

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



PBF PROJECT DOCUMENT

Country(ies): Global	
Project Title: CSO-UN Dialogue on Peacebuilding Project Number from MPTF-O Gateway (if existing project):	
PBF project modality: <input checked="" type="checkbox"/> IRF <input type="checkbox"/> PRF	If funding is disbursed into a national or regional trust fund (instead of into individual recipient agency accounts): <input type="checkbox"/> Country Trust Fund <input type="checkbox"/> Regional Trust Fund Name of Recipient Fund: List all direct project recipient organizations (starting with Convening Agency), followed by type of organization (UN, CSO etc.): UN Department for Political and Peacebuilding Affairs – Peacebuilding Supporting Office (DPPA-PBSO), UNOPS
List additional implementing partners, specify the type of organization (Government, INGO, local CSO): CMI - Martti Ahtisaari Peace Foundation, Interpeace, Global Partnership for the Prevention of Armed Conflict (GPPAC), Global Network of Women Peacebuilders (GNWP), African Centre for the Constructive Resolution of Disputes (ACCORD), West Africa Network for Peacebuilding (WANEP), Initiatives for International Dialogue (IID), Pacific Women Mediators Network (PWMN), European Peacebuilding Liaison Office (EPLO), Grupo Internacional de Paz (GIP), MENA Coalition for YPS, Sana'a Center for Strategic Studies, Coordinadora Regional de Investigaciones Económicas y Sociales (CRIES)	
Project duration in months¹ ²: 1 years (12 months) Geographic zones (within the country) for project implementation: Global	
Does the project fall under one or more of the specific PBF priority windows below: <input type="checkbox"/> Gender promotion initiative ³ <input type="checkbox"/> Youth promotion initiative ⁴ <input 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): Year 1: \$ 331,415 Total: \$ 331,415	
<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</i>	

¹ Maximum project duration for IRF projects is 24 months, for PRF projects – 36 months.

² The official project start date will be the date of the first project budget transfer by MPTFO to the recipient organization(s), as per the MPTFO Gateway page.

³ Check this box only if the project was approved under PBF's special call for proposals, the Gender Promotion Initiative

⁴ Check this box only if the project was approved under PBF's special call for proposals, the Youth Promotion Initiative

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):

PBF 1st tranche (100%): UNOPS: \$ 331,415 Total: \$ 331,415		

Provide a brief project description (describe the main project goal; do not list outcomes and outputs):

This project seeks to sustain dedicated capacity for managing the Civil Society Organization (CSO)-UN Dialogue on Peacebuilding Initiative -- a platform for diverse civil society actors, especially from the Global South, to influence global peacebuilding policies and objectives. The CSO-UN Dialogue on Peacebuilding Initiative aims to institutionalize UN-CSO-Member State exchanges on peacebuilding and South-South and Triangular Cooperation (SSTC) among diverse CSOs. Culminating in annual Dialogues, the Initiative enables the UN to more systematically engage with CSOs in its work building and sustaining peace.

Summarize the project consultation process prior to submission to PBSO:

The project works in close consultation with a Core Group of 13 global and regional CSO networks working on peacebuilding. The Group represents all regions of the world and includes networks of women- and youth-led organizations. They advise PBSO on how to make the Dialogue platform best serve diverse CSOs' needs and work with PBSO to co-create each annual Dialogue and identify diverse participants. This project also builds upon recommendations, best practices, and lessons learned from the first two annual CSO-UN Dialogues on Peacebuilding in 2023 and 2024. These include institutionalizing this Initiative, maintaining the model of UN-CSO co-creation, further exploring innovative formats for participant engagement and session organization, crystallizing post-Dialogue recommendation dissemination and implementation mechanisms, ensuring not only presence but also meaningful participation of women, youth, and CSOs from the Global South, mobilizing more political support of Global South Member States, incentivizing involvement of IFIs, the private sector, and other stakeholders in the peacebuilding ecosystem.

Project Gender Marker score⁵: 2

Specify % and \$ of total project budget allocated to activities in pursuit of gender equality and women's empowerment: 40% of the project budget (\$132,566) will be allocated to GEWE.

