

# Peacebuilding Fund Project Progress Report



# PEACEBUILDING FUND



## PROJECT OVERVIEW

Thank you for taking the time to complete the PBF Progress report. For projects with more than one recipient, please consult among co-recipients prior to filling out the form to ensure collaboration on the responses. You can generate a print out of the blank form by clicking on the *print* icon on the top right corner of the page. If you have any questions or require technical assistance in filling out the form, please send an email to [keshni.makoond@un.org](mailto:keshni.makoond@un.org)

Click Next below to start

### » Report Submission

Type of report \*

- Semi-annual
- Annual
- Final
- Other

Date of submission of report \*

2022-06-14

Name and Title of Person submitting the report \*

**Kira Petersen, Senior Advisor, DanChurchAid**

Name and Title of Person who approved the report \*

**Kira Petersen, Senior Advisor, DanChurchAid**

Have all fund recipients for this project contributed to the report? \*

- yes  
 no

Did PBF Secretariat review the report? \*

*If there is no PBF secretariat in country, please select "Not applicable". If there is a PBF secretariat, you should normally ensure that they have an opportunity to review.*

- yes  
 no  
 Not Applicable

## » Project Information and Geographical Scope

Is this a cross-border project? \*

- yes  no

Please select the geographical region in which the project is implemented

- Asia and the Pacific  Central & Southern Africa  East Africa  
 Europe and Central Asia  Global  Latin America and the Caribbean  
 Middle East and North Africa  West Africa

Country of project implementation \*

- Angola  Burundi  Cameroon  
 Central African Republic  Chad  Congo, The Democratic Republic  
 Gabon  Lesotho  Rwanda  
 Zimbabwe  Other, Specify

## Project Title \*

- 00106974: "Community Violence Reduction in Greater Bambari"
- 00116886: Appui à la phase de formation des ex-combattants incorporés dans les Unités Spéciales Mixtes de Sécurité (USMS) à la suite de l'Accord Politique de Paix et de Réconciliation en Centrafrique
- 00129009: Appui au dialogue social et communautaire inclusif pour la paix en République Centrafricaine
- 00129734: Appui au processus de guérison des traumatismes individuels et collectifs des communautés de Bria et Bangassou en vue de la prévention des conflits et des violences
- 00124597: Appui au renforcement des mécanismes de gestion concertée et apaisée de la transhumance pour la restauration du dialogue intercommunautaire et la consolidation de la paix dans les préfectures de l'Ouham et de l'Ouham-Pendé
- 00125954: Défenseuses des droits humains, actrices de la consolidation de la paix
- 00130464: Disarmament of the heart -Promoting young people's mental health and psychosocial well-being to build a peaceful future for the Central African Republic
- 00119347: Plaidoyer des OSC féminines pour la sécurité communautaire et une Stratégie nationale centrafricaine de Réforme du Secteur de la Sécurité sensibles au genre
- 00118060: Projet d'appui à la gouvernance locale et à l'accès équitable aux dividendes de la paix dans les préfectures de la Basse-Kotto et du Haut-Mbomou
- 00124596: Projet d'appui aux Solutions Durables pour les personnes déplacées ou retournées et leurs communautés d'accueil ainsi que pour les enfants libérés des groupes armés dans les préfectures de Ouham-Pendé et de la Basse-Kotto
- 00116887: Projet d'appui aux victimes et aux populations centrafricaines pour accéder à la justice et à la vérité
- 00119500: Projet Secretariat: Appui a la Coordination et au Suivi des Projets du Fonds pour la Consolidation de la Paix (PBF) en République centrafricaine (RCA)
- 00130570: Strengthening conflict prevention by increasing youth engagement in local mediation processes in the Bamingui-Bangoran Region in CAR
- 00119345: Towards Youth Inclusive and Gendered Peace Processes in the Central African Republic
- Other, Specify

## Project Start Date \*

2022-02-11

## Project end Date \*

2023-08-09

## Has this project received an extension? \*

- YES, Cost Extension
- YES, No Cost Extension
- YES, Both Cost and No Cost extensions
- NO, No Extensions

Will this project be requesting an extension? \*

- YES, Cost Extension
- YES, No Cost Extension
- YES, Both Cost and No Cost extensions
- NO, No Extensions

Is funding disbursed either into a national or regional trust fund \*

- yes
- no

## Recipients

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Is the lead recipient a UN agency or a non UN entity? \*

