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**LEBANON RECOVERY FUND**

**MPTF OFfice GENERIC ANNUAL programme[[1]](#footnote-1) NARRATIVE progress report**

**REPORTING PERIOD: 1 january – 31 December 2014**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme Title & Project Number | |  | Country, Locality(s), Priority Area(s) / Strategic Results[[2]](#footnote-2) | |
| * Programme Title: M&E team for the LRF * Programme Number *LRF 25* * MPTF Office Project Reference Number:[[3]](#footnote-3)00073340 | | *(if applicable)*  *Country/Region*  Lebanon | |
| *Priority area/ strategic results* | |
| Participating Organization(s) | |  | Implementing Partners | |
| * Organizations that have received direct funding from the MPTF Office under this programme   *UNDP* | | * National counterparts (government, private, NGOs & others) and other International Organizations   *Ministry of Economy & Trade* | |
| Programme/Project Cost (US$) | |  | Programme Duration | |
| Total approved budget as per project document: 308,323 USD  (including cost extensions)  MPTF /JP Contribution[[4]](#footnote-4): |  |  | Overall Duration *(months)*  *72 months* |  |
|  |  |  | Start Date[[5]](#footnote-5) *17 Dec 2009* |  |
|  |  |  |  |  |
|  |  |  | Current End date[[6]](#footnote-6)*31 Dec 2016* |  |
| TOTAL: 200,000.00 USD |  |  |  |  |
| Programme Assessment/Review/Mid-Term Eval. | |  | Report Submitted By | |
| Assessment/Review - if applicable *please attach*  Yes No  Mid-Term Evaluation Report *– if applicable please attach*  Yes No | | * Name: Rony Gedeon * Title: M&E Officer * Participating Organization (Lead): UNDP * Email address: [rony.gedeon@one.un.org](mailto:rony.gedeon@one.un.org) | |

### LIST OF ACRONYMS

M&E: Monitoring and Evaluation

LRF: Lebanon Recovery Fund

UNRCO: United Nations Resident Coordinator’s Office

FAO:Food and Agriculture Organization

UNIDO: United Nations Industrial Development Organization

UNDP: United Nations Development Programme

UNFPA: United Nations Population Fund

ILO: International Labour Organization

UNESCO: United Nations Educational, Scientific and Cultural Organization

MPTF: Multi-Donor Trust Fund

PAG: Project Approval Group

SC: Steering Committee

HQ: Head Quarters

Q: Quarter

MoM: Minutes of Meeting

# NARRATIVE REPORT FORMAT

# Purpose

The M&E unit was designed to enhance the LRF monitoring mechanism by incorporating the below activities into a more coherent and efficient framework and by expanding overall oversight management. The M&E unit aims at enhancing the efficiency, preventing unnecessary expenditures and avoiding project delays. This framework will consist of:

1. An increased frequency of field trips and monitoring meetings;
2. Closer and more technical follow ups on project implementation and financial activities;
3. A continuous evaluation and objective re-assessment of project achievements against pre-set targets;
4. A support system to meet timely completion with the objective of raising the effectiveness of projects and ensure cost-efficiency in their implementation, and
5. A support system to examine the final evaluation of the projects implemented under the LRF.

Effective oversight management of the LRF projects is time-enhancing and cost-efficient to both donors and beneficiaries. And since the M&E team will oversee all aspects of the project activities, Project Managers are supported in achieving their pre-set deadlines in a timely manner. This will be advantageous to the benefactors since it will prevent the postponement of the project’s activities.

Furthermore, any revisions made in the outstanding projects-such as a no cost time extension, a budget reevaluation or change in scope is effectively assessed and evaluated by the M&E team and hence, improving the cost-efficiency and decision making outcomes of those projects by the PAG team and LRF Steering Committee.

Project Objectives:

The development goal of the M&E Team is to generate a framework whereby the operation and delivery of current and prospective projects approved under the LRF are able to improve efficiency, recognize and prevent unnecessary expenditures and project delays that may arise over the present time frame of each individual project.

The immediate objective of establishing an M&E Team is to strengthen the existing LRF monitoring mechanism by improving the timeliness, cost efficiency and reliability of the current LRF project activities.

Project Outputs:

Main outputs include:

1. Support Project Managers in achieving their pre-set deadlines in a timely manner, thus working in favor of the beneficiaries of each project, and
2. Revisions made in the outstanding projects - such as a no cost time extension, a budget re-evaluation or change in scope - will be effectively assessed and evaluated by the M&E team. This will improve all decision making outcomes and will ensure compliance with the above revisions.

# Results

1. **Narrative reporting on results:**

**Monitoring of LRF projects**

The M&E unit monitored the progress of the LRF ongoing projects during 2015 in relation to the planned outcomes in the projects’ documents approved by the steering committee. This monitoring entailed a review of narrative and financial reports of the ongoing projects in close cooperation with the implementing agencies. In collaboration with the concerned UN agencies, the reports were revised in order to highlight on the results and the impact of the LRF initiatives. The final versions of the reports have been uploaded on the MPTF gateway.

In addition, the M&E unit conducted field/office visits to projects’ regions and staff to better assess the projects’ progress and to obtain feedback of beneficiaries and local stakeholders where possible.

Additionally, the M&E unit supported the SC and PAG in review of extension requests submitted for the LRF 28 and LRF 29 projects. The LRF-29 “Selected Rapid Delivery and Immediate Impact Interventions” has been granted a no-cost time extension of 9 months to complete the remaining activities. The LRF-28 project submitted a no-cost extension in late 2015 and the project request was reviewed closely with the implementing agency and Government counterparts and was granted an extension until August 2016.

