

**United Nations Peacebuilding Support Office (PBSO)/ Peacebuilding Fund (PBF)
PRF PROJECT DOCUMENT**

<p>Project Title: Support to PBF coordination and monitoring in PNG</p>	<p>Recipient UN Organization(s):UNDP</p>
<p>Project Contact:</p> <p>Julie Bukikun Assistant Resident Representative Address: UNDP PNG Country Office UN Haus, Port Moresby, PNY Telephone: +675 321 2877 E-mail: julie.bukikun@undp.org</p>	<p>Implementing Partner(s) – name & type (Government, CSO, etc):</p> <ul style="list-style-type: none"> • Office of the Chief Secretary to the Government of Papua New Guinea • Office of the Chief Secretary to the Autonomous Government of Bougainville • PBF Joint Steering Committee and its Technical Working Group.
<p>Project Number: <i>To be completed by UNDP MPTF Office</i></p>	<p>Project Location: Bougainville with some activities in Port Moresby</p>
<p>Project Description: <i>One sentence describing the project's scope and focus.</i></p> <p>This project supports the establishment of the PBF Secretariat. The Secretariat will support the Joint Steering Committee and its technical committee to ensure effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Priority Plan results and the projects that support it.</p>	<p>Total Project Cost: USD800,000 Peacebuilding Fund: USD800,000 UNDP BCPR TTF: Government Input: Other: Total:USD800,000</p> <hr/> <p>Proposed Project Start Date: 17 August 2015 Proposed Project End Date: TBC with PBSO Total duration (in months): 36 months</p>

Gender Marker Score¹: 1

Score 3 for projects that have gender equality as a principal objective.

Score 2 for projects that have gender equality as a significant objective.

Score 1 for projects that will contribute in some way to gender equality, but not significantly.

Score 0 for projects that are not expected to contribute noticeably to gender equality.

Priority Plan Outcome Area to which the project is contributing:

3 Outcomes areas of Peacebuilding Fund Priority Plan

Project Outcome Statements:

Outcome 1: The coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the projects supported and strengthened through the establishment of a PBF Secretariat.

Outcome 2: The Joint Steering Committee, its Technical Committee and the Office of the Resident Coordinator of the United Nations system are supported to play their role of strategic direction and monitoring and evaluation of the implementation of the Peacebuilding Priority Plan.

PBF Focus Area² which best summarizes the focus of the project: 4.3) Governance of peacebuilding resources (including JSC/PBF Secretariats)

¹ PBSO monitors the inclusion of gender equality and women's empowerment all PBF projects, in line with SC Resolutions 1325, 1888, 1889, 1960 and 2122, and as mandated by the Secretary-General in his Seven-Point Action Plan on Gender Responsive Peacebuilding.

² PBF Focus Areas are:

1: Support the implementation of peace agreements and political dialogue (Priority Area 1):

(1.1) SSR, (1.2) RoL; (1.3) DDR; (1.4) Political Dialogue;

2: Promote coexistence and peaceful resolution of conflicts (Priority Area 2):

(2.1) National reconciliation; (2.1) Democratic Governance; (2.3) Conflict prevention/management;

3: Revitalise the economy and generate immediate peace dividends (Priority Area 3);

(3.1) Employment; (3.2) Equitable access to social services

4) (Re)-establish essential administrative services (Priority Area 4)

(4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration; (4.3) Governance of peacebuilding resources (including JSC/PBF Secretariats)

(for PRF-funded projects)

Co-chairs of the Joint Steering Committee

Name of Senior UN Representative
Hemansu Roy Trivedy

Signature

Title: UN Resident Coordinator

Date & Seal 29/7/15
(Usually SRSG for mission settings and
RC for non-mission settings).

Name of Government Representative
Sir Manusupe Zurenuoc, Kt OBE

Signature

Title: Chief Secretary,
Department of Prime Minister & NEC

Date & Seal 29/7/15

Recipient UN Organization(s)
(If it is a joint project all Heads of UN
Entities/Agencies receiving funds should
sign)

National Implementing Partner(s)

Name of Representative
Sukhrob Khoshmukhamedov

Signature

Name of Agency: United Nations
Development Programme

Date & Seal 29/7/15

Name of Government Counterpart
Monovi Amani

Signature

Title: Chief Secretary,
Autonomous Bougainville Government

Date & Seal 29/7/15

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PROJECT COMPONENTS:

I. How this project fits within the approved Priority Plan

a) Priority Plan Outcome Area supported:

Establishment of the PBF Secretariat and effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Peacebuilding Priority Plan results and the projects that support it.

b) Rationale for this project:

In mid-2013 the UN Secretary-General's declared PNG eligible for funding support from the United Nations Peacebuilding Fund (PBF), to support peacebuilding in the Autonomous Region of Bougainville. Subsequently, the UN and the Autonomous Bougainville Government (ABG) undertook an extensive and highly participatory peace and development analysis, on the basis of which a Peacebuilding Priority Plan (PPP) has been developed with three strategic outcomes, namely:

- a) Relationship and trust between PNG Government and ABG are strengthened to contribute to effective implementation of autonomy arrangements and of the Bougainville Peace Agreement;
- b) People of Bougainville are empowered to make informed choices at the Bougainville referendum and to have increased confidence in the BPA process through access to more objective and accurate information and to fora for dialogue and debate on key peacebuilding issues, both within communities and with their political leaders; and
- c) Community social cohesion and security in Bougainville are strengthened through opportunities to deal with conflict-related trauma effectively, and resolution of local disputes peacefully as well as through better access to information to access appropriate post-conflict services/support.

Each priority will be implemented through one joint UN project, with UN agencies (Recipient UN Organizations- RUNOs) contributing according to their mandate and technical expertise available.

A Joint Steering Committee (JSC), co-chaired by the Chief Secretaries of the PNG Government and Autonomous Bougainville Government and the UN Resident Coordinator, was established in 2013 to provide strategic guidance and oversight to the PBF supported interventions, to approve projects and to monitor their implementation.

