

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



PBF PROJECT DOCUMENT

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

Country: Burundi	
PROJECT TITLE: Support mechanisms to the PBF portfolio and the Peace Capitalization National Strategy	
Project number / from MPTF-O Gateway portal (for existing projects): 00140556	
PBF project modality: ☐ IRF ☒ PRF	If funding is disbursed into a national or regional trust fund: ☐ Country Trust Fund ☐ Regional Trust Fund Name of Recipient Fund: UNDP
List all direct project recipient organizations (starting with Convening Agency), followed by the type of organization (UN, CSO etc.): UNDP List additional implementing partners, governmental and non-governmental: Ministry of Foreign Affairs, Regional Integration and Development Cooperation	
Approximative project start date¹: 19 January 2024 Project duration in months:² 42 months (24 months initial duration + 6 months NCE+12 months CE) Geographic zones for project implementation: Burundi—National level project	
Does the project fall under one of the specific PBF priority windows? ☐ Gender promotion initiative ☐ Youth promotion initiative ☐ Transition between different UN configurations (i.e. peacekeeping mission withdrawing) ☐ Cross-border or regional project	
Total PBF approved project budget* (by recipient organization): UNDP: :\$ 1,353,522 UNDP CE: \$ 600,000 Total PBF: \$ 1,953,522 *The overall approved budget and the release of the second and any subsequent tranche are conditional and subject to PBSO's approval and subject to availability of funds in the PBF account. The coordinating agency must prove that the project has spent/committed at least 75% of the previous tranche and submit all the PBF reports due covering that same period.	
Any other existing funding for the project (amount and source):	

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

² The maximal duration 24 months for IRF projects and 36 months for PRF projects.

PBF 1st tranche (70%):	PBF 2nd tranche* (30%):	PBF 3rd tranche	_PBF 4th_ tranche
UNDP: \$ 947,465	UNDP: \$ 406,057	UNDP: \$ 600,000	

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

The main objective of the project is to provide support in-country to lead on coordination, development, and monitoring efforts of PBF projects under the remaining period of eligibility (until the end of 2027, since the PBC Configuration closed at the end of 2022). The PBF Secretariat activities will ensure continuity and strategic alignment of peacebuilding initiatives, support the work of a Joint Steering Committee and the leadership of national partners in peace Capitalization, as well as strengthen the engagement of civil society organizations and networks in peacebuilding and related capacity-building.

The project aims to strengthen both the coherence of the PBF portfolio and the alignment of its action with national priorities and local needs of the national peace architecture. It also seeks to be an enabler of peacebuilding cooperation between the Government, civil society, and international partners by providing opportunities for exchanges, data, analysis, best practices, and lessons learned on peacebuilding.

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 is the result of consultations with the Ministry of Foreign Affairs, Regional Integration and Development Cooperation, and PBSO. The project also takes into consideration the priorities of the Government of Burundi as well as the analysis of the vulnerabilities to conflict.

Project Gender Marker score³: 2
Specify % and \$ of total project budget allocated to activities in direct pursuit of gender equality and women empowerment: 42.95%

Project Risk Marker score⁴ : 0

Select PBF Focus Areas which best summarizes the focus of the project (select ONLY one)⁵: 4.3

If applicable, **UNDAF outcome(s)** to which the project contributes: Result 2 (strengthened and Inclusive Governance), Result 4 (equal access to quality services for all), and Result 5 (managing the environment and natural resources for more resilient communities).

If applicable, **Sustainable Development Goal** to which the project contributes: **SDG 16**

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

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

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

⁴ 0 = low risk to achieving outcomes

1 = medium risk to achieving outcomes

2 = high risk to achieving outcomes

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

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

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

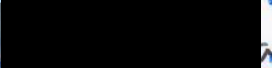
(4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration;

(4.3) Governance of peacebuilding resources and PBF Support team.

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: 12 months (August 2026-July 2027) Change of project outcome / scope: ☐ Change of budget allocation between outcomes or budget categories of more than 15%: ☒ 600,000 US\$ Additional PBF budget: ☐ Additional amount by recipient organization: USD XXXXX Brief justification for amendment: The PBF Secretariat is requesting for project amendment with cost-extension of 12 months (August 2026-July 2027) (600,000 US\$) to support key functions of the PBF secretariat. The PBF portfolio in Burundi counts today 2 active projects for a total of 6,001,788.94 US\$ and 2 initiatives in the project pipeline. During the initial phase of the project, the Secretariat team oversaw a country portfolio whose size contracted over time. The PBF Secretariat project established a track record in 2024-2025 for providing multiform support to the PBF portfolio in areas such as context analysis, M&E, peace advocacy, governance mechanisms, national alignment, UN coordination, , and civil society outreach (see section on page 6). This gains need to be further consolidated to carry the portfolio forward until the end of the eligibility period in December 2027. MEAL activities, but also communication, partnerships activities and governance mechanisms will play an important role in the present context of strategic repositioning of the PBF portfolio in Burundi. The total budget for the cost-extension is based on the 12-month workplan developed by the PBF Secretariat early in 2026 and endorsed by the Ministry of Foreign Affairs (MFA). Because of the remaining balance of the project 2nd tranche in January 2026, the PBF Secretariat was able to request a no-cost extension to PBPSO for 6 months to cover all activities and structural costs during the first semester 2026. This 2nd request of extension with costs is therefore to finance support activities and structural costs of the PBF Secretariat in Burundi (4 staff + 1 UNV) for 12 months (2nd semester 2026 and 1st semester 2027). Key activities included in the extension include context analysis, monitoring and evaluation, communication, peace advocacy, governance mechanisms and CSO outreach. Ongoing projects in the portfolio have a 24 months duration and are running through 2026-2027. A portfolio evaluation is also scheduled to take place End of 2026 a year prior the end of the project cycle and eligibility period <i>Note: If this is an amendment, indicate any changes to the project document in RED colour or in TRACKED CHANGES, ensuring a new result</i>
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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.

PROJECT SIGNATURE:

UNDP Name of Representative <i>ANDIT</i> Signature  Name of Agency  Date & Seal <i>21/07/2024</i> 	Representative of National Authorities Name of Representative  Signature  Title <i>Directeur</i> Date & Seal <i>21/07/2024</i> 
Resident Coordinator Name  Signature  Date & Seal <i>22/07/2024</i> 	Peacebuilding and Peace Support Office (PBPSO) <i>Elizabeth Spehar</i> Assistant Secretary-General, Peacebuilding Support Office Signature  Date & Seal <i>31 July 2026</i>

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

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

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

Political landscape

Following the 2025 legislative and local elections, the ruling party, CNDD-FDD, remains the central actor shaping Burundi's political landscape. Electoral commission announced on 11 June ruling CNDD-FDD party had won all 108 National Assembly seats contested in 5 June legislative elections. The opposition secured only marginal representation at communal level in local elections held same day. The African Union (AU) observer mission 7 June praised electoral process as peaceful and transparent.

Economy and living conditions

Burundi's economy has shown gradual recovery, with real GDP growth estimated at around 4–4.5% in 2025, supported by improved exports and mining activities. However, macroeconomic challenges remain significant, including limited foreign exchange reserves, recurrent fuel shortages, and structural constraints affecting investment and trade. Inflation, which peaked at around 45% in early 2025, declined markedly during 2026 (14.2%) but continued to weigh on household purchasing power.