Briefly explain through which major intervention(s) the project will contribute to gender equality and women's empowerment⁶: The Dialogue will provide a platform for amplifying women peacebuilders' and community leaders' voices to influence global peacebuilding policies. The involvement of two key civil society women peacebuilders' networks – GNWP and PWMN – in the core network of CSOs with which PBSO works closely to co-create the Dialogue makes its inclusion of women peacebuilders begin at the strategic planning stage. This ensures that the convening serves women peacebuilders' interests and priorities. The Dialogue will have at least 50% women participants and gender and WPS-focused sessions, from which recommendations on advancing women's inclusion and gender responsiveness in peacebuilding will be generated. Numbers of women participants, WPS/gender-focused sessions, and recommendations will be monitored in the project's evaluation.

Project Risk Marker score⁷: 0

Select PBF Focus Areas which best summarizes the focus of the project (*select ONLY one*)⁸: 4.3

If applicable, SDCF/UNDAF outcome(s) to which the project contributes: N/A

Sustainable Development Goal(s) and Target(s) to which the project contributes: SDGs 16, 17

Type of submission:	If it is a project amendment, select all changes that apply and provide a brief justification:
<input checked="" type="checkbox"/> New project <input type="checkbox"/> Project amendment	Extension of duration: <input type="checkbox"/> Additional duration in months (number of months and new end date): Change of project outcome/ scope: <input type="checkbox"/> Change of budget allocation between outcomes or budget categories of more than 15%: <input type="checkbox"/> Additional PBF budget: <input type="checkbox"/> Additional amount by recipient organization: USD XXXXX

⁵ Score 3 for projects that have gender equality as a principal objective and allocate at least 80% of the total project budget to Gender Equality and Women's Empowerment (GEWE)

Score 2 for projects that have gender equality as a significant objective and allocate between 30 and 79% of the total project budget to GEWE

Score 1 for projects that contribute in some way to gender equality, but not significantly (less than 30% of the total budget for GEWE)

⁶ Please consult the **PBF Guidance Note on Gender Marker Calculations and Gender-responsive Peacebuilding**

⁷ Risk marker 0 = low risk to achieving outcomes

Risk marker 1 = medium risk to achieving outcomes

Risk marker 2 = high risk to achieving outcomes

⁸ 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><i>Note: If this is an amendment, show any changes to the project document in RED colour or in TRACKED CHANGES, ensuring a new result framework and budget tables are included with clearly visible changes. Any parts of the document which are not affected, should remain the same. New project signatures are required.</i></p>
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PROJECT SIGNATURES:

Recipient Organization(s)⁹ Dionyssia Geka <i>Signature</i> Director, NYPO, GPO, UNOPS <i>Date & Seal</i>	 23-July-2025
	Peacebuilding Support Office (PBSO) Elizabeth Spehar  <i>Signature</i> Assistant Secretary-General for Peacebuilding Support <i>Date & Seal</i> 24 July 2025

⁹ Please include a separate signature block for each direct recipient organization under this project.

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

- a) A brief summary of **conflict analysis findings** as they relate to 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-responsive.

In conflict-affected societies, civil society actors play a range of key roles as frontline peacebuilding agents. With the drivers of violent conflict becoming increasingly complex in many of these contexts, more meaningful inclusion of civil society and attention to local contexts are urgently needed.

The current moment of multilateralism requires trust-building at global, national, and local levels. There are no actors like civil society that can patch the trust deficit in the multilateral system that exists *among* countries as well as *within* countries. Civil society organizations (CSOs) that represent women, youth, and marginalized communities are indispensable in ensuring that national prevention and peacebuilding strategies are inclusive and transparent.

- b) A brief description of how the project aligns with/ supports **existing** Governmental and UN **strategic frameworks**¹⁰, how it ensures **national ownership**. If this project is designed in a PRF country, describe how the main objective advances a relevant strategic objective identified through the Eligibility Process

The CSO-UN Dialogue on Peacebuilding serves to implement commitments on civil society engagement and localization mandated in several policy frameworks.

The 2022 UN General Assembly Resolution on Financing for Peacebuilding recognizes the importance of local contexts and civil society's role in sustainable peacebuilding. This resolution and the 2023 Resolution on investing in prevention and peacebuilding highlight the importance of full, equal, and meaningful participation of women and youth in peacebuilding and sustaining peace processes.

