



**LIBERIA PEACEBUILDING FUND
PROJECT DOCUMENT COVER SHEET**

Recipient UN Organisation: UNHCR	Liberia PBF Priority Area 2: Critical Interventions to Promote Peace
Project Manager: UNHCR Name: Mamadou Dian Balde Address: UNHCR, Mamba Point, Monrovia Telephone: 2316362245 E-mail: balde@unhcr.org	Implementing Partner(s): Various Civil Society Organizations Name: Address: Telephone: E-mail: ambulajohnson@yahoo.com
Project Number:	Project Duration: 12 months
Project Title: Small Grants to support initiatives for peace consolidation in Liberia	Project Location: Country-wide
Project Description: As a catalytic mechanism for peace consolidation in Liberia, the Peacebuilding Fund provides opportunities for institutional and human capacity building to enhance local and national level peace initiatives. The involvement of Civil Society Organizations (CSOs) in this process is extremely useful and has enormous incentives to help achieve concrete and concerted peace dividends both at the local and grass root levels. However, given that local CSOs, especially those outside Monrovia, have little or no capacities to access funds directly from the Peacebuilding Fund due to high criteria and complex procedures, most local CSOs were unable to partner with recipient UN Agencies to access PBF funding and implement projects due to lack of information on the part of the PBF Secretariat. Considering all of the above, the Joint Steering Committee (JSC) allocated some PBF funds as a small "seed grant" funding that can be accessed by CSOs to help improve technical and institutional capacities of local CSOs doing peace work in Liberia. In addition to the substantive peacebuilding impact, the grants will support skills development in general peacebuilding, financial and narrative reporting and organizational development and technology transfer, while at the same time enabling local NGOs/CSOs address critical peacebuilding gaps through PBF funding.	Total Project Cost: <u>US\$462,606</u> PBF: <u>\$462,606</u> Government Input: in-kind Total: <u>\$462,606</u>

**Project Duration: 12 Months
(September 2009 – August 2010)**

Peace building Impact and key outcomes:

Peace building Impact – Local Civil Society Organizations have the capacities and resources to help address violent conflict factors that threaten durable peace and stability in Liberia. This Project will provide support to peacebuilding civil society organizations that will help to improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia.


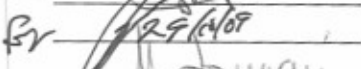

Key outcomes – Critical outcomes of this intervention include: improved technical and institutional capacities of civil society organizations and community based organizations working in Liberia; improved partnership and coordination amongst peacebuilding efforts and organizations; increased healing and reconciliation; reduced social tensions, and increased inter-intra community dialogue for peace consolidation.

Outputs and Key Activities:

Key outputs – Local CSOs working on peace and conflict issues appraised and awarded sub-contracts; local CSOs orientated around critical conflict issues to respond to (e.g. reconciliation, psychosocial, identity, citizenship, ethnicity, religion); CSOs trained in narrative and financial reporting and management; links built and impacts measured between localised conflict impact and national level conflict impact; local peacebuilding interventions are connected to peace huts in administrative districts in support of social cohesion and peace consolidation.

Key activities –JSC Sub-Grant Committee in collaboration with the Peacebuilding Office at the Ministry of Internal Affairs (PBO) send out call for proposals; receive, analyse, approve proposals and recommend for funding; monitor sub-projects during the lifespan of projects; PBO receive, analyse and discuss quarterly narrative reports. Both UNHCR and PBO provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format. Quarterly, mid-term and annual reports submitted by UNHCR to the MDTF.

Technical Advisory Panel Review Date: 28 August 2009
 PBF Secretariat Review Date : 31 August 2009
 Joint Steering Committee Approval Date: 9 September 2009

	<i>Signature</i>	<i>Date</i>	<i>Name/Title</i>
On behalf of:	_____	_____	_____
Recipient UN Organization		24 October 2009	Ibrahima Coly, Rep., UNHCR
Co-Chair PBF SC		29 October 2009	Ambulai Johnson, Minister, MIA
Co-Chair PBF SC		26/10/2009	Moustapha Soumare, DSRSG

THE LOGICAL FRAMEWORK

Results	Measurable indicators	Means of verification	Important assumptions
<p>PEACEBUILDING IMPACT Many local Civil Society Organizations have demonstrated the capacities and resources to help tackle violent conflict factors that threaten durable peace and stability in Liberia. This Project is intended to provide the critical support to peacebuilding civil society organizations that will help them improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia.</p>	<p>Local capacities of peacebuilding civil society organizations strengthened;</p> <p>Threats to peace consolidation posed by localized conflict factors reduced</p>	<p>Report on the number of civil society organizations funded</p> <p>Report on the number of conflict factors intervened at the community level</p>	<p>Ability of civil society organizations to manage financial resources;</p> <p>Civil society organizations do not reduce interest to participate;</p> <p>PBF/JSC /partners' willingness to support the civil society organizations</p>
<p>OUTCOMES Seventy five percent (75 %) of CSOs implementing projects under the PBF small grants have improved technical and institutional capacities within the 12 months duration of the projects;</p> <p>Sixty percent (60 %) improvements in partnership and coordination amongst peacebuilding efforts and organizations over a 6 months period;</p> <p>At least seventy percent (75 %) of targeted communities live in reconciliation, social tensions reduced ; and inter-intra community dialogue for peace consolidation increased over a 12 month period</p>	<p>Local peacebuilding civil society organizations demonstrate capacity to implement peacebuilding projects.</p> <p>Local peacebuilding institutions meet to share information that helps measure cumulative results/ impacts of localized peacebuilding initiatives implemented at community level.</p> <p>Formerly divided parties/groups meeting and working together in local communities.</p>	<p>Internal evaluation report</p> <p>monitoring report</p>	<p>UNHCR and PBO provide sustained support to monitoring projects; both CSOs & UNHCR/PBO demonstrate respect for the terms and condition of the contracts</p>

<p>OUTPUTS: Local CSOs working on peace and conflict issues identified and awarded sub-contracts.</p> <p>Local CSOs trained around critical conflict issues to respond to (e.g. reconciliation, psychosocial, identity, citizenship, ethnicity, religion);</p> <p>CSOs trained in narrative and financial reporting and management; links built and impacts measured between localised conflict impact and national level conflict impact;</p> <p>Local peacebuilding interventions are connected to peace huts in administrative districts of Liberia in support of social cohesion and peace consolidation.</p>	<p>Number of civil society organizations implementing projects funded by the PBF</p> <p>Number and nature of conflict factors identified and addressed</p> <p>Number of civil society organizations which benefit from training and networking amongst themselves</p> <p>Number of peace huts connected to the interventions</p>	<p>Report</p> <p>Quarterly reports</p> <p>Annual reports</p>	<p>(Outputs to outcome)</p> <p>Willingness on the part of the CSOs and partners to cooperate during implementation; Capacities of CSOs to implement peacebuilding projects</p> <p>UNHCR/JSC Small Grant Committee mobilise qualified CSOs to implement projects</p> <p>Clear link between the peace huts and the interventions not identified</p>
<p>ACTIVITIES JSC Sub-Grant Committee in collaboration with PBO will send out call for proposals; Receive, analyse, approve proposals and recommend for funding;</p> <p>Monitor sub-projects during the lifespan; PBO will receive, analyse and discuss quarterly narrative reports;</p> <p>Both UNHCR and PBO will provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format; UNHCR submits quarterly, mid-term and annual reports to the MDTF.</p>	<p>INPUTS: Technical/knowledgeable persons in peacebuilding;</p> <p>Financial</p> <p>Financial</p>	<p>Monthly Progress report</p> <p>Quarterly report</p> <p>Annual report</p>	<p>(Activity to output)</p> <p>Willingness for all partners to coordinate and cooperate</p> <p>Capacity in PBO/JSC Small-Grants to monitor peacebuilding projects</p>

Background and problem statement

Based on a submission from the UN in Liberia, and the Government of Liberia (GoL) summarizing the need to firmly bolster “hard-won” peace with concrete and rapid supportive action, the UN Secretary-General deemed Liberia eligible for the PBF “second window” in October 2007. Subsequently, a PBF Liberia Priority Plan was jointly developed by Government and the UN. This Plan was reviewed and approved with US\$ 15 million allocated to Liberia and to be programmed in 2008¹.

The Priority Plan is an eight-page framework document against which projects are developed, approved and implemented in Liberia. Three project areas identified are:

Fostering National Reconciliation and Conflict Management
Critical Interventions to Promote Peace and Resolve Conflict
Strengthening State Capacity for Peace Consolidation

PBF projects must be time-bound, strategic and catalytic. Contributing to the overall national recovery and development agenda in Liberia, the Poverty Reduction Strategy (PRS), PBF projects are intended to fill immediate gaps in areas that have a direct implication for peace.

A Joint Steering Committee (JSC) of GoL/UN, etc. decides on the selection of PBF projects. As the PBF is a Trust Fund of the UN Secretary-General, UN “recipient” organizations are accountable for the funds and are expected to work with implementing partners which are Government and/or other organizations, e.g. NGOs, CBOs, etc. Capacity building of national institutions is central during the implementation of the PBF.

The JSC was also constituted to guide and make programmatic decisions and to oversee the implementation of the PBF-L, supported by a Technical Advisory Panel (TAP) and a PBF Secretariat tasked to perform the day to day functions of the JSC. The JSC’s mandate to oversee and coordinate the operations of the Peacebuilding fund was in compliance of the Terms of Reference (ToR) for the United Nations Peacebuilding Fund (PBF) of 22 August 2006, and also within the framework of Liberia’s approved Priority Plan.

From April 2008 to January 2009 the JSC issued five rounds of Call for the submission of concept notes. A total of 49 concept notes were received and reviewed by the JSC, out of which 32 concept notes were approved to be developed into full project proposals. However, to date, the JSC has approved 24 out of the 32 project proposals for funding in addition to four fast track projects. There are a few projects which remain in the pipeline.

Even though several CSOs / NGOs are participating in the implementation of various PB-funded projects, the JSC acknowledged that the involvement of CSOs with the implementation of the PBF has been somewhat minimal. This has been attributed to lack of capacity and inadequate information. However, it was also recognised that most local CSOs were unable to partner with recipient UN Agencies seemingly because the particularly small local CSOs/NGOs could not meet the high criteria set by the JSC for the application and submission of projects.

Therefore, in order to ensure the participation of additional CSOs/NGOs, the JSC has made an allocation of US\$464,000 for small proposals from CSOs/NGOs. In addition, the JSC constituted an Ad-hoc Committee to develop the ToR and Criteria by which small proposals could be considered for funding.

¹ From the time of programming decisions, projects should be completed within 12-18 months.

Problem Statement – Civil society organizations in Liberia are key partners to the Government of Liberia, UN and the international community as a whole. They have played and continue to provide meaningful contributions aimed at facilitating and maintaining peace in Liberia. As the United Nations Missions in Liberia (UNMIL), responsible for peace and security for all Liberians and residents, is amidst its drawdown, particularly in troop strength, the need to consolidate peace and enhance stability is imperative. Realizing peace and stability requires concerted and joint efforts of every partner playing different roles at different levels of the Liberian society. Evidently, civil society's role in this process is extremely important and necessary.

Civil society organizations should participate in all initiatives for peace in Liberia, yet their capacity to do so need to be improved upon in terms of resources, technical and physical capacities. The issue of technical capacities of local civil society organizations are perennial issues. Technical capacities related to peacebuilding, effective financial and narrative reporting, program design, proposal development are essential areas determined to be weak on the part of most local civil society organizations. This issue of weak capacity made it difficult for this category of interveners to access funds from the Peacebuilding Fund of the United Nations. As mentioned above, a small grant of \$464k was approved in April 2009 for civil society organizations to access and implement local conflict issues across the Country. Unless this opportunity is granted so as to build and strengthen local civil society organizations' capacities to deliver on key peace factors, major gaps remain for peace consolidation in Liberia.

Main Project Beneficiaries/Partners

Direct project beneficiaries/partners –Primary target groups for this intervention are community groups including district commissioners, town chiefs, youth and women groups and their leaders; members and leaders of faith based organizations, as well as opinion leaders, girls and boys groups and the physically challenged.

