

SECRETARY-GENERAL'S PEACEBUILDING FUND



United Nations
Peacebuilding

PBF PROJECT DOCUMENT

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

Country (ies): N/A, this is a direct cost project		
Direct cost project title: Local Peacebuilding in the Sahel		
Project Number from MPTF-O Gateway (if existing project):		
PBF project modality: Direct Cost Project	If funding is disbursed into a national or regional trust fund: <input type="checkbox"/> Country Trust Fund <input type="checkbox"/> Regional Trust Fund Name of Recipient Fund: N/A	
List all direct project recipient organizations (starting with Convening Agency), followed type of organization (UN, CSO etc): Peace Direct (CSO) List additional implementing partners, Governmental and non-Governmental: N/A – this is a direct cost project.		
Expected project commencement date¹: April 2020 Project duration in months:² 6 months 9 months Geographic zones for project implementation: N/A – this is a direct cost project		
Does the project fall under one of the specific PBF priority windows below: N/A <input type="checkbox"/> Gender promotion initiative <input type="checkbox"/> Youth promotion initiative <input type="checkbox"/> Transition from UN or regional peacekeeping or special political missions <input type="checkbox"/> Cross-border or regional project		
Total PBF approved project budget* (by recipient organization): Peace Direct: \$462,726.85 Total: \$462,726.85 <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. For payment of second and subsequent tranches the Coordinating agency needs to demonstrate expenditure/commitment of at least 75% of the previous tranche and provision of any PBF reports due in the period elapsed.</i>		
Any other existing funding for the project (amount and source): N/A		
PBF 1st tranche (35%): Peace Direct: \$161,954.40	PBF 2nd tranche (35%): Peace Direct: \$161,954.40	PBF 3rd tranche (30%): Peace Direct: \$138,818.05
Two-three sentences with a brief project description and succinct explanation of how the project is time sensitive, catalytic and risk-tolerant/ innovative: The project is designed to assess the current scope and scale of conflict in the border regions of Burkino Faso, Mali and Niger and the capacity of local civil society to undertake peacebuilding initiatives. Recent assessments indicate that conflicts have been escalating in scale, scope and intensity,		

1 Note: actual commencement date will be the date of first funds transfer.

2 Maximum project duration for IRF projects is 18 months, for PRF projects – 36 months.

and that international actors have had limited impact in reducing violence and increasing levels of security.

The project is based on the growing international recognition that locally-based civil society actors are best placed to have a positive impact in responding to conflicts and will explore the potential of such local actors in the three countries to respond more effectively to local violence and conflicts and increase levels of safety and security through peacebuilding activities.

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

N/A direct cost project at PBSO request

Project Gender Marker score:

N/A direct cost project

Project Risk Marker score:

N/A direct cost project

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

N/A direct cost project

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 (number of months and new end date): 3 month extension, with new completion date of 31/12/2020

Change of project outcome/ scope:

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

Additional PBF budget: Additional amount by recipient organization: USD XXXXX

Brief justification for amendment:



We are requesting two changes

(a) an extension of the project until 31 December 2020 this is due to challenges incurred due to the Covid-19 pandemic and which restricted travel both to the field work site and within the field work site areas of Burkina Faso, Mali and Niger;

(b) Reallocation of funding from consultant costs to staff costs, totalling \$37,130, due to additional work associated with the project for PD staff.

Note: If this is an amendment, show any changes to the project document in RED colour or in TRACKED CHANGES, ensuring a new result framework and budget tables are included with clearly visible changes. Any parts of the document which are not affected, should remain the same. New project signatures are required.

PROJECT SIGNATURES:

Peacebuilding Support Office	Peace Direct
<i>Name of Representative</i>	<i>Name of Representative</i> DYLAN MATHEWS
<i>Signature</i> 	<i>Signature</i> 
For Assistant Secretary-General, Peacebuilding Support Office	Chief Executive, Peace Direct
<i>Date & Seal</i> October 27, 2020	<i>Date & Seal</i> 27/10/2020

I. Peacebuilding Context and Rationale for PBF support (4 pages max)
N/A – This is a direct cost project

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

a) **Project description – Attached**

b) **Results framework.**
N/A – This is a direct cost project

c) **Theory of change**
N/A – This is a direct cost project

III. Project management and coordination (4 pages max)
N/A – This is a direct cost project

IV. Project Budget
The budget consists of the cost of the contractor and the standard indirect project costs.
Please find a detailed budget attached in annex D.

Budget lines	USD
Contractual Services	432,455.00
Indirect costs (7%)	30,271.85
Total	462,726.85

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

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

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

AA Functions

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

- Disburse funds to each of the RUNO in accordance with instructions from the PBSO. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the PBSO along with the relevant Submission form and Project document signed by all participants concerned;
- Consolidate the financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF annual consolidated progress reports to the donors and the PBSO;
- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is completed by the RUNO. A project will be considered as operationally closed upon submission of a joint final narrative report. In order for the MPTF Office to financially closed a project, each RUNO must refund unspent balance of over 250 USD, indirect cost (GMS) should not exceed 7% and submission of a certified final financial statement by the recipient organizations’ headquarters.);
- Disburse funds to any RUNO for any 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:

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

Financial reporting and timeline:

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

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

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

Unspent Balance exceeding USD 250, at the closure of the project would have to 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.2: Project Administrative arrangements for Non-UN Recipient Organizations

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

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

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

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

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

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

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

Reporting:

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

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

Financial reports and timeline

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

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

Ownership of Equipment, Supplies and Other Property

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

Public Disclosure

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (<http://unpbf.org>) and the Administrative Agent website (<http://www.mptf.undp.org>)

Final Project Audit for non-UN recipient organization projects

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

Special Provisions regarding Financing of Terrorism

Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. Similarly, all Recipient Organizations recognize their obligation to comply with any applicable sanctions imposed by the UN Security Council. Each of the Recipient Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with this agreement are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If, during the term of this agreement, a Recipient Organization determines that there are credible allegations that funds transferred to it in accordance with this agreement have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime it will as soon as it becomes aware of it inform the head of PBSO, the Administrative Agent and the donor(s) and, in consultation with the donors as appropriate, determine an appropriate response.

27 October 2020

Dear Zoe

RE: Proposed Changes to UNPBF Budget

This letter is to request a no-cost-extension to the UNPBF funded project entitled “*Mapping Local Peacebuilding in the Sahel*” of three additional months from 30 September 2020 to 31 December 2020. This will allow Peace Direct to address challenges of working within the Covid pandemic, and as part of this we are requesting changes within the budget from funding allocated to consultants to cover additional Peace Direct staff costs.

Total proposed changes: \$37,130 from ‘Contractual Services’ to ‘Staff and Other Personnel’

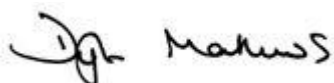
This includes changes of \$16,792 under Output 1.2 and changes of \$20,338 under Output 2.1 in the original budget and these changes have been allocated:

Staff post	Outcome 1.2	Outcome 2.1	Total
Head of P&R 3 months @ 50%	4,302	4,302	8,604
Research Manager 2.5 months @ 100%		11,975	11,975
Research Analyst 3 months @ 100%	4,060	4,061	8,121
Peace Tech Officer 2 months @ 100%	8,430		8,430
Total	16,792	20,338	37,130

This figure amounts to 8% of the total project budget of \$462,725.78 and thus falls with the 15% threshold specified on your Project Document Form.

Do let us know if you have any questions,

Sincerely,



Dylan Mathews

Chief Executive Officer
Peace Direct