

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

<p>Project Title: “PBF Secretariat Support to Joint Steering Committee and PRF projects”</p>	<p>Recipient UN Organization(s): UNDP</p>
<p>Project Contact: Name: Ulan Shabynov, PBF Secretariat Manager Agency and Address: UN House, Office of the UN Resident Coordinator, 160 Chui 720040 Telephone: +312 611 213 Email: ulan.shabynov@one.un.org</p>	<p>Implementing Partner(s) – name & type (Government, CSO, etc): Key counterparts: - Department on Ethnic, Religious Policy and Interaction with Civil Society, Office of the President of the Kyrgyz Republic - Joint Steering Committee (JSC) - JSC Co-Chairs</p>
<p>Project Location: Bishkek city</p>	
<p>Project Description: The project enables functioning of the Secretariat in its full capacity to support the work of the Joint Steering Committee and its Co-chairs. The overall role of Secretariat is to ensure coordination of all key stakeholders in peacebuilding activities in Kyrgyzstan – national authorities, civil society, development partners and UN agencies. The Secretariat also performs functions related to monitoring the progress towards PPP outcomes and liaising with PBSO on behalf of JSC. Assistance and guidance is provided by the Secretariat to the JSC, RUNOs and NUNOs through the quality control of regularly submitted reports as well as review of RUNOs reporting to MPTF. The Secretariat also has to ensure that effective communication system is in place to raise public awareness about</p>	<p>Peacebuilding Fund: \$ 551,653 USD* Fully allocated first tranche: \$ 386,157.10 Conditional second tranche: \$ 165,495.90 Total Project Cost: \$ 551,653 USD *The overall approved PBF budget and release of the second tranche are subject to the PBSO’s evaluation and decisional process, and subject to the availability of funds in the PBF account.</p>

(for PRR-funded projects)

<p>United Nations Resident Coordinator in the Kyrgyz Republic</p> <p>Name of Representative Ms. Yukie Mokuo</p> <p>Signature</p> <p>Title United Nations Resident Coordinator a.i.</p> <p>Date & Seal December 9, 2017</p>	<p>Office of the President of the Kyrgyz Republic Name of Government representative Ms. Mira Karjibueva</p> <p>Signature</p> <p>Title Head of Department of Ethnic and Religious Policy and Interaction with Civil Society, Deputy Chief of staff of the President's Office</p> <p>Date & Seal December 7, 2017</p>
<p>Peacebuilding Support Office (PBSO) Name of Representative Mr. Oscar Fernandez-Tarango</p> <p>Signature</p> <p>Date 15/12/2017</p> <p>Title Assistant Secretary-General for Peacebuilding Support</p> <p>Date & Seal</p>	<p>Peacebuilding Support Office (PBSO) Name of Representative Mr. Oscar Fernandez-Tarango</p> <p>Signature</p> <p>Date 15/12/2017</p> <p>Title Assistant Secretary-General for Peacebuilding Support</p> <p>Date & Seal</p>

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PROJECT COMPONENTS:

(N.B. 1: All the italicized text on the pages below is to be used as guidance for what should be provided. The actual submission does not need to contain the italicized text.)

I. How this project fits within the approved Priority Plan

a) Priority Plan Outcome Area supported: *This section outlines which Outcome Area of the Priority Plan is being supported by this project and how.*

In June 2010, amid political and social tensions, violence erupted in the southern cities of Osh and Jalalabad, and their surrounding areas, resulting in the death of at least 470 and displacement of 400,000 people, of whom 75,000 fled to Uzbekistan. Since then, the country has initiated a number of peacebuilding activities. Much progress was made to stabilize the situation with considerable support from the Peacebuilding Fund through Immediate Response Facility (IRF) contributions as well as Peacebuilding and Recovery Facility (PRF) contributions.

With the Peacebuilding Priority Plan (PPP) 2013-2016, Kyrgyzstan's first three-year priority plan, the country implemented a series of activities to prevent the recurrence of future violence, supported by the Peacebuilding Fund through a \$15.1 million investment. The plan focused on three outcomes: (a) peace and reconciliation through strengthened policy and legal frameworks; (b) building capacity of local self-governing bodies to manage local conflicts and support social cohesion; and (c) provision of multilingual and multicultural education to ensure that all citizens have access to economic and educational opportunities.

