

**SECRETARY-GENERAL'S PEACEBUILDING FUND
PROJECT DOCUMENT TEMPLATE**



PBF PROJECT DOCUMENT
Length: Max. 12 pages (plus cover page and annexes)

Country: Bosnia and Herzegovina	
PROJECT TITLE: Support to a PBF Secretariat in Bosnia and Herzegovina to enhance strategic direction, coordination, and peacebuilding impact	
Project number / from MPTF-O Gateway portal (for existing projects):	
PBF project modality: <input type="checkbox"/> IRF <input checked="" type="checkbox"/> PRF	If funding is disbursed into a national or regional trust fund: <input type="checkbox"/> Country Trust Fund <input type="checkbox"/> Regional Trust Fund Name of Recipient Fund:
List all direct project recipient organizations (starting with Convening Agency), followed by the type of organization (UN, CSO etc.): UNDP (on behalf of UN RC) List additional implementing partners, governmental and non-governmental:	
Approximative project start date¹: September 2023 Project duration in months:² 36 months Geographic zones for project implementation: Bosnia and Herzegovina	
Does the project fall under one of the specific PBF priority windows? <input type="checkbox"/> Gender promotion initiative <input type="checkbox"/> Youth promotion initiative <input type="checkbox"/> Transition between different UN configurations (i.e., peacekeeping mission withdrawing) <input type="checkbox"/> Cross-border or regional project	
Total PBF approved project budget* (by recipient organization): UNDP: USD 1,575,575.00 Total PBF: USD 1,575,575.00 <i>*The overall approved budget and the release of the second and any subsequent tranche are conditional and subject to PBSO's approval and subject to availability of funds in the PBF account. The coordinating agency must prove that the project has spent/committed at least 75% of the previous tranche and submit all the PBF reports due covering that same period.</i>	
Any other existing funding for the project (amount and source): N/A	

¹ Note: the project start date is the date of the first transfer.

² The maximal duration 18 months for IRF projects and 36 months for PRF projects.

Total project budget: USD 1,575,575.00			
PBF 1st tranche (60%): UNDP: USD 945,345.00	PBF 2nd tranche* (40%): UNDP: USD 630,230.00	__ tranche XXXX: \$ XXXXXX XXXX: \$ XXXXXX XXXX: \$ XXXXXX	__ tranche XXXX: \$ XXXXXX XXXX: \$ XXXXXX XXXX: \$ XXXXXX
<p>Two-three sentences with a brief project description and succinct explanation of how the project is time sensitive, catalytic, and risk-tolerant/ innovative:</p> <p>The main objective of the project is to strengthen the coordination of PBF efforts in the country by a) setting up the PBF Secretariat within the UN Resident Coordinator's Office to ensure improved coordination, quality, oversight, monitoring and evaluation and strategic communications of the PBF portfolio, as well as to b) to enhance strategic oversight of the PBF portfolio by establishing and supporting the work of a PBF Joint Steering Committee composed of a range of key peacebuilding stakeholders.</p>			
<p>Summarize the in-country project consultation and endorsement process prior to submission to PBSO, including through any PBF Steering Committee where it exists:</p> <p>The project builds upon the request to declare BiH eligible for PBF, submitted by the Chair of BiH Council of Ministers in October 2022, and is the result of consultations among various actors, including the Resident Coordinator's Office (RCO), the UN Country Team (UNCT), and PBSO. In addition to the propositions and recommendations resulting from these consultations, the project also takes into consideration the priorities of the Government of BiH as indicated in the eligibility request to the PBF, the UNSDCF 2021-2025, consultations with authorities at different levels established following the October 2022 elections, development partners and regional multilateral organizations engaged in peacebuilding, IFIs, as well as a range of analyses conducted by the UN on conflict drivers.</p>			
<p>Project Gender Marker score³: 2 Specify % and \$ of total project budget allocated to activities in direct pursuit of gender equality and women empowerment (GEWE): 38,79% /USD 611,165.00 PBF SEC has the responsibility to support UN agencies and all implementing partners in ensuring that GEWE is mainstreamed across all PBF project proposals, with additional support on ensuring a strong peacebuilding lens in projects supporting GEWE as a principal or significant objective (GM2/3), depending on the main objective of the project. It will make sure that progress reports and synergies of project interventions clearly support and demonstrate tangible and sustainable progress towards</p>			

³ Score 3 for projects that have gender equality as a principal objective (at least 80% of total budget allocated to gender equality and women empowerment).

Score 2 for projects that have gender equality as a significant objective (at least 30% of total budget allocated to gender equality and women empowerment).

Score 1 for projects that contribute in some way to gender equality, but not significantly (less than 15% of budget).

GEWE. All monitoring and coordination activities will also be gender sensitive and promote participation of women and consideration of their specific needs.	
Project Risk Marker score ⁴ : 0	
Select PBF Focus Areas which best summarizes the focus of the project (select ONLY one) ⁵ : 4.3 Governance of peacebuilding resources and PBF Secretariat	
If applicable, UNDAF outcome(s) to which the project contributes: Outcome 5. By 2025, there is stronger mutual understanding, respect and trust among people and citizens.	
If applicable, Sustainable Development Goal to which the project contributes: SDG 16: Peace, Justice, and Strong Institutions and 17 Partnerships for the Goals.	
Type of submission: <input checked="" type="checkbox"/> New project <input type="checkbox"/> Project amendment	If it is a project amendment, select all changes that apply and provide a brief justification: Extension of duration: <input type="checkbox"/> Additional duration in months: Change of project outcome / scope: <input type="checkbox"/> Change of budget allocation between outcomes or budget categories of more than 15%: <input type="checkbox"/> Additional PBF budget: <input type="checkbox"/> Additional amount by recipient organization: USD XXXXX Brief justification for amendment: <i>Note: If this is an amendment, indicate any changes to the project document in RED colour or in TRACKED CHANGES, ensuring a new result framework and budget tables are included with clearly visible changes. Any parts of the document which are not affected, should remain the same. New project signatures are required.</i>

⁴ 0 = low risk to achieving outcomes

1 = medium risk to achieving outcomes

2 = high risk to achieving outcomes

⁵ (1.1) SRR, (1.2) Rule of law, (1.3) DDR, (1.4) Political dialogue;

(2.1) National reconciliation; (2.2) Democratic governance; (2.3) Conflict prevention/management;

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

(4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration;

(4.3) Governance of peacebuilding resources and PBF Secretariat.

PROJECT SIGNATURE:

<p>Recipient agency⁶</p> <p><i>Name of Representative:</i> Sylvain Merlen [Redacted] <i>Signature</i> [Redacted] UNDP RR a.i. <i>Date & Seal</i> 17/10/23</p>	<p>Representative of National Authorities</p> <p>Elmedin Konakovic <i>Signature</i> Minister of Foreign Affairs of Bosnia and Herzegovina <i>Date & Seal</i> 12.10.2023. [Redacted]</p>
<p>Resident Coordinator</p> <p>Ingrid Macdonald [Redacted] <i>Signature</i> [Redacted] <i>Date & Seal</i></p>	<p>Peacebuilding Support Office (PBSO)</p> <p>Elizabeth Spehar [Redacted] <i>Signature</i> [Redacted] Assistant Secretary-General for Peacebuilding Support <i>Date & Seal</i> 24/10/2023</p>

⁶ Please include a separate signature block for each direct recipient organization under this project.

