

LEBANON RECOVERY FUND

ANNUAL PROGRAMME¹ NARRATIVE PROGRESS REPORT

REPORTING PERIOD: 1 JANUARY - 31 DECEMBER 2010

Programme Title & Number Country, Locality(s), Thematic Area(s)² (if applicable) Programme Title: Recovery Coordination Support in Lebanon Lebanon Programme Number (00065558) MDTF Recovery Coordination Participating Organization(s) **Implementing Partners** National counterparts (government, private, NGOs & others) and UNDP other International Organizations UNRWA, ILO, UN Habitat, UNICEF, FAO, UNIFIL and UNDP Recovery and Reconstruction Cell Lebanese Palestinian Dialogue Committee International and National NGOs present in Lebanon Lebanon Support Local authorities (i.e. authorities of the NBC surrounding municipalities) Palestinian representatives 0 Bilateral and multilateral donors Programme/Project Cost (US\$) **Programme Duration (months)** MDTF Fund Contribution: Overall Duration: 36 months • by Agency (if applicable) Start Date³: 24October 2008 UNDP \$747,122 End Date or Revised End Date: Original end date:October2009 Agency Contribution Revised end date: December 2011 • by Agency (if applicable) Operational Closure Date⁴ 31 December 2011 Government Contribution (if applicable) Expected Financial Closure Date Other Contribution (donor) (if applicable) TOTAL: Programme Assessments/Mid-Term Evaluation **Submitted By** Assessment Completed - if applicable please attach Name: Monique Fienberg o Date: Title: Head of UNRCO Yes Mid-Evaluation Report – if applicable please attach Participating Organization (Lead): Yes Email address: monique.fienberg@undp.org ☐lo Date: _

¹ The term "programme" is used for programmes, joint programmes and projects.

² Priority Area for the Peacebuilding Fund; Sector for the UNDG ITF.

³ The start date is the date of the first transfer of the funds from the MDTF Office as Administrative Agent. Transfer date is available on the MDTF Office GATEWAY (http://mdtf.undp.org).

⁴ All activities for which a Participating Organization is responsible under an approved MDTF programme have been completed - Agencies to advise the MDTF Office.

NARRATIVE REPORT FORMAT

I. Purpose

LRF-18 aims to strengthen the coordination capacity of the Resident Coordinator Sub-Offices in Lebanon to ensure a more effective and efficient delivery of recovery interventions in the most affected areas of the country through:

- <u>Enhance coordination at the field level through the RC sub-offices</u>: the primary function of the sub-offices is to facilitate and promote coordination of recovery efforts at the field level to avoid duplication and promote synergy and complementarities, strengthen community outreach in the regions and act as interlocutors with different partners and stakeholders (decentralized units of line ministries and government agencies, NGOs, civil society organizations etc.).
- <u>Support to Data Management and GIS functions:</u> one of the key coordination functions that assists the recovery effort is to provide information on recovery and reconstruction to the national government, local and international partners, donors and media. A successful recovery response is dependent on the collection, analysis and distribution of information on the work of development partners on the ground to support the recovery and reconstruction efforts.

The ultimate goal of the coordination support structure is twofold: i) to establish a coordination mechanism and information management system that allows the UN Resident Coordinator to ensure a smooth and coordinated implementation of recovery efforts and provide information to national and international actors involved in the recovery effort; and ii) to ensure the coordination support structure strengthens national capacity and ownership, in order for national authorities to better coordinate and plan their own reconstruction and development initiatives as well as addressing issues concerning risk reduction and contingency planning.

Project Objective:

- Enhance coordination of recovery activities at the field level;
- Improve information sharing between actors and raise awareness on recovery activities, thus providing a gateway for various actors working or planning interventions;
- Contribute to provision of linkages among various UN agencies, local and international NGOs, civil society entities, the communities, and the Lebanese government entities both at the central and local level, and
- Work towards joint programming between various actors.

Project Outputs:

- Enhanced coordination at the field level through strengthening of existing coordination sub-offices. Comprehensive information collection system at the field level established and shared with stakeholders and the public at large.
 - Explain how the Programme relates to the Strategic (UN) Planning Framework guiding the operations of the Fund.
 - Through sustained linkages between the UNRC sub-office in Beirut and the Government, the project was able to reflect the government priorities towards the various UN and civil society organizations in

areas in Lebanon outside of Beirut. Moreover, the project provided a platform for the communities to share valid data on government interventions in a highly politicized environment.

