|  |  |  |
| --- | --- | --- |
| lb | C:\Documents and Settings\amar.bokhari\Local Settings\Temporary Internet Files\Content.Word\UNDG logo solo.jpg |  |

**LEBANON RECOVERY FUND**

**MPTF OFfice GENERIC ANNUAL programme[[1]](#footnote-1) NARRATIVE progress report**

**REPORTING PERIOD: 1 january – 31 December 2014**

|  |  |  |
| --- | --- | --- |
| Programme Title & Project Number |  | Country, Locality(s), Priority Area(s) / Strategic Results[[2]](#footnote-2) |
| * Programme Title: M&E team for the LRF
* Programme Number *LRF 25*
* MPTF Office Project Reference Number:[[3]](#footnote-3)00073340
 | *(if applicable)**Country/Region*Lebanon |
| *Priority area/ strategic results*  |
| Participating Organization(s) |  | Implementing Partners |
| * Organizations that have received direct funding from the MPTF Office under this programme

*UNDP* | * National counterparts (government, private, NGOs & others) and other International Organizations

*Ministry of Economy & Trade* |
| Programme/Project Cost (US$) |  | Programme Duration |
| Total approved budget as per project document: 308,323 USD(including cost extensions)MPTF /JP Contribution[[4]](#footnote-4):  |  |  | Overall Duration *(months)* *72 months* |  |
|  |  |  | Start Date[[5]](#footnote-5) *17 Dec 2009* |  |
|  |  |  | Original End Date*[[6]](#footnote-6)* *31 Dec 2012* |  |
|  |  |  | Current End date[[7]](#footnote-7)*31 Dec 2015* |  |
| TOTAL: 200,000.00 USD |  |  |  |  |
| Programme Assessment/Review/Mid-Term Eval. |  | Report Submitted By |
| Assessment/Review - if applicable *please attach* Yes No Mid-Term Evaluation Report *– if applicable please attach* Yes No  | * Name: Rony Gedeon
* Title: M&E Officer
* Participating Organization (Lead): UNDP
* Email address: rgedeon@economy.gov.lb
 |

### LIST OF ACRONYMS

M&E: Monitoring and Evaluation

LRF: Lebanon Recovery Fund

UNRCO: United Nations Resident Coordinator’s Office

FAO:Food and Agriculture Organization

UNIDO: United Nations Industrial Development Organization

UNDP: United Nations Development Programme

UNFPA: United Nations Population Fund

ILO: International Labour Organization

UNESCO: United Nations Educational, Scientific and Cultural Organization

MPTF: Multi-Donor Trust Fund

PAG: Project Approval Group

SC: Steering Committee

HQ: Head Quarters

Q: Quarter

MoM: Minutes of Meeting

# NARRATIVE REPORT FORMAT

# EXECUTIVE SUMMARY

During 2014, the M&E unit was closely monitoring the ongoing LRF projects whilst providing technical support and advice to the LRF Steering Committee, Project Approval Group and the projects’ teams.

A number of transfers and extensions took place during 2014:

The LRF 28 “Reviving Farmers’ Livelihood in South Lebanon” has been granted a time extension of 5 months until May 2015 to complete its remaining activities within the scope of the project and priorities of the LRF. The M&E Unit is closely following up with the project on the progress achieved, with regard to listed components, in addition to working with the project staff to resolve critical issues pertaining to the implementation of the project’s activities.

The LRF 29 “Selected Rapid Delivery and Immediate Impact Interventions” was also reviewed and granted an extension until September 2015 in order to manage the delays faced during the implementation and to complete pending activities.

In addition, a new project was funded by the LRF entitled “International Awareness Campaign on Lebanese Hosting Communities” for a total amount of 121,017 USD. The project is being implemented by UNDP in collaboration with the Ministry of Economy and Trade.

# Purpose

The M&E unit was designed to enhance the LRF monitoring mechanism by incorporating the below activities into a more coherent and efficient framework and by expanding overall oversight management. The M&E unit aims at enhancing the efficiency, preventing unnecessary expenditures and avoiding project delays. This framework will consist of:

1. An increased frequency of field trips and monitoring meetings;
2. Closer and more technical follow ups on project implementation and financial activities;
3. A continuous evaluation and objective re-assessment of project achievements against pre-set targets;
4. A support system to meet timely completion with the objective of raising the effectiveness of projects and ensure cost-efficiency in their implementation, and
5. A support system to examine the final evaluation of the projects implemented under the LRF.

Effective oversight management of the LRF projects is time-enhancing and cost-efficient to both donors and beneficiaries. And since the M&E team will oversee all aspects of the project activities, Project Managers are supported in achieving their pre-set deadlines in a timely manner. This will be advantageous to the benefactors since it will prevent the postponement of the project’s activities.

