

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



**PBF PROJECT DOCUMENT**

<b>Country (ies): United Nations</b>			
<b>Project Title: Country Support for Design, Monitoring and Evaluation</b> Project Number from MPTF-O Gateway (if existing project): 92393			
<b>PBF project modality:</b> <input checked="" type="checkbox"/> IRF <input 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 type of organization (UN, CSO etc): DPPA/PBSO, UNOPS, UNFPA</b> <b>List additional implementing partners, Governmental and non-Governmental:</b>			
<b>Expected project commencement date<sup>1</sup>: 5 November 2014</b> <b>Project duration in months:<sup>2</sup> 121 (current end date of 31 December 2024)</b> <b>Geographic zones for project implementation: Global</b>			
<b>Does the project fall under one of the specific PBF priority windows below:</b> <input type="checkbox"/> Gender promotion initiative <input type="checkbox"/> Youth promotion initiative <input type="checkbox"/> Transition from UN or regional peacekeeping or special political missions <input type="checkbox"/> Cross-border or regional project			
<b>Total PBF approved project budget* (by recipient organization):</b> <b>DPPA/PBSO: \$5,903,398</b> <b>UNOPS: \$1,264,915</b> <b>UNFPA: \$199,555</b> <b>Total: \$7,367,868</b> <i>*The overall approved budget and the release of the second and any subsequent tranche are conditional and subject to PBSO's approval and subject to availability of funds in the PBF account. For payment of second and subsequent tranches the Coordinating agency needs to demonstrate expenditure/commitment of at least 75% of the previous tranche and provision of any PBF reports due in the period elapsed.</i>			
Any other existing funding for the project (amount and source): Project total budget:			
<b>PBF 1-2<sup>1</sup> tranche:</b> DPPA/PBSO: \$ 4,842,767 UNFPA: \$ 199,555 Total: \$5,042,322	<b>PBF 3<sup>rd</sup>-4<sup>th</sup> tranche:</b> UNOPS: \$ 800,000 received March 2019 DPPA/PBSO: \$ 357,131  Total: \$1,157,131	<b>PBF 5<sup>th</sup> tranche:</b> DPPA/PBSO: \$ 400,000 UNOPS: \$ 214,000 received July 2022 Total: \$614,000	<b>PBF 6<sup>th</sup> tranche:</b> DPPA/PBSO: \$ 303,500 UNOPS: \$ 250,915 received July 2023 Total: \$554,415

<sup>1</sup> Note: actual commencement date will be the date of first funds transfer.

<sup>2</sup> Maximum project duration for IRF projects is 18 months, for PRF projects – 36 months.

<p><b>Two-three sentences with a brief project description and succinct explanation of how the project is time sensitive, catalytic and risk-tolerant/ innovative:</b> This project provides for an enhanced design, monitoring, and evaluation function at PBSO to directly support country-based development of peacebuilding programming and to manage country-based monitoring and evaluation efforts.</p>	
<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><b>Project Gender Marker score:</b> <u>2</u><sup>3</sup>  Specify % and \$ of total project budget allocated to activities in direct pursuit of gender equality and women's empowerment: 30% or \$166,324.5 (of the CE amount)  The combined DM&amp;E support will help strengthen gender-sensitivity of PBF's interventions through increased advocacy during project design and the mainstreaming of gender sensitivity within evaluations commissioned by PBSO.</p>	
<p><b>Project Risk Marker score:</b> <u>0</u><sup>4</sup></p>	
<p><b>Select PBF Focus Areas</b> which best summarizes the focus of the project (<i>select ONLY one</i>): <u>4.3</u><sup>5</sup>  If applicable, <b>UNDAF outcome(s)</b> to which the project contributes: n/a  If applicable, <b>Sustainable Development Goal</b> to which the project contributes:  <b>SDG 17:</b> Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development</p>	
<p><b>Type of submission:</b></p> <p><input type="checkbox"/> New project  <input checked="" type="checkbox"/> Project amendment</p>	<p><b>If it is a project amendment, select all changes that apply and provide a brief justification:</b></p> <p><b>Extension of duration:</b> <input checked="" type="checkbox"/> Additional duration in months: <b>12</b>  <b>Change of project outcome/ scope:</b> <input type="checkbox"/>  <b>Change of budget allocation between outcomes or budget categories of more than 15%:</b> <input type="checkbox"/>  <b>Additional PBF budget:</b> N/A Non-Cost Extension  <b>Brief justification for extension:</b></p> <p>As part of the Country Support for Design, Monitoring and Evaluation, the PBF invests in learning through its Thematic Reviews and provides continuous support for the evidence-based design of innovative, catalytic, and risk-tolerant peacebuilding projects. The PBF draws on the services of independent consultants or consultancy firms to manage and guide these exercises. Moreover, Youth Peace and Security (YPS) is a priority for DPPA in 2024, who recently issued a dedicated strategy on this topic.  In alignment with the above, the objective of this Non-Cost Extension is to conduct the Youth Peace and Security Thematic Review in 2024 in partnership with the United Nations University (UNU). The agreement between the PBSO and UNU, for a total amount of 200,000.00 USD, was signed only in December 2023, due to some important discussions regarding the scope and partners of this review, and that most of the</p>

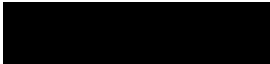
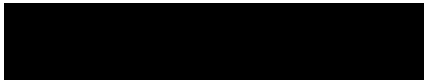
<sup>3</sup> **Score 3** for projects that have gender equality as a principal objective  
**Score 2** for projects that have gender equality as a significant objective  
**Score 1** for projects that contribute in some way to gender equality, but not significantly (less than 15% of budget)

<sup>4</sup> **Risk marker 0** = low risk to achieving outcomes  
**Risk marker 1** = medium risk to achieving outcomes  
**Risk marker 2** = high risk to achieving outcomes

<sup>5</sup> **PBF Focus Areas** are:  
(1.1) SSR, (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 (including PBF Secretariats)

	<p>deliverables can only be conducted in 2024. The PBF requests a Non-Cost Extension of 12 Months to use the funds from the 2023 budget committed for this thematic review. (See annex J and Annex K).</p> <p>Other activities under the Country Support for Design, Monitoring and Evaluation have been carried out as planned, as part of the initial project &amp; previous cost extensions through December 2023, and UNOPS and UNFPA have concluded their part of the Agreement.</p> <p>A summary report was drafted in June 2023 (see annex L)</p> <p>The project evaluation has been conducted. (See annex M)</p>
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## PROJECT SIGNATURES:

<p><b>Department of Political and Peacebuilding Affairs (DPPA)</b></p> <p>for Xuejun Zhou</p> <p></p> <p><i>Signature</i> Executive Officer, DPPA-DPO <i>Date &amp; Seal</i> 23/02/2024</p>	<p><b>Peacebuilding Support Office (PBSO)</b></p> <p>Elizabeth Spehar</p> <p></p> <p><i>Signature</i> Assistant Secretary-General for Peacebuilding Support <i>Date &amp; Seal</i> 20/02/2024</p>

## I. Peacebuilding Context and Rationale for PBF support (4 pages max)

- a) A brief summary of **conflict analysis findings** as they relate to this project, focusing on the driving factors of tensions/conflict that the project aims to address and an analysis of 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.

Effective peacebuilding programming begins with well-targeted and conceived project design. Part and parcel of good project design is ensuring that a given initiative's theory of change captures the logic of the project's intervention, laying out the rationale for the specific outputs and clearly articulating the anticipated, aggregate effect on peacebuilding. As noted in the first-ever global Review of the PBF (2013), for most sector specialists, identifying specific peacebuilding outcomes, articulating project logic through a theory of change, and identifying indicators that capture the desired *peacebuilding* effect is no easy task.<sup>6</sup> Consequently, PBSO has been frequently receiving requests for support from design, monitoring and evaluation specialists with specific peacebuilding experience.

Design, monitoring and evaluation (DM&E) support, however, does not end with the acceptance of a proposal. Robust monitoring and evaluation (M&E) is an essential aspect of increased accountability and improved learning for any organization, and the PBF has been continually enhancing these systems. The impulse to improve has come internally as well externally, through the recommendations of various evaluative exercises which have called for the establishment of stronger M&E systems,<sup>7</sup> and for enhancing the integration of gender throughout PBF evaluations.<sup>8</sup> The subsequent improvements have been recognized in the UK Foreign, Commonwealth and Development Office's (FCDO's) review of its partnership arrangement with the Fund, which in 2021 scored the PBF as "exceeds expectations" and noted that the PBF and recipient countries' results for M&E indicators "are a testament to the excellent work of the PBSO's Monitoring and Evaluation team," thus underscoring the relevance and impact of the DM&E investments to date and the need for continued and expanded support to country partners. The 2020 PBF Synthesis Review also recognized the improvements in M&E practices and useful experimentation with new M&E approaches, but also emphasized that "there is still a long journey ahead for PBF, RUNOs [Recipient UN Organizations of PBF funds] and NUNOs [Non-UN Recipients of PBF funds] to improve project-level DM&E and to design and monitor systematically for portfolio-level results."<sup>9</sup> The 2022 survey of nearly 200 PBF country-based counterparts, including in UN entities, civil society and government, conducted as part of an independent [Mid-Term Review of the PBF Strategy 2020-2024](#), found that the support from PBF Secretariats and PBSO on design, monitoring and evaluation, gender and youth-responsive programming, as well as conflict sensitivity is overwhelmingly deemed as sufficient or more than sufficient (80% of responses), thus reconfirming the importance of the support provided through IRF-99.

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<sup>6</sup> Kluyskens and Clark (2013), "Review of the United Nations Peacebuilding Fund," p. 60.

<sup>7</sup> Kluyskens and Clark (2013), OIOS (2008), "Report of the Office of Internal Oversight on the Independent Evaluation of the Peacebuilding Fund," Ball and van Beijnum (2009) "Review of the Peacebuilding Fund."

<sup>8</sup> See recommendations from the SWAP 2014 Evaluation Performance review, and Merkel, Katharina (2021), "Thematic Review on Gender-Responsive Peacebuilding": [https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/gender\\_thematic\\_review\\_2021\\_23\\_nov.pdf](https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/gender_thematic_review_2021_23_nov.pdf).

<sup>9</sup> Ernstorfer, Anita (2021), "Synthesis Review 2020: Drawing on evaluations and evaluative exercises of initiatives supported by the Fund," p. 27: [https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/synthesis\\_review.pdf](https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/synthesis_review.pdf).

### **Design support efforts to date**

The DM&E team has been experimenting with country-tailored support during the design and implementation stages of the programming cycle through in-country support missions, VTC workshops, teleconferences, guidance notes and quality assurance of key programme documents, including Strategic Results Frameworks and project documents with their associated results frameworks.

Experience with this type of close accompaniment has shown that where such support is not provided, in-country programme staff struggle to present clear peacebuilding theories of change, to identify appropriate indicators and adequate monitoring frameworks to gauge their progress on peacebuilding outcomes. The 2017-2019 PBF Synthesis Review validated this conclusion, noting that in many contexts, “capacity limitations of RUNOs, NUNOs, and national partners in relation to robust peacebuilding programming remain a challenge.”<sup>10</sup> In order to enable better programme design and the development of adequate M&E frameworks at programme conception, while recognizing the increasing number of projects and requests for such support, dedicated Design, Monitoring and Evaluation staff and funding available for their taskings must be sufficiently expanded.

### **Establishing the practice of independent evaluations**

Since 2018, the PBF has made project evaluations mandatory, which “gives the PBF a unique data advantage...to inform its own decision-making and the practice of recipient organizations,” while also making project results “more readily available to other interested parties for the sake of transparency and learning.”<sup>11</sup> As a result, in 2021 the PBF assured the quality of a record 86 project evaluations, which was more than double the 2020 historic high of 36.<sup>12</sup> While this improvement in evaluation coverage has been welcomed, the quality and timeliness of these evaluations has varied significantly across cases, driven largely by in-country capacity and willingness to address the particularities of independently evaluating peacebuilding interventions (as opposed to standard development interventions).

Why is the commissioning of high-quality peacebuilding evaluations challenging? Similar to humanitarian evaluation, the evaluation of peacebuilding interventions is a subset within evaluation practice that requires specific expertise. Peacebuilding evaluators utilize a relatively new and innovative set of tools for confronting challenges stemming from the nature of conflict and post-conflict environments. Typical challenges include fluid programming contexts and constrained access to monitoring data and beneficiaries, all of which usually signal negative implications for quality evaluations using standard techniques. In addition to these environmental challenges, peacebuilding evaluators frequently confront projects in which the peacebuilding aspect of an intervention’s expected outcomes is not explicit or has become blurred over time. In these cases, peacebuilding evaluators must construct a *post hoc* logic model, including a theory of change and associated indicators, for assessing the specific peacebuilding gains an intervention has accomplished. In the absence of doing this, evaluations tend to assess a project’s outcomes within a given sector – education, security, local governance – at the expense of examining peacebuilding outcomes, rendering the evaluation

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<sup>10</sup> Ernstorfer, Anita (2020), “Synthesis Review 2017-2019: PBF project and portfolio evaluations,” p. 2: [https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/synthesis\\_review\\_final\\_report.pdf](https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/synthesis_review_final_report.pdf).

<sup>11</sup> Secretary-General’s Peacebuilding Fund, “2020-2024 Strategy,” p. 11: [https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/pbf\\_strategy\\_2020-2024\\_final.pdf](https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/pbf_strategy_2020-2024_final.pdf).

<sup>12</sup> Report of the Secretary-General on the Peacebuilding Fund for 2021 (2022) (A/76/687), p. 17: <https://www.un.org/peacebuilding/sites/www.un.org.peacebuilding/files/documents/n2225594.pdf>.

only marginally useful for peacebuilding practice and PBF accountability. Moreover, peacebuilding evaluation needs to combine evaluation of multidisciplinary programming with the consideration of impact on the political objectives of the Strategic Results Framework or other national peacebuilding frameworks. Guaranteeing quality peacebuilding evaluations, then, requires the specific technical expertise noted above, as well as administrative and political will to ensure that sufficient resources are in place in a timely fashion.

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

The Peacebuilding Fund's [Strategic Plan 2020-2024](#) and the corresponding [PBF Performance Framework](#) commit the Fund to ensuring a robust Monitoring, Evaluation and Learning system. Through piloting and scaling up new DM&E support exercises, the Fund will equip recipient UN entities and their national partners with more reliable data, evidence-based good practices and lessons learned, and greater DM&E capacity on both project and portfolio levels, which can contribute to enhancing national ownership, catalyzing additional resources, and ensuring sustainability of results.

## **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).

Overall aim of the project is to ensure that peacebuilding design, monitoring, evaluation and learning are strengthened within PBF-funded programming. The Peacebuilding Fund's Strategic Plan 2020-2024 and the corresponding PBF Performance Framework commit the Fund to ensuring a robust Monitoring, Evaluation and Learning system. Through piloting and scaling up new DM&E support exercises, the Fund will equip recipient UN entities and their national partners with more reliable data, evidence-based good practices and lessons learned, and greater DM&E capacity on both project and portfolio levels, which can contribute to enhancing national ownership, catalyzing additional resources, and ensuring sustainability of results.

- 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 C**; no need to provide additional narrative here.
- 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.

If country partners are supported with dedicated peacebuilding DM&E expertise from the design through evaluation of interventions, interventions will have clearer peacebuilding outcomes and evaluations will be timelier and of higher peacebuilding quality.

PBSO's DMEL team has proposed modifications to the PBF Guidelines to ensure that the Community Engagement Guidelines are followed wherever relevant. The team also works with the Gender Advisor closely in order to support and manage the integration of gender dimensions in its portfolios.

- 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.

IRF-99 funds are managed from the Secretariat but support activities in-country. Between 2015-2022, the project has supported **evaluative exercises in 13 countries** (Burkina Faso, Burundi, Colombia, Côte d'Ivoire, Guatemala, Guinea, Kyrgyzstan, Liberia, Madagascar, Mali, Niger, Somalia and Sri Lanka), **country-level analyses and strategies in 6 countries** (Guatemala, Haiti, Honduras, Kyrgyzstan, Niger, South Sudan), and provided **programming support to 4 countries** (Bolivia, Kiribati, Marshall Islands, Tuvalu), in addition to coordinating **global Fund-wide exercises**, such as Thematic Reviews, Synthesis Reviews, Mid-Term Review of PBF Strategy, expert support to review of Gender and Youth Promotion Initiatives' concept notes, analysis for annual Secretary-General's Report on PBF, and commissioning external Evaluation Quality Assessments. The project will also work alongside and provide evidence to advance the work of the newly established PBSO-housed Peacebuilding Impact Hub, which will serve as a one-stop resource for the UN system and the broader peacebuilding community and aim to foster a deeper understanding of the impact of peacebuilding interventions and policies to enhance the ability of stakeholders to make timely and evidence-informed decisions for effective peacebuilding.

### **DM&E country support**

In its Strategic Plan 2020-2024, the PBF committed to a target of roughly 40 countries actively receiving PBF support at any given time. Currently, PBF allocations have translated into more than 300 active projects. The current IRF project helps ensure that DM&E peacebuilding specialists are available to provide close support and ongoing guidance to country partners throughout the project cycle, and at the portfolio level.

Enhanced DM&E country support includes providing focused and flexible guidance to country based PBF partners at key moments in the programming cycle. In particular, this assistance and quality assurance is provided to the country teams while drafting Strategic Results Frameworks (SRF) and project documents (Peacebuilding and Recovery Facility/PRF and Immediate Response Facility/IRF). More specifically, the DM&E experts assist the country teams with drafting strong project results frameworks and opening up opportunities to ensure that the ambitious objectives of SRFs are reflected in monitoring and reporting mechanisms. Such work also includes conducting participatory workshops to identify and translate the conceptual outcomes and country-level peacebuilding priorities into concrete programmatic actions in various locales targeted by PRF and IRF proposals. DM&E specialists also review all proposals and sit on PBSO Project Appraisal Committees to provide an assessment of the proposals' M&E frameworks and tools.



DM&E specialists work with country-based partners to encourage the timely undertaking of monitoring exercises, especially baseline surveys and the rolling-out of new Community-Based Monitoring and Evaluation (CBM&E) initiatives, including through its Gender Promotion Initiative (GPI) 2.0 pilots. DM&E specialists support country-based partners with generating and utilizing evidence from the monitoring systems established by projects and Strategic Results Frameworks within the routine reporting required by MPTF-O and the PBF and for improved Results-Based Monitoring of interventions. DM&E specialists assist in periodic review of implementation progress, including anticipated participatory eligibility reviews at the 5-year mark. While some of this has been done in the past, it has been on an ad hoc basis and several PBF evaluations have noted that a lack of adequate real time monitoring has occasionally contributed to missed opportunities for course correction.

### **Country evaluation strategy**

For PRFs, evaluation function will be strengthened through a more comprehensive approach to periodic review throughout the programme cycle. The PBF will aim to engage country partners at three key moments: early in the implementation stage through an evaluability assessment, at midterm, and again for a final evaluation that will seek to measure the impact of PBF's investments. Wherever relevant, the DM&E Unit will seek to engage the UN Evaluation Group (UNEG) members to elicit their support of country-based colleagues and to increase their own headquarters' awareness of peacebuilding M&E. By providing three opportunities to reflect on anticipated outcomes and the fitness of inputs and outputs to achieve those outcomes, PBSO hopes to encourage a stronger connection between evaluation and programme management and learning.

The planned initiatives as well as new approaches to Fund-wide and portfolio-level evaluations outlined in the PBF Evaluation Policy will provide greater predictability of funding needs and enable PBSO to better plan its global strategy for DM&E support across more than 40 country contexts. Currently, the PBF largely is responsive to field-based initiatives or demand for evaluation. By managing a global portfolio more comprehensively and providing DM&E capacity building and guidance more systematically, the PBF will be better positioned to plan and course correct the Fund-wide DM&E strategy such that it provides key inputs to global planning and reporting cycles in addition to contributing to knowledge management within the PBF and peacebuilding community more generally.

A final anticipated strength of the proposed project is its support to PBSO's adherence to UN Evaluation Group standards, including gender-related standards, and its ability to ensure that all evaluations conducted by the PBF and its fund recipients maximize gender inclusiveness and sensitivity. By working closely with PBSO's Gender Advisor, the DM&E Unit strives to ensure that PBSO meets and, wherever possible, exceeds organization-wide gender standards. Relatedly, the DM&E Unit will be a central managing partner in the Gender and Youth Promotion Initiative (GYPI) which mandates a rigorous monitoring and evaluation agenda, including by commissioning independent cohort evaluations of projects under \$1.5 million, which typically include GYPI projects.

### **Surge capacity – PBF Programme Support Team (PST) – UNOPS component**

In order to consolidate and exceed the gains in quality programming the PBF has achieved in the face of considerable scale up, in 2019 the Fund established a “surge roster” of peacebuilding programming and evaluation professionals who can deploy to countries receiving funds from PBF to ensure high-quality proposals, achievement of results and rigorous evaluation. Surge roster logistics are managed on behalf of the Fund by UNOPS.

The surge roster (PBF Programme Support Team) has been operational since June 2019 with 10 peacebuilding DM&E experts. In 2020 and 2022 additional experts were recruited to this mechanism to allow the PBF to respond to increasing demands, **with 50 members being part of the PST roster as of end 2023, with an increased diversity**. As per initial findings of the UN Board of Auditors (BOA) audit, PBF has committed to the update of this roster to ensure a more geographically diverse roster of consultants, including those recommended from the countries with PBF presence.

See Annexes E, **G, H, I** for further details.

### **III. 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.

DPPA – as the provider of administrative services for PBSO - is the recipient UN Department responsible for the finances and the overall implementation of the project. PBSO is the implementing agency which is responsible for the recruitment of the DM&E unit staff, and the day-to-day running of the project.

UNOPS is a United Nations resource for services and solutions across peace and security, humanitarian, and development efforts. Its mission is to help people build better lives and countries achieve peace and sustainable development. While UNOPS can expand capacity towards achievement of all the sustainable development goals, the focus is based on partners' demand and the needs of people and countries. UNOPS' objectives are structured around three strategic contributions goals: (a) enable partners through efficient management support services; (b) help people through effective specialized technical expertise; and (c) support countries in expanding the pool and effect of resources.

- 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 A**.

The project team will include the Monitoring and Evaluation Specialist, who will have direct responsibility for ensuring that the project's outputs are achieved on time and on adequate budget, and will report to PBF's Senior M&E Advisor/Head of DMEL Unit. The Senior M&E Advisor will be ultimately accountable for the success of the project in contributing to the improvement of the Unit's DMEL function. The Head of the DMEL Unit/Senior Advisor reports to the Chief, Financing for Peacebuilding Branch, Peacebuilding Support Office.

The Surge Capacity component will be managed by the Chief, Financing for Peacebuilding Branch, Peacebuilding Support Office. The experts on the roster will report on all technical issues directly to the relevant PBF Programme Officer, delegated by the Chief, Financing for Peacebuilding Branch, Peacebuilding Support Office.

UNOPS will administer the recruitment and logistics, including travel arrangements, for all the consultants and DM&E Unit's staff. This project will be under the Development and Special Initiatives Portfolio. An assigned focal point will coordinate all day-to-day operations under the management of the Portfolio Manager who will provide oversight and monitoring to the project including approvals of contracts and procurement.

- 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.

Low risk

- 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 Senior M&E Advisor will provide oversight for the implementation of this project. **The project evaluation has been conducted, and finalized in December 2023 (see annex L).**

- 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.

#### **IV. 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. Proposed budget for all projects must include funds for independent evaluation. Proposed budget for projects involving non-UN direct recipients must include funds for independent audit.

See Annexes E, F, K.

### Annex A.1: Checklist of project implementation readiness

Question	Yes	No	Comment
<b>Planning</b>			
1. Have all implementing partners been identified? If not, what steps remain and proposed timeline			
2. Have TORs for key project staff been finalized and ready to advertise? Please attach to the submission			
3. Have project sites been identified? If not, what will be the process and timeline			
4. Have local communities and government offices been consulted/ sensitized on the existence of the project? Please state when this was done or when it will be done.			
5. Has any preliminary analysis/ identification of lessons learned/ existing activities been done? If not, what analysis remains to be done to enable implementation and proposed timeline?			
6. Have beneficiary criteria been identified? If not, what will be the process and timeline.			
7. Have any agreements been made with the relevant Government counterparts relating to project implementation sites, approaches, Government contribution?			
8. Have clear arrangements been made on project implementing approach between project recipient organizations?			
9. What other preparatory activities need to be undertaken before actual project implementation can begin and how long will this take?		N/A	
<b>Gender</b>			
10. Did UN gender expertise inform the design of the project (e.g. has a gender adviser/expert/focal point or UN Women colleague provided input)?			
11. Did consultations with women and/or youth organizations inform the design of the project?			
12. Are the indicators and targets in the results framework disaggregated by sex and age?			
13. Does the budget annex include allocations towards GEWE for all activities and clear justifications for GEWE allocations?			

## Annex A.2: Checklist for project value for money

Question	Yes	No	Project Comment
1. Does the project have a budget narrative justification, which provides additional project specific information on any major budget choices or higher than usual staffing, operational or travel costs, so as to explain how the project ensures value for money?			
2. Are unit costs (e.g. for travel, consultancies, procurement of materials etc) comparable with those used in similar interventions (either in similar country contexts, within regions, or in past interventions in the same country context)? If not, this needs to be explained in the budget narrative section.			
3. Is the proposed budget proportionate to the expected project outcomes and to the scope of the project (e.g. number, size and remoteness of geographic zones and number of proposed direct and indirect beneficiaries)? Provide any comments.			
4. Is the percentage of staffing and operational costs by the Receiving UN Agency and by any implementing partners clearly visible and reasonable for the context (i.e. no more than 20% for staffing, reasonable operational costs, including travel and direct operational costs) unless well justified in narrative section?			
5. Are staff costs proportionate to the amount of work required for the activity? And is the project using local rather than international staff/expertise wherever possible? What is the justification for use of international staff, if applicable?			
6. Does the project propose purchase of materials, equipment and infrastructure for more than 15% of the budget? If yes, please state what measures are being taken to ensure value for money in the procurement process and their maintenance/ sustainable use for peacebuilding after the project end.			
7. Does the project propose purchase of a vehicle(s) for the project? If yes, please provide justification as to why existing vehicles/ hire vehicles cannot be used.			
8. Do the implementing agencies or the UN Mission bring any additional non-PBF source of funding/ in-kind support to the project? Please explain what is provided. And if not, why not.			

## **Annex B.1: Project Administrative arrangements for UN Recipient Organizations**

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

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

### **AA Functions**

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

- Disburse funds to each of the RUNO in accordance with instructions from the PBSO. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the PBSO along with the relevant Submission form and Project document signed by all participants concerned;
- Consolidate the financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF annual consolidated progress reports to the donors and the PBSO;
- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is completed by the RUNO. A project will be considered as operationally closed upon submission of a joint final narrative report. In order for the MPTF Office to financially closed a project, each RUNO must refund unspent balance of over 250 USD, indirect cost (GMS) should not exceed 7% and submission of a certified final financial statement by the recipient organizations’ headquarters);
- Disburse funds to any RUNO for any cost extension that the PBSO may decide in accordance with the PBF rules & regulations.

### **Accountability, transparency and reporting of the Recipient United Nations Organizations**

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

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

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

Type of report	Due when	Submitted by
Semi-annual project progress report	15 June	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual project progress report	15 November	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
End of project report covering entire project duration	Within three months from the operational project closure (it can be submitted instead of an annual report if timing coincides)	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
Annual strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it	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)
<i><b>Certified final financial report to be provided by 30 June of the calendar year after project closure</b></i>	

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 be refunded and a notification sent to the MPTF Office, no later than six months (30 June) of the year following the completion of the activities.

#### Ownership of Equipment, Supplies and Other Property

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

### **Public Disclosure**

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website ([www.un.org/peacebuilding/fund](http://www.un.org/peacebuilding/fund)) and the Administrative Agent's website ([www.mptf.undp.org](http://www.mptf.undp.org)).

## **Annex B.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 allocations only), which may contain a request for additional PBF allocation if the context requires it	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 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)
<i>Certified final financial report to be provided at the quarter following the project financial closure</i>	

Unspent Balance exceeding USD 250 at the closure of the project would have to been 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 ([www.un.org/peacebuilding/fund](http://www.un.org/peacebuilding/fund)) and the Administrative Agent website ([www.mptf.undp.org](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 implementation 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, in order 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>13</sup>
- Demonstrates at least 3 years of experience in the country where grant is sought.
- Provides a clear explanation of the CSO's legal structure, including the specific entity which will enter into the legal agreement with the MPTF-O for the PBF grant.

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<sup>13</sup> Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12.

### Annex C: Original Project Results Framework (MUST include sex- and age disaggregated data)

While some components of this results framework remain valid, they do not capture the breath of work being done by the PBF DMEL team. Therefore, a new proposed results framework (see Annex D) has been set up which covers all the initiatives while the project continues to report on the relevant indicators in this original framework, **including NCE 2024 target (output 4.1)**

Outcomes	Outputs	Indicators	Means of Verification	Milestones	Update
Outcome 1: JSCs, Secretariats, RUNOs, and PBSO are provided with well-targeted, actionable evaluations of their work.		Outcome Indicator 1 a  Number of evaluations rated as “confident to act” (independent rating).  Target: 100%	External peer review	75%	No longer relevant with the new evaluation policy
		Outcome Indicator 1 b  JSCs, Secretariats, RUNOs and PBSO find evaluative exercise findings to be timely and useful to their work.  Target: 100%	Partnership survey	75%	No longer relevant with the new evaluation policy
	Output 1.1	Output Indicator 1.1.1	Index to be composed of a checklist of OECD-DAC and		No longer relevant with the new evaluation policy

	PBSO commissions and manages timely, high-quality, gender-sensitive evaluations.	Ratio of completed evaluations that score at least 80% on a quality index per year (PBF rating).  Target: 100%	UNEG evaluation criteria		
		Output Indicator 1.1.2  Ratio of field missions undertaken after approval of the Inception Report  Target: 100%		75%	No longer relevant with the new evaluation policy
	Output 1.2 PBSO coordinates communication and provides input to key evaluation documents through an active and broadly representative Reference Group associated with its evaluations.	Output Indicator 1.2.1  Ratio of evaluations that have been finalized with Reference Group endorsement to those without.  Target: 9 /9	Consolidated comments from RG members on Final Report		No longer relevant with the new evaluation policy
		Output Indicator 1.2.2  Percentage of Reference Group members that are women.  Target: 50%	Finalized Terms of Reference for PBF evaluation reference groups		No longer relevant with the new evaluation policy

	Output 1.3 PBSO supports in-country stakeholders to submit well-considered and timely management responses.	Output Indicator 1.3.1  Percentage of formal management responses submitted to PBF M&E Unit within 40 days of the Final Report acceptance.  Target: 100%		75%	No longer relevant with the new evaluation policy
Outcome 2: Evaluations commissioned by PBF mainstream gender and are in line with UNEG and UN SWAP standards		Outcome Indicator 2 a  PBF scores “compliant” or better in annual UN SWAP review.  Target: Compliant			Compliant

	<p>Output 2.1</p> <p>Terms of reference and Inception Reports include evaluation criteria that integrate gender.</p>	<p>Output Indicator 2.1.1</p> <p>Percentage of Inception Reports that analyze gender relations within the object of study.</p> <p>Target: 100%</p>			100% for all Fund-managed evaluations
	<p>Output 2.2</p> <p>Data collection tools and methods are gender-sensitive and support women's participation and empowerment.</p>	<p>Output Indicator 2.2.1</p> <p>Percentage of evaluations for which data collection tools explicitly target women.</p> <p>Target: 100%</p>			100% for all Fund-managed evaluations

	<p>Output 2.3 Evaluation findings fully analyze gender dynamics and are sensitive to women's empowerment.</p>	<p>Output Indicator 2.3.1 Percentage of evaluations for which the Evaluation Report includes findings, conclusions, recommendations that address gender dynamics and/or women's empowerment</p> <p>Target: 100%</p>	Quality index	75%	100% for all Fund-managed evaluations
<p>Outcome 3: PBF contributes to UN capacity development and global knowledge about peacebuilding</p>		<p>Outcome Indicator 3 a Thematic reviews rated as "contributing to peacebuilding knowledge" by UN partners</p> <p>Target: 100%</p>	Partnership survey		Not measured according to this indicator and no longer relevant with the new evaluation policy



		<p>Outcome Indicator 3 b</p> <p>M&amp;E for peacebuilding working group is established and well-functioning based on: 1) adoption of a ToR, 2) number of meetings, 3) number of members</p> <p>Target: 1) yes; 2) 4/year; 3) 12</p>			No longer relevant with the new evaluation policy
	<p>Output 3.1</p> <p>Thematic reviews and thematic evaluations provide in depth analysis on pressing peacebuilding topics</p>	<p>Output Indicator 3.1.1</p> <p>Number of Thematic reviews and thematic evaluations</p> <p>Target: 2/year</p>			<p><i>Up to 2</i> Thematic Reviews commissioned per year:</p> <p>2020: 1 2021: 2 2022: 2</p>

		<p>Output Indicator 3.1.2</p> <p>Number of brownbag lunches or other events to disseminate final reports</p> <p>Target: 2/year</p>			<p>2020: 1</p> <p>2021: 2</p> <p>2022: 2</p>
<p>Outcome 4: PBF-funded programmes and projects are better designed and more evaluable</p>		<p>Outcome Indicator 4 a</p> <p>Percentage of PAC approval decisions for PRFs that are conditional on significant changes to the results framework</p> <p>Target: 25%</p>			No longer relevant

		<p>Outcome Indicator 4 b</p> <p>Percentage of projects within 6 months of ending that demonstrate evidence of peacebuilding outcomes.</p> <p>Target: 50%</p>			<p>2020: 19%</p> <p>2021: 23%</p> <p>2022: 19%</p>
	<p>Output 4.1</p> <p>Evaluability assessments (EAs) of all PRF programmes provide recommendations for improving design, implementation and evaluability.</p>	<p>Output Indicator 4.1.1</p> <p>Number of Evaluability Assessments</p> <p>Target: 6</p>		3	4 (Côte d'Ivoire, Liberia, Burkina Faso, Madagascar)
		<p>Output Indicator 4.1.2</p> <p>Percentage of EA recommendations implemented</p> <p>Target: 100%</p>			100%
		<p>Output Indicator 4.1.3</p> <p>Percentage of PRF countries that collect monitoring data on non-target and target populations.</p> <p>Target:100</p>			4 (PeaceFIELD countries in 2021-2022: Mali, Niger, Guatemala, Sudan)

	Output 4.2 Effective use of monitoring for management	Output Indicator 4.2.1  Of projects rated as “off track”, percentage of project reports that demonstrate corrective action taken as a result of monitoring data  Target: 75%	RUNO 6-monthly reports to PBSO	50%	84%
	Output 4.3 Improved design through PBF direct country support for DM&E	Output Indicator 4.3.1  Number of surge missions to support design and implementation  Target:			8 (strategic design support in Guatemala, Haiti, Honduras, Kyrgyzstan, Niger, South Sudan, and project design support in Bolivia and the Pacific Islands of Kiribati, Marshall Islands, and Tuvalu)

#### Annex D: New Project Results Framework (MUST include sex- and age disaggregated targets)

Outcomes	Outputs	Indicators	Means of Verification/ frequency of collection	Indicator milestones
<b>Outcome 1:</b>  <u>Design:</u> PBSO's support leads to better designed peacebuilding and conflict prevention interventions, including in cross-border and transition contexts and in support of more inclusion of women and youth, and to stronger and more actionable country's peacebuilding frameworks and strategies.		<b>Outcome Indicator 1a</b>  % of PBF in-country stakeholders assessing that the PBF makes a large or very large contribution to peace.  Baseline: 66% (2022) Target: Within 5% of 2022 figure	PBF annual partner survey (UK-PBF output indicator 3.4)	2023: Within 5% of 2022 figure
	<b>Output 1.1</b>  PBSO enhances the impact of the PBF resources in eligible countries by engaging with national stakeholders for the development and/or strengthening of PBF Strategic Results Frameworks (SRFs), peacebuilding pillars of the UN Sustainable Development Cooperation Frameworks (UNSDCFs), or other national peacebuilding strategies or frameworks.	<b>Output Indicator 1.1.1</b>  Percentage of eligible countries that adopted country-level Strategic Frameworks to guide PBF investment strategy.  Baseline: 40% Target: 70%	SDCFs, ISFs, PBF Strategic Frameworks (PBF Strategic Performance Framework, indicator 1.0.2)	2023: 70%
	<b>Output 1.2</b>  PBF-funded projects are better designed through direct country support of the PBF Programme Support Team (PST) roster of consultants, both for regular programming (especially for	<b>Output Indicator 1.2.1</b>  Number of PBF Programme Support Team (PST) roster assignments to support project design.  Baseline: 1	PBF-UNOPS PST roster assignment tracker	2023: 4

	cross-border and transitions contexts) and Gender and Youth Promotion Initiatives.	Target: 4		
<p>Outcome 2:</p> <p><u>Monitoring and Reporting:</u> PBF supports monitoring and reporting processes and systems that effectively collect and consolidate data on peacebuilding impact.</p>		<p>Outcome Indicator 2a</p> <p>% of PBF active projects considered “on track with evidence of peacebuilding results”</p> <p>Baseline: 19%</p> <p>Target: 30%</p>	Project score tracked in PBF Reporting Dashboard (PBF Strategic Performance Framework, indicator 1.0.1)	2023: 30%
	<p>Output 2.1</p> <p>PBSO supports the set-up and strengthening of country portfolio-level monitoring frameworks (such as for SRFs, UNSDCF, etc.)</p>	<p>Output Indicator 2.1.1</p> <p>% of PRF countries with Strategic Frameworks where outcome-level data is collected.</p> <p>Baseline: 36%</p> <p>Target: 80%</p>	PRF country tracker (PBF Strategic Performance Framework, indicator 1.5.1)	2023: 80%
	<p>Output 2.2</p> <p>PBSO provides guidance to projects on peacebuilding monitoring and reporting.</p>	<p>Output Indicator 2.2.1</p> <p># of training sessions or other meetings and events organized covering the topics of peacebuilding monitoring and/or reporting.</p> <p>Baseline: 1</p> <p>Target: 1</p>	PBF Community of Practice event announcements	2023: 1
	<p>Output 2.3</p> <p>PBSO provides support to participatory community-based mutual accountability</p>	<p>Output Indicator 2.3.1</p> <p>% of PRF countries with Strategic Frameworks that engage in community-</p>	CBM analytic reports; minutes of JSC meetings	2023: 35%

	monitoring systems (CBM) at project and country portfolio levels, working closely with civil society.	based monitoring mechanisms or other feedback loops.  Baseline: 27% Target: 35%	(PBF Strategic Performance Framework, indicator 1.5.3)	
<p>Outcome 3:</p> <p><u>Evaluation:</u> PBSO ensures robust evaluation processes and high-quality deliverables at global, country portfolio and project levels.</p>		<p>Outcome Indicator 3a</p> <p>% of PBF in-country stakeholders who find PBF evaluations (PBSO-commissioned and decentralized) credible and useful, both for accountability and learning purposes.</p> <p>Baseline: N/A Target: 60%</p>	PBF annual partner survey	2023: 60%
	<p>Output 3.1</p> <p>PBSO commissions and manages global Fund-wide evaluations as per the PBF Evaluation Policy 2022-2024 (including cohort evaluations, synthesis reviews, and the reviews of the Fund's strategy).</p>	<p>Output Indicator 3.1.1</p> <p># of global Fund-wide evaluations commissioned a given year.</p> <p>Baseline: 1 Target: 2</p>	PBF website	2023: 2
	<p>Output 3.2</p> <p>PBSO procures and manages timely, high-quality, gender- and age-sensitive independent portfolio-level evaluative exercises based on country requests (including portfolio evaluations, strategic reviews,</p>	<p>Output Indicator 3.2.1</p> <p>Joint Steering Committees (JSCs) and government partners, PBF Secretariats, funds' recipients, implementing partners, and PBSO find evaluative exercise findings to be timely and useful to their work.</p>	Post-evaluation survey	2023: 100%

	lessons learned exercises, evaluability assessments, etc.).	Baseline: N/A Target: 100%		
	Output 3.3  PBSO administers external project-level Evaluation Quality Assessments (EQAs) for greater accountability, compliance, and learning.	Output Indicator 3.3.1  # of completed EQAs with scores published on the PBF website alongside the project evaluation report.  Baseline: N/A Target: 30	PBF website	2023: 30
Outcome 4:  <u>Knowledge Management and Learning</u> : PBSO contributes to capacity development and global knowledge about peacebuilding.		Outcome Indicator 4a  % of PBF in-country stakeholders assessing that the PBF makes a large or very large contribution to capacity building and knowledge sharing on peacebuilding within its Community of Practice.  Baseline: N/A Target: 60%	PBF annual partner survey	2023: 60%
	Output 4.1  Thematic Reviews provide in-depth analysis on pressing peacebuilding topics.	Output Indicator 4.1.1  Number of Thematic Reviews commissioned per year.  Baseline: 2 Target: Up to 2	Terms of Reference finalized, and consultancy contract issued (PBF Strategic Performance Framework, indicator 1.5.4)	2023: 1 2024: 1 (updated as part of the NCE 2024)
	Output 4.2	Output Indicator 4.2.1	PBF website	2023: 2



	PBSO develops guidance resources on peacebuilding programming and M&E (including guidance notes, tip sheets, checklists, templates, flowcharts, etc.).	# of guidance resources produced by PBSO a given year.  Baseline: 1 Target: 2		
	Output 4.3  PBSO facilitates iterative learning processes within the PBF Community of Practice through managing communication platforms and coordinating training sessions and learning exchanges, both in-person and virtually.	Output Indicator 4.3.1  # of PBF Community of Practice sessions (in-person and virtual) organized a given year.  Baseline: 4 Target: 4	PBF Community of Practice event announcements	2023: 4

## Annex E: UNOPS undg budget

As per cost-extension ending 31 December 2023.

Budget item	Original budget breakdown (\$1,014,000)	Cost extension budget breakdown (\$250,915)	Total budget breakdown (\$1,264,915)
<b>Personnel</b>	\$ 647,211.00	\$ 308,477.00	\$ 955,688.00
<b>Travel</b>	\$ 140,297.00	\$ (68,477.00)	\$ 71,820.00
<b>Contractual services</b>	\$ 10,000.00	\$ (10,000.00)	\$ -
Project personnel costs (if not included in activities above) <sup>14</sup>	\$ 111,215.00	\$ (8,045.61)	\$ 103,169.39
Project operational costs (if not included in activities above) <sup>15</sup>	\$ 38,940.00	\$ 12,545.61	\$ 51,485.61
<b>SUB-TOTAL PROJECT BUDGET:</b>	<b>\$ 947,664.00</b>	<b>\$ 234,500.00</b>	<b>\$ 1,182,164.00</b>
Indirect support costs (7%): <sup>16</sup>	\$ 66,336.00	\$ 16,415.00	\$ 82,751.00
<b>TOTAL PROJECT BUDGET:</b>	<b>\$ 1,014,000.00</b>	<b>\$ 250,915.00</b>	<b>\$ 1,264,915.00</b>

<sup>14</sup> **Project personnel cost (Direct Cost):** UNOPS estimates the project personnel cost on the basis of the type of project and activities. The project personnel cost pertains to the pro-rated cost of UNOPS team directly working on the project. This is a cost-saving mechanism, as UNOPS utilizes the existing capacities in its office for project management, HR, procurement, and finance, rather than hiring individual positions under the project budget. UNOPS is a project-based and self-financed organization and as such it operates based on the full-cost recovery principle and does not receive additional core or voluntary funding from the Member States or other third parties.

<sup>15</sup> **Project operational costs (Direct Cost):** Project operational costs are \$1,000 per month for an engagement. This is a UNOPS support cost that is managed centrally at the local, regional, and global level. All UNOPS engagements require \$1,000/month to sustain the central support cost.

<sup>16</sup> **Management fee:** Management fee for UNOPS is 7% for PBF with MPTFO as a donor funding.

## Annex F: DPPA/PBSO UNDG budget

As per no-cost-extension Ending 31 December 2024.

Budget item	Original budget breakdown (\$5,599,898)	Cost extension budget breakdown (\$303,500)	Total budget breakdown (\$5,903,398)
<b>Personnel (institution/ consultancy firm)</b>	\$4,389,279	\$283,645	\$4,672,924
<b>Equipment, Vehicles and Furniture</b>	\$3,765	\$0	\$3,765
<b>Contractual services</b>	\$24,176	\$0	\$24,176
<b>Travel</b>	\$250,119	\$0	\$250,119
<b>Transfers and Grants</b>	\$272,268.2	\$0	\$272,268.2
<b>General Operating and Other Direct Costs</b>	\$293,942.8	\$0	\$293,942.8
<b>SUB-TOTAL PROJECT BUDGET:</b>	<b>\$5,233,550</b>	<b>\$283,645</b>	<b>\$5,517,195</b>
Indirect support costs (7%):	\$366,348	\$19,855	\$386,203
<b>TOTAL PROJECT BUDGET:</b>	<b>\$5,599,898</b>	<b>\$303,500</b>	<b>\$5,903,398</b>

## Annex G: Matrix of Responsibilities: UNOPS Partner Personnel

### A: Selection process conducted by partner; pre-selection of Personnel (ICAs)

Activity		PBSO	UNOPS
Selection process	Preparation of Terms of Reference (TOR)	x	
	Review and classification of Terms of Reference (TOR)	x	
	Define assignment, remuneration, and duration	x	
	Advertisement and short-listing of candidates	x	
	Interviews, selection, and reference checks	x	
	Sexual Exploitation and Abuse (SEA) Clear Check <sup>17</sup>	x	
	Approval of selection	x	
	Submission of pre-selection request to UNOPS	x	
Contract issuance and administration	Processing of pre-selection instructions and issuance of ICA related documentation as per UNOPS contract issuance policy		x
	Request UNOPS to take contract implementation actions in accordance with the Partner's applicable rules, and the Project Agreement	x	
	Implement contract administration decisions in accordance with the Project Agreement and within the boundaries of UNOPS regulations and rules as well as issuance of letter confirming engagement (if needed).		x
	External administrative costs (e.g. actual cost of the Visa or Work/Resident Permit charged by local authorities or UN Secretariat).	x	
	Issuance of UN Certificates (UNC/UNLP)(when applicable, at the cost of the Partner (Misc. cost))		x (when requested and where required only)
	Processing payment, including remuneration, related allowances and other entitlements (if applicable as per partner agreement)		x
	Transfer of fee payments to personnel individual bank accounts		x
	Administration of applicable service-incurred injury, illness and death insurance (if applicable as per individual Partner Agreement)	x (reports it to UNOPS)	x (takes action if in

<sup>17</sup> Alternative for the selection process approved by the Partner and conducted in accordance with UNOPS rules and regulations.

			agreement)
	Administration of malicious act insurance	x (reports it to UNOPS)	x
	Confirmation of receipt of relevant medical insurance coverage for International ICA's (when requesting contract creation/travel outside current duty station)	x	
	Administration of medical insurance (applicable to local ICAs and their eligible dependents) as per partner agreement		x
	Administration of Provident Fund voluntary contributions (applicable to local ICAs and international ICAs) as per partner agreement		x
<b>Travel</b> (administered by partner)	Issuance and approval of travel authorization	x	
	Ensure that security clearance has been obtained by the traveler	x	
	Mission Travel Insurance / Visas (where necessary)	x	
	Issuance of Visa support letter (if required)	x	
	Booking and purchase of tickets	x	
	Advance payment of travel entitlements (DSA and terminals)	x	
	Settlement of travel claim	x	
<b>Travel</b> (administered by UNOPS, in consultation with partner and at partner cost)	Issuance and approval of travel authorization	x	
	Ensure that security clearance has been obtained by the traveler	x	
	Mission Travel Insurance / Visas (where necessary)		x
	Issuance of Visa support letter (if required)		x
	Booking and purchase of tickets		x
	Advance payment of travel entitlements (DSA and terminals)		x
	Settlement of travel claim		x
<b>Supervision</b>	Technical instructions and day-to-day management and supervision of personnel	x	
<b>Performance management</b>	Performance review/appraisal	x	
	Keeping performance records	x	
<b>Extension, non-renewal, or</b>	Decision on extension, non-renewal, or termination.	x	

<b>termination; Separation</b>	Implement Separation and Administration of separation entitlements upon receipt of instructions from partner		x
<b>Dispute resolution/claims</b>	Claims and/or grievances relating to contract administration between ICA holder and UNOPS		x
	All other claims/grievances filed by the ICA holder, and any disputes or claims from third parties	x	
	Investigations of misconduct allegations including harassment	x	
	Disciplinary review and decision	x	
	Implementation of partner's disciplinary decisions		x
<b>Security<sup>18</sup></b>	Report to UNDSS of the personnel provided	x	
	Evacuation management	x	
	Ensure that personnel comply with all the applicable security requirements (UNOPS accepts no responsibility for any breach of security requirements by such personnel)	x	
<b>Medical Evacuation<sup>19</sup></b>	Maintain a legal agreement with a service provider of related services		x
	Be the interface vis-à-vis the service provider in case of Medevac		x
	Ensure that accurate information related to personnel is available and regularly updated. (including collection of different forms concerning personnel)	x	
	Approval of medical evacuation(s).	x	
	Transfer of documentation related to Medevac case to UNOPS	x	
	Additional cost of actual evacuation and medical expenses (these costs are not included in the budget).	x	
	Administration and coordination of the medical evacuation on behalf of the partner (local UNOPS focal point)		x
<b>Insurance coverage (MAIP and Service incurred Injury, Illness, Disability and Death)</b>	Collect funds towards payment of compensation for death and permanent illness and disability (service and/or non-service incurred as applicable)		x
	Collect funds towards payment of MAIP fees		x
	Inform UNOPS of any event that may create the need to submit an insurance claim.	x	

<sup>18</sup> Only applies to UN entities. Non-UN partner personnel are not covered by the UN security management system and it is the respective non-UN partner organization that is responsible for all aspects of security for its personnel

<sup>19</sup> Currently UNOPS holds a long term agreement with Europ Assistance for the provision of medical evacuation services.

	Manage request for compensation for death and permanent illness and disability (service and/or non-service incurred as applicable)		x
	Make payments to beneficiaries in cases of death and permanent illness and disability (service and/or non-service incurred as applicable) to the limit of the coverage provided by the insurance company		x

**B: Selection process conducted in accordance with UNOPS rules and regulations (ICAs)**

**Note: For UNOPS lead selections, the only activity that changes is the selection process as stated below. All other activities (contract issuance and administration, travel, supervision, etc.) remain unchanged.**

Activity		PBSO	UNOPS
Selection process	Preparation of Terms of Reference (TOR)	x	
	Review and classification of Terms of Reference (TOR)		x
	Advise on possible remuneration in accordance with UNOPS policies		x
	Advertisement and preliminary shortlisting of candidates		x
	Review and sharing applications from the recruitment platform		x
	Final decision on shortlisting		x (in consultation with partner, in line with UNOPS policies)
	Interviews (UNOPS will have the roles of Convener and HR rep on the panel, the partner will be technical representative)	x	x
	Selection recommendation		x (in consultation with partner)

	Approval of selected candidate(s) / final recruitment decision	x	
	Review and approval of relevant committee or Procurement authority as per UNOPS rules and regulations		x
	Submission of pre-selection request to UNOPS (via pre-selection letter)	x	

**C: General and Financial Administration**

Activity		PBSO	UNOPS
<b>Selection process</b>	Availability of funds	x	
	Preparation of activity work plan	x	
	Provision of non-expendable equipment	x	
	Provision of expendable equipment	x	



**Annex H: Pre-selection letter template (for cases where the recruitment is conducted following the partner's rules and regulations)**

**[Partner]** writes to pre-select the following personnel to be contracted by UNOPS in the context of the Project:

[Name], [Position], ICSC level, [Budget]

[Name], [Position], ICSC level, [Budget]

[Name], [Position], ICSC level, [Budget]

**[Partner]** confirms that, in selecting the above individuals, it has complied with its applicable internal rules, regulations and procedures.

Furthermore, since the pre-selection is outside UNOPS' control, [Partner] recognizes and agrees that UNOPS shall not be accountable, or otherwise carry any liability, for the performance of the pre-selected individuals.

UNOPS shall issue contracts to personnel solely in the capacity of [PARTNER]'s legal agent. The contracts issued to personnel shall contain the following provision:

"This contract is issued on behalf of [PARTNER] pursuant to an agreement between [PARTNER] and UNOPS for the provision of administrative services by the latter to the former. Your substantive contractual rights and responsibilities are with [PARTNER] and not with UNOPS. As such, all references to "UNOPS" shall be construed as references to "[PARTNER]", with the exception of contract administration provisions for which the reference to UNOPS applies."

[Partner] shall handle all suits, claims and demands made by any of the personnel engaged by UNOPS on behalf of [Partner] and will cover costs and expenses associated therewith. Without limiting the generality of the foregoing, this shall extend to suits, claims, demands and liability in the nature of worker's compensation, products liability, and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by any of the personnel.

The obligations contained in this letter do not lapse upon the termination or expiration of the agreement.

Personnel will be managed and supervised by and report to [Partner] (and not UNOPS).

**Annex I: Pre-selection letter template (for cases where the recruitment is conducted following UNOPS rules and regulations)**

[Partner agency] writes to pre-select the following personnel to be contracted by UNOPS in the context of the Project:

[Name], [Position], ICSC level, [Budget]

[Name], [Position], ICSC level, [Budget]

[Name], [Position], ICSC level, [Budget]

**[Partner]** is aware that the selection process conducted in order to identify the above individuals has been conducted by UNOPS in accordance with UNOPS' internal rules, regulations and procedures. [partner agency] has decided to rely on this process to identify the above individuals.

**[Partner]** recognizes and agrees that UNOPS shall not be accountable, or otherwise carry any liability, for the performance of the pre-selected individuals. Notwithstanding the foregoing, UNOPS shall be responsible for contract administration related issues.

UNOPS shall issue contracts to personnel solely at [Partner]'s request. The contracts issued to personnel shall contain the following provision: 'This contract is issued on behalf of [PARTNER] pursuant to an agreement between [PARTNER] and UNOPS for the provision of administrative services by the latter to the former. Your contractual rights and responsibilities are with [PARTNER] and not with UNOPS. Except where the context requires otherwise, all references to "UNOPS" shall be construed as references to [PARTNER].'

**[Partner]** shall handle all suits, claims and demands made by any of the personnel engaged by UNOPS on its behalf and will cover costs and expenses associated therewith. Without limiting the generality of the foregoing, this shall extend to suits, claims, demands and liability in the nature of worker's compensation, products liability, and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by any of the personnel.

These obligations do not lapse upon the termination or expiration of the agreement.

Personnel will be managed and supervised by and report to [Partner] (and not UNOPS).

Annex J: PBSO-UNU Agreement –YPS Thematic Review (attached)



UNU-PBSO  
Agreement\_Youth The

Annex K: UNU YPS Thematic Review budget

<b>Activities</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Total</b>
Total programmable amount, including direct costs	\$11,250	\$161,700	\$15,750	\$188,700
Indirect support costs (6%)	\$675	\$9,702	\$945	\$11,322
<b>UNU-CPR costs for 12 months</b>	<b>\$11,925</b>	<b>\$171,402</b>	<b>\$16,695</b>	<b>\$200,022</b>

### Annex L: PBF/IRF-99 Summary report



PBF-IRF-99 Summary  
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### Annex M: Country Support for Design, Monitoring, and Evaluation Project Evaluation



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strategic review\_Dec 1