- UN entity
- Non-UN Entity

Please select the lead recipient \*

- Action Aid  The African Centre for the Constructive Resolution of Disputes (ACCORD)
- Agence de Coopération et de Recherche pour le Développement (ACORD)
- American Friends Service Committee (AFSC)  Avocats Sans Frontières
- Avocats Sans Frontières Belgium  Avocats sans frontières Canada  Christian Aid Ireland
- CARE International UK  The Carter Center, Inc.
- Centre d'étude et de coopération internationale (CECI) - BF  COIPRODEN
- Concern Worldwide  CORDAID  CORD Burundi
- DanChurchAid  Fundacion Estudios Superior (FESU)  Fund for Congolese Women
- Fundación Mi Sangre (FMS)  Fundación Nacional para el Desarrollo de Honduras (FUNADEH)
- Fundación para la Libertad de Prensa (FLIP)  HELVETAS Swiss Intercooperation
- Humanity & Inclusion (HI)  Instituto Holandes para Democracia Multipartidaria (NIMD)
- International Alert  Interpeace  Kvinna till Kvinna Foundation
- Life and Peace Institute (LPI)
- (MDG-EISA) Institut Electoral pour une Démocratie Durable en Afrique (EISA), bureau de Madagascar
- Mercy Corps  MSIS-TATAO  Norwegian Refugee Council (NRC)
- ONG AZHAR  OXFAM  Peace Direct
- PNG UN Country Fund  Red de Instituciones por los Derechos de la Niñez
- Sampan'Asa Momba ny Fampandrosoana (SAF/FJKM)  Saferworld
- Search for Common Ground (SFCG)  SismaMujer  Tearfund
- Trocaire  World Vision International  World Vision Myanmar
- ZOA  Other, Please specify

Are there other recipients for this project? \*

- No other recipients
- Yes, other UN recipients only
- Yes, other non-UN recipients only
- Yes, both UN and non-UN recipients

## Financial Reporting

### » Delivery by Recipient

Please enter the total amounts in US dollars allocated to each recipient organization

Please enter the original budget amount, amount transferred to date and estimated expenditure by recipient.

Please make sure you enter the correct amount. All values should be entered in **US Dollars**

Recipients	Total Project Budget (in US \$) <i>Please enter the total budget as is in the project document in US Dollars</i>	Transfers to date (in US \$) <i>Please enter the total amount transferred to each recipient to date in US Dollars</i>	Expenditure to date (in US \$) <i>Please enter the approximate amount spent to date in US dollars</i>	Implementation rate as a percentage of total budget (calculated automatically)
DanChurchAid	1500000 *	525000 *	151673 *	10.11 %
<b>TOTAL</b>	<b>1500000</b>	<b>525000</b>	<b>151673</b>	<b>10.11 %</b>

The approximate implementation rate as percentage of total project budget based on the values entered in the above matrix is **10.11%**. Can you confirm that this is correct?

Correct  Incorrect

### » Gender-responsive Budgeting

Indicate what **percentage (%)** of the budget contributes to gender equality or women's empowerment (GEWE)? \*

47

The dollar amount of the budget contributing to Gender Equality and Women's Empowerment (GEWE) based on percentage entered above and total project budget is **US \$ 705000**. Can you confirm that this is correct? \*

Correct  Incorrect

If it is incorrect, please enter the *budget amount* allocated to GEWE in US Dollars \*

703690

Amount expended to date on efforts contributing to gender equality or women's empowerment is **US \$ 71286.31**. Is this correct? \*

Correct  Incorrect

If it is incorrect, please enter the *expenditure to date* on GEWE in US dollars \*

44258

ATTACH PROJECT EXCEL BUDGET SHOWING CURRENT APPROXIMATE EXPENDITURE.  
The templates for the budget are available [here](#) \*

220608\_Annex D\_220603\_DCA\_UNPBF\_project\_document\_2020\_annex semestriel Juin2022-13\_25\_16.xlsx



## Project Markers

Please select the Gender Marker Associated with this project \*

- Score 1 for projects that contribute in some way to gender equality, but not significantly (less than 30% of the total budget for GEWE)
- Score 2 for projects that have gender equality as a significant objective and allocate between 30 and 79% of the total project budget to GEWE
- Score 3 for projects that have gender equality as a principal objective and allocate at least 80% of the total project budget to Gender Equality and Women's Empowerment (GEWE)