I. Peacebuilding context and rationale for PBF support (4 pages max)

a) A summary of conflict analysis findings as they relate to this project.

BiH is a country where the constitutional and governance structures are framed by a peace agreement 27 years after the cessation of 1992 – 1995 conflict. According to Annex IV of the Dayton Peace Agreement (DPA), which provides the constitutional set-up of the country, BiH consists of two entities: the Federation of BiH (FBiH) and Republika Srpska (RS), plus Brčko District (BD). FBiH consists of 10 Cantons. FBiH has 79 municipalities and RS has 61. Annex IV of the DPA outlines competencies for each level of government, which are further developed in individual constitutions of each entity and of each Canton. The complex governance structure includes 3 presidents of the state, each of the two entities also has a president, prime minister at the state level, prime ministers of each of the two entities, 10 prime ministers of each of the cantons in the FBiH entity and mayor of BD, and, at different levels, as many governments, more than 180 ministries and over 700 members of the parliament. The combination of ethnic based politics and convoluted institutional setup results in cumbersome decision making and implementation of policies, and therefore often end up in a deadlock.

Whilst BiH lacks updated population data, the official census from 2013 is 3.5 million people, out of which 51% are women and 49% are men, 62% of the population lives in FBiH, 35% in RS and 2% in Brčko District, and the ethnic breakdown is 50.1% Bosniak, 30.8% Serb, 15.4% Croat and 3.7% Others. It is surmised that the actual population is considerably lower, due to high rates of emigration (particularly amongst youth) and a low birthrate (among the lowest in Europe). According to the Union for Sustainable Return and Integrations in BiH, an estimated 400,000 people have left the country over the last eight years, including some 170,000 in the first half of 2021 alone. At the same time, the country's fertility rate of an average of 1.2 children born for each woman is far below the replacement level of 2.1, contributing to a continuous drop in population numbers.

Following its application for European Union membership in February 2016, in May 2019 the European Commission Opinion set out 14 key priorities to be fulfilled by Bosnia and Herzegovina. These priorities include areas, such as functional democracy, rule of law, efficient and impartial judiciary, promotion and protection of human rights, reconciliation, and public administration reform, that need to be addressed for the European Commission to recommend the opening of accession negotiations. A key priority (number 5) underscores the need for reconciliation, and the necessity for the country to take concrete steps to promote an environment conducive to reconciliation in order to overcome the legacies of the war. This priority corresponds to SDG 16 (Peace, Justice, and Strong Institutions), and thus reinforces the international community's commitment to supporting peacebuilding and social cohesion in BiH.

According to the European Commission's latest assessment (2022), Bosnia and Herzegovina is at an early stage regarding its preparedness and ability to take on the obligations of European Union membership. The assessment concludes that the "commitment of the authorities at all levels of government to the strategic goal of European integration has not been turned into concrete action". The assessment further concludes that continued divisive rhetoric and political disputes have hindered progress in the 14 key priorities so far. Irrespective of these challenges, in December 2022, EU granted candidate status to BiH, with 8 steps which the country needs to fulfil. This is a key milestone for the country's EU reform agenda, with the stated intent to provide an impetus for the new authorities in the country to move positively and proactively forward in a more constructive manner.

In November 2022, the United Nations in BiH updated its Context Analysis. The Analysis showed that people in BiH feel less positive about their lives, have low expectations about the future, and that there is general concern that the country's development path is stagnating. Citizens are troubled by high levels of corruption, divided politics, weak governance and legal institutions, as well as by demographic decline and high rates of emigration. Stalled economic and social development were also cited by respondents as key challenges. Citizens in BiH demand serious reform of institutions and politics, so that there is a renewed focus on addressing the country's challenges.

Yet, the findings also point towards positive trends in BiH society that offer entry points for peacebuilding interventions and support. People are open to engaging in a dialogue to find common solutions to address these current socio-economic and development challenges. Moreover, a significant proportion of citizens irrespective of their ethnic background deem it essential for society to tackle very complex and painful issues that divide in BiH, including the adjudication of war crimes, justice for survivors and their families, dealing with the past, as well as reforming divided education systems.

These are key points that should guide stakeholders, notably the authorities at all levels, civil society, private sector, and the international community, including the United Nations, in our collective response in addressing these issues. Such a collective endeavor will enable the development agenda to move forward in BiH, including through implementation of the SDGs. The United Nations is therefore well-positioned to increase its support to BiH through its peacebuilding, human rights, and development portfolio to deepen and strengthen its partnership with citizens, governments, and international community in BiH.

BiH's eligibility to PBF

The United Nations Sustainable Development Cooperation Framework 2021-2025, developed in partnership with BiH authorities and signed in May 2021, recognizes the

importance of improved social cohesion and trust in Bosnia and Herzegovina as an enabler for progress on the implementation of the SDGs, including advancing results under SDG 16. The UNSDCF commits the United Nations and the authorities of BiH to a dedicated development outcome of “Increased levels of mutual respect, trust, and empathy between people and communities is instrumental for sustainable and faster growth, enhanced rule of law, and effective governance and delivery of basic services”.

In 2022, this prioritization has been reinforced through high-level visits to BiH by senior UN officials. These visits were in response to requests from the country’s Presidency as well as other relevant stakeholders for UN support for dialogue, diversity, and trust-building. Visits were conducted by the Under-Secretary-General for Political and Peacebuilding Affairs, Ms. Rosemary DiCarlo, by the Under-Secretary-General for Global Communications, Ms. Melissa Fleming, by the Secretary-General’s Special Adviser on the Prevention of Genocide, Ms. Alice Nderitu, by the UN High Commissioner for Human Rights, Ms. Michelle Bachelet and by Ms. Fiounnula Ní Aoláin, the UN Special Rapporteur on Human Rights & Counterterrorism. These missions highlighted the importance of social cohesion and trust based on sustaining peace within the current development context, as well as transitional justice and dealing with the past.

Noting this shared commitment across the development, human rights and peace and security pillars, underpinned by years of UN support in BiH, and in response to requests by the Government for additional UN support, the Resident Coordinator and the UN Country Team therefore engaged DPPA to help review and support the finalization of the PBF eligibility request and to orient the future programmatic entry points and support that would follow the approval of eligibility. UN HQ deployed a joint DPPA-PBSO technical mission to Bosnia and Herzegovina in early September 2022. The mission engaged with a wide variety of stakeholders and the UNCT and subsequently provided critical strategic guidance on the orientation of peacebuilding support by identifying salient programmatic entry points. Upon the request by the Chair of the Council of Minister of Bosnia and Herzegovina, the UN Secretary-General in November 2022 declared Bosnia and Herzegovina eligible for the PBF. At the same time PBF approved one Immediate Response Facility project in BiH to complement the eligibility package and ensure concrete actions for social cohesion could be supported from the end of 2022 while awaiting the design of the eligibility package.

Following the October 2022 General Elections, since new Governments were in the process of being established, from November 2022 until February 2023 the UNCT has engaged in developing concept notes for initiatives to be implemented with PBF support in three overarching outcome areas. Based on the initial foundation paper developed by Results Group Four on Social Cohesion in 2022, and further built upon following consultations between UN stakeholders the RC, UNCT, PBSO and DPPA, a strategic vision for longer term peacebuilding support was developed, consisting of three outcome areas, or ‘pillars’, that include the following:

- Improved trust amongst all people and citizens of BiH (through joint advocacy, inclusive dialogue, gender-responsive initiatives, safeguard of cultural diversity

positive interaction and inter-generational trauma-healing), to contribute to long-term stability.

