

# PBF PROJECT DOCUMENT TEMPLATE



## PROJECT DOCUMENT

Length : Max. 12 pages (plus cover page + annexes)

<b>Country: Guinea-Bissau</b>			
<b>Project Title: Support, Coordination and Monitoring in Guinea-Bissau 2018 - 2019</b>			
<b>Project Number from MPTF-O Gateway: 00108262</b>			
<b>PBF project modality:</b>		<b>If funding is disbursed into a national or regional trust fund:</b>	
<input checked="" type="checkbox"/> IRF	<input type="checkbox"/>	Country Trust Fund	
<input type="checkbox"/> PRF	<input type="checkbox"/>	Regional Trust Fund	
<b>Name of Recipient Fund:</b>			
<b>Expected project commencement date<sup>1</sup>: 19/12/2017</b>			
<b>Project duration in months:<sup>2</sup> 18 Months</b>			
<b>Total PBF project budget* (by recipient organization starting with Lead):</b>			
UNDP: \$ 944,356.			
<i>*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</i>			
<b>Any other existing funding for the project (amount and source):</b>			
<b>PBF 1<sup>st</sup> tranche:</b>	<b>PBF 2<sup>nd</sup> tranche*:</b>	<b>PBF 3<sup>rd</sup> tranche*:</b>	<b>__ tranche</b>
UNDP: \$ 944,356	N/A	N/A	N/A
<b>One sentence of project description:</b>			
Support to PBF Secretariat in the UN Resident Coordinator's Office to accompany design, quality assurance and implementation of PBF portfolio in Guinea-Bissau.			
<b>Summarize the in-country project consultation and endorsement process prior to submission to PBSO, including through any PBF Steering Committee where it exists:</b>			
National Technical Consultation held September 2017 helped establish overarching funding priorities for 6 IRF projects that were approved 19/12/2017. The Ministry of the Presidency of the Council of Ministers and Congressional Affairs is the focal point ministry for the PBF Secretariat. That Ministry is also on the Executive Committee of OG1 of the UNPAF (UNDAF equivalent) where all PBF projects are present and are monitored through that oversight mechanism.			
<b>Project Gender Marker Score: <u>2</u></b>			
<ul style="list-style-type: none"> <li>• <b>Score 3</b> for projects that have gender equality as a principal objective (minimum of 80% of total budget going to gender equality and women's empowerment (GEWE))</li> <li>• <b>Score 2</b> for projects that have gender equality as a significant objective (minimum of 30% of the total budget going to GEWE)</li> </ul>			
<b>The PBF Secretariat supports gender mainstreaming throughout the IRF project design phase</b>			

<sup>1</sup> Note: actual commencement date will be the date of first funds transfer.

<sup>2</sup> Maximum project duration for IRF projects is 18 months, for PRF projects – 36 months.

**Project risk marker score: 1**

0 = low risk to achieving outcomes

1 = medium risk to achieving outcomes

2 = high risk to achieving outcomes

**Select PBF Focus Areas** which best summarizes the focus of the project (*select ONLY one*): 4.3

(1.1) SSR, (1.2) RoL; (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)

**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: 3 months until 30 September 2019

**Change of project outcome/ scope:** ☒

**Change of budget allocation between outcomes or budget categories of more than 15%:** ☒

**Additional PBF budget:** ☐

**Brief justification:**

A NCE of this project for 3 months is necessary to enable the preparation of a new project document that is currently underway. The prodoc preparation is taking more time than anticipated because there is an effort underway to standardize the Secretariat prodocs across all PBF countries.

The NCE is needed to ensure stop gap coverage given the timeframe for the consultations and the approval of the new project. The extension will enable the uninterrupted continuation of the current project document until the new project document is finalized and approved.

The NCE includes budget amendment that will enable the purchase of 4 computers. The teams' computers are out of warranty and will not be repaired if they break. In addition, the budget amendment will enable the purchase of a new vehicle for the PBF Secretariat. The current vehicle is over 10 years old and repairs are becoming more common and expensive, potentially exposing staff to security risks. The passenger side airbag is broken and cannot be fixed in GB. The PBF vehicle has lasted the longest of the UN fleet but past the expected life span for vehicles in GB.