II. Resources

Financial Resources:

- Provide information on other funding resources available to the project, as applicable;
- Provide details on any budget revisions approved by the appropriate decision-making body, as applicable, and
- Provide information on good practices and constraints in the mechanics of the financial process, times to get transfers, identification of potential bottlenecks, need for better coordination, etc.

Financial Resources:

Total budget approved : USD 747,122.00

Total disbursements as for 31 December : USD 715,849.90

2010

Total expenditures Jan-Dec 2010 : USD 360,924.21

Balance : USD 31,272.10

CATEGORY	TOTAL BUDGET (USD) 2008-2010	TOTAL EXP (USD) Jan - Dec 2010
1. Personnel (Incl. staff and consultants)	USD 368,040.00	USD 271,116.98
2. Contracts (Incl. companies, professional services)	USD 50,004.00	USD 14,120.88
3. Training	-	USD 1,500
4. Transport	USD 54,800.00	USD 12,063.82
5. Supplies and commodities	USD 81,200.00	USD 14,869.53
6. Equipment	USD 63,800.00	USD 4,736.43
7. Travel	-	USD 13,283.32
8. Miscellaneous	USD 80,400.00	USD 5,621.39
9. Agency Management Support	USD 48,878.00	USD 23,611.86
TOTAL	USD 747,122.00	USD 360,924.21

• Provide details on any budget revisions approved by the appropriate decision-making body, if applicable.

No cost extension approved in November 2009.

Cost extension approved in December 2010.

The period of extension is from 1 January - 31 December 2011 with a total amount of \$380,890

Human Resources:

- National Staff: Provide details on the number and type (operation/programme).
- International Staff: Provide details on the number and type (operation/programme)

	Number	Type
Head of Sub-Offices (North	2	Programme
and South)		
Admin and Finance	2	Operation
Assistants (North and		
South)		
Coordination Officer	2	Programme/Operation
Coordination Assistant	1	Operation
IT and Database Specialist	1	Operation

• International Staff: Provide details on the number and type (operation/programme): 1 Head of the South Sub-Office, part time, 15% (Jan-Oct 2010). Funding ceased from 1 November 2010 with nationalization of the Head of the Sub-Office.

III.Implementation and Monitoring Arrangements

Though the RC sub-offices are part of the UNRCO coordination structure, the UNRCO is not a UN agency itself, and is administratively managed by UNDP. The project will therefore be executed under the UNDP Direct Execution modality (DEX), whereby UNDP will act as both implementing an executing agency.

The UNRCO in Lebanon supervises, provides guidance and direction for the work being implemented by the Heads of the RCO sub-offices in the north and south of Lebanon. For the day-to-day management of the project, the Heads of the RC sub-offices in Tripoli and Tyre manage their respective offices in terms of work planning and staffing. The Head of the RC sub-office in Tripoli continues to be part of the overall managerial structure UNRWA has put in place in support of the NBC response operation.

On a day-to-day basis, the UNRCO sub-offices liaise with government authorities at the local level, UN agencies, CSOs, and national and international NGOs, which remain their main partners for the successful implementation of the proposed activities.

• Provide details on the monitoring system(s) that are being used and how you identify and incorporate lessons learned into the ongoing project.

Both sub-offices provide Quarterly Reports which are used as a basis for the reporting to the LRF and to the Resident Coordinator.

• Report on any assessments, evaluations or studies undertaken

An internal assessment was conducted at the end of 2009 leading to the restructuring of the UNRCO and the UNRCO sub-office in the south. Internal to the UNRCO, coordination mechanisms were adjusted accordingly.

Both Sub-Offices provided ongoing and updated information and data for the active cluster system and sectors as well as mapping of activities and organizations operating throughout their areas.

IV. Results

- Provide a summary of Programme progress in relation to planned outcomes and outputs; explain any variance in achieved versus planned outputs during the reporting period.
- Report on the key outputs achieved in the reporting period including # and nature of the activities (inputs), % of completion and beneficiaries.