The efforts for the past years contributed to increased stability in the southern regions and in the country in general. The largest gains were seen in enacting legislation and establishing mechanisms for addressing grievances at local levels; decreasing dramatically the inter-ethnic conflict cases; doubling the number of cases brought to human rights and justice institutions; improving trust in and performance of government. The strong leadership provided by the Office of the President and the United Nations Resident Coordinator yielded results that instill confidence in the direction of the path ahead.

With all the positive achievements, however, there is still more work that needs to be done to sustain peace in the country. The rise of radicalization potentially leading to violent extremism and its spread across national borders has recently emerged as a serious issue, related particularly to recruitment carried out by religious extremist groups into banned religious organizations and to join foreign terrorist fighters abroad.

Moreover, newly emerging phenomena threaten to reverse the development gains made over the past years under the previous PPP. The Final Evaluation of the implementation of the previous Plan conducted in May 2017 also mentioned issues related to radicalization potentially leading to violent extremism as a serious threat to stability and sustainable peace and development in Kyrgyzstan.

To consolidate and further strengthen the development gains over the years and deal with new peacebuilding challenge, UN Country team jointly with the Government of the

Kyrgyz Republic and with the support from UN Peacebuilding Fund has developed a new Peacebuilding Priority Plan for 2018-2020. The new Plan focuses on a set of measures to cope with the emerging challenges related to the prevention of violent extremism. The Joint Steering Committee (JSC) which was established in 2013 by the decree of the President of the Kyrgyz Republic to formulate and oversee implementation the first Plan will continue performing same functions under the new Plan with support from the PBF Secretariat.

To meet the responsibilities of the Secretariat and to perform relevant coordination, M&E and other tasks, this project document entitled 'PBF Secretariat Support to Joint Steering Committee and PRF projects' has been elaborated in addition to the three PRF Outcome project documents, as integral part of the new PPP implementation. The project enables functioning of the Secretariat in its full capacity to support the work of the Joint Steering Committee and its Co-chairs.

a) Rationale for this project:

b) *This section summarizes briefly why this project is the best way to achieve/contribute to the relevant Priority Plan Outcome Area.*

The JSC, co-chaired by a high-ranking representative from the Office of the President and the UN Resident Coordinator in the Kyrgyz Republic, consists of 28 official members representing Kyrgyzstan's Parliament, offices of the President and the Government, government institutions, civil society organizations and UN agencies. In addition to official members, there are observers, who usually attend JSC meetings on a regular basis. As a result, on average meetings of JSC are attended by 50-60 people at a time allowing all stakeholders, including donors, development partner organizations, representatives of academia, media, thematic experts and beneficiaries contribute in a transparent way to the effective work of JSC.

JSC members and observes gained valuable experience and good understanding of various aspects of peacebuilding work in Kyrgyzstan during implementation of the first PPP. In June 2013 based on peacebuilding needs analysis report the JSC developed and approved the first Peacebuilding Priority Plan (PPP) for Kyrgyzstan. In order to achieve the outcomes of the first PPP UN agencies implemented 10 projects during 2013-2016, which were approved by JSC and subsequently monitored and guided. The work of the JSC in overseeing the projects' implementation was supported by a Secretariat, which was set-up primarily for this goal to support the co-chairs of the JSC. It serves as an interface between the JSC as the strategic decision-making body, state institutions, civil society organizations, development partners and UN agencies in the country. The Final Evaluation of the implementation of the previous Plan, multiple visits from PBSO confirmed effective and crucial role that JSC plays in peacebuilding activities in Kyrgyzstan. JSC co-chairs presented Kyrgyzstan's peacebuilding experience in front of the Peacebuilding Commission (PBC) in October 2016, when Kyrgyzstan was finishing its work on implementation of the first PPP. Regional cross-border cooperation in Central Asia and issues related to radicalization potentially leading to violent extremism were highlighted as Kyrgyzstan's new peacebuilding challenges at the PBC meeting.