Moreover, some funds are being set aside to enable a consultant to assist with the preparation of a new PBF project to support the UN and Government transition priorities in view of UNIOGBIS withdrawal. The rest of the funds will be used to cover the operations of the Secretariat during the extension period.

# FRONT SIGNATURES

<p>Responsible Organization<sup>2</sup></p> <p>Mr. Yousif Mawad Khamis United Nations Development Program U. N. Development Director</p> <p>Signature: [Redacted]</p> <p>Date &amp; Place: [Redacted]</p> <p>Official Seal: [Redacted]</p>	<p>Representative of National Authorities</p> <p>Mr. Armando Braga Minister Ministry of the Presidency of the Republic of Ministers</p> <p>Signature: [Redacted]</p> <p>Date &amp; Place: [Redacted]</p> <p>Official Seal: REPUBLICA DA GUINEA-BISSAU, PRESIDENCIA DO CONSELHO DE MINISTROS</p>
<p>Responsible Coordinator (RC)</p> <p>Mr. Da Silva Deputy Special Representative of the Secretary-General UNDP Mr. António Coordinator</p> <p>Signature: [Redacted]</p> <p>Date &amp; Place: 30/09/17</p>	<p>Responsible Support Office (RSO)</p> <p>Mr. Carlos Fernandes Assistant Secretary-General, Financial and Support Office</p> <p>Signature: [Redacted]</p> <p>Date &amp; Place: 06/07/2019</p>

<sup>2</sup> Please include signature block for each direct recipient organization under this project.

## PROJECT COMPONENTS:

### I. Peacebuilding Context and Rationale for PBF support

#### a) Peacebuilding context:

The project will enable the continuous functioning of the PBF Secretariat located in Guinea-Bissau and provide technical guidance and assistance to the development and oversight of PBF funded projects. The PBF Secretariat is responsible for ensuring coordination, coherence and synergy among PBF and PBC activities in Guinea Bissau and serves as a liaison among the entities of the peacebuilding architecture in NYHQ and UNIOGBIS, as well as between the UN and national and international partners involved in peacebuilding in GB. This project aims at supporting the efficient delivery of the complete PBF portfolio, consisting of follow-up activities to the 2015-17 Peacebuilding Priority Plan (PPP), a portfolio of IRF projects as well as current and potential future projects funded through special initiatives, such as the Gender and Youth Promotion Initiatives of 2016 and 2017.

As a PBC country, Guinea Bissau is eligible to PBF support. The PBF has made three Peacebuilding Recovery Facility (PRF) allocations, in 2008, 2011, and 2014 respectively. The impact of the first allocation is generally accepted as poor, while the April 2012 coup led to the suspension of PBC and PBF engagement, notably of a PBF (PRF) USD 16.8 million allocation made in 2011 under a Priority Plan that was never implemented. Instead, an Immediate Response Facility (IRF) envelope of US\$ 5 million was made available in 2013 in order to support essential activities contributing to the restoration of constitutional order. Successful elections, which benefitted from the IRF support, were conducted in April/May 2014 and paved the way for a new government, which took office in July 2014.

After the elections, the new government declared its readiness to fully re-engage with the international community, including the PBC and the PBF and established a vision, articulated in Terra Ranka, that closely links peace and development: **“a positive Guinea Bissau, politically stable through inclusive development, good governance, and preservation of its biodiversity.”** A new peacebuilding priority plan was drawn up and it was close aligned with the Government’s vision and priorities. It provided a USD 10 Million envelop to be implemented between April 2015 and 31 December 2017. But, it was written at a moment of heightened optimism following the 2014 election and envisioned peace consolidation through state reform and modernization. By mid-2015, the country returned to its homeostatic condition of political instability and impasse. Guinea-Bissau has had five governments from September 2015 to the end of 2017. The governmental gridlock and unrest make institution-building efforts exceedingly difficult to implement and impacted the national ownership and management of the fund as well. The Peacebuilding Priority plan will expire at the end of 2017 with many remaining challenges.