Coordination at the field level

Outputs & Activities	Status
Output 1	UNRCO North Sub-Office
Enhanced coordination at the field level through strengthening of existing coordination sub-offices	The Sub-Office conducted field visits to civil society, national and international non-governmental organizations operating in both Nahr el-Bared and Beddawi Camps to enhance the participation of these organizations in the cluster and working group meetings.
	The Sub-Office provided liaison services to the Lebanese Palestinian Dialogue Committee as well as the Recovery and Reconstruction Cell to ensure field coordination efforts were in line with government priorities. For most of the year, the LPDC had a field officer participating in all cluster meetings.
	The North Sub-Office continued with the implementation of its mandate. Support to UNRWA via Clusters and Working Groups continued. However, there has been an increase in focus, and a modification of efforts, in the areas of Education, Health, Mental Health and Psycho-Social activities. As a result, the Sub-Office initiated sub-working groups that resulted in collaborations with organizations such as Skoun, provided training sessions on drug use prevention and treatment. The Sub-Office also coordinated joint activities for local NGOs operating in both Camps.
	Taking into account the shift in UN agency's work to areas outside of the NBC and BC the Sub-Office has followed suit, increasingly adapting its operations to match. In this regard, the Sub-Office initiated and conducted "One UN Coordination" visits to Municipal Authorities following the June 2010 Municipal elections. The Sub-Office is constantly providing operational and technical support to, and accompanying UN agencies on, official field visits and assisting

with workshops and training sessions. The Sub-Office also provides this support to the UN agencies working in the North on a needs basis.

The Sub-Office continued to update Cluster action plans and to disseminate the information to the relevant stakeholders.

To promote the work of UN agencies in the North, the Sub-Office organized three activities commemorating UN day 2010. All UN agencies operating in the North collaborated on these activities which included: a football tournament targeting both Lebanese and Palestinian youth in the North; a cinema club targeting Lebanese and Palestinian Children; and a concert performed by the Lebanese Palestinian Choir targeted municipal authorities, international and national non-governmental organizations as well as the Lebanese and Palestinian communities.

The Sub-Office organized and implemented with several other UN agencies in the North the "UN Teach-In" sessions which aimed at raising awareness of youth on a variety of issues (MDGs etc) in the North through visits to the schools.

South Sub-Office

The Sub-Office continued to liaise with central and local authorities on an information sharing level, The Sub-Office pursued its collaboration with civil society, national and international NGOs with a focus on Agriculture during the first quarter of 2010, on green jobs and income generating activities and vulnerable groups for the rest of the year, namely Youth, Child Protection and Gender related issues. Working Groups were created accordingly including livlihoods. Regular Inter-Agency and General Coordination meetings were conducted.

Although the number of UN agencies with active presence has been reduced to UNDP & ILO, the Sub-Office continued implementing its activities in 2010 according to its set Work Plan which included coordination and information management assistance to FAO, UNICEF, UNRWA, UNIFIL and UNSCOL.

The Sub-Office also actively participated in the "Teach-in" initiative launched during the "Education For All" week 23 to 30 April 2010.

UN Day celebrations gave more visibility to agencies present in the South and their involvement with local communities. The focus was on environment involving a beach cleaning campaign organized on 24 October 2010. In addition, there were performances by artists and youth groups in Beit El Medina where UN agencies had set up stands with brochures and other promotional material.

The Sub-Office oversaw the day-to-day management of the UN House

in Tyre, supporting the finalisation of cost-sharing arrangements between UNDP, ILO and UNRCO and continued to respond to a number of inquiries and requests regarding UN agencies and NGOs (contact lists, funding and available data on villages and municipalities).

Output 2

Comprehensive information collection system at the field level established and shared with stakeholders and the public at large. The Sub-Offices were, and will be, engaged in updating their contacts list and mapping the activities of local and international non-governmental organizations, UN Agencies and civil society organizations working in the North and the South. Bi-lateral meetings will oversee the validation of the information and enhance collaboration among the key stakeholders. This information will be incorporated into the UNRCO central information management system including its on-line facility.

North Sub-Office

Documents and minutes of meetings, datasets, action plans, reports and statistics have been regularly uploaded on Lebanon Support NBC website. The Sub-Office maintains an updated contact list of all active stakeholders in Nahr el Bared and Beddawi Camps as well as the North and shares this list with stakeholders on a regular basis.