UN Country team jointly with the government of the Kyrgyz Republic spent approximately one year analyzing the situation related to this complex subject of PVE, conducting its own research and studying what others have found. Results of this thorough analytical work have become a foundation for all three Outcomes in the new

Peacebuilding Priority Plan for 2018-2020 and consequently for the three Outcome PRF proposals through which the new PPP will be implemented. If the previous PPP was implemented through 10 PRF projects, the new PPP will be implemented only through three joint PRF projects. As per recommendation of the final evaluation of the first PPP, joint work of several RUNOs within a given Outcome bring stronger results. Therefore, each project will be jointly implemented by several RUNOs which requires even more coordination both within any given Outcome group but also within larger PPP. The JSC will remain to be the main supervisory and strategic oversight body for implementation of the new PPP and the Secretariat will continue supporting effective performance of the JSC.

The overall role of Secretariat is to ensure coordination of all key stakeholders in peacebuilding area in Kyrgyzstan – national authorities, civil society, development partners and UN agencies. The Secretariat also performs functions related to monitoring the progress towards PPP outcomes utilizing specific mechanisms for oversight and coordination, such as the Oversight Groups and Outcome Working Groups as well as traditional monitoring mechanisms such as the baseline and end line surveys and possibly community-based monitoring scheme. Secretariat will provide assistance and guidance to the JSC and RUNOs through coordinating activities, joint processes, liaising with PBF, NUNOs, government, civil society, development partners and expert community and ensuring quality control of regularly submitted donor reports. In addition, Secretariat will help guide/ensure that project-level final evaluations are conducted on time and with sufficient budget.

The Secretariat also has to ensure that effective communication system is in place to raise public awareness about peacebuilding efforts in Kyrgyzstan and that RUNOs and NUNOs fulfil their obligations with regards to gender and youth involvement. Inclusive communication and open dialogue with the project stakeholders will reinforce the sense of the national ownership of project's result and in turn help all relevant actors achieve their peacebuilding goals.

Taking into account relative novelty of the PVE as a field, UNCT in Kyrgyz Republic proposes to host an international mid-term PVE symposium in 2019 as a learning exercise.

- c) **Coherence with existing projects:** *This section lists any other PBF projects which are supporting the same Priority Plan Outcome Area and explains how coherence/complementarity between them will be ensured. Using Table 1, the section then provides a list of other (non-PBF) peacebuilding activities in the same outcome area and identifies any gaps.*

The project supports implementation of the PPP by ensuring that the PRF resources are programmed on the basis of broad consultation, the availability of high level expertise, and mobility for planned activities. It will also support an open dialogue between RUNOs and national counterparts on project implementation to ensure national ownership of projects' results.

The project would ensure synergy of its activities with projects of implementing agencies by conducting joint activities such as perception surveys, joint monitoring and other activities that would serve the purpose of achieving results of PPP as well as results of the projects. Many of the project's activities, including baseline and endline surveys will

be planned jointly with national counterparts to ensure that the approach to measuring impact on peacebuilding would become an instrument to be used further.

One of the decisions at the JSC meeting conducted on October 6th 2017 was to expand the JSC membership and invite other non-UN development partners working on the same topic utilizing JSC meetings as one joint coordination platform. The work of the JSC supported by Secretariat will help other donors and implementing organizations working in peacebuilding strengthen results of their work by complementing each other's activities and avoiding possible overlap and duplication, collectively reaching out to more target groups, enforcing local ownership and making long-term commitments.

Coordination with other donors, development partners, representatives of CSO and the state through their participation in the JSC meetings, as well as through other means would ensure better complementarity of all peacebuilding activities in the country. During the period of implementation of the PPP, Secretariat would continue using coordination mechanisms which were set up and successfully utilized to support implementation of the previous PPP.

II. Objectives of PBF support and proposed implementation

- a) **Project outcomes, theory of change, activities, targets and sequencing:**
Provide an overview for each of the intended project outcomes, including the following: (i) a clear Outcome Statement; (ii) a 'Theory of Change' explaining the underpinning logic and causal chain for the change this outcome is seeking; (iii) expected content of the support, including the scope and scale of support, target groups, geographical scope, focus of support, envisaged modalities of support/ implementation approach, with a justification for the proposed approach. In preparing this section, teams should refer back to Section 3.3 of the PBF Guidelines on considerations regarding gender equality. Teams should also consider the principle of Do No Harm in selecting specific target groups and geographic areas.