#### b) Mapping of existing peacebuilding activities and gaps:

The PBF Secretariat project does not have a substantive working area but will support design and implementation of all IRF projects as well as ensure their coordination, coherence, and oversight through the UN leadership in Guinea-Bissau and Headquarters. The Secretariat will also work closely to ensure proper media coverage of results and impacts of projects and conduct peace advocacy when and where appropriate, like International Peace Day.

#### c) Rationale for this IRF:

As noted, Guinea-Bissau is a conflict-prone country with a fragile state. Peacebuilding work remains critical important in Guinea-Bissau and the UN and PBF have an important role to play in enabling the country to succeed in its efforts to strengthen peace and stability. For this to happen, the PBF Secretariat will need to continue to operate in Guinea-Bissau due to (1) the challenging context and the weak oversight mechanism, (2) the needs for coordination and liaison services, (3) the lack of capacity in the area of

peacebuilding, (4) the need for strong M&E capacities with a peacebuilding perspective and (5) for effective communication and uniformity in visibility.

Thus, the PBF Secretariat will continue to perform the following functions: a) provide liaison services among all actors of the peacebuilding architecture including the Inter-agency Coordination Unit, b) provide technical support and guide Recipient United Nations Organizations (RUNOs) and partner organizations in projects design, implementation, monitoring, and reporting, c) enable UN Leaders to address bottlenecks in project design and implementation and to enable effective coordination, coherence and synergies, d) build capacity of RUNOs and partners in peacebuilding related topics and peacebuilding M&E; e) support the Resident Coordinator's Office with donor relations and reporting results of peacebuilding interventions and e) improve communication for greater public awareness of peacebuilding generally, as well as of the PBF and funded projects, their results and impacts.

## **II. Objectives of PBF support and proposed implementation**

### **a) Project outcomes, theory of change, activities, targets and sequencing:**

#### Objectives:

This is a management project and, as such, its aim is to provide technical and administrative support to the entities involved in the design, implementation and accompaniment of PBF-funded projects in Guinea-Bissau.

#### Project Outcomes, Outputs and Activities:

**Outcome 1) The effective development, implementation, monitoring, oversight of peacebuilding projects and the overall strategic direction of the PBF portfolio in Guinea-Bissau is ensured.**

#### **✓ Output 1.1: PBF Secretariat operations are running**

This output ensures the effective management of Secretariat, with a full complement of staff, and provides for the maintenance of equipment and acquisition of supplies needed to operate.

- 1.1.1: Prepare and approve new Prodoc for PBF Secretariat 2018-2019
- 1.1.2: Evaluate and renew staff contracts
- 1.1.3: Staff Attend Approved Trainings
- 1.1.4: Purchase of equipment (camera, photocopier, office furniture etc.) and supplies + fuel
- 1.1.5: Offices equipped/operational

#### **✓ Output 1.2: Effective oversight, communication and coordination enabled to ensure Oversight, Coherence and Complementarity between Projects**

This Output ensures support to RUNOs and implementing partners in project design (with appropriate emphasis on gender mainstreaming), reporting, monitoring and evaluation responsibilities. In addition, it envisions support to UNCT and UNIOGBIS Senior Management to provide briefs and advice on PBF and PBC related issues and covers the coordination functions between the various UN structures and national counterparts

- 1.2.1: Draft and submit half-year, Annual and Final Reports of the PBF Secretariat Project.
- 1.2.2: Convene and facilitate coordination meetings with RUNOs to prepare Mid-year and Annual RUNO Reports
- 1.2.3: Review Half-year, Annual Reports and Final Reports of RUNO projects
- 1.2.4: Support the development of project documents, TORs for consultants and for the Final Evaluations RUNO projects
- 1.2.5: Attend UNCT meetings as requested and Senior Management retreats and provide briefs and advice on PBF issues
- 1.2.6: Contribute to SG, PBC briefings and other reports
- 1.2.7: Hold monthly phone meeting with PBSO to provide updates on Project Implementation
- 1.2.8: Coordinate PBF business with DSRSG as needed