The UNRWA NBC Updates weekly newsletter is disseminated regularly to all stakeholders. A media review is conducted on a daily basis and disseminated to relevant partners.

The Sub-Office provided support to several NGOs in the dissemination of information.

South Sub-Office

The Sub-Office continued to provide coordination and liaison services to the UNCT representatives in the south and visiting missions and delegations. The Inter-Agency and General Coordination meetings decisions and action plans were supported through follow up activities and dissemination of information to all relevant stakeholders.

Information Management Unit (IMU)

In order to provide high quality technical assistance and respond to the need for sharing and managing information for the United Nations Country Team (UNCT), government counterparts and implementing partners, an Information Management Unit (IMU) was established in early 2010 in the RCO, based in Beirut.

The UNCT website has been redesigned, and the IMU continues to liaise with UN Agencies to update and upload information (including

LRF page) on the website regularly. Latest and updated information can now be accessed on www.un.org.lb

The IMU focuses on increasing the visibility of the UN through creating promotional materials, including a UN Brochure (a briefing on the UN agencies working in Lebanon); quarterly media statistics (analyzing the perception of UN), and quarterly newsletters (highlighting the recent work of the UN agencies activities and projects in Lebanon). The IMU prepares and provides information kits to visiting delegations and missions to Lebanon.

The IMU is engaged in updating and mapping the contact list and activities of local and international NGOs, UN agencies, and civil society's organizations working in Lebanon. During 2010, the unit was continuously updating maps related to recovery, sector interventions maps, area maps, and administrative maps in support of the activities carried out by the recovery partners. Also the IMU responded to over 100 requests for maps. The Unit continues to liaise with UN agencies, namely UNIFIL and UNDP, as well as Cluster Working Groups, for the harmonization of data entry and information collection to ensure up to date information is available in real time.

The IMU provides technical support to the UNCT's monthly meetings, the UNCT Retreat and various UNCT events and consolidates information on who does what where to ensure real time information is available for strategic and development planning and monitoring. During 2010, the IMU supported the organization of three key events:

- The consolidation of database information from all areas in Lebanon relating to UN agency activities;
- The MDG photo competition which raised the awareness of the MDGs, its progress and challenges to day to achieve the goals while promoting youth participation and highlighting the UN's mandate and achievements in Lebanon;
- The 2010 UN Day reception held in Beirut attended by government, diplomatic and civil society leaders in Lebanon, and
- The Beirut Arab International Book Fair which was attended by all UN agencies and where 40,000 published items were disseminated to the public.

In October 2010 a call for proposals was initiated to produce a documentary to promote Lebanon Recovery Fund (LRF) Programme. This seven to ten minutes documentary will present an overview of LRF and capture it impact on different sectors and themes featuring the implementing of best practices and achievements.

In the absence of OCHA in Lebanon, the IMU provides support to the Contingency Planning Core Group through managing and editing relevant data from Cluster Lead agencies. The IMU participates in Cluster Technical Working Group meetings.

IMU facilitated and supported the Donor Meeting events through providing promotional materials and publications and provided support to the LRF Monitoring and Evaluation Unit activities.

Additionally, the IMU provided support to the United Nations Communication Group (UNCG) in the formulation of joint work plans and participates to the UNCG meetings and retreat.

• Explain, if relevant, delays in programme implementation, the nature of the constraints, actions taken to mitigate future delays and lessons learned in the process.

For both RCO Sub-Offices in Tyre and Tripoli, the continuing security instability impacts adversely on their working environment and on the willingness of donors and International NGOs to expand their programmes. This may also reduce, over 2011, financial inputs to current UN joint and inter-agency projects so that greater UNRCO involvement in resource mobilization may become necessary. The shift in focus of international and national NGOs to more active participation in the North and the continuing instability of the security situation in the South may require an adjustment during the first two quarters of 2011 to ensure the RCO Sub-Office in the South remains operational. This includes being able to mount a robust coordination response, led by and strongly supported from Beirut resources, in support of any developing humanitarian emergency. The North Sub-Office has adapted its Work Plan to reflect the changes and demands of UN agencies and partners in the North.