Project Rationale and expected results

The overall aim of the Liberia Peacebuilding Fund Small Grants is to support local initiatives for peace consolidation. Its objectives are as follows:

- Support technical capacity of Civil Society Organizations (CSOs), Local Non-Governmental Organizations (L-NGOS) and Community Based Organizations (CBOs) doing peacebuilding work in Liberia;
- Foster partnership and coordination amongst peacebuilding efforts and organizations;
- Contribute to heal divisions and reducing tension; and
- Facilitate intra and inter community dialogue

Although proposals could address a wide range of issues/areas and respond to the needs to diverse beneficiaries, focus for this Small Grant includes:

- Community peace and reconciliation initiatives
- Psychosocial Support
- Governance, identity and citizenship

Risks and assumptions:

Assumptions	Risks
Quality of proposals will be high enough to warrant acceptance	Additional resources will have to be put towards improving/revising proposals or additional rounds of proposal calls as necessary.
Quality/capacity of organisations submitting proposals will be high enough to warrant acceptance	Capacity will have to be increased or additional calls necessary
Proposals will be structured to achieve the aims and objectives of the Fund	Assist organisations in revising proposals
UNHCR will have the capacity to monitor projects	Additional resources will have to be put towards monitoring

Partnership and Management Arrangement

JSC Ad-hoc Committee - The Joint Steering Committee (JSC) will delegate approval, monitoring and evaluation responsibilities of the small grant projects to the JSC Ad-hoc Committee. UNHCR will be represented on the Ad-hoc Committee. The Ad-hoc Committee will make periodic reports to the full JSC on the allocation of the funds and will put monitoring and evaluation mechanisms in place to ensure proper implementation of projects and accountability of timely narrative reports. Even though this is a small grant funding, proposals should align with the Liberia Priority Plan and/or the Poverty Reduction Strategy (PRS). The Ad-hoc Committee will represent JSC on this subject while the PBO/PBF Secretariat will serve as *Convener* for the Ad-Hoc Committee. Responsibilities of the Ad-hoc Committee include:

- Receive, review and analyze projects recommend for funding;
- Decision making on the issues related to the small grant scheme;
- Reporting to the full JSC;
- PBF/PBO-L serving as convener;
- Facilitate speedy transfer of funds to the local agency for project implementation;
- Liaise with UNHCR on procurement process through the Secretariat.

UNHCR - will provide direct oversight supervision of the project in coordination with the JSC Small Grant Committee and the PBO. UNHCR will be the programme Fund Manager. UNHCR will also make financial and narrative reports to the Multi-Donor Trust Fund (MDTF). The Ad-hoc Committee and PBO/PBF Secretariat will liaise with UNHCR and facilitate timely transfer of funds to the project implementer in line with UNHCR's procedures. Additionally, UNHCR will provide advice and guidance on 1) Capacity building, including training on PB essentials for potential CSO beneficiaries, using expertise developed through existing PB Projects such as the Community Empowerment Project; 2) Challenges on implementing PB projects in the Liberian context. Through its Field Offices and capitalizing on other PB project implementation in communities, UNHCR will help monitor projects and identify/work with potential field based CSOs.

The PBO/PBF-L Secretariat will develop a project proposal that will be submitted to the MDTF for the transfer of the 464,000 to UNHCR. The 7% Agency Management Support (\$30,355) will be deducted from the disbursement to UNHCR. In this case, the 7% will not be included in individual project budgets, leaving \$433,645 available for direct project support.

The JSC Ad-hoc Committee through the Peacebuilding Office and in close consultation with UNHCR will recruit a competent Finance Assistant who will assist selected organizations in submission of high quality financial and narrative reports, through coaching and training of staff. (See attached the ToRs for the position). Such person will be seated at the PBO, yet answerable to UNHCR and the JSC Ad-hoc Committee. Funding is set aside for training in project management through the use of local expertise in Liberia. As Recipient Agency, UNHCR will initiate periodic coordination meetings of different implementing partners for the purpose of sharing lessons and to build synergies: 1) amongst different Small Grants funded projects; and 2) with other PB projects.

Project Submission and Approval Process

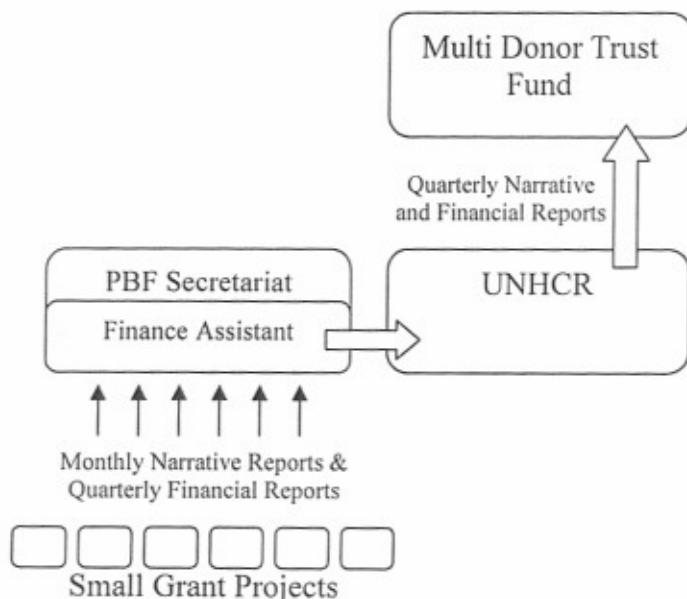
1. Projects will be submitted to the PBO/PBF-L Secretariat.
2. Projects will be reviewed by the Ad-Hoc Committee using criteria and eligibility standards set forth in this document
3. Project will be accepted, deferred (pending revision or clarification), or rejected by the Ad-Hoc Committee
4. Accepted projects will be sent to UNHCR for processing and disbursement of funds

Reporting Responsibilities

Small grant recipients will submit monthly status reports and quarterly financial reports directly to the Finance Assistant in the PBO Office. These reports will be compiled and shared with the PBO and UNHCR. Support to the Finance Assistance will be provided by the PBO. UNHCR will provide training to the Finance Assistant to ensure Financial reporting is compliant with UNHCR reporting formats.

Per PBF/MDTF guidelines, UNHCR will submit quarterly and annual narrative reports to the PBO and MDTF on the overall status of the Small Grants Project. Per PBF/MDTF guidelines, UNHCR will submit quarterly and annual financial reports to the MDTF and the PBO using UNHCR reporting guidelines. Quality control and compliance to effective financial management systems in keeping with UNHCR financial regulation would be ensured by UNHCR. Compliance will be ensured by the Financial Assistant with support from the PBO office.

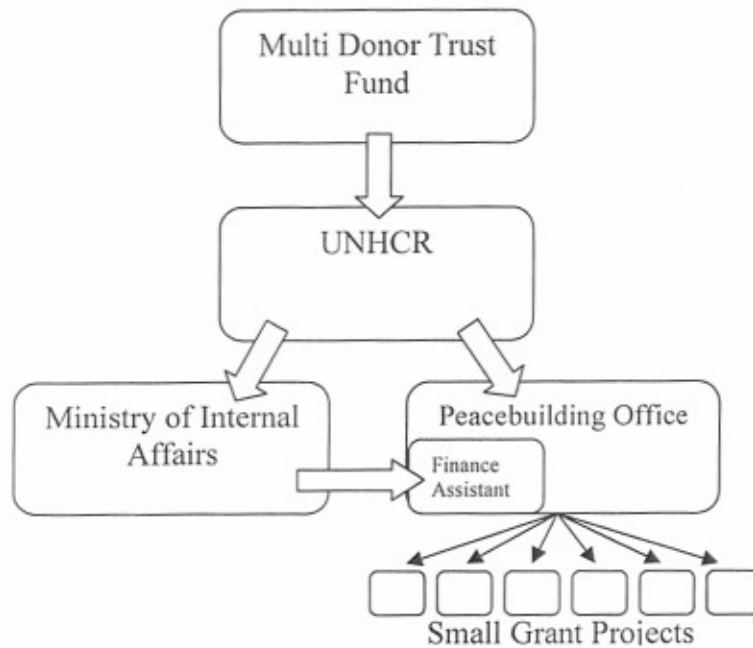
Reporting Flow Chart



Financial Arrangements

UNHCR, as the Recipient Agency, will receive the project funds from the MDTF. UNHCR will advance funds for the Financial Assistant (including equipment, supplies, and travel DSA) to the Ministry of Internal Affairs. The MIA will report quarterly to UNHCR on its expenditure of these funds. Funds allocated for Small Grants projects will be transferred to the PBO. The PBO will then disburse funds directly to individual proposals approved by the Ad-hoc Committee. Reporting for these projects will be in line with the above section.

Financial Flow Chart



Partnership Agreement and MoUs

A partnership agreement will be signed between the PBO and UNHCR and between the MIA and UNHCR for the purpose of the Financial Assistant who will be hired by the MIA but responsive to UNHCR. These will reflect arrangements outlines in this document

Prior to implementation of the project, a Memorandum of Understanding (MoU) will be signed between UNHCR and each civil society organization selected for actual implementation of the project activities, reflecting their respective roles and responsibilities as contained in this project proposal.

Implementation Arrangement

The maximum value for a funded project shall be US\$ 35,000. Funding will be allocated for projects not exceeding 12 months duration. Grants will be given directly to local CSOs, NGOs and national network organizations if they satisfy the eligibility criteria indicated below. Given that most CBOs are unregistered organizations they will be encouraged to partner with organizations that meet the criteria.

If for any reason or circumstances those particular local organizations cannot meet the eligibility criteria, then they are encouraged to form partnership for application and implementation of projects. Local CBOs, CSOs and NGOs are also encouraged to partner and collaborate with INGOs if they so desire.

Eligibility criteria for consideration include:

Official registration,

Bank account,

Technical capacity & experience

Geographically operational

Access to computer and internet

Proven track record in the area of PB, etc.

Recipient agency or Implementing Partner must show ability to conduct internal monitoring and evaluation of project, i.e., submitting monthly status reports and quarterly financial reports

Monitoring Mechanism

Monitoring will be ongoing throughout the lifespan of the project with particular emphasis on the use of project materials or resources, project performance including quality of work; financial control and project activities. Monitoring tools will include work plans, performance indicators, reports, and indicators of success including the number of civil society organizations that have accessed the funds. UNHCR and the PBO will develop joint monitoring indicators and system to be adapted for use of this project. UNHCR will work with its existing field operations to ensure timely monitoring and implementation of small grant projects. The JSC-Adhoc Committee in consultation with UNHCR will also monitor implementation of the projects through the PBO. Monitoring findings will be shared with specific feedback, if available, for the purpose of quality control and improvement, where necessary. Overall progress reports on a quarterly and annual basis will be presented to the PBO/MDTF in accordance with Recipient Agency responsibilities under the Peacebuilding Fund.

Evaluation

An evaluation will be done at the end of the project to assess the extent to which the objectives of the project were achieved and established reasons why. It will also assess how the main project activities were implemented, the type of resources used, the effectiveness and efficiency of the project and recommendations for future activities. The purpose of this evaluation is to generate appropriate data/information and document findings as lessons learned from both monitoring and evaluation processes. The responsibility for this evaluation lies with UNHCR and is accounted for in the overall budget. An amount of USD 13, 697 is put aside to undertake this evaluation.

Sustainability Plan

First, there must be the capacity (knowledge, skills and technological resources) as a strategy for institutional development of civil society organizations (CSO) to promote peacebuilding interventions in the country. Second, the ownership of the project would be transferred mainly to the CSOs and target beneficiaries. To a large extent, this project is designed to respond to building capacities of local CSOs and Community Based Organization (CBO). Through partnering with other peacebuilding interventions and existing community institutions, building linkages for collaborative engagements will sharpen the impact of the project. The project will build local capacities by strengthening the institutional capacity of the target groups. This will increase the experience and capacity of local peacebuilding NGOs which will allow them to deliver larger and more effective projects in the future, thereby encouraging the overall growth of local peacebuilding efforts in Liberia.

Detailed Work Plan for 12 Months 2009 - 2010

First Two (2) Months	Progress Indicators
<p>Advertise for call for proposal; an appropriate format for project proposal will be prepared by the PBO and UNHCR, so as to facilitate project proposals from a wide range of organizations located throughout the country.</p> <p>-Receive, analyse and recommend for approval qualified CSOs, CBOs and Consortium groups;</p>	<p>Number of CSOs, NGOs, CBOs and Consortium groups implementing projects</p>
Seven (7) Months	Progress Indicators
<p>-Monitor</p> <p>-Capacity building training of CSOs/NGOs in project management; Monitoring & evaluation; financial & narrative reporting</p>	<p>-Monitoring reports</p> <p>- Ability of CSOs/NGOs to manage projects</p> <p>- Ability of CSOs/NGOs to monitor, evaluate and write quality reports</p>
Last Three (3) Months	Progress Indicators
<p>Monitoring and evaluation.</p>	<p>- Decisions made to re-align or advise on implementation of projects</p> <p>- Implementation of projects on track according to plan</p>

THE PROJECT BUDGET

The budget would utilize the Standard Format agreed by UNDG Financial Policies Working Group with necessary modifications to suit the expected PBF project activities. Budgets could be presented in the following Atlas (UNDP financial system) compatible format.