The theory of change of the project provides that If the Secretariat provides quality services on coordination, communication and monitoring and evaluation of progress against PPP outcomes, then this will contribute to successful implementation of PPP, because coherence, collaboration and synergies among the various stakeholders in implementing PRF projects that address various aspects of the PPP will be enhanced.

With continued assistance of PBF, the Secretariat in Kyrgyzstan will be able to support the implementation of the new PPP 2018-2020. In order to achieve the PPP outcomes, the Secretariat needs to play a meaningful coordination role, involving all key stakeholders.

The main target groups of the project are state institutions, civil society organizations of Kyrgyzstan, UN Agencies, implementing partners, expert community and other development partners working on issues related to three Outcomes of the new PPP. The key beneficiary is the Joint Steering Committee comprised of 28 people representing governmental institutions, civil society organizations and UN agencies, as well as development partners as observers. The Office of the President of the Kyrgyz Republic, in particular the Department of Ethnic, Religious Policies and Interaction with Civil Society would be among key counterparts of the project implementation.

RUNOs, NUNOs and their implementing partners would benefit from this project because of better overall coordination and communication and joint oversight, monitoring and evaluation. RUNOs and NUNOs mainly focus on implementation of their projects while the Secretariat is the key body for monitoring progress in achieving the PPP outcomes and coordination joint efforts.

Development partners who are not implementing PRF projects would be informed about the work done under the PPP by the Secretariat and would benefit from the overall coordination function carried out by the project. Also, Secretariat will share with JSC members and observers innovative approaches utilized in other PBF supported countries in tackling issues related to PVE.

Outcome:

Effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Priority Plan results and the projects that support it.

The Secretariat assists the JSC in periodic review of Kyrgyzstan's PPP, and associated objectives and guidelines, in response to evolving security, political and socio-economic issues in Kyrgyzstan and the JSC's ongoing consultation with PBF. It also prepares annual PPP reports on behalf of JSC.

Under the overall supervision of JSC co-chairs, the Secretariat ensures transparent information flow among members of the JSC and all relevant stakeholders and provides overall coordination in monitoring of the progress towards PPP outcomes, including joint advocacy and outreach of PRF projects in Kyrgyzstan. The Secretariat will comprise of 3-4 staff members (and where required consultancy support).

Secretariat assists JSC in its commitment to public disclosure with appropriate communication materials provided by RUNOs. Upon agreement with relevant offices, information shall also be posted on the UNPBF website www.unpbf.org and distributed via other communication channels. Relevant and appropriate information must be posted on UN system's website in Kyrgyzstan, www.kg.one.un.org. Such reports and documents may include records of decisions, summary sheets of approved projects, spending level and financial and progress reports and summaries of internal and external project evaluations. The JSC shall take all reasonable steps to ensure the accuracy and appropriateness of material to be posted.

Output 1: Secretariat develops, in consultation with JSC members, reports required by donor and submits them in timely manner

Activity 1.1. Documenting, communicating and ensuring follow-up of the JSC's decisions, particularly ensuring submission of appropriately signed and complete project documentation to the MPTF Office

Activity 1.2. Reviewing reports and providing necessary updates to JSC co-chairs and PBF

Output 2: Established coordination mechanisms that contribute to achieving PPP outcomes and timely communication of relevant information.

Activity 2.1. *Providing JSC/UNCT secretarial support including organising meetings, recording minutes and sharing documents with members and observers of the JSC and UNCT. Coordinating interactions between UNCT and state institutions within PPP implementation*

Activity 2.2. *Liaising with PBF on any issues related to PBF procedures, rules and regulations, including no-cost extension, financial reporting, project closure, etc and inform RUNOs. Acting as a local repository of knowledge regarding the rules and regulations of the PBF and related management arrangements.*

Activity 2.3. *Supporting inter-project coordination by organizing regular Outcome group meetings with participation of all relevant stakeholders from UN, state and IPs.*

Activity 2.4. *Promoting awareness on the PRF interventions amongst Government, civil society, the public and international partners*

Activity 2.5. *Documenting issues and periodically sharing 'lessons learnt' with the JSC and PBF*

Output 3: Monitoring and evaluation: M&E system that provides information about achieving PPP outcomes at all levels (national and local) for strategic decision making in the area of peacebuilding is established.