Despite improving macroeconomic indicators, poverty remains widespread and living conditions remain difficult for much of the population. Rising prices over recent years, combined with limited wage growth, have reduced purchasing power, while many households continue to face food insecurity, particularly in rural areas affected by climate shocks and low agricultural productivity. Agriculture remains the main source of livelihoods, making a large share of the population vulnerable to economic and climate-related shocks.

Displacement and Humanitarian Situation

Burundi continues to face significant humanitarian pressures linked to the conflict in eastern Democratic Republic of the Congo (DRC). Since early 2025, the country has received its largest influx of Congolese refugees in decades, with additional arrivals following renewed fighting in South Kivu. While the Government, local communities and humanitarian partners have maintained an open and protective response, the increased demand for basic services, livelihoods and social cohesion support has placed additional pressure on already vulnerable host communities.

At the same time, Burundi is expected to continue receiving Burundian returnees from neighbouring countries during 2026 (66,431 as of April), requiring sustained efforts to support their reintegration and strengthen community resilience. Against a backdrop of persistent food insecurity and limited humanitarian resources, there is a continued need to invest in integrated peacebuilding and resilience interventions, particularly in fragile border areas and communities hosting refugees and returnees. Building on previous achievements, Peacebuilding Fund (PBF) support remains critical to promoting social cohesion, preventing local tensions, and strengthening the humanitarian-development-peace nexus.

Regional security and foreign relations

The conflict in eastern DRC, particularly involving the M23 rebel group, has major implications for Burundi. In late 2025, recent fighting led to the capture of strategic towns near the Burundi border and

claims from M23 that hundreds of Burundian soldiers were taken captive, intensifying regional tensions. The situation has attracted international diplomatic attention, including U.S. condemnation of Rwanda's alleged support for M23 and fears of further conflict spillover. The ongoing regional insecurity affects cross-border trade and relations, and the border with Rwanda has been closed for an extended period due to these tensions.

Social and Development Priorities

Burundi continues to advance its development agenda while addressing challenges related to poverty, access to quality basic services, and resilience to climate-related shocks such as floods and disease outbreaks. Continued investments in health, education, water, energy, and climate resilience, alongside efforts to promote human rights and social inclusion, will be key to strengthening community well-being, fostering social cohesion, and accelerating sustainable development.

PBF Secretariat track record (2024-2025)

The PBF Secretariat provided strategic, technical, and coordination support to the Peacebuilding Fund portfolio in Burundi, covering four projects in 2024 and three projects in 2025. Under the leadership of the Resident Coordinator, the Secretariat ensured effective portfolio management throughout the project cycle by supporting project design, implementation, monitoring, evaluation, and reporting. It also strengthened the integration of conflict sensitivity, peacebuilding, and cross-cutting priorities—including women and youth participation, mental health, and climate, peace and security—across the portfolio.

The Secretariat played a central role in strengthening PBF governance and alignment with national priorities through close collaboration with the Ministry of Foreign Affairs and the Joint Steering Committee. It facilitated governance meetings, joint monitoring missions, and follow-up on recommendations, enhancing project oversight, policy dialogue, sectoral coordination, and the anchoring of PBF interventions within relevant government institutions.

The Secretariat further advanced UN coordination and partnerships by integrating PBF results into UNSDCF processes, fostering synergies across the UN system, and strengthening collaboration with civil society, universities, and national stakeholders. It promoted evidence-based programming, peace advocacy, and learning through evaluations, knowledge sharing, and dissemination of good practices.

In addition, the Secretariat helped expand partnerships and identify opportunities for scaling innovative peacebuilding approaches, including youth-led initiatives, private sector engagement, and sustainable financing for peace.

In the current national context, the PBF Secretariat will provide strategic, technical, and coordination support to ensure the effective implementation, monitoring, evaluation, and reporting of the PBF portfolio. The Secretariat will strengthen conflict-sensitive and gender-responsive programming by supporting implementing partners in integrating peacebuilding and gender perspectives throughout the project cycle, including the use of gender-sensitive indicators and alignment with Burundi's national development and peacebuilding priorities.

The project responds to the following key needs:

- Strengthened coordination and governance by enhancing coherence among Government institutions, UN entities, development partners, international NGOs, and International Financial Institutions (IFIs), while supporting the implementation of the Peace Capitalization Strategy and Matrix.

- Improved portfolio management through stronger coordination among recipient UN organizations and national implementing partners to promote joint analysis, integrated programming, operational synergies, and quality assurance.
- Enhanced conflict-sensitive and gender-responsive programming by strengthening the capacities of UN and national partners in conflict analysis, peacebuilding, gender mainstreaming, and community engagement, with particular attention to women's participation and empowerment.
- Strengthened monitoring, evaluation, and learning through improved results measurement, quality reporting, evaluations, knowledge management, and evidence-based decision-making.
- Expanded resource mobilization and strategic partnerships to support a growing PBF portfolio and leverage collaboration with IFIs and other partners.
- Enhanced communication and visibility to increase awareness of PBF results, promote knowledge sharing, and strengthen public engagement in peacebuilding efforts.

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

The project will ensure that the PBF portfolio benefits from context-based analysis and policy inputs to allow for iterative implementation and adaptive management of PBF projects on-the-ground. It will be essential in this respect that the effective implementation of the PBF portfolio contributes to the operationalization of the Government-led Capitalization de la Paix (PNCP) programme.

The project will support the UN leadership and the Government in articulating strategic peacebuilding priorities which will guide PBF investments and other partner engagement on peacebuilding in Burundi. **It will coordinate the work of the UN (RUNOs) and non-UN recipient organizations (NUNOs).**

The PBF support mechanisms project will ensure quality implementation of peacebuilding projects on priority areas and key portfolios, and support **the collection and use of qualitative data**. The project will also organize the work of the PBF Joint Steering Committee, a mixed body bringing together government counterparts and UN and international partners within the programming cycle through design, monitoring/evaluation. Finally the project will ensure synergies within the PBF portfolio and maximize its alignment with national priorities. The project will also integrate gender-sensitive measures and methods to track changes in gender equity, notably through the adoption or modification of social norms.

The PBF Secretariat will play a strategic role in the UNCT as it stimulates inclusive discussions on conflict prevention, gender inclusivity, and peace consolidation in Burundi. The PBF will then also play the role (if applicable) of focal point for the Peacebuilding Commission (PBC) activities, which may take place on an ad hoc basis following the end of the Burundi configuration in 2022.

In continuation of the process initiated in 2021, the United Nations provided support to the Government and national stakeholders to operationalize peace priorities for the national *Capitalization de la Paix* programme in Burundi and the UNSDCF through 2023-2027.

In 2022, the RCO-PDA team worked closely with the research centre CENAP and the World Bank to update key strategic peace priorities and gather inputs to help the Government formulate a specific roadmap for the next three years. After a review of prior documents (incl. situational analysis and partners mapping), the centre conducted a broad consultation process to identify transformative actions, peacebuilding results, develop indicators including gender-sensitive ones. This was done for each of the 5 priority needs areas: youth employability, local governance, mental health, access to justice, climate and land-based issues.

Following consultations in November-December 2022 and a series of focus group discussions with key members of government institutions, civil society, and NGO partners on social cohesion and gender, the Peace and Development PDA team jointly with the World Bank drafted a 3-year roadmap-action plan and operational matrix (including M&E) for the Government's *Capitalization de la Paix* programme.