Please select the Risk Marker Associated with this project \*

- Risk marker 0 = low risk to achieving outcomes
- Risk marker 1 = medium risk to achieving outcomes
- Risk marker 2 = high risk to achieving outcomes

Please select the PBF Focus Area associated with this project \*

- (1.1) Security Sector Reform
- (1.2) Rule of Law
- (1.3) Demobilisation, Disarmament and Reintegration
- (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)

Is the project part of one or more PBF priority windows? \*

*Select all that apply*

- Gender promotion initiative
- Youth promotion initiative
- Transition from UN or regional peacekeeping or special political missions
- Cross-border or regional project
- None

## PART I: OVERALL PROJECT PROGRESS

## NOTES FOR COMPLETING THE REPORT:

- Avoid acronyms and UN jargon, use general /common language.
- Report on what has been achieved in the reporting period, not what the project aims to do.
- Be as concrete as possible. Avoid theoretical, vague or conceptual discourse.
- Ensure the analysis and project progress assessment is gender and age sensitive.
- If relevant, please include any COVID-19 related considerations, adjustments and results and respond to section IV. **(This section is optional)**

Briefly outline the *status of the project* in terms of implementation cycle, including whether preliminary/preparatory activities have been completed (i.e. contracting of partners, staff recruitment, etc.)

*Please limit your response to 1500 characters including spaces.*

**DCA and its consortium partners (Conciliation Resources – CR, Fondation Vegas Jeunes Développement - VEGAS; Vision Enfant Republique Centrafricaine -VERCA) completed all the preliminary activities planned during this reporting period:**

- 22 staff have been recruited, five among them (project manager and four psychosocial specialists) by DCA, eight (coordinator, project manager, finance officer, community liaison agent and four psychosocial field agents) by each of the local partners (VERCA and VEGAS), and one programme officer by CR.
- The consortium partners held a three-day inception workshop in Bangui in February to ensure a common understanding and planning between all partners.
- DCA organised a prospection visit with VEGAS in Sibut and VERCA in Kaga Bandoro (KB) to present the project to key stakeholders and local authorities
- In April, CR conducted a scoping visit to KB, as the base for the development of the methodology of the listening exercise (activity 1.1.5).
- DCA and its local partners (VEGAS and VERCA) visited three communes in Sibut and four in KB in April to present the project to 420 community members to enhance their participation from the early stages of the project.
- CR conducted the listening exercise in KB and Sibut in May 2022 (activity 1.1.5).
- The baseline survey was conducted in May.
- In preparation for the targeting, DCA identified and trained 35 community members on MHPSS, conflict sensitivity, and project participants' selection criteria.

Summarize *the main structural, institutional or societal level change* the project has contributed to. This is not anecdotal evidence or a list of individual outputs, but a description of progress made toward the main purpose of the project

*FOR PROJECTS WITHIN SIX MONTHS OF COMPLETION ONLY; (1500 character limit)*

**N/A - the project started in mid-February 2022**

## PART II: RESULT PROGRESS BY PROJECT OUTCOME

Describe overall progress under each Outcome made during the reporting period (for June reports: January-June; for November reports: January-November; for final reports: full project duration). Do not list individual activities. If the project is starting to make/has made a difference at the outcome level, provide specific evidence for the progress (quantitative and qualitative) and explain how it impacts the broader political and peacebuilding context.

- "On track" refers to the timely completion of outputs as indicated in the workplan.
- "On track with peacebuilding results" refers to higher-level changes in the conflict or peace factors that the project is meant to contribute to. These effects are more likely in mature projects than in newer ones.

How many OUTCOMES does this project have \*

1  2  3  4  5  6  7  8  more than 8.

Please write out the project outcomes as they are in the project results framework found in the project document

Outcome 1: \*

**Conflict affected youth, particularly those in the informal economy, are able to address their MHPSS needs and are supported by local authorities and communities to take positive steps towards breaking cycles of fear and revenge.**

Outcome 2: \*

**Young women and men who have access to MHPSS, in particular those working in the informal economy, use their increased resilience and strengthened connection with their community to act as agents for peaceful change**

**Outcome 1:**

**Conflict affected youth, particularly those in the informal economy, are able to address their MHPSS needs and are supported by local authorities and communities to take positive steps towards breaking cycles of fear and revenge.**