Activity 3.1. *Organizing the Evaluability assessment in 6-8 months after the start of all projects to validate approaches, target areas and interventions. and follow up actions are taken according to the recommendations*

Activity 3.2. *Tracking the implementation of projects against the PPP, identifying problems that may arise in relation to project delivery and management and advising the JSC on appropriate action, with follow up and reporting back on progress or lack thereof.*

Activity 3.3. *Coordinating the work of Baseline and Endline surveys and assist in setting up community-based monitoring if appropriate*

Activity 3.4. *Organize Oversight Group visits to project sites, including providing orientation for Oversight group members and facilitating development of the joint Oversight Group report and ensuring that the reports are presented at JSC meetings*

Activity 3.5. *Providing guidance to RUNOs on common methodology for monitoring and evaluation and related issues.*

Activity 3.6. *Help guide and ensure that project-level final evaluations are conducted on time and with sufficient budget.*

Output 4: Enhanced capacity of the JSC members and key stakeholders to monitor and better guide the implementation of PPP.

Activity 4.1. Organize specific capacity building trainings for UN project staff, Oversight Group members, government and implementing partners, including project impact monitoring and evaluation training.

Activity 4.2. Ensuring linkages of PPP Kyrgyzstan to national processes, in particular National Program of the Government of Kyrgyz Republic on countering Extremism and Terrorism for 2017-2022, The Government Programme "40 steps into the future" (2017-2040), The Concept of state policy of the Kyrgyz Republic in the religious sphere for 2014-2020, Concept on National Unity, UNDAF (2018-2022), United Nations Secretary General's Plan of Action to Prevent Violent Extremism (A/70/674), UN Secretary General's 7-point agenda on gender responsive peace-building and other relevant strategic frameworks.

Activity 4.3. Maintaining a database on implementing partners, experts on PVE-relevant issues.

Activity 4.4. In coordination with PBF and UNDP's Global PVE programme, take leading role in organizing a mid-term PVE symposium as a learning exercise for national and international stakeholders.

- b) **Budget:** Provide the envisaged project budget, using the two tables below: (1) output/activity by activity budget and (2) UN Categories budget. Provide any additional remarks on the scale of the budget and how value-for-money is being ensured, referring to the Value for Money checklist.

Funds transfers will be made in two performance-based tranches. Tranche two will be released upon authorization by PBF that the following benchmarks or conditions have been met:

1. Evidence of expenditure of 80% of the first tranche
2. Completion of baseline survey

Table 2: Project Output/Activity Budget

Output number	Output names	Output budget	Amount allocated to Gender Equality and Women's Empowerment (at least 10%)	UN budget category (see table below for list of categories)
Output 1	Secretariat develops, in consultation with JSC members, reports required by donor and submits them in timely manner	96,485	9,600	Staffing, contractual services
Output 2	Established coordination mechanisms that contribute to achieving PPP outcomes and timely communication of relevant information.	190,485	20,500	Staffing, contractual services, supplies, travel
Output 3	Monitoring and evaluation: M&E system that provides information about achieving PPP outcomes at all levels (national and local) for strategic decision making in the area of peacebuilding is established.	236,485	23,650	Staffing, contractual services, supplies, travel
Output 4	Enhanced capacity of the JSC members and key	28,198	3,000	Staffing, contractual services, supplies, travel

	stakeholders to monitor and better guide the implementation of PPP.			
TOTAL		\$ 551,653	\$ 56,750	

Table 3: Project budget by UN categories

Project Budget by PBF Cost Categories	AMOUNT UNDP		TOTAL in USD
	Tranche 1 in USD	Tranche 2 in USD	
JSC Secretariat operational and technical costs			
1. Staff and other personnel cost	242,158	103,782	345,940
2. Supplies, commodities, materials	16,800	7,200	24,000
3. Equipment, vehicles, furniture including depreciation	6,300	2,700	9,000
4. Contractual services	42,000	18,000	60,000
5. Travel	28,437	12,188	40,624
6. Transfers and grants to counterparts	0	0	0
7. General operating and other direct costs	25,200	10,800	36,000.00
Sub-Total Project Costs	360,895	154,670	515,564
8. Indirect support costs (not exceed 7%)*	25,262	10,826	36,089
Total Project Cost	386,157 USD	165,496 USD	551,653 USD

* 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.