II. Finally this PBF project is contributing to the implementation of the UNSDCF 2023-2027 by ensuring the inclusion of a prevention-based and conflict-sensitive approach to the development goals defined across the 5 core pillars. **Project content, strategic justification and implementation strategy (4 pages max Plus Results Framework Annex)**

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

Building on the experience, lessons learned, and good practices from the initial phase of implementation, the project will strengthen the capacity of the PBF Secretariat to provide strategic coordination, technical support, and quality assurance for the Peacebuilding Fund portfolio in Burundi. Drawing on evidence from previous implementation cycles, the project will enhance portfolio governance, monitoring and evaluation, knowledge management, partnerships, communication and resource mobilization to improve the effectiveness, coherence, and sustainability of PBF investments.

Particular emphasis will be placed on strengthening synergies between peacebuilding and broader development interventions through the Humanitarian–Development–Peace (HDP) nexus approach, fostering closer collaboration with UN agencies, Government institutions, International Financial Institutions, civil society, and the private sector to promote innovative and sustainable peacebuilding solutions. Through conflict-sensitive, gender-responsive, and youth-inclusive approaches, the project will support the delivery of high-quality peacebuilding interventions that address key drivers of fragility, strengthen social cohesion, and contribute to inclusive and sustainable peace in line with Burundi's national priorities.

The PBF Secretariat will perform the following functions

1. Serve as the primary coordination and liaison mechanism for the PBF portfolio, facilitating dialogue and information-sharing among the Joint Steering Committee (JSC), the Peacebuilding Support Office (PBSO), the UN Country Team, Government counterparts, recipient organizations, donors, and International Financial Institutions (IFIs).
2. Provide strategic and technical support to recipient organizations throughout the project cycle, helping address operational and thematic challenges, strengthen peacebuilding cooperation, and ensure the quality of project implementation, reporting, and communication.
3. Strengthen portfolio coherence and governance by coordinating PBF-funded projects, promoting synergies across interventions, supporting joint analysis and planning, and providing technical support to the JSC, including the organization of technical meetings and follow-up on strategic decisions.
4. Lead portfolio monitoring, evaluation, and learning, including the coordination of monitoring missions, oversight of evaluations, quality assurance of results reporting, and dissemination of lessons learned to improve programming.
5. Promote conflict-sensitive and gender-responsive programming by supporting the integration of gender throughout the project cycle, developing gender-sensitive indicators and sex-disaggregated data, and strengthening partners' capacities in gender and peacebuilding.

6. Strengthen partnerships and resource mobilization by engaging with Government, IFIs, donors, civil society organizations (CSOs), and other stakeholders to identify investment opportunities, support the Peace Capitalization agenda, map strategic partners, and enhance the capacities of national CSOs.
7. Support strategic positioning and knowledge management by identifying opportunities for new peacebuilding initiatives, fostering partnerships, and ensuring regular communication and visibility of PBF achievements.

The Joint Steering Committee (JSC) will perform the following functions

- 1) Provide strategic advice to PBF ongoing projects and ensure alignment of PBF projects with national priorities and UN framework.
- 2) Review recommendations from technical committees and monitor implementation of PBF projects to ensure effective results, synergetic action, gender mainstreaming and best practices in sustaining peace in Burundi.
- 3) Assist the development and formulation of new peacebuilding projects with recommendations based on national priorities and policies.

The Joint Steering Committee (JSC) will meet 4/year on a quarterly basis to supervise and coordinate PBF projects execution as well as discuss relevant issues on peace cooperation. The JSC will be composed of **18 members** including **2 co-chairs** (a senior official at the Ministry of Foreign Affairs and the UNRC) and sixteen participants including:

- 6 representatives of the Government ministries including the Ministry of Foreign Affairs, Ministry of Youth, Ministry of Gender and Solidarity, Ministry of Interior, Ministry of Justice, Ministry of Health
- 6 representatives of UN agencies and entities including UNICEF, UNDP, UNFPA, UN-Women, UNRCO, IOM
- 3 representatives of international partners (including Germany, the World Bank and ADB)
- 3 representatives of women, returnees, and youth-led civil society (selected by the JSC)

The JSC will work closely with smaller technical working groups with active PBF engagement. The technical working groups will review the main operational and development issues of the PBF portfolio ahead of each JSC meeting. They will include focal points from the Government, representatives of UN agencies, and key international partners. The JSC will undertake regular field monitoring missions as part of its oversight functions.

The PBF Secretariat together with recipient agencies will perform the following functions

- 1) Foster closer communication and exchange among PBF implementing partners
- 2) Develop peer-to-peer exchanges and experiential learning across the PBF portfolio
- 3) Develop a gender-sensitive approach for programme design, implementation and monitoring to ensure that gender inequalities are addressed in programme objectives and targeting.
- 4) Provide joint project M&E, RBM, and capacity-building trainings to implementing partners
- 5) Increase knowledge-sharing and synergetic action within the portfolio

The group of recipient organisations will be composed of programme staff of PBF recipient organisations and implementing partners including the UN agencies, the INGOs, and national NGOs. The organizing principle of the CoP will be that of horizontal sharing and learning. The PBF CoP will be open to peacebuilding professionals willing to share from their work experience, learn from others, and improve their practices.

A special focus will be applied to include gender and human rights officers in the CoP activities. Staff members will meet regularly to discuss specific needs for capacity-building within the PBF programming cycle and to share between peers' experiences of project implementation including best practices and common challenges. Participation in the community of practice activities will be extended to past recipient organisations and aspiring ones as relevant.

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

Outcome 1: The internal coherence of the PBF project portfolio is strengthened to achieve maximum impact in Burundi

Output⁶ 1.1: The PBF Secretariat provides technical guidance and contractual support to recipient organizations

The main activity under this output 1.1 will be the **running of the PBF Secretariat**. The PBF Secretariat will be constituted by **a 5-member working team operating within the UN Resident Coordinator Office (RCO)** in Burundi. In prevision of the scope of work and size of the PBF portfolio in 2026-27, the PBF Secretariat will be composed of 1 Coordinator (international staff), 1 national M&E Analyst, 1 Partnership Associate, 1 Administrative associate, 1 communication assistant and 1 driver.

Output 1.2: PBF implementing partners develop a wider vision to deliver strategic results and increase activities synergies

Under output 1.2, the project will develop **several analytical tools** (key actors analysis, conflict analysis) that will help situate each PBF project within the country environment. The PBF Secretariat is working with the national peace and development adviser.

These tools will help PBF project teams in shaping expectations for change by identifying key actors, driving forces, sets of relationships, and conflict dynamics. These will allow teams at planning stage to map out the potential developments within the area of control of the project and those lying beyond the project.

The PBF Secretariat will work closely with RCO HR unit to advise PBF project teams on the proper application of relevant human rights (HR) standards and practices during the design, implementation and monitoring and evaluation of PBF projects

The project will organize an annual review workshop of the group of recipient organisations in-country to review peacebuilding results, best practices and to promote contacts between project teams. The aim of this activity will be to increase peer-to-peer exchange and activity synergies between projects, especially between those working on similar thematic and in the same areas of intervention. In addition to these activities the combined action of support mechanisms will provide enhanced coordination among PBF projects.

Sub-activities 1.2:

- Support coordination role of the RCO within framework of the peacebuilding programming,.
- Facilitate regular coordination meetings between UN agencies implementing PBF projects (suggestion: monthly meetings or more often if needed) to provide thematic guidance
- Sharing best practices and project experience to strengthen catalytic effect of programme
- Develop cooperation with academic institutions and think tank to strengthen context analysis and conflict sensitivity
- Mainstream gender and youth in the PBF strategic orientation
- Ensure synergies between projects during the design and implementation phases

⁶ For new Support teams only.