Rate the current status of the outcome progress \*

1. Off Track  2. On Track  3. On Track with evidence of peacebuilding results

## Progress summary

*Please limit your response to 3000 characters including spaces.*

**A key challenge identified during the project proposal stage is that MHPSS interventions are often underpinned by Western understandings of the psychosocial wellbeing, which sometimes do not consider contextual particularities, e.g., taboos, local culture, and consequently guided by external assumptions about appropriate MHPSS models. However, the experience in CAR and the wider region shows that MHPSS approaches which make a difference in the community are those that are locally owned, that strengthen community resources in psychological care and are culturally grounded in local belief systems.**

**At the current stage, the outcome 1 of the project is at the preparatory status. For the purpose of making sure to get the buy-in of the community, steps have been taken to present the project at various levels, from the authorities to the members of the targeted community. This was as well an opportunity to assess the community's understanding of MHPSS and to conduct security and conflict dynamic analyses to better scope the baseline survey. This survey, conducted in both project locations in May, helped get the views of 351 people (including 170 young women) exercising in informal economy on MHPSS and peacebuilding. It also provided opportunity to speak with key informant individuals (49) and provided safe space to hold 67 group discussions with youth from various categories including IDPs from Sibut living in Kaga Bandoro. The ongoing project participants selection, supported by committees made up of local community members is being successful thanks to this implication of the community at all levels of the preparation.**

**To provide the analysis for the development of a culturally sensitive MHPSS approach for this project, CR conducted a listening exercise with the communities in Kaga Bandoro and Sibut in May 2022. As part of the exercise, CR conducted a one-day training of the researchers on basic Psychological First Aid and self-care. While it is still too early to assess the research's long-term outcomes for the project's MHPSS approach and wider MHPSS practice in CAR, it forms a critical milestone in implementing a culturally-, gender- and age-sensitive MHPSS approach in Kaga Bandoro and Sibut. The listening exercise, along with the baseline, will help adapt the project approach and planned activities to the current situation. Both reports will be finalised during the next reporting period.**

**Other actions were carried out as well to prepare the ground for the implementation of outcome 1, such as the mapping of existing referral pathways and stakeholders' structures currently considering MHPSS in their interventions in the project locations.**

Indicate any additional analysis on how Gender Equality and Women's Empowerment and/or Youth Inclusion and Responsiveness has been ensured under this Outcome

*Please limit your response to 1500 characters including spaces.*

**As a critical component to the desired impact, gender equality and women empowerment have been considered from the project staff recruitment to the strategies of community mobilisation (Outcomes 1 and 2). The consortium partners ensured that youth and young women make part of their teams.**

**Communities from various backgrounds including minorities and women were implicated in the baseline survey. To get the perspectives of various community members without external influences, homogenous groups were set out for the implementation of the focus groups discussions. When groups were mixed, DCA and its partners ensured women and youth got the floor to freely speak.**

**The listening exercise methodology was scoped with a gender equality component which offered space for women to discuss their views on barriers to access adequate MHPSS. The activity provided a local and gendered understanding on the meaning of their inclusion in peacebuilding initiatives and on their access to services.**

**Outcome 2:**

**Young women and men who have access to MHPSS, in particular those working in the informal economy, use their increased resilience and strengthened connection with their community to act as agents for peaceful change**

Rate the current status of the outcome progress \*

1. Off Track  2. On Track  3. On Track with evidence of peacebuilding results

Progress summary \*

*Please limit your response to 3000 characters including spaces.*

**The initial months of the project have focussed on preparatory activities (including the inception workshop, community sensitisation on the project and the conduction of the baseline survey, described in the update of the Outcome 1). CR is currently developing the methodology for the gender-sensitive conflict analysis and the development of youth-led action plans to be delivered under Outcome 2 within the next reporting period.**

Indicate any additional analysis on how Gender Equality and Women's Empowerment and/or Youth Inclusion and Responsiveness has been ensured under this Outcome

*Please limit your response to 1500 characters including spaces.*

**During this reporting period, the priorities of the consortium were the launching of the project and its activities, and the conduction of the baseline survey and listening exercises, which are reported under Outcome 1. The activities contributing to Outcome 2 are being prepared, for its launching in the next reporting period.**

## INDICATOR BASED PERFORMANCE ASSESSMENT

Using the Project Results Framework as per the approved project document or any amendments- provide an update on the achievement of key indicators at the **outcome** level in the table below