Categories	Items	Rates (USD)	Unit	Quantity	Total Cost
1. Supplies and Commodities	Assorted stationery and supplies	-	-	-	500.00
	Communication for Finance Assistant	50.00	Monthly	12 Months	600.00
Subtotal					2,100.00
2. Personnel (staff, consultants and travel)	National Finance Assistant	1,000.00	Monthly	1 person	12,000.00
	In country travel by Finance Assistant (DSA)	58.00	Days	40 days	2,320.00
Subtotal					14,320.00
3. Training of Counterparts	Training in project management; M&E; narrative and financial reporting	3,324.00	Session	3 Sessions	9,972.00
Subtotal					9,972.00
4. Other Direct Costs	Small Grants to local organizations	-	-	-	392,253.00
	Evaluation	13,697	-	-	13,697
Subtotal					405,950.00
Project Subtotal					432,342.00
5. Agency Mngmt Support	7% UNHCR				30,264.00
TOTAL (USD)					US\$ 462,606.00

**Liberia Peacebuilding Fund
Project Summary**

Recipient UN Organization:	UNHCR	PBF Priority Area:	2		
Implementing Partner(s):	Various Local Organisations				
Project Number:	PBF/				
Project Title:	Small Grants to support initiatives for peace consolidation in Liberia				
Total Approved Project Budget:	462,606				
Location:	Nationwide				
JSC Approval Date:					
Project Duration:	12 months	Starting Date:	September 2009	Completion Date:	August 2010
Project Description:	<p>Project Description: As a catalytic mechanism for peace consolidation in Liberia, the Peacebuilding Fund provides opportunity for institutional capacity building to enhance local and national level peace initiatives. The involvement of Civil Society Organizations in this process is extremely useful and has enormous incentives to realize dividend of peace at various levels through complementarity. Given their limited or lack of capacities to access funds from the peacebuilding funds due to high criteria and complex procedures coupled with inadequate information regarding the funds, most local CSOs have been unable to partner with recipient UN Agencies involved in the implementation of peacebuilding projects in Liberia. In recognition of the above, the Joint Steering Committee (JSC) has approved seed grants to improve technical and institutional capacities of local CSOs doing peace work in Liberia. The grants will support efforts for technology transfer/skills development in general peacebuilding, financial and narrative reporting and organizational development.</p>				
Peacebuilding Impact:	<p>Peacebuilding Impact - Local Civil Society Organizations have been challenged by the lack of capacities or with limited capacities to access funds provided by the United Nations Peacebuilding Fund intended to address violent conflict factors that threaten durable peace and stability in Liberia. This Project will provide support to peacebuilding civil society organizations that will help to improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia. The project will also use dividends created by PB projects already in implementation in various communities.</p>				
Outcome(s):	<p>Key outcomes – critical outcomes of this intervention include: improved technical and institutional capacities of civil society organizations and community based organizations working in Liberia; improved partnership and coordination amongst peacebuilding efforts and organizations; increased healing and reconciliation and reduced social tensions and increased inter-intra community dialogue for peace consolidation.</p>				

<p>Outputs and Key Activities:</p>	<p><i>Key outputs</i> - CSOs working on peace and conflict issues identified and awarded sub-contracts; local CSOs orientated around critical conflict issues(reconciliation, psychosocial, identity, citizenship, ethnicity, religion) to respond to; CSOs trained in project management, narrative and financial reporting; Links created and measure impacts between localised conflict impact and national level conflict impact; local peacebuilding interventions are connected to peace huts in administrative districts in support of social cohesion and peace consolidation.</p> <p><i>Key activities</i> –JSC Sub-Grant Committee in collaboration with PBO will send out call for proposals; receive, analyse, approve proposals and recommend for funding; monitor sub-projects during the lifespan of projects; PBO will receive, analyse and discuss quarterly narrative reports; both UNHCR and PBO will provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format UNHCR submits quarterly, mid-term and annual reports to the MDTF.</p>
<p>Indicator and Benchmarks:</p>	<p>-Number of selected CSOs whose capacity has increased -Number of localised conflict factors addressed and impacted on peace consolidation increased Social tensions between and amongst conflict parties reduced</p>
<p>Procurement:</p>	

**Submission Form
To
Joint Steering Committee**

Part A. Meeting Information			
<i>To be completed by the PBF Secretariat</i>			
SC Meeting No:			
Item No:			
Date of Meeting:			
Part B: Project Summary			
<i>To be completed by the Recipient UN Organization</i>			
From: <i>Head of Recipient UN Organization</i> UNHCR REPRESENTATIVE	Date of Submission: 1 September 2009		
Contact: <i>Telephone number, email</i>			
Proposed Project, if approved, would result in:	Proposed Project resulted from:		
<input checked="" type="checkbox"/> New Project / Joint Project	<input checked="" type="checkbox"/> National Authorities initiative within Liberia PBF Terms of Reference		
<input type="checkbox"/> Continuation of previous funding	<input checked="" type="checkbox"/> UN Agency initiative within Liberia PBF Terms of Reference		
<input type="checkbox"/> Other (explain)	<input type="checkbox"/> Other (explain)		
Recipient UN Organization: UNHCR			
Implementing Partner(s): Various NGOs/CSOs			
Theme/Cluster/Priority Area: Priority Area 2:			
Project ² Title: Small Grants to Support Initiatives for Peace Consolidation in Liberia			
Total Project Budget: US \$462,606			
Amount requested: US \$464,000			
Amount and percentage of indirect costs requested:			
Projected Annual Disbursements:	2009 \$	2010 \$	US
Projected Annual Commitments:	2009 \$	2010 \$	US

² The term "Project" is used for projects, Program, and joint projects.

Narrative summary of Project

Not to exceed 500 words

Project Title: Small Grants to support initiatives for peace consolidation in Liberia

Project Description:

As a catalytic mechanism for peace consolidation in Liberia, the Peacebuilding Fund provides opportunities for institutional capacity building to enhance local and national level peace initiatives. The involvement of Civil Society Organizations in this process is extremely useful and has enormous incentives to realize dividends of peace at various levels through complementarity. Given their limited or lack of capacities to access funds from the Peacebuilding Fund due to high criteria and complex procedures, coupled with inadequate information regarding the funds, most local CSOs have been unable to partner with recipient UN Agencies involved in the implementation of peacebuilding projects in Liberia. In recognition of the above, the Joint Steering Committee (JSC) has approved seed grants to improve technical and institutional capacities of local CSOs doing peace work in Liberia. In addition to the substantive peacebuilding impact, the grants will support efforts for technology transfer/skills development in general peacebuilding, financial and narrative reporting and organizational development.

Peace building Impact and key outcomes:

Peace building Impact – Local Civil Society Organizations have been challenged by the lack of capacities or limited capacities to access funds provided by the United Nations Peacebuilding Fund intended to address violent conflict factors that threaten durable peace and stability in Liberia. This Project will provide support to peacebuilding civil society organizations that will help to improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia.

Key outcomes – Critical outcomes of this intervention include: improved technical and institutional capacities of civil society organizations and community based organizations working in Liberia; improved partnership and coordination amongst peacebuilding efforts and organizations; increased healing and reconciliation; reduced social tensions, and; increased inter-intra community dialogue for peace consolidation.

Key activities –JSC Sub-Grant Committee in collaboration with PBO will send out call for proposals; receive, analyse, approve proposals and recommend for funding; monitor sub-projects during the lifespan of projects; PBO will receive, analyse and discuss quarterly narrative reports. Both UNHCR and PBO will provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format. Quarterly, mid-term and annual reports will be submitted by UNHCR to the MDTF.

Part C: Technical Review

(To be completed by the PBF Secretariat on behalf of the Technical Advisory Panel)

Composition of Technical Advisory Panel:

Provide names, titles and organizational affiliation of Panel members

Small Grants proposal – reviewed by the PBF-L Secretariat: Edward Mulbah, Liberia Peacebuilding Office / Peacebuilding Fund Secretariat (Peacebuilding technical knowledge) Wilfred N. Gray-Johnson, Liberia Peacebuilding Office / Peacebuilding Fund Secretariat (Peacebuilding technical knowledge)

Technical Advisory Panel Review Date:

Provide date(s) of review

19 March 2009

3. Evaluation of Proposal by the Technical Advisory Panel

Provide concise summary evaluation of proposal against:

Problem statement and intervention clearly articulated.

The project certainly will have a relevant peacebuilding impact.

Project budget line items need to be readjusted and also include 7% MDFT management overhead

<i>i) General principles and selection criteria</i>		
(a)	Is the Project explicitly based on Liberia PBF Priority Plan?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Does the project build capacity within national institutions?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Does the project promote and ensure national and local ownership?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Does the organization have the appropriate system to deliver expected results (also looking at earlier performance and project delivery)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	Does the project avoid duplication of and significant overlap with the activities of other actors?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	Does the project use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(g)	Does the project build on existing resources, capacities, strengths and experience?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(h)	Can the Project be completed within 18 months?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>ii) Relevance to peacebuilding criteria</i>		
(a)	Are peacebuilding and reconciliation aspects adequately addressed by the proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

(b)	Are related gender dimensions taken into account and adequately addressed by the proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Are the theory of change and strategy for the project appropriate for, and relevant to the particular conflict situation?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>iii) Project design criteria</i>		
(a)	Are the activities appropriate, practical, and consistent with the expected results?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Are risks taken into account and is this analysis reflected in the structure and design of the logframe?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Has the role of partners been identified and is their level of involvement and participation in the project satisfactory?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Does the proposal include realistic provisions for monitoring and are the indicators at impact, outcome and output level adequate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>iv) Impact and Sustainability</i>		
(a)	Is the project likely to have a tangible/measurable impact on its target groups, especially in terms of building peace and reconciliation?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Is the project likely to have multiplier effects, including scope for replication and/or extension?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Does the proposal have mechanisms to ensure that it is sustained beyond the end date?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Does the proposal have the mechanisms to be fully integrated and mainstreamed into new Projects and projects?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Overall Technical Advisory Panel review of project submission [Recommendations]		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Part D: Administrative Review

To be completed by the Liberia PBF Secretariat

4. Review by PBF Secretariat

Date of review:

21 March 2009 (final review)

Check on Project Proposal Format Contents

Cover sheet (first page)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Logical Framework	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Project Justification	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Project Management Arrangements	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Risks and Assumptions	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Budget	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Progress Report (for supplementary funding only)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Support Cost	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Provide concise summary assessment against:

- 18 Months Implementation

Elaborate

Self explanatory

- Agency indirect support cost

Elaborate

Explained

- General evaluation criteria

Elaborate

As mentioned

Part E General criteria for prioritising Projects/projects

(a)	Must be in line with Liberia PBF Priority Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Recipient Organisation is unable to meet high or urgent priority needs	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

	with existing level of funding	
(c)	Addresses high priority activities that have significant impact, and by nature must address seasonal or timing imperatives and considerations.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Supports activities that are likely to improve the overall peacebuilding situation at national and local levels.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

5. Recommendation of the PBF Secretariat

Elaborate

Project budget was adjusted to include MDTF Management overhead. Secretariat recommends approval by the Co-Chairs.

Part F: Decision of Steering Committee

(To be completed by the Steering Committee)

5. Decision of the Liberia PBF Joint Steering Committee

- Approved for a total budget of US462,606
- Approved with modification/condition
- Deferred/returned with comments for further consideration
- Rejected

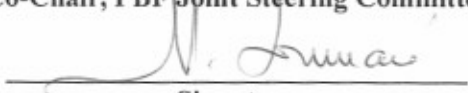
Comments/Justification

JSC – Co-chairs endorse recommendations from the Secretariat.

Ambulai Johnson
Minister of Internal Affairs
Co-Chair, PBF Joint Steering Committee

Signature
Date

Moustapha Soumare
Deputy SRSG
for Recovery and Governance
Resident Coordinator,
Humanitarian Coordinator
Co-Chair, PBF Joint Steering Committee



Signature
Date

26/10/2009

Part G: Administrative Agent Review

To be completed by the Administrative Agent

7. Action taken by the Administrative Agent: MDTF Office

Project consistent with provisions of the Liberia PBF Memorandum of Understanding and Standard Administrative Arrangements with donors.

Bisrat Aklilu,

Executive Coordinator, MDTF Office

Signature

Date



**LIBERIA PEACEBUILDING FUND
PROJECT DOCUMENT COVER SHEET**

Recipient UN Organisation: UNHCR	Liberia PBF Priority Area 2: Critical Interventions to Promote Peace
Project Manager: UNHCR Name: Mamadou Dian Balde Address: UNHCR, Mamba Point, Monrovia Telephone: 2316362245 E-mail: balde@unhcr.org	Implementing Partner(s): Various Civil Society Organizations Name: Address: Telephone: E-mail: ambulajjohnson@yahoo.com
Project Number:	Project Duration: 12 months
Project Title: Small Grants to support initiatives for peace consolidation in Liberia	Project Location: Country-wide
Project Description: As a catalytic mechanism for peace consolidation in Liberia, the Peacebuilding Fund provides opportunities for institutional and human capacity building to enhance local and national level peace initiatives. The involvement of Civil Society Organizations (CSOs) in this process is extremely useful and has enormous incentives to help achieve concrete and concerted peace dividends both at the local and grass root levels. However, given that local CSOs, especially those outside Monrovia, have little or no capacities to access funds directly from the Peacebuilding Fund due to high criteria and complex procedures, most local CSOs were unable to partner with recipient UN Agencies to access PBF funding and implement projects due to lack of information on the part of the PBF Secretariat. Considering all of the above, the Joint Steering Committee (JSC) allocated some PBF funds as a small "seed grant" funding that can be accessed by CSOs to help improve technical and institutional capacities of local CSOs doing peace work in Liberia. In addition to the substantive peacebuilding impact, the grants will support skills development in general peacebuilding, financial and narrative reporting and organizational development and technology transfer, while at the same time enabling local NGOs/CSOs address critical peacebuilding gaps through PBF funding.	Total Project Cost: <u>US\$462,606</u> PBF: <u>\$462,606</u> Government Input: in-kind Total: <u>\$462,606</u>

**Project Duration: 12 Months
(September 2009 – August 2010)**

Peace building Impact and key outcomes:

Peace building Impact – Local Civil Society Organizations have the capacities and resources to help address violent conflict factors that threaten durable peace and stability in Liberia. This Project will provide support to peacebuilding civil society organizations that will help to improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia.