- 1.2.9: Convene and facilitate Technical Team meetings as needed to conduct PBF Business
- 1.2.10: Meet with national counterparts as needed to inform on PBF Business
- 1.2.11: M&E visits

**Outcome 2) The agencies implementing PBF funded projects are in a position to deliver on the implementation, monitoring and evaluation of effectively designed peacebuilding projects, while communicating effectively the results of their interventions.**

✓ **Output 2.1: Capacity-building of RUNOs and implementing partners enabled through tailored technical support and training**

This outcome covers on-going tailored technical support in peacebuilding to RUNOS for project design and implementation, including training on specific peacebuilding topics as well as tailored technical assistance to RUNOS on the development and implementation of quality M&E Frameworks and M&E Plans by the M&E Specialist

- 2.1.1: Provide on-going tailored technical support in peacebuilding to RUNOS for project design and implementation
- 2.1.2: Convene Training events in Peacebuilding Project Design and Monitoring Workshop (PB Mainstreaming); Dialogue Design and methodologies; National Reconciliation Models; Innovations and cutting edge approaches to Peacebuilding; nexus between gender, human rights based approaches and peacebuilding
- 2.1.3: M&E Specialist review and provides technical assistance to RUNOS on M&E Frameworks for their projects with emphasis on data collection and use of disaggregate data

✓ **Output 2.2: Strengthen social communication and peacebuilding advocacy: Increase awareness by national authorities, civil society and wider public of Peacebuilding Priorities and results**

This Output recognizes that the PBF Secretariat has a constructive role to play in enabling better peacebuilding advocacy and better public reporting of results and impacts of the peacebuilding work supported by the PBF.

- 2.2.1: Develop a communication plan in conjunction with UN Communication Group to ensure PBF visibility with Facebook posts and other.
- 2.2.2: Organize discussion series on Peacebuilding related topics with national peacebuilders (civil society)
- 2.2.3.: Develop 3 Emblematic Stories in videos that feature compelling stories that arise in implementation of projects

A Work Plan (WP) for the coming 1.5 years also accompanies this proposal.

Theory of change:

If the PBF Secretariat has the capacity to support the implementation of PBF funded projects that will be implemented in Guinea-Bissau between January 2018 and June 2019, if the quality of project design is assured and projects are effectively implemented, then the PBF investment will yield positive results and efforts should contribute to institutional and political stabilization. If projects are effectively supported and monitored and there is better coordination between initiatives, opportunities for synergies and complementarities can be identified and leveraged, project teams will be able to improve impacts and achieve higher-level peacebuilding results. If coordination and oversight are enhanced UN leaders and project managers will have better information to make decisions and make course corrections that can enhance project outcomes. If gender and youth perspective are included in project design and implantation, effort will have a higher chance of enabling more inclusive decision-making thus increasing the chances that decisions will address the grievances of the most vulnerable sectors of society. More inclusive decision-making will also enable the search for more sustainable and effective decisions that meet the needs of citizens, including the most vulnerable. If stakeholders, including the PBSO, are kept informed of progress due to increased communication and timely and higher quality

reporting, challenges can be addressed early and results will be better understood. If results and impacts are better reported and disseminated to leaders and the public, public confidence and support for UN peacebuilding work will increase. Increase public confidence can be leveraged for increased influence and compounded impact.