- Organization, if applicable, of regional meetings within the framework of cross-border projects and ensure coordination with other countries involved
- Provide training on gender analysis as part of the overall analysis and development of gender-sensitive indicators
- Strengthen capacities of recipient organizations and partners for a conflict sensitive approach, peacebuilding, M&E and gender sensitive peacebuilding programming.

Output 1.3: Effective Monitoring Evaluation Accountability and Learning of the PBF portfolio

Under output 1.3, the project will strengthen the **Monitoring Evaluation Accountability and Learning (MEAL) framework of the PBF portfolio**.

Monitoring and Evaluation

Together with PBF recipient organizations, the PBF Secretariat will follow closely the implementation of PBF projects on-the-ground.

The project will organize **technical field monitoring missions** to visit project sites and talk to project partners and stakeholders (3/4 monitoring missions per year). M&E missions will ensure that inclusive engagement is at the core of PBF project's implementation. A specific focus will be placed on gender-sensitive implementation of activities.

In addition to this, the Secretariat will also organize with government counterparts of the Joint Steering Committee (JSC) **monitoring missions** in close cooperation with local authorities to follow-up with recommendations on impact and stakeholders inclusivity.

The Secretariat will also **provide technical guidance to recipient organisations to strengthen their M&E system**, develop gender-sensitive indicators and provide related capacity-building support to UN, INGO, NGO partners.

The Secretariat will also provide support the organization of external monitoring and evaluation activities including a portfolio evaluation at the end of 2026

Accountability

The project will organize a **participatory study on local perceptions of -peacebuilding initiatives** across the country to gather national and local views of groups of beneficiaries, partners, stakeholders about priority needs and responses by the PBF projects and similar interventions. As part of strengthening accountability efforts of the PBF portfolio it is essential to identify local understandings of peace and ratings of PBF interventions in the context. This activity will increase the context sensitiveness of PBF project.

The activity will be conducted in partnership with a national academic institution. The methodology to be developed should allow for qualitative and quantitative results. A specific attention will be given to gender mainstreaming in the preparation of questionnaires and in data collection overall. The project will organize the selection of key project locations to conduct the study.

Learning

The Secretariat will organize at least **one thematic learning workshop** open to all PBF recipient organizations and their partners. In addition to peacebuilding practice essential knowledge (do no harm, conflict sensitiveness, ect.) the project will allow organizations to broaden their knowledge on context-relevant themes and lessons learned from project past experience. A possible first theme could be the **integration of Mental Health and Psycho-Social Support (MHPSS) into peacebuilding** because of the work completed by the portfolio and the ongoing consensus in country **to develop trauma-informed approaches**.

Sub-activities 1.3:

- Support design and implementation of a quality M&E plan for the PBF portfolio
- Provide technical support to the development and projects M&E systems, to increase synergies and prevent duplicates among PBF projects,
- develop gender-sensitive indicators, and between PBF projects and other peacebuilding projects in the country.

- Support independent evaluation studies of PBF projects, an “evaluability assessment”, baseline studies, a mid-term review and a final evaluation, notably on impact, sustainability, and gender dimension while identifying and consider gender constraints and entry-points in the projects.
- Conduct monthly monitoring meetings with implementing agencies to assess progress against planned targets, identify implementation challenges and risks, track follow-up actions, and support evidence-based adaptive management.
- Technical support and capacity strengthening to project teams in Results-Based Management (RBM) and Monitoring and Evaluation (M&E) to enhance the quality of results frameworks, data collection and analysis, performance monitoring, and evidence-based reporting.
- Support the M&E process with the PRA World Bank team on the Peace Capitalization Matrix implementation in partnership with the government.
- Provide recipient organizations with technical support to ensure quality of the semi-annual, annual and final project reports, using SMART, age- and gender-disaggregated indicators defined in the project document and data collected during field visits.
- Regularly conduct field missions to monitor PBF projects, collect good practices and lessons learnt, and formulate recommendations, and deliver mission reports to share with the RCO and PBPSO.
- Develop community-based monitoring mechanisms and ensure voices of the beneficiaries are strategically used to promote shared responsibilities, the way in which the programmes benefit considers gender.
- Ensure knowledge and best practices management and communication via appropriate platforms for future peacebuilding activities.

Output 1.4 Peacebuilding advocacy and communication is strengthened

In consideration of the 5-year transition period whereby Burundi remain eligible to PBF funding until end 2027, this is not a time for *business as usual* for peacebuilding projects in the country. There is a necessity for an upgrade in advocacy and communication activities to increase visibility of peacebuilding results and documentation of best practices and evidence-based results with a view to increase sustainability of peacebuilding support potentially beyond the eligibility period.

Under output 1.4, the project will organize a series of **activities to strengthen the advocacy and communication of PBF project results**. The Secretariat will work closely with a small team of communication specialists to **document project related stories in the local context of intervention**. The potential of this documentation activity to fill an essential gap in the reporting of qualitative results during M&E missions and requested by several partners. This activity should raise substantially the quality of project documentation for the PBF portfolio and equip recipient organisations with essential skills to do so.

The project will also strengthen **PBF communication activities** around project results, objectives and societal changes to emphasize best practices and raising awareness. The PBF Secretariat will work with the RCO Communication team and the local media **to develop interactive products including video and audio features** on the PBF portfolio track record.

Under output 1.4 the project will also plan for **advocacy activities** to take place to raise up the profile of the PBF portfolio. The project will support the organization of special events on the occasion of thematic days (21.09, 08.03, ect) and also around PBF projects life cycle (project launches and closures). These activities will feature targeted content for national audience to strengthen the national ownership on peacebuilding initiatives in alignment with the National *Capitalization de la Paix* Strategy. The project will organize the production of branded items to enhance visibility.

The project will also emphasize gender mainstreaming in all the communication and advocacy activities.

Sub- activities 1.4:

- Document, analyze and disseminate lessons learned during PBF projects execution (via implementation workshops or mini-retreats, etc.)

- Advocacy, communication and partnerships/network development to promote a better understanding and knowledge of the PBF portfolio and its achievements for national authorities, civil society, donors and the public
- Develop communication plan to promote visibility of the PBF activities in the country and among stakeholders
- Develop engaging success stories and innovative communication products with digital applications
- Produce original audio-visual material about the PBF portfolio
- Develop distribute guidelines on gender-sensitive language to participating staff and organisations.
- Support UNCT to improve visibility of the PBF activities in the country
- Ensure regular communication with PBPSO regarding PBF projects execution, update on political situation and planification process in the UN and in the Government relevant to the PBF activities.

Outcome 2: The action of the PBF portfolio in Burundi is aligned with national priorities and builds on the national peacebuilding architecture in a sustainable manner

Output 2.1: The implementation of the PBF portfolio benefits from strategic guidance by the JSC and solid partnerships with Burundian actors

Under outcome 2, the project will have a specific focus on developing the engagement of the PBF portfolio with national partners. **The implementation of the PBF portfolio will be supported at technical level** by the PBF Secretariat, , **and guided at strategic level** by the Joint Steering Committee (JSC) co-chaired by the RC and MFA Director General. The JSC includes relevant government and civil society actors and UN, INGO, international partners.