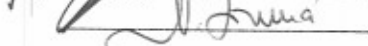
Key outcomes – Critical outcomes of this intervention include: improved technical and institutional capacities of civil society organizations and community based organizations working in Liberia; improved partnership and coordination amongst peacebuilding efforts and organizations; increased healing and reconciliation; reduced social tensions, and increased inter-intra community dialogue for peace consolidation.

Outputs and Key Activities:

Key outputs – Local CSOs working on peace and conflict issues appraised and awarded sub-contracts; local CSOs orientated around critical conflict issues to respond to (e.g. reconciliation, psychosocial, identity, citizenship, ethnicity, religion); CSOs trained in narrative and financial reporting and management; links built and impacts measured between localised conflict impact and national level conflict impact; local peacebuilding interventions are connected to peace huts in administrative districts in support of social cohesion and peace consolidation.

Key activities –JSC Sub-Grant Committee in collaboration with the Peacebuilding Office at the Ministry of Internal Affairs (PBO) send out call for proposals; receive, analyse, approve proposals and recommend for funding; monitor sub-projects during the lifespan of projects; PBO receive, analyse and discuss quarterly narrative reports. Both UNHCR and PBO provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format. Quarterly, mid-term and annual reports submitted by UNHCR to the MDTF.

Technical Advisory Panel Review Date: 28 August 2009
PBF Secretariat Review Date : 31 August 2009
Joint Steering Committee Approval Date: 9 September 2009

On behalf of:	<i>Signature</i>	<i>Date</i>	<i>Name/Title</i>
Recipient UN Organization		<u>24 October 2009</u>	<u>Ibrahima Coly, Rep., UNHCR</u>
Co-Chair PBF SC		<u>29 October, 2009</u>	<u>Ambulai Johnson, Minister, MIA</u>
Co-Chair PBF SC		<u>26 / 10 / 2009</u>	<u>Moustapha Soumare, DSRSG</u>

THE LOGICAL FRAMEWORK

Results	Measurable indicators	Means of verification	Important assumptions
<p>PEACEBUILDING IMPACT Many local Civil Society Organizations have demonstrated the capacities and resources to help tackle violent conflict factors that threaten durable peace and stability in Liberia. This Project is intended to provide the critical support to peacebuilding civil society organizations that will help them improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia.</p>	<p>Local capacities of peacebuilding civil society organizations strengthened;</p> <p>Threats to peace consolidation posed by localized conflict factors reduced</p>	<p>Report on the number of civil society organizations funded</p> <p>Report on the number of conflict factors intervened at the community level</p>	<p>Ability of civil society organizations to manage financial resources;</p> <p>Civil society organizations do not reduce interest to participate;</p> <p>PBF/JSC /partners' willingness to support the civil society organizations</p>
<p>OUTCOMES Seventy five percent (75 %) of CSOs implementing projects under the PBF small grants have improved technical and institutional capacities within the 12 months duration of the projects;</p> <p>Sixty percent (60 %) improvements in partnership and coordination amongst peacebuilding efforts and organizations over a 6 months period;</p> <p>At least seventy percent (75 %) of targeted communities live in reconciliation, social tensions reduced ; and inter-intra community dialogue for peace consolidation increased over a 12 month period</p>	<p>Local peacebuilding civil society organizations demonstrate capacity to implement peacebuilding projects.</p> <p>Local peacebuilding institutions meet to share information that helps measure cumulative results/ impacts of localized peacebuilding initiatives implemented at community level.</p> <p>Formerly divided parties/groups meeting and working together in local communities.</p>	<p>Internal evaluation report</p> <p>monitoring report</p>	<p>UNHCR and PBO provide sustained support to monitoring projects; both CSOs & UNHCR/PBO demonstrate respect for the terms and condition of the contracts</p>

<p>OUTPUTS: Local CSOs working on peace and conflict issues identified and awarded sub-contracts.</p> <p>Local CSOs trained around critical conflict issues to respond to (e.g. reconciliation, psychosocial, identity, citizenship, ethnicity, religion);</p> <p>CSOs trained in narrative and financial reporting and management; links built and impacts measured between localised conflict impact and national level conflict impact;</p> <p>Local peacebuilding interventions are connected to peace huts in administrative districts of Liberia in support of social cohesion and peace consolidation.</p>	<p>Number of civil society organizations implementing projects funded by the PBF</p> <p>Number and nature of conflict factors identified and addressed</p> <p>Number of civil society organizations which benefit from training and networking amongst themselves</p> <p>Number of peace huts connected to the interventions</p>	<p>Report</p> <p>Quarterly reports</p> <p>Annual reports</p>	<p>(Outputs to outcome)</p> <p>Willingness on the part of the CSOs and partners to cooperate during implementation; Capacities of CSOs to implement peacebuilding projects</p> <p>UNHCR/JSC Small Grant Committee mobilise qualified CSOs to implement projects</p> <p>Clear link between the peace huts and the interventions not identified</p>
<p>ACTIVITIES JSC Sub-Grant Committee in collaboration with PBO will send out call for proposals; Receive, analyse, approve proposals and recommend for funding;</p> <p>Monitor sub-projects during the lifespan; PBO will receive, analyse and discuss quarterly narrative reports;</p> <p>Both UNHCR and PBO will provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format; UNHCR submits quarterly, mid-term and annual reports to the MDTF.</p>	<p>INPUTS: Technical/knowledgeable persons in peacebuilding;</p> <p>Financial</p> <p>Financial</p>	<p>Monthly Progress report</p> <p>Quarterly report</p> <p>Annual report</p>	<p>(Activity to output)</p> <p>Willingness for all partners to coordinate and cooperate</p> <p>Capacity in PBO/JSC Small-Grants to monitor peacebuilding projects</p>

Background and problem statement

Based on a submission from the UN in Liberia, and the Government of Liberia (GoL) summarizing the need to firmly bolster “hard-won” peace with concrete and rapid supportive action, the UN Secretary-General deemed Liberia eligible for the PBF “second window” in October 2007. Subsequently, a PBF Liberia Priority Plan was jointly developed by Government and the UN. This Plan was reviewed and approved with US\$ 15 million allocated to Liberia and to be programmed in 2008¹.

The Priority Plan is an eight-page framework document against which projects are developed, approved and implemented in Liberia. Three project areas identified are:

Fostering National Reconciliation and Conflict Management
Critical Interventions to Promote Peace and Resolve Conflict
Strengthening State Capacity for Peace Consolidation

PBF projects must be time-bound, strategic and catalytic. Contributing to the overall national recovery and development agenda in Liberia, the Poverty Reduction Strategy (PRS), PBF projects are intended to fill immediate gaps in areas that have a direct implication for peace.

A Joint Steering Committee (JSC) of GoL/UN, etc. decides on the selection of PBF projects. As the PBF is a Trust Fund of the UN Secretary-General, UN “recipient” organizations are accountable for the funds and are expected to work with implementing partners which are Government and/or other organizations, e.g. NGOs, CBOs, etc. Capacity building of national institutions is central during the implementation of the PBF.

The JSC was also constituted to guide and make programmatic decisions and to oversee the implementation of the PBF-L, supported by a Technical Advisory Panel (TAP) and a PBF Secretariat tasked to perform the day to day functions of the JSC. The JSC’s mandate to oversee and coordinate the operations of the Peacebuilding fund was in compliance of the Terms of Reference (ToR) for the United Nations Peacebuilding Fund (PBF) of 22 August 2006, and also within the framework of Liberia’s approved Priority Plan.

From April 2008 to January 2009 the JSC issued five rounds of Call for the submission of concept notes. A total of 49 concept notes were received and reviewed by the JSC, out of which 32 concept notes were approved to be developed into full project proposals. However, to date, the JSC has approved 24 out of the 32 project proposals for funding in addition to four fast track projects. There are a few projects which remain in the pipeline.

Even though several CSOs / NGOs are participating in the implementation of various PBF-funded projects, the JSC acknowledged that the involvement of CSOs with the implementation of the PBF has been somewhat minimal. This has been attributed to lack of capacity and inadequate information. However, it was also recognised that most local CSOs were unable to partner with recipient UN Agencies seemingly because the particularly small local CSOs/NGOs could not meet the high criteria set by the JSC for the application and submission of projects.

Therefore, in order to ensure the participation of additional CSOs/NGOs, the JSC has made an allocation of US\$464,000 for small proposals from CSOs/NGOs. In addition, the JSC constituted an Ad-hoc Committee to develop the ToR and Criteria by which small proposals could be considered for funding.

¹ From the time of programming decisions, projects should be completed within 12-18 months.

Problem Statement – Civil society organizations in Liberia are key partners to the Government of Liberia, UN and the international community as a whole. They have played and continue to provide meaningful contributions aimed at facilitating and maintaining peace in Liberia. As the United Nations Missions in Liberia (UNMIL), responsible for peace and security for all Liberians and residents, is amidst its drawdown, particularly in troop strength, the need to consolidate peace and enhance stability is imperative. Realizing peace and stability requires concerted and joint efforts of every partner playing different roles at different levels of the Liberian society. Evidently, civil society's role in this process is extremely important and necessary.

Civil society organizations should participate in all initiatives for peace in Liberia, yet their capacity to do so need to be improved upon in terms of resources, technical and physical capacities. The issue of technical capacities of local civil society organizations are perennial issues. Technical capacities related to peacebuilding, effective financial and narrative reporting, program design, proposal development are essential areas determined to be weak on the part of most local civil society organizations. This issue of weak capacity made it difficult for this category of interveners to access funds from the Peacebuilding Fund of the United Nations. As mentioned above, a small grant of \$464k was approved in April 2009 for civil society organizations to access and implement local conflict issues across the Country. Unless this opportunity is granted so as to build and strengthen local civil society organizations' capacities to deliver on key peace factors, major gaps remain for peace consolidation in Liberia.

Main Project Beneficiaries/Partners

Direct project beneficiaries/partners –Primary target groups for this intervention are community groups including district commissioners, town chiefs, youth and women groups and their leaders; members and leaders of faith based organizations, as well as opinion leaders, girls and boys groups and the physically challenged.

Project Rationale and expected results

The overall aim of the Liberia Peacebuilding Fund Small Grants is to support local initiatives for peace consolidation. Its objectives are as follows:

- Support technical capacity of Civil Society Organizations (CSOs), Local Non-Governmental Organizations (L-NGOS) and Community Based Organizations (CBOs) doing peacebuilding work in Liberia;
- Foster partnership and coordination amongst peacebuilding efforts and organizations;
- Contribute to heal divisions and reducing tension; and
- Facilitate intra and inter community dialogue

Although proposals could address a wide range of issues/areas and respond to the needs to diverse beneficiaries, focus for this Small Grant includes:

- Community peace and reconciliation initiatives
- Psychosocial Support
- Governance, identity and citizenship

Risks and assumptions:

Assumptions	Risks
Quality of proposals will be high enough to warrant acceptance	Additional resources will have to be put towards improving/revising proposals or additional rounds of proposal calls as necessary.
Quality/capacity of organisations submitting proposals will be high enough to warrant acceptance	Capacity will have to be increased or additional calls necessary
Proposals will be structured to achieve the aims and objectives of the Fund	Assist organisations in revising proposals
UNHCR will have the capacity to monitor projects	Additional resources will have to be put towards monitoring

Partnership and Management Arrangement

JSC Ad-hoc Committee - The Joint Steering Committee (JSC) will delegate approval, monitoring and evaluation responsibilities of the small grant projects to the JSC Ad-hoc Committee. UNHCR will be represented on the Ad-hoc Committee. The Ad-hoc Committee will make periodic reports to the full JSC on the allocation of the funds and will put monitoring and evaluation mechanisms in place to ensure proper implementation of projects and accountability of timely narrative reports. Even though this is a small grant funding, proposals should align with the Liberia Priority Plan and/or the Poverty Reduction Strategy (PRS). The Ad-hoc Committee will represent JSC on this subject while the PBO/PBF Secretariat will serve as *Convener* for the Ad-Hoc Committee. Responsibilities of the Ad-hoc Committee include:

- Receive, review and analyze projects recommend for funding;
- Decision making on the issues related to the small grant scheme;
- Reporting to the full JSC;
- PBF/PBO-L serving as convener;
- Facilitate speedy transfer of funds to the local agency for project implementation;
- Liaise with UNHCR on procurement process through the Secretariat.

UNHCR - will provide direct oversight supervision of the project in coordination with the JSC Small Grant Committee and the PBO. UNHCR will be the programme Fund Manager. UNHCR will also make financial and narrative reports to the Multi-Donor Trust Fund (MDTF). The Ad-hoc Committee and PBO/PBF Secretariat will liaise with UNHCR and facilitate timely transfer of funds to the project implementer in line with UNHCR's procedures. Additionally, UNHCR will provide advice and guidance on 1) Capacity building, including training on PB essentials for potential CSO beneficiaries, using expertise developed through existing PB Projects such as the Community Empowerment Project; 2) Challenges on implementing PB projects in the Liberian context. Through its Field Offices and capitalizing on other PB project implementation in communities, UNHCR will help monitor projects and identify/work with potential field based CSOs.