The PBF Secretariat will be established to (i) enable the JSC to play its managerial oversight functions effectively through coordination and secretarial support as well as early warning on any problems; (ii) serve as the interface between the strategic decision-making level bodies (JSC, technical committee) and RUNOs; (iii) help provide quality assurance to PBF support; (iv) help ensure gender is integrated as a cross-cutting issue in all PBF projects; (v) undertake and facilitate monitoring of and reporting against the Priority Plan. More broadly, the Secretariat will serve as an interface between the strategic decision-making level bodies, the implementing partners and Peacebuilding Support Office (PBSO) in New York.

In so doing, the Secretariat will also liaise with the following key institutions/ main platforms for collective dialogue towards the realization of the Priority Plan outcomes: the Joint Supervisory Body (JSB), responsible for overseeing the implementation of the (BPA) co-chaired by the Government of Papua New Guinea (GoPNG) and the Autonomous Bougainville Government (ABG), the Joint Referendum Committee and its technical committee, and the relevant mechanism for autonomy implementation, as well as the PBF Joint Steering Committee. The Peace and Development Advisor to the UN (also part funded through this project) will help to provide additional political and peacebuilding expertise to the PBF support.

c) Coherence with existing projects:

The PBF Secretariat project does not have a substantive area of support but will support all PBF projects outlined in the Peacebuilding Priority Plan outlined above as well as the two Gender promotion initiative projects (GBV prevention and Women in Leadership), to ensure their coordination, coherence, and oversight through the JSC. The PBF Secretariat will also work closely to ensure other projects which will have impact on the PBF projects are well coordinated and informed. This includes the UN Electoral Support project which commenced in March 2015 and the proposed UN Referendum support project which is under discussion.

Another relevant project is the UNDP Parliamentary Support project working on the national level. It will be a strategic entry point as it will work directly with the national elected leaders. A key aspect of the UNDP Parliamentary Support project is to strengthen the capacity and work of the parliamentary committees. Through this project, the Bipartisan committee on the referendum will be targeted both in the PNG Parliament and also the Bougainville House of Representatives.

II. Objectives of PBF support and proposed implementation

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

Outcome Statement:

The overall outcome of the project is: effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Peacebuilding Priority Plan results and the projects that support it.

Theory of Change:

If the PBF Secretariat has the capacity to support the JSC and its Technical Committee, to ensure liaison and coordination between the projects under the Peacebuilding Priority Plan, to quality assure PBF projects and reports, to support the integration of a gender perspective, to monitor the progress against higher level results and to provide early warnings to the JSC and PBSO of any problems with the implementation, then the PBF projects will be better coordinated, the focus on higher peacebuilding results will be maintained, the JSC will be enabled to play its role, PBSO will be kept informed of progress and reporting will be focused on results and of higher quality.

The PBF Secretariat will initially consist of a Coordinator and an M&E Officer (both local staff) and may have additional capacity added at a later stage, if need be. They will be based in Buka in the UN House. It reports formally to the Co-Chairs of the Joint Steering Committee. The PBF Secretariat capacity will be further supported by the expertise of the UN Peace and Development Adviser, whose position will be part funded by this project, and whose role will be to advise the Secretariat and the JSC on peacebuilding issues and to ensure that the PBF funded priorities are informed by the latest political analysis.

Description of project activities

More specifically, the PBF Secretariat will be responsible for:

- (i) Providing JSC with secretarial and administrative support, including organizing meetings, recording minutes and sharing documents with members of the JSC;
- (ii) Documenting, communicating and ensuring follow-up of the JSC's decisions, particularly ensuring submission of appropriately signed and complete documentation on approved projects to the UNDP MDTF Office;
- (iii) Maintaining a database on projects and implementing partners;
- (iv) Reviewing and analyzing concept notes and project proposals, filling out the technical review forms (following a consultation with/ assessment by the Technical Committee or a relevant sub-Committee thereof), and submitting recommendations to the JSC;

- (v) Ensuring that gender issues and needs are considered as part of project design, approval and monitoring and support the Joint Steering Committee in ensuring that a gender analysis informs all projects and activities aimed at women's empowerment are included;
- (vi) Ensuring that all M&E work (including the M&E plan, periodic reports, mid-term and final evaluations) and knowledge management include a strong focus on gender issues.
- (vii) Supporting inter-project coordination and providing guidance to Recipient UN Organizations on common methodology for project design, monitoring and evaluation and related issues ;
- (viii) Establishing a Monitoring and Evaluation Plan for the Priority Plan and regularly tracking the progress against the Priority Plan indicators and outcomes and making recommendations for improvements, if deemed necessary;
- (ix) Liaison with the ABG and key stakeholders to assist the design and implementation of the PBF support;
- (x) Identifying problems in relation to project delivery and management and advising the Technical Committee and the JSC on appropriate action, with follow up and reporting back on progress or lack thereof;
- (xi) Reviewing reports and status updates from projects and providing quality assurance of reports and advice to RUNOs;
- (xii) Acting as a local repository of knowledge regarding the rules and regulations of the PBF and related management arrangements;
- (xiii) Helping to ensure linkages of PBF to national peacebuilding processes and strategies;
- (xiv) Promoting PBF awareness especially amongst Government and civil society and international partners;
- (xv) On request, providing information to PBSO on progress with implementation and other information, to assist with PBSO briefings and reporting;
- (xvi) Supporting the logistics of a possible PBSO evaluation of the PBF support to Papua New Guinea; and
- (xvii) Under the guidance of the JSC and with the support of the Technical Committee and RUNOs, drafting the annual JSC on Priority Plan implementation, to be submitted to PBSO on 1 December every year.
- (xviii) Through the PDA advisory support, ensure that the UN management and the JSC are up to date on latest political developments to inform their decisions.

The project will have two outcomes and various outputs underneath, as follows.

Outcome 1: The coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the projects supported and strengthened through the establishment of a PBF Secretariat.

Output 1.1 Establishment of the PBF Secretariat: Recruitment of staff and setting up of office.

1.1.1 Recruitment of Bougainville PBF Coordinator and M&E Officer and 50% contribution towards the PDA cost (from second year of PDA contract). Gender expertise will be required for at least one of the members of the PBF Secretariat.

1.1.2 Induction of PBF Staff.

1.1.3 Setting up office and purchase of equipment

Output 1.2 Coordination of PBF support: Establishment of coordination mechanisms between projects and key stakeholders that contribute to achieving Peacebuilding Priority Plan outcomes and ensure coherence between projects and activities.