- Strengthened engagement amongst all levels of government in the country for more responsive, inclusive, gender-sensitive and transparent delivery of services by authorities, notably in the areas of education, culture, environment,
- Achieved progress in dealing with the past through the area of truth seeking, justice, reparation and guarantees of non-recurrence with a focus on the dignity and rights of survivors of wartime violations.

It should be noted that the PBF programming will have a very strong focus on gender equality throughout all the strategic priorities (as it already does).

The RC and UNCT have been engaging in continued consultations with the authorities, while also informing embassies and international partners about PBF eligibility and planned investments. It should be noted that with respect to outcome three, given the sensitivity and complexity of this area, it is expected that a longer design and consultation process will be required as part of project design.

Information on the PBF Joint Steering Co0mmittee

There is currently no PBF Joint Steering Committee in Bosnia and Herzegovina, so one of the key functions of the PBF Secretariat will be to establish this body. Establishing a dedicated PBF Steering Committee is justified for the following reasons:

- Need to have a broader, strategic vision of what peacebuilding is in BiH, how to align this agenda with government priorities, including the EU accession agenda, the SDGs, human rights international commitments, and how to align with other development partners and IC actors, etc.
- Implementation of the PBF portfolio by several implementing partners (RUNOs, national partners and PTF) requires strengthened coordination to ensure synergies between projects and a joint overarching vision.
- Complexity of the peacebuilding projects requires additional capacities to ensure strategic coherence and quality implementation.
Need to strengthen communication about the projects and their visibility.
- Need to ensure PBF portfolio benefits from catalytic results and sustainability by continued engagement with authorities and international partners.

- b) A brief description of how the project aligns with/ supports existing Governmental and UN **strategic frameworks**, how it ensures **national ownership**, and any relevant past or current projects.

This project aims to support the design, oversight, implementation, monitoring and visibility of the PBF project portfolio and, as such, it contributes to the UN's ongoing engagement in and support for BiH in line with UNSDCF 2021 - 2025. It should be noted that the UNSDCF, developed with and endorsed by the authorities in BiH in December 2020, prioritizes the need to strengthen social cohesion and reconciliation in BiH (Outcome 5) noting that "Increased levels of mutual respect, trust, and empathy between people is instrumental for sustainable and faster growth, enhanced rule of law, and effective governance and delivery of basic services". Outcome 5 is an enabler for the outcomes and SDG-related priorities, especially SDG 16.

In 2020, ahead of the 25th anniversary of the General Framework Agreement for Peace (GFAP), following joint advocacy efforts by the UN, EU, OSCE and CoE, the BiH Presidency was able to agree on an official joint statement celebrating 25 years of peace. The statement underlined the importance of strengthening trust, peace and mutual respect among all peoples and citizens in BiH and calls upon all authorities to step up activities in this regard. Based on this joint statement, the UN, together with the EU, OSCE and CoE have formulated joint strategic goals aimed at providing more targeted diplomatic and programmatic support to "local champions of peace" (peacebuilders) across the country, where positive and constructive work between and within communities is already under way.

The United Nations in Bosnia and Herzegovina is supported by a small Peace and Development Unit consisting of two persons – an International and a National Peace and Development Advisor. Also supporting the United Nations in Bosnia and Herzegovina are the Human Rights Advisor and Human Rights Officers. All are embedded in the RCO.

The annual expenditure of the UN in BiH in 2021 was \$121,200,273. The planned budget for 2022 amounts to \$126,196,232. Under the 2021-2025 UNSDCF, peacebuilding-related programmes and projects fall under Strategic Priority 4: Citizens and community engagement for social cohesion. In 2021, the total expenditures for SP4 were \$10,951,328. Out of this, USAID contributed 51%, Sweden 13%, EU IPA 11%, The Peacebuilding Fund contributed \$681,634 or 6.5% of total SP4 financing in 2021, making it the 4th largest contributor to this priority.

The UNCT has vast experience in implementing social cohesion interventions since 2014 and has established relationships that can be mobilized to explore new and innovative ways to promote social cohesion and peacebuilding. In its work on social cohesion, the UNCT coordinates with the UN in BiH Youth Task Force and Youth Advisory Board and UN in BiH Plan for Action to counter hate speech.

Specifically, the UN in Bosnia and Herzegovina:

- is present and active in local communities with offices in Banja Luka, Bihac, Mostar, and Tuzla amongst others

- works directly with government to ensure sustainability of programs and can measure impact and social change.
- has partnerships with civil society including CSO's and NGO's, academia, and the private sector with a track record of leveraging these to promote unifying messages and positive narratives across the country.
- has dedicated political, peacebuilding and human rights expertise, not only in BiH, but also in the region, dedicated to informing rights-based, impartial, and multi-stakeholder programmatic approaches,
- has a neutral and impartial standing, allowing it to engage with actors at all levels and from all different communities,
- the UN has strengthened its cooperation with other PB actors, notably those of the Quartet (EU, CoE, OSCE, UN), and via the Trust-building working group (IC representatives from partners interested/working on peacebuilding).

In the past years, UN agencies have implemented a variety of programs, projects and initiatives to advance social cohesion in the country, focused on:

- Youth and women - by addressing trauma and the legacy of the war in local communities, providing economic strengthening and employment opportunities, as well as building their capacities to be more active in decision making processes at all levels.
- Improvement of the education system - by partnering with different institutions to address critical thinking skills as well as media literacy programs as part of efforts to advance the action plan on prevention of hate speech
- Building trust and mutual understanding, respect, and dignity in local communities - by bringing together community residents and leaders around joint policy formation and small grants projects, enabling dialogue between different ethnic groups, including policy dialogue on social cohesion and the legacy of past conflict.
- Bringing attention to "local champions of peace" who are making positive, inclusive policy decisions and actions for the betterment of all members of communities.
- Enhancing social cohesion in communities hosting migrants - by promoting positive stories about migrants, reinforcing cultural exchange to prevent hate speech and fight xenophobia.

Previous / ongoing PBF support includes:

- PBF/IRF-92: Dialogue for the Future: Promoting Coexistence and Diversity; Duration: July 2014 to July 2016; Budget: \$2,000,000; implementing agencies: UNICEF, UNDP, UNESCO.
- PBF/IRF -190: A More Equitable Society: Promoting Social Cohesion and Diversity in BiH (Dialogue for the Future II); Duration: January 2018 to December 2019; Budget: \$2,000,000; implementing agencies: UNICEF, UNDP, UNESCO.
- PBF-IRF-295: Fostering dialogue and social cohesion in and between BiH, Montenegro and Serbia (Dialogue for the Future – regional); Duration: January 2019 to April 2021; Budget: \$1,933,293; implementing agencies: UNICEF, UNDP, UNESCO.
- PBF/IRF- 476: Strengthening the role of youth in promoting increased mutual understanding, constructive narrative, respect for diversity, and trust in Albania,

Bosnia and Herzegovina, North Macedonia, Serbia, and Kosovo (Bosnia and Herzegovina); Duration: 10 May 2022 to 5 May 2024; Budget: \$898.800; implementing agencies: UNFPA, UNESCO.