Scope and scale of support, target groups, geographical scope, focus of support, envisaged modalities of support/ implementation approach:

As the above Outputs and activities suggest, the project will provide financial support to the PBF Secretariat to maintain a team of capable personnel that can provide technical assistance to a range of UN and National actors to better enable them to exercise of their duties. The PBF Secretariat will provide tailored guidance to the RUNOs in the design of project proposals, in project implementation, in the monitoring and evaluation mechanisms and in preparing reports in line with the PBF rules and procedures. The in-house expertise in peacebuilding related topics and methodologies, also means that RUNOs will have easy access to substantive technical support and capacity-building opportunities that will strengthen their work. The Secretariat will strengthen its outreach and communication efforts through regular and social media to build greater public awareness of peacebuilding, the PBF, its projects and the results and impacts of the portfolio of peacebuilding projects. The key target beneficiaries of the project are all entities involved in the implementation of PBF financed projects in Guinea-Bissau, both at HQ level and field level, namely:

**UN Senior Management**

Senior Management includes the DSRSG/RC/RR UNDP, the SRSB, the Resident Representatives of UN Agencies in GB), the Heads of Sections at UNIOGBIS and the Inter-Agency Coordination Unit.

**Technical Team (TT)**

The Technical Team is comprised of representatives of the government of GB and select UN agencies. The Technical Team reviews all Program Documents, Concept Notes, project reports and Workplans from a technical standpoint and ensures coherence with national strategies. The Technical Team is responsible for making recommendations and ensuring national buy-in.

**RUNOs**

With the project support, the Secretariat will provide technical guidance and support to RUNOs for compliance with PBF funding rules and procedures as well as substantive accompaniment and capacity building to ensure the mainstreaming of peacebuilding perspective and methodologies

**National Government Counterparts**

National counterparts include the two national government representatives on the Technical Team.

**PBSO**

The Secretariat serves as a liaison between NYHQ and the UN in Guinea Bissau, with a key aspect of its mandate focused on providing updates and analysis to UNHQ that can inform PBSO's decisions regarding PBF's engagement in Guinea Bissau.

**PBC**

The Secretariat seeks to ensure synergy and coherence between the PBC and the PBF and to support the technical aspects of the PBC's engagement in Guinea Bissau.

**Civil Society**

This includes national NGO working in peacebuilding or in development efforts funded by the PBF, women and grassroots youth organizations, special interests and other vulnerable groups.

**Media**

Radio, TV, Print and Social Media and the general public they serve.

**Budget:**

Table 2: Project Activity Budget

Outcome/ Output number	Output name	Output budget by RUNO	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
<b>Outcome 1: The effective development, implementation, monitoring, oversight of peacebuilding projects and the overall strategic direction of the PBF portfolio in Guinea-Bissau is ensured.</b>				
Output 1.1	PBF Secretariat operations are running	747,576	1, 2, 3, 5, 7	
Output 1.2	Effective oversight, communication and coordination enabled to ensure oversight, coherence and complementarity between Projects	50,000	4, 2	
<b>Outcome 2: The agencies implementing PBF funded projects are in a position to deliver on the implementation, monitoring and evaluation of effectively designed peacebuilding projects, while communicating effectively the results of their interventions.</b>				
Output 2.1	Capacity-building of RUNOs and implementing partners enabled through tailored technical support and training	55,000	2, 4	
Output 2.2	Strengthen social communication and peacebuilding advocacy: Increase awareness by national authorities, civil society and wider public of Peacebuilding Priorities and results	30,000	4	
Sub-total		882,576		
ISC		61,780		
<b>Grand Total</b>		<b>944,356</b>		



**Table 3: Project budget by UN categories**

CATEGORIES	Amount for UNDP	Proposed Increase or Decrease	Proposed New Budget
1. Staff and other personnel	643,386	-28,000	615,386
2. Supplies, Commodities, Materials	20,000	-10,000	10,000
3. Equipment, Vehicles, and Furniture (including Depreciation)	13,100	118,000	131,100
4. Contractual services	100,000	-50,000	50,000
5. Travel	40,000	-20,000	20,000
6. Transfers and Grants to Counterparts	0	0	0
7. General Operating and other Direct Costs	66,090	-10,000	56,090
<b>Sub-Total Project Costs</b>	<b>882,576</b>	<b>882,576</b>	<b>882,576</b>
8. Indirect Support Costs*	61,780		61,780
<b>TOTAL</b>	<b>944,356</b>		<b>944,356</b>

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

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

The project will be implemented at national (central level) and will be administered by UNDP. UNDP has been operating in Guinea-Bissau for more than 40 years in the areas of Democratic Governance, Inclusive Growth and Sustainable Development. UNDP has also acting as operating agent of non-resident agencies and is the host of the PBF Secretariat in the country.