The key lessons learned for maintaining effective and relevant coordination in the field as well as strong linkages between headquarters and the sub-offices are the continuous follow-up and constant communication with all stakeholders. Both field sub-offices have efficiently incorporated these into the implementation of their work. Also, both field sub-offices are continuously assessing the situation on the ground and adapting their Work Plans to address the actual needs of stakeholders in their respective areas.

• List the key partnerships and collaborations, and explain how such relationships impact on the achievement of results.

The North Sub-Office has established strong relationships with UN agencies, international and national NGOs as well as local authorities. These key partnerships positively impact coordination activities as organizations rely heavily on the Sub-Office for information and advice. The North Sub-Office is continuously striving to create multilateral coordination forums to minimize the duplication and gaps risked through bilateral coordination. The Sub-Office also provides much needed operational and technical support to many partners.

UN agencies with a presence in South Lebanon, UNDP and ILO with UNIFIL, plus others involved in sector meetings and emergency preparedness including UNRWA, UNICEF, FAO and UN-Habitat. Local authorities, regrouped in Unions of Municipalities and steering committees including cooperatives and syndicates representatives.

Supervised by the main Office, UNRCO has also established strong partnerships with government officials at the central and regional level as well as the donor community.

V. Future Work Plan (if applicable)

- Summarize the projected activities and expenditures for the following reporting period (1 January-31 December 2011), using the lessons learned during the previous reporting period.
- Indicate any major adjustments in strategies, targets or key outcomes and outputs planned.

Future Work Plan:

- Liaise with authorities at the central and local level to ensure overall coherence of development interventions in line with Government priorities;
- Liaise with civil society, national and international NGOs, donors and other multi-lateral partners to avoid duplications and promote synergies among the different development partners;
- Set up/strengthen as required, coordination mechanisms through the establishment of interagency, general and sector coordination platforms;
- o Support the implementation of joint assessments and joint programmes;
- Support the analysis of coordination and development projects through the implementation of sector studies;
- o Suport the implementation of a Contingency Plan/Response Plan at the regional level ensuring the adequacy of relevant human resource skills and expertise;
- o Develop, produce and post on the webpage a comprehensive database covering all areas of Lebanon with information at the national and municipal level;
- o Develop, produce and disseminate maps and related documents to support the recovery development work, both in terms of assessment and sector interventions;
- Develop strong links with other GIS staff in Lebanon to promote coordination and informationsharing between organizations and government departments working on GIS activities in particular;
- o Act as an information desk including the distribution of a daily media and situation review;
- Support the coordination of the UN agencies with regard to the implementation of the Lebanon Recovery Fund:
 - o Produce a quarterly newsletter of the Lebanon Recovery Fund activities.
 - o Produce a brochure and other hard copy visibility material for the Lebanon Recovery Fund
 - Lebanon Recovery Fund documentation made available in both UN System in Lebanon and MDTF websites.
 - o Develop and produce necessary tools serving the LRF communications strategy.

The LRF activities are newly planned taking into account the possible expansion of the Lebanon Recovery Fund past the focus of 'recovery' to transitional and longer term development projects.

• The projected activities and expenditures for the following reporting period (1 January-31 December 2011) are in the order of USD **\$412,162.14** distributed as follows:

Itemized Budget (2011)						
1. Personnel (Incl. staff and consultancy	\$258,192.00					
support)						
2. Contracts (Incl. companies, professional	\$30,000.00					
services)						
3. Training	\$20,850.00					
4. Transport	\$13,400.00					
5. Supplies and commodities	\$32,380.00					
6. Equipment	\$10,500.00					
7. Travel	\$13,376.26					
8. Miscellaneous	\$6,500.00					
9. Agency Management Support	\$26.963.88					