- PBF/IRF-486: Sustaining peace and social cohesion in Bosnia and Herzegovina through enhanced inter-municipal and inter-entity cooperation on local services and employment opportunities for youth (SPSC in BiH); Duration: 14 December 2022 to 30 November 2024; Budget: \$3,500,000; implementing agencies: IOM, UNDP

II. Project content, strategic justification, and implementation strategy (4 pages max Plus Results Framework Annex)

a) A brief description of the project content

In the period before and continuing after BiH has been declared eligible, the Peace and Development Unit (PDU) has been coordinating all PBF related activities and providing necessary support to UN agencies, funds and programmes, with RC oversight. As the PBF Portfolio is increasing in size and scope, there is a need for a dedicated PBF Secretariat to take that role. The team will be guided by the PDU.

As such, the PBF Secretariat, as a part of the broader Peacebuilding team of BiH RCO, will support the RCO and the JSC, by enabling the following key strands of work: i) providing oversight and quality control of PBF support throughout design and implementation, including identifying opportunities for engagement through analysis and consultations, strengthening capacity of recipient entities, and providing advice to the RC and the Joint Steering Committee; ii) serving as an interface between decision making entities (JSC, PBSO) and PBF projects, providing updates on portfolio progress to PBSO, as needed; iii) ensuring gender and youth inclusion within PBF interventions; and iv) facilitating M&E and communications on the PBF portfolio; v) ensuring synergies of PBF projects with other relevant UNSDCF and international partner programming and seeking partnerships and catalytic results for PBF investments.

A PBF Joint Steering Committee (JSC) will be established to provide the strategic oversight of the PBF portfolio. It is co-chaired by the UN RC and the Government and includes members from the UN, government, CSOs and international partners. The PBF Secretariat will support the establishment and the functioning of the Joint Steering Committee.

In providing technical and coordination support to the PBF portfolio, this project does not plan to support one strategic result versus another, as it will support all the projects being developed and implemented and ensure that they are gender sensitive. Also, the PBF Secretariat is not involved in actual activity implementation of PBF projects.

b) Project result framework, summarizing major project interventions.

The project will include the following specific interventions:

Outcome 1: The PBF portfolio is well coordinated to ensure synergies and greater impact for peacebuilding in BiH.

Output⁷ 1.1: The PBF Secretariat is established and is functional.

Activities:

1.1.1. Recruitment and administration of the Secretariat staff

1.1.2 PBF Secretariat Office set up within the UN RC Office (office furniture & equipment).⁸

1.1.3 PBF Secretariat capacity development supported, as needed, including for participation in PBSO community of practice.

Output 1.2: PBF portfolio programs respond to PBF programming quality criteria.

Activities:

1.2.1. Provide guidance on the design of the transitional justice process that open space for positive narratives, as per Strategic Results Framework Outcome 3 in consultation with the UN Senior Human Rights Advisor and the PDA and ensuring coordination with other TJ efforts ongoing or planned. TORs for the consultancy will be consulted with OHCHR and DPPA before finalization.

1.2.2 As needed, update mappings of peacebuilding actors (UN, Government, CSO, TFP) and interventions and identify funding gaps and programmatic entry points for PBF projects in line with PBF Strategic Results Framework

1.2.3 Provide support to the Peace and Development Unit through regular updates on the conflict analysis situation.

1.2.4 Facilitate coordination and strategic support to ensure design quality of PBF projects in collaboration with UN entities in BiH and at HQ, Government, CSO and TFPs prior their submission to PBSO for approval and in line with the PBF Strategic Framework

1.2.5 Provide technical support to help ensure at least 30% of the PBF funds are allocated to gender/women empowerment and that youth and women are included strongly in all PBF interventions.

1.2.6 Organize workshops to support the UN System and partners to apply for the Fund's annual competitive Gender and Youth Promotion Initiative

⁷ For new Secretariats only.

⁸ This includes a contribution to the Office operational costs including the pool of drivers, to be reviewed by the UN RC annually.

1.2.7 Strengthen capacities of PBF recipient organizations and partners for a conflict sensitive approach, peacebuilding, M&E, and gender sensitive peacebuilding programming, including through provision of training and workshops, as needed.

Output 1.3: Coordination mechanisms within and between PBF projects and with key partners are created to achieve strategic results of the PBF portfolio and ensure coherence/synergies between PBF projects and other relevant activities.

Activities:

1.3.1 Support the oversight role of the RC within the framework of the peacebuilding programming, in close collaboration with the PDU.

1.3.2 Establish a standing coordination mechanism between UN agencies implementing PBF projects, as frequently as needed.

1.3.3. Create relevant coordination mechanisms at the technical level (e.g. Technical Committees at portfolio or project level) between implementing UN agencies, the Government, CSOs, development partners and PBF projects, on a quarterly basis or as needed

1.3.4. Ensure synergies between projects and with other relevant projects during the design and implementation phases.

1.3.5. Organization, if applicable, of regional meetings for sharing of best practices and coordination within the framework of regional projects to enhance the potential of peacebuilding efforts.

Output 1.4:

Establishment and support to the functioning of the PBF Joint Steering Committee and other relevant oversight committees.

Activities:

1.4.1. Support the RC to spearhead establishment of a dedicated PBF Joint Steering Committee and, if needed, a technical committee

1.4.2. Proactively identify peacebuilding issues, challenges and opportunities to support and advise the Joint Steering Committee and PBF key partners.

1.4.3. Organize Joint Steering Committee meetings to provide oversight and strategic direction to the PBF portfolio.

1.4.4. Propose and organize missions for the Joint Steering Committee to monitor PBF portfolio projects implementation, as needed.

1.4.5. Pro-actively support engagement of the Joint Steering Committee and other development partners, including IFIs, on eventual catalytic financing.

Outcome 2: Improved result tracking, learning and communications on PBF portfolio progress and impact.

Output 2.1: Ensure quality monitoring and evaluation of the PBF portfolio.

Activities:

2.1.1. Support UN Agencies to design and provide oversight of quality M&E plans for all PBF projects, both individually and in synergy with each other to prevent duplication among PBF projects, and between PBF projects and other peacebuilding projects in the country.

2.1.2. Review and help to ensure quality of the semi-annual, annual and final PBF project reports.

2.1.3. Ensure quality evaluation deliverables of all PBF projects, in close cooperation with project recipient entities.

2.1.4. Regularly conduct field missions to monitor PBF projects and deliver mission reports to share with the RCO and PBSO/ECAD

2.1.5. Facilitate dialogue between benefiting communities and the PBF Joint Steering Committee via community monitoring mechanisms and ensure voices of the beneficiaries are strategically used for advocacy efforts.

2.1.6. Ensure timely knowledge and best practices management and communication via appropriate platforms for future peacebuilding activities.

2.1.7. Prepare and implement the M&E Plan for the PBF Strategic Results Framework including through contributing to high level data collection, (cost shared with PBF and other projects), and in partnership with government entities, as relevant and appropriate, to enable monitoring against the strategic indicators.

2.1.8 Draft the annual progress report on the progress of the PBF portfolio and the relevant context through a consultative process for submission to PBSO in New York in December of every year.

Output 2.2 Ensure strong communication and visibility of the PBF Portfolio, including on its progress, best practices, and lessons learned.