The PBO/PBF-L Secretariat will develop a project proposal that will be submitted to the MDTF for the transfer of the 464,000 to UNHCR. The 7% Agency Management Support (\$30,355) will be deducted from the disbursement to UNHCR. In this case, the 7% will not be included in individual project budgets, leaving \$433,645 available for direct project support.

The JSC Ad-hoc Committee through the Peacebuilding Office and in close consultation with UNHCR will recruit a competent Finance Assistant who will assist selected organizations in submission of high quality financial and narrative reports, through coaching and training of staff. (See attached the ToRs for the position). Such person will be seated at the PBO, yet answerable to UNHCR and the JSC Ad-hoc Committee. Funding is set aside for training in project management through the use of local expertise in Liberia. As Recipient Agency, UNHCR will initiate periodic coordination meetings of different implementing partners for the purpose of sharing lessons and to build synergies: 1) amongst different Small Grants funded projects; and 2) with other PB projects.

Project Submission and Approval Process

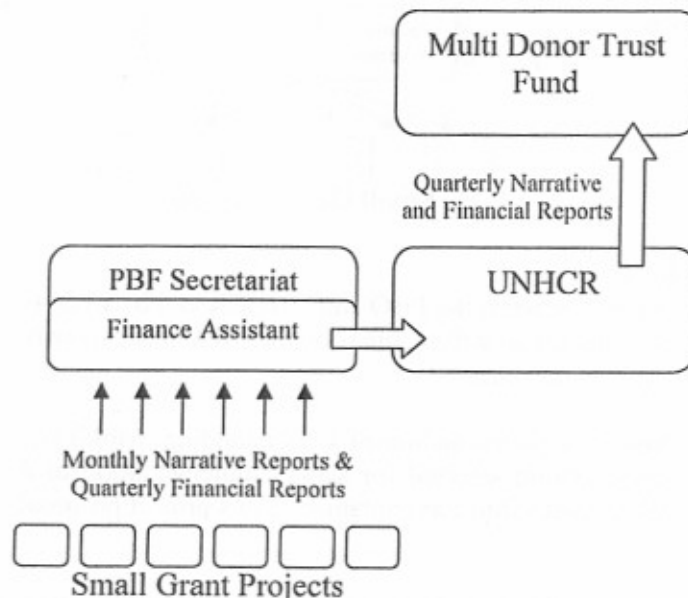
1. Projects will be submitted to the PBO/PBF-L Secretariat.
2. Projects will be reviewed by the Ad-Hoc Committee using criteria and eligibility standards set forth in this document
3. Project will be accepted, deferred (pending revision or clarification), or rejected by the Ad-Hoc Committee
4. Accepted projects will be sent to UNHCR for processing and disbursement of funds

Reporting Responsibilities

Small grant recipients will submit monthly status reports and quarterly financial reports directly to the Finance Assistant in the PBO Office. These reports will be compiled and shared with the PBO and UNHCR. Support to the Finance Assistance will be provided by the PBO. UNHCR will provide training to the Finance Assistant to ensure Financial reporting is compliant with UNHCR reporting formats.

Per PBF/MDTF guidelines, UNHCR will submit quarterly and annual narrative reports to the PBO and MDTF on the overall status of the Small Grants Project. Per PBF/MDTF guidelines, UNHCR will submit quarterly and annual financial reports to the MDTF and the PBO using UNHCR reporting guidelines. Quality control and compliance to effective financial management systems in keeping with UNHCR financial regulation would be ensured by UNHCR. Compliance will be ensured by the Financial Assistant with support from the PBO office.

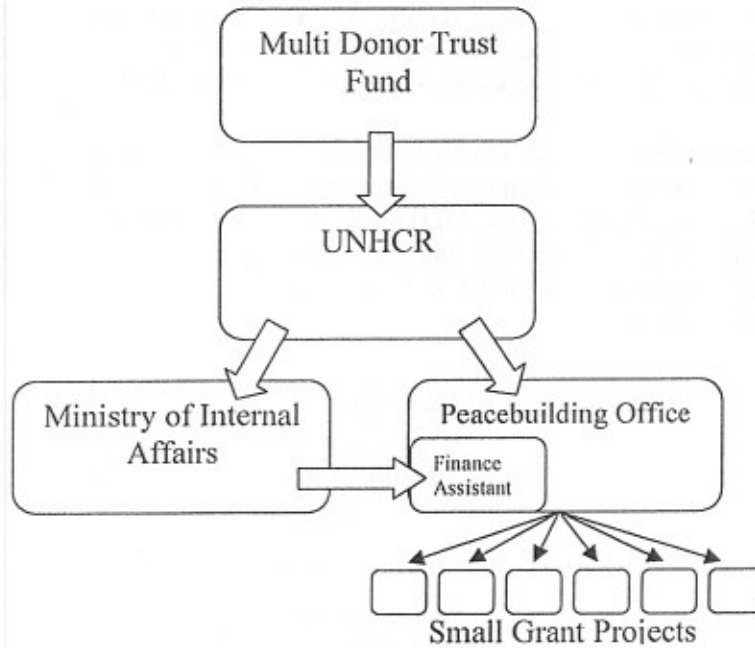
Reporting Flow Chart



Financial Arrangements

UNHCR, as the Recipient Agency, will receive the project funds from the MDTF. UNHCR will advance funds for the Financial Assistant (including equipment, supplies, and travel DSA) to the Ministry of Internal Affairs. The MIA will report quarterly to UNHCR on its expenditure of these funds. Funds allocated for Small Grants projects will be transferred to the PBO. The PBO will then disburse funds directly to individual proposals approved by the Ad-hoc Committee. Reporting for these projects will be in line with the above section.

Financial Flow Chart



Partnership Agreement and MoUs

A partnership agreement will be signed between the PBO and UNHCR and between the MIA and UNHCR for the purpose of the Financial Assistant who will be hired by the MIA but responsive to UNHCR. These will reflect arrangements outlines in this document

Prior to implementation of the project, a Memorandum of Understanding (MoU) will be signed between UNHCR and each civil society organization selected for actual implementation of the project activities, reflecting their respective roles and responsibilities as contained in this project proposal.

Implementation Arrangement

The maximum value for a funded project shall be US\$ 35,000. Funding will be allocated for projects not exceeding 12 months duration. Grants will be given directly to local CSOs, NGOs and national network organizations if they satisfy the eligibility criteria indicated below. Given that most CBOs are unregistered organizations they will be encouraged to partner with organizations that meet the criteria.

If for any reason or circumstances those particular local organizations cannot meet the eligibility criteria, then they are encouraged to form partnership for application and implementation of projects. Local CBOs, CSOs and NGOs are also encouraged to partner and collaborate with INGOs if they so desire.

Eligibility criteria for consideration include:

Official registration,

Bank account,

Technical capacity & experience

Geographically operational

Access to computer and internet

Proven track record in the area of PB, etc.

Recipient agency or Implementing Partner must show ability to conduct internal monitoring and evaluation of project, i.e., submitting monthly status reports and quarterly financial reports

Monitoring Mechanism

Monitoring will be ongoing throughout the lifespan of the project with particular emphasis on the use of project materials or resources, project performance including quality of work; financial control and project activities. Monitoring tools will include work plans, performance indicators, reports, and indicators of success including the number of civil society organizations that have accessed the funds. UNHCR and the PBO will develop joint monitoring indicators and system to be adapted for use of this project. UNHCR will work with its existing field operations to ensure timely monitoring and implementation of small grant projects. The JSC-Adhoc Committee in consultation with UNHCR will also monitor implementation of the projects through the PBO. Monitoring findings will be shared with specific feedback, if available, for the purpose of quality control and improvement, where necessary. Overall progress reports on a quarterly and annual basis will be presented to the PBO/MDTF in accordance with Recipient Agency responsibilities under the Peacebuilding Fund.

Evaluation

An evaluation will be done at the end of the project to assess the extent to which the objectives of the project were achieved and established reasons why. It will also assess how the main project activities were implemented, the type of resources used, the effectiveness and efficiency of the project and recommendations for future activities. The purpose of this evaluation is to generate appropriate data/information and document findings as lessons learned from both monitoring and evaluation processes. The responsibility for this evaluation lies with UNHCR and is accounted for in the overall budget. An amount of USD 13, 697 is put aside to undertake this evaluation.

Sustainability Plan

First, there must be the capacity (knowledge, skills and technological resources) as a strategy for institutional development of civil society organizations (CSO) to promote peacebuilding interventions in the country. Second, the ownership of the project would be transferred mainly to the CSOs and target beneficiaries. To a large extent, this project is designed to respond to building capacities of local CSOs and Community Based Organization (CBO). Through partnering with other peacebuilding interventions and existing community institutions, building linkages for collaborative engagements will sharpen the impact of the project. The project will build local capacities by strengthening the institutional capacity of the target groups. This will increase the experience and capacity of local peacebuilding NGOs which will allow them to deliver larger and more effective projects in the future, thereby encouraging the overall growth of local peacebuilding efforts in Liberia.

Detailed Work Plan for 12 Months 2009 - 2010

<p>First Two (2) Months</p> <p>Advertise for call for proposal; an appropriate format for project proposal will be prepared by the PBO and UNHCR, so as to facilitate project proposals from a wide range of organizations located throughout the country.</p> <p>-Receive, analyse and recommend for approval qualified CSOs, CBOs and Consortium groups;</p>	<p>Progress Indicators</p> <p>Number of CSOs, NGOs, CBOs and Consortium groups implementing projects</p>
<p>Seven (7) Months</p> <p>-Monitor -Capacity building training of CSOs/NGOs in project management; Monitoring & evaluation; financial & narrative reporting</p>	<p>Progress Indicators</p> <p>-Monitoring reports - Ability of CSOs/NGOs to manage projects - Ability of CSOs/NGOs to monitor, evaluate and write quality reports</p>
<p>Last Three (3) Months</p> <p>Monitoring and evaluation.</p>	<p>Progress Indicators</p> <p>- Decisions made to re-align or advise on implementation of projects - Implementation of projects on track according to plan</p>

THE PROJECT BUDGET

The budget would utilize the Standard Format agreed by UNDG Financial Policies Working Group with necessary modifications to suit the expected PBF project activities. Budgets could be presented in the following Atlas (UNDP financial system) compatible format.

Categories	Items	Rates (USD)	Unit	Quantity	Total Cost
1. Supplies and Commodities	Assorted stationery and supplies	-	-	-	500.00
	Communication for Finance Assistant	50.00	Monthly	12 Months	600.00
Subtotal					2,100.00
2. Personnel (staff, consultants and travel)	National Finance Assistant	1,000.00	Monthly	1 person	12,000.00
	In country travel by Finance Assistant (DSA)	58.00	Days	40 days	2,320.00
Subtotal					14,320.00
3. Training of Counterparts	Training in project management; M&E; narrative and financial reporting	3,324.00	Session	3 Sessions	9,972.00
Subtotal					9,972.00
4. Other Direct Costs	Small Grants to local organizations	-	-	-	392,253.00
	Evaluation	13,697	-	-	13,697
Subtotal					405,950.00
Project Subtotal					432,342.00
5. Agency Mngmt Support	7% UNHCR				30,264.00
TOTAL (USD)					US\$ 462,606.00

**Liberia Peacebuilding Fund
Project Summary**

Recipient UN Organization:	UNHCR	PBF Priority Area:	2		
Implementing Partner(s):	Various Local Organisations				
Project Number:	PBF/				
Project Title:	Small Grants to support initiatives for peace consolidation in Liberia				
Total Approved Project Budget:	462,606				
Location:	Nationwide				
JSC Approval Date:					
Project Duration:	12 months	Starting Date:	September 2009	Completion Date:	August 2010
Project Description:	<p>Project Description: As a catalytic mechanism for peace consolidation in Liberia, the Peacebuilding Fund provides opportunity for institutional capacity building to enhance local and national level peace initiatives. The involvement of Civil Society Organizations in this process is extremely useful and has enormous incentives to realize dividend of peace at various levels through complementarity. Given their limited or lack of capacities to access funds from the peacebuilding funds due to high criteria and complex procedures coupled with inadequate information regarding the funds, most local CSOs have been unable to partner with recipient UN Agencies involved in the implementation of peacebuilding projects in Liberia. In recognition of the above, the Joint Steering Committee (JSC) has approved seed grants to improve technical and institutional capacities of local CSOs doing peace work in Liberia. The grants will support efforts for technology transfer/skills development in general peacebuilding, financial and narrative reporting and organizational development.</p>				
Peacebuilding Impact:	<p>Peacebuilding Impact - Local Civil Society Organizations have been challenged by the lack of capacities or with limited capacities to access funds provided by the United Nations Peacebuilding Fund intended to address violent conflict factors that threaten durable peace and stability in Liberia. This Project will provide support to peacebuilding civil society organizations that will help to improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia. The project will also use dividends created by PB projects already in implementation in various communities.</p>				
Outcome(s):	<p>Key outcomes – critical outcomes of this intervention include: improved technical and institutional capacities of civil society organizations and community based organizations working in Liberia; improved partnership and coordination amongst peacebuilding efforts and organizations; increased healing and reconciliation and reduced social tensions and increased inter-intra community dialogue for peace consolidation.</p>				