	Performance Indicators	Indicator Baselines	Planned Indicator Targets (for two years 09/10)	Achieved Indicator Targets	Reasons for Variance (if any)	Source of Verification	Comments (if any)		
Outcome 1 To establish a coordination mechanism and information management system that allows the UN Resident Coordinator to ensure a smooth and coordinated implementation of recovery efforts and provide information to national and international actors involved in the recovery effort									
Output 1.1 Coordination at the field level through the strengthening of existing coordination sub-offices enhanced	Coordinate the activities of organizations at the local level and liaise with authorities at the central and local level to ensure overall coherence of development interventions in line with Government priorities. Liaise with civil society, national and international NGOs, donors, and other multi-lateral partners to avoid duplications and promote synergies among the different development partners.	N/A N/A	144 Cluster Meetings in Tripoli Sub- Office; 50 Sector Meetings in Tyre Sub- Office	149 Cluster Meetings in Tripoli Sub- Office; Three Livelihood meetings and Five Sector East meetings (2010) Although no fixed indicators exist, the field Sub-Offices are continuously liaising with organizations on a multilateral and bilateral basis	In addition to the Cluster meetings, the UNRCO Sub-Offices in Tripoli and Tyre convened General Coordination Meetings and UN Inter-Agency Meetings	Minutes of Meetings prepared, distributed to partners, and posted on website Contact actors active in the area	In the second half of 2009, a considerable number of UN agencies and NGOs operating in NBC and in the South phased out which required the suspension and merging of several Clusters		

T	1	T	T	T	Γ	T _
Set up/ Strengthen	N/A	12 Inter-	15 Early	The Early	Minutes of	Restructuring of
as required,		Cluster	Recovery	Recovery	Inter-Cluster	UNRCO Sub-
coordination		Meetings in	Inter-Cluster	Inter-Cluster	Meetings	Office in the
mechanisms		North Sub-	Forums and	Forum which	prepared,	South took
through the		Office;	Cluster Leads	was formed to	distributed to	place & new
establishment of		24 General	meetings	discuss cross	partners, and	plans were
inter-agency,		Coordination		cutting issues	posted on	established
general and/or		Meetings in		was convened	website	where GCM &
sector coordination		Tyre Sub-		on a needs		IAM bimonthly
platforms.		Office		basis in North		and Theme
				Lebanon.		Working
				Also Cluster		Groups are to
				Leads		be formed and
				meetings were		activated in the
				held to ensure		first quarter of
				coordination		2011.
				and follow-up		2011.
				of		
				crosscutting		
				issues		
				188008		
Support the	N/A	N/A	N/A	N/A	N/A	Both UNRCO
implementation of	14/74	11/14		11/14	14/11	Sub-Offices in
joint assessments						Tripoli and
and joint-						Tyre conducted
•						several
programmes						
						monitoring field visits with
						different UN
						Agencies, in
						addition the
						North Sub-
						Office has been
						providing
						support for
						several UN
						Agencies and to
						the MDG-F

							Joint- Programme
	Support the implementation of a Contingency Planning/Response Plan at the regional level	N/A	Contingency Plan	The Contingency Plan was prepared and will be annually updated	N/A	The Contingency Plan was endorsed by the UNCT	N/A
	ensure the coordination and plan their own re			ntional capacity a	and ownership, in	order for national a	authorities to
Output 2.1 Comprehensive information collection system at the field level established and shared with stakeholders and public at large	Develop, produce and post on the webpage a comprehensive database covering the most affected areas in the two RCO Sub-Offices with information at the Municipal level	N/A	Two Database	Two Databases	N/A	A comprehensive database(UN Agencies-NGO database, Government partner Contact list) was established and maintained and results made available to partners and stakeholders through the recovery section	

Develop, produce

and disseminate

maps and related documents to

development work, both in terms of

support the

recovery and

N/A

27 maps

N/A

27 maps

of the RCO web-page

agencies

Seven maps of

activities and

programmes

were updated

and the office

also prepared 20

maps for several

The Work Plan

was adjusted to

include who is

doing what and

where with the

time frame and

implementation.

area of

assessment and sector interventions. Develop strong links with other GIS staff in Lebanon to promote coordination and information-sharing between organizations and government departments working on GIS activities in particular.	N/A	Three meetings	Six meetings	due to establishment of technical Cluster working group it required more meetings	UN agencies and NGOs upon request The IMU has established a coordination mechanism related to information sharing between UN agencies. The IMU provides information and technical support to Cluster Technical Group.	The RCO was continuously updating the Operational Organization's Map, UNDP projects and LRF projects in South Lebanon. The Sub-Office also responded to over 20 requests for maps.
Produce maps that support sectoral working groups to strengthen collaboration and coherence	N/A	20	20 produced maps.	N/A	Assessment maps produced for each of the sector working group	