In his 2023 policy brief on *A New Agenda for Peace*, the Secretary-General emphasizes civil society's key contributions to sustaining peace by representing the most vulnerable or marginalized and those often unrepresented in political structures. This is furthered in the 2024 Pact for the Future, where Action 44 (b) encourages the Peacebuilding Commission (PBC) to consult civil society and nongovernmental organizations, and Action 55 (b) emphasizes the need to leverage existing channels and enhance communication between the UN, intergovernmental bodies, and civil society to enable ongoing dialogues and exchanges of information.

The High-Level Advisory Board on Effective Multilateralism has also stressed the need to enable meaningful involvement of civil society in multilateral prevention.

The third annual CSO-UN Dialogue on Peacebuilding will take place at the juncture of twin anniversaries of the Women, Peace and Security (WPS) and Youth, Peace and Security (YPS)

¹⁰ Including national gender and youth strategies and commitments, such as a National Action Plan on 1325, a National Youth Policy etc.

agendas and the conclusion of the 2025 Peacebuilding Architecture Review (PBAR). It will enable diverse civil society peacebuilders to feed into the Second Progress Study on YPS and offer insights on the implementation of recommendations and commitments coming out of the PBAR.

- c) A brief explanation of how the project fills any strategic gaps and complements any other relevant interventions, PBF funded or otherwise. Also provide a brief **summary of existing interventions** in the proposal's sector by filling out the table below.

Despite project-level engagements with civil society actors as implementation partners – such as in the case of PBF projects – and ad hoc policy engagements at local, national, and regional levels, an *institutionalized* platforms that engage CSOs at the *global policy* level, that can sustain *strategic* dialogues between the UN System, Member States, and on peacebuilding issues remain limited. This project builds such a platform. It can enable CSOs who may already have partnerships with the UN System at local or national levels, including PBF civil society project partners and CSOs regularly consulted by UN Country Teams, to influence global peacebuilding policy. It also opens access to engagement opportunities for CSOs without prior engagements with the UN, especially those from the Global South and operates at the grassroots level.

This project corresponds to the 2022 PBF thematic review on local peacebuilding, which showcases how peacebuilding interventions conducted or working through local civil society can build long-lasting local peace structures, rebuild inter-community cohesion, and enhance state-society relations. A global-level dialogue spotlighting concrete cases as such can enable cross-context learning and link local contexts with global policy spaces.

This project also reinforces the Peacebuilding Commission (PBC)'s ongoing efforts to engage with diverse civil society and local actors. The PBC frequently engages with civil society representatives who brief the Commission, while ensuring gender parity and promoting interactive discussions. The Commission particularly focuses on engaging CSOs from the Global South, recognizing their critical role in influencing global peacebuilding policies and objectives. In May 2025, it was proposed to PBC members that the CSO-UN Dialogue on Peacebuilding Initiative will be operationalized as a standing platform that connects the PBC and CSOs. This project will provide capacity for the Initiative to serve this function, which will ultimately enhance the PBC's implementation of its Gender Strategy Action Plan and Strategic Action Plan on Youth and Peacebuilding.

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

- a) A brief **description of the project** focus and approach – describe the project's overarching goal, the implementation strategy, and how it addresses the conflict causes or factors outlined in Section I (must be gender- and age- responsive).

This project entails the human capacity to organize the annual global-level CSO-UN Dialogue on Peacebuilding and operationalize the Dialogue platform throughout the year to facilitate continuous UN-civil society-Member State engagements on peacebuilding at global,

regional, and national forums. The project's main goal is to create concrete entry points for diverse CSOs, particularly those in the Global South and led by women and youth, to influence global peacebuilding policy, as well as to facilitate network-building and South-South and Triangular Cooperation among CSOs.

b) Provide a **project-level ‘theory of change’** – explain the assumptions about why you expect the project interventions to lead to changes in the conflict factors identified in the conflict analysis. What are the assumptions that the theory is based on? Note, this is not a summary statement of your project’s outcomes.

An institutionalized civil society engagement platform on peacebuilding at the global level will enable CSOs, especially those from the Global South and led by youth and women, to feed into UN and Member States policymaking on peacebuilding. Perspectives and inputs from diverse CSOs will strengthen these policies by ensuring that they reflect local realities and meet the needs of communities on the ground. Meanwhile, concrete entry points for CSO-UN-Member States engagements on peacebuilding will result in new partnerships, which will gradually reshape the culture of partnership-building with civil society and open up funding for peacebuilding interventions through civil society and local peace structures.