<p>Outputs and Key Activities:</p>	<p><i>Key outputs</i> - CSOs working on peace and conflict issues identified and awarded sub-contracts; local CSOs orientated around critical conflict issues(reconciliation, psychosocial, identity, citizenship, ethnicity, religion) to respond to; CSOs trained in project management, narrative and financial reporting; Links created and measure impacts between localised conflict impact and national level conflict impact; local peacebuilding interventions are connected to peace huts in administrative districts in support of social cohesion and peace consolidation.</p> <p><i>Key activities</i> –JSC Sub-Grant Committee in collaboration with PBO will send out call for proposals; receive, analyse, approve proposals and recommend for funding; monitor sub-projects during the lifespan of projects; PBO will receive, analyse and discuss quarterly narrative reports; both UNHCR and PBO will provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format UNHCR submits quarterly, mid-term and annual reports to the MDTF.</p>
<p>Indicator and Benchmarks:</p>	<p>-Number of selected CSOs whose capacity has increased -Number of localised conflict factors addressed and impacted on peace consolidation increased Social tensions between and amongst conflict parties reduced</p>
<p>Procurement:</p>	

**Submission Form
To
Joint Steering Committee**

Part A. Meeting Information			
<i>To be completed by the PBF Secretariat</i>			
SC Meeting No:			
Item No:			
Date of Meeting:			
Part B: Project Summary			
<i>To be completed by the Recipient UN Organization</i>			
From: <i>Head of Recipient UN Organization</i> UNHCR REPRESENTATIVE	Date of Submission: 1 September 2009		
Contact: <i>Telephone number, email</i>			
Proposed Project, if approved, would result in:	Proposed Project resulted from:		
<input checked="" type="checkbox"/> New Project / Joint Project	<input checked="" type="checkbox"/> National Authorities initiative within Liberia PBF Terms of Reference		
<input type="checkbox"/> Continuation of previous funding	<input checked="" type="checkbox"/> UN Agency initiative within Liberia PBF Terms of Reference		
<input type="checkbox"/> Other (explain)	<input type="checkbox"/> Other (explain)		
Recipient UN Organization: UNHCR			
Implementing Partner(s): Various NGOs/CSOs			
Theme/Cluster/Priority Area: Priority Area 2:			
Project ² Title: Small Grants to Support Initiatives for Peace Consolidation in Liberia			
Total Project Budget: US \$462,606			
Amount requested: US \$464,000			
Amount and percentage of indirect costs requested:			
Projected Annual Disbursements:	2009 \$	2010 \$	US
Projected Annual Commitments:	2009 \$	2010 \$	US

² The term "Project" is used for projects, Program, and joint projects.

Narrative summary of Project

Not to exceed 500 words

Project Title: Small Grants to support initiatives for peace consolidation in Liberia

Project Description:

As a catalytic mechanism for peace consolidation in Liberia, the Peacebuilding Fund provides opportunities for institutional capacity building to enhance local and national level peace initiatives. The involvement of Civil Society Organizations in this process is extremely useful and has enormous incentives to realize dividends of peace at various levels through complementarity. Given their limited or lack of capacities to access funds from the Peacebuilding Fund due to high criteria and complex procedures, coupled with inadequate information regarding the funds, most local CSOs have been unable to partner with recipient UN Agencies involved in the implementation of peacebuilding projects in Liberia. In recognition of the above, the Joint Steering Committee (JSC) has approved seed grants to improve technical and institutional capacities of local CSOs doing peace work in Liberia. In addition to the substantive peacebuilding impact, the grants will support efforts for technology transfer/skills development in general peacebuilding, financial and narrative reporting and organizational development.

Peace building Impact and key outcomes:

Peace building Impact – Local Civil Society Organizations have been challenged by the lack of capacities or limited capacities to access funds provided by the United Nations Peacebuilding Fund intended to address violent conflict factors that threaten durable peace and stability in Liberia. This Project will provide support to peacebuilding civil society organizations that will help to improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia.

Key outcomes – Critical outcomes of this intervention include: improved technical and institutional capacities of civil society organizations and community based organizations working in Liberia; improved partnership and coordination amongst peacebuilding efforts and organizations; increased healing and reconciliation; reduced social tensions, and; increased inter-intra community dialogue for peace consolidation.

Key activities –JSC Sub-Grant Committee in collaboration with PBO will send out call for proposals; receive, analyse, approve proposals and recommend for funding; monitor sub-projects during the lifespan of projects; PBO will receive, analyse and discuss quarterly narrative reports. Both UNHCR and PBO will provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format. Quarterly, mid-term and annual reports will be submitted by UNHCR to the MDTF.

Part C: Technical Review

(To be completed by the PBF Secretariat on behalf of the Technical Advisory Panel)

Composition of Technical Advisory Panel:

Provide names, titles and organizational affiliation of Panel members

Small Grants proposal – reviewed by the PBF-L Secretariat: Edward Mulbah, Liberia Peacebuilding Office / Peacebuilding Fund Secretariat (Peacebuilding technical knowledge) Wilfred N. Gray-Johnson, Liberia Peacebuilding Office / Peacebuilding Fund Secretariat (Peacebuilding technical knowledge)

Technical Advisory Panel Review Date:

Provide date(s) of review

19 March 2009

3. Evaluation of Proposal by the Technical Advisory Panel

Provide concise summary evaluation of proposal against:

Problem statement and intervention clearly articulated.

The project certainly will have a relevant peacebuilding impact.

Project budget line items need to be readjusted and also include 7% MDFT management overhead

<i>i) General principles and selection criteria</i>		
(a)	Is the Project explicitly based on Liberia PBF Priority Plan?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Does the project build capacity within national institutions?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Does the project promote and ensure national and local ownership?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Does the organization have the appropriate system to deliver expected results (also looking at earlier performance and project delivery)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	Does the project avoid duplication of and significant overlap with the activities of other actors?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	Does the project use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(g)	Does the project build on existing resources, capacities, strengths and experience?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(h)	Can the Project be completed within 18 months?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>ii) Relevance to peacebuilding criteria</i>		
(a)	Are peacebuilding and reconciliation aspects adequately addressed by the proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

(b)	Are related gender dimensions taken into account and adequately addressed by the proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Are the theory of change and strategy for the project appropriate for, and relevant to the particular conflict situation?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>iii) Project design criteria</i>		
(a)	Are the activities appropriate, practical, and consistent with the expected results?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Are risks taken into account and is this analysis reflected in the structure and design of the logframe?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Has the role of partners been identified and is their level of involvement and participation in the project satisfactory?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Does the proposal include realistic provisions for monitoring and are the indicators at impact, outcome and output level adequate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>iv) Impact and Sustainability</i>		
(a)	Is the project likely to have a tangible/measurable impact on its target groups, especially in terms of building peace and reconciliation?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Is the project likely to have multiplier effects, including scope for replication and/or extension?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Does the proposal have mechanisms to ensure that it is sustained beyond the end date?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Does the proposal have the mechanisms to be fully integrated and mainstreamed into new Projects and projects?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Overall Technical Advisory Panel review of project submission [Recommendations]		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Part D: Administrative Review

To be completed by the Liberia PBF Secretariat

4. Review by PBF Secretariat

Date of review:

21 March 2009 (final review)

Check on Project Proposal Format Contents

Cover sheet (first page)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Logical Framework	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Project Justification	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Project Management Arrangements	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Risks and Assumptions	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Budget	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Progress Report (for supplementary funding only)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Support Cost	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Provide concise summary assessment against:

- 18 Months Implementation

Elaborate

Self explanatory

- Agency indirect support cost

Elaborate

Explained

- General evaluation criteria

Elaborate

As mentioned

Part E General criteria for prioritising Projects/projects

(a)	Must be in line with Liberia PBF Priority Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Recipient Organisation is unable to meet high or urgent priority needs	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

	with existing level of funding	
(c)	Addresses high priority activities that have significant impact, and by nature must address seasonal or timing imperatives and considerations.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Supports activities that are likely to improve the overall peacebuilding situation at national and local levels.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

5. Recommendation of the PBF Secretariat
Elaborate

Project budget was adjusted to include MDTF Management overhead. Secretariat recommends approval by the Co-Chairs.

Part F: Decision of Steering Committee

(To be completed by the Steering Committee)

5. Decision of the Liberia PBF Joint Steering Committee

- Approved for a total budget of **US462,606**
- Approved with modification/condition
- Deferred/returned with comments for further consideration
- Rejected

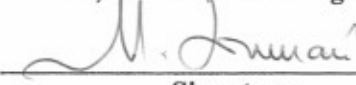
Comments/Justification

JSC – Co-chairs endorse recommendations from the Secretariat.

Ambulai Johnson
Minister of Internal Affairs
Co-Chair, PBF Joint Steering Committee

Signature
Date

Moustapha Soumare
Deputy SRSG
for Recovery and Governance
Resident Coordinator,
Humanitarian Coordinator
Co-Chair, PBF Joint Steering Committee



Signature
Date
26/10/2009

Part G: Administrative Agent Review

To be completed by the Administrative Agent

7. Action taken by the Administrative Agent: MDTF Office

Project consistent with provisions of the Liberia PBF Memorandum of Understanding and Standard Administrative Arrangements with donors.

Bisrat Aklilu,

Executive Coordinator, MDTF Office

Signature


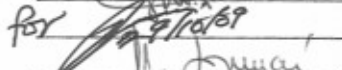
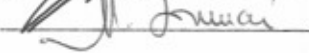
Date



**LIBERIA PEACEBUILDING FUND
PROJECT DOCUMENT COVER SHEET**

Recipient UN Organisation: UNHCR	Liberia PBF Priority Area 2: Critical Interventions to Promote Peace
Project Manager: UNHCR Name: Mamadou Dian Balde Address: UNHCR, Mamba Point, Monrovia Telephone: 2316362245 E-mail: balde@unhcr.org	Implementing Partner(s): Various Civil Society Organizations Name: Address: Telephone: E-mail: ambulajohnson@yahoo.com
Project Number:	Project Duration: 12 months
Project Title: Small Grants to support initiatives for peace consolidation in Liberia	Project Location: Country-wide
Project Description: As a catalytic mechanism for peace consolidation in Liberia, the Peacebuilding Fund provides opportunities for institutional and human capacity building to enhance local and national level peace initiatives. The involvement of Civil Society Organizations (CSOs) in this process is extremely useful and has enormous incentives to help achieve concrete and concerted peace dividends both at the local and grass root levels. However, given that local CSOs, especially those outside Monrovia, have little or no capacities to access funds directly from the Peacebuilding Fund due to high criteria and complex procedures, most local CSOs were unable to partner with recipient UN Agencies to access PBF funding and implement projects due to lack of information on the part of the PBF Secretariat. Considering all of the above, the Joint Steering Committee (JSC) allocated some PBF funds as a small "seed grant" funding that can be accessed by CSOs to help improve technical and institutional capacities of local CSOs doing peace work in Liberia. In addition to the substantive peacebuilding impact, the grants will support skills development in general peacebuilding, financial and narrative reporting and organizational development and technology transfer, while at the same time enabling local NGOs/CSOs address critical peacebuilding gaps through PBF funding.	Total Project Cost: <u>US\$462,606</u> PBF: <u>\$462,606</u> Government Input: in-kind Total: <u>\$462,606</u>

	Project Duration: 12 Months (September 2009 – August 2010)
Peace building Impact and key outcomes:	
<p><i>Peace building Impact</i> – Local Civil Society Organizations have the capacities and resources to help address violent conflict factors that threaten durable peace and stability in Liberia. This Project will provide support to peacebuilding civil society organizations that will help to improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia.</p> <p><i>Key outcomes</i> – Critical outcomes of this intervention include: improved technical and institutional capacities of civil society organizations and community based organizations working in Liberia; improved partnership and coordination amongst peacebuilding efforts and organizations; increased healing and reconciliation; reduced social tensions, and increased inter-intra community dialogue for peace consolidation.</p>	
Outputs and Key Activities:	
<p><i>Key outputs</i> – Local CSOs working on peace and conflict issues appraised and awarded sub-contracts; local CSOs orientated around critical conflict issues to respond to (e.g. reconciliation, psychosocial, identity, citizenship, ethnicity, religion); CSOs trained in narrative and financial reporting and management; links built and impacts measured between localised conflict impact and national level conflict impact; local peacebuilding interventions are connected to peace huts in administrative districts in support of social cohesion and peace consolidation.</p> <p><i>Key activities</i> –JSC Sub-Grant Committee in collaboration with the Peacebuilding Office at the Ministry of Internal Affairs (PBO) send out call for proposals; receive, analyse, approve proposals and recommend for funding; monitor sub-projects during the lifespan of projects; PBO receive, analyse and discuss quarterly narrative reports. Both UNHCR and PBO provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format. Quarterly, mid-term and annual reports submitted by UNHCR to the MDTF.</p>	
<p>Technical Advisory Panel Review Date: 28 August 2009 PBF Secretariat Review Date : 31 August 2009 Joint Steering Committee Approval Date: 9 September 2009</p>	