Under output 2.1, the project will **support activities of the Joint Steering Committee** with related financial allocations in order to allow JSC fully playing its strategic guidance and M&E role. It will provide opportunities for national counterparts members of the JSC to undertake monitoring and evaluation missions across Burundi as well as technical committees meeting work ahead of each JSC meetings. The project will fund the organization and participation costs of all the meetings.

Output 2.1 will also support the work of a technical committee to inform and support decision-making of the Joint Steering Committee. This committee is co-chaired by the Head of RCO and the Director of MFA and it will review project proposals, project documents, implementation plan, reports, and evaluations.

This project intends to strengthen opportunities for the Joint Steering Committee to oversee implementation and monitoring of peacebuilding projects in Burundi, as well as to orient development efforts (document and build on lessons learned).

The output 2.1 also includes the acquisition of material support to assist the work on PBF files of the line ministry of Foreign Affairs

Sub- activities 2.1:

- Organize regular JSC meetings (including technical committees) to assess project propositions, M&E, and implementation progress of the overall PBF portfolio
- Identify and address JSC needs for supervising and delivering strategic guidance to PBF recipient organizations , national partners, or any other relevant partner
- Provide regular update of the conflict analysis Proactively identify peacebuilding issues and challenges to inform Steering Committee and PBF key partners.
- Undertake assessments and quality control tests of PBF related documents (including project documents and related reports) before submission to the JSC and PBPSO to help RUNOs strengthen outputs quality in line with PBF guidance notes.
- Facilitate monitoring missions by JSC to review PBF portfolio implementation, as requested

The PBF Secretariat will support the strategic guidance role of the Steering Committee through regular information and analysis

Output 2.2 Capacities of PBF national partners in sustaining peace are strengthened

Under output 2.2 the project will ensure that capacities of national partners will be supported across the PBF portfolio as part of the project efforts to meet key localization objectives.

The PBF Secretariat will support capacity-building of CSO partners of the PBF portfolio. This will include training national partners on conflict and gender sensitivity approach in programming and organizational development. Another key training activity will be to develop partners capacity in project design, implementation, M&E, and reporting to ensure impact and sustainable change.

The project will also **upgrade national partners capacities to work in a network approach** and it will organize related capacity-building activities. This work stream should allow to provide national partners with know-how and ad hoc support to establish and run a new network in a sustainable way. The two thematic networks that this project could help strengthen are the network of MHPSS professionals and the network of insider mediators.

The project team will also ensure that a **comprehensive mapping of peacebuilding projects and capacities** is updated and relevant information is being collected and regularly updated.

The PBF Secretariat will organize capacity building sessions and ensure PBF conflict-sensitive programming and project implementation. The project will also build capacities of national partners including in organizational management, professional communication, and resource mobilization.

Output 2.3 Recipient organisations peacebuilding practices are strengthened in alignment with the UN peacebuilding policy standards

The PBF Secretariat will ensure that PBPSO directives and UN peacebuilding guidance notes, and other resource documents are shared to PBF recipient agencies and their implementing partners. A specific attention will be paid to the dissemination and learning of gender-sensitive best practices.

The PBF project team will ensure that technical guidance is delivered to the target audience in multiple ways including ongoing support, thematic discussions, and specific trainings, while aligning with identified priorities in the UNSDCF and in the 2022 PBF review. The project team will aim to transfer relevant approaches and methodologies to PBF implementing partners with adaptation to the context of Burundi.

Output 2.4: PBF development efforts are building on needs and assets of the national peace architecture

Under output 2.4, the project team will provide support to UN agencies in identifying new peacebuilding initiatives and developing project proposals. The PBF Secretariat will provide technical assistance with project formulation and consortium formation. Activities under this output will ensure that new projects build on gender- and context-sensitive conflict analysis, existing local experience, PBF track record, and assets of Burundi national peace architecture (including targeting of gender-specific objectives).

The project team will also organize PBF meetings, consultations, workshops and networking initiatives for project development with external stakeholders.

The PBF Secretariat will organise national consultations (agencies, INGOs, CSOs, government) to identify priority needs in peacebuilding and to inform the RC strategic report and PBPSO investment priorities in Burundi. This will be a space for brainstorming ideas to put forward PBF project proposals

The PBF Secretariat will be responsible to develop a fundraising strategy and a mapping of national partners, technical and Financial Partners (TFP) and peacebuilding activities as well as to identify financial gaps to determine new priority projects.

The PBF Secretariat will oversee relationships with the technical and financial partners TFP to create synergies between projects and ensure coherence among peacebuilding programmes, including bilateral donors and IFIs, as well as mobilizing additional resources for peacebuilding projects from the private sector. The Joint Steering Committee will also review concept notes and support the formulation of new projects.

Sub-activities 2.4:

- Develop mapping of peacebuilding actors and partners (UN, Government, CSO, TFP) updated regularly and identifying financial gaps and programmatic entry points for PBF projects.
- Provide technical assistance for the formulation of peacebuilding projects and provide active technical support for the development of related interventions, partnerships and consortia
- Facilitate eligibility or eligibility renewal application process in the country
- support to design quality peacebuilding projects in collaboration with UN entities, Government, CSO and TFPs to be submitted to the PBF.
- Ensure at least 30% of the PBF funds are allocated to gender/women empowerment.
- contribute to mobilizing additional resources from potential donors

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

If PBF support mechanisms are operational in supporting project design implementation, monitoring, reporting, then the PBF portfolio will deliver effective peacebuilding results, the catalytic effect of peacebuilding interventions and coordination will be strengthened as well as the portfolio gender-sensitiveness and sustainable impact in the country

Then the context-relevance of the PBF portfolio will also bring a better alignment with national priorities, UN best peacebuilding practices and the needs of the local peacebuilding architecture

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

The PBF Secretariat will be responsible for the implementation of the PBF support mechanisms project in close cooperation and supervision by the RCO.

The PBF Secretariat will be supporting recipient organizations with PBF project implementation, M&E, gender-sensitive communication and reporting activities. The project will also benefit from PBPSO technical support for guidance and relations with other partners. The team will ensure close communication with PBPSO in New York and its focal point for PBPSO in Burundi.

The PBF Secretariat will support implementing partners with project execution, communication/visibility, reporting and M&E, including final evaluation. It will ensure gender mainstreaming during the entire cycle from project design to implementation and evaluation. Beyond regular monitoring activities, the PBF portfolio global assessment in Burundi will be conducted to evaluate impact on the beneficiaries and how perceptions and mentalities on peacebuilding, social inclusion, gender mainstreaming, and peaceful coexistence have evolved in the areas of intervention.

UN agencies focal points and their partners will engage in the implementation by actively participating to various activities. The PBF Support team will provide technical support to plan projects final evaluation, with the primary responsibility remaining with the project recipients. It will support them to define methodologies and monitoring mechanisms in collaboration with implementing agencies and coordinate data collection and analysis as well as indicators of the newly approved projects. The Support team will also support semi-annual and annual reporting for current projects, a consolidated annual report of the Steering Committee as well as an annual strategic report.

Project management and coordination (4 pages max)

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

The PBF support mechanisms project will be implemented by the PBF Secretariat at the UNRCO that will be leading on all the programme decisions while administrative issues will be handled by the recipient agency UNDP.

UNDP is the sole recipient organization. While the PBF Secretariat will be housed in the office of the RCO UNDP provides the operational framework for its functioning in accordance with global Standard Operating Procedures agreed between UNDP and the Peacebuilding Support Office (PBSO) in September 2023. The UNDP has proven project and trust fund management capabilities, having managed electoral funds, emergency and development recovery funds, Global Fund projects, etc. for years. Drawing on its long-standing experience in the field, UNDP has been able to build a solid partnership with the Burundian authorities, both at the central and local levels, a very useful asset for national ownership.

