

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



**PBF PROJECT DOCUMENT**

**Length: Max. 12 pages** (plus cover page and annexes)

<b>Country:</b> The Gambia	
<b>PROJECT TITLE:</b> Support to a PBF Secretariat in The Gambia to enhance coordination and peacebuilding impact	
<b>Project number / from MPTF-O Gateway portal (for existing projects):</b> 00134234	
<b>PBF project modality:</b> <input type="checkbox"/> IRF <input checked="" type="checkbox"/> PRF	<b>If funding is disbursed into a national or regional trust fund:</b> <input type="checkbox"/> Country Trust Fund <input type="checkbox"/> Regional Trust Fund <b>Name of Recipient Fund:</b>
<b>List all direct project recipient organizations (starting with Convening Agency), followed by the type of organization (UN, CSO etc.):</b> UNDP, <b>OHCHR</b>	
<b>List additional implementing partners, governmental and non-governmental:</b>	
<b>Approximative project start date<sup>1</sup>:</b> December 2022 <b>Project duration in months:<sup>2</sup></b> 13 months (from 12 December 2022) + 36 months = total of 49 months; current end date: 12 January 2024, new end date: 12 January 2027 <b>Geographic zones for project implementation:</b> National	
<b>Does the project fall under one of the specific PBF priority windows?</b> <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	
<b>Initial total PBF approved project budget* (by recipient organization):</b> UNDP: \$ 361,660.00 (Phase I, December 2022 – January 2024): <u>Total: \$ 361,660.00</u>  <b>Additional budget (1<sup>st</sup> Cost Extension (CE), phase II, January 2024 – January 2027)</b> UNDP: \$ 1,271,956.08 OHCHR: \$ 241,108.45 <u>Total: \$ 1,513,064.53</u>	

<sup>1</sup> Note: the project start date is the date of the first transfer.

<sup>2</sup> The maximal duration 18 months for IRF projects and 36 months for PRF projects.

**Total project budget (phase I + phase II):**

UNDP: \$ 1,633,616.08

OHCHR: \$ 241,108.45

Total: \$ 1,874,724.53**BUDGET SUMMARY:**

	<b>Initial Budget (phase I)</b>	<b>1<sup>st</sup> Cost Extension Budget (phase II)</b>	<b>Total project budget</b>
UNDP	361,660 USD	1,271,956.08 USD	<b>1,633,616.08 USD</b>
OHCHR	-	241,108.45 USD	<b>241,108.45 USD</b>
<b>Total</b>	<b>361,660 USD</b>	<b><u>1,513,064.53 USD</u></b>	<b><u>1,874,724.53 USD</u></b>

*\*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.*

*The approval of the fourth tranche is subject to the renewal of PBF eligibility for the Gambia.*

**Any other existing funding for the project (amount and source):** N/A

<b>PBF 1<sup>st</sup> tranche: (13%) (phase I)</b>	<b>PBF 2<sup>nd</sup> tranche*: (33%) (1<sup>st</sup> CE, phase II)</b>	<b>PBF 3<sup>rd</sup> tranche*: (31%) (1<sup>st</sup> CE, phase II)</b>	<b>PBF 4<sup>th</sup> tranche*: (23%) (1<sup>st</sup> CE, phase II)</b>
UNDP: \$ 253,162.00	UNDP: \$ 490,084.82 OHCHR: \$ 120,554.23	UNDP: \$ 445,184.63 OHCHR: \$ 120,554.22	UNDP: \$ 445,184.63
Total: \$ 253,162.00	Total: \$ 610,639.05	Total: \$ 565,738.85	Total: \$ 445,184.63

**Two-three sentences with a brief project description and succinct explanation of how the project is time sensitive, catalytic and risk-tolerant/ innovative:**

The overall aim of this proposal is to ensure effective, sustainable and coherent peacebuilding programming through PBF funding, through a twofold coordinated approach: i) sustaining and strengthening the day-to-day work of the existing PBF Secretariat (established under the Transitional Justice project) in charge of supporting the RCO and UNCT at PBF portfolio-level as well as AFPs at project-level with regard to design, implementation, M&E, sustainability and catalytic impact; ii) support the work of a PBF Joint Steering Committee composed of a range of strategic peacebuilding stakeholders to enhance strategic oversight and guidance to the PBF portfolio. Close cooperation between PBF and JSC under the overall leadership of the UNRC will contribute to strengthened PBF-funded peacebuilding action implemented by the UN and national actors (including the government and civil society, among others).

*In the second phase the project aims to continue delivering on the above and further support the already established PBF-Joint-Steering Committee.*

<p><b>Summarize the in-country project consultation and endorsement process prior to submission to PBSO, including through any PBF Steering Committee where it exists:</b></p> <p>The project was designed in consultation with government partners specifically the Department of Strategic Policy and Delivery and UNCT which provided valuable inputs and feedback on the need to strengthen the oversight and collaboration for more effective coordination of the PBF interventions for maximum results and impact.</p>	
<p><b>Project Gender Marker score<sup>3</sup>: 2</b>  <b>Specify % and \$ 634 652,79 of total project budget allocated to activities in direct pursuit of gender equality and women empowerment: 34%</b>  PBF SEC has the responsibility to support AFPs in ensuring that GEWE is mainstreamed across all 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 GEWE.</p>	
<p><b>Project Risk Marker score<sup>4</sup> : 0</b></p>	
<p><b>Select PBF Focus Areas which best summarizes the focus of the project (select ONLY one)<sup>5</sup>: 4.3</b>  Governance of peacebuilding resources and PBF Secretariat</p> <p>If applicable, <b>UNSDCF outcome(s)</b> to which the project contributes: <b>Outcome 2.1: By 2028, marginalized and vulnerable people in The Gambia participate in functional, accountable, and transparent institutions for the efficient delivery of public services and good governance.</b></p> <p>If applicable, <b>Sustainable Development Goal</b> to which the project contributes: SDG 16: Peace, Justice, and Strong Institutions and 17 Partnerships for the Goals.</p>	
<p><b>Type of submission:</b></p> <p><input type="checkbox"/> <b>New project</b></p>	<p><b>If it is a project amendment, select all changes that apply and provide a brief justification:</b></p>

<sup>3</sup> **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).

<sup>4</sup> 0 = low risk to achieving outcomes

1 = medium risk to achieving outcomes

2 = high risk to achieving outcomes

<sup>5</sup> (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.

<input checked="" type="checkbox"/> <b>Project amendment</b>	<p><b>Extension of duration:</b> <input checked="" type="checkbox"/> Additional duration in months:</p> <ol style="list-style-type: none"> <li>1. Original project duration in months (phase I): 13 months, from 12 December 2022</li> <li>2. New project duration (phase II): an addition of 36 months (1<sup>st</sup> Cost Extension = total of 49 months; current end date: 12 January 2024; new end date: 12 January 2027).</li> </ol> <p><b>Change of project outcome / scope:</b> <input type="checkbox"/></p> <p><b>Change of budget allocation between outcomes or budget categories of more than 15%:</b> <input checked="" type="checkbox"/></p> <p>The Cost Extension (phase II) is for 3 years with changes in terms of the Secretariat composition and contract modalities, consequently, in the framework of this 1<sup>st</sup> Cost Extension/phase II, the budget category '1. Staff and other personnel' now represents 67% of the budget, (whereas it represented 35% in phase I).</p> <p><b>Additional PBF budget:</b> <input checked="" type="checkbox"/></p> <p>The Cost Extension (phase II) is for 3 years with changes in terms of the Secretariat composition and contract modalities, so there is an additional budget requested for that extension period; which includes the addition of a recipient organization (OHCHR).</p> <p><b>Brief justification for amendment:</b></p> <p>In the framework of the re-eligibility process for the period 2024 – 2028, a Cost Extension request is submitted to extend for 3 years this Project Document which supports the PBF Secretariat. The Cost Extension will be for a 'phase II', from January 2024 to January 2027.</p> <p>Such extension aims at continuing to enable a PBF Secretariat to support effective, sustainable, and coherent peacebuilding programming through PBF funding, through a twofold coordinated approach as mentioned earlier in the document. There are no changes to the project outcomes.</p> <p>There are 5 major changes in the framework of this 1<sup>st</sup> Cost extension / phase II:</p> <ol style="list-style-type: none"> <li>I) <u><b>An additional recipient organization:</b></u> OHCHR will be the additional recipient in this project, to enable the PBF financial contribution to the Human Rights Adviser position (50% co-funded for 2 years), to support human rights mainstreaming across all projects of the PBF portfolio and continued advice on human rights in the RC Office.</li> <li>II) <u><b>The change in contractual modalities for 3 existing PBF Secretariat positions (PBF Coordinator, M&amp;E officer and driver):</b></u></li> </ol>
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	<p>The originally planned and budgeted contract modalities (during phase I) of these positions have been:</p> <ul style="list-style-type: none"> <li>• PBF Coordinator position: FTA NOC 7<sup>6</sup></li> <li>• M&amp;E Officer position: NPSA 9</li> <li>• Driver position: NPSA 2</li> </ul> <p>The 1<sup>st</sup> Cost Extension includes the request to change these contract modalities into the following, for each position:</p> <ul style="list-style-type: none"> <li>• PBF Coordinator position: International FTA P4 7</li> <li>• M&amp;E Officer position: National FTA NOC 6</li> <li>• Driver position: National FTA GS2</li> </ul> <p>These changes related to contract modalities have been agreed by UNDP CO, UNDP HQ and the RC.</p> <p>These positions, under these new contract modalities, will be advertised (in early January 2024 the very latest); PBSO will also take part in the recruitment process.</p> <p>The current contracts modalities of the PBF Coordinator, M&amp;E Officer and Driver are to be extended in the first place for 6 months and additional extensions will be considered by PBSO and RCO depending on FTA recruitment process.</p> <p>III) <b>The addition of a new team member</b>, a Knowledge Management and Communications Officer. The recruitment of a Knowledge Management and Communications Officer for the PBF Secretariat in The Gambia is imperative to enhance the effectiveness and impact of Peacebuilding Fund-funded projects in the Gambia, mainly by building on in-depth research, analysis and cross-learning, in addition to building on an enhanced promotion of good practices and lessons learned to support greater synergy-building and resource-mobilization dynamics. This will be a NPSA 6 position/contract modality.</p> <p>This additional member will lead the PBF Secretariat composition to 5 members: 1 Coordinator, 1 M&amp;E Officer, 1 Administrative and Finance Assistant, 1 Knowledge Management and Communications Officer and 1 Driver.</p> <p>IV) <b>Some activities have been added, building on 2022/2023 lessons learned:</b></p> <ul style="list-style-type: none"> <li>- Each of the PBF Secretariat position are now distinguished</li> </ul>
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<sup>6</sup> This modality has been temporarily changed into an IPSA 10 for the second half of 2023 (24th July – 31st December).

	<p>by an activity; one budget category have also been distinguished in order to facilitate financial monitoring of these spendings:</p> <ul style="list-style-type: none"> <li>i. Activity 1.1.7: PBF Coordinator position</li> <li>ii. Activity 1.1.8: Monitoring and Evaluation Officer position</li> <li>iii. Activity 1.1.9: Knowledge Management and Communications Officer position</li> <li>iv. Activity 1.1.10: Administrative and Finance Assistant position</li> <li>v. Activity 1.1.11: Driver position</li> <li>vi. Activity 1.1.12: Human Rights Advisor position (50% co-funding for 2 years from January 2024)</li> <li>vii. Activity 1.1.13: PBF Secretariat Vehicle Maintenance and Bike Purchase for Driver</li> </ul> <p>- Three stand-alone activities (2 under Output 1.2, 1 under Output 1.4), with their own budget lines, have been added:</p> <ul style="list-style-type: none"> <li>i. Activity 1.2.6: Support multi-stakeholder consultations during PBF projects inception phase (concept note and prodoc design processes)</li> <li>ii. Activity 1.2.7: Support multi-stakeholder consultations during PBSO missions, including on the occasion of donors visits</li> <li>iii. Activity 1.4.7 support the monitoring of the SRF</li> </ul> <p>V) Stronger gender-mainstreaming across PBF Secretariat work has been planned in the framework of this 1<sup>st</sup> Cost Extension. Such work will be undertaken in a cross-cutting manner, cf. consultations and workshops for projects design, capacity-building activities, research and analysis, communications, M&amp;E frameworks, etc. This leads to a greater GEWE allocation overall.</p> <p><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></p>
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**PROJECT SIGNATURE:**

<p><b>Recipient agency<sup>1</sup>: UNDP</b></p> <p>Mandisa Mashologu</p>  <p>Signature </p> <p>Resident Representative United Nations Development Programme Date &amp; Seal 21/12/2023</p>	<p><b>Representative of National Authorities</b></p> <p>Salimatta E. T. Touray</p>  <p>Signature </p> <p>Secretary-General and Head of the Civil Service Date &amp; Seal</p>
<p><b>Recipient agency<sup>2</sup>: OHCHR</b></p> <p>Robert Kotcham</p>  <p>Signature </p> <p>Regional Representative Office of the United Nations High Commissioner for Human Rights Date &amp; Seal 21/12/2023</p>	<p><b>Resident Coordinator. ai</b></p> <p>Dr. Desta A. Tiruneh</p>  <p>Signature </p> <p>United Nations Resident Coordinator.ai Date &amp; Seal 21/12/2023</p>
<p><b>Peacebuilding Support Office (PBSO)</b></p>  <p>Elizabeth Spehar Signature Assistant Secretary-General, Peacebuilding Support Office Date &amp; Seal 29/12/2023</p>	

<sup>1</sup> Please include a separate signature block for each direct recipient organization under this project.

<sup>2</sup> 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 brief summary of **conflict analysis findings** as they relate to the conclusions of the analysis and to this project, focusing on the structural causes and driving factors of tensions/conflict that the project aims to address and analyzing the main actors/stakeholders that have an impact on or are impacted by the driving factors, which the project will aim to engage. This analysis must be gender- and age- sensitive.

### **Brief analysis including context, socioeconomic information, etc. (1 to 2 par.)**

The Gambia is slowly but steadily progressing on the reform and transitional agenda ushered in by the government of President Adama Barrow in 2017, following 22 years of autocratic rule by his predecessor, Yahya Jammeh. The Barrow government has made some progress on key priorities in the areas of transitional justice, constitutional review, judicial and civil service reform, security sector reform, media and freedom of expression reforms and economic development. For example, the Janneh Commission, the Constitutional review commission and the Truth and Reconciliation and Reparation Commission (TRRC) completed their mandates and submitted their reports and recommendations to government. The government has also issued a White Paper in response to the TRRC recommendations, the majority of which it accepted. The government is now engaging with the victims and development partners on the next steps for its implementation. In addition, many laws, including on Access to Information, Disability Rights, and a host of other issues have already been passed into law.

The Stakeholder Conference and Donor Roundtable in May 2023 increased awareness and understanding of the TRRC's findings and recommendations, providing stakeholders with valuable insights into addressing the legacy of human rights violations. The conference also fostered a commitment to the implementation process, encouraging government officials and stakeholders to reaffirm their dedication to the TRRC's recommendations while discussing potential challenges and opportunities. The conference promoted collaboration and coordination among diverse range of stakeholders, including government officials, victims of human rights violations and their families, civil society organizations, international organizations, development partners, and the media. It offered a unique platform to explore how these stakeholders can work together effectively in supporting the implementation of the TRRC recommendations.

The government organized a peaceful and credible presidential election in December 2021 in which President Barrow won a convincing mandate to serve a second five- year term, winning with 53 percent of the vote in a single round, first-past-the-post election that saw a turnout of 89.34% percent of registered voters. President Barrow has vowed to revitalize major reform agendas and to ensure that justice and respect for human rights prevail. Please say a few words about the results of the legislative and the local elections.

However, despite progress made, some reform processes did not progress as expected, notably in the areas of constitutional reform, electoral reform linked to the constitutional one, security sector reform, civil service reform and the adoption of anti-corruption law. On gender equality and women's leadership, limited progress has been made. For example, the Legislative elections held in April 2022 saw the election of 50 men and only 3 women complemented by the nomination of two women by the President. Despite this, women constitute 57 percent of the registered voters while young people (under 35 years) make up 58 percent. This is an indication that women and youth have a long way to go to achieve leadership positions to effectively participate in the transition process. Yet, women and youth continue to play roles in political and election processes despite their limited representation in governance and decision-making positions. They turned out massively to vote, sending a clear signal that they want to play a key role in shaping their country's future.

During electoral campaigns, The Gambia witnessed the use of inflammatory language and hate speech, mostly based on ethnic differences, , which risked triggering election-related violence. While efforts carried out by the UN and other partners (including with PBF support) helped to prevent this from spiraling out of control, much more work needs to be done to promote national unity and to strengthen the social contract between the government and all Gambians, regardless of tribe or religious affiliation. Interestingly, Gambians are not divided along religious lines although recent intra-religious issues are emerging within the Muslims community. Leaders of the Muslim and Christian communities work together to promote peaceful co-existence including during the run-up to the elections, but recent land seizures targeting the Christian minority have taken place, which could trigger conflict unless preventive actions are taken.

Despite all these challenges, the social and democratic space is slowly improving as reflected by an open political space, with a rising number of political parties, media platforms and civil society organizations, as well as a judiciary increasingly assertive of its independence and a National Human Rights Commission (NHRC). The implementation of the extended National Development Plan (NDP, 2018-2022) continues with the launch of flagship government projects designed to improve infrastructure, enhance access to basic social services and improve the socio-economic situation of the population, which remains one of the least developed in the world.

The government of The Gambia is in the process of finalizing a new, green, recovery-focused National Development plan (NDP) to replace the NDP that spanned 2018-2022. The overarching goals of the new NDP—which will cover 2023-2027 and which, at the time of writing, was still in draft form—are to (1) consolidate gains in democratic governance, (2) accelerate green economic and social transformation and (3) build resilience to shocks and crisis. Of the draft plan's seven pillars, three are of particular relevance to peacebuilding in The Gambia's current context, namely Pillar II on governance reforms; Pillar V on agriculture,

environment, natural resources and climate change; and Pillar VI on empowerment, social inclusion and leaving no one behind.<sup>7</sup>

- Under Pillar II (governance reforms), the government commits, inter alia, to adopt a new Constitution; to bring laws into line with human rights standards; to enhance the governance and management of civil society organisations; to conduct regular, transparent, inclusive, free and fair elections; to enact reforms to ensure rule of law, respect for human rights and equitable access to justice; and to reform the security sector with adequately capacitated security institutions.
- Under Pillar V (agriculture, environment, natural resources, and climate change), the government commits, inter alia, to sustainably manage fishery resources; to engage in climate change adaptation for fisheries habitat protection; to strengthen capacity for fisheries management and development; and to improve artisanal value addition.
- Under Pillar VI (empowerment, social inclusion and leaving no one behind), the government commits, inter alia, to empower Gambian women economically, socially, and politically; and to enhance economic opportunities and all-round social and cultural development for youth.

Following the change of government in 2017, the PBF was an early strategic responder to the transition priorities in The Gambia, approving a first package of \$3.1m for critical interventions to support transitional justice and the establishment of the Truth, Reconciliation and Reparations Commission (TRRC), the National Human Rights Commission, security sector assessment and reform, and to strengthened coordination in the Office of the President which resulted to the Department of Strategic Policy and Delivery. The PBF also supported nation-wide consultations and the establishment of the TRRC and provided guidance and support to the Government for its operationalization and the training of its commissioners. The PBF, through the project jointly implemented by the OHCHR and UNDP, facilitated the establishment of the TRRC in October 2018, as well as its three years of investigations and the submission of its final report in November 2021.

Regarding Security Sector Reform (SSR), PBF support focused on strengthening the Government's capacity to provide strategic coordination to the SSR process. The support included the completion of an assessment of the security sector, identifying key threats and gaps in the security architecture, providing the foundation for planning of needed reforms. PBF support also supported the drafting of The Gambia's first SSR Strategy in 2020.

Following the declaration of The Gambia's eligibility to the PBF in September 2018 by the UN Secretary-General, additional support packages have been approved over the years to support peacebuilding initiatives across various sectors. Between 2017 and 3 the global PBF investment in the Gambia has reached \$34m covering eighteen (18) projects implemented by nine UN agencies. There is also two proposal under development with a proposed envelop of \$6m for both. The PBF projects are usually designed and implemented by two or three

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<sup>7</sup> The Gambia National Development Plan 2023-2027 (Draft version 21 November 2022).

agencies except for two initial projects designed in 2017 which were implemented by one UN agency. This has made a great contribution in strengthening integration and joint programming among the various UN agencies participating in the different projects. Areas supported include transitional justice, security sector reform, institutional strengthening through the establishment of the Department of Strategic Policy and Delivery (DSPD) addressing land conflict, women and youth participation in decision making, rule of law and community policing, youth against political violence, returning migrants, climate change, support to the implementation of the TRRC recommendations, provision of Mental Health Service and psychosocial wellbeing of Sexual and Gender Based Violence (SGBV) survivors and cross border cooperation between Gambia and Senegal.

Out of the eighteen (18) projects, only 8 will be active and ongoing, 3 are going through final evaluations while 7 are operationally closed. Two new projects are currently under development in 2023 to cover 1) **Sustaining The Gambia's peaceful transition by supporting implementation of its Security Sector Reform Strategy** and 2) **Empowering Communities in The Gambia to Prevent, mitigate and resolve land-related conflicts exacerbated by climate change**. All PBF projects designed are informed by assessments and findings of the Conflict and Development Analysis (CDA) done in 2018 and updated in 2019 in addition to an analysis of the emerging issues.

The PBF support has helped catalyze critical peacebuilding processes in a very short period, helping to ensure that the country did not descend into violence during this fragile transition period, including the 2021 presidential elections. Thanks in part to PBF assistance, and with the technical support of UN agencies alongside the government's commitment and participation, commendable progress has been made in sustaining peace, particularly in the areas of transitional justice, constitutional review, security, judicial and civil service reform, women and youth empowerment and participation, returning migrants and economic development.

### **Information on the Steering Committee**

The PBF Portfolio used to be overseen by the UNDAF Joint (Government/UN) Steering Committee, which is co-chaired by the UN Resident Coordinator and the Secretary-General (SG) and Head of the Civil Service of the Government. The UNDAF Steering Committee provided strategic and political oversight of the totality of UN support to the Gambia, including the PBF portfolio. The RC held quarterly meetings with the SG to discuss various issues including the PBF portfolio.

Individual projects have dedicated Steering Committees led by UN agencies and their government counterparts at technical levels, where strategic and programmatic issues are discussed and actioned. The need to establish a dedicated PBF Steering Committee was raised at the last Joint UNDAF meeting held in April 2021 which informs the design of this project. This project has enabled to establish a dedicated Joint PBF Steering/Coordination Committee to complete the PBF Secretariat structure. This is important to help the country to make the Peace-Development and Humanitarian nexus a reality as the JSC will help to increase

ownership and greater integration of the interventions in support of the government's efforts towards the achievement of the SDGs.

The Joint Steering Committee (JSC) serves as the primary decision-making body responsible for overseeing PBF-supported projects. The JSC is Co- chaired by the United Nations Resident Coordinator and the Secretary-General and Head of the Civil Service of the Gambian Government. Its membership comprises of key coordination Ministries, Development Partners, Bilateral and Multilateral partners, donors, and the civil society.

Additionally, the collaborative work of the PBF Secretariat and DSPD formerly under the Office of the President and now under the newly created Ministry of Public Reform, Delivery and Policy Coordination, has strengthened the collaboration between the RCO and the government in coordinating and monitoring and evaluation of the portfolio. This is achieved through their active participation and guidance in project designs, project monitoring field visits organised by the PBF Secretariat or joint monitoring visits organised by individual projects. This also extends to the provision of support and guidance by the PBF Secretariat? On what? to relevant government sectors participating in the implementation of PBF-funded projects. The DSPD helps to ensure that the PBF portfolio aligns and is coherent with the National Development Plan (NDP). The PBF Secretariat will leverage on these gains and strengthen their capacity and collaboration to promote the mainstreaming of the key results of the PBF interventions in sector plans for sustainability.

- b) A brief description of how the project aligns with/ supports existing Governmental and UN **strategic frameworks**, how it ensures **national ownership**. Indicate how the project complements/ builds on any other relevant interventions in this sector/area, including any lessons from previous PBF support.

The project contributes to the on-going UN engagements and support to the country in line with the United National Development Cooperation Framework (UNDCF), National Development Plan (NDP) and priorities to sustain the peace and development of the country to attain the peace and development nexus.

In addition, the UN and the WB has a project funded by PBSO-HDP Partnership Facility which collaborates on data analysis on root causes of fragility and conflict and sources of resilience and peace engines. Please provide some info about progress on this project and how this benefits PBF programming. Please also say something about how you ensure that PBF programming is complementary to and/or benefits from other peacebuilding initiatives, like the one mentioned co-funded by the World Bank.

During Phase I, the PBF projects implemented so far respond to the priority areas identified in the first eligibility application and captured in the PBF Strategic Results Framework for Gambia developed in 2020 as (1) "Gambian government and political actors continue to make progress on key transitional processes and reforms; (2) "Gambian society has expanded spaces for dialogue at the community level (including conflict resolution and other activities that decrease the likelihood for conflict and support social cohesion)"; (3) "Civil society are gradually becoming more robust in their advocacy and accountability roles to bridge the gap

between citizens and the state” and (4) “Media actors are more conflict sensitive in their reporting and engage meaningfully with the NDP and regional-level frameworks to bridge the state-citizen gap”

All the projects designed are informed by assessments and findings of the Conflict and Development Analysis (CDA) done in 2018 and updated in 2019 and an analysis of the emerging issues.. Please provide updated info about this process and flag how the new CDA update will benefit the refinement of PBF programming in the next few years.

During Phase II of this PBF Secretariat ProDoc, the PBF Secretariat will be in charge of continuing to support the effective, sustainable and coherent peacebuilding programming through PBF funding, still through a twofold coordinated approach: i) sustaining and strengthening the day-to-day work of the existing PBF Secretariat in charge of supporting the RCO and UNCT at PBF portfolio-level as well as AFPs at project-level with regard to design, implementation, M&E, sustainability and catalytic impact; ii) support the work of a PBF Joint Steering Committee composed of a range of strategic peacebuilding stakeholders to enhance strategic oversight and guidance to the PBF portfolio. Close cooperation between PBF and JSC under the overall leadership of the UNRC will contribute to strengthened PBF-funded peacebuilding action implemented by the UN and national actors (including the government and civil society, among others).

The work under this phase II will be guided by peacebuilding priorities established on the occasion of the re-eligibility application and the associated Strategic Results Framework for the period 2024 – 2028.

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

- a) **A brief description of the project content** – in a nutshell, what results is the project trying to achieve, and how does it aim to address the conflict analysis factors outlined in Section I (must be gender- and age- sensitive)

A dedicated PBF Joint Steering Committee was established on the 21<sup>st</sup> of August 2023 to provide strategic guidance role on the PBF portfolio, strengthen coordination, monitoring and evaluation of the portfolio towards the achievement of the project results. The PBF Secretariat has supported the establishment of the JSC and the implementation of its strategic role by providing secretarial and administrative support to the committee including organizing meetings, recording minutes and sharing documents with members of the JSC as well as other functions related to the JSC as per the PBF standard Terms of Reference.

In addition, the Secretariat will establish a Technical Coordination Committee which will bring all the projects managers/coordinators/focal points from UN agencies, government and CSOs together on quarterly basis to discuss project progress and synergies to enhance coordination and coherence among the various interventions for maximum results.

Against this background, the PBF Secretariat will support the RCO and the JSC, by sustaining the following key strands of work: i) ensuring that it fulfills its management and quality control functions through coordination and support from the PBF Secretariat; ii) serving as interface between decision making entities (JSC, PBSO) and recipient organizations; iii) providing quality control of PBF support; iv) ensuring gender mainstreaming within PBF interventions; and v) undertaking and facilitating coordination and M&E for the PBF portfolio (including against the SRF); vi) providing analysis report on synergies of PBF projects with ongoing programmes under the CF and the Peacebuilding Fund Strategic Results Framework.

The PBF Secretariat will continue to support the coordination function of the UNRC in the area of peacebuilding, including in the identification, development and implementation of PBF projects and in the RC's role as JSC co-chair. In this regard, the Secretariat will also liaise with key dialogue institutions/platforms to ensure successful strategic results for the PBF engagement in the country: UNDCF mechanisms, coordination group of Technical and Financial Partners (TFPs); coordination group of gender working group; humanitarian action group (if any); and any other entity working in PBF related areas.

- b) **Project result framework**, outlining all project results, outputs, activities with indicators of progress, baselines and targets (must be gender- and age- sensitive). Use Annex B; no need to provide additional narrative here.

The PBF Secretariat in the Gambia was initiated in 2018 and has since been coordinating and supporting UN agencies in the design, implementation, monitoring and evaluation of peacebuilding projects under the strategic guidance and leadership of the Resident Coordinator and the technical supervision of the Peace and Development Advisor. This project will continue to strengthen the operations of the Secretariat to coordinate and ensure quality control on the implementation of the Strategic Results Framework 2024 – 2028 (currently under design) through a new set of approved projects while ensuring solid synergy-building with past and on-going projects (PBF and non PBF).

The Secretariat will coordinate the design, coherence and quality control of all PBF projects, with specific attention on PBF aspects of comparative advantage, namely: peacebuilding lens, bridging the UN system, catalytic support, inclusive partnerships with special focus on civil society's involvement, as well as youth and women. It will also ensure coherence with other projects with similar objectives, or which could potentially positively impact PBF projects and vice-versa.

**Outcome 1: *Enhanced portfolio and project level programming through effective support from PBF Secretariat on strategic planning, design, implementation, M&E, partnerships and cross-learning***

**Output 1.1: All PBF projects leverage PBF comparative advantage and comply with PBF project management standards in close collaboration with RCO, UNCT/AFP and PBSO**

**Activities:**

- 1.1.1: Quality assurance support is provided to project teams in the design, implementation, monitoring, evaluation, and reporting phases.
  - During Phase I, this activity has been used to pay salaries as well as costs related to Supplies, Commodities, Materials; Equipment, Vehicles, and Furniture (including Depreciation) and General Operating and other Costs.
  - Up to date, mid-November 2023, the budget line associated with this activity has not been fully spent (total planned = \$127k).
- 1.1.2: Deployment of experts in the field to support annual reviews of peacebuilding context/PBF projects.
  - Up to date, mid-November 2023, the budget line associated with this activity has not fully spent at all (total planned = \$10k).
  - On the occasion of the CE / phase II, this activity will be carried over.
- 1.1.3: Ensure at least 30% of PBF funds are allocated to support gender equality and women's empowerment, or more for higher gender marker projects and support AFPs to mainstream and report progress towards these
  - No budget line was allocated for this activity.
- 1.1.4: Ensure implementing partners of PBF portfolio and other key partners understand and take ownership of PBF guidance, including for gender related questions and reporting requests.
  - Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$5k).
  - On the occasion of the CE / phase II, this budget line will be carried over and an additional \$5k is requested for this extension period.
- 1.1.5: Facilitate capacity building of PBF Secretariat, recipient organizations and partners for a conflict sensitive approach, M&E and gender-sensitive peacebuilding programming.
  - Up to date, mid-November 2023, some of the allocated budget for this activity has been spent (not all of it has been spent).
  - On the occasion of the CE / phase II, this budget line will be carried over and an additional \$30k is requested for this extension period.
- 1.1.6: Ensure regular communication with PBSO regarding PBF projects execution, update on political situation and planning process in the UN and Government relevant to the PBF activities.
  - Up to date, mid-November 2023, some of the allocated budget for this activity has been spent (not all of it has been spent).

*In the framework of PHASE II, under outcome I/Output 1.1, there is the addition of the following activities – as mentioned earlier in the ProDoc, building on 2022/2023 lessons learned, each of the PBF Secretariat position is now distinguished by an activity.*

- Activity 1.1.7: PBF Coordinator Position – International FTA P4 (based on UNDP Salary proforma);  
**Total for 3 years** gross salary: \$714,825 (based on UNDP Salary proforma), this

*includes the salary for the 6 months extension of the current contractual modality and the FTA.*

- 
- *Activity 1.1.8: Monitoring and Evaluation Officer position – FTA National NOC*
- *Total for 3 years gross salary: \$ 125,091 (based on UNDP Salary proforma), this includes the salary for the 6 months extension of the current contractual modality and the FTA.*
- *Activity 1.1.9: Knowledge Management and Communications Officer position – (based on UNDP Salary proforma)*
- *Total for 3 years gross salary: \$ 25,701 (based on UNDP Salary proforma)*
- *Activity 1.1.10: Administrative and Finance Assistant position (based on UNDP Salary proforma)*
- *Total for 3 years gross salary: \$29,934 (based on UNDP Salary proforma),*
- *Activity 1.1.11: Driver position (based on UNDP Salary proforma)*
- *Total for 3 years gross salary: \$23,193 (based on UNDP Salary proforma), this includes the salary for the 6 months extension of the current contractual modality and the FTA.*
- *Activity 1.1.12 Human Rights Advisor position (50% co-funding for 2 years from January 2024)*
  - *Total for 2 years: 225,335 = gross salary*
- *Activity 1.1.13: PBF Secretariat Vehicle Maintenance and Bike Purchase for Driver*
  - *Under this new activity, the driver will be provided with a motorbike to facilitate mobility. The driver will be responsible for the fuel of the motorbike and the motorbike will remain the property of the PBF Secretariat.*

## **Output 1.2: Strengthened portfolio-level support and multi-stakeholder cooperation**

### **Activities:**

- *1.2.1: Facilitate forward-looking consultations with the UNCT, government and civil society on the strategic peacebuilding needs to inform The Gambia's annual Strategic Report to the PBF.*
  - *Up to date, mid-November 2023, some of the allocated budget for this activity has been spent (not all of it has been spent).*
- *1.2.2: Map peacebuilding actors and initiatives (UN, Government, CSO, development partners, etc.) and identify thematic and geographical gaps and potential programmatic entry points for PBF-supported peacebuilding initiatives.*
  - *Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$5k).*
  - *On the occasion of the CE / phase II, this budget line will be carried over*
- *1.2.3: Support the update of The Gambia's Conflict and Development Analysis (CDA) in close collaboration with the UNCT, Government, CSO and development partners*
  - *Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$5k).*
  - *On the occasion of the CE / phase II, this budget line will be carried over*
- *1.2.4: Support and provide logistics assistance for the conduct of a PBF portfolio evaluation to be led by PBSO to identify achievements, gaps and lessons learnt*
  - *Up to date, the budget line associated with this activity has been fully spent (\$5,000).*

- 1.2.5: Support the analysis and consultative processes to facilitate a possible application of re-eligibility request for the renewal of The Gambia's 5 year eligibility cycle
  - Up to date, the budget line associated with this activity has been almost fully spent (\$10,000).
- In the framework of the 1<sup>st</sup> Cost Extension/Phase II, the following activities and associated budget are added under Outcome 1, Output 1.2
  - Activity 1.2.6 Support multi-stakeholder consultations during PBF projects inception phase (concept note and prodoc design processes);
  - Activity 1.2.7: Support multi-stakeholder consultations during PBSO missions, including on the occasion of donor visits.

### **Output 1.3: Output 1.3: Sustained coordination, information-sharing and synergy-building with key partners**

#### **Activities:**

- 1.3.1: Support coordination role of the RC within the framework of peacebuilding programming with guidance from the Peace and Development Adviser
  - Up to date, the budget line associated with this activity has been fully spent (\$10,000).
- 1.3.2: Organize quarterly Technical Coordination meetings between implementing UN agencies, the Government and CSOs to ensure synergies between projects during the design and implementation phases.
  - Up to date, the budget line associated with this activity has been fully spent (\$5,000).
- 1.3.3: Document, analyze and disseminate results and lessons learned during PBF project execution (via implementation workshops or mini-retreats etc)
  - Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$5k).
  - On the occasion of the CE / phase II, this budget line will be carried over.
- 1.3.4: Support capacity building for recipient organizations and partners on conflict sensitive approaches, M&E and gender sensitive peacebuilding programming
  - Up to date, the , the budget line associated with this activity has been almost fully spent (\$5k).
- 1.3.5: Organize, if applicable, of regional meetings within the framework of cross-border projects and ensure coordination with other countries involved.
  - Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$5k).
  - On the occasion of the CE / phase II, this budget line will be carried over.
- 

### **Output 1.4: Continuous support to project/portfolio-level monitoring and evaluation**

#### **Activities:**

- 1.4.1: Support the design and implementation of a quality M&E plan for projects and in collaboration with the implementing agencies, conduct regular field missions to

monitor PBF projects and deliver mission reports to share with the RCO, agencies and PBSO. *This budget is for field missions.*

- *Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$10k).*
- *1.4.2: Provide recipient organizations with technical support to ensure quality of the semi-annual, and final project reports, using indicators defined in the project document and data collected during field visits*
  - *Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$5k).*
  - *On the occasion of the CE / phase II, this budget line will be carried over.*
- *1.4.3: Support independent assessment studies/perception surveys of the PBF portfolio evaluation*
  - *Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$50k).*
  - *On the occasion of the CE / phase II, this budget line will be carried over.*
- *1.4.4: Facilitate dialogue between beneficiary communities and Steering Committee via community-based monitoring (CBM) and ensure voices of the beneficiaries are strategically used to promote shared responsibilities.*
  - *Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$5k).*
  - *On the occasion of the CE / phase II, this budget line will be carried over.*
- *1.4.5: Ensure knowledge and best practices management and communication via appropriate platforms for future peacebuilding activities*
  - *Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$5k).*
  - *On the occasion of the CE / phase II, this budget line will be carried over.*
- *1.4.6: Monitor and document broader peacebuilding indicators (beyond PBF projects), in line with the PBF M&E strategy working with a range of partners in charge of monitoring and collecting various sets of data.*
  - *Up to date, mid-November 2023, a small amount of the budget line associated with this activity has been spent.*
- *In the framework of the 1st Cost Extension/Phase II, the following activity and associated budget is added under Outcome 1, Output 1.4:*
- *Activity 1.4.7: Support the monitoring of progress made against the SRF.*
- 

The PBF Secretariat will develop a comprehensive approach to track and assess the progress of various projects contributing to the overarching SRF. Key elements will include regular data collection, and impact assessments aligned with the established framework. This entails continuous communication and collaboration among stakeholders, utilizing a combination of quantitative and qualitative data to measure outcomes. Regular reviews and evaluations, incorporating feedback mechanisms from project implementers and beneficiaries. Additionally, robust reporting mechanisms to facilitate transparency, accountability, and evidence-based decision-making, enabling effective monitoring of the overall success and impact of peacebuilding initiatives within the SRF.

- The PBF Secretariat will ensure the internalization, sharing, and effective follow-up on lessons learned and recommendations derived from the recently concluded independent portfolio evaluation. The Secretariat will integrate the evaluation's findings into its operation and facilitate iterative processes where identified successes and challenges from the portfolio evaluation become integral components of future project planning and implementation. The Secretariat will spearhead a dissemination strategy, ensuring that the accrued knowledge is shared across relevant stakeholders, including UN agencies, civil society partners, development partners and the government. This proactive approach will foster a culture of continuous improvement for PBF funded initiatives and contribute substantially to the adaptive learning and resilience of peacebuilding efforts in the pursuit of sustainable outcomes.

**Outcome 2: Operational PBF Joint Steering Committee supporting strategic guidance, monitoring and advocacy around PBF projects**

**Output 2.1: Support the Joint Steering Committee to execute its function in line with its terms of reference to provide strategic guidance and oversight of the PBF portfolio.**

**Activities:**

- 2.1.1: Organize regular PBF Joint Steering Committee meetings to assess and evaluate project propositions, M&E and implementation progress of the overall PBF portfolio
  - Up to date, the , the budget line associated with this activity has almost been fully spent (\$5k).
- 2.1.2: Support Identify and address needs for supervising and strategic guidance capacities and M&E functions of PBF partners such as Steering Committee, national partners, implementing organizations, or any other relevant partner
  - No budget line associate with this activity.
- 2.1.3: Ensure PBF mainstreaming questions (such as gender) are considered
  - No budget line associate with this activity.
- 2.1.4: Facilitate monitoring missions by Steering Committee to review PBF portfolio implementation.
  - Up to date, the budget line associated with this activity has almost been fully spent (\$5k).

**Outcome 3: Improved visibility and evidence-based advocacy to support catalytic effects**

**Activities:**

- 3.1.1: Develop a communication strategy to promote visibility of the PBF activities and results in the country and among a range of stakeholders
  - Up to date, mid-November 2023, the budget line associated with this activity has not been spent at all (total planned = \$10k).
  - On the occasion of the CE / phase II, this budget line will be carried over.
- 3.1.2: Support UNCT to improve visibility of the PBF activities in the country
  - This activity relates to the production of communication materials.
  - Up to date, the budget line associated with this activity has been fully spent (\$5k).

- 3.1.3: 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 and favor catalytic effects
  - Up to date, the budget line associated with this activity has not been fully spent (\$10k).
  - On the occasion of the CE / phase II, this budget line will be carried over.
- 3.1.4: Support resource mobilization efforts of AFPs to follow-up on PBF projects results/impact
  - Up to date, the budget line associated with this activity has not been fully spent (\$5k).
  - On the occasion of the CE / phase II, this budget line will be carried over.

### **Targets**

The targeted groups are: Joint Government UN/UNDAF Steering Committee, Joint Technical Committees, UN agencies and implementing partners of the PBF projects identified in project documents.

- c) Provide a **project-level 'theory of change'** – i.e. how do you expect these interventions to lead to results and why have these interventions been selected. Specify if any of these interventions are particularly risky.

(Note: Change may happen through various and diverse approaches, i.e. social cohesion may be fostered through dialogue or employment opportunities or joint management of infrastructure. The selection of which approach should depend on context-specific factors. What basic assumptions about how change will occur have driven your choice of programming approach?)

*If the PBF Secretariat efficiently supports the design, development, implementation and reporting of PBF projects, with an effective JSC to ensure coordination, monitoring, synergy and communication among stakeholders (UNCT, JSC, Government, Civil Society and the Technical and Financial Partners), then the PBF projects will have a significant peacebuilding impact and catalyzing effects with the Government and TFPs.*

- d) **Project implementation strategy** – explain **how** the project will undertake the activities to ensure most effective and efficient achievement of results, including justification for geographic zones, criteria for beneficiary selection, timing among various activities, coherence between results and any other information on implementation approach (must be gender- and age-sensitive). No need to repeat all outputs and activities from the Result Framework.

The PBF Secretariat staff will be responsible for the implementation of this project, supporting recipient organizations with project design, execution, M&E, communication and

reporting activities. The project will also benefit from PBSO technical support for guidance and relations with other partners.

The Secretariat will have close communication with PBSO in New York and be its focal point for PBSO (PBF and PBC) in The Gambia.

The Secretariat will support implementing partners on project design, monitoring, communication/visibility, reporting and M&E, including final evaluation processes. It will ensure gender mainstreaming during the entire cycle from project design to implementation and evaluation.

Beyond regular monitoring activities, the PBF portfolio global assessment in the Gambia will be conducted to evaluate impact on the beneficiaries and how perceptions and mentalities on peacebuilding, social inclusion and peaceful coexistence have evolved in the areas of intervention.

Agencies' focal points and their partners will engage in the project implementation to actively participate in various activities. The Secretariat will provide technical support to projects final evaluation process as usual. It will support the definition of methodologies and monitoring mechanisms in collaboration with implementing agencies and support data collection and analysis including indicators of the newly approved projects. The Secretariat will also support semi-annual and annual reporting for current projects and an annual strategic report for submission to PBSO. The Secretariat will provide secretarial and administrative and related work in line with the Terms of reference of the JSC in liaison with the co-chairs under the technical guidance of the Peace and Development Advisor.

#### **Project management and coordination (4 pages max)**

- a) **Recipient organizations and implementing partners** – list direct recipient organizations and their implementing partners (international and local), specifying the Convening Organization, which will coordinate the project, and providing a brief justification for the choices, based on mandate, experience, local know-how and existing capacity.

*Paragraph explaining the selection of the agency in charge of administrative management of the PBF Secretariat project.*

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 mini PBF Secretariat in the past since 2018. 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 programmatic supervision.

- b) **Project management and coordination** – present the project implementation team, including positions and roles and explanation of which positions are to be funded by the project (to which percentage). Explain project coordination and oversight arrangements. Fill out project implementation readiness checklist in **Annex C**.

**PBF Secretariat composition:**

During phase I, the PBF Secretariat in the Gambia budgeted for the current positions:

1. The PBF Coordinator position (FTA NOC 7)
2. The M&E Officer position (NPSA 9)
3. The driver position (NPSA 2)
4. The Administrative and Finance Assistant (NPSA 7)

During phase I, following the resignation of the PBF Coordinator in March 2023 (holding a FTA NOC 7), the person recruited to carry out the work temporarily has been recruited under the IPSA 10 contract modality temporarily (since end of July 2023).

During the 1<sup>st</sup> Cost Extension/phase II, the PBF Secretariat is budgeting for the following 5 positions:

**1. The PBF Coordinator position:**

- This position will be extended under the currently used contract modality for the position, in the first place for 6 months from January 2024, and additional extensions will be considered by PBSO and RCO depending on FTA recruitment process – please also refer to the introduction of the ProDoc which mentions a contract modality change for this position;

**2. The M&E Officer position:**

- This position will be extended under the currently used contract modality for the position, in the first place for 6 months from January 2024, and additional extensions will be considered by PBSO and RCO depending on FTA recruitment process – please also refer to the introduction of the ProDoc which mentions a contract modality change for this position;

**3. The driver position:**

- This position will be extended under the currently used contract modality for the position, in the first place for 6 months and additional extensions will be considered by PBSO and RCO depending on FTA recruitment process – please also refer to the introduction of the ProDoc which mentions a contract modality change for this position.

**4. The Administrative and Finance Assistant position:**

- The position is currently vacant and it will be advertised;

5. **The Knowledge Management and Communications Officer position:**
  - This is a new position and it will be advertised;
6. **The RCO's Human Rights Advisor position**, with 50% of the salary paid for a period of two years (through OHCHR as the recipient Agency) cf. more details here below.

With the growth of the portfolio, the demand for more coordination support to projects and partners, and the fact that the Secretariat is now being embedded in a stand-alone project, there is a need to have a project management function embedded in the Coordinator role to ensure accountability for implementation and management of financial resources. The PBF Coordinator who will also ensure management function, will 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.

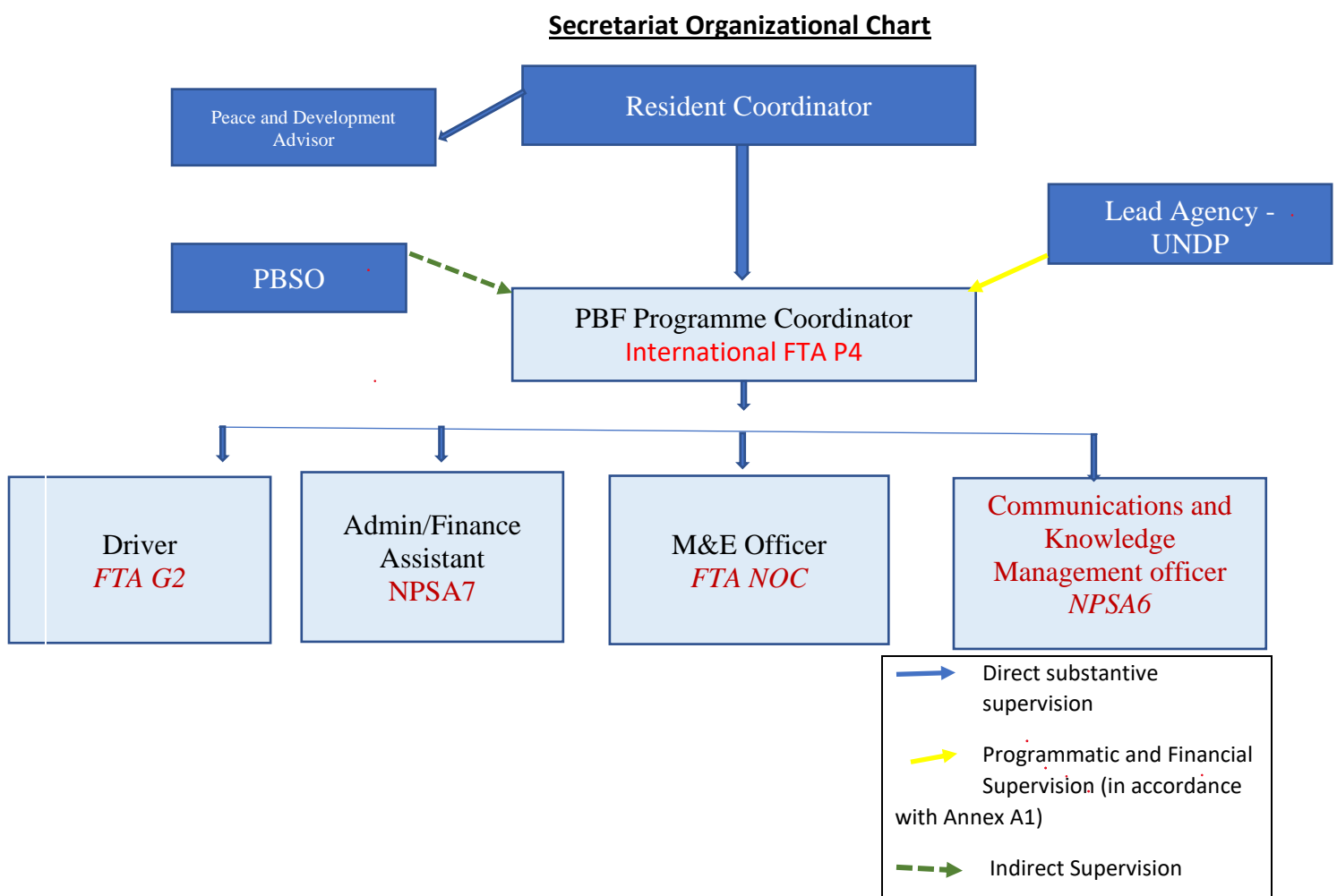
Additionally, an Admin/Financial assistant is also needed to focus on the administrative and financial aspects of the project, which were previously taken care of by the projects in which the PBF Secretariat was embedded. This role was partly played by the M&E Officer and completed by the Admin/Financial Assistant of UNDP in the project which will come to an end in December 2023. The presence of an Admin/Finance Assistant is needed by the Secretariat to continue this role full time to enable the Programme Coordinator and M&E Officer to concentrate on the strategic coordination work of the projects and monitoring and evaluation processes. The current situation without an admin/Finance staff creates some challenges as these two staff spend a lot of quality time on administration and financial matters, which reduces the available time to focus on other key functions that would contribute to a greater peacebuilding impact of the projects. **At the start of the project, someone was hired as Admin/Finance officer and stayed for four months, since January 2023, then the position has been vacant. A new recruitment process was initiated but all the recommended candidates declined the offer. Another recruitment process will be initiated at the start of the Cost Extension for the Admin/Finance officer position.**

**In addition, through this project the PBF will also fund 50% of the RCO's Human Rights Adviser's salary for a period of two years, through OHCHR as the recipient Agency. The HRA will remain a key resource supporting the Resident Coordinator and the UN Country Team to uphold human rights in the work of the UN development system on the ground and better support The Gambia. The HRA will among other things, support active and strategic engagement on human rights issues in the context of development, humanitarian and peacebuilding efforts. This technical capacity and expertise support coordinated engagement with the Government, partners including civil society and the National Human Rights Commission (NHRC) in a more sustained manner.**

**The HRA will also work closely with the peacebuilding team to ensure technical support/advice to integrate human rights into the portfolio/projects/activities including**

alignment with human rights mechanisms, development of project proposals, engagement with relevant partners and support on coordination. In the context of the Gambia, this is particularly key, given the context and consideration of concerns on human rights related issues such as transitional justice (legal reforms including Constitutional Review and Security Sector), engagement and inclusion of key groups such as vulnerable groups and collaboration with human rights institutions such as the National Human Rights Commission (NHRC).

Below is a picture of the Secretariat organizational chart.



**The PBF Programme Coordinator will be responsible for:**

- Supervision of the work of the PBF Secretariat team
- Support the Joint Steering Committee
- Ensure the quality of PBF support, according to PBF guidelines, and monitor / report on progress, ensuring a gender and youth sensitive approach.
- Provide programmatic support for the functioning of the Secretariat;

**The Monitoring and Evaluation Officer will be responsible for:**

- Design of programme monitoring and evaluation procedures, policies and strategies including at PBF PORTFOLIO level (building on the 2024 – 2028 Strategic Results Framework); ensuring a gender and youth sensitive approach.
- Implementation of monitoring and evaluation policies and strategies; ensuring a gender and youth sensitive approach.
- Management of the monitoring and evaluation process;
- Facilitation of knowledge building and knowledge sharing on monitoring and evaluation
- The work will include close collaboration with the Knowledge Management and Communications Officer on the areas of research and analysis, in view of contributing to evidence-based programming, with mapping and overviews of challenges and gaps, achievements and opportunities, within PBF portfolio and beyond PBF work

**The Driver will be responsible for:**

- Provision of reliable and secure driving services
- Ensures availability of all the required documents/supplies including
- Proper use of the official vehicle
- Day-to-day maintenance of the assigned vehicle
- The driver will be provided with a motobike and he will be responsible for fuelling the motobike.

**The Admin and Finance Assistant will be responsible for:**

- Support to PBF Secretariat management of project activities in line with the operation and financial management strategies and procedures of UNDP.
- Effective administrative and logistical services to the PBF Secretariat
- Support to office maintenance and assets management in line with RCO system
- **The Communications and Knowledge Management Officer will be responsible for:**
  - Lead on the research and analysis work that will contribute to evidence-based programming, with mapping and overviews of challenges and gaps, achievements and opportunities, within PBF portfolio and beyond PBF work;
    - This work will be conducted in close collaboration with the M&E officer, especially on the data collection strand of work (including beyond PBF programming)
  - Amplify key results and lessons learned from PBF funded projects on various communications platforms, through the design and implementation of a Communications Strategy
  - Promoting institutional learning with the PDA and the PDS, and supporting evidence-based decision-making

The Secretariat will contribute to project design, monitoring and evaluation by supporting recipient agencies and their implementing partners with project design, implementation, M&E, and communication. Because of its strategic function, the PBF Secretariat will be located in the RCO in charge of the global supervision of all projects. UNDP will be the executing agency and, in this capacity, will have programmatic and financial supervision in accordance with Annex A1 of this project document. The PBF Coordinator will access project management features in Quantum and other UNDP ERP systems under this stand alone project to be able to directly manage activities and associated cost in UNDP tool. UNDP will be accountable for actions taken in QUANTUM hence the programmatic supervision.

The PBF SEC staff members' overall substantive supervision is managed by the UNRC. Under the strategic guidance of the UNRC, the Peace and Development Advisor (PDA) may support the supervision of the PBF Secretariat Coordinator. In addition, the PBF Coordinator will work in close collaboration with the Steering Committee and the RCO and will participate in RCO coordination meetings.

The RC remains accountable for the delivery quality of the PBF Secretariat. The PBF Coordinator will also indirectly report to PBSO on the PBF portfolio strategy in the country and on PBF project performance in accordance with standard PBSO procedures and reporting schedules.

The Secretariat will support the Joint Steering Committee in pursuing its mission. In this capacity, it will ensure project monitoring, plan assessment activities, conduct quality control, as well as consolidate and submit reports and strengthen the visibility of PBF interventions in the country.

The Secretariat currently works very closely with staff of the Department of Strategic Policy and Delivery to coordinate and support the development and monitoring of the PBF portfolio. This will be strengthened to enhance government's capacity to support peacebuilding programming within relevant government ministries and agencies for sustainability of the interventions beyond the PBF support to the country.

- c) **Risk management** – assess the level of risk for project success (low, medium and high) and provide a list of major project specific risks and how they will be managed, including the approach to updating risks and making project adjustments. Include any Do No Harm issues and project mitigation.

Risks	Probability	Impact	Mitigating strategies
- Lack of information on implementation by recipient agencies	Medium	Low	Secretariat to collaborate with agencies to improve information sharing / maintain substantive link and exchanges with agencies
- Delays to submit narrative and financial	Medium	Low	Close monitoring of agencies to ensure efficient narrative and financial reporting

reports			through one-to-one ad-hoc and quarterly meetings.
- Insufficient national ownership	Low	High	Engage all partners participate in the Joint Steering Committee and technical meetings during project design and implementation
- Challenges for agencies and Government to jointly supervise projects in the field	Medium	Medium	Plan joint missions for UN agencies and partners (government and CSOs).
- 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	High	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
- Unsustainability of achievements/gains especially regarding gender and youth	High	High	Have clear exit strategy with resources mobilization strategy – ensure long term peacebuilding interventions are reflected in the RF-NDP and adequate resources allocated

- d) **Monitoring and evaluation** – What will be the M&E approach for the project, including M&E expertise in the project team and main means and timing of collecting data? Include a break-down of M&E budget that the project is putting aside, including

for collection of baseline and end line data for indicators and independent evaluation, and an approximate M&E timeline. Ensure at least 5-7% of the project budget is set aside for M&E activities.

The PBF Secretariat will ensure quality monitoring and evaluation and learning across the projects through convening coordination meetings for project teams, supporting collection of baseline data, realization of joint perception surveys, external evaluations and major research efforts, coordination of community-based monitoring (CBMs) and conducting routine monitoring field visits with government partners and CSO implementing partners. The Secretariat organizes regular exchanges with projects to discuss projects' implementations progress and provide guidance to mitigate emerging challenges, reviews project reports during the preparation of semi-annual, annual and final evaluation reports. The Secretariat will provide quarterly briefing notes to update the UNCT on progress made, synergies between the intervention and alignment with the NDP in contributing to the SDGs.

In collaboration with relevant government partners and CSOs (NEWCC, WANEP) the project will facilitate the conduct mini perception surveys to analysis conflict situation and achievements of certain peacebuilding indicators at least once a year.

The Secretariat will continue to conduct these monitoring processes and will support the projects to conduct their own project specific field monitoring to intervention sites as well. The Secretariat participates in joint field monitoring visits organized by individual projects and contributes to the report to inform future delivery. The secretariat will organize joint field visits including partners/stakeholders and strengthen the process by developing an integrated and joint M&E system for all projects including cross-border and gender and youth promotion. This will allow synergies among different projects, strengthen complementarity of projects results and global joint results and indicators to enable easy measurement of project results according to priorities identified in eligibility request and strategic result framework.

The Secretariat will continue to work with agencies to coordinate their result monitoring approach and provide M&E technical support if necessary. It will continue to ensure quality control on annual and semi-annual reports from RUNOs in June and November each year and prepare a peacebuilding annual strategic report in last quarter of each year to submit to PBSO by end of December. A budget will be planned, if applicable, to conduct the project final evaluation.

- e) **Project exit strategy / sustainability** – Briefly explain the project's exit strategy to ensure that the project can be wrapped up at the end of the project duration, either through sustainability measures, agreements with other donors for follow-up funding or end of activities which do not need further support. If support from other donors is expected, explain what the project will do to try to ensure this support from the start.

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 including the Ministry of Public Sector Reform, Delivery and Policy

Coordination, Department of Strategic Policy and Delivery, ministries of Justice, Interior, Gender, Children and Social Welfare, Land and local government administration and Environment and Climate Change and other stakeholders. This will enhance the mainstreaming of key PBF initiatives in their programmes to ensure sustainability of interventions in the Gambia. 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. The secretariat will use consultancies to support communication outreach on project achievements and share results with national stakeholders including government, CSOs, bilateral and multilateral partners to contribute to additional resource mobilization for continuity of initiatives.

### **III. 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
<b>Semi-annual project progress report</b>	15 June	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
<b>Annual project progress report</b>	15 November	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
<b>End of project report covering entire project duration</b>	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
<b>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</b>	1 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
<b>30 April</b>	Annual reporting – Report <b>Q4 expenses</b> (Jan. to Dec. of previous year)
<b><i>Certified final financial report to be provided by 30 June of the calendar year after project closure</i></b>	

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

<b>31 July</b>	Voluntary Q2 expenses (January to June)
<b>31 October</b>	Voluntary Q3 expenses (January to September)

Unspent Balance exceeding USD 250, at the closure of the project would have to been 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
<b>28 February</b>	Annual reporting – Report <b>Q4 expenses</b> (Jan. to Dec. of previous year)
<b>30 April</b>	Report <b>Q1 expenses</b> (January to March)
<b>31 July</b>	Report <b>Q2 expenses</b> (January to June)
<b>31 October</b>	Report <b>Q3 expenses</b> (January to September)
<b><i>Certified final financial report to be provided at the quarter following the project financial closure</i></b>	

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, in particular, 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:**

In order 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 project<sup>8</sup>
- Demonstrates at least 3 years of experience in the country where grant is sought

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<sup>8</sup> Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12.

- 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.

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

Outcome	Output	Indicators	Means of verification/ frequency of collection	Indicator milestones
<b>Outcome 1:</b> <i>Enhanced portfolio and project level programming through effective support from PBF Secretariat on strategic planning, design, implementation, M&amp;E, partnerships and cross-learning</i>		<p>Outcome Indicator 1a: Level of compliance of all PBF projects in The Gambia ensured through the operations of the PBF Secretariat for optimum peacebuilding impact</p> <p>Baseline: Secretariat is in place and functional</p> <p>Target: Improved coordination and understanding of PBF procedures by concerned stakeholders and enhanced synergies between projects.</p>	<p>Copies of regular briefs on synergies between projects, reports, emails on timely submissions, MPTFO records</p>	
		<p>Outcome Indicator 1b: Level of stakeholders satisfaction with the PBF Secretariat</p> <p>Baseline: TBC</p> <p>Target: High</p>	<p>Surveys in Q1 and Q4 to assess stakeholders satisfaction with the PBF Secretariat</p>	

		Outcome Indicator 1c  Baseline: Target:		
	<b>Output 1.1</b> <b>All PBF projects leverage PBF comparative advantage and comply with PBF project management standards in close collaboration with RCO, UNCT/AFP and PBSO</b>	Output Indicator 1.1.1: PBF project scoring above medium with the use of internal evaluation grid with average compliance scores  Baseline: Medium Target: High	Copy of mandatory reports, emails attesting to timely submission of reports	
	Output related activities: <ul style="list-style-type: none"> <li>Quality assurance support is provided to project teams in the design, implementation, monitoring, evaluation and reporting phases of PBF funded projects</li> <li>Deployment of experts in the field to support annual reviews of peacebuilding context/PBF projects</li> </ul>	Output Indicator 1.1.2: # of training or consultation sessions organized or facilitated by the PBF secretariat for project teams on quality design, impl, M&E and result reporting of PBF funded projects.  Baseline: 3 consultations on 2022 projects design targeting UN, govt & CSOs Target: 5 consultations targeting PBF project teams & partners on design, impl, M&E	Copies of meeting reports <b>Pre and post training surveys</b>	

	<ul style="list-style-type: none"> <li>• Ensure at least 30% of PBF funds are allocated to support gender equality and women's empowerment, or more for higher gender marker projects and support AFPs to mainstream and report progress towards these</li> <li>• Ensure implementing partners of PBF portfolio and other key partners understand and take ownership of PBF guidance, including for gender related questions and reporting requests</li> <li>• Facilitate capacity building of recipient organizations and partners for a conflict sensitive approach, M&amp;E and gender-sensitive peacebuilding programming.</li> <li>• Ensure regular communication with PBSO regarding PBF</li> </ul>	and reporting of PBF funded projects		
		<p>Output Indicator 1.1.3: # technical support missions or consultants on PBF programming received</p> <p>Baseline: 3 (2 mission &amp; 1 consultant - 2019 to date) Target: 2</p> <p>Output Indicator 1.1.4 proportion of total PBF funds allocated to GEWE in 2023.</p> <p>Baseline: TBC Target: at 30% of funds or more</p> <p>Output Indicator 1.1.5 implementing partners and other key partners engaged and capacitated on the PBF portfolio and requirements now with better understanding willingness to take ownership.</p> <p>Baseline: 3 Target: 15 (govt department and CSOs)</p>	<p>Timely submissions of quality project documents, regular briefs/update to UNCT, PBSO; email attesting to dates of submissions</p> <p>Lesser rounds of comments from PBSO</p> <p>Approvals without conditions</p> <p>Surveys on the impact of the trainings conducted. Surveys in Q1 and Q4 to assess the partners' (enhanced) understanding of PBF added value</p>	

	<p>projects execution, update on political situation and planning process in the UN and Government relevant to the PBF activities</p>	<p>Output Indicator 1.1.6 # of agencies staff and partners capacitated on conflict-sensitive approach, M&amp;E and gender-sensitive peacebuilding programming</p> <p>Baseline: TBC Target: 25</p> <p>Output Indicator 1.1.7 # of PBF country briefs or political situation analysis updates provided to PBSO <b>in collaboration with the PDA.</b> Baseline: 1 yearly brief and regular updates Target: yearly brief and series of regular updates</p>	<p><b>Surveys on the impact of training conducted.</b></p>	
	<p><b>Output 1.2 Strengthened portfolio-level support and multi-stakeholder cooperation</b></p>	<p>Output Indicator 1.2.1: Gambia peacebuilding priority areas for <b>investment in the new eligibility phase</b> identified through multistage consultations with stakeholders <b>and in lin with</b></p>	<p>Key peacebuilding actors and projects mapping report</p>	

	<b>Output related activities:</b> <ul style="list-style-type: none"> <li>- Facilitate forward-looking consultations with the UNCT, government and civil society on the strategic peacebuilding needs to inform The Gambia's annual Strategic Report to the PBF.</li> <li>- Map peacebuilding actors and initiatives (UN, Government, CSO, development partners, etc.) and identify thematic and geographical gaps and potential programmatic entry points for PBF-supported peacebuilding initiatives</li> <li>- Support the next update of The Gambia's Conflict and Development Analysis (CDA) in close collaboration with the UNCT, Government, CSO and development partners</li> <li>- Support and provide logistics assistance for the conduct of a PBF portfolio evaluation to be led by PBSO</li> </ul>	<b>eligibility request/ SRF</b> (govt, CSOs UNCT)		
		Baseline: 0 Target: at least 2 consultations organized <b>for any prioritization process</b> (partners, UNCT levels)		
		Output Indicator 1.2.3: # of ongoing conflict analysis supported with gov't and CSOs  Baseline: 1CDA reports 2018 (updated 2019) in place, Target: contributes to the next CDA update 2023/ <b>24</b> and overarching peacebuilding indicators  Output Indicator 1.2.4 PBF portfolio evaluation and re-eligibility assessment and renewal process for the Gambia supported	Conflict analysis report, Re-eligibility assessment or renewal report	

	<p>to identify achievements, gaps and lessons learnt</p> <ul style="list-style-type: none"> <li>- Support the analysis and consultative processes to facilitate a possible application of re-eligibility request for the renewal of The Gambia's 5-year eligibility cycle</li> <li>- Support PBSO monitoring missions and donor visits</li> </ul> <p>Support multi-stakeholder consultations during PBF projects inception phase (concept note and prodoc design processes)</p> <p>Support multi-stakeholder consultations during PBSO missions, including on the occasion of donors visits</p>	<p>Baseline: currently eligible up to 2023</p> <p>Target: A Portfolio evaluation and re- eligibility assessment supported. <b>Re-eligibility package prepared in consultation with all stakeholders, leading to new eligibility granted. A PBF SRF prepared in consultation with all stakeholders.</b></p>		
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	<b>Output 1.3 Sustained coordination, information-sharing and synergy-building with key partners</b>	Indicator 1.3.1: Joint Government UN-Donor Steering Committee on PBF established and regular meetings instituted  Baseline: 0 (no JSC solely on PBF yet, PBF matters used to be discussed under the UNDAF SC)  Target: JSC established and at least 2 PBF JSC meetings a year.	JSC & technical committee set up reports, projects' result summary booklet, UNCT minutes of consultations and coordination meetings organized or facilitated by the PBF team	
	Output related activities 1.3.1 Organize quarterly technical coordination meetings between implementing UN agencies, the Government, and CSO to ensure synergies between projects during the design and implementation phases. - Document, analyze and disseminate results and lessons learned during PBF project execution (via implementation workshops or mini-retreats, etc.) - Organize, if applicable, of regional meetings within the framework of cross-border projects and ensure coordination with other countries involved.	Indicator 1.3.2: A Technical Coordination Committee (UN agencies, Govt, CSOs and PBF) established and meetings instituted Baseline: 0 Target: Committee set up and meets quarterly, # of key synergies created		
		Indicator 1.3.3: # of PBF learning workshops organized for synergy building and learnings from projects	Learning workshop report	

		Baseline: 2 (2020 and 2022)  Target: 1 annual learning workshop/retreat		
		Indicator 1.3.4: A summary booklet of PBF projects' results and lessons produced and disseminated through the annual retreat and other forums Baseline: 1 printed and disseminated during 2022 retreat Target: 1 booklet <b>per year</b>	Results summary booklet	
		Indicator 1.3.5  Baseline: Target:		
	<b>Output 1.4 Continuous support to project/portfolio-level monitoring and evaluation</b>  Output related activities: - Support the design and implementation of a quality	Indicator 1.4.1: A consolidated M&E plan for all active PBF projects compiled and shared with agencies to encourages synergies and joint field visit Baseline: 0 Target: 1 consolidated M&E plan compiled	A consolidated quality M&E plan for all PBF projects shared with agencies and partners	

	<p>M&amp;E plan for projects and in collaboration with the implementing agencies, conduct regular field missions to monitor PBF projects and deliver mission reports to share with the RCO, agencies and PBSO</p> <p>- Provide recipient organizations with technical support to ensure quality of the semi-annual, and final project reports, using indicators defined in the project document and data collected during field visits</p> <p>- Support independent assessment studies of PBF projects, e.g “evaluability assessment”, a mid-term review and a final evaluation, noting that the evaluability assessment and the final evaluation are both managed and conducted from Headquarters, but are supported at the national level by a consultant hired locally and the PBF</p>	<p>Indicator 1.4.2: # of projects’ M&amp;E plans/activities (baselines, CBM, field visit missions, and final evaluation) supported or organized by the secretariat</p> <p>Baseline: 4 field visits supported Target: surveys, CBMs, Field visits &amp; evaluations</p>	<p>Number of baselines, CBM, field visits, perception surveys or final evaluation reports</p>	
		<p>Indicator 1.4.3. Timely submission of quality reports ensured through timely follow up, reviews, feedback to projects.</p> <p>Baseline: 100% of projects are submitted on time Target: 100% timely submission ensured</p> <p>Indicator 1.4.4: Timely submission of annual strategic report after consultation with government, CSOs and UNCT and with analysis of progress against the PBF SRF</p>	<p>Timely submission of reports, emails of follow ups and feedback provided</p> <p>Copies of Annual Strategic Reports for 2022/2023</p>	

	<p>Secretariat; and that the mid-term review will be directly supported by the PBF Secretariat</p> <ul style="list-style-type: none"> <li>- Facilitate dialogue between beneficiary communities and Steering Committee via community monitoring mechanisms and ensure voices of the beneficiaries are strategically used to promote shared responsibilities.</li> <li>- Ensure knowledge and best practices management and communication via appropriate platforms for future peacebuilding activities</li> <li>- Monitor and document broader peacebuilding indicators (beyond PBF projects), in line with the PBF M&amp;E strategy working with a range of partners in charge of monitoring and collecting various sets of data</li> <li>- Support the monitoring of the SRF</li> </ul>	<p>Baseline: 2 reports submitted (2020 &amp; 2021) Target: <b>annual</b></p> <p>Indicator 1.4.5: # of dialogue sessions facilitated between the JSC and sampled beneficiary communities through CBM</p> <p>Baseline: 0 Target: <b>one annually</b></p> <p>Indicator 1.4.6 <b>Improved data on country level</b> peacebuilding indicators</p> <p>Baseline: Target: <b>Secretariat works with partners and ensures accessible data on key peacebuilding issues through the Secretariat budget, project budgets and other existing sources, that can be easily shared with partners</b></p>	<p>Field report/CBM report</p> <p>Progress report</p>	
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<b>Outcome 2:</b>  <i>Operational PBF Joint Steering Committee</i>		Indicator 2a: Evidence of increased engagement and enhanced strategic guidance role of the Joint Steering	Minutes of the JSC meetings and field visit report.	

<i>supporting strategic guidance, monitoring and advocacy around PBF projects</i>		Committee on the PBF portfolio in the Gambia.  Baseline: medium level Target: high level		
		Indicator 2.b: No of JSC Meetings and Field Monitoring Visits organised  Baseline: 1 Target: 2 (meetings & visits <b>per year</b> )		
	<b>Output 2.1</b> Support the Steering Committee and other relevant partners (including at the technical level) to ensure supervision and monitoring of PBF portfolio  Output related activities: - Organize regular Joint Steering Committee meetings to assess and	Indicator 2.1.1: # of meetings and PBF priorities/proposals assessed, and strategic decisions taken at the level of the Joint Steering  Baseline: no JSC committee established yet Target: 2 meetings and decisions taken by the committee <b>per year</b>	Minutes of meetings clearly detailing actions and decision taken about the PBF portfolio in the Gambia	

	<p>evaluate project propositions, M&amp;E and implementation progress of the overall PBF portfolio</p> <ul style="list-style-type: none"> <li>- Identify and address needs for supervising and strategic guidance capacities and M&amp;E functions of PBF partners such as Steering Committee, national partners, implementing organizations, or any other relevant partner</li> <li>- Ensure PBF mainstreaming questions (such as gender) are considered</li> <li>- Facilitate monitoring missions by Steering Committee to review PBF portfolio implementation</li> </ul>	<p>Indicator 2.1.2: # of M&amp;E missions facilitated for Joint Steering Committee members to assess PBF portfolio implementations progress</p> <p>Baseline: 0 Target: 2 missions</p>	Reports of M&E mission	
		<p>Indicator 2.1.3 capacity needs assessment for JSC and training(s) facilitated</p> <p>Baseline:0 Target:25 persons trained</p> <p>2.1.4: # of PBF monitoring and PBC missions supported</p> <p>Baseline: ongoing Target: 1 Monitoring/Technical missions supported</p>	<p>Surveys on the impact of training conducted</p> <p>Field mission report</p>	
		Indicator 3a: Evidence of increased in visibility and collaboration of the PBF programme with stakeholders	Report of review and consultation meetings, Reports of technical	

<p><b>Outcome 3</b></p> <p><i>Improved visibility and evidence-based advocacy to support catalytic effects</i></p>		<p>and more catalytic effects registered.</p> <p>Baseline: minimum interaction with other potential donors</p> <p>Target: more interaction with World bank, EU and other potential donors through RC donor forums with partners showcasing the achievements of the PBF fund; <b>increased evidence of partners' knowledge of PBF portfolio</b></p>	<p>committee meetings, reports of synergy building, and trainings facilitated by the secretariat</p>	
		<p>Indicator 3b: No of donor forums/pledging events <b>organized around the PBF portfolio</b></p> <p>Baseline: 0 Target: 1</p>		
		<p>Indicator 3.1.1: Evidence of communication and visibility strategy/plan developed and in use</p> <p>Baseline: Ad-hoc plan in use</p>	<p>Copies of booklets, videos, photo frames, key holders, pens, bags etc</p>	

		Target: 1 strategy developed with details on communication products		
	<b>Output 3.1</b>  <b>Outcome related activities:</b> <ul style="list-style-type: none"> <li>- Develop a communication strategy to promote visibility of the PBF activities and results in the country and among a range of stakeholders</li> <li>- Support UNCT to improve visibility of the PBF activities in the country</li> <li>- Support RCO/AFP in implementing the multi-stakeholder outreach communication strategies to raise awareness on PBF-funded work, enhance understanding on PBF comparative advantage and favor catalytic effects</li> <li>- Support resource mobilization efforts of AFPs to follow-up on PBF projects results/impact</li> </ul>	Indicator 3.1.2: Evidence of online and offline articles and stories, videos, social media post, TV and radio spots, billboard, documentaries developed in close collaboration with RCO and AFPs communications team for PBF visibility  Baseline: many products produced e.g 200 booklets of projects results, branded teacups, pens, key holders with logos etc  Target: produce online and offline products on the PBF projects results, <b>share two PBF newsletter articles per year with PBSO</b>  Indicator 3.1.3: Evidence of conference organized for		

		networking and partnership building for catalytic effects		
		Baseline: None Target: 1 Conference organized		

For MPTFO Use
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Totals (detailed per phase)				
	UNDP Phase I  Dec 2022 - Jan 2024	UNDP Phase II (Cost Extension)  Jan 2024 - Jan 2027	OHCHR Phase II (Cost Extension)  Jan 2024 - Jan 2027	Totals
1. Staff and other	\$ 127,000.00	\$ 918,744.00	\$ 225,335.00	\$ 1,271,079.00
2. Supplies, Commodities, Materials	\$ 61,000.00	\$ 102,000.00	\$ -	\$ 163,000.00
3. Equipment, Vehicles, and Furniture (including Depreciation)	\$ 10,000.00	\$ 43,000.00	\$ -	\$ 53,000.00
4. Contractual services	\$ 90,000.00	\$ 17,000.00	\$ -	\$ 107,000.00
5. Travel	\$ 25,000.00	\$ 75,000.00	\$ -	\$ 100,000.00
6. Transfers and Grants to Counterparts	\$ -	\$ -	\$ -	\$ -
7. General Operating and other Costs	\$ 25,000.00	\$ 33,000.00	\$ -	\$ 58,000.00
Sub-Total	\$ 338,000.00	\$ 1,188,744.00	\$ 225,335.00	\$ 1,752,079.00
7% Indirect Costs	\$ 23,660.00	\$ 83,212.08	\$ 15,773.45	\$ 122,645.53
Total	\$ 361,660.00	\$ 1,271,956.08	\$ 241,108.45	\$ 1,874,724.53

For MPTFO Use
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Totals (with phases combined - no detail per phase - as discussed with			
	UNDP PROJECT TOTAL  Dec 2022 - Jan 2027	OHCHR PROJECT TOTAL  Dec 2022 - Jan 2027	Totals  Dec 2022 - Jan 2027
1. Staff and other personnel	1,045,744.00	225,335.00	1,271,079.00
2. Supplies, Commodities, Materials	163,000.00	-	163,000.00
3. Equipment, Vehicles, and Furniture (including Depreciation)	53,000.00	-	53,000.00
4. Contractual services	107,000.00	-	107,000.00
5. Travel	100,000.00	-	100,000.00
6. Transfers and Grants to Counterparts	-	-	-
7. General Operating and other Costs	58,000.00	-	58,000.00
Sub-Total	1,526,744.00	225,335.00	1,752,079.00
7% Indirect Costs	106,872.08	15,773.45	122,645.53
Total	1,633,616.08	241,108.45	1,874,724.53

Performance-Based Tranche Breakdown				
	UNDP	OHCHR	TOTAL	Tranche %
First Tranche:	\$ 253,162.00	\$ -	\$ 253,162.00	13%
Second Tranche:	\$ 490,084.82	\$ 120,554.23	\$ 610,639.05	33%
Third Tranche:	\$ 445,184.63	\$ 120,554.22	\$ 565,738.85	31%
Fourth tranche	\$ 445,184.63	\$ -	\$ 445,184.63	23%
TOTAL	\$ 1,633,616.08	\$ 241,108.45	\$ 1,874,724.53	100%