As PBF funding recipient since 2008, UNDP has designed and implemented several PBF funded projects covering thematic domains such as rule of law and justice, elections and youth employment.

Currently, the country office is composed by 60 staff members, including program and operations staff. With this capacity, the country office has been able to implement successfully joint programs, such as the case of the MDTF Joint Program on nutrition, as well as donor basket funds, such as the recent

elections basket fund with contribution for more than 10 donors. From 2014-2017, UNDP's annual budget allocations to support Guinea-Bissau's development efforts has ranged from \$27,596,273 USD to \$27,405,079 USD. The annual delivery rates in 2014, 2015 and 2016 were respectively 79.9%, 83.4% and 85.4%.

In addition to its internal capacity, both in terms of human resources and operating structure, the other strengths of UNDP in Guinea-Bissau is its long time presence in the country that gives a full knowledge of the country and its institutions, as well as the possibility of bringing expertise, as needed, either from the Regional Service Center in Addis-Ababa or from other country offices.

The UNDP DRR-Program will oversee the operational aspects of the project to ensure that it is compliant with corporate management policies and procedures.

The implementing partner for this project is the Ministry of the Presidency of the Council of Ministers that has been assigned by the Government as the focal Ministry for the PBF in the country. The Ministry has appointed a senior staff member to liaise with the PBF Secretariat to facilitate its operations.

Table 4: Overview of RUNO funding in the country				
	RUNO 1: UNDP	Key Source of Funding (government, donor etc)	Annual Regular Budget in \$	Annual emergency budget (e.g. CAP)
Previous calendar year	\$19,579,349 USD	Donor Government	\$19,579,349 USD	n/a
Current calendar year	\$27,405,079	Donor Government	\$27,405,079	n/a

### III. Management and coordination

#### a) Project Management:

The Secretariat of the PBF and the activities it undertakes will be implemented through a Direct Implementation Modality (DIM), and will be administered and managed in accordance with the rules and regulations of UNDP. The reporting lines are as follows: The international UNV-M&E Specialist and the national Program Officer as well as the Administrative and Finance Assistant and the driver report to the PBF Secretariat Coordinator. The Secretariat Coordinator reports to the DSRSG/RC/RR who in turn reports to the SRSG. The Secretariat is located in UNDP's building.

The project management: day-to-day management of the project rests with the PBF Secretariat Coordinator with support by the Program Officer and the Administrative/Finance Assistant. The PBF Secretariat Coordinator will coordinate and support the implementation of the project to oversee the planning and implementation of all project activities. The Coordinator is further tasked with ensuring that a viable communication strategy is put in place in order to give full acknowledgement and visibility of the deliverables of all PBF funded projects, design targeted messages to manage expectations, support monitoring and ensure transparency and accountability.

The M&E Specialist will perform regular monitoring activities and reporting functions, follow up on management actions, keeping track of progress benchmarks. The M&E Specialist will work with the UN M&E Group for better coordination purposes. The Program Officer provides guidance and support to the PBF Coordinator by ensuring compliance with regulations, policies and procedures as well as providing substantive input and support to RUNOs.

Procurement of goods and services and the recruitment of personnel shall be provided in accordance with UNDP guidelines, procedures and regulations.

**b) Risk management:**

**Table 5 – Risk management matrix**

<b>Risks to the achievement of PBF outcomes</b>	<b>Likelihood of occurrence (high, medium, low)</b>	<b>Severity of risk impact (high, medium, low)</b>	<b>Mitigating Strategy (and Person/Unit responsible)</b>
Fragile political consensus giving way to renewed political instability.	High	High	The SRSG in coordination with the international community, including the PBC, will continue his efforts in support of the government and its governance program.
Unrealistic expectations regarding the PBF and a limited understanding regarding the scope and objective of PBF interventions, as well as frustration regarding the procedures and processes that the Secretariat is responsible for safeguarding	High	Medium	The PBF Secretariat has been conducting information sessions as well as meeting with relevant stakeholders in order to clarify and ensure an accurate understanding of the PBF ToRs, rules and procedures.