	<i>Signature</i>	<i>Date</i>	<i>Name/Title</i>
On behalf of:	_____	_____	_____
Recipient UN Organization		24 October 2009	Ibrahima Coly, Rep., UNHCR
Co-Chair PBF SC		29 October, 2009	Ambulai Johnson, Minister, MIA
Co-Chair PBF SC		26/10/09	Moustapha Soumare, DSRSG

THE LOGICAL FRAMEWORK

Results	Measurable indicators	Means of verification	Important assumptions
<p>PEACEBUILDING IMPACT Many local Civil Society Organizations have demonstrated the capacities and resources to help tackle violent conflict factors that threaten durable peace and stability in Liberia. This Project is intended to provide the critical support to peacebuilding civil society organizations that will help them improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia.</p>	<p>Local capacities of peacebuilding civil society organizations strengthened;</p> <p>Threats to peace consolidation posed by localized conflict factors reduced</p>	<p>Report on the number of civil society organizations funded</p> <p>Report on the number of conflict factors intervened at the community level</p>	<p>Ability of civil society organizations to manage financial resources;</p> <p>Civil society organizations do not reduce interest to participate;</p> <p>PBF/JSC /partners' willingness to support the civil society organizations</p>
<p>OUTCOMES Seventy five percent (75 %) of CSOs implementing projects under the PBF small grants have improved technical and institutional capacities within the 12 months duration of the projects;</p> <p>Sixty percent (60 %) improvements in partnership and coordination amongst peacebuilding efforts and organizations over a 6 months period;</p> <p>At least seventy percent (75 %) of targeted communities live in reconciliation, social tensions reduced ; and inter-intra community dialogue for peace consolidation increased over a 12 month period</p>	<p>Local peacebuilding civil society organizations demonstrate capacity to implement peacebuilding projects.</p> <p>Local peacebuilding institutions meet to share information that helps measure cumulative results/ impacts of localized peacebuilding initiatives implemented at community level.</p> <p>Formerly divided parties/groups meeting and working together in local communities.</p>	<p>Internal evaluation report</p> <p>monitoring report</p>	<p>UNHCR and PBO provide sustained support to monitoring projects; both CSOs & UNHCR/PBO demonstrate respect for the terms and condition of the contracts</p>

<p>OUTPUTS:</p> <p>Local CSOs working on peace and conflict issues identified and awarded sub-contracts.</p> <p>Local CSOs trained around critical conflict issues to respond to (e.g. reconciliation, psychosocial, identity, citizenship, ethnicity, religion);</p> <p>CSOs trained in narrative and financial reporting and management; links built and impacts measured between localised conflict impact and national level conflict impact;</p> <p>Local peacebuilding interventions are connected to peace huts in administrative districts of Liberia in support of social cohesion and peace consolidation.</p>	<p>Number of civil society organizations implementing projects funded by the PBF</p> <p>Number and nature of conflict factors identified and addressed</p> <p>Number of civil society organizations which benefit from training and networking amongst themselves</p> <p>Number of peace huts connected to the interventions</p>	<p>Report</p> <p>Quarterly reports</p> <p>Annual reports</p>	<p>(Outputs to outcome)</p> <p>Willingness on the part of the CSOs and partners to cooperate during implementation; Capacities of CSOs to implement peacebuilding projects</p> <p>UNHCR/JSC Small Grant Committee mobilise qualified CSOs to implement projects</p> <p>Clear link between the peace huts and the interventions not identified</p>
<p>ACTIVITIES</p> <p>JSC Sub-Grant Committee in collaboration with PBO will send out call for proposals; Receive, analyse, approve proposals and recommend for funding;</p> <p>Monitor sub-projects during the lifespan; PBO will receive, analyse and discuss quarterly narrative reports;</p> <p>Both UNHCR and PBO will provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format; UNHCR submits quarterly, mid-term and annual reports to the MDTF.</p>	<p>INPUTS:</p> <p>Technical/knowledgeable persons in peacebuilding;</p> <p>Financial</p> <p>Financial</p>	<p>Monthly Progress report</p> <p>Quarterly report</p> <p>Annual report</p>	<p>(Activity to output)</p> <p>Willingness for all partners to coordinate and cooperate</p> <p>Capacity in PBO/JSC Small-Grants to monitor peacebuilding projects</p>

Background and problem statement

Based on a submission from the UN in Liberia, and the Government of Liberia (GoL) summarizing the need to firmly bolster “hard-won” peace with concrete and rapid supportive action, the UN Secretary-General deemed Liberia eligible for the PBF “second window” in October 2007. Subsequently, a PBF Liberia Priority Plan was jointly developed by Government and the UN. This Plan was reviewed and approved with US\$ 15 million allocated to Liberia and to be programmed in 2008¹.

The Priority Plan is an eight-page framework document against which projects are developed, approved and implemented in Liberia. Three project areas identified are:

Fostering National Reconciliation and Conflict Management
Critical Interventions to Promote Peace and Resolve Conflict
Strengthening State Capacity for Peace Consolidation

PBF projects must be time-bound, strategic and catalytic. Contributing to the overall national recovery and development agenda in Liberia, the Poverty Reduction Strategy (PRS), PBF projects are intended to fill immediate gaps in areas that have a direct implication for peace.

A Joint Steering Committee (JSC) of GoL/UN, etc. decides on the selection of PBF projects. As the PBF is a Trust Fund of the UN Secretary-General, UN “recipient” organizations are accountable for the funds and are expected to work with implementing partners which are Government and/or other organizations, e.g. NGOs, CBOs, etc. Capacity building of national institutions is central during the implementation of the PBF.

The JSC was also constituted to guide and make programmatic decisions and to oversee the implementation of the PBF-L, supported by a Technical Advisory Panel (TAP) and a PBF Secretariat tasked to perform the day to day functions of the JSC. The JSC’s mandate to oversee and coordinate the operations of the Peacebuilding fund was in compliance of the Terms of Reference (ToR) for the United Nations Peacebuilding Fund (PBF) of 22 August 2006, and also within the framework of Liberia’s approved Priority Plan.

From April 2008 to January 2009 the JSC issued five rounds of Call for the submission of concept notes. A total of 49 concept notes were received and reviewed by the JSC, out of which 32 concept notes were approved to be developed into full project proposals. However, to date, the JSC has approved 24 out of the 32 project proposals for funding in addition to four fast track projects. There are a few projects which remain in the pipeline.

Even though several CSOs / NGOs are participating in the implementation of various PB-funded projects, the JSC acknowledged that the involvement of CSOs with the implementation of the PBF has been somewhat minimal. This has been attributed to lack of capacity and inadequate information. However, it was also recognised that most local CSOs were unable to partner with recipient UN Agencies seemingly because the particularly small local CSOs/NGOs could not meet the high criteria set by the JSC for the application and submission of projects.

Therefore, in order to ensure the participation of additional CSOs/NGOs, the JSC has made an allocation of US\$464,000 for small proposals from CSOs/NGOs. In addition, the JSC constituted an Ad-hoc Committee to develop the ToR and Criteria by which small proposals could be considered for funding.

¹ From the time of programming decisions, projects should be completed within 12-18 months.

Problem Statement – Civil society organizations in Liberia are key partners to the Government of Liberia, UN and the international community as a whole. They have played and continue to provide meaningful contributions aimed at facilitating and maintaining peace in Liberia. As the United Nations Missions in Liberia (UNMIL), responsible for peace and security for all Liberians and residents, is amidst its drawdown, particularly in troop strength, the need to consolidate peace and enhance stability is imperative. Realizing peace and stability requires concerted and joint efforts of every partner playing different roles at different levels of the Liberian society. Evidently, civil society's role in this process is extremely important and necessary.

Civil society organizations should participate in all initiatives for peace in Liberia, yet their capacity to do so need to be improved upon in terms of resources, technical and physical capacities. The issue of technical capacities of local civil society organizations are perennial issues. Technical capacities related to peacebuilding, effective financial and narrative reporting, program design, proposal development are essential areas determined to be weak on the part of most local civil society organizations. This issue of weak capacity made it difficult for this category of interveners to access funds from the Peacebuilding Fund of the United Nations. As mentioned above, a small grant of \$464k was approved in April 2009 for civil society organizations to access and implement local conflict issues across the Country. Unless this opportunity is granted so as to build and strengthen local civil society organizations' capacities to deliver on key peace factors, major gaps remain for peace consolidation in Liberia.

Main Project Beneficiaries/Partners

Direct project beneficiaries/partners –Primary target groups for this intervention are community groups including district commissioners, town chiefs, youth and women groups and their leaders; members and leaders of faith based organizations, as well as opinion leaders, girls and boys groups and the physically challenged.

Project Rationale and expected results

The overall aim of the Liberia Peacebuilding Fund Small Grants is to support local initiatives for peace consolidation. Its objectives are as follows:

- Support technical capacity of Civil Society Organizations (CSOs), Local Non-Governmental Organizations (L-NGOS) and Community Based Organizations (CBOs) doing peacebuilding work in Liberia;
- Foster partnership and coordination amongst peacebuilding efforts and organizations;
- Contribute to heal divisions and reducing tension; and
- Facilitate intra and inter community dialogue

Although proposals could address a wide range of issues/areas and respond to the needs to diverse beneficiaries, focus for this Small Grant includes:

- Community peace and reconciliation initiatives
- Psychosocial Support
- Governance, identity and citizenship

Risks and assumptions:

Assumptions	Risks
Quality of proposals will be high enough to warrant acceptance	Additional resources will have to be put towards improving/revising proposals or additional rounds of proposal calls as necessary.
Quality/capacity of organisations submitting proposals will be high enough to warrant acceptance	Capacity will have to be increased or additional calls necessary
Proposals will be structured to achieve the aims and objectives of the Fund	Assist organisations in revising proposals
UNHCR will have the capacity to monitor projects	Additional resources will have to be put towards monitoring

Partnership and Management Arrangement

JSC Ad-hoc Committee - The Joint Steering Committee (JSC) will delegate approval, monitoring and evaluation responsibilities of the small grant projects to the JSC Ad-hoc Committee. UNHCR will be represented on the Ad-hoc Committee. The Ad-hoc Committee will make periodic reports to the full JSC on the allocation of the funds and will put monitoring and evaluation mechanisms in place to ensure proper implementation of projects and accountability of timely narrative reports. Even though this is a small grant funding, proposals should align with the Liberia Priority Plan and/or the Poverty Reduction Strategy (PRS). The Ad-hoc Committee will represent JSC on this subject while the PBO/PBF Secretariat will serve as *Convener* for the Ad-Hoc Committee. Responsibilities of the Ad-hoc Committee include:

- Receive, review and analyze projects recommend for funding;
- Decision making on the issues related to the small grant scheme;
- Reporting to the full JSC;
- PBF/PBO-L serving as convener;
- Facilitate speedy transfer of funds to the local agency for project implementation;
- Liaise with UNHCR on procurement process through the Secretariat.

UNHCR - will provide direct oversight supervision of the project in coordination with the JSC Small Grant Committee and the PBO. UNHCR will be the programme Fund Manager. UNHCR will also make financial and narrative reports to the Multi-Donor Trust Fund (MDTF). The Ad-hoc Committee and PBO/PBF Secretariat will liaise with UNHCR and facilitate timely transfer of funds to the project implementer in line with UNHCR's procedures. Additionally, UNHCR will provide advice and guidance on 1) Capacity building, including training on PB essentials for potential CSO beneficiaries, using expertise developed through existing PB Projects such as the Community Empowerment Project; 2) Challenges on implementing PB projects in the Liberian context. Through its Field Offices and capitalizing on other PB project implementation in communities, UNHCR will help monitor projects and identify/work with potential field based CSOs.

The PBO/PBF-L Secretariat will develop a project proposal that will be submitted to the MDTF for the transfer of the 464,000 to UNHCR. The 7% Agency Management Support (\$30,355) will be deducted from the disbursement to UNHCR. In this case, the 7% will not be included in individual project budgets, leaving \$433,645 available for direct project support.

The JSC Ad-hoc Committee through the Peacebuilding Office and in close consultation with UNHCR will recruit a competent Finance Assistant who will assist selected organizations in submission of high quality financial and narrative reports, through coaching and training of staff. (See attached the ToRs for the position). Such person will be seated at the PBO, yet answerable to UNHCR and the JSC Ad-hoc Committee. Funding is set aside for training in project management through the use of local expertise in Liberia. As Recipient Agency, UNHCR will initiate periodic coordination meetings of different implementing partners for the purpose of sharing lessons and to build synergies: 1) amongst different Small Grants funded projects; and 2) with other PB projects.