Activities:

- 2.2.1 *Develop a communication strategy to promote visibility of the PBF activities and results in the country and among a range of stakeholders, including through storytelling.*
- 2.2.2 *Support UNCT to improve visibility of the PBF activities in the country and internationally. Support RCO/AFP in implementing the multi-stakeholder outreach communication strategies to raise awareness on PBF-funded work, enhance understanding on PBF comparative advantage that have catalytic effects.*
- 2.2.3 *Document, analyze and disseminate lessons learned from PBF projects execution in BiH and the region.*
- 2.2.4 *Support resource mobilization efforts of UNCT to follow-up on PBF projects results/impact with the government, bilateral and multi-later partners, including IFIs.*

Target groups

The targeted groups are: PBF Joint Steering Committee, PBF Technical Committees, UN agencies, funds and programmes as well as other implementing partners of the PBF projects (government and NGO/CSOs), UN RC Office, relevant development partners.

c) Provide a project-level ‘theory of change’

If the PBF Secretariat efficiently supports the design, development, oversight to implementation, M&E and reporting of PBF projects, as part of the PBF portfolio, with an effective Joint Steering Committee providing strategic oversight and guidance, **then** the PBF projects will have a more significant and coordinated peacebuilding impact and will be more likely to resolve bottlenecks quickly, sustain their results and to catalyze effects and funds with the Government and development partners.

d) Recipient organizations and implementing partners

The RC has designated UNDP to be the agency responsible for the administrative and programmatic management of the PBF Secretariat project. This is based on the relevance of UNDP’s mandate, its strong engagement in peacebuilding programming (including with funding from the PBF), and its experience in administering the Peace and Development Unit in the country as part of the Joint UNDP-DPPA Programme. In essence, the PBF Coordinator will double as a project manager accessing project management features in Quantum under this stand-alone project and as such will be able to directly manage activities and associated costs in UNDP tool. UNDP will be accountable for actions taken in Quantum, hence the need for programmatic supervision.

e) Project management and coordination

The PBF Secretariat will be situated within the UN Resident Coordinator’s Office and have reporting obligations to the UN RC and, indirectly, to PBSO in New York. PBSO will join the

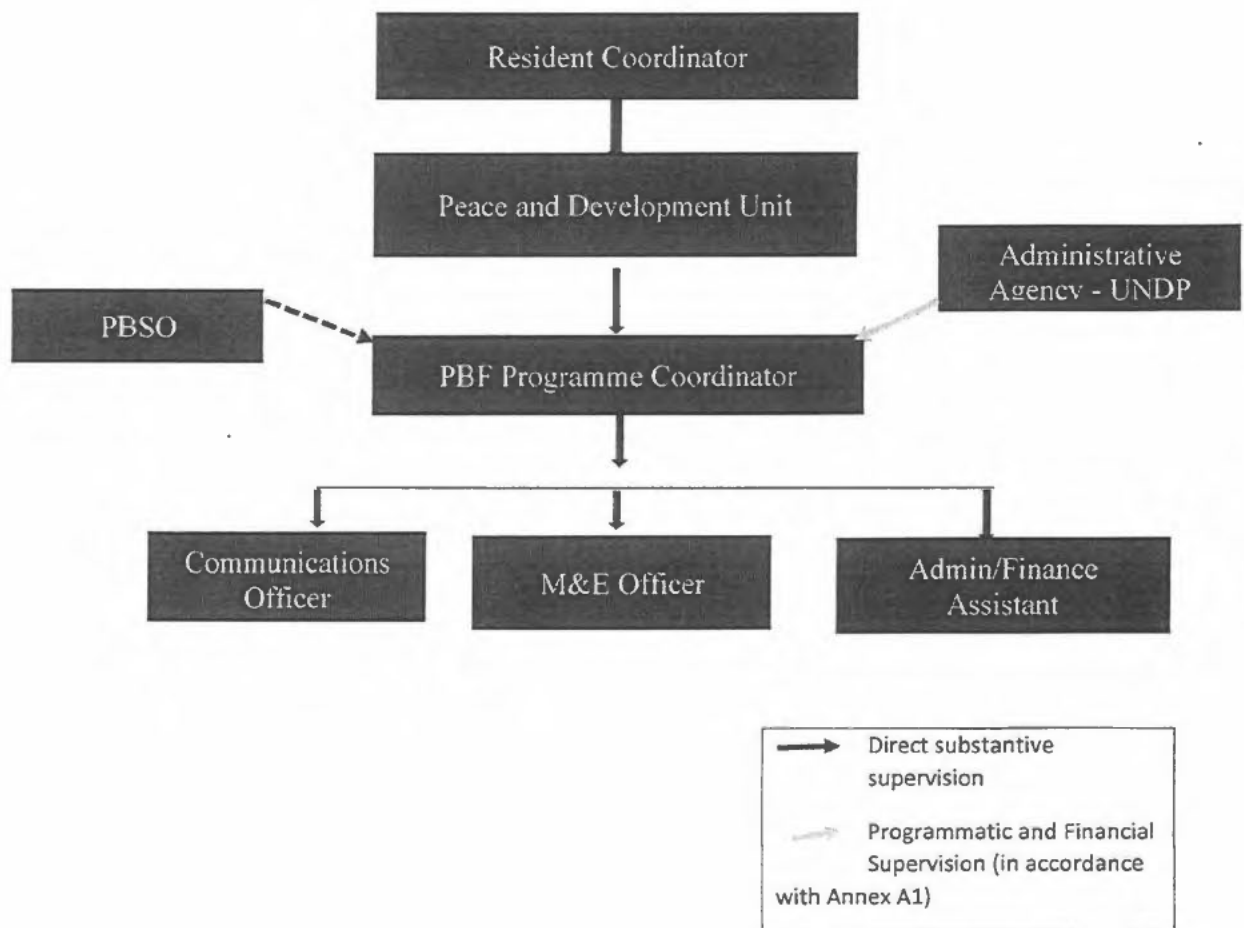
RCO and implementation agency to participate to the recruitment process as well as Secretariat professional staff performance assessment.

The Secretariat will have the following composition: coordinator, M&E officer, communications office, and an administrative/finance assistant. All positions are envisaged for 33 months (3 months for recruitment).

Specific terms of reference will define in detail the responsibilities for each Secretariat staff member with the PBF Coordinator supervising the other staff. The RC remains accountable for the delivery quality of the PBF Secretariat. The RCO will look for possibilities to cost share the Communications Officer position from the second year onwards, if relevant funding will be identified.

UNDP will be the hosting/executing agency and, in this capacity, will ensure administrative and contractual management of Secretariat staff. As the Secretariat will have some activity budget, as per this project document, this will require that the PBF Coordinator and other Secretariat staff can access project management features in Quantum and new ERP systems under this standalone project to be able to directly manage activities and associated cost in UNDP tool.