- c) **Capacity of RUNO(s) and implementing partners:** This section should provide a brief description of the RUNO capacity in the Country, including the overall annual budget (regular and emergency) and the staff. It should include its peacebuilding expertise, its previous experience with joint programming and an outline of its strengths/value-added, which will be put to use in the project implementation. It should also outline the M&E capacity. This section should also outline any additional implementing partners, including their role and experience and how the RUNO will provide quality assurance. Please use the following table for the RUNO budgeted and add rows if more than one RUNO.

PBF Secretariat as part of the UN RCO with UNDP's support as an Administrative Agent locally has an extensive experience in managing, coordinating and providing secretariat support to joint projects that require multi-stakeholder coordination. Such experience includes coordination, management and implementation support including reporting to MPTF and Joint Steering Committee in accordance with MPTF requirements. The PPP will be implemented by 6 UN agencies in three Outcome directions. Implementation of the previous PPP helped build in-house capacity to coordinate various stakeholders in complex projects as well as to contribute to the coherence and effective results using the Delivering as One model principles. The experience also includes RCO support to the design, implementation and monitoring of the peacebuilding projects that were supported

by the UN Peacebuilding Fund since 2010 through the Immediate Response Facility (IRF 1&2) as UN response to the April and June 2010 events, 2013-2016 PPP, multiple GPI projects and a cross-border project between Kyrgyzstan and Tajikistan.

III. Management and coordination

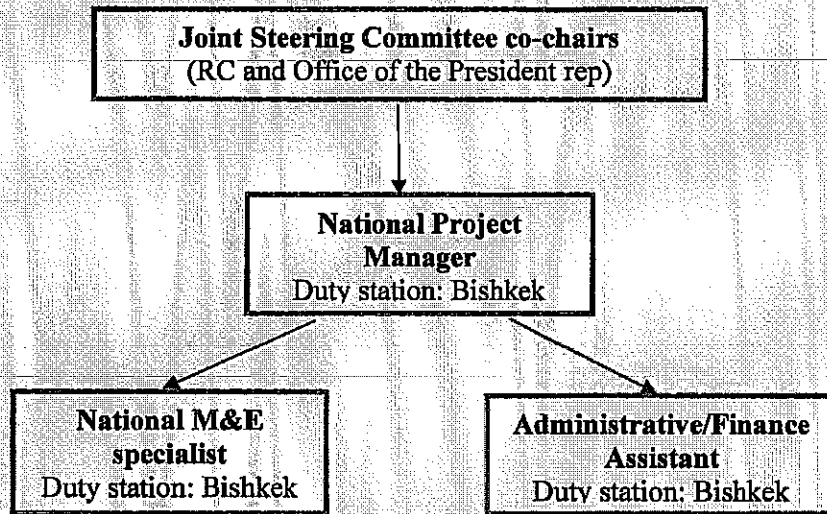
- a) **Project management:** *This section identifies the oversight structure or mechanism responsible for the effective implementation of the project and for the achievement of expected results. If need be, an organogram can be included to help understand the structures.*

Coordination arrangement is carried mainly through regular participation at the JSC meetings of all relevant stakeholders with presence of national counterparts, civil society, UN agencies, donors and development partners.

Additional coordination arrangements will be made by creation of coordination mechanisms within priority outcomes and across projects on issues such as gender, youth, human rights and work in the same geographic locations.

RUNOs/National Counterparts/Implementing Partners/Others	Roles and Contributions	Duration/Period of Engagement
Office of the President/ Department of ethnic, religious policies and interaction with the civil society JSC members	Streamlining expectation on the side of national counterparts on the needs and approaches for engagement with projects Input and feedback for support provided by the Secretariat	3 years
UN Agencies	Participation in joint (with RUNOs) monitoring activities, Outcome group meetings and Oversight group visits.	3 years
Donor community and other development partners	Participation in coordination of project implementation and in their monitoring and evaluation Communication of extant and planned projects to avoid duplication/create synergies	3 years

Organizational Chart of Project Management Structure



Duty station of the project's staff is Bishkek city with regular field trips to the target areas of the PPP. Monitoring and evaluation of PPP implementation would be done in all respective geographic sites where RUNOs implement their interventions.