UNDP has an M/E unit made up of international staff, a national professional and a national UNV. This unit will work in perfect collaboration with the PBF Secretariat, for good planning of monitoring activities. In terms of financial monitoring, UNDP has a program management support unit, which ensures regular monitoring of compliance in the use of funds according to contractual provisions with each donor. UNDP also has an HR unit with two staff, as well as a Procurement unit with two staff as well. There is also the finance unit which is equipped with sufficient staff, as well as an ICT unit. All these units are coordinated by an Operational Manager.

Paragraph explaining the selection of the agency in charge of administrative management of the PBF Support team project.

Table X: General overview of the funding agency in charge of the administrative execution of the Support team project in the country				
	Agency	Main funding source	Regular annual budget in US dollars	Emergency trust fund (ex: CAP)
Previous financial year	UNDP	N/A		
Current financial year	UNDP	Core Non-core	11,202,000 US\$ 44,485,064 US\$	

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

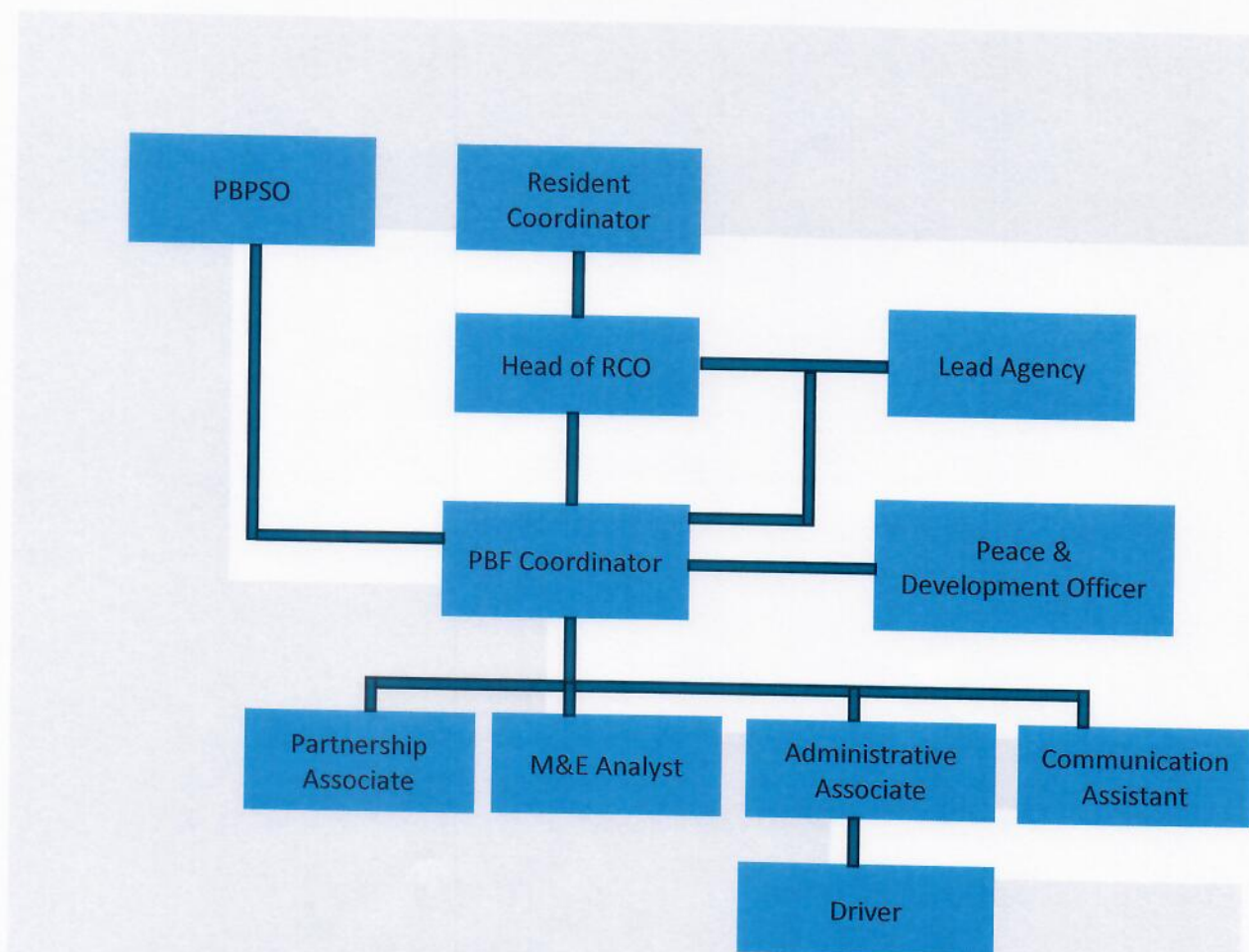
PBF Secretariat composition:

Since August 2022, the PD team has overseen the PBF portfolio in Burundi. The PBF support team will work under the leadership of the Peace and Development Advisor and in close collaboration with the RCO M&E and Communications Specialists. The recommended composition includes:

- PBF Coordinator(P4)
- M&E Analyst (NOA)
- Partnership Associate (G6)
- Administrative Associate (G6)
- Communication Assistant (UNV)
- Driver (NPSA-3)

Specific terms of reference will define in details the responsibilities for each Support team staff member.

PBF Secretariat organizational chart



The PBF Secretariat will ensure project execution by providing technical support to recipient agencies and their implementing partners with project implementation, M&E, development and communication. Because of its strategic function, the PBF Secretariat will be based in the RCO and the Head of RCO will be in charge of

the project global supervision. UNDP will be the executing agency and, in this capacity, will ensure administrative and contractual management of support unit staff.

The Chief of UNRCO will ensure supervision of the PBF Secretariat. The PBF Coordinator will report to him/her on all tasks related to the PBF portfolio and will work under the leadership of the Koine Steering Committee. The RC leads the PBF portfolio and she remains accountable for the delivery quality of the PBF Secretariat. The PBF Coordinator will also indirectly report to PBPSO on the PBF portfolio strategy in the country and on PBF projects performance. PBPSO will join the RCO and implementation agency to participate in the recruitment process as well as PBF professional staff performance assessment.

A Joint Steering Committee (JSC) is established to supervise PBF projects in Burundi. Co-chaired by the Minister of Foreign Affairs and the UNRC, with support from the Support team, and is responsible for projects coordination, monitoring and strategic guidance. The Minister of Foreign Affairs is a strategic partner of the project. There are other project stakeholders including UN agencies technical and financial partners, civil society organizations, and international NGOs. The PBF support team will support the JSC in pursuing its mission. In this capacity, it will ensure project monitoring, plan assessment activities, conduct quality control, as well as consolidate and submit reports to the Steering Committee on a regular basis. It will also contribute to strengthen visibility of PBF interventions in the country.