**c) Monitoring & evaluation:**

The PBF Secretariat has a Results Framework with Outcome and Output indicators to monitor the implementation of this project in which the periodic capture stakeholder satisfaction with the services provided by the Secretariat will be a key component.

The results of the PBF Secretariat project will be reported twice in the first year and once in the second year of this 18 month project. The Semi-Annual Report is due on 15 June and Annual Report is due on 15 November 2018. In addition, a Final Project Review Report due will be due 30 June 2019. The Final Project Review Report will suffice as a final assessment of the Secretariat Project. Progress reports shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. All these reports will be prepared by the PBF Secretariat on behalf of the DSRSG and SRSG and submitted to PBSO on the due dates stipulated above and uploaded onto the MPTFO Gateway. An Annual Work Plan (AWP) for the coming 1.5 years also accompanies this proposal.

Within this M&E system, the Secretariat will also collect a portfolio success stories and lessons learned as part of its knowledge management system and will develop three videos and written case studies to share with the RUNOs, implementing partners, the PBSO, academia and the public generally.

**d) Administrative arrangements**

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

<b>Project Number &amp; Title:</b>	PBF/ Support, Coordination and Monitoring in Guinea-Bissau 2018 - 2019	
<b>Recipient UN Organization:</b>	UNDP	
<b>Implementing Partner(s):</b>	NA	
<b>Location:</b>	Bissau	
<b>Approved Project Budget:</b>	USD 944,356	
<b>Duration:</b>	<b>Planned Start Date:</b> 01/01/2018	<b>Planned Completion:</b> 30/06/2019
<b>Project Description:</b>	Support to PBF Secretariat to accompany implementation PBF portfolio	
<b>PBF Focus Area:</b>	4.3) Governance of peacebuilding resources (including JSC/ PBF Secretariats)	
<b>Project Outcome:</b>	1. The effective development, implementation, monitoring, oversight of peacebuilding projects and the overall strategic direction of the PBF portfolio in Guinea-Bissau is ensured. 2. The agencies implementing PBF funded projects are in a position to deliver on the implementation, monitoring and evaluation of effectively designed peacebuilding projects, while communicating effectively the results of their interventions.	

<p><b>Key Project Activities:</b></p>	<ul style="list-style-type: none"> <li>1.1.1: Prepare and approve new Prodoc for PBF Secretariat 2018-2019</li> <li>1.1.2: Evaluate and renew staff contracts</li> <li>1.1.3: Staff Attend Approved Trainings</li> <li>1.1.4: Purchase of equipment (camera, photocopier, office furniture etc.) and supplies + fuel</li> <li>1.1.5: Offices equipped/operational</li> <li>1.2.1: Draft and submit half-year, Annual and Final Reports of the PBF Secretariat Project.</li> <li>1.2.2: Convene and facilitate coordination meetings with RUNOS to prepare Mid-year and Annual RUNO Reports</li> <li>1.2.3: Review Half-year, Annual Reports and Final Reports of RUNO projects</li> <li>1.2.4: Support the development of project documents, TORs for consultants and for the Final Evaluations RUNO projects</li> <li>1.2.5: Attend UNCT meetings as requested and Senior Management retreats and provide briefs and advice on PBF issues</li> <li>1.2.6: Contribute to SG, PBC briefings and other reports</li> <li>1.2.7: Hold monthly phone meeting with PBSO to provide updates on Project Implementation</li> <li>1.2.8: Coordinate PBF business with DSRSG as needed</li> <li>1.2.9: Convene and facilitate Technical Team meetings as needed to conduct PBF Business</li> <li>1.2.10: Meet with national counterparts as needed to inform on PBF Business</li> <li>1.2.11: M&amp;E visits</li> <li>2.1.1: Provide on-going tailored technical support in peacebuilding to RUNOS for project design and implementation</li> <li>2.1.2: Convene Training events in Peacebuilding Project Design and Monitoring Workshop (PB Mainstreaming); Dialogue Design and methodologies; National Reconciliation Models; Innovations and cutting edge approaches to Peacebuilding; nexus between gender, human rights based approaches and peacebuilding</li> <li>2.1.3: M&amp;E Specialist review and provides technical assistance to RUNOS on M&amp;E Frameworks for their projects with emphasis on data collection and use of disaggregate data</li> <li>2.2.1: Develop a communication plan in conjunction with UN Communication Group to ensure PBF visibility with Facebook posts and other.</li> <li>2.2.2: Organize discussion series on Peacebuilding related topics with national peacebuilders (civil society)</li> <li>2.2.3.: Develop 3 Emblematic Stories in videos that feature compelling stories that arise in implementation of projects</li> </ul>
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## Annex B: IRF Results Framework