Together, strengthened and more inclusive global-level peacebuilding policies, a culture of peacebuilding more conducive to partnership-building, and more open funding mechanisms to local CSOs will be distilled to regional, national, and local levels, leading to more effective policymaking, program design, and resource mobilization for peacebuilding and prevention.

c) **Provide a narrative description of key project components** (outcomes and outputs), ensuring sufficient attention to gender, age, and other key differences that should influence the project approach. In describing the project elements, be sure to indicate important considerations related to the sequencing of activities.

The UNOPS project coordination officer recruited for the project will undertake the following:

1. Day-to-day project management of the CSO-UN Dialogue on Peacebuilding Initiative:
 - a. Facilitate the programming of the CSO-UN Dialogue on Peacebuilding Core Group, manage partnerships with CSOs and UN entities in the group, organize regular meetings, draft and facilitate group review of working documents;
 - b. Liaise with financial and in-kind contributors, including Member States, UN entities, and other donors, facilitate collaborations on co-designing sessions, facilitating participant nomination from country offices, identifying speakers, and organizing receptions and other networking events;
 - c. Coordinate between UNOPS and PBSO, monitor the project’s budget and reporting;
 - d. Advance the inclusion and empowerment of women and youth throughout the Initiative.
2. Operationalize the participant selection and program design of each annual Dialogue, through the Core Group:
 - a. Facilitate the participant selection and program design process of the conference, in consultation with CSOs and UN System partners;
 - b. Coordinate the substantive preparation of each session, liaise with session organizers, speakers, and facilitators;
 - c. Organize consultations and preparation meetings with CSOs at regional, subregional, and national levels leading up to the annual global-level Dialogue;

- d. Organize consultations and engagements with CSOs at regional, subregional, and national levels leading up to the annual global-level Dialogue.
- e. Design surveys and other tools to collect participant feedback and evaluate the conference's impact.
- 3. Support and advise PBSO's office-wide work on civil society engagement and inclusion, including knowledge management, providing input to PBSO leadership's engagements with civil society interlocutors, and facilitating the identification of CSO briefers, speakers, and representatives for various UN forums and policy processes.

The UNOPS administrative analyst recruited for the project will undertake the following:

- 1. Manage logistical coordination among DPPA/PBSO, UNOPS, and other UN Secretariat entities for conference services;
- 2. Manage participant information and registration in UNOPS systems;
- 3. Manage participant travels, including ticket booking, monitoring DSA disbursements, and drafting logistics notes;
- 4. Liaise with UNOPS suppliers for catering services and procurement of conference supplies;
- 5. Monitor project finance, draft financial documents and reports.

- d) **Project targeting** – provide a justification for geographic zones, criteria for beneficiary selection, expected number and type of stakeholders/beneficiaries (must be disaggregated by sex and age). Indicate whether stakeholders have been consulted in the design of this proposal. Do not repeat all outputs and activities from the Results Framework.

The CSO-UN Dialogue on Peacebuilding will seek to convene civil society peacebuilders from all regions of the world, with a priority for the Global South, women, youth, and local community leaders. The Dialogue will also ensure representation of persons of disabilities, gender minorities, refugees and displaced persons, and other marginalized communities. All participants must have demonstrated technical expertise in peacebuilding and the thematic focuses selected for the year's Dialogue.

Existing CSO partners of the UN, including PBF in-country project partners and partners of Resident Coordinator Offices, will also be prioritized to make sure their experience partnering with the UN on the ground informs global-level policy discussions, and their civil society peers learn about the mechanisms through which they work with the UN.

A Selection Committee comprised of CSO-UN Dialogue on Peacebuilding Core Group members will set out the criteria for participant selection and undertake the review of applications from an open call.

III. Project management and coordination (4 pages max)

- a) **Recipient organizations and implementing partners** – list all 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 knowledge and existing capacity.

UNOPS will be the sole recipient and fully responsible for the recruitment of the personnel managing this project. In an advisory capacity, UN DPPA/PBSO will oversee the personnel's quality of work and the project's progress, while ensuring that the CSO-UN Dialogue on Peacebuilding Initiative benefits a range of UN and CSO partners active in peacebuilding, sustaining peace, and prevention.