Secretariat Organizational Chart



---➔ Indirect Supervision

Risk management

Risks	Probability	Impact	Mitigating strategies
Lack of information on implementation by recipient agencies	Low	Low	Secretariat to collaborate with agencies to improve information sharing / maintain substantive link and exchanges with agencies
Delays to submit narrative and financial reports	Low	Low	Close monitoring of agencies to ensure efficient narrative and financial reporting through one-to-one ad-hoc and quarterly meetings.
Insufficient national ownership	Low	Medium	Engage all relevant partners to participate in the Joint Steering Committee and technical meetings during project design and implementation
Steering Committee does not meet according to planned timeline.	Medium	Low	Designate deputy to back up absent Steering Committee members
Procurement processes slow down project execution.	Low	Medium	Prepare procurement plan at start of project – have quarterly updates of the procurement plan and avoid delays
Potential disagreements between agencies regarding project execution	Medium	Medium	Engage all agencies in operational planning of activities during project inception and implementation process. Request mediation from RC when the need arises. Have substantive engagement with agencies and anticipate delays that might occur. Consult agencies and have common understanding on corrective actions to

			address implementation challenges that might arise
Fragmentation, duplication, and weak coordination among projects	Low	Low	Quarterly coordination meetings, joint field visits to promote learning and synergies among projects. Inform on PBF funded projects' complementarity with agencies ongoing Programme to avoid having them as standalone initiatives
Pressure on the Secretariat to prioritize potential fund recipients or implementing agencies to fill their internal funding gaps/priorities.	Medium	Medium	Development of clear and agreed-upon criteria for funding of activities; oversight by JSC via reporting requirements and quarterly meetings.
Lack of quality, analytical, innovative project ideas coming from the agencies and lack of use of lessons learned.	Low	Medium	Regular consultations with implementing agencies, exchanges with Results Group 4 (oversees Outcome 5 UNSDCF on social cohesion), and PDU.

a) Monitoring and evaluation

The PBF Secretariat will ensure quality monitoring and evaluation and learning across the projects through convening coordination meetings for project teams, to review implementation progress and challenges and to provide technical support to project M&E requirements, as needed, including oversight for the project M&E plans, collection of baseline and endline data, realization of perception surveys, external evaluations and major research efforts, and community-based monitoring (CBMs) etc., while the actual monitoring of project progress remains the primary responsibility of the implementing agencies of those projects. The Secretariat will also conduct routine PBF project monitoring field visits, sometimes with government partners and CSO implementing partners, to promote joint monitoring efforts and greater local ownership and to provide spot-checks on project progress. The Secretariat will also review and provide comments on draft project reports for PBF semi-annual, annual, and final reports.

In addition to supporting the monitoring efforts and obligations of individual projects through oversight and technical advice/ capacity building as needed, the Secretariat will all undertake additional efforts to monitor higher level peacebuilding progress at the portfolio level, including against the PBF Strategic Results Framework indicators. This will include identifying source of data and supporting analysis of this data as well as ensuring inclusion of adequate monitoring budgets in the PBF projects to contribute to data collection, as relevant. It may

also include technical and financial contribution to peacebuilding and social cohesion surveys and other data collection exercises to fill gaps in the PBF Strategic Results Framework data collection, where relevant. Finally, it may include technical capacity support to government and non-government entities collecting such relevant data and helping ensure synergies in data collection and better data sharing.

The Secretariat will also provide regular updates to the RC, UNCT, Joint steering Committee and PBSO/ECAD, PDA, on progress made in the PBF portfolio, synergies between the intervention and alignment with the NDP in contributing to the SDGs. In addition, the Secretariat will lead in the analysis, consultations and preparation of the annual strategic report that the RC will submit to PBSO and ECAD at the end of each calendar year on the portfolio progress and future needs.

b) Project exit strategy / sustainability

The project will pay particular attention to national ownership of the project achievements by working closely and collaborating with partners to enhance the participation of relevant government entities and other stakeholders. This will enhance the mainstreaming of key PBF initiatives in their programmes to ensure sustainability of interventions in Bosnia and Herzegovina. The same support will be given to CSOs to enhance their participation to improve result and impact in the long term. This will be facilitated via the full engagement of all partners in project design, monitoring, supervision and M&E. Furthermore, partners will be engaged to participate in documenting and analyzing lessons learned.

2. Project budget

Please provide a brief justification for the proposed budget, highlighting any specific choices that have underpinned the budget preparation, especially for personnel, travel or other indirect project support, to demonstrate value for money for the project.

Fill out two tables in the Excel budget **Annex D**.

Annex A.1: Project Administrative arrangements for UN Recipient Organizations

(This section uses standard wording – please do not remove)

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 the financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF annual 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 completed by the RUNO. A project will be considered as operationally closed upon submission of a joint final narrative report. In order for the MPTF Office to financially closed a project, each RUNO must refund unspent balance of over 250 USD, indirect cost (GMS) should not exceed 7% and submission of a certified final financial statement by the recipient organizations’ headquarters.).
- Disburse funds to any RUNO for any cost 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:

Type of report	Due when	Submitted by
Semi-annual project progress report	15 June	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual project progress report	15 November	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
End of project report covering entire project duration	Within three months from the operational project closure (it can be submitted instead of an annual report if timing coincides)	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it	31 December	PBF Secretariat on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not.

Financial reporting and timeline

Timeline	Event
30 April	Annual reporting – Report Q4 expenses (Jan. to Dec. of previous year)
<i>Certified final financial report to be provided by 30 June of the calendar year after project closure</i>	

UNEX also opens for voluntary financial reporting for UN recipient organizations the following dates

31 July	Voluntary Q2 expenses (January to June)
31 October	Voluntary Q3 expenses (January to September)

Unspent Balance exceeding USD 250, 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.2: Project Administrative arrangements for Non-UN Recipient Organizations

(This section uses standard wording – please do not remove)

Accountability, transparency and reporting of the Recipient Non-United Nations Organization:

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

The Recipient Non-United Nations Organization will have full responsibility for ensuring that the Activity is implemented in accordance with the signed Project Document;

In the event of a financial review, audit or evaluation recommended by PBSO, the cost of such activity should be included in the project budget;

Ensure professional management of the Activity, including performance monitoring and reporting activities in accordance with PBSO guidelines.

Ensure compliance with the Financing Agreement and relevant applicable clauses in the Fund MOU.

Reporting:

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

Type of report	Due when	Submitted by
Bi-annual project progress report	15 June	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual project progress report	15 November	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
End of project report covering entire project duration	Within three months from the operational project closure (it can be submitted instead of an annual report if timing coincides)	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual strategic peacebuilding and PBF progress report (for PRF	1 December	PBF Secretariat on behalf of the PBF Steering Committee, where it exists or

allocations only), which may contain a request for additional PBF allocation if the context requires it		Head of UN Country Team where it does not.
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Financial reports and timeline

Timeline	Event
28 February	Annual reporting – Report Q4 expenses (Jan. to Dec. of previous year)
30 April	Report Q1 expenses (January to March)
31 July	Report Q2 expenses (January to June)
31 October	Report Q3 expenses (January to September)
<i>Certified final financial report to be provided at the quarter following the project financial closure</i>	

Unspent Balance exceeding USD 250 at the closure of the project would have to be refunded and a notification sent to the Administrative Agent, no later than three months (31 March) of the year following the completion of the activities.

Ownership of Equipment, Supplies and Other Property

Matters relating to the transfer of ownership by the Recipient Non-UN Recipient Organization will be determined in accordance with applicable policies and procedures defined by the PBSO.

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 website (<http://www.mptf.undp.org>)

Final Project Audit for non-UN recipient organization projects

An independent project audit will be requested by the end of the project. The audit report needs to be attached to the final narrative project report. The cost of such activity must be included in the project budget.

Special Provisions regarding Financing of Terrorism

Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and against the financing of terrorism. Similarly, all Recipient Organizations recognize their obligation to comply with any applicable sanctions imposed by the UN Security Council. Each of the Recipient Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with this agreement are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If,

during the term of this agreement, a Recipient Organization determines that there are credible allegations that funds transferred to it in accordance with this agreement have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime it will as soon as it becomes aware of it inform the head of PBSO, the Administrative Agent and the donor(s) and, in consultation with the donors as appropriate, determine an appropriate response.