Furthermore, any revisions made in the outstanding projects-such as a no cost time extension, a budget reevaluation or change in scope is effectively assessed and evaluated by the M&E team and hence, improving the cost-efficiency and decision making outcomes of those projects by the PAG team and LRF Steering Committee.

Project Objectives:

The development goal of the M&E Team is to generate a framework whereby the operation and delivery of current and prospective projects approved under the LRF are able to improve efficiency, recognize and prevent unnecessary expenditures and project delays that may arise over the present time frame of each individual project.

The immediate objective of establishing an M&E Team is to strengthen the existing LRF monitoring mechanism by improving the timeliness, cost efficiency and reliability of the current LRF project activities.

Project Outputs:

Main outputs include:

1. Support Project Managers in achieving their pre-set deadlines in a timely manner, thus working in favor of the beneficiaries of each project, and
2. Revisions made in the outstanding projects - such as a no cost time extension, a budget re-evaluation or change in scope - will be effectively assessed and evaluated by the M&E team. This will improve all decision making outcomes and will ensure compliance with the above revisions.

# Results

1. **Narrative reporting on results:**

 **Monitoring of LRF projects**

The M&E unit monitored the progress of the LRF ongoing projects during 2014 in relation to the planned outcomes in the projects’ documents approved by the steering committee. This monitoring entailed a thorough evaluation of progress reports for the four quarters of 2014 for the following projects:

1. LRF-16 UNDP Country Energy Efficiency and Renewable Energy Demonstration Project for the Development of Lebanon (CEDRO III)
2. LRF-26 FAO Recovery and Rehabilitation of Dairy Sector in Bekaa Valley and Hermel-Akkar Uplands (PHASE II)
3. LRF-27 National Action Programme to Mainstream Climate Change in Lebanon's Development Agenda
4. LRF-28 Reviving Farmers’ Livelihood in South Lebanon
5. LRF-29 Selected Rapid Delivery and Immediate Impact Interventions
6. LRF-30 International Awareness Campaign on Lebanese Hosting Communities

In collaboration with the concerned UN agencies, the reports were revised in order to highlight on the results and the impact of the LRF initiatives. The final versions of the reports have been uploaded on the MPTF gateway.

In addition, the M&E unit conducted field/office visits to projects’ regions and staff to better assess the projects’ progress and to obtain feedback of beneficiaries and local stakeholders where possible.

In addition, the LRF-21 “Recovery and Rehabilitation of Dairy Sector in Bekaa Valley and Hermel-Akkar Uplands – FAO” was successfully completed in September 2013**.** The M&E unit worked closely with the project teams to finalize the operational closure of the project and uploaded the respective final narrative report on the MPTF gateway.

Finally, the LRF-28 “Reviving Farmers’ Livelihood in South Lebanon” and the LRF-29 “Selected Rapid Delivery and Immediate Impact Interventions” have been granted a no-cost time extension of 5 and 7 months respectively to complete the remaining activities.

**Visibility of the LRF**

The M&E unit provided guidance and support to the ongoing projects on adhering to the visibility guidelines for LRF projects during outreach activities and public events and in the case of distribution of materials highlighting the support of the trust fund and the donors.

The RCO is in progress of re-designing the UN Lebanon website and the LRF webpage will be updated accordingly in early 2015. The M&E unit also provided support to the LRF 30 media campaign that aims to call for support to Lebanon through the LRF with a focus on Lebanese host communities.

**Support for the LRF Steering Committee (SC) and Project Approval Group (PAG)**

During the implementation of the LRF projects, the M&E unit has organized Steering Committee (SC) and Project Approval Group (PAG) meetings and provided support and advice to the members on projects delays, deviations and critical issues. In addition the M&E unit supported the SC and PAG in resource mobilization planning and coordination with the implementing UN agencies and local stakeholders on project extension and transfer requests.

In addition, the M&E unit facilitated the revision and evaluation process of a new project proposal submitted by UNDP in early 2014 and was amended as per the SC request.

The new project entitled “Selected Rapid Delivery and Immediate Impact Interventions” was funded by the LRF, for a total amount of 5,531,470 USD earmarked by the Embassy of Germany. The project started in May 2014 and is being implemented by UNDP in collaboration with the Ministry of Social Affairs.

The project aims to implement a robust response to the complex crisis in the country that requires a mix of both urgent and developmental responses. This initiative therefore includes rapid interventions in line with the priorities of the Lebanon Stabilization and Recovery Program, while providing immediate relief as well as laying the groundwork for medium and longer term impact.

This initiative is estimated to benefit 657,840 direct and 455,000 indirect beneficiaries.