Country name: Guinea-Bissau
Project Effective Dates: January 2018 – June 2019
PBF Focus Area: 4.3.
IRF Theory of Change:
<p>If the PBF Secretariat has the capacity to support the implementation of PBF funded projects that will be implemented in Guinea-Bissau between January 2018 and June 2019, if the quality of project design is assured and projects are effectively implemented, then the PBF investment will yield positive results and efforts should contribute to institutional and political stabilization. If projects are effectively supported and monitored and there is better coordination between initiatives, opportunities for synergies and complementarities can be identified and leveraged, project teams will be able to improve impacts and achieve higher-level peacebuilding results. If coordination and oversight are enhanced UN leaders and project managers will have better information to make decisions and make course corrections that can enhance project outcomes. If gender and youth perspective are included in project design and implantation, effort will have a higher chance of enabling more inclusive decision-making thus increasing the chances that decisions will address the grievances of the most vulnerable sectors of society. More inclusive decision-making will also enable the search for more sustainable and effective decisions that meet the needs of citizens, including the most vulnerable. If stakeholders, including the PBSO, are kept informed of progress due to increased communication and timely and higher quality reporting, challenges can be addressed early and results will be better understood. If results and impacts are better reported and disseminated to leaders and the public, public confidence and support for UN peacebuilding work will increase. Increase public confidence can be leveraged for increased influence and compounded impact.</p>

Outcomes	Outputs	Indicators	Means of Verification	Year 1 2018	Year 2 2019	Milestones
Outcome 1: The effective development, implementation, monitoring, oversight of peacebuilding projects and the overall strategic direction of the PBF portfolio in Guinea-Bissau is ensured		Outcome Indicator 1 a Evaluation of PBF Secretariat through UN leadership, AFPs (and potentially national stakeholders, TT etc.) Baseline: Tbd Target: At least XX% of respondents fully or partially satisfied	Online survey One per semester	X	X	
	Output 1.1 PBF Secretariat operations are running	Output Indicator 1.1.1 PBF Secretariat staff attend approved trainings Baseline: 0 Target: ?	Certificates of participation	X	X	1. Travel scheduled 2. Evaluation report
		Output Indicator 1.1.2 Offices and equipment are continued available and operational Baseline: NA Target: NA	Supplies and equipment invoices	X	X	1. Supplies and equipment purchased 2. Offices rental paid
	Output 1.2 Effective oversight, communication and coordination enabled to ensure Oversight, Coherence and Complementarity between Projects	Output Indicator 1.1.3: Secretariat fully staffed Baseline: ? Target: ?				
		Output Indicator 1.2.1 Quality report submitted by the deadline Baseline: 0 Target: 3	Half year and annual Reports	X	X	1. Reports reviewed 2. Reports submitted
		Output Indicator 1.2.2 Leadership provided quality support and documentation to make decisions Baseline: NA Target: 1 update per semester	Updates on IRF projects and/or PBF issues	X	X	1. Updates prepared and submitted