Non-UN recipient organization (NUNO) eligibility:

To be declared eligible to receive PBF funds directly, NUNOs must be assessed as technically, financially and legally sound by the PBF and its agent, the Multi Partner Trust Fund Office (MPTFO). Prior to submitting a finalized project document, it is the responsibility of each NUNO to liaise with PBSO and MPTFO and provide all the necessary documents (see below) to demonstrate that all the criteria have been fulfilled and to be declared as eligible for direct PBF funds.

The NUNO must provide (in a timely fashion, ensuring PBSO and MPTFO have sufficient time to review the package) the documentation demonstrating that the NUNO:

- Has previously received funding from the UN, the PBF, or any of the contributors to the PBF, in the country of project implementation.
- Has a current valid registration as a non-profit, tax-exempt organization with a social based mission in both the country where headquarter is located and in country of project execution for the duration of the proposed grant. (**NOTE:** If registration is done on an annual basis in the country, the organization must have the current registration and obtain renewals for the duration of the project, to receive subsequent funding tranches)
- Produces an annual report that includes the proposed country for the grant.
- Commissions audited financial statements, available for the last two years, including the auditor opinion letter. The financial statements should include the legal organization that will sign the agreement (and oversee the country of implementation, if applicable) as well as the activities of the country of implementation. (**NOTE:** If these are not available for the country of proposed project implementation, the CSO will also need to provide the latest two audit reports for a program or project-based audit in country.) The letter from the auditor should also state whether the auditor firm is part of the nationally qualified audit firms.
- Demonstrates an annual budget in the country of proposed project implementation for the previous two calendar years, which is at least twice the annualized budget sought from PBF for the project⁹
- Demonstrates at least 3 years of experience in the country where grant is sought.
- Provides a clear explanation of the CSO's legal structure, including the specific entity which will enter into the legal agreement with the MPTF-O for the PBF grant.

⁹ Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12.

Appendix B: Project Results Framework (MUST include sex- and age disaggregated data)

Outcome	Output	Indicators	Means of verification/ frequency of collection	Indicator milestones
Outcome 1: The PBF portfolio is well coordinated to ensure synergies and greater impact for peacebuilding in BiH.		<p>Indicator 1(a) Level of coordination between the PBF portfolio and key government, NGO and development partners</p> <p>Baseline: limited</p> <p>Endline: Regular meetings between PBF projects and key stakeholders, including through the JSC and improved awareness of key stakeholders of PBF portfolio.</p> <p>Indicator 1(b) Level of satisfaction of key UN, government, and NGO stakeholders with PBF Secretariat support</p> <p>Baseline: TBC (after 1 year of operation, to be undertaken through an online survey)</p> <p>Endline: TBC</p>	<p>Agenda</p> <p>List of participants</p> <p>Minutes</p> <p>Survey</p>	