A separate agreement between DPPA and UNOPS reflecting other sources of funding for this Initiative will govern other aspects of this project, including event management, participant travels and DSAs, and procurement.

b) **Project management and coordination** – Indicate the project implementation team, including positions and roles and explanation of which positions are to be funded by the project (to which percentage). Explicitly indicate how the project implementation team will ensure sufficient gender or youth expertise. Explain project coordination and oversight arrangements and ensure link with PBF Secretariat if it exists. **Attach key staff TORs.**

This project consists of one project coordination officer at P-2 level who will manage the overall coordination of the CSO-UN Dialogue on Peacebuilding Initiative and one administrative associate (6-month appointment) who will provide support to the project's logistical and financial management. Deliveries and outputs of the two positions are described in Section II.c.

The incumbents will report to UNOPS Senior Portfolio Manager at its New York Portfolio Office (NYPO). At PBSO, their work will be overseen by the Strategy Team Leader of the Peacebuilding Strategy and Partnerships branch (PSPB).

The project coordination officer will also coordinate with the Financing for Peacebuilding Branch (FPB) at PBSO to facilitate participant nominations through PBF secretariats and consult FPB expertise for the Dialogue's program design.

The administrative associate will liaise with PBSO admin on the project's financial transactions and reporting and coordination with Secretariat conference services.

c) **Risk management** – Identify project-specific risks and how they will be managed, including the approach to updating risks and making project adjustments. Include a Do No Harm approach and risk mitigation strategy.

Project specific risk	Risk level (low, medium, high)	Mitigation strategy (including Do No Harm considerations)
Last minute participant drop-outs due to visa delays, travel cancellations or delays, or other unforeseeable circumstances, compromising the diverse perspectives represented at the Dialogue.	Medium	In order to ensure sufficient time for visa and travel processing for participants, especially for Global South participants who may go through longer visa application timelines and need advance DSAs, the participant selection process for the Dialogue will start as early as possible.

		<p>The change of location from New York to Geneva for the 2025 Dialogue already sought to mitigate visa, border entry, and travel-related uncertainties for participants and risks for the event.</p> <p>Discussion with the Swiss Mission is ongoing to seek visa support for participants selected for the Dialogue.</p>
Recommendations that come out of the Dialogue only have tangential impact on political and policy processes that this Initiative seeks to influence.	Medium	<p>To mitigate this risk, it is important to engage the whole UN System in the planning stage of the Dialogue. This has been done through the 7 UN entities involved in the Core Group, who regularly exchange and collaborate with CSOs co-creating the Dialogue with PBSO. The next Dialogue needs to ensure UN working level participation at the event to ensure it is a two-way dialogue between CSOs and the UN.</p> <p>Member States engagement for the Initiative needs to be consistent and diversified. From year 1 to year 3, the Initiative's Member State financial contributors increased from one to five. These Member States are champions for this Initiative's goals and civil society inclusion in general, at intergovernmental bodies such as the PBC and beyond.</p> <p>The Initiative needs to be institutionalized to ensure continuous engagements throughout the year in between annual Dialogues to socialize messagings and build trust. It is particularly important to ensure that policy insights and recommendations coming out of the global-level Dialogue have concrete national- and local-level influence and interact with local realities. Dialogue participants and regional Core Group members will be encouraged to hold debrief and feedback sessions with their constituencies. DPPA/PBSO will ensure that the outcome document coming out of the Dialogue is released publicly and</p>

		<p>distributed to the country level through the RC system and UNCTs on the ground.</p>
Participants face intimidation and reprisal due to attending the Dialogue.	Medium	<p>A comprehensive protection and communications strategy, building off previous year's, needs to be developed. The strategy will outline steps for the protection of participants' personal information and interventions, restrict their official social media appearance, and ensure that the Dialogue is a safe space.</p> <p>The purpose of the location change to Geneva is also to ensure the protection of participants.</p>
Global South and local CSOs are present in the Core Group or at the Dialogue but are not sufficiently prepared or resourced to have meaningful engagement, leading to elite capture of the Initiative.	Medium	<p>A due diligence framework will be developed to govern the Initiative's engagement with Global South and local actors, including on conflict sensitivity, human rights compliance, and inclusiveness.</p> <p>In 2025, regional consultations virtual preparation meetings prioritizing Global South regions will be held leading up to the Dialogue in Geneva. Preparation sessions will ensure Global South and local peacebuilders have the same baseline understanding of the UN peacebuilding architecture, key policy frameworks, and norms to engage with the UN as their Global North and INGO peers. Regional consultations will give them a space to align regional positioning and build united fronts of advocacy before the Dialogue.</p> <p>In the Core Group ToRs that were consolidated in 2025, the importance of not only Global South members' involvements but also <i>leadership</i> is underscored. Resources are currently being secured for the Initiative to have a Global South co-chair starting 2026.</p>