- b) **Risk management:** *This section sets out the main risks that may jeopardize project implementation, their likelihood, severity, and risk management, including responsibility for risk management/ mitigation. Risks should include those of a political and external nature as well as those of programmatic nature. Use the table below for risk mapping. The risks should include Do No Harm considerations, including any potential negative consequences due to the project design and implementation in the fragile and post-conflict setting.*

Table 5 – Risk management matrix

Risks to the achievements of PPP outcomes	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy
<u>Stakeholder engagement</u>			Secretariat
Political and social disruption	Medium	High	assists JSC so that it constantly works with UN, government partners and civil society to sustain ownership of the process and jointly manage external risks
Weakening political will	High	High	arranges continuous dialogue with

to achieve priority outcomes of the PPP			state bodies and civil society to discuss the projects and their engagement in achieving the aims
Implementation capacity of Implementing Partners	Low	High	facilitates project selection process that also considers existing capacity of IPs
<u>Access and security</u>			
Peacebuilding interventions fueling tensions instead of promoting peace	Medium	High	undertakes continuous monitoring of changing conflict dynamics and application of Do No Harm methodology to ensure that all projects are conflict sensitive, making adjustments to project design where needed
Outbreak of violent conflict and natural disasters that could cause delays in implementation	Medium	High	ensures that projects are managing external risks through drafting of contingency plans

- c) **Monitoring & Evaluation:** *This section sets the M&E arrangements and responsibilities for the project, including the persons who will be responsible for the collection and analysis of data, the kind of means of verification envisaged and the budget being set aside for M&E.*

In addition, please use the table annexed to this template (Annex 2) to set out the Results Framework. For additional information on Results Frameworks, see Section 7 of the PBF Guidelines. This project Results Framework should also serve the purpose to complete the second phase of the Priority Plan Results Framework.

The Secretariat will be responsible for PPP Monitoring and Evaluation. Assistance and guidance will be provided to the JSC and RUNOs through quality control of half-yearly, annual and end of project programmatic reports.

The Secretariat will be responsible for designing and building M&E systems at the PPP level:

- Providing technical support to RUNOs in designing project level M&E systems,
- Refining the PPP Results Framework;
- Improving the PPP M&E Plan;
- Designing instruments of data collections/analysis/visualization;
- Providing technical support on M&E issues to RUNOs;
- Disseminating reporting requirements of PRF projects;
- Coordinating the work of PPP Baseline survey and conducting baseline data collection activities.

To sustain M&E systems at PPP level the Secretariat will:

- Ensure project reporting responsibility of RUNOs and quality of the reporting;
- Report the progress against PPP results;
- Conduct joint field monitoring visits with RUNOs/RCO/JSC/PBSO/Donors/IPs
- Equip the JSC and UNCT with monitoring capacities.
- Assess possibility of setting up a community-based monitoring

Measuring the impact at PPP level will be done through:

- Overseeing project evaluations;
- Coordinating PPP end-line survey;
- Working with PBSO to manage a final external evaluation.
- Help guide and ensure that project-level final evaluations are conducted on time and with sufficient budget. Ensure that ToRs of Final evaluations at project level are approved by PBF.

At the end of the project the Secretariat will disseminate lessons learned, good practices and innovations.

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

The UNDP MPTF Office serves as the Administrative Agent (AA) of the PBF and is responsible for the receipt of donor contributions, the transfer of funds to Recipient UN Organizations, the consolidation of narrative and financial reports and the submission of these to the PBSO and the PBF donors. As the Administrative Agent of the PBF, MPTF Office transfers funds to RUNOs on the basis of the signed Memorandum of Understanding between each RUNO and the MPTF Office.

AA Functions

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

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

Accountability, transparency and reporting of the Recipient United Nations Organizations

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

procedures.

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

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

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

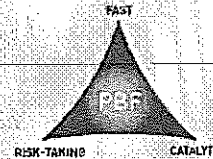
Ownership of Equipment, Supplies and Other Property

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>).