- If an outcome has more than 3 indicators , select the 3 most relevant ones with most relevant progress to highlight.
- Where it has not been possible to collect data on indicators, state this and provide any explanation. Provide gender and age disaggregated data. (300 characters max per entry)

**» Outcome 1: Conflict affected youth, particularly those in the informal economy, are able to address their MHPSS needs and are supported by local authorities and communities to take positive steps towards breaking cycles of fear and revenge.**

Outcome 1	Performance Indicator s	Indicator Baseline	End of Project Indicator Target	Indicator Milestone	Current Indicator progress	Reasons for Variance / Delay (if any)
1.1	Indicator 1.a % of project beneficiaries reporting improved psychological wellbeing (disaggregated by gender and location)	TBC	70%	50%	N/A	To be measured at months 6, 12 and 18 of project implementation.
1.2	Indicator 1.b Number and description of case studies which describe young people who are experiencing less fear and/or a reduced desire for revenge after receiving MHPSS (disaggregated by gender and location)	0	10	5	N/A	To be measured at months 6, 12 and 18 of project implementation.

1.3	<b>Indicator 1.c</b> <b>Number of local authorities and community leaders supporting young people, particularly those facing socio-cultural barriers to access MHPSS (disaggregated by gender and location)</b>	TBC	16	10	0	<b>To be measured at months 9, 12 and 18 of project implementation.</b>
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» **Outcome 2: Young women and men who have access to MHPSS, in particular those working in the informal economy, use their increased resilience and strengthened connection with their community to act as agents for peaceful change**

Outcome 2	Performance Indicators	Indicator Baseline	End of Project Indicator Target	Indicator Milestone	Current Indicator progress	Reasons for Variance / Delay (if any)
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2.1	<b>Indicator 2.a</b> <b>Percentage of young people trained who feel “confident” (level 4) or “very confident” (level 5) about their role as peacebuilders eight months after the training (disaggregated by gender and location)</b>	TBC	60%		0	<b>To be measured at months 6, 8 and 18 of project implementation</b>
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2.2	Indicator 2.b Percentage of trained youth who believe dialogue is an effective way to resolve tensions and conflict (disaggregated by gender and location)	TBC	70%		0	To be measured at months 6, 12 and 18 of project implementation.
2.3	Indicator 2.c Number and description of testimonies of young people which demonstrate a positive link between MHPSS and young people's ability to engage in peacebuilding (disaggregated by gender and location)	TBC	100	50	No progress yet	To be measured at months 6, 8, 14 and 18 of project implementation.

### PART III: Cross-Cutting Issues

Please indicate any significant project-related events anticipated in the next six months, i.e. national dialogues, youth congresses, film screenings, etc. \*

*Please limit your response to 3000 characters including spaces.*

**There are not significant project-related events anticipated in the next six months.**

In a few sentences, explain whether the project has had a positive *human impact*. May include anecdotal stories about the project's positive effect on the people's lives. Include direct quotes where possible or weblinks to strategic communications pieces.

*This is an optional question. You may leave it unanswered if not relevant(2000 character limit)*

**N/A - the project started in mid-February 2022**

You can also upload upto 3 files in various formats (picture files, powerpoint, pdf, video, etc..) to illustrate the human impact of the project

**OPTIONAL**

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File 1

**OPTIONAL**

Click here to upload file. (< 5MB)

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File 2

**OPTIONAL**

Click here to upload file. (< 5MB)

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File 3

**OPTIONAL**

Click here to upload file. (< 5MB)

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You can also add upto 3 links to online resources which illustrate the human impact of the project

**OPTIONAL**

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Link 1

**OPTIONAL**

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Link 2

**OPTIONAL**

---

Link 3

**OPTIONAL**

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**» Monitoring**

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Please list monitoring activities undertaken in the reporting period \*

*Please limit your response to 1000 characters including spaces.*

- **Inception workshop**
- **Baseline survey**
- **Development of the monitoring tracking tool**
- **Monthly reporting**

Do outcome indicators have baselines? \*

*If only some of the outcome indicators have baselines, select 'yes'*

- yes
- no

Please provide a brief description \*

*Please limit your response to 3000 characters including spaces.*

**1) As part of the inception workshop, the project team was trained in the outcome harvesting methodology, a complexity-aware monitoring, evaluation and learning (MEL) methodology in line with the project's MEL plan. 2) In May, a team of external consultants carried out the baseline survey field work and have submitted the first draft of the final report. The baseline survey report will be available in the next reporting period.**