1.2.1 Support, monitor and encourage coordination between agencies and implementing partners under the Peacebuilding Priority Plan projects.

1.2.2 Provide regular feedback to the Bougainville Task Team in Port Moresby and JSC.

1.2.3 Ensure systematic integration of human rights and gender mainstreaming in the PBF projects, including at the stage of design, technical review, reporting and evaluations.

1.2.4 Support, as needed, the implementation and M&E of the two GPI projects, and facilitate cross-learning between GPI projects and PPP projects.

Output 1.3 Monitoring and evaluation of the Priority Plan: Strengthened capacity of the Joint Steering Committee for monitoring and evaluation of projects implementation towards achieving the goals of Peacebuilding Priority Plan

1.3.1 Reviewing the Priority Plan Results Framework and drafting and implementation of the Priority Plan M&E plan

1.3.2 Setting up monitoring mechanisms and methodology to ensure Priority Plan results are monitored, analysed and reported against;

1.3.3 Undertake baseline and any follow up surveys in line with Priority Plan Results Framework

1.3.4 Reviewing of project result frameworks, ensuring that they are consistent with the Priority Plan and indicators are appropriately disaggregated (including sex disaggregated)

1.3.5 Supporting independent evaluative exercises of the Priority Plan, including an evaluability assessment, a mid-term review and a final evaluation (the evaluability assessment and the final evaluation will be managed and contracted from HQ but supported from the country level through the hire of a local consultant and support by the PBF Secretariat; the mid-term review will be supported directly by the PBF Secretariat)

1.3.6 Documenting lessons learned for future peace building activities.

1.3.7 Drafting an annual report of progress against the Priority Plan, through a consultative process, to be approved by the Joint Steering Committee and submitted to PBSO 1 December every year.

1.3.8 Ensure that all M&E work in relations to the Priority Plan adopts a strong gender dimension (M&E Plan, monitoring mechanisms, baseline and other surveys, indicators, evaluative exercises, lessons learnt, annual and final reports)

Outcome 2: The Joint Steering Committee, its Technical Committee and the Office of the Resident Coordinator of the United Nations system are supported to play their role of strategic direction and monitoring and evaluation of the implementation of the Peacebuilding Priority Plan.

Output 2.1 Capacity building: Increased capacity of the Joint Steering Committee, PBF Secretariat and other relevant stakeholders to implement oversight, monitor and guide PRF activities.

2.1.1 Regularly hold meetings of the JSC and the Technical Committee to review draft projects, monitor and discuss project progress and Priority Plan progress

2.1.2 Identify the needs of the JSC, national counterparts and other PBF stakeholders in increasing their capacities to perform oversight, strategic advice and M&E functions and facilitate capacity building support.

2.1.3 Undertake quality reviews of documents (including project document and project reports) prior to the submission to the JSC, Technical Committee and PBSO and help to strengthen their quality, in line with PBF Guidelines, and ensure that gender is mainstreamed

2.1.4 Through the advice of the Peace and Development Adviser, identify peacebuilding issues pro-actively and use them to inform and support the role of the JSC and the key PBF stakeholders.

2.1.5 As required, facilitate a monitoring mission of the JSC or the Technical Committee to review Priority Plan implementation

2.1.6 Through the PDA, provide political and peacebuilding advice to the UN Management and the JSC and ensure PBF projects follow the peacebuilding best practice.

Output 2.2 Advocacy, communication and partnering/networking: Ensure increased awareness by national authorities, civil society and wider public on the Priority Plan activities and results.

2.2.1 Help to ensure understanding of PBF Guidelines and requirements by PBF implementing partners and other key stakeholders, as required, including gender marker and reporting requirements.

2.2.2 Help to ensure visibility of PRF and IRF activities in the country and among relevant stakeholders.

2.2.3 Support UNDP in ensuring visibility of PRF and IRF activities in the country and among relevant stakeholders.

2.2.4 Help develop and implement a PBF communication strategy.

2.2.5 Keep PBSO informed of PBF developments in PNG and Bougainville.

Target groups

The target groups JSC and its Technical Committee, UN agencies and the PBF project partners outlined in the respective project documents.

b) Budget:

Table 2: Project Output/Activity Budget

Outcome/ Output number	Output name	Output budget by RUNO in USD (all UNDP)	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
<i>Outcome 1: The coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the projects supported and strengthened through the establishment of a PBF Secretariat.</i>				
Output 1. Establishment of the PBF Secretariat: Recruitment of staff and setting up of office.				
Activity 1.1.1.	Recruitment of Bougainville PBF Coordinator and M&E	130,000 (45,000 per year) 100,000	Staff and other personnel; General Operating and	Budget slightly increased for local staff to cater for change in SC salary scale

Outcome/ Output number	Output name	Output budget by RUNO in USD (all UNDP)	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
	Officer. 50% costs of the Peace and Development Adviser	(35,000 per year) = 240,000 Plus 250,000 for PDA = 540,000	other Direct Costs	annually
Activity 1.1.2	Induction/ training of PBF Staff.	15,000	Staff and other personnel; Supplies, Commodities, Materials; Contractual services	
Activity 1.1.3	Setting up office, operating costs and purchase of equipment (2 laptops, projector, project camera etc)	95,000	Equipment, Vehicles, and Furniture (including Depreciation); General Operating and other Direct Costs	
Total		650,000		
Output 1.2: Coordination: Support coordination mechanisms that contribute to achieving Peacebuilding Priority Plan outcomes.				
Activity 1.2.1	Support, monitor and encourage coordination between agencies and implementing partners under the Peacebuilding Priority Plan projects.	5,000	Supplies, Commodities, Materials, Contractual services; Travel.	
Activity 1.2.2	Provide regular feedback to the Bougainville Task Team in Port Moresby.	No costs	PBF staff	
Activity 1.2.3	Put in place coordination and reporting mechanism for RUNOs activities.	No costs	PBF staff	
Activity 1.2.4	Support and strengthen human rights and gender mainstreaming in the PBF projects	10,000	PBF staff	
Total		15,000		
Output 1.3 Strengthened capacity of the Joint Steering Committee for monitoring and evaluation of				

