	**4,605,797**
Indirect Support Costs (United Nations)	312,813	-	312,813
Indirect Support Costs (Implementing Partners)	-	9,592	9,592
Total indirect support costs	**312,813**	**9,592**	**322,405**
Total expenditures *	**4,763,193**	**165,009**	**4,928,202**
Net excess/(shortfall) income over expenditure			**438,967**
Exchange rate (loss)/gain			-
Refunds			-
Unspent contribution balance, beginning			-
Unspent contribution balance, 31 May 2022			**438,967**
Unpaid pledges, 31 May 2022			-
Available Balance, 31 May 2022			**438,967**

a/ Include outstanding commitments of USD 165,009.

Certified by the Finance Division / OPPFB   Date: 15 June 2022