	<p>Output 1.1: The PBF Secretariat is established and is functional.</p> <p><i>Activities: 1.1.1. Recruitment and administration of the Secretariat staff</i></p> <p>1.1.2 PBF Secretariat Office set up within the UN RC Office (office furniture and equipment). This includes a contribution to the Office operational costs including the pool of drivers, to be reviewed by the UN RC annually.</p> <p>1.1.3 PBF Secretariat capacity development supported, as needed, including for participation in PBSO community of practice.</p>	<p>Output Indicator 1.1.a: PBF Secretariat set up and its capacity is strengthened.</p> <p>Baseline: No PBF Secretariat</p> <p>Target: PBF Secretariat established and fully functional</p>	<p>TORs Recruitment report Contracts</p> <p>RFQ, purchase orders.</p> <p>Agenda List of participants Training materials Reports</p>	
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	<p>Output 1.2 PBF portfolio programs respond to PBF programming quality criteria Activities:</p> <p>1.2.1. <i>Provide guidance on the design of the transitional justice process that open space for positive narratives, as per Strategic Results Framework Outcome 3 in consultation with the UN Senior Human Rights Advisor and the PDA and ensuring coordination with other TJ efforts ongoing or planned. TORs for the consultancy will be consulted with OHCHR and DPPA before finalization.</i></p> <p>1.2.2 <i>As needed, update mappings of peacebuilding actors (UN, Government, CSO, TFP) and interventions and identify funding gaps and programmatic entry points for PBF projects in line with PBF Strategic Results Framework</i></p> <p>1.2.3 <i>Provide support to the Peace and Development Unit through regular updates on the conflict analysis situation.</i></p> <p>1.2.4 <i>Facilitate coordination and strategic support to ensure design quality of PBF projects in collaboration with UN entities in BiH and at HQ, Government, CSO and TFPs prior their submission to PBSO for approval and in line with the PBF Strategic Framework</i></p> <p>1.2.5 <i>Provide technical support to help ensure at least 30% of the PBF funds are allocated to gender/women empowerment and that youth and women are included strongly in all PBF Interventions.</i></p> <p>1.2.6 <i>Organize workshops to support the UN System and partners to apply for the Fund's annual competitive Gender and Youth Promotion Initiative</i></p>	<p>Output Indicator 1.2a: Support to strategic interventions related to peacebuilding in BiH.</p> <p>Baseline: N/A Target: TBD by the JSC</p> <p>1.2.b At least 30% of total PBF funds are dedicated to gender and/or women empowerment related issues.</p> <p>Baseline: N/A Target: at least 30%</p>	<p>Transitional justice roadmap</p> <p>Gender related projects' budget data.</p> <p>Analyses, briefs, mapping documents.</p> <p>Workshop/training documents</p>	
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	<p><i>1.2.7 Strengthen capacities of PBF recipient organizations and partners for a conflict sensitive approach, peacebuilding, M&E, and gender sensitive peacebuilding programming, including through provision of training and workshops, as needed.</i></p>			
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	<p>Output 1.3: Coordination mechanisms within and between PBF projects and with key partners are created to achieve strategic results of the PBF portfolio and ensure coherence/synergies between PBF projects and other relevant activities.</p> <p><i>Activities:</i></p> <p>1.3.1 Support the oversight role of the RC within the framework of the peacebuilding programming, in close collaboration with the PDU.</p> <p>1.3.2 Establish a standing coordination mechanism between UN agencies implementing PBF projects, as frequently as needed.</p> <p>1.3.3. Create relevant coordination mechanisms at the technical level (e.g. Technical Committees at portfolio or project level) between implementing UN agencies, the Government, CSOs, development partners and PBF projects, on a quarterly basis or as needed</p> <p>1.3.4. Ensure synergies between projects and with other relevant projects during the design and implementation phases.</p> <p>1.3.5. Organization, if applicable, of regional meetings for sharing of best practices and coordination within the framework of regional projects to enhance the potential of peacebuilding efforts.</p>	<p>Indicator 1.3a.: Monthly meetings between UN agencies implementing PBF projects, to ensure coordination.</p> <p>Baseline: Not established Target: 12 per year</p> <p>Indicator 1.3.b.# of capacity building trainings, workshops led by the PBF Secretariat and RCO on improving conflict and gender sensitive approaches to programming, M&E.</p> <p>Baseline: N/A Target: TBC</p>	<p>Agenda of meetings. List of participants Minutes Reports, briefs, etc.</p>	
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	<p>Output 1.4: Establishment and support to the functioning of the PBF Joint Steering Committee and other relevant oversight committees.</p> <p><i>Activities:</i></p> <p><i>1.4.1. Support the RC to spearhead establishment of a dedicated PBF Joint Steering Committee and, if needed, a technical committee</i></p> <p><i>1.4.2. Proactively identify peacebuilding issues, challenges and opportunities to support and advise the Joint Steering Committee and PBF key partners.</i></p> <p><i>1.4.3. Organize Joint Steering Committee meetings to provide oversight and strategic direction to the PBF portfolio.</i></p> <p><i>1.4.4. Propose and organize missions for the Joint Steering Committee to monitor PBF portfolio projects implementation, as needed.</i></p> <p><i>1.4.5. Pro-actively support engagement of the Joint Steering Committee and other development partners, including IFIs, on eventual catalytic financing.</i></p>	<p>Indicator 1.4.a; PBF Joint Steering Committee is established.</p> <p>Baseline: No Joint Steering Committee</p> <p>Target: Joint Steering Committee established.</p>	<p>Agenda of JCF meetings List of participants Minutes Monitoring reports Press releases.</p>	
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<p>Outcome 2: Improved result tracking, learning and communications on PBF portfolio progress and impact</p>		<p>Indicator 2 (a): Increased impact and visibility of the PBF programme monitored and communicated to stakeholders, donors and members of the public.</p> <p>Baseline: N/A Target: TBC</p> <p>Indicator 2(b). Initial catalytic effects registered and communicated to donors.</p> <p>Baseline: limited interaction with other potential donors</p> <p>Target: Systematic engagement with IFIs and other emerging/new donors through RC, with partners showcasing the achievements of the PBF fund</p>		
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	<p>Output 2.1: Ensure quality monitoring and evaluation of the PBF portfolio.</p> <p><i>Activities:</i></p> <p><i>2.1.1. Support UN Agencies to design and provide oversight of quality M&E plans for all PBF projects, both individually and in synergy with each other to prevent duplication among PBF projects, and between PBF projects and other peacebuilding projects in the country.</i></p> <p><i>2.1.2. Review and help to ensure quality of the semi-annual, annual and final PBF project reports.</i></p> <p><i>2.1.3. Ensure quality evaluation deliverables of all PBF projects, in close cooperation with project recipient entities.</i></p> <p><i>2.1.4. Regularly conduct field missions to monitor PBF projects and deliver mission reports to share with the RCO and PBSO/ECAD</i></p> <p><i>2.1.5. Facilitate dialogue between benefiting communities and the PBF Joint Steering Committee via community monitoring mechanisms and ensure voices of the beneficiaries are strategically used for advocacy efforts.</i></p> <p><i>2.1.6. Ensure timely knowledge and best practices management and communication via appropriate platforms for future peacebuilding activities.</i></p>	<p>Output indicator 2.1. a: M&E of the PBF Strategic Result Framework In place and data is collected against the indicators.</p> <p>Baseline: Not established</p> <p>Target: M&E Plan of PBF Strategic Result Framework is in place and used to collect data</p> <p>2.1.b: Improved availability of data on social cohesion and peacebuilding, disaggregated by sex and age groups.</p> <p>Baseline: Limited Target: Reliable data available</p> <p>2.1.c: PBF projects baselines in place within 6 months of project start.</p> <p>Baseline: N/A Target: TBC</p> <p>Indicator 2.1.d: % of active PBF projects which submit their report within the PBSO deadline.</p>	<p>M&E plan of the PBF portfolio</p> <p>Assessment studies</p> <p>Field mission agenda, list of participants, monitoring reports, press releases, etc.</p> <p>M&E plans of projects funded from the PBF.</p> <p>Baselines of projects funded from the PBF.</p> <p>Knowledge products</p> <p>Reports, briefs, etc.</p>	
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	<p>2.1.7. Prepare and implement the M&E Plan for the PBF Strategic Results Framework including through contributing to high level data collection, (cost shared with PBF and other projects), and in partnership with government entities, as relevant and appropriate, to enable monitoring against the strategic indicators.</p> <p>2.1.8 Draft the annual progress report on the progress of the PBF portfolio and the relevant context through a consultative process for submission to PBSO in New York in December of every year.</p>			
	<p>Output 2.2 Ensure strong communication and visibility of the PBF Portfolio, including on its progress, best practices, and lessons learned.</p> <p>Activities:</p> <p>2.2.1 Develop a communication strategy to promote visibility of the PBF activities and results in the country and among a range of stakeholders, including through storytelling.</p>	<p>Output 2.2. a: Number of visibility stories on PBF projects developed and published.</p> <p>Baseline: Not established</p> <p>Target: TBC</p>	<p>Communication strategy</p> <p>Stories, press releases, interviews, etc.</p> <p>Agenda of meetings</p> <p>List of participants</p> <p>Minutes</p>	

	<p>2.2.2 Support UNCT to improve visibility of the PBF activities in the country and internationally.</p> <p>2.2.3 Document, analyze and disseminate lessons learned from PBF projects execution in BiH and the region.</p> <p>2.2.4 Support RCO/AFP's in implementing the multi-stakeholder outreach communication strategies to raise awareness on PBF-funded work, enhance understanding on PBF comparative advantage that have catalytic effects.</p> <p>2.2.5 Support resource mobilization efforts of UNCT to follow-up on PBF projects results/impact with the government, bilateral and multi-lateral partners, including IFIs.</p>		
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Annex C: Checklist of project implementation readiness

Question	YES	NO	Comments
1. Have all implementing partners been identified?			
2. Have TORs for key project staff been finalized and ready to advertise?			
3. Have project sites been identified?			
4. Have local communities and government offices been consulted/ sensitized on the existence of the project?			
5. Has any preliminary analysis/ identification of lessons learned/ existing activities been done?			
6. Have beneficiary criteria been identified?			
7. Have any agreements been made with the relevant Government counterparts relating to project implementation sites, approaches, Government contribution?			
8. Have clear arrangements been made on project implementing approach between project recipient organizations?			
9. What other preparatory activities need to be undertaken before actual project implementation can begin and how long will this take?	N/A		

For MPTFO Use

Totals				
	UNDP	Recipient Organization 2	Recipient Organization 3	Totals
1. Staff and other personnel	\$ 687,500.00	\$ -	\$ -	\$ 687,500.00
2. Supplies, Commodities, Materials	\$ -	\$ -	\$ -	\$ -
3. Equipment, Vehicles, and Furniture	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
4. Contractual services	\$ 560,000.00	\$ -	\$ -	\$ 560,000.00
5. Travel	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00
6. Transfers and Grants to Counterparts	\$ -	\$ -	\$ -	\$ -
7. General Operating and other Costs	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00
Sub-Total	\$ 1,472,500.00	\$ -	\$ -	\$ 1,472,500.00
7% Indirect Costs	\$ 103,075.00	\$ -	\$ -	\$ 103,075.00
Total	\$ 1,575,575.00	\$ -	\$ -	\$ 1,575,575.00

Performance-Based Tranche Breakdown					
	UNDP	Recipient Organization 2	Recipient Organization 3	TOTAL	Tranche %
First Tranche:	\$ 945,345.00	\$ -	\$ -	\$ 945,345.00	60%
Second Tranche:	\$ 630,230.00	\$ -	\$ -	\$ 630,230.00	40%
Third Tranche:	\$ -	\$ -	\$ -	\$ -	0%
TOTAL	\$ 1,575,575.00	\$ -	\$ -	\$ 1,575,575.00	