Outcome/ Output number	Output name	Output budget by RUNO in USD (all UNDP)	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
projects' implementation towards achieving the goals of Peacebuilding Priority Plan				
Activity 1.3.1	Drafting and carrying out the PRF M&E plan.	60,000	Supplies, Commodities, Materials, Contractual services; Travel.	
Activity 1.3.2	Setting the M&E mechanism (including relevant group/s and processes) that engages all relevant stakeholders including JSC members.	No costs	PBF staff	
Activity 1.3.3	Midterm review including costs of PBSO mission to support the process and a local consultant for end of PPP evaluation	30,000	Supplies, Commodities, Materials, Travel; Contractual services	
Total		90,000		
<i>Outcome 2: The national and the Bougainville Parliaments have a shared understanding of the BPA and the referendum provisions and the effectiveness of the Bougainville Parliament is strengthened, in line with the 2013 Autonomy Review findings</i>				
Output 2.1: Capacity building: Increased capacity of the Joint Steering Committee, PBF Secretariat and other relevant stakeholders to implement oversight, monitor and guide PRF activities.				
Activity 2.1.1	Setting the flow of information Regularly hold meetings of the JSC and the Technical Committee to review draft projects, monitor and discuss project progress and Priority Plan progress	No costs	PBF staff	
Activity 2.1.2	Identify the needs of the JSC, national counterparts and other PBF stakeholders in increasing their capacities to perform oversight, strategic advice and M&E functions and facilitate capacity building	10,000	PBF Staff	

Outcome/ Output number	Output name	Output budget by RUNO in USD (all UNDP)	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
	support.			
Total		10,000		
Output 2.2: Advocacy, communication and partnering/networking: Ensure increased awareness by national authorities, civil society and wider public on the Priority Plan activities and results.				
Activity 2.2.1	Help to ensure understanding of PBF Guidelines and requirements by PBF implementing partners and other key stakeholders, as required, including gender marker and reporting requirements.	10,000	Supplies, Commodities, Materials, Travel; Contractual services	
Activity 2.2.2	Help to ensure visibility of PRF and IRF activities in the country and among relevant stakeholders.	10,000	Supplies, Commodities, Materials, Travel; Contractual services	
Activity 2.2.3	Support UNDP in ensuring visibility of PRF and IRF activities in the country and among relevant stakeholders.	No costs	PBF staff	
Activity 2.2.4	Development and implementation of outreach and communication strategy.	15,000	Supplies, Commodities, Materials, Travel; Contractual services	
Total		35,000		
Project staff costs	540,000 (included as part of activities above)			
Project M&E costs	90,000 (included as part of activities above)			
GRAND TOTAL		800,000		

Table 3: Project budget by UN categories

CATEGORIES	Amount Recipient Agency	TOTAL
1. Staff and other personnel	UNDP	540,000
2. Supplies, Commodities, Materials	UNDP	30,000
3. Equipment, Vehicles, and Furniture (including Depreciation)	UNDP	20,000
4. Contractual services	UNDP	62,663
5. Travel	UNDP	30,000
6. Transfers and Grants to Counterparts	UNDP	0
7. General Operating and other Direct Costs	UNDP	65,000
Sub-Total Project Costs	UNDP	747,663
8. Indirect Support Costs*	UNDP	52,336.42
TOTAL	800,000	800,000

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

c) Capacity of RUNO(s) and implementing partners:

A Secretariat will be established in Buka. It will be housed at the UN House and administered by UNDP.

On the national level UNDP chairs the UN Bougainville Task Team which the PBF work sits under, and is the coordinating agency for the UN agencies in Bougainville through a Joint Strategic Plan and respective Joint Annual Work Plans for up to eight UN agencies. In Port Moresby, the PBF work is supported by the UNDP Assistant Representatives for Programmes, the Assistant Representative for Governance, the Governance Programme Analyst, and the Governance Programme Associate, all of whom have extensive experience in working on Bougainville-related issues. This capacity will be complemented by the incoming Port-Moresby-based Peace and Development Advisor, co-funded by UNDP and the UN Department of Political Affairs and, from the second year, the Peacebuilding Fund (through this project).

In Bougainville, UNDP has an international Programme Coordinator who serves as the head of the UN presence in Bougainville. There are two program officers, an operations analyst and three support staff. An additional Political Liaison Officer – to be based in Buka – is currently under recruitment. UNDP offices situated in Buka and Arawa also serve as a base for all UN agencies. The implementation modality of the UNDP is through direct implementation (DIM) and in close collaboration with partners such as government and community-based organizations. UNDP activated its Fast Tracking Procedures to ensure flexible and swift support. Under the *Delivering as One* modality, the UN in PNG has adopted an area-based, multi-sectoral approach based on a

single Joint Annual Work Plan for Bougainville, to ensure that its efforts remain focused on peacebuilding and reconciliation, but also meet Bougainvillean aspirations of longer-term socio-economic recovery.

Table 4: Overview of RUNO funding in the country				
	RUNO : NAME UNDP	Key Source of Funding (government, donor etc)	Annual Regular Budget in \$	Annual emergency budget (e.g. CAP)
Previous calendar year	UNDP	Core resources	13,000,000	Nil
Current calendar year	UNDP	Core resources	18,000,000	Nil

III. Management and coordination

a) Project management:

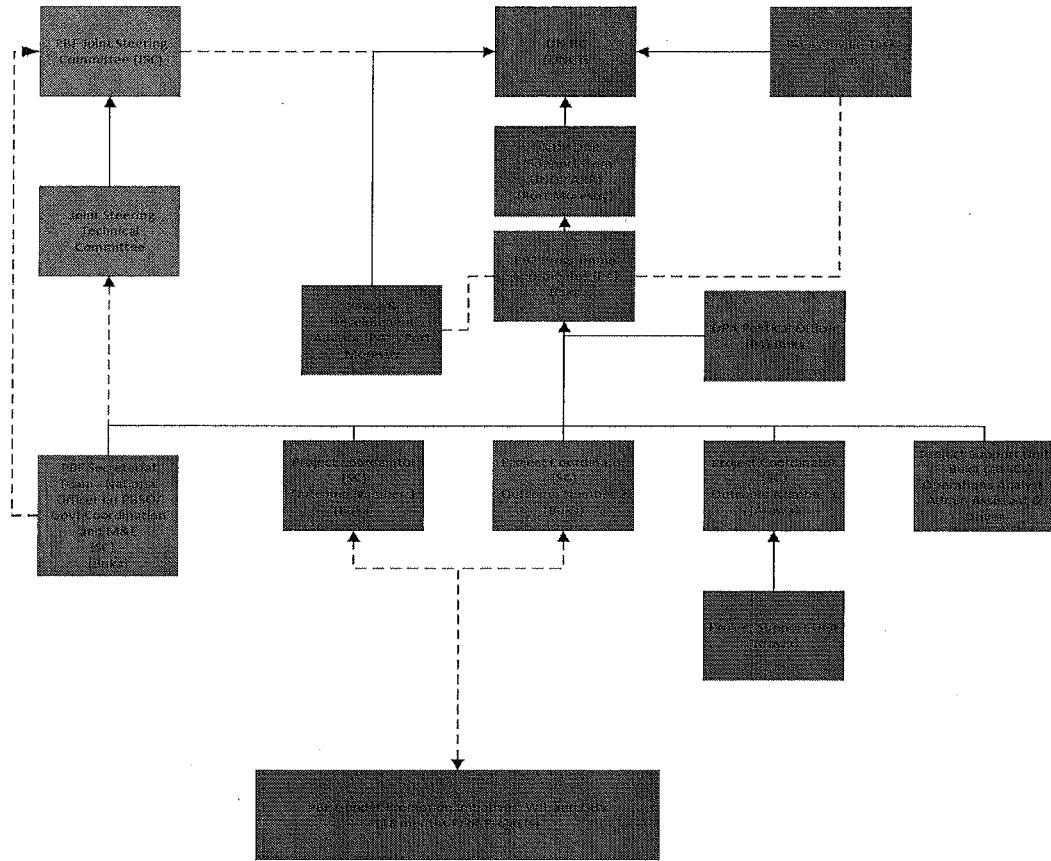
The project will be implemented with support from UNDP staff based in Port Moresby. Technical assistance through support from UN regional centres in Fiji and Bangkok will be called to assist with any training and with procurement and if need be, UNDP may call on consultancies where expertise and skills required are not available within the UN system. This project will also be closely coordinated with the UN electoral, referendum and parliamentary support projects and will benefit from direct advice and support from these projects.

The PBF Secretariat will consist of the Coordinator and M&E expert. It will be housed at the UN House in Buka. It will report to the PBF Joint Steering Committee and will be separate from the PBF projects, but working closely with them to ensure coherence and their joint contribution to the peacebuilding outcomes of the Priority Plan. Day to day reporting of the Secretariat will be to the UN Resident Coordinator, as the UN Co-Chair of the JSC. Work on some of the outputs (especially output 1.2 on coordination of PBF support and output 2.2 on communication and partnerships) will be done jointly with the PBF Programme Coordinator, who is hired to support the implementation of the three PRF projects. More information on the PBF project staffing is provided below. The Secretariat will work closely with the Peace and Development Adviser with regards to political and peacebuilding analysis and ensuring that the PBF projects follow peacebuilding best practice and are coordinated.

The Secretariat will also have direct communication with PBSO in New York, acting as the focal point of PBSO in Papua New Guinea and acting as a point of information on PBF activities on the ground.

The organigram below shows the outline of the staffing for the PBF projects. A project officer for Outcome 1 will be recruited to work with the PBF Programme Manager (P4) and the UNDP Assistant Resident Representative (Governance) to implement this project. Full operational support will be in place for all PBF projects. The staff implementing the 2 Gender promotion initiative projects (GBV prevention and promoting women in leadership) will work with the main PBF projects and operations team. A Peace and Development Adviser post (PDA) (P5) with UNDP has been approved and is expected to be filled in 2015 based in Port Moresby but with frequent visits to and support to Bougainville. In addition, a Political Liaison Officer (P4) to be funded by the UN Department for Political Affairs will be posted in Buka to support the work on referendum preparations.

Organigram of PBF projects and initiatives



b) Risk management:

Table 5 – Risk management matrix

Risks to the achievement of PBF outcomes	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy (and Person/Unit responsible)
Confusion on roles and responsibilities of the PBF Secretariat and the PBF projects	Medium	Low	For RUNO's, send information to all agencies. For the JSC and external partners, conduct briefings and also circulate a brief on the project document in the next JSC meeting.
High turnover of Government leadership.	High	High	Strengthening consistency and core expertise within relevant institutional mechanisms of the ABG in the implementation process (ABG Chief Secretary).
Lack of willingness or political support to progress	Medium	High	Support dialogue and other fora including setting up of an eminent group of elders

Risks to the achievement of PBF outcomes	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy (and Person/Unit responsible)
the Peacebuilding Fund Priority Plan			or Statesmen to broker agreement and support. (Chief Secretaries of both governments).
Lack of trust and political interference between the Government of PNG and ABG on both political level and administrative may affect the overall outcome of the project its goals and objectives.	Medium	High	UNDP management should ensure regular meetings and communication on the progress of the project is done for the governments through the offices of the Chief Secretaries.
Indirect risks related to other PBF projects: Limits to quality information and informed political discourse at community level	High	medium	Strengthened media and localization of information dissemination mechanisms (ABG Communications and Media Division).
Indirect risks related to other PBF projects: Effects on credibility of progress due to eroding confidence in some national institutions.	High	High	Key mechanisms (JSB; Referendum Committee strengthened to carry out its functions and progress key elements of the BPA such as the transfer of powers (Chief Secretaries of both governments).
High turnover of project staff.	Medium	Medium	The main issue has been the low remuneration offered by UNDP because of the salary scale which last reviewed in 2010. UNDP is reviewing the scale in the second quarter of 2015 and a updated scale may be available by the end of 2015.
Capacity limitations by local partners to engage including the various ABG departments may result in the project not achieving its outcome, goals and objectives	Medium	Low	UNDP management to seek support from other UN agencies on capacity assessment of IPs done and develop a matrix to source IPs with a possibility of seeking IPs based in PNG.
Violence erupting after the 2015 Presidential Elections of the 2016 Council of Elders elections and disrupts the project implementation.	Medium	Medium	UNDP management to work closely with the election stakeholders through its Electoral Support project to give input to early warning on possible election violence. UNDP to work through its national Parliamentary Support Project to ensure the parliamentary support work can continue through a twinning arrangements between the PNG and Bougainville parliaments.
Other PBF projects (Outcome 1,2, 3 and the Gender initiatives) and other UN activities and programs cause direct or indirect political implications including	Medium	Low	UNDP management has agreed to put in place a PBF Programme Coordinator (P4) to ensure all projects are managed efficiently. A Political officer will also be in place in 2014 to support the project. Both staff will report the UN Resident

