



**United Nations Peacebuilding Support Office (PBSO)/ Peacebuilding Fund
(PBF)
PRF PROJECT DOCUMENT**

Project Title: Support to PBF Secretariat in Guinea Bissau 2016-2017	Recipient UN Organization(s): UNDP
Project Contact: Janet Lynn Murdock Peacebuilding Specialist PBF Secretariat UNDP Bldg.5 th Floor – Bissau, Guinea-Bissau Telephone: 245-95-614-8890 E-mail: janet.murdock@one.un.org	Implementing Partner(s) – name & type (Government, CSO, etc): Ministry of the Presidency of the Council of Ministers
Project Location: Bissau	
Project Description: Support to PBF Secretariat to oversee implementation of USD 10 million PRF portfolio from September 2016 to December 2017.	Peacebuilding Fund: 999,701 US\$ Other source: 0 Government Input: 0 Other: 0
	Total Project Cost: 999,701 US\$
	Proposed Project Start Date: 1 September 2016 Proposed Project End Date: 31 December 2017 Total duration (in months): ¹ 16 months

¹ PRF project duration must be within the approved dates for the Priority Plan.

Gender Marker Score²: 2

The PBF Secretariat supports gender mainstreaming throughout the projects design phase (for the 4 outcomes).

Priority Plan Outcome to which the project is contributing:

NA

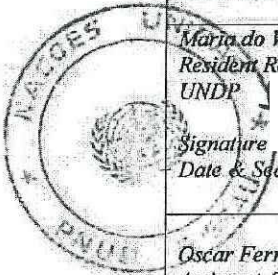
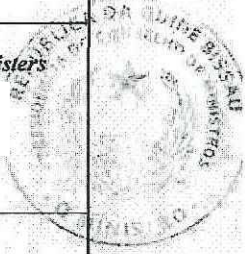
Project Outcomes:

Outcome 1: The governance bodies of the Priority Plan ensure the effective oversight, strategic direction, coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the respective projects based on the support of a functioning and strengthened PBF Secretariat.

Outcome 2: The agencies implementing PBF funded projects are in a position to provide effective leadership and substantive guidance to enable effective design, implementation, monitoring and evaluation of projects and with communicating the results of their implementation efforts.

PBF Focus Area³ which best summarizes the focus of the project:

(4.3) Governance of peacebuilding resources (including JSC Secretariats)

<i>(for PRF-funded projects)</i>	
Recipient UN Organization(s) ⁴	National Government counterpart
 <p>Maria do Valle Ribeiro Resident Representative UNDP</p> <p>Signature Date & Seal 03/10/2016</p>	 <p>Aristides Ocante da Silva Minister of the Presidency of the Council of Ministers</p> <p>Signature Date & Seal 29/04/2016</p>
<p>Oscar Fernandez-Taranco Assistant Secretary-General for Peacebuilding Support PBSO</p> <p>Signature Date & Seal</p>	

² PBSO monitors the inclusion of gender equality and women's empowerment all PBF projects, in line with SC Resolutions 1325, 1888, 1889, 1960 and 2122, and as mandated by the Secretary-General in his Seven-Point Action Plan on Gender Responsive Peacebuilding.

³ PBF Focus Areas are:

1: Support the implementation of peace agreements and political dialogue (Priority Area 1):

(1.1) SSR; (1.2) RoL; (1.3) DDR; (1.4) Political Dialogue;

2: Promote coexistence and peaceful resolution of conflicts (Priority Area 2):

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

3: Revitalize the economy and generate immediate peace dividends (Priority Area 3);

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

4) (Re)-establish essential administrative services (Priority Area 4)

(4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration; (4.3)

Governance of peacebuilding resources (including JSC/PBF Secretariats)

⁴ If there is more than one RUNO in this project, additional signature boxes should be included so that there is one for every RUNO.

PROJECT COMPONENTS:

I. How this project fits within the approved Priority Plan

a) Priority Plan Outcome Area supported:

Effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Priority Plan results and the projects that support it.

b) Rationale for this project:

The project will enable the continuous functioning of the PBF Secretariat which is located in Guinea-Bissau and provides critical technical guidance and assistance to the development and oversight of PBF funded projects. The PBF Secretariat is responsible for ensuring coordination, coherence and synergy among PBF and PBC activities in Guinea Bissau and serves as a liaison among the entities of the peacebuilding architecture in NYHQ and UNIOGBIS, as well as between the UN and national and international partners involved in peacebuilding in GB. The Secretariat works closely with the Ministry of the Presidency of the Council of Ministers in order to strengthen the Ministry's capacity to coordinate the PPP implementation in its capacity as co-chair of the Executive Committee. The Secretariat provides secretarial and technical support to the Executive Committee and the Technical Team. Furthermore, the PBF Secretariat provides capacity-building to project implementers and oversees communication efforts aimed at building public awareness of peacebuilding generally, the PBF and funded projects, their results and impacts.

This project aims at supporting the efficient delivery of all PPP Outcomes through: a) the provision of technical and secretarial support to the Executive Committee and Technical Team, b) assure the monitoring and evaluation of the PPP, c) liaison services among all actors of the peacebuilding architecture, d) technical support and guidance to Recipient United Nations Organizations (RUNOs) and partner organizations in projects design, implementation, monitoring, and reporting to ensure that they respond to the PPP objectives and PBF guidelines, e) leadership to address bottlenecks in project design and implementation and to enable effective coordination, coherence and synergies, f) capacity-building in peacebuilding related topics for RUNOs and partners, g) strengthening peacebuilding networks and h) improve social communication for greater public awareness of results and impacts.

c) Coherence with existing projects:

The PBF Secretariat project does not have a substantive working area but will support all PBF projects outlined in the Peacebuilding Priority Plan as well as ensure their coordination, coherence, and oversight through the Executive Committee. The Secretariat will also work closely to ensure proper media coverage of results and impacts of projects and conduct arts-based peace advocacy when and where appropriate, like International Peace Day.

II. Objectives of PBF support and proposed implementation

a) Project outcomes, theory of change, activities, targets and sequencing:

This is a management project and, as such, its aim is to provide technical and administrative support to the entities involved in the implementation of the Peacebuilding Priority Plan for Guinea-Bissau.

(i) Outcome Statement:

In that regard, its overall objective is effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Peacebuilding Priority Plan results and the projects that support it.

(ii) Theory of change:

If the PBF Secretariat has the capacity to support the Executive Committee and the Technical Team, to quality assure the design and monitoