

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



PBF PROJECT DOCUMENT

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

Country (ies): Liberia	
Project Title: Support to PBF Secretariat	
Project Number from MPTF-O Gateway: 00113699	
PBF project modality: <input type="checkbox"/> IRF <input checked="" type="checkbox"/> PRF	If funding is disbursed into a national or regional trust fund: <input type="checkbox"/> Country Trust Fund <input type="checkbox"/> Regional Trust Fund Name of Recipient Fund:
List all direct project recipient organizations (starting with Convening Agency), followed type of organization (UN, CSO etc): N/A List additional implementing partners, Governmental and non-Governmental:	
Expected project commencement date¹: 1 March 2019 Actual start date (date of first transfer): 15 Feb 2019 Project duration in months:² Initial Project duration in months: 23 months (estimated end date 14 Jan 2021) First Revision: 23 months + 4 months (estimated end date 13 May 2021) Second revision and cost extension: 27 months + 14 months (estimated end date 12 July 2022) Third revision and cost extension: 41 months + 24 Months = 65 months (estimated end date 12 July 2024) Current (2024) revision and no cost extension (in green) = 65 months+24 months= 89 months (estimated end date 12 July 2026). Geographic zones for project implementation: Nationwide	
Does the project fall under one of the specific PBF priority windows below: <input type="checkbox"/> Gender promotion initiative <input type="checkbox"/> Youth promotion initiative <input checked="" type="checkbox"/> Transition from UN or regional peacekeeping or special political missions <input type="checkbox"/> Cross-border or regional project	
Total PBF approved project budget* (by recipient organization): Previously approved (June 2019-June 2021): LMPTF/UNDP: \$ 500,000.00 + \$ 639,276.85 + \$ 1,139,276.85 + \$401,591.65 = \$1,540,868.51 Additional budget (July 2022 cost extension): UNDP: \$1,511,331.89	

¹ Note: actual commencement date will be the date of first funds transfer.

² Maximum project duration for IRF projects is 18 months, for PRF projects – 36 months.

TOTAL: UNDP: \$3,052,200.39

**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.*

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

PBF 1st tranche* 70% (2019): LMPTF: \$ 350,000.00 Total: \$350,000.00	PBF 2nd tranche 30% (2019): LMPTF: \$150,000.00 Total: 150,000.00	PBF 3rd tranche 70% (2019): LMPTF:\$447,493.80 Total: \$447,493.80	4th tranche 30% (2020) LMPTF: \$ 191,783.05 Total:191,783.05
PBF 5th (70% of 2021 cost extension) UNDP: \$ 281,114.16 Total: \$ 281,114.16	6th Tranche (30% of 2021 cost extension) UNDP: \$120,477.50 Total: \$120,477.50	PBF 7th Tranche (70% of 2022 cost extension) UNDP: \$1,057,932.32 Total: \$1,057,932.32	PBF 8th Tranche (30% of 2022 cost extension) UNDP: \$453,399.57 Total: \$453,399.57

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

This project aims to ensure a better quality, coordination and visibility of the UN Peacebuilding Fund portfolio in Liberia.

Summarize the in-country project consultation and endorsement process prior to submission to PBSO, including through any PBF Steering Committee where it exists:

The project received the endorsement of Government and peacebuilding actors in the country.

Project Gender Marker score: 1 ³

Up until the cost extension, this project did not specifically disaggregate the GEWE budget. For the July 2022 cost extension, 20% or \$302,266.38 is estimated as allocated to activities in direct pursuit of gender equality and women's empowerment:
The Secretariat will continue to monitor and support gender mainstreaming in all PBF projects implemented by the agencies.

Project Risk Marker score: 0 ⁴

Select PBF Focus Areas which best summarizes the focus of the project (select ONLY one): 4.3.
Governance of Peacebuilding resources (including PBF Secretariat) ⁵

³ **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)

⁴ **Risk marker 0** = low risk to achieving outcomes

Risk marker 1 = medium risk to achieving outcomes

Risk marker 2 = high risk to achieving outcomes

⁵ **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)

If applicable, **UNDAF outcome(s)** to which the project contributes: Pillar 1, Pillar 3 and Pillars 4 of the UNSDCF.

If applicable, **Sustainable Development Goal** to which the project contributes:

Type of submission:

- ☐ New project
☒ Project amendment

If it is a project amendment, select all changes that apply and provide a brief justification:

Extension of duration: ☒ Additional duration in months: **Another 24 Months (till 12 July, 2026).**

Change of project outcome/ scope: ☐

Change of budget allocation between outcomes or budget categories of more than 15%: ☐

Additional PBF budget: ☐ Additional amount by recipient organization:

Brief justification for amendment:

Justification for the 2022 amendment/extension:

This No Cost Extension (NCE) of 2022 is intended to accompany the continued PBF support to peacebuilding priorities in Liberia in line with a newly identified five-year PBF Strategic Results Framework 2022-2027. The increased PBF investment (in addition to the already significant package of \$13.5 m in PBF projects in the first half of 2022) requires additional resource capacity in the Secretariat to fulfil its strategic role of coordination, monitoring & evaluation, reporting and oversight. During this period, the Secretariat will continue to coordinate and quality assure the development of new PBF projects, and guide agencies and CSO partners to develop annual work- and M&E plans, while creating greater synergies with the development and other sources of funding and strengthening the focus on sustainability and exit strategies, in response to recommendations from two PSO missions to Liberia in May and June 2022. This extension will also emphasise additional partnership building, with a specific increased focus on identifying and supporting cross-border and regional collaboration within the Mano River Union region. Finally, the extension period will increase the Secretariat support to portfolio level monitoring and data analysis on the basis of the PBF Strategic Result Framework priorities and indicators, although existing data collection methodologies (through the period SCORE reports, and the Government systems) will be prioritised.

The Cost Extension will cover Secretariat staffing for another 24 months (August 2022 - July 2024) with the following composition:

1 P4 (Regional PBF Design and Resource Mobilization Specialist, based in Monrovia)

1 NOC (Secretariat Coordinator) – August 2022 – July 2024

1 NOB (M&E Officer) – August 2022 – July 2024

1 G2 (Driver/clerk) – August 2022 – July 2024

1 G5 (Administrative Associate) - August 2022 – July 2024

These additional capacities in the Secretariat will help to enhance quality assurance, technical support and project design in view of the growing PBF portfolio. The position of PBF Coordinator at NOC level will provide oversight and coordination

of the national PBF portfolio, while an international regional design and resource mobilisation peacebuilding specialist position is being created to specifically strengthen the regional and cross-border opportunities as well as broader peacebuilding resource mobilisation and synergies. The contract status of the driver will be modified from SC to G2, with additional responsibilities to perform when required. The M&E Officer at NOB level is responsible to strengthen the portfolio level M&E. A G5 administrative associate is hired in view of the increased administrative burdens on the Secretariat.

Staff and Other Personnel for two years (\$1,033,112.68): The underspend of \$88,652.89 representing one year salary for the NOC Post will be carried forward for FY 2022-24, thereby reducing request for the total amount for salary and other personnel to \$944,459.71. This amount includes the salaries and other staffing costs for two years for all the five posts indicated above as well as 3 months' of salary for the current M&E Officer (SC) who is acting as the current National Coordinator to enable a smooth transition to the new Secretariat structure.

Equipment, Vehicle and Furniture (\$65,000.00):

Under this category, \$60,000.00 is budgeted to purchase a vehicle for the Secretariat operations as the current Secretariat vehicle is no longer usable for continued field monitoring responsibilities of the Secretariat, while USD5,000.00 is intended to purchase additional laptops/furniture for new staff.

Contractual Services (\$195,000.00)

This budget includes \$140,000 to support PBF Strategic Results Framework monitoring, including supporting surveys to fill any data gaps for the SRF, \$20,000 is intended to support communication and greater visibility of the PBF impact. \$5,000 is included to support Steering Committee meetings. \$30,000 is budgeted to support the analytical capacity of the Peacebuilding Office at the Ministry of Internal Affairs Coordination and relevant micro assessments/monitoring missions.

General Operating Expenses (\$98,000.00)

This budget category is expected to enable the Secretariat to pay its rent, maintain vehicle, procure fuel, stationery, communication until 2022-2024 FY

Justification for the 2024 No Cost Extension:

This no cost extension request from July 2024 to July 2026 is justified by the continuation of the PBF Portfolio whose implementation is guided by the five-year PBF Strategic Results Framework 2022-2027. The PBF active and pipeline investments in projects have increased from \$13.5m in 2022 to \$27.3 m in 2024, excluding projects that ended during the extension period. This includes PBF investment of additional \$10m for PBF SRF priorities (consisting of 3 projects), \$2m for a new Youth Promotion Initiative, \$2m to address regional cross border fragility (a cross-border project with Sierra Leone). It also includes two projects under development in 2024, including one on reconciliation priorities and another on gender equality and women-led CSOs empowerment. This is in addition to existing projects ending in 2024, including the Peaceful electoral environment project; the Peace Dividends Project: the project in support of Girls and Young Women Taking Action for Peace.

With such a large portfolio, it is necessary to extend and maintain the required capacity in the PBF Secretariat to fulfil its strategic role of coordination, monitoring & evaluation, reporting and oversight. During this period, the Secretariat will

continue to support the Joint Steering Committee (JSC), support the RC and Government's engagement with the PBC, as well as continue to coordinate, and quality assure the development of new PBF projects, while monitoring the implementation of the existing projects, hand in hand with the project teams. In particular, the Secretariat will continue to guide and support PBF implementing agencies and CSO and government partners to develop annual work- and M&E plans, while creating greater synergies with the development and other sources of funding and strengthening the focus on sustainability and exit strategies, in response to recommendations from two PSO missions to Liberia in May and June 2022.

This extension will also enable the Secretariat to follow up on the development and implementation of new interventions including supporting cross-border and regional collaboration within the Mano River Union region. The extension will also help the Secretariat to finalize updating indicators of its PBF Strategic Result Framework priorities. The study on SCORE WAVE4 has been concluded with the report being finalized for publication. This is essential to the updating of the PBF SRF indicators.

The extension for the additional two years will be supported with the remaining budget balance of \$1,420,921.37 inclusive of the outstanding last and 8th tranche of \$453,399.56. No additional funds are needed to enable the continued Secretariat support in this period.

The reason for the significant underspent of the approved budget was due to two key factors. Firstly, 68% (1,033,112.68) of the approved cost extension budget (\$1,511,331.89) for the last two years constituted salaries of five FTA staff including one P4. All the FTA staff were recruited in the second year of implementation, with the P4 – whose salary constitutes 35% (\$528,182.88) of the total approved budget (\$1,511,331.89) – was only just recruited and is due to take function in July 2024, so none of this Post's salary has yet been utilised due to significant recruitment delays.

Secondly, the unspent funds were also partly due to the electoral preparations and the eventual transition to a new government in late 2023, which affected delayed implementation, due to key focal points being taken by the electoral priorities and also the appointments of new officials. For example, joint portfolio review and monitoring with government partners was not fully realized. Now with the new government nearly completing 90% of its appointees, the Secretariat will ensure full implementation of its activities.

The total expenditure between 2022-2024 according to UNDP Quantum stands at \$460,849.28, however, this amount also included utilisation of \$370,438.75 from the savings from the previous years. Savings from previous years were utilised for staff, rent, M&E and other operational activities. The key M&E activities during the July 2022 to July 2024 period were: Social Reconciliation Index (SCORE) WAVE4 Research, two joint monitoring missions with UN and government partners, six independent monitoring missions including identification of new project communities to set up community base monitoring mechanism. The PBF Secretariat participated in a joint technical workshop to review the Liberia Institute of Statistics and Geo Information Services (LISGIS) census report that is of importance to PBF funded surveys to establish sample size based on data per county.

As such, during this new (no cost) extension period, the following staff will be covered by the PBF Secretariat budget, without any change from the previous period:

1 P4 (Regional PBF Design and Resource Mobilization Specialist, based in Monrovia and recruited in June 2024 following significant recruitment delays): July 2024-July 2026
 1 NOC (Secretariat Coordinator): July 2024-July 2026
 1 NOB (M&E Officer): July 2024-July 2026
 1 G2 (Driver/clerk): July 2024- July 2026
 1 G5 (Administrative Associate): July 2024- June 2026

The following adjustments are being made in the approved budget during this July 2024 amendment/ no cost extension:

Staff and Other Personnel for two years (Reduced from \$1,033,112.68 to \$970,023.08): This is due to the Secretariat staff being on Service Contractor contracts during three months, which reduced their salaries.

Equipment, Vehicle and Furniture (increased to \$76,940.80 from \$65,000.00): Under this category, \$60,000.00 was budgeted for a vehicle, which has been procured but is yet to be delivered. The vehicle is for the Secretariat operations as the current Secretariat vehicle is no longer usable for continued field monitoring responsibilities of the Secretariat. The USD5,000.00 was used to purchase additional laptops/furniture for new staff during the reporting period. The additional \$11,940.8 is intended to purchase additional equipment and laptops/furniture during the project period.

Travel budget (\$110,000.00 remains unchanged)

The travel budget supports monitoring, learning and coordination missions of the Secretariat, including regional travel by the P4 and supporting targeted travel of senior government officials to PBF field missions. Part of this amount will also be used to empower community-based monitoring structures under the portfolio. Funding is also allocated for Secretariat training and possible attendance of PBSO regional and global workshops. The intended breakdown is as follows:

- \$45,000 for P4/ Secretariat regional missions:
- \$25,000 for Secretariat and partner in-country monitoring missions
- \$15,000 for staff learning/ attendance of regional meetings:
- \$25,000 to support PBSO missions, technical assessments, and program support workshops with partners.:

Till June 2024, the project has utilized \$17,318.88 out of the \$110,000.00 allocated to travel. \$15,068.88 was used on local travels and allowances while \$2,250.00 was spent on learning, while savings from previous years were used to augment the local travel budget.

Contractual services (reduced to \$168,000 from \$195,000)

This budget includes \$100,000 to support PBF Strategic Results Framework monitoring, including supporting surveys to fill any data gaps for the SRF. \$30,000 is intended to support communications and greater visibility of the PBF impact. \$8,000 is included to support Steering Committee meetings. Communications and visibility budget has been increased by \$10,000.00 while another \$30,000 is maintained to support the analytical capacity of the Peacebuilding Office at the Ministry of Internal Affairs Coordination and relevant micro assessments/monitoring missions. Till June 2024, the PBO was able to utilize \$10,000 of its initial \$30,000 budgeted in the 2022-2024, for holding an analytical conference on electoral integrity. This NCE considers adding the \$10,000 utilized for PBO to continue its analytical capacity, coordination, and relevant micro assessments/monitoring missions. In addition, \$75,000 was spent to support the

	<p>PBO led SCORE WAVE4 Research, but a part of this was financed from previous savings, hence affecting the overall budget downward (\$195,000 to \$168,000) in this new extension. With regards to the communications budget the Secretariat did not utilize the communications budget in the absence of a clear communication strategy. Visibility of the PBF was ensured through implementing partners using PBSO's communications guidelines. This extension will allow the hiring of a short-term consultant that will work closely with the Secretariat and PBSO Communications Officer to enhance visibility of the Fund through specific tasks in accordance with PBSO's communications guidelines.</p> <p>General Operating Expenses (reduced from \$98,000.00 to \$68,000.00): The project utilized \$69,133.40 of the \$98,000.00 budgeted in its 2022-2024 cost extension, but this was mostly covered from previous underspend. Moreover, there will be a reduction in the consumption of fuel and vehicle maintenance given the procurement of the new vehicle.</p>
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PROJECT SIGNATURES:

<p>Recipient Organization(s)⁶</p> <p><i>Mr. Anthony Ohemeng-Boamah</i></p> <p>Signature </p> <p>Title: Resident Representative of UN Development Programme</p> <p>Name of Agency: United Nations Development Programme</p> <p>Date & Seal</p> 	<p>Representative of National Authorities</p> <p><i>Hon. Francis Sakala Nyumanin</i></p> <p>Signature </p> <p>Title: Minister of Internal Affairs</p> <p>Date & Seal</p>
<p>Head of UN Country Team</p> <p><i>Ms. Christine N. Umutoni</i></p> <p>Signature </p> <p>Title: Resident Coordinator</p> <p>Date & Seal</p> 	<p>Peacebuilding Support Office (PBSO)</p> <p><i>Ms. Elizabeth Spehar</i></p> <p>Signature </p> <p>Assistant Secretary-General for Peacebuilding Support</p> <p>Date & Seal 26 June 2024</p>

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

I. Executive Summary

PBF support to Liberia remains critical to sustaining the peace, filling major peacebuilding gaps in the areas of reconciliation, transitional justice and land management among others. This project builds on an existing PBF intervention that initially supported the operational functioning of the Liberia Multi-Partner Trust Fund (LMPTF) and its Steering Committee to assist the Government and people of Liberia achieve their development initiatives through the Pro-Poor Agenda for Prosperity and Development (PAPD).

This project aims to support the existing Peacebuilding Fund (PBF) Portfolio (a USD 100 million portfolio investment since 2008) by ensuring improved coordination, design, monitoring and reporting. The PBF Secretariat will continue to provide technical and management support to the Joint Steering Committee/Resident Coordinator, including advising on strategic peacebuilding priorities and opportunities for PBF investment; providing technical and coordination support to design of PBF projects; providing oversight and quality assurance of projects funded by the PBF; and monitoring the peacebuilding progress in the country against the PBF investment priorities. At the same time, the Secretariat will closely liaise with PBSO regarding planning, implementation, evaluation, reporting and closure of PBF projects and provide PBSO with briefing and data on PBF projects, as required. The Secretariat will also closely collaborate with MPTFO on financial reporting and project closure as well as ensure quality donor reporting.

The PBF Secretariat support is provided in the context of continued post-UNMIL transition context in Liberia and its continued close engagement with the UN peacebuilding Commission.

II. Context and rationale for support

Since 1944, Liberia had its first peaceful transition of power in January 2018, when one democratically elected president handed over to another, which coincided with the departure of the UN Mission in Liberia after 14 years of peacekeeping. The so-called “twin transition” between administrations on one hand, and between the UN peacekeeping mission and the UN Country Team on other, poses serious capacity challenges for the country and its partners. These need to be met with dedicated financing and assistance that prioritizes key risk factors that could undermine the country’s stability. The new UN-managed Liberia MPTF will be a key instrument through which some of these challenges can be met.

Liberia suffered 14 years of unprecedented conflict, where tens of thousands lost their lives and properties; many fled the country resulting to massive brain drain and structural damage. An August 2003 Comprehensive Peace Agreement signed by warring parties in Accra, Ghana, ended the long running conflict. The agreement, among other things, saw the establishment of an interim Government and subsequent deployment of a UN Mission in the country, followed by an election of a democratic government in 2005.

The international community has made huge investments to help Liberia recover from the devastating wars that had turned the country from one of the poorest in the world to a moderately prosperous one; helping to reform Liberia’s security, justice and rule of law sectors as well as revitalize its economy. Despite the gains, Liberia remains fragile and faces many challenges.

Several assessments by the Government of Liberia and international partners in recent years have identified what some of the key risk factors that continue to make Liberia a fragile country. A research⁷ conducted by the Centre for Security Governance in 2014 revealed that despite efforts in achieving some appreciable success, the cradle of peace and instability in the sub-region remains fragile and the likelihood of a resurgence of seemingly ended conflicts is high. Liberia relapsed into a second civil conflict in 1999 after ECOWAS Cease fire intervention ended the first civil war in 1996. The different

⁷ Violent Conflicts and Civil Strife in West Africa: Causes, Challenges and Prospects
<https://www.stabilityjournal.org/articles>

sectors of the country are much more strengthened compared to the pre-intervention period of the UN and other international partners. Nevertheless, this does not negate the imperative need to maintain peace and buttress current efforts, which cannot be over-emphasized.

In May 2016, prior to the UN Mission drawdown on 30th June 2019, the United States Agency for International Development (USAID) also conducted a vulnerability assessment⁸ which confirms the country's peacebuilding gains but highlights the existence of significant, pervasive and enduring grievances with the potential for sporadic, localized conflicts to spark violence that could spread to a wider scale. The Government of Liberia, in early 2017 undertook a second fragility assessment⁹ to gauge the country's fragility status. Findings of the assessment state that the country is at a transitional stage, with no formal national institutions established and charged with overseeing peace and reconciliation, despite the gains made. Several others were conducted including SCORE¹⁰ and Mapping Opportunities for the Consolidation of Peace in Liberia¹¹ to determine Liberia's fragility status. Findings from the latter showed that land disputes, youth agitations (mainly unemployment), mismanagement of natural resources, weak justice and security systems and lack of shared national vision remain triggers of conflict. These findings are prevalent across almost every research conducted, if not all.

In response to these challenges and risk factors and in anticipation of UNMIL's withdrawal, a number of peacebuilding-related mapping and analysis were conducted. This includes the Statement of Mutual Commitments (2016) and the Peacebuilding Plan (2017).¹² In addition, a Peacebuilding Priority Plan was developed in 2017 to guide, among other things, Peacebuilding Fund investments. These priorities are now being integrated into the new Government's agenda for development, which drafting is currently being finalized. The Government in its Pro-poor Agenda for Prosperity and Development (PAPD) highlights key priorities to be addressed under four pillars: (i) Power to the People; (ii) Economy and Jobs; (iii) Sustaining the Peace; and (iv) Governance and Transparency. The PAPD is aligned to the SDGs which addresses poverty reduction, socio-economic issues, peace and security among others. The government has been seeking support from the international community to help it address some of these priorities, which if not addressed, could affect the sustenance of peace and security in the country and the sub-region at large.

Set up of the LMPTF and a Transition back to PBF Secretariat

Given the critical need to build on the peace dividends and gains from the peace-keeping period and to avoid an eventual relapse into conflicts, the Government of Liberia and the UN set up a Trust Fund in 2018, the Liberia Multi-Partner Trust Fund (LMPTF), to support national efforts with a special emphasis on sustaining peace and development in the context of the twin transition.

The LMPTF was established as one of the principal financing mechanisms for the United Nations system and the government programmes designed to sustain peace in Liberia following UNMIL's departure. Initially it supported the UNDAF and the current UNSDCF subsequently the PAPD formulation, informed by the Liberia Peacebuilding Plan which ultimately supported an integrated sustaining peace agenda, where projects and programmes were designed through the lens of local SDG priority areas. By 2020 the Fund was synchronized to support the new UNDAF, UNSDCF.

⁸ Liberia Conflict Vulnerability Assessment Final Report, May 2016

⁹ The assessment considered five key areas of the fragility spectrum: Crisis, Rebuild and Reform, Transition, Transformation and Resilient.

¹⁰ Social Cohesion and Reconciliation Index, a study conducted by the UN in collaboration with the Government of Liberia and Cyprus based Centre for Sustainable Peace and Democratic Development (SEED)

¹¹ Mapping conducted by the Liberia Peacebuilding Office in collaboration with ACCORD based in South Africa. <https://reliefweb.int/sites/reliefweb.int/files/resources/ACCORD-Mapping-Peace-Liberia-Popular.pdf>

¹² The peacebuilding Plan was developed and endorsed in 2017 as peacebuilding development framework for Liberia with strong international support.

The LMPTF established what should have been a predictable funding-coherent programming nexus to align financing streams with programmes and policy objectives embedded in the Liberia peacebuilding plan and future development cooperation frameworks which the UN system concluded with the Government of Liberia. The Fund should have complemented and built on existing funding sources and UN agency-based funding mechanisms. Channeling a critical mass of resources, which would have enabled the Fund to act as a center of gravity to improve aid effectiveness, increase alignment among stakeholders and reduce transaction costs for donors and implementing partners. The Fund governance mechanisms was designed to allow a wide range of partners to collectively agree on priorities and strategies, creating synergies and complementarities with parallel funded interventions. Partners would have also benefited from harmonized approval, disbursement, and monitoring and reporting processes. The LMPTF aimed to strengthen coordination among partners and programme effectiveness by supporting the UNSDCF (2020 – 2024) as One Fund. The UNSDCF was extended by one year to give the new government an opportunity to fully develop its national plan in collaboration with the UN Country Team in 2024.

The LMPTF Steering Committee oversaw the strategic guidance and general supervision of the Fund. It was co-chaired by the Minister of Finance and Development Planning and the UN Resident Coordinator, and was composed of three representatives from the Government (Minister of Internal Affairs, Minister of Justice and the Chair of the Governance Commission); three representatives of the UN Agencies, in rotation; two representatives of the donors, in rotation; and one civil society representative. The LMPTF's Governance structure ensured national ownership.

In the context of the UNMIL drawdown, the LMPTF was established in July 2018 to continue the UN's efforts to sustain peace in Liberia through the implementation of the SDGs. The LMPTF aimed to address the remaining root-causes of fragility and instability, which used to be led and coordinated by UNMIL and is currently engaged by the UN Country Team in Liberia (comprised of the United Nations in Liberia in close consultation with the Government. This indicates strong coordination and oversight at the Fund level is required more than ever before.

According to the LMPTF Terms of Reference, the LMPTF's management structure foresaw a Fund Secretariat which supported its Steering Committee leading on strategic directions and oversight of the Fund. The Secretariat : advised the LMPTF Steering Committee on strategic priorities and its programmatic and financial management at the Fund level; provided oversight and quality assurance of projects under the LMPTF; closely liaise with PBSO regarding PBF projects as well as with MPTFO to roll out and administer the LMPTF; and ensure quality donor reporting.

The cost of the Secretariat was met through the LMPTF and charged to the Fund as direct costs. However, since the launch of the LMPTF in 2018, no funding outside of the PBF was made available to sustain staff envisaged by the Joint Secretariat. As such, seed funding provided by the PBF (\$1,139,276 from July 2018 – April 2021) could not sustain the full staff capacity required, which led to the departure of three substantive staff including Strategic Planning Specialist P3, communication and finance officers respectively. In May 2021, the project was extended as a PBF Secretariat only (no longer linked to LMPTF which closed formally in 2021) for a period of 14 months and with an additional allocation of USD401,591.65, bringing the project total to UDS1,540,868.51. The Secretariat remained embedded in the UN Resident Coordinator Office and has built on lessons learnt by the LMPTF/PBF Secretariat.

In 2022, PBSO decided to continue investments for peacebuilding priorities in Liberia, given the continued transition status and PBC dedicated Country Configuration status of Liberia. In order to ensure the PBF investments are more coherent, strategic and measurable, PBSO developed a PBF Strategic Result Framework 2022-2027 in Liberia to better guide its investments. This was done through the analysis of existing Government and UN strategic plans and updated conflict analyses, through a discussion with UNCT and through a two-day participatory workshop in Monrovia in May 2022, which brought together over 35 participants from the UN, the Government, the CSOs and a

couple of development partners. In addition to developing the SRF, PBSO agreed to continue to support the PBF Secretariat capacity for at least another 24 months (August 2022 – July 2024), so as to enable the Secretariat to continue to perform its functions as well as to perform additional tasks, given the increased portfolio – please see section below.

Following the Cost extension spanning from August 2022 to July 2024, the PBF Secretariat continued its functions to ensure quality delivery of results. For example, the PBF funding played a critical role in ensuring women political participation and peaceful electoral environment during the 2023 general and presidential elections. The outcome of the elections saw the second post war democratic and peaceful transition. The continuation of the Secretariat is crucial to managing, coordinating and monitoring of the increased PBF investment in Liberia. Till June 2024, there were seven active projects amounting to \$19.3m, excluding three pipeline projects of \$8m. The approved and pipeline projects is at 27.3 million. Considering the significant investment, the PBF Secretariat is applying for a no-cost extension for an additional 24-month period from July 2024 to July 2026. This extension will enable the PBF Secretariat to sustain its operational capacity, particularly in light of an expanded mandate encompassing resource mobilization for the PBF portfolio in Liberia and peacebuilding priorities in the country.

III. Project content, Results Framework, Theory of Change and implementation strategy

a) Brief Description of the project content

The PBF Secretariat will be within the UN Resident Coordinator's Office and will help ensure the smooth running of the PBF portfolio in Liberia, including specifically for the 2024-2026 No cost extension period:

- Support an inclusive and quality design of PBF projects in accordance with the PBF Strategic Result Framework for Liberia, Government and UN priorities and any emerging peacebuilding needs and in line with the PBF niche and quality criteria and in accordance with PBF Guidelines;
- Support the coordination of PBF project design processes, including consultations with stakeholders and use of appropriate templates and documentation to support review and approval processes;
- Support the coordination of PBF project implementation, strengthening the overall coherence and synergies within the portfolio and identifying bottlenecks;
- Enhance portfolio level monitoring and reporting of results by ensuring data collection, analysis and reporting for PBF Strategic Result Framework indicators;
- Find and seize opportunities for greater regional and cross-border peacebuilding collaboration through the PBF by identifying opportunities for projects in the region;
- Provide guidance and technical assistance and training, as required, to Recipient UN Organizations and other implementing entities and partners on peacebuilding project design, management and monitoring and on gender and youth mainstreaming.
- Support Community Based Monitoring structures for monitoring of PBF community level feedback and progress;
- Work with the Liberia Institute for Statistics and Geo-Information Services (LISGIS) to develop a map of all PBF's interventions in Liberia.
- Support regular reviews of portfolio progress, including through stakeholders' review meetings, Steering Committee monitoring visits and regular project follow-up and coordination;
- Provide support to the Ministry of Internal Affairs Peacebuilding Office (PBO) to continue to facilitate its peacebuilding coordination role and better capacity to manage data;
- Support to ensure timely progress with PBF and portfolio project evaluations;
- Ensure greater visibility of results to all PBF stakeholders and produce impact stories;

- Support the PBF portfolio to have a greater focus on exit strategies, sustainability and catalytic results;
- Provide regular advice to the RC and PBSO on the strategic direction of PBF support;
- Support the establishment and functioning of a PBF Steering Committee to provide high level oversight to the PBF portfolio on investments;
- Review reports and status updates from projects and lead on the drafting of the annual PBF strategic report by the RC;
- Support gender and youth mainstreaming of the PBF portfolio and identify specific opportunities for greater support to women's empowerment, including:
 - Ensure that at least 30% of the PBF Portfolio in Liberia is dedicated to the promotion of gender equality and women's empowerment;
 - Provide guidance to recipient UN organizations to ensure the integration of gender in project design, implementation and monitoring, according to the PBF Gender Marker Guidance Note;
- Support the coordination of the Gender and Youth Promotion Initiative, including by advising the RC, reviewing project ideas, providing guidance to RUNOs and NUNOs.

In the 2024-2026 no cost extension, the PBF Secretariat team will continue to be composed of five substantive staff members, as outlined in the 2022 cost extension, that is: a regional PBF design and resource mobilization specialist (P-4) (with the post only finally entering into function in June 2024, following significant recruitment delays, and the post had to be re-advertised twice), a National PBF Secretariat Coordinator (NOC), M&E Specialist (NOB); Admin/Finance Assistant (G-5) and one driver (G-2). The PBF Secretariat is under the direct supervision of the Resident Coordinator through her designated staff, with a second reporting line to the UN Peacebuilding Support Office.

b) Theory of Change:

If a strengthened PBF Secretariat provides wide-ranging support to the UN, and the Government and CSO partners implementing PBF-funded and related projects, if the joint Secretariat provides quality technical support to the UN Resident Coordinator and a designated Steering Committee for their strategic decision making and oversight of the Fund, and if the Secretariat supports better analysis of peacebuilding portfolio level data, then the PBF in Liberia will have greater peacebuilding impact on the ground and will leverage more financing from other sources, because the coordination, cohesion, monitoring, reporting and visibility of the PBF projects will have improved, enabling synergies and stimulating innovative approaches in Liberia.

c) Results Framework

The project aims to achieve the following outcome: Effective coordination, monitoring, reporting, evaluation and communication on the achievements of PBF's investment in Liberia and the sustained growth of investment in peacebuilding-related programmes.

The Results Framework on the following page provides a synopsis of the project, including outputs, activities and indicators.

Outcomes/Outputs	Performance Indicators	Means of Verification	Activities
Outcome 1. Effective coordination, monitoring, reporting, evaluation and communication on the achievements of the LMPTF, including PBF's investment in Liberia and the sustained growth of investment in peacebuilding-related programmes through the PBF/LMPTF modalities.	<p>Outcome Indicator 1a. % of satisfaction expressed with the support provided by the Secretariat to Stakeholders (disaggregated by: Steering Committee members, RUNOs, Government, donors, CSOs and gender).</p> <p>Baseline: (July 2018) creation of new Secretariat Indicator progress April 2021:</p> <p>While a formal evaluation is yet to be conducted, stakeholders including RUNOs, CSOs (ZOA, KtK) PBSO, PBC have expressed satisfaction of the level of work done by the secretariat.</p> <p>No evaluation was conducted in 2023 but a survey will be done in 2024 and 2025.</p> <p>Target: December 2024 and December 2025</p> <p>At least 75% satisfaction rate by Secretariat stakeholders</p>	<p>Data Source: Survey/Evaluation Results/findings</p> <p>Data Collection method: Interviews and questionnaire</p> <p>Who: Internally/International Consultant</p> <p>When: Annually</p>	
	<p>Outcome Indicator 1.b. Development of the Resource Mobilization & Communication Plan and continued growth of the peacebuilding investment in Liberia</p> <p>Baseline 1.b: (2017-2019) 0 / US\$ 14.3 million</p> <p>Target 1.b: 1 / Additional US\$ 12 million every 3 years</p> <p>Indicator Progress May 2022: At the start of 2022, the PBF Portfolio was \$13.5 million</p> <p>May 2024. \$27.3million including pipeline projects, investments from other donors and Government are yet to be measured</p> <p>Target: July 2025</p> <p>An exit, sustainability and resource mobilization strategy prepared and shared with stakeholders</p>	<p>Data Source: Approved PBF projects</p> <p>When: Annual</p> <p>Who: Joint Secretariat</p> <p>Data source: MPTFO Gateway and discussions with other partners and Ministry of Finance</p>	
	<p>Outcome indicator 1.c. percentage of PBF funds contributing to GEWE in Liberia</p> <p>Baseline (2022): TBA \$4.5m of \$19.3 m (23%)</p> <p>Target (2022 July): 40%</p>	<p>Data source: Project document</p> <p>Who: Secretariat and PBF/PBSO</p> <p>when: Bi-annual</p>	
Output 1.1. High quality projects for the LMPTF PBF developed jointly by	<p>Output indicator 1.1.a. % of quality project approved by PBSO within agreed timeframe</p> <p>Baseline May 2024: 67.5% (13.5 million in 2022 and 20million as of May 2024).</p>	<p>Data Source: Comparison between the SRF and project documents</p> <p>Who: PBF Secretariat</p> <p>When: Annually</p>	<p>Activity 1.1.1: Provision of technical support to ensure quality design of PBF projects, including</p> <ul style="list-style-type: none"> Provide technical support to the UN agencies, government and CSOs counterparts to jointly develop

UN, Government, civil society counterparts	<p>Baseline (2022): TBA – This indicator needs to be better unpacked and broken down during 2024</p> <p>Target (2025): 85%</p> <p>Output indicator 1.1.b. Partnership strengthened with civil society organizations implementing PBF funded projects</p> <p>Indicator Progress April 2021:</p> <p>Baseline (2017-2018) 2 CSO projects approved by PBSO (May 2022): 3 additional CSOs/INGOs (KTK, ZOA Stichting, ActionAid Liberia) projects approved.</p> <p>May 2024: Plan International, Integrity Watch, Agency for Economic Development and Empowerment (AEDE).</p> <p>Target (July 2025): 4 more CSO projects approved.</p> <p>Output indicator 1.1.c Number of cross-border and regional initiatives supported with a peacebuilding focus</p> <p>Baseline (start of 2022): 1 between Cote d'Ivoire and Liberia;</p> <p>June 2024: One cross border PBF project finalized for signatures with Sierra Leone.</p> <p>Target (2025): Two more projects and more analysis with increased evidence of Government and partner engagement on borderlands, cross-border and regional peacebuilding dynamics</p>	<p>Data Collection method: official communication on PBF project approvals</p> <p>Who: Secretariat and PBF/PBSO</p> <p>When: Annually</p> <p>Data Collection method: official communication on PBF project approvals</p> <p>Who: Secretariat and PBF/PBSO</p> <p>When: Annually</p>	<ul style="list-style-type: none"> high quality projects in line with the PBF SRF and emerging peacebuilding priorities; Regularly and timely engage and follow up with the participating UN agencies, Government entities, CSOs and other relevant stakeholders to help ensure coordinated and inclusive project design and implementation Ensure understanding of and application of PBF guidelines Improve partnership with donors and CSOs, including ensuring 40% allocation to CSOs within GYPI projects; Identify and support the design of cross-border and regional peacebuilding initiatives Ensure all PBF projects have a dedicated focus on women and youth participation and support gender equality; <p>(NB: There is no specific budget allocated to this Output as the activities involve time and expertise of the PBF Secretariat staff covered under Output 1.2 below).</p>	<p>Output 1.2. Strengthened management structure and strategic position for the PBF portfolio in Liberia</p>	<p>Output Indicator 1.2.a. # of staff recruited to support Secretariat functioning</p> <p>Baseline (July 2018)</p> <ul style="list-style-type: none"> PBF Coordinator P4 National M&E Officer, SB4 One driver, SCI <p>Target: (December 2022)</p> <ul style="list-style-type: none"> PBF Regional, Design and Resource Mobilization Specialist P4 PBF Coordinator NOC National M&E Officer, NOB Admin/Finance Assistant G5 One driver, G2 <p>Output indicator 1.2.b. # of Steering Committee and Thematic Working Group meetings organized</p> <p>Baseline 2021:</p>	<p>Data Source: UNDP HR</p> <p>Who: Secretariat</p> <p>Data Source: meeting Minutes</p> <p>who: Secretariat</p> <p>When: quarterly</p>	<p>Activity 1.2.1: Staff is recruited:</p> <ul style="list-style-type: none"> Recruit all staff as per the updated Secretariat structure <p>Activity 1.2.2: Secretariat is fully operational:</p> <ul style="list-style-type: none"> Provide vehicle and other equipment required for the Secretariat to fulfill its responsibilities <p>Activity 1.2.3: Support PBF portfolio coordination and oversight:</p> <ul style="list-style-type: none"> Support a re-establishment and functioning of a PBF Joint Steering Committee and support its performance Facilitate project coordination meetings and thematic working group meetings to assess progress and challenges and facilitate coordination Document and communicate early warning signals that may pose risk to project implementation; Provide updates and advice on PBF portfolio to the UN RC, PBSO and the PBF Joint Steering Committee;
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<p>Output 1.3. Effective M&E system in place and functional to provide information required for strategic planning, decision-making, and learning for the benefit of the MPTTF/PBF portfolio and the wider peacebuilding work in Liberia</p>	<p>No Steering Committee Meeting was organized. One Technical Coordination Committee (TCC) Meeting was organized May 2024: One Steering Committee Meeting Target (2024): A Steering Committee functional and at least annual meetings on the PBF; Target (May 2025) Two Steering Committee Meeting per year Target (May 2026) two Steering Committee Meetings per year</p>	<p>Data Source: MPTFO Gate way and PBSO feedback When: Bi-annually</p>	
<p>Output indicator 1.3.a. PBF Strategic Result Framework has agreed indicators with data being collected annually or every two years and analysed Baseline: (May 2022): Draft SRF and indicators exist and need to be reviewed by Secretariat and partners Target 2024: All indicators agreed, measurable and measured regularly through a combination of PBF and existing CSO and Government methodologies (SCORE WAVE research has been conducted and report being finalized. PBF through the Secretariat budget provided \$75,000, constituting 65% of the data collection and logistic budget. The research is being carried out by the Peacebuilding Office in collaboration with the Cyprus based Centre for Sustainable Peace and Democratic Development (Seed). Once the research findings are officially published, the PBF SRF indicators will be updated. The second phase of data collection for the remaining indicators will be conducted by the Liberia Land Authority, UNDP, and the Secretariat. Consultations have started, and data collection is expected to begin before the end of 2024). Output indicator 1.3.b. # of project monitoring missions conducted, including with partners Baseline: (July 2018) 2 conducted by the Secretariat Indicator progress: (May 2022-June 2024) 8 conducted two with partners Target (July 2025): missions conducted every quarter at least, including at least one mission with Government or donor partners</p>	<p>Data Source: Monitoring/back to office reports Data Collection: (method/who: Joint Secretariat/PBSO/partners When: SC meeting and quarterly monitoring.</p>	<p>Data Collection: Analysis by the PBF Secretariat</p>	<p>Activity 1.3.1: Ensure monitoring and reporting on the PBF portfolio progress including against the PBF SRF</p> <ul style="list-style-type: none"> Undertake monitoring of PBF portfolio level progress and impact, including tracking and analysis of the SRF progress through collating and analysis of data, through conducting additional surveys where necessary, and through capacity support of Government entities that collect the SRF data Support PBO's peacebuilding coordination and monitoring capacity through specific agreed activities Organize annual PBF review meetings and prepare annual PBF Strategic peacebuilding report to be submitted to PBSO; Create and strengthen community-based monitoring structures for the PBF portfolio in close collaboration with PBF project teams and monitoring mechanisms; <p>Activity 1.3.2: Undertake PBF project and regional monitoring and learning</p> <ul style="list-style-type: none"> Undertake monitoring of PBF projects from time to time to take stock of progress Support joint M&E missions of PBF projects for key stakeholders including government officials Support PBSO's review missions to Liberia as required Review the quality of PBF project reports and provide comments and edits, where and when necessary, and upload finalized reports to MPTFO Gateway Attend relevant trainings and PBF regional meetings <p>Activity 1.3.3: Strengthen visibility, sustainability and catalytic effects of PBF portfolio</p> <ul style="list-style-type: none"> Produce communication products which highlight PBF impact; Organise regular meetings with the donor community to update them on the PBF portfolio status;

	<p>Output indicator 1.3.c: % of PBF project reports judged of good quality by PBSO and number of annual PBF strategic peacebuilding reports submitted to PBSO</p> <p>Baseline (May 2022) 8 project narrative reports submitted</p> <p>Progress in 2023: 7 narrative reports</p> <p>Target (July 2024): 100% of reports submitted on time and at least 90% of reports judged to be good quality; (December 2024) timely submission of annual PBF Strategic Reports analysing progress against the PBF SRF priorities and indicators</p>		<ul style="list-style-type: none"> Develop a resource mobilization and exit strategy for the PBF portfolio/ SRF in close coordination with the Government, partners and PBF projects
	<p>Output indicator 1.3.d: Percentage of PBF projects with baseline reports completed within 6 months of project start; and have project evaluation reports completed (with the minimum of a draft evaluation report submitted) within 3 months of project end;</p> <p>Baseline 2024: TBA</p> <p>Target: 2026: 100% and 100% respectively</p>		
	<p>Output indicator 1.3.e: Strengthened M&E capacity and engagement by the Government's Peacebuilding Office</p> <p>Baseline:</p> <p>Target:</p>		

d) Project implementation strategy and oversight

This project is extended under the Peacebuilding Fund pathway, which subsumes the functions of the Joint Secretariat as a single PBF Secretariat in accordance with PBF's processes and procedures as contained in its updated 2018 guidelines. The LMPTF mandates officially ended in June 2021, with all ongoing projects continuing under the PBF framework.

The RC and the Secretariat in consultation with government partners reactivated the JSC in 2023, which is functional and is seen as the most effective and efficient high-level coordination and oversight mechanism for PBF support. The JSC helps to provide strategic direction for PBF support and oversight of implementation, in line with the PBF Strategic Result Framework. The Secretariat is helping to support the most effective thematic and technical coordination mechanisms in accordance with the mechanisms established by the Government's ARREST (Agriculture, Roads, Rule of Law, Education, Sanitation and Tourism) Agenda for Inclusive Development and the UN's Cooperation Frameworks.

Following the approval of the cost extension in July 2022, the Secretariat began reengaging key government institutions to revitalize the PBF Joint Steering Committee. In a spirit of coordination, the Secretariat consulted with the Ministries of Internal Affairs, Gender, Youth and Sports, Finance and Development, as well as donor partners, including Ireland, Sweden, the U.S., and other key embassies near Monrovia. These consultations were aimed at fostering collaboration and ensuring that all relevant stakeholders were aligned with the objectives of the Peacebuilding Fund. After these successful consultations, the first Joint Steering Committee Meeting was held in September 2023, marking a significant step forward in coordinated peacebuilding efforts in Liberia. The JSC meeting was convened bringing together a diverse group of stakeholders and experts, including government officials, representatives from UN agencies, donor partners, and civil society organizations. The Secretariat briefed the JSC on progress of the Fund. The JSC acknowledged the work of the Fund and recommended continued engagement. During the meeting, participants passionately highlighted the invaluable insights gained from the current PBF projects. The meeting reaffirmed the stakeholders' commitment to working closely with the Secretariat, UN agencies, and the Government of Liberia. As a result of these efforts, the JSC will meet at least once every year to discuss and decide on new peacebuilding initiatives or agendas for Liberia. This annual meeting will serve as a platform for continuous collaboration, ensuring that peacebuilding strategies remain relevant and effective in addressing the evolving needs of the country.

IV. Project Management and Coordination

a) Recipient organization and implementing partners

The Secretariat is based in the UN Resident Coordinator's Office and supported by UNDP on behalf of the UN Resident Coordinator and PBSO.

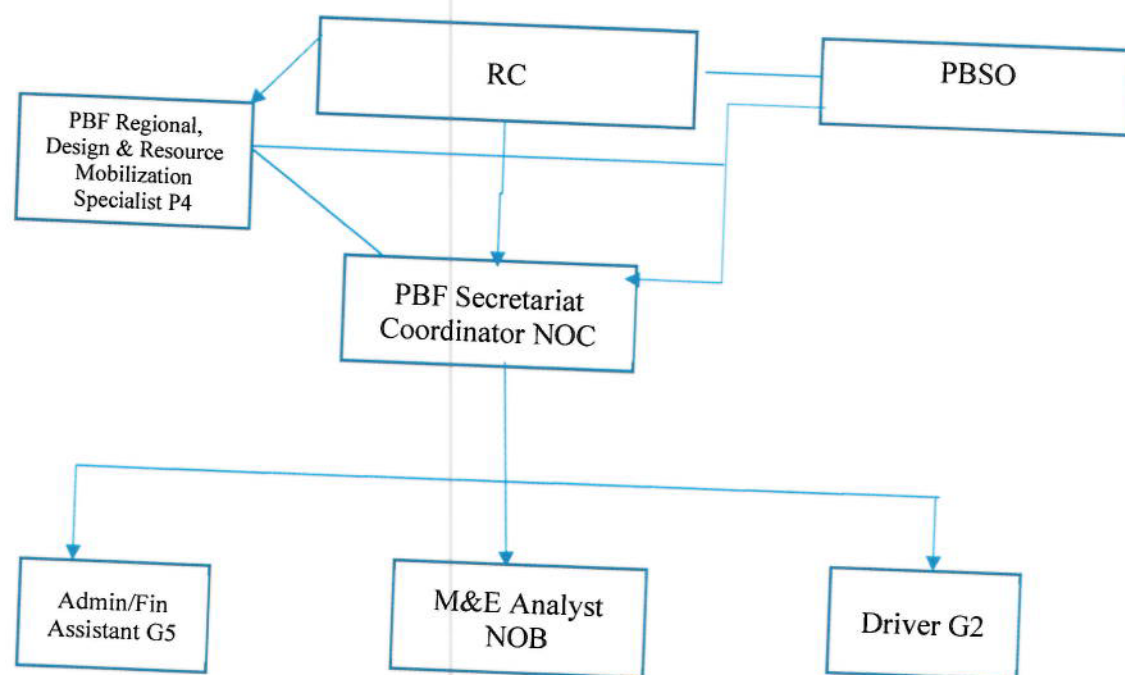
The Secretariat will work closely with relevant government ministries and agencies as well as UN agencies and donors to ensure complementarities in the execution of the portfolio. In particular, the PBF Secretariat will collaborate with the Government Peacebuilding Office. The PBF Secretariat reports directly to the UN Resident Coordinator. The PBF Secretariat also has a supervision line with PBSO, in accordance with 2018 PBF Guidelines.

b) Project management and coordination

Composition of the PBF Secretariat

The Secretariat will be composed of 4 Substantive Staff and 1 driver making it a total of 5 staff as follows:

- Regional PBF Design and Resource Mobilization Specialist (P4) will support the design of all PBF projects and have a specific focus on identifying regional and cross-border peacebuilding opportunities and helping them come to fruition, while also supporting the PBF portfolio to have a stronger catalytic and exit strategies and a nexus focus ensuring greater overall leverage and impact of the PBF portfolio.
- PBF Coordinator (NOC) – Responsible for overall PBF project coordination, implementation oversight, maintenance of key partnerships with the CSOs and the Government, troubleshooting and addressing challenges with project implementation, in close collaboration with the project implementation teams. Except for the P4 position, all the other Secretariat positions will be under the direct supervision of the Secretariat Coordinator, who will be responsible for their workplan and management.
- M&E Specialist (NOB) – The M&E specialist will undertake M&E related functions to ensure quality data are collated and reported to support portfolio performance.
- Admin/Finance Assistant (G5) will provide admin/finance support to the Secretariat.
- Driver (G2) – will also perform some clerical duties as required.



As per the global MOU signed by PBSO and UNDP on PBF Secretariats in 2023, the Coordinator will have an administrative reporting line to a senior UNDP officer at country level responsible for the operational management of the PBF Secretariat Project, namely in Quantum, whose authorizations are required in the system for the PBF Secretariat to be able to implement its work/manage the PBF Secretariat project. This senior UNDP officer will also be responsible for entering the PBF Coordinator's performance appraisal into Quantum, after liaising with the RCO and the PBSO Officers in NY. Other staff of the PBF Secretariat report to the PBF Coordinator. UNDP, in this context, provides operational support, including administrative and procurement services, and manages the PBF Secretariat staff recruitments under guidance of the RCO and with involvement of PBSO. It is important to note that the PBF Secretariat is responsible for managing the implementation of the activities and

related expenditures, as per the PBF Secretariat project document. For these services UNDP charges Direct Project Costs (DPC), in addition to the 7% of GMS. All positions are fully funded by PBF.

c) Risk assessment and management

Given the nature of this project, which seeks to work closely with government and recipient UN organization (RUNOs) to ensure optimal delivery of results and value for money, there will be high expectations from all sides. The project will meet all sides with optimal sense of managing expectations, given competing demands for funds globally. A detail analysis of how each risk will be mitigated is provided in the risk matrix, in **Annex A**.

d) Monitoring and Evaluation

The Secretariat will conduct quarterly monitoring of PBF projects in addition to its bi-annual review of reports to ensure quality assurance and value for money. The Secretariat will work closely with project focal points to organize joint monitoring missions besides its periodic monitoring visits.

Key M&E and communications responsibilities of the Secretariat include the following:

- Collecting and analyzing progress data against the PBF Strategic Result Framework, using a combination of existing data collected from other sources and new data, when required, and undertaking annual progress analyses of the portfolio.
- Ensuring effective progress monitoring of all PBF-supported interventions, including support to projects for effective M&E through review of documents and capacity building, oversight of their M&E progress (such as collection of baseline and endline data) and additional monitoring visits of projects for project recommendations.
- Helping to coordinate monitoring approaches between projects and monitor progress against the peacebuilding context, the risks and the high-level peacebuilding priorities supported by PBF.
- Quality assurance of PBF project progress reporting through half-yearly and annual reports (according to PBF/MPTF Office standard templates);
- Preparation of annual PBF strategic peacebuilding reports to be submitted to PBSO annually with analysis of progress against the PBF SRF.
- Assistance in quality management of PBF project evaluations (led by implementing partners) and support any PBF portfolio level M&E exercises.
- Undertake knowledge management on peacebuilding in Liberia including lessons learned and organization of workshops to review progress and exchange lessons.
- Supporting the Peacebuilding Office for greater monitoring and data management capacity on peacebuilding.
- Communications: Support the development and delivery of the PBF communications strategy for internal and external communications and outreach for Liberia
- Work with UNCT and communications teams to gather useful data ahead of the commencement of the actual rollout to facilitate the drafting of the narrative report and video documentary on PBF achievements;
- Develop PBF's portfolio brochure presenting the current PBF portfolio of projects in 2024
- Compile and edit any existing beneficiary videos and potentially complement with a couple more to produce a brief video with partners and beneficiaries of PBF support.

e) Project exit strategy/ sustainability

The project will work with the UN Agencies and Government partners to continue to build their peacebuilding coordination, design and M&E capacity towards an eventual phasing out of the PBF Secretariat.

V. Project budget

Please see the attached Excel budget.

Annex A. Risk Log

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response	Owner	Last Update Date	Status
1	Liberia might relapse into conflict if ongoing efforts are not supported to maintain peace and security.	July 2018	Security	Impact. High Probability. Medium	Closely follow up on the fast-developing issues related to politics and peace Timely disbursement of funds to sustain the implementation of the PAPD, peace and security The portfolio continued engagement with agencies and key stakeholders to address the peacebuilding priorities of government through the provision of funding by the PBF has helped to sustain the peace at national and local levels.	Government of Liberia LMPTF Steering Committee	October 2020	High
	Following the signing of the executive order by President establishing the Office of the War and Economic Crime Court, the country remains on high alert regarding individuals who may be brought to court for their involvement, potentially leading to violence that could disrupt the peace.	2021	Health	High	The country remains fragile, especially after of the 2023 elections and the recent signing of the executive order by President establishing the Office of the War and Economic Crime Court. Peacebuilding interventions are needed to reconciliation and community healing avert any potential conflict.		2024	High
2	Organizational rush by the UN agencies and Government entities to access funds for the implementation of projects.	July 2018	Organizational	Impact. medium Probability. High	Clear operations manuals Effectivity of LMPTF governance mechanisms Clear SOPs and Monitoring of on-going projects.	Joint Secretariat LMPTF Steering Committee	October 2020	Medium

3	Inadequate financial and resources available for implementation of relevant priorities of PBF 5 Year Strategic Results Framework linked to PAPD and UN Cooperative Framework.	July 2018 It still remains a risk	Financial	Impact. High Probability. Medium	<p>Capacities of the Secretariat can be strengthened by the Steering Committee if need be. PBF guidelines are strictly followed and expectations of the Government and agencies are managed by the Secretariat through formal and informal engagements.</p> <p>Continuous mobilization of additional funds by the Steering Committee with support of the PBC. Mobilization of additional resources to support the LMPTF remains challenging. PBF remains the only donor to support the LMPTF. Efforts are being made to secure funding.</p>	RC/Steering Committee		Medium
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CATEGORIES	2022-2024 FY			2019-2024 FY: expenses, balances and delivery								Total Balances	Grand Total	
	Tranche 7 (70%)	Tranche 8 (30%)	Total	Tranche 7+ Bal from savings	TOTAL BUDGET Tranche 7&8	Balance from 2021	PROJECT TOTAL BUDGET	2019-2022 EXPENSES	2023-2024 Expenses	Total Expenses 2019 to date	Del. % against Total Project Budget			
1. Staff and other personnel	661,121.80	283,337.91	944,459.71	850,086.10	944,459.71	188,964.30	1,133,424.01	485,338.63	132,241.56	617,580.19	35.80	528,880.24	1,001,182.45	1,775,033.01
2. Supplies, Commodities, Materials								615.00	2,679.34	3,294.34			2,679.34	
3. Equipment, Vehicles, and Furniture (including Depreciation)	45,500.00	19,500.00	65,000.00	60,145.39	72,450.00	14,645.39	77,449.75	11,265.00	18,479.00	29,744.00	40.29	42,820.66	58,970.75	73,825.00
4. Contractual services	143,500.00	61,500.00	205,000.00	197,715.00	205,000.00	54,215.00	259,215.00	393,829.11	188,114.83	581,943.94	95.92	125,021.00	71,100.17	606,665.72
5. Travel	70,000.00	30,000.00	100,000.00	120,000.00	100,000.00	50,000.00	150,000.00	42,858.08	24,868.44	67,726.52	37.48	-118,114.83	125,131.56	180,700.00
6. Transfers and Grants to Counterparts														
7. General Operating and other Indirect Costs	68,600.00	29,400.00	98,000.00	152,600.00	98,000.00	84,000.00	143,392.00	137,814.16	69,133.40	206,947.56	77.71	43,731.56	74,258.60	266,300.00
Sub-Total Project Costs	988,721.80	423,737.91	1,412,459.71	1,380,546.49	1,412,459.71	375,319.30	1,787,779.01	1,071,719.98	435,516.57	1,507,236.55	52.84	623,338.63	1,327,964.19	2,852,523.73
8. Indirect Support Costs (must be 7%)	69,210.53	29,661.65	98,872.18	96,638.25	98,872.18	26,372.35	125,144.53	98,709.46	25,332.71	124,042.17	62.12	43,877.82	92,957.49	199,676.66
PROJECT TOTAL	1,057,932.33	453,399.56	1,511,331.89	1,477,184.74	1,511,331.89	401,591.65	1,912,923.54	1,170,429.44	460,849.28	1,631,278.72	53.45	666,216.45	1,420,921.68	3,032,200.39