Risks to the achievement of PBF outcomes	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy (and Person/Unit responsible)
strained relations with development partners and donors.			Coordinator.
High costs of operations may lead to UNDP not being able to conduct all the project activities.	Medium	Medium	UNDP management to monitor the situation closely. PBSO to be notified of changes in the project location and when additional funds are needed to successfully implement the project. Funds to be raised to counter increasing operational costs.

c) Monitoring & Evaluation:

Each PBF outcome area will be responsible for monitoring and reporting of its own activities, outputs and outcomes. The M&E of the Priority Plan will be the responsibility of the PBF Secretariat and, at a higher level, of the Joint Steering Committee, which will be advised of progress through the Secretariat and through the RUNO reports, and responsible for overseeing and responding to any need for course change. A dedicated national M&E officer is a key officer the PBF Secretariat, and will be responsible for finalising and reviewing the Priority Plan Results Framework and preparing and implementing the M&E Plan for the Priority Plan. The M&E officer will also consult available data from the Government records and recent Government and development partner reports, to help to establish baselines. The M&E officer will be provided with TA support for the design of these mechanisms and putting in place the monitoring. The M&E officer will also design methodology for tracking and analysis of progress in line with the Priority Plan Results Framework and M&E Plan. Finally, the M&E officer will provide capacity building support to PBF projects with regards to their M&E systems and will help to quality assure their project reports.

UNDP and the Secretariat staff will be responsible for monitoring progress against the Results Framework of this project and for providing reporting to PBSO every 6 months, in line with the Results Framework which is annexed to this project document.

d) Administrative arrangements

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

AA Functions

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

- Disburse funds to each of the RUNO in accordance with instructions from the PBSO. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the PBSO along with the relevant Submission form and Project document signed by all participants concerned;
- Consolidate narrative reports and financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF consolidated progress reports to the donors and the PBSO;
- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is notified by the RUNO (accompanied by the final narrative report, the final certified financial statement and the balance refund);
- Disburse funds to any RUNO for any costs extension that the PBSO may decide in accordance with the PBF rules & regulations.

Accountability, transparency and reporting of the Recipient United Nations Organizations

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

Each RUNO shall establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent from the PBF account. This separate ledger account shall be administered by each RUNO in accordance with its own regulations, rules, directives and procedures, including those relating to interest. The separate ledger account shall be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the RUNO.

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

- Bi-annual progress reports to be provide no later than 15 June;
- Annual narrative reports, to be provided no later than 15 November;
- End project narrative reports to be provided no later than three months (31 March) after the operational closure of the project;
- Annual financial statements as of 31 December with respect to the funds disbursed to it from the PBF, to be provided no later than four months (30 April) after the end of the calendar year;
- Certified final financial statements after the completion of the activities in the approved programmatic document, to be provided no later than six months (30 June) of the year following the completion of the activities.

- Unspent Balance at the closure of the project would have to be refunded and a notification sent to the MPTF Office, no later than six months (30 June) of the year following the completion of the activities.

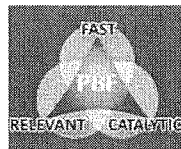
Ownership of Equipment, Supplies and Other Property

Ownership of equipment, supplies and other property financed from the PBF shall vest in the RUNO undertaking the activities. Matters relating to the transfer of ownership by the RUNO shall be determined in accordance with its own applicable policies and procedures.

Public Disclosure

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

Annex A: Project Summary (to be submitted as a word document to MPTF-Office)



**PEACEBUILDING FUND
PROJECT SUMMARY**

Project Number & Title:	PBF/ Support to PBF coordination and monitoring in PNG		
Recipient UN Organization:	UNDP		
Implementing Partner(s):	PNG Government; Autonomous Bougainville Government		
Location:	Bougainville		
Approved Project Budget:	SUS800,000		
Duration:	Planned Start Date:	2015	Planned Completion: 2017
Priority Plan approval date:	25 th September, 2014		
Brief project Description:	Secretariat will ensure that PBF projects are: (i) coordinated effectively and implemented according to PBF guidelines; (ii) there is effective communication system is in place for information exchange among stakeholders – national authorities, civil society and UN agencies – on development and implementation of Peacebuilding Priority Plan.		
Project Outcomes:	<p><i>PPP Outcome: Effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Priority Plan results and the projects that support it.</i></p> <p>Outcome 1: The coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the projects supported and strengthened through the establishment of a PBF Secretariat.</p> <p>Outcome 2: The Joint Steering Committee, its Technical Committee and the Office of the Resident Coordinator of the United Nations system are supported to play their role of strategic direction and monitoring and evaluation of the implementation of the Peacebuilding Priority Plan.</p>		
PBF Focus Area:	Establishment of the PBF Secretariat; Coordination; Information flow/exchange; Monitoring and evaluation; Capacity building; and Advocacy, communication and partnering/networking		
Gender marker:	1		

Key Project Activities:

Establishment of the PBF Secretariat: Recruitment of staff and setting up of office.

Coordination: Support coordination mechanisms that contribute to achieving Peacebuilding Priority Plan outcomes.

Information flow/exchange: Increased capacity of stakeholders in information utilization for decision making and information sharing.

Monitoring and evaluation: Strengthened capacity of the Joint Steering Committee for monitoring and evaluation of projects' implementation towards achieving the goals of Peacebuilding Priority Plan.

Capacity building: Increased capacity of the Joint Steering Committee, PBF Secretariat and other relevant stakeholders to implement oversight and better guide PRF activities.

Advocacy, communication and partnering/networking: Improved enabling environment that supports implementation of PRF activities and increased awareness of national authorities, civil society and wider public on PRF activities.