In general the project aims to strengthen the stabilization and recovery in the refugee hosting areas through quick impact and community support projects and includes three major components:

1. Outcome 1: Livelihood and economic opportunities increased in select refugee hosting areas through upgrading, repairing and improving the production infrastructure and creating short and medium term employment opportunities
2. Outcome 2: Delivery of basic social services expanded and improved in target communities through equipping, rehabilitation and upgrading the infrastructure and improving the skills of service providers
3. Outcome 3: Social cohesion in target areas improved through improved skill base for peaceful dispute resolution

**ii) Indicator Based Performance Assessment:**

|  |  |  |
| --- | --- | --- |
| Project Outputs | Activities | Indicators |
| **Support Project Managers in achieving their pre-set deadlines in a timely manner, thus working in favor of the beneficiaries of each project** | * Monitoring of the projects’ progress conducted on continuous basis. Inquiries, comments and suggestions are shared with the project teams with regard to the obstacles faced and the alternative measures to be adopted to overcome the constraints.
* Close monitoring and evaluation have resulted in pointing out the obstacles facing the projects’ implementation
* Coordination meetings with the projects’ teams to assess the progress made and the obstacles facing the implementation.
* The M&E Unit has been reviewing, editing and amending the quarterly progress reports of 2014; guarantying the timely submission of LRF reports through the MPTF Gateway <http://mdtf.undp.org/> and as such:
* Q1, Q2 and Q3 progress reports were reviewed, amended and uploaded on the MPTF gateway.
* Monthly reports reviewed and evaluated
* Annual reports covering 2013 revised and uploaded on MPTF gateway.
 | Activities completed as per the projects’ set up work plansRevised projects and updated work plansChallenges assessed and alternative measures suggestedMinutes of Meetings with the projects’ teams and updated work plansReports uploaded to the MPTF website (<http://mptf.undp.org/factsheet/fund/LRF00> ) |
| **Revisions made in the outstanding projects - such as a no cost time extension, a budget re-evaluation or change in scope - will be effectively assessed and evaluated by the M&E team. This will improve all decision making outcomes and will ensure compliance with the above revisions.** | * Periodic site visits to assess the progress achieved.
* Periodic updates to the LRF PAG and SC on the progress achieved and the obstacles faced.
* The M&E is working in collaboration with the information unit at the RC office to continuously update the LRF Webpage
 | Debriefing meetingsPAG and SC minutes of meeting[www.UN.org.lb](http://www.UN.org.lb) (currently being re-designed) |

**Constraints:**

1. Administrative procedures in the Ministries and UN agencies resulted in delaying the approval and processing of extension and transfer requests.
2. The developing security situation in Lebanon that has resulted in limiting the access of the M&E unit to certain sites.

**Lessons Learned:**

1. To improve the quality of the LRF progress reports, the M&E Unit is conducting individual meetings with the project/program managers to clarify the required info to be included in the progress reports in addition to the focus on the coordination terms between the implementing UN Agencies and the M&E Unit vis-à-vis the visibility of the LRF .
2. Monthly reports were requested from the implementing UN Agencies to assess the progress made vis-à-vis the set work plans for projects receiving no-cost time extensions.
3. Participation in the LRF projects’ major events.
4. Close follow-up with the designated focal points of the MPTF, PAG and SC.
5. Meetings with the projects’ teams to assess the progress achieved and consider alternative work plans in light of the developing security situation in the country.
1. The term “programme” is used for programmes, joint programmes and projects. [↑](#footnote-ref-1)
2. Strategic Results, as formulated in the Strategic UN Planning Framework (e.g. UNDAF) or project document; [↑](#footnote-ref-2)
3. The MPTF Office Project Reference Number is the same number as the one on the Notification message. It is also referred to as “Project ID” on the project’s factsheet page the [MPTF Office GATEWAY](http://mdtf.undp.org) [↑](#footnote-ref-3)
4. The MPTF or JP Contribution, refers to the amount transferred to the Participating UN Organizations, which is available on the [MPTF Office GATEWAY](http://mdtf.undp.org) [↑](#footnote-ref-4)
5. The start date is the date of the first transfer of the funds from the MPTF Office as Administrative Agent. Transfer date is available on the [MPTF Office GATEWAY](http://mdtf.undp.org/) [↑](#footnote-ref-5)
6. As per approval of the original project document by the relevant decision-making body/Steering Committee. [↑](#footnote-ref-6)
7. If there has been an extension, then the revised, approved end date should be reflected here. If there has been no extension approved, then the current end date is the same as the original end date. The end date is the same as the operational closure date which is when all activities for which a Participating Organization is responsible under an approved MPTF / JP have been completed. As per the MOU, agencies are to notify the MPTF Office when a programme completes its operational activities. [↑](#footnote-ref-7)