Has the project launched perception surveys or other community-based data collection? \*

- yes
- no

Please provide a brief description \*

*Please limit your response to 3000 characters including spaces.*

**In May 2022, CR carried out research in Kaga Bandoro and Sibut to assess the communities' understanding of mental health and MHPSS. The research team conducted focus group discussions, individual interviews and organised analysis workshops with young people, local authorities, community leaders and MHPSS service providers. The findings will be externally shared with other practitioners and policy makers to inform integrated peacebuilding-MHPSS practice in CAR and beyond.**

## » Evaluation

Has an evaluation been conducted during the reporting period? \*

- yes
- no

Evaluation budget (in USD): \*

30000

If project will end in next six months, describe the evaluation preparations

*Please limit your response to 3000 characters including spaces.*

**N/A**

## » Catalytic Effect

Catalytic Effect (financial): Has the project led to additional funding from other sources? \*

- yes
- no

Catalytic Effect (non-financial): Has the project enabled or created a larger or longer-term peacebuilding change to occur? \*

- No catalytic effect
- Some catalytic effect
- Significant catalytic effect
- Very Significant catalytic effect
- Don't Know
- Too early to tell

## PART IV: COVID-19

Please respond to these questions if the project underwent any monetary or non-monetary adjustments due to the COVID-19 pandemic.

*This section is optional. You can leave it blank if not relevant*

*Monetary adjustments:*

*Please indicate the total amount in USD of adjustments due to COVID-19:*

0

Non-monetary adjustments: Please indicate any adjustments to the project which did not have any financial implications:

*Please limit your response to 3000 characters including spaces.*

**Please note that we did not have to make any monetary or non-monetary adjustments due to the COVID-19 pandemic during the reporting period.**

Please select all categories which describe the adjustments made to the project (and include details in general sections of this report):

- Reinforce crisis management capacities and communications
- Ensure inclusive and equitable response and recovery
- Strengthen inter-community social cohesion and border management
- Counter hate speech and stigmatization and address trauma
- Support the SG's call for a global ceasefire
- None
- Other (please describe):

If relevant, please share a COVID-19 success story of this project (i.e. how adjustments of this project made a difference and contributed to a positive response to the pandemic/prevented tensions or violence related to the pandemic etc.)

*Please limit your response to 3000 characters including spaces.*

**N/A**

Are there any other issues concerning project implementation (related to COVID-19 or not) that you want to share, including any capacity needs of the recipient organizations? (1500 character limit)

*Please limit your response to 3000 characters including spaces.*

**Seventy percent of the recruited staff belong to the local partner organisations (VERCA and VEGAS). Given that the local NGO are youth organisations with an important percentage of new staff. Consequently, the capacity development of the local organisations is strongly needed. DCA and CR will work on a capacity development plan and put in place in the next reporting period.**

**Among the positions that have not been recruited, it is to highlight the difficulties that DCA is finding in recruiting a clinical psychologist certified in Cognitive Behavioural Therapy, or any other appropriate specialised technique for the treatment of trauma.**

**The position has been opened in three occasions. Currently, DCA is exploring all alternatives to compensate this shortcoming. Namely, DCA contacted many organisations providing psychological services, namely associated to trauma. Among them, ACF, Fondation Mukwenge, the Bangui University Hospital, and Francophone Institute for the Justice and Democracy. In parallel, DCA is evaluating the different options available for the implementation of the approach. DCA will contact UNPBF Bangui when consultations will be finalised in order to take a decision on the steps to follow.**

**Final Steps**

- Please save a pdf copy of the form by clicking on the *Printer* icon on the top right corner of the page.
- A dialogue box will appear: Please select the A4 size and portrait orientation.
- Click "prepare" and save the document as a PDF (if on first attempt, the generated page is not readable, close the pop up page and try again. If the problem persists, you can contact technical support at the email address below)
- Please upload the pdf version of the report as well as your financial report in excel format on the MPTF-O gateway.

*If you encounter any difficulty in filling the form or generating the print-out for MPTFO gateway, please contact Anupah Makoond [keshni.makoond@un.org](mailto:keshni.makoond@un.org)*

Thank You. You have finished the report. Please Click on the SUBMIT button below. When the report is submitted, a confirmation note will appear on a yellow banner on top of the page. This can take a few seconds.