Annex B – PRF Project Results Framework

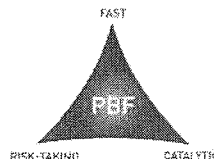
Outcomes		Outputs		Indicators		Means of Verification						Year 1						Year 2						Milestones							
<p>Outcome 1 The coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the projects supported and strengthened through the establishment of a PBF Secretariat.</p>		<p>Output 1.1 Establishment of the PBF Secretariat: Recruitment of staff and setting up of office.</p>		<p>Output Indicator 1.1.1 M&E Officer developed and endorsed and appropriately qualified staff recruited. Baseline: None Target: Recruitment to be completed by May 2015</p>		<p>Output Indicator 1.1.2 Office and equipment procured and ready for operation Baseline: Specifications prepared by UNDP IT and operations Target: May 2015</p>		<p>M&E Plan Monitoring reports</p>						<p>HR information</p>						<p>Project reporting</p>						<p>M&E plan developed and implemented.</p>					
		<p>Output 1.2 Coordination of PBF support: Establishment of coordination mechanisms between projects and</p>		<p>Output Indicator 1.2.1 Level of satisfaction with Secretariat performance by key stakeholders</p>		<p>Brief surveys every 6 months</p>						<p>Office setup and functioning.</p>																			

	<p>key stakeholders that contribute to achieving Peacebuilding Priority Plan outcomes and ensure coherence between projects and activities.</p>	<p>Baseline: 0 Target: At least 75% of key stakeholders (UN, Govt, project staff) are satisfied with support received from PBF Secretariat</p> <p>Output indicator 1.2.2 Project results frameworks include sex disaggregated data Baseline: Target: Project results frameworks include sex disaggregated data</p>	<p>Project reporting</p>							
<p>Output 1.3 Monitoring and evaluation: Strengthened capacity of the Joint Steering Committee for monitoring and evaluation of projects' implementation towards achieving the goals of Peacebuilding Priority Plan</p>	<p>Output Indicator 1.3.1 Quality and timeliness of Annual JSC reports with progress against Priority Plan Baseline: N/A Target: JSC Annual Reports are submitted to PBSO start of December and their quality is deemed good by PBSO</p> <p>Output 1.3.2 Existence of baselines for the Priority Plan Baseline: Some baselines do not exist Target: All baselines for the Priority Plan (and where related, for projects) are compiled before end of 2015 and include sex-disaggregated data</p>	<p>JSC Annual reports and PBSO feedback</p> <p>Project reporting and Priority Plan results framework update</p>							<p>M&E Plan developed and costed. Workplan incorporate M&E component.</p>	
<p>Outcome 2:</p>		<p>Outcome Indicator 2 a</p>	<p>JSC meeting minutes</p>							<p>JSC meetings conducted based on</p>

<p>The Joint Steering Committee, its Technical Committee and the Office of the Resident Coordinator of the United Nations system are supported to play their role of strategic direction and monitoring and evaluation of the implementation of the Peacebuilding Priority Plan.</p>	<p>Output 2.1 Capacity building: Increased capacity of the Joint Steering Committee, PBF Secretariat and other relevant stakeholders to implement oversight and better guide PRF activities.</p>	<p>JSC and its technical committee provide strategic oversight of PBF support</p> <p>Baseline: JSC and Technical Committee established in 2013 and approved the Priority Plan</p> <p>Target: JSC meetings held at least every 6 months (or more often when required), to review project progress, Priority Plan progress and propose changes where needed</p>	<p>JSC Monitoring mission report</p>	<p>Capacity building plan developed and implemented.</p>	<p>agreed schedule. /</p>
<p>Output 2.2</p>	<p>Output Indicator 2.2.1 JSC enabled to monitor Priority Plan progress</p> <p>Baseline: n/a</p> <p>Target: At least one monitoring mission of the JSC organized to monitor PPP progress</p>	<p>Output Indicator 2.2.2 JSC provided with quality support and documentation to make decisions</p> <p>Baseline: n/a</p> <p>Target: All JSC meetings are accompanied by quality documents to support JSC meetings; providing updates on progress or project assessments</p>	<p>JSC meeting documents</p>	<p>Evaluations show increased understanding by targeted groups.</p>	
<p>Output 2.3</p>	<p>Output indicator 2.2.3 Quality of PRF projects ensured</p> <p>Baseline: n/a</p> <p>Target: All approved projects comply with the PBF quality criteria as outlined in the project transmittal/assessment notes</p>	<p>Project transmittal/assessment notes accompanying project documents</p>			

	<p>Output 2.3 Advocacy, communication and partnering/networking: Improved enabling environment that supports implementation of PRF activities and increased awareness of national authorities, civil society and wider public on PRF activities.</p>	<p>Output Indicator 2.Z.1 Media and communication plan developed. Baseline: 0 Target: Plan developed by 4th quarter of 2015</p>	<p>Plan:</p>				<p>Increased visibility on all forms of media and outreach mechanisms.</p>
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**PRF – PROJECT ASSESSMENT & TRANSMITTAL FORM
TEMPLATE3.3**



**United Nations Peacebuilding Support Office/Peacebuilding Fund
(PBSO/PBF)**

**Project Assessment /Transmittal Form
(to be provided to MPTF, accompanying every PRF new project documents
– template 3.2 or revised project document – template 3.4)**

Part A. JSC Meeting Information	
<i>To be completed by the PBF Secretariat</i>	
Date of JSC Meeting: 22 July 2015	Title of approved project: Support to PBF coordination and monitoring in PNG
Priority Plan Outcome to which project contributes: Outcome 1, 2 and 3	PBF Focus Areas ³ which best summarizes the focus of the project (select one only): 4.3
Recipient UN Organization(s): UNDP	Total PBF Budget for the project: USD 800,000

Part B: Project Summary	
<i>To be completed by the Recipient UN Organization or PBF Secretariat</i>	
Head of UN Recipient Organization with contact email and phone number: Name of Representative - UNDP Sukhrob Khoshmukhamedov +675 321 2877 * If more than one RUNO, list all, RUNO by RUNO.	Project title: Support to PBF coordination and monitoring in PNG
Proposed Project, if approved, would result in:	Project commencement date and duration:

³ PBF focus areas are:
 1: Support the implementation of peace agreements and political dialogue (Priority Area 1):
 (1.1) SSR; (1.2) RoL; (1.3) DDR; (1.4) Political Dialogue;
 2: Promote coexistence and peaceful resolution of conflicts (Priority Area 2):
 (2.1) National reconciliation; (2.1) Democratic Governance; (2.3) Conflict prevention/management;
 3: Revitalize the economy and generate immediate peace dividends (Priority Area 3);
 (3.1) Employment; (3.2) Equitable access to social services
 4) (Re)-establish essential administrative services (Priority Area 4)
 (4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration; (4.3) Governance of peacebuilding resources (including JSC/PBF Secretariats)

<input checked="" type="checkbox"/> New Project (template 3.2 accompanies) <input type="checkbox"/> Existing project revision (template 3.4 accompanies)	17 th August 2015 36 months
PBF Initial Project Budget : \$800,000 PBF Revised Project Budget (<i>if applicable</i>):	
PBF amount requested broken down by RUNOs : UNDP \$800,000	
<i>*For project extension indicate current budget and new proposed budget by RUNOs</i>	

Part C: Technical Review

To be completed by the PBF Secretariat on behalf of the Technical Committee

Composition of Technical Committee Panel:

Provide names, titles and organizational affiliation of Panel members

- Chief Secretary to PNG Government – Sir Manasupe Zurenuoc
- Office of the Chief Secretary to PNG Government – Alup Kanawi and Chris Asa
- Chief Secretary to the Autonomous Bougainville Government - Mr Monovi Amani
- Office of the Deputy Chief Secretary- Operations, Mr. Paul Kebori and Ms Ancinta Semoso.
- Deputy Chief Security - Policy, Mr Lauatu Tautea
- Bougainville Office for Referendum, Mr. James Tanis, CEO
- ABG Community Development, Ms Mana Kakaroutz, Acting Secretary
- ABG Community Government, Mr Herbert Kimai, Acting Secretary
- ABG Law and Justice Department, Mr. Kenneth Nanei, Acting Secretary
- Acting Clerk of Bougainville Parliament, Edwin Kenehata
- Australian High Commission: Tim Bryson, Counsellor - Bougainville
- New Zealand High Commission: Jonathan Fletcher, Counsellor Development
- UN Women: Jeffrey Buchanan, Country Representative
- UNDP: Julie Bukikun, Assistant Resident Representative
- UNDP/PBF: Lawrence Bassie, Interim PBF Coordinator
- UN DPA: Jone Baledrokadroka, Peace and Development Adviser.

Technical Review Dates: 15th, 16th and 21st July 2015.

Evaluation of Proposal by the Technical Advisory Panel

Provide an overall recommendation to the Joint Steering Committee on the project. In the boxes below tick the appropriate response box.

Endorsed for implementation.

<i>i) Technical Review of the project design</i>		
(a)	Is the project of direct and immediate relevance to peacebuilding and does it clearly link to the findings of a conflict analysis?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Does the project effectively further one of the Priority Plan outcomes?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Does the project identify the urgency of the funding or peacebuilding gap?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Is the project likely to have catalytic effects either in terms of financial leverage or unblocking peace relevant processes?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	Do the project outcomes contribute to the Priority Plan outcomes and is there a clear theory of change linking activities with outputs and with outcomes?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	Are the project costs transparent and do they reflect cost consciousness and value for money?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(g)	Is the project coherent with other projects in the Priority Plan?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(h)	Is the project gender sensitive?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(i)	Is the project conflict sensitive?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(j)	Has the project adequately considered risks and provided strategies for managing them?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>ii) Implementation performance</i>		
(a)	Is the funding recipient agency (RUNO) well placed to implement the project within the timeframe, given its mandate, experience to date, staff capacity and any previous results?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

(b)	If the funding agency is not the implementation partner, does the proposed implementation partner have the capacity and competence to achieve the expected project results?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Do the management arrangements describe clearly how the funding recipient agencies will keep oversight of the fund use and status of results achievement during the whole implementation process?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
iii) Monitoring and reporting		
(a)	Does the project proposal include a clear Results Framework with baselines, targets and means of verification?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Do the indicators of the project results framework relate meaningfully to the indicators of the Priority Plan Results Framework (without duplicating them)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Does the proposal include a budget for the coverage of all M&E related costs (all monitoring costs as well as costs associated with annual or other periodic reviews with partners)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Is it clear who will be responsible for the 6-monthly project reporting?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>




Part D: Administrative Review

To be completed by the PBF Secretariat

PBF Secretariat Review Date: 30 July 2015

Check on Project Document Content

- | | |
|---|---|
| <input type="checkbox"/> Signed project document | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> Indirect Support Cost (7%) | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> Progress Report (for revised project documents only) | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Part E: Decision of the Joint Steering Committee <i>To be completed by the PBF Secretariat and signed by PBF Joint Steering Committee co-chairs</i>	
<p>Decision of the PBF Joint Steering Committee</p> <p> <input checked="" type="checkbox"/> Approved for a total budget of \$ 800,000 <input type="checkbox"/> Approved with modification/condition <input type="checkbox"/> Deferred/returned with comments for further consideration <input type="checkbox"/> Rejected </p>	
<p>Comments/Justification/Any conditions</p> <p>Virtual approval done on 22 July 2015</p> <p style="text-align: right;">  Mr. Oscar Fernandez-Taranco ASG, Peacebuilding Support Date: 2015 </p>	
<p>Mr. Monovi Amani Chief Secretary, ABG Government Co-Chair, PBF Joint Steering Committee</p> <p style="text-align: center;">  _____ Signature Date 2017/11/15 </p>	<p>Mr. Roy Trivedy UN Resident Coordinator UN Co-Chair, PBF Joint Steering Committee</p> <p style="text-align: center;">  _____ Signature Date 2017/11/15 </p>

Part F: Administrative Agent Review <i>To be completed by the Administrative Agent</i>	
<p>Action taken by the Administrative Agent: MPTF Office, UNDP</p> <p> <input type="checkbox"/> Project consistent with provisions of the PBF Memorandum of Understanding and Standard Administrative Arrangements with donors </p>	
<p>Executive Coordinator, MPTF Office, UNDP</p> <p> _____ Signature </p> <p> _____ Date </p>	

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