During 2015, the M&E unit also managed the operational closure of the LRF 27 and LRF 30 projects in close collaboration with the government counterparts as well as UNDP as the recipient UN organization. The two final narrative reports are posted on the MPTF gateway.

**Visibility of the LRF**

The M&E unit provided guidance and support to the ongoing projects on adhering to the visibility guidelines for LRF projects during outreach activities and public events and in the case of distribution of materials highlighting the support of the trust fund and the donors.

**Support to the LRF resource mobilization:**

Following up on multi/bilateral fundraising and on the Third Pledging Conference (Kuwait 3) that aimed to support raising funds for the countries affected by the Syrian crisis in the region, the M&E unit market the LRF as a flexible channel that enables donors to pool their resources and rapidly provide funding to Lebanon in support to short and medium term projects.

This entailed consultations and follow up with bilateral donors and partners on pledges made in the conference including marketing of the fund and increasing visibility of the trust fund’s donors and partners. Additional USD 1.5 million were contributed to the LRF in support of host communities and the Lebanon Crisis Response Plan, particularly in support of the health, livelihoods and social stability sectors.

Additional donors have expressed interest in supporting Lebanon and the LCRP through the LRF which the M&E unit will follow up and facilitate concreting these contributions in 2016.

**Proposal submission and review:**

In result to the new funds received, a call for proposal was submitted to the earmarked UN agencies. The M&E unit worked closely with UNDP and UNHCR in the submission of the project proposals and in collaboration with the relevant government counterparts. The final outcome of this call will take place during initial phase of 2016.

**ii) Indicator Based Performance Assessment:**

|  |  |  |
| --- | --- | --- |
| Project Outputs | Activities | Indicators |
| **Support Project Managers in achieving their pre-set deadlines in a timely manner, thus working in favor of the beneficiaries of each project** | * Monitoring of the projects’ progress conducted on continuous basis. Inquiries, comments and suggestions are shared with the project teams with regard to the obstacles faced and the alternative measures to be adopted to overcome the constraints. * Close monitoring and evaluation have resulted in pointing out the obstacles facing the projects’ implementation * Coordination meetings with the projects’ teams to assess the progress made and the obstacles facing the implementation. * The M&E Unit has been reviewing, editing and amending the quarterly progress reports of 2015; guarantying the timely submission of LRF reports through the MPTF Gateway <http://mdtf.undp.org/> and as such: * Annual reports covering 2014 revised and uploaded on MPTF gateway. | Activities completed as per the projects’ set up work plans  Revised projects and updated work plans  Challenges assessed and alternative measures suggested  Meetings readouts with the projects’ teams and updated work plans  Reports uploaded to the MPTF website (<http://mptf.undp.org/factsheet/fund/LRF00> ) |
| **Revisions made in the outstanding projects - such as a no cost time extension, a budget re-evaluation or change in scope - will be effectively assessed and evaluated by the M&E team. This will improve all decision making outcomes and will ensure compliance with the above revisions.** | * Periodic site visits to assess the progress achieved. * Periodic updates to the LRF PAG and SC on the progress achieved and the obstacles faced. | Debriefing meetings  PAG and SC minutes of meeting |

**Constraints:**

1. Administrative procedures in the Ministries and UN agencies resulted in delaying the approval and processing of extension and transfer requests.

**Lessons Learned:**

1. To improve the quality of the LRF progress reports, the M&E Unit is conducting individual meetings with the project/program managers to clarify the required info to be included in the progress reports in addition to the focus on the coordination terms between the implementing UN Agencies and the M&E Unit vis-à-vis the visibility of the LRF .
2. Monthly reports were requested from the implementing UN Agencies to assess the progress made vis-à-vis the set work plans for projects receiving no-cost time extensions.
3. Participation in the LRF projects’ major events.
4. Close follow-up with the designated focal points of the MPTF, PAG and SC.
5. Meetings with the projects’ teams to assess the progress achieved and consider alternative work plans in light of the developing security situation in the country.

1. The term “programme” is used for programmes, joint programmes and projects. [↑](#footnote-ref-1)
2. Strategic Results, as formulated in the Strategic UN Planning Framework (e.g. UNDAF) or project document; [↑](#footnote-ref-2)
3. The MPTF Office Project Reference Number is the same number as the one on the Notification message. It is also referred to as “Project ID” on the project’s factsheet page the [MPTF Office GATEWAY](http://mdtf.undp.org) [↑](#footnote-ref-3)
4. The MPTF or JP Contribution, refers to the amount transferred to the Participating UN Organizations, which is available on the [MPTF Office GATEWAY](http://mdtf.undp.org) [↑](#footnote-ref-4)
5. The start date is the date of the first transfer of the funds from the MPTF Office as Administrative Agent. Transfer date is available on the [MPTF Office GATEWAY](http://mdtf.undp.org/) [↑](#footnote-ref-5)
6. If there has been an extension, then the revised, approved end date should be reflected here. If there has been no extension approved, then the current end date is the same as the original end date. The end date is the same as the operational closure date which is when all activities for which a Participating Organization is responsible under an approved MPTF / JP have been completed. As per the MOU, agencies are to notify the MPTF Office when a programme completes its operational activities. [↑](#footnote-ref-6)