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



**PEACEBUILDING FUND
PROJECT SUMMARY**

Project Number & Title:	"PBF Secretariat Support to Joint Steering Committee and PRF projects"	
Recipient UN Organization:	UNDP	
Implementing Partner(s):	<ul style="list-style-type: none"> - Department on Ethnic, Religious Policy and Interaction with Civil Society, Office of the President of the Kyrgyz Republic - Joint Steering Committee (JSC) - JSC Co-Chairs 	
Location:	Bishkek city	
Approved Project Budget:	Peacebuilding Fund: \$ 551,653 USD* Fully allocated first tranche: UNDP - \$ 386,157.10 Conditional second tranche: UNDP - \$ 165,495.90	
Duration:	Planned Start Date: 15.12.2017	Planned Completion: 14.12.2020
Brief project Description:	The project enables functioning of the Secretariat in its full capacity to support the work of the Joint Steering Committee and its Co-chairs. The overall role of Secretariat is to ensure coordination of all key stakeholders in peacebuilding activities in Kyrgyzstan – national authorities, civil society, development partners and UN agencies. The Secretariat also performs functions related to monitoring the progress towards PPP outcomes and liaising with PBSO on behalf of JSC. Assistance and guidance is provided by the Secretariat to the JSC, RUNOs and NUNOs through the quality control of regularly submitted reports as well as review of RUNOs reporting to MPTF. The Secretariat also has to ensure that effective communication system is in place to raise public awareness about peacebuilding efforts in Kyrgyzstan and that RUNOs and NUNOs fulfil their obligations with regards to gender and youth aspects. Inclusive communication and open dialogue with the project stakeholders will reinforce the sense of the national ownership of project's results.	
Project Outcomes:	Outcome 1: Effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Priority Plan results and the projects that support it.	
PBF Focus Area:	Priority Area 4.3: Governance of peacebuilding resources (including JSC/PBF Secretariats).	
Gender marker:	1	
Key Project Activities:	Output 1: Secretariat develops, in consultation with JSC members, reports required by donor and submits them in timely manner Output 2: Established coordination mechanisms that contribute to achieving PPP outcomes and timely communication of relevant information.	

Output 3: Monitoring and evaluation: M&E system that provides information about achieving PPP outcomes at all levels (national and local) for strategic decision making in the area of peacebuilding is established.

Output 4: Enhanced capacity of the JSC members and key stakeholders to monitor and better guide the implementation of PPP.

Annex B – PRF Project Results Framework

OUTCOME LEVEL	PROJECT LEVEL		
OUTCOME	PROJECT RESULTS (OUTPUTS)	OUTPUT INDICATORS	MEANS OF VERIFICATION
<p>Effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Priority Plan results and the projects that support it.</p>	<p>Output 1 Secretariat develops, in consultation with JSC members, reports required by donor and submits them in timely manner</p>	<p>Indicator 1.1 JSC Annual Report submitted within 7 days of the deadline Baseline: 0 Target: 3</p>	<p>Transmittal e-mail of JSC Annual Report</p>
		<p>Indicator 1.2 Quality of JSC Annual Reports rated “acceptable” by PBSO review team Baseline: 0 Target: tbd</p>	<p>Report review matrix (PBF)</p>
	<p>Output 2 Established coordination mechanisms that contribute to achieving PPP outcomes and timely communication of relevant information.</p>	<p>Indicator 2.1 Key partners (e.g. RUNOs as well as non-UN stakeholders) satisfied with level and timeliness of PBSO communication and coordination Baseline: Target: Indicator 2.2 % of coordination activities conducted as planned Indicator 2.3</p>	<p>bi-annual partnership survey</p>

		<p>The level of satisfaction with Secretariat's job among JSC and RUNOs</p> <p>Baseline: N/A</p> <p>Target: 80%</p>	Online survey
	<p>Output 3 Monitoring and evaluation: M&E system that provides information about achieving PPP outcomes at all levels (national and local) for strategic decision making in the area of peacebuilding is established.</p>	<p>Indicator 3.1 Baseline/end-line studies conducted</p>	
	<p>Output 4 Enhanced capacity of the JSC members and key stakeholders to monitor and better guide the implementation of PPP.</p>	<p>Indicator 4.1 # of field visit reports with recommendations prepared by the Oversight Group and presented to the JSC.</p> <p>Indicator 4.2 # of trainings conducted (on gender responsive peacebuilding, HRBA, DS)</p>	