Project Submission and Approval Process

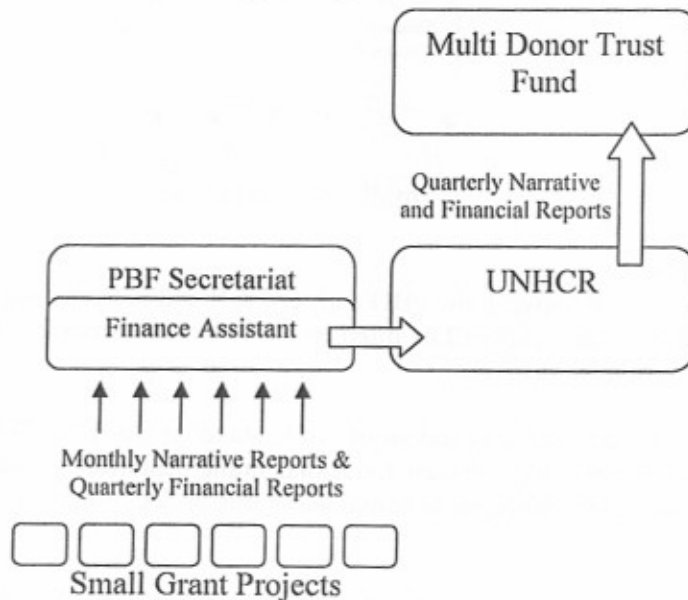
1. Projects will be submitted to the PBO/PBF-L Secretariat.
2. Projects will be reviewed by the Ad-Hoc Committee using criteria and eligibility standards set forth in this document
3. Project will be accepted, deferred (pending revision or clarification), or rejected by the Ad-Hoc Committee
4. Accepted projects will be sent to UNHCR for processing and disbursement of funds

Reporting Responsibilities

Small grant recipients will submit monthly status reports and quarterly financial reports directly to the Finance Assistant in the PBO Office. These reports will be compiled and shared with the PBO and UNHCR. Support to the Finance Assistance will be provided by the PBO. UNHCR will provide training to the Finance Assistant to ensure Financial reporting is compliant with UNHCR reporting formats.

Per PBF/MDTF guidelines, UNHCR will submit quarterly and annual narrative reports to the PBO and MDTF on the overall status of the Small Grants Project. Per PBF/MDTF guidelines, UNHCR will submit quarterly and annual financial reports to the MDTF and the PBO using UNHCR reporting guidelines. Quality control and compliance to effective financial management systems in keeping with UNHCR financial regulation would be ensured by UNHCR. Compliance will be ensured by the Financial Assistant with support from the PBO office.

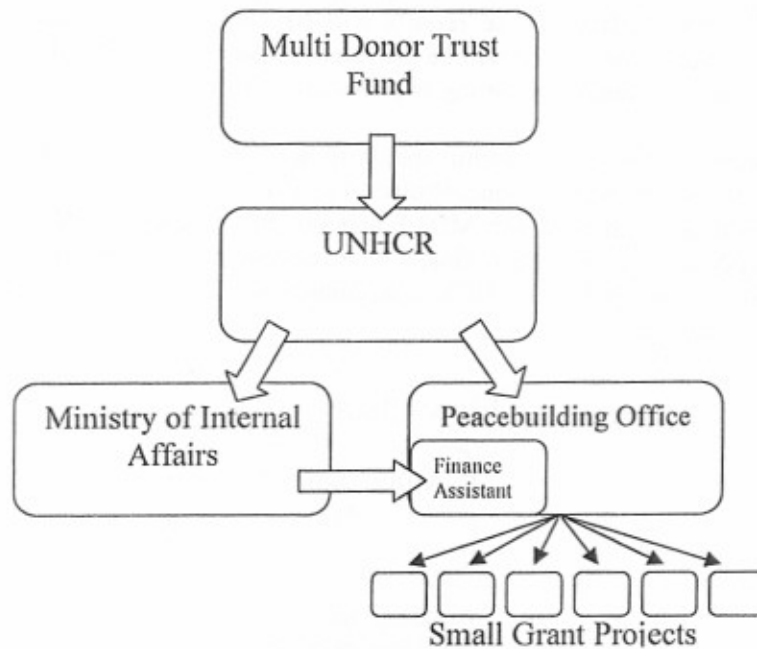
Reporting Flow Chart



Financial Arrangements

UNHCR, as the Recipient Agency, will receive the project funds from the MDTF. UNHCR will advance funds for the Financial Assistant (including equipment, supplies, and travel DSA) to the Ministry of Internal Affairs. The MIA will report quarterly to UNHCR on its expenditure of these funds. Funds allocated for Small Grants projects will be transferred to the PBO. The PBO will then disburse funds directly to individual proposals approved by the Ad-hoc Committee. Reporting for these projects will be in line with the above section.

Financial Flow Chart



Partnership Agreement and MoUs

A partnership agreement will be signed between the PBO and UNHCR and between the MIA and UNHCR for the purpose of the Financial Assistant who will be hired by the MIA but responsive to UNHCR. These will reflect arrangements outlined in this document

Prior to implementation of the project, a Memorandum of Understanding (MoU) will be signed between UNHCR and each civil society organization selected for actual implementation of the project activities, reflecting their respective roles and responsibilities as contained in this project proposal.

Implementation Arrangement

The maximum value for a funded project shall be US\$ 35,000. Funding will be allocated for projects not exceeding 12 months duration. Grants will be given directly to local CSOs, NGOs and national network organizations if they satisfy the eligibility criteria indicated below. Given that most CBOs are unregistered organizations they will be encouraged to partner with organizations that meet the criteria.

If for any reason or circumstances those particular local organizations cannot meet the eligibility criteria, then they are encouraged to form partnership for application and implementation of projects. Local CBOs, CSOs and NGOs are also encouraged to partner and collaborate with INGOs if they so desire.

Eligibility criteria for consideration include:

Official registration,

Bank account,

Technical capacity & experience

Geographically operational

Access to computer and internet

Proven track record in the area of PB, etc.

Recipient agency or Implementing Partner must show ability to conduct internal monitoring and evaluation of project, i.e., submitting monthly status reports and quarterly financial reports

Monitoring Mechanism

Monitoring will be ongoing throughout the lifespan of the project with particular emphasis on the use of project materials or resources, project performance including quality of work; financial control and project activities. Monitoring tools will include work plans, performance indicators, reports, and indicators of success including the number of civil society organizations that have accessed the funds. UNHCR and the PBO will develop joint monitoring indicators and system to be adapted for use of this project. UNHCR will work with its existing field operations to ensure timely monitoring and implementation of small grant projects. The JSC-Adhoc Committee in consultation with UNHCR will also monitor implementation of the projects through the PBO. Monitoring findings will be shared with specific feedback, if available, for the purpose of quality control and improvement, where necessary. Overall progress reports on a quarterly and annual basis will be presented to the PBO/MDTF in accordance with Recipient Agency responsibilities under the Peacebuilding Fund.

Evaluation

An evaluation will be done at the end of the project to assess the extent to which the objectives of the project were achieved and established reasons why. It will also assess how the main project activities were implemented, the type of resources used, the effectiveness and efficiency of the project and recommendations for future activities. The purpose of this evaluation is to generate appropriate data/information and document findings as lessons learned from both monitoring and evaluation processes. The responsibility for this evaluation lies with UNHCR and is accounted for in the overall budget. An amount of USD 13, 697 is put aside to undertake this evaluation.

Sustainability Plan

First, there must be the capacity (knowledge, skills and technological resources) as a strategy for institutional development of civil society organizations (CSO) to promote peacebuilding interventions in the country. Second, the ownership of the project would be transferred mainly to the CSOs and target beneficiaries. To a large extent, this project is designed to respond to building capacities of local CSOs and Community Based Organization (CBO). Through partnering with other peacebuilding interventions and existing community institutions, building linkages for collaborative engagements will sharpen the impact of the project. The project will build local capacities by strengthening the institutional capacity of the target groups. This will increase the experience and capacity of local peacebuilding NGOs which will allow them to deliver larger and more effective projects in the future, thereby encouraging the overall growth of local peacebuilding efforts in Liberia.

Detailed Work Plan for 12 Months 2009 - 2010

First Two (2) Months	Progress Indicators
<p>Advertise for call for proposal; an appropriate format for project proposal will be prepared by the PBO and UNHCR, so as to facilitate project proposals from a wide range of organizations located throughout the country.</p> <p>-Receive, analyse and recommend for approval qualified CSOs, CBOs and Consortium groups;</p>	<p>Number of CSOs, NGOs, CBOs and Consortium groups implementing projects</p>
Seven (7) Months	Progress Indicators
<p>-Monitor</p> <p>-Capacity building training of CSOs/NGOs in project management; Monitoring & evaluation; financial & narrative reporting</p>	<p>-Monitoring reports</p> <p>- Ability of CSOs/NGOs to manage projects</p> <p>- Ability of CSOs/NGOs to monitor, evaluate and write quality reports</p>
Last Three (3) Months	Progress Indicators
<p>Monitoring and evaluation.</p>	<p>- Decisions made to re-align or advise on implementation of projects</p> <p>- Implementation of projects on track according to plan</p>

THE PROJECT BUDGET

The budget would utilize the Standard Format agreed by UNDG Financial Policies Working Group with necessary modifications to suit the expected PBF project activities. Budgets could be presented in the following Atlas (UNDP financial system) compatible format.

Categories	Items	Rates (USD)	Unit	Quantity	Total Cost
1. Supplies and Commodities	Assorted stationery and supplies	-	-	-	500.00
	Communication for Finance Assistant	50.00	Monthly	12 Months	600.00
Subtotal					2,100.00
2. Personnel (staff, consultants and travel)	National Finance Assistant	1,000.00	Monthly	1 person	12,000.00
	In country travel by Finance Assistant (DSA)	58.00	Days	40 days	2,320.00
Subtotal					14,320.00
3. Training of Counterparts	Training in project management; M&E; narrative and financial reporting	3,324.00	Session	3 Sessions	9,972.00
Subtotal					9,972.00
4. Other Direct Costs	Small Grants to local organizations	-	-	-	392,253.00
	Evaluation	13,697	-	-	13,697
Subtotal					405,950.00
Project Subtotal					432,342.00
5. Agency Mngmt Support	7% UNHCR				30,264.00
TOTAL (USD)					US\$ 462,606.00

**Liberia Peacebuilding Fund
Project Summary**

Recipient UN Organization:	UNHCR	PBF Priority Area:	2		
Implementing Partner(s):	Various Local Organisations				
Project Number:	PBF/				
Project Title:	Small Grants to support initiatives for peace consolidation in Liberia				
Total Approved Project Budget:	462,606				
Location:	Nationwide				
JSC Approval Date:					
Project Duration:	12 months	Starting Date:	September 2009	Completion Date:	August 2010
Project Description:	<p>Project Description: As a catalytic mechanism for peace consolidation in Liberia, the Peacebuilding Fund provides opportunity for institutional capacity building to enhance local and national level peace initiatives. The involvement of Civil Society Organizations in this process is extremely useful and has enormous incentives to realize dividend of peace at various levels through complementarity. Given their limited or lack of capacities to access funds from the peacebuilding funds due to high criteria and complex procedures coupled with inadequate information regarding the funds, most local CSOs have been unable to partner with recipient UN Agencies involved in the implementation of peacebuilding projects in Liberia. In recognition of the above, the Joint Steering Committee (JSC) has approved seed grants to improve technical and institutional capacities of local CSOs doing peace work in Liberia. The grants will support efforts for technology transfer/skills development in general peacebuilding, financial and narrative reporting and organizational development.</p>				
Peacebuilding Impact:	<p>Peacebuilding Impact - Local Civil Society Organizations have been challenged by the lack of capacities or with limited capacities to access funds provided by the United Nations Peacebuilding Fund intended to address violent conflict factors that threaten durable peace and stability in Liberia. This Project will provide support to peacebuilding civil society organizations that will help to improve their quality of work at local level and reduce potential threats to peace consolidation in Liberia. The project will also use dividends created by PB projects already in implementation in various communities.</p>				
Outcome(s):	<p>Key outcomes – critical outcomes of this intervention include: improved technical and institutional capacities of civil society organizations and community based organizations working in Liberia; improved partnership and coordination amongst peacebuilding efforts and organizations; increased healing and reconciliation and reduced social tensions and increased inter-intra community dialogue for peace consolidation.</p>				

Outputs and Key Activities:	<p><i>Key outputs</i> - CSOs working on peace and conflict issues identified and awarded sub-contracts; local CSOs orientated around critical conflict issues(reconciliation, psychosocial, identity, citizenship, ethnicity, religion) to respond to; CSOs trained in project management, narrative and financial reporting; Links created and measure impacts between localised conflict impact and national level conflict impact; local peacebuilding interventions are connected to peace huts in administrative districts in support of social cohesion and peace consolidation.</p> <p><i>Key activities</i> –JSC Sub-Grant Committee in collaboration with PBO will send out call for proposals; receive, analyse, approve proposals and recommend for funding; monitor sub-projects during the lifespan of projects; PBO will receive, analyse and discuss quarterly narrative reports; both UNHCR and PBO will provide orientation to selected CSOs on PBF procedures, UNHCR reporting and monitoring format UNHCR submits quarterly, mid-term and annual reports to the MDTF.</p>
Indicator and Benchmarks:	<p>-Number of selected CSOs whose capacity has increased -Number of localised conflict factors addressed and impacted on peace consolidation increased Social tensions between and amongst conflict parties reduced</p>
Procurement:	