d) **Monitoring and evaluation** – Describe 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 budget break-down for both monitoring and evaluation activities, including collection of baseline and end line data and an independent evaluation, and an approximate M&E timeline. Fund recipients are obligated to reserve at least 5-7% of the project budget for M&E activities, including sufficient funds for a quality, independent evaluation.

For the quality of the event, after each annual Dialogue, a trilingual survey is sent out to all participants to receive their feedback on the Dialogue's format, program, logistics, etc and to gauge the usefulness of the event for participants, interests for future dialogues, and the extent to which they were able to sufficiently engage with UN, Member States, and CSO peers. The survey contains both quantitative and qualitative questions to ensure comparable results across years as well as nuanced feedback.

The Dialogue's impact will be evaluated by both the extent of diverse representation and thematic outputs in priority thematic areas. Specific indicators include demographic data disaggregated by gender, age, region, and sub-region; numbers of persons with disabilities, victims of forced displacement, gender minorities, and representatives of marginalized communities; numbers of speaker and facilitator roles women, youth, refugees, and persons with disabilities hold; number of sessions in the program and recommendations in outcome reports that focus on priority policy areas such as WPS, YPS, financing for peacebuilding, localization, etc.

The Initiative's institutional impact will be reflected by specific entry points created for civil society-UN-Member State engagement on peacebuilding. Specific indicators include the number of consultative roles and civil society representatives etc identified through the Initiative's network, disaggregated by gender and age; increase in the number of women, youth, and civil society briefers to the PBC; number of regional and subregional consultations, engagements, and events held throughout the year.

The performance evaluation of the project coordinator will follow standard UNOPS staff evaluation criteria and processes. A work plan will be developed based on the UNOPS PER cycle and serve as the overarching document to monitor progress and record performance.

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 concretely and pro-actively to try to ensure this support from the start. Consider possible partnerships with other donors or IFIs.

The project seeks to turn the annual Dialogues into an institutionalized platform for civil society-UN-Member State exchange on peacebuilding issues. Institutionalization will enable continuous engagements with more potential donors and diversify the project's donor base. This has already made progress as the Initiative's Member States donors grew from one to five. Once this platform institutionalizes, it may eventually be absorbed into PBSO's regular functions on civil society engagement for peacebuilding.

This project, through starting partnership with UNOPS, will enable the Initiative to have a more sustainable logistical management model and a centralized means of financial management moving forward.

IV. Project budget

Provide brief additional information on projects costs, 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 sufficient funds for an independent evaluation. Proposed budget for projects involving non-UN direct recipients must include funds for independent audit. Fill out **Annex A.2** on project value for money.

Please note that in nearly all cases, the Peacebuilding Fund transfers project funds in a series of performance-based tranches. PBF's standard approach is to transfer project funds in two tranches for UN recipients and three tranches for non-UN recipients, releasing second and third tranches upon demonstration that performance benchmarks have been met. All projects include the following two standard performance benchmarks: 1) at least 75% of funds from the first tranche have been committed, and 2) all project reporting obligations have been met. In addition to these standard benchmarks and depending on the risk rating or other context-specific factors, additional benchmarks may be indicated for the release of second and third tranches.

Please specify below any context-specific factors that may be relevant for the release of second and third tranches. These may include the successful conduct of elections, passage of key legislation, the standing up of key counterpart units or offices, or other performance indicators that are necessary before project implementation may advance. Within your response, please reflect how performance-based tranches affect project sequencing considerations.

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

In the first Excel budget table in Annex D, please include the percentage towards Gender Equality and Women's Empowerment (GEWE) for every activity. Also provide a clear justification for every GEWE allocation (e.g. training will have a session on gender equality, specific efforts will be made to ensure equal representation of women etc.

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

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

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

Unspent Balance exceeding USD 250, at the closure of the project would have to be refunded and a notification sent to the MPTF Office, no later than six months (30 June) of the year following the completion of the activities.