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

Risks	Probability	Impact	Mitigating strategies
Lack of information on implementation by recipient agencies	Medium	Low	PBF Secretariat to collaborate with agencies to improve information sharing
lack of reliable data to monitor project and portfolio progress and to measure peacebuilding impact.	Medium	medium	Close monitoring of agencies to ensure efficient narrative and training on M&E and indicators
Delays to submit narrative and financial reports	Medium	Low	Close monitoring of agencies to ensure efficient narrative and financial reporting
Insufficient national ownership	Low	High	Engage partners in Steering Committee and technical meetings
Challenges for agencies to jointly supervise projects in the field	Medium	Medium	Plan joint missions
Steering Committee does not meet according to planned timeline	Medium	Low	Designate deputy to back up absent Steering Committee members
Procurement processes slow down project execution	Low	Medium	Prepare procurement plan at start of project
Potential disagreements between agencies regarding project execution	Low	Low	Engage all agencies in operational planning of activities Request mediation from RC if needed
Fragmentation, duplication and weak coordination among projects	Low	Low	Quarterly coordination meeting to promote synergies among projects

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

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

The PBF Secretariat developed an integrated M&E plan for the PBF portfolio in 2026-2027 (see in annexe A1 page 26).

The project will organize a **participatory study on the perception of peace-peacebuilding initiatives** across the country to gather views of groups of beneficiaries, partners, stakeholders about priority needs and responses by the PBF projects and similar interventions.

The project will also include specific efforts for developing M&E systems of gender and youth promotion projects. This project will allow to strengthen synergies among different projects, strengthen complementarity of projects results and formulate portfolio-level joint results and indicators allowing to measure project results according to strategic peacebuilding priorities identified with the Government.

The PBF Secretariat will ensure quality control of annual and semi-annual reports of PBF projects. The PBF Secretariat will work with agencies to coordinate their result monitoring approach and provide M&E technical support if necessary. Relying on field data analysis, the PBF team will inform the Steering Committee and agencies on potential challenges and issues to reach the targeted results. Project monitoring and targeted results evaluation will be conducted by the Steering Committee based on the Results Framework and workplan. A budget will be planned, if applicable, to conduct the project final evaluation.

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

As the End of eligibility period of Burundi nears, the PBF Secretariat project will pay attention to develop a sustainable exit strategy and to strengthen national ownership of the project results by the concerned Ministries of Burundi and other national partners to ensure continuity with the results achieved from other PBF interventions in Burundi.

This will be facilitated via the full engagement of all national partners in project design, implementation, supervision and M&E. Furthermore, national partners will be closely involved in documenting and analyzing lessons learned. Communication outreach on project achievements could also contribute to additional resources mobilization to ensure continuity of the projects with bilateral and multilateral partners.

The development of a community of peacebuilding practitioners within the PBF portfolio (recipient of former and active projects) will ensure that contacts, information-shared, experience and skills acquired will outlive the project and will contribute to strengthening the exit strategy of PBF-funded interventions by empowering national actors and local partners to continue peacebuilding work.

During the initial phase of the project, the Secretariat team oversaw a country portfolio whose size has contracted over time from 5 to 3 active projects. Restricted funded opportunities for new projects were among main factors for this downsizing which is calling for a strategic repositioning of the PBF in Burundi over time. Following the evolution of the context in country, the positioning of the PBF has pivoted away from a main donor in peace and security sector with a large portfolio to become a niche donor with a smaller portfolio addressing emerging risks and specific peacebuilding challenges.

Annexe A1 Calendrier des activités de suivi-évaluation du portefeuille pbf en 2026-2027

Ce document présente le calendrier consolidé des activités de Suivi-évaluation pour le portefeuille PBF en 2026. Structuré par composante, il spécifie pour chaque activité les livrables attendus, les délais précis de mise en œuvre ainsi que l'attribution claire des responsabilités.

Composante	Libellé de l'activité / Projet	Responsable	Période de mise en œuvre											
			J	F	M	A	M	J	J	A	S	O	N	D
1. Missions de suivi des projets sur le terrain	Missions sur terrain de suivi des projets par le Secretariat PBF	Analyste M&E									X		X	
	Mission de suivi conjoint avec le Comité de pilotage	Analyste M&E											X	
2. Reporting sur les projets PBF	Appui à l'élaboration du rapport semestriel du Projet Espaces de dialogue et accompagnement pour la guérison des traumatismes au Burundi	UNDP							X					
	Appui à l'élaboration du rapport annuel du Projet Espaces de dialogue et accompagnement pour la guérison des traumatismes au Burundi	UNDP											X	
	Appui à l'élaboration du rapport semestriel du projet Les jeunes ensemble pour la mise en œuvre de l'agenda jeunesse paix et sécurité et la cohésion sociale au Burundi	UNFPA							X					
	Appui à l'élaboration du rapport annuel du Les jeunes ensemble pour la mise en œuvre de l'agenda jeunesse paix et sécurité et la cohésion sociale au Burundi	UNFPA										X		
	Elaboration du rapport semestriel du Projet mécanismes de soutien au portefeuille PBF	Analyste M&E & Coordonnateur PBF							X					
	Elaboration du rapport annuel du Projet mécanismes de soutien au portefeuille PBF	ST/PBF										X		
	Elaboration du rapport stratégique annuel du Projet mécanismes de soutien au portefeuille PBF	ST/PBF									X	X	X	X

[illegible]

Composante	Libellé de l'activité / Projet	Responsable	Période de mise en œuvre											
			J	F	M	A	M	J	J	A	S	O	N	D
des projets PBF	Documentation des histoires à succès des projets clôturés et en cours	Analyste M&E			X			X			X		X	
	Documentation de bonnes pratiques et de leçons apprises	Analyste M&E Secretariat PBF			X			X			X		X	
7. Evaluation des projets	Suivi de la mise en œuvre des recommandations des projets clôturés	Analyste M&E Secretariat PBF		X	X	X	X	X	X	X	X	X	X	X
	Accompagnement de la mission d'évaluation du portefeuille PBF	Analyste M&E Secretariat PBF									X	X	X	
	Intégration des leçons apprises dans la planification des nouveaux projets	Coordonnateur PBF			X	X	X	X	X	X	X	X	X	X

III. Project budget

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

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

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

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

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

AA Functions

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

- Disburse funds to each of the RUNO in accordance with instructions from the PBSO. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the PBSO along with the relevant Submission form and Project document signed by all participants concerned;
- Consolidate the financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF annual consolidated progress reports to the donors and the PBSO;

- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is completed by the RUNO. A project will be considered as operationally closed upon submission of a joint final narrative report. In order for the MPTF Office to financially close a project, each RUNO must refund unspent balance of over 250 USD, indirect cost (GMS) should not exceed 7% and submission of a certified final financial statement by the recipient organizations' headquarters.);
- Disburse funds to any RUNO for any cost extension that the PBSO may decide in accordance with the PBF rules & regulations.

Accountability, transparency and reporting of the Recipient United Nations Organizations

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

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

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

Type of report	Due when	Submitted by
Semi-annual project progress report	15 June	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Support teams, where they exist
Annual project progress report	15 October	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Support teams, 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 Support teams, where they exist
Annual strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it	31 December	PBF Support team on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not.

Financial reporting and timeline

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

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

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

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

Ownership of Equipment, Supplies and Other Property

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

Public Disclosure

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (<http://unpbf.org>) and the Administrative Agent's website (<http://mptf.undp.org>).

Annex A.2: Project Administrative arrangements for Non-UN Recipient Organizations

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

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

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

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

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

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

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

Reporting:

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

Type of report	Due when	Submitted by
Annual project progress report	June	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Support teams, where they exist
Annual project progress report	November	Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Support teams, 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 Support teams, where they exist
Annual strategic peacebuilding and PBF progress report (for PBF allocations only), which may contain a request for additional PBF allocation if the context requires it	December	PBF Support team 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
February	Annual reporting – Report Q4 expenses (Jan. to Dec. of previous year)
April	Report Q1 expenses (January to March)
July	Report Q2 expenses (January to June)
October	Report Q3 expenses (January to September)
<i>Certified final financial report to be provided at the quarter following the project financial closure</i>	

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

Ownership of Equipment, Supplies and Other Property

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

Public Disclosure

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (<http://unpbf.org>) and the Administrative Agent website (<http://www.mptf.undp.org>)

Final Project Audit for non-UN recipient organization projects

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

Special Provisions regarding Financing of Terrorism

Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and, in particular, against the financing of terrorism. Similarly, all Recipient Organizations recognize their obligation to comply with any applicable sanctions imposed by the UN Security Council. Each of the Recipient Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with this agreement are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If, during the term of this agreement, a Recipient Organization determines that there are credible allegations that funds transferred to it in accordance with this agreement have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime it will as soon as it becomes aware of it inform the head of PBSO, the Administrative Agent and the donor(s) and, in consultation with the donors as appropriate, determine an appropriate response.

Non-UN recipient organization (NUNO) eligibility:

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

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

- Has previously received funding from the UN, the PBF, or any of the contributors to the PBF, in the country of project implementation
- Has a current valid registration as a non-profit, tax exempt organization with a social based mission in both the country where headquarter is located and in country of project execution for the duration of the proposed grant. (**NOTE:** If registration is done on an annual basis in the country, the organization must have the current registration and obtain renewals for the duration of the project, to receive subsequent funding tranches)

- Produces an annual report that includes the proposed country for the grant
- Commissions audited financial statements, available for the last two years, including the auditor opinion letter. The financial statements should include the legal organization that will sign the agreement (and oversee the country of implementation, if applicable) as well as the activities of the country of implementation. (**NOTE:** If these are not available for the country of proposed project implementation, the CSO will also need to provide the latest two audit reports for a program or project-based audit in country.) The letter from the auditor should also state whether the auditor firm is part of the nationally qualified audit firms.
- Demonstrates an annual budget in the country of proposed project implementation for the previous two calendar years, which is at least twice the annualized budget sought from PBF for the project⁷
- 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.

⁷ Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12.

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

Outcome	Output	Indicators	Means of verification/ frequency of collection	Indicator milestones
Outcome 1: The internal coherence of the PBF project portfolio in Burundi is strengthened to achieve maximum impact in Burundi		Outcome Indicator 1 a: Delivery rate of active PBF-funded projects in Burundi Baseline: Target: at least 85%	Internal reports	Quarterly reports show increased follow up
		Outcome Indicator 1 b: Perception by project partners and beneficiaries that PBF investments have been had a positive impact on peacebuilding Baseline: 0% Target: 90%, of which 35% are women's organization or projects led by partners with a strong gender focus.	Perception survey on a quarterly basis by portfolio	
		Output Indicator 1.1.1. PBF recipient organizations project contracts are overseen by the PBF Support unit Baseline: 0% Target: 100%	Project documents and PBF recipient organisations project teams	
	Output 1.1: The PBF support unit provides operational and contractual support to recipient organizations			
	Output 1.2 PBF implementing partners develop a wider vision to deliver strategic results and increase activities synergies	Output Indicator 1.2.1 A strategic framework of results established in alignment with national priorities Baseline: no Target: 1 country result framework Output Indicator 1.2.2. Partners coordination mechanisms established and operational	Mid-year and yearly reports on PBF activities Mid-Year PBF report	

⁸ For new Support teams only.

	Output 1.3 Effective Monitoring Evaluation Accountability and Learning of the PBF portfolio	Baseline: 0 Target: 3 (PBF Support Unit; Joint Steering Committee; PBF community of practice)	Project reports Yearly PBF report	
		Indicator 1.3.1. Number of field-based monitoring missions conducted Baseline: 2 missions per year Target: 4 missions per year	Mid-Year PBF report Yearly PBF report	2 missions done by the first mid-year report
		Indicator 1.3.2. Baseline study of local peacebuilding perceptions completed by 1 st semester 2024 Baseline: no Target: 1 local peacebuilding perception study	Perception survey Project reports	1 gender analysis done by 2024
		Indicator 1.3.3. Number of PBF implementing partners' M&E systems improved Baseline: 0 Target: 3 implementing partners		
		Indicator 1.4.1 Number of communication activities with professional support documenting peacebuilding results Baseline: 0 Target: at least 5 activities/year	Yearly reports Communication products -events Social media tracking	Identification of community members who can work as focal points for information dissemination within first project reports
	Output 1.4 Advocacy, and communication on sustaining peace is strengthened	Indicator 1.4.2: Percentage of programme covered/stories that include women role in peacebuilding or a gender-specific dimension to peacebuilding Baseline: 20% Target: At least 50%	Project reports Communication-products events Social media tracking	At least 30 % of the projects report presented in the first year of the project cycle include gender parity content.
		Indicator 2. Level of understanding of the PBF interventions and its processes improved	Reports, evaluations Perception survey	At least one perception survey per year
Outcome 2: The action of the PBF portfolio in Burundi is aligned with national				

priorities and builds on the national peacebuilding architecture in a sustainable manner				
Output 2.1 The implementation of the PBF portfolio benefits from strategic guidance by the JSC and solid partnerships with Burundian actors		Baseline: 20% of favorable views Target: 60% of favorable views		
		Indicator 2.2: Policies, processes and minimum standards that prioritize peace consolidation are adopted Baseline: 0 Target: at least one draft law	Ministry of Solidarity, Ministry of Interior, Ministry of Justice, JSC	At least one draft law in the pipeline for strengthening women's inclusivity or community inclusion targeting minorities is in the pipeline for the first year.
		Indicator 2.1.1: Multi-actor platform established and operational with exchanges and related suggestions-action points Baseline: 1 Target: 1 Joint Steering Committee (JSC)	Annual strategic country report	At least one meeting per quarter
		Indicator 2.1.2: Updated context analysis disseminated to PBF implementing partners, including gender analysis Baseline: no Target: one country peacebuilding context analysis shared	JSC Reports	At least one analysis in the first year.
		Indicator 2.1.3: Gender approach and guidelines on GEWE developed Baseline: no Target: 1 gender guidelines	Reports, communication, events	CSOs participate in consultations; country analysis
Output 2.2 Capacities of local partners in sustaining peace are strengthened		Indicator 2.2.1: Number of partners strengthened in project cycle management DME and peacebuilding thematic issues Baseline: 2 Target: at least 5	Assessment reports post-training Reports, , perception surveys	25 % of partnervithin the first year report improved capacity

				25% of management teams made at least one contribution to substantively strengthen the GEWE engagement in gender related SDG localization and/or implementation within the first year's report.
		Indicator 2.2.2. Number of project teams who will receive training on M&E and conflict analysis at least once during the project cycles Baseline: 2 Target: at least 5	Assessment report post-training	
	Output 2.3: PBF recipient organisations peacebuilding practices are strengthened in alignment with the UN peacebuilding policy standards	Indicator 2.3.1 Number of UN guidance notes and best practices implemented by PBF implementing partners Baseline: 0 Target: at least 5	Annual strategic country report	
	Output 2.4: PBF development efforts are building on needs and assets of the national peace architecture	Indicator 2.4.1 Number of project proposals strengthening community engagement and Burundi peacebuilding architecture Baseline: 1 Target: at least 3	Annual strategic country report	

Annex C: Checklist of project implementation readiness

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