Ownership of Equipment, Supplies and Other Property

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

Public Disclosure

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (www.un.org/peacebuilding/fund) and the Administrative Agent's website (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
28 February	Annual reporting – Report Q4 expenses (Jan. to Dec. of previous year)
30 April	Report Q1 expenses (January to March)
31 July	Report Q2 expenses (January to June)
31 October	Report Q3 expenses (January to September)
<i>Certified final financial report to be provided at the quarter following the project financial closure</i>	

Unspent Balance exceeding USD 250 at the closure of the project would have to be refunded and a notification sent to the Administrative Agent, no later than three months (31 March) of the year following the completion of the activities. Any interest accrued on project funds shall be managed in accordance with UNOPS financial rules and regulations and shall not be credited to the project.

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

Upon consultation with UNOPS, the PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (www.un.org/peacebuilding/fund) and the Administrative Agent website (www.mptf.undp.org). Disclosure is subject to UNOPS rules, regulation, policies and procedures.

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.¹¹
- 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.

¹¹ 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: Project Results Framework

Outcomes	Outputs	Indicators	Means of Verification/ Proposed Activities
Outcome 1: Strengthen and enhance the inclusivity of global peacebuilding policies through institutionalized civil society-UN-Member State exchange on peacebuilding	Output 1.1 Create space and identify entry points for CSO-UN engagement and partnership-building on peacebuilding through the CSO-UN Dialogue on Peacebuilding Initiative	Output Indicator 1.1.1 The annual CSO-UN Dialogue on Peacebuilding successfully organized, with strong women and youth representation and focus on WPS and YPS Baseline: 70 participants per year (20% youth, 50% women, 60% Global South); 50% of sessions has WPS/YPS focus or gender/youth lens Target: 100 participants per year (30% youth, 60% women, 70% Global South); 70% of sessions has WPS/YPS focus or gender/youth lens	Coordinate the Dialogue's program design and participant selection with CSOs and UN entities in the Core Group, as well as PBF Secretariats and RCOs. Engage Member States and manage donor relations. Liaise with UNOPS and UN Secretariat conference services for event logistics. Proactively enable women, youth, and Global South CSOs' meaningful participation in the Dialogue and leadership in the Initiative.
		Output Indicator 1.1.2 Regional, sub-regional, and national level consultations and engagements organized, leading up to the annual global-level Dialogue Baseline: 3 events per year Target: 6 events per year	Mobilize resources and conduct fundraising for the organization of regional consultations. Identify regional and thematic policy forums for synergy-building. Coordinate with regional CSO and UN partners to organize the events and consolidate outcomes that feed into the global-level Dialogue.
	Output 1.2 Provide policy and programmatic support for PBSO's office-wide civil society engagement and inclusion work	Output Indicator 1.2.1 Civil society inclusion institutionalized in PBSO's work and day-to-day engagements with CSO stakeholders strengthened Baseline: 10 meetings with civil society interlocutors supported, 5 new connections made with CSOs, participation at 3 CSO-led policy forums per year Target: 20 meetings with civil society interlocutors supported, 10 new connections made with CSOs, participation at 5 CSO-led policy forums per year	Maintain a database of peacebuilding civil society partners. Providing input to PBSO leadership's engagements with civil society interlocutors. Identify potential partners and forums. Support strategic thinking on civil society inclusion. Facilitate the identification of CSO representatives for various UN forums and policy processes
		Output Indicator 1.2.2	Facilitate the identification of CSO briefers and collection of civil society input to PBC meetings.

		<p>The operationalization of the Initiative as a standing platform for PBC engagements with civil society, women, and youth peacebuilders supported</p> <p>Baseline: a dedicated PBC meeting organized at the annual Dialogue, 4 briefers identified (50% women, 50% youth)</p> <p>Target: a dedicated PBC meeting organized at the annual Dialogue, a dedicated meeting briefing the PBC on the Initiative organized in the middle of the year, 6 briefers identified (86% women, 86% youth)</p>	
		<p>Output Indicator 1.2.3</p> <p>The development of new policies, strategies, and initiatives on civil society inclusion and localization supported</p> <p>Baseline: 0</p> <p>Target: 5 policy frameworks or new initiatives contributed to</p>	<p>Advocate for and provide input to strategies and policy frameworks that seek to enhance civil society inclusion.</p> <p>Provide input and participate in the development process of new initiatives supporting civil society and local actors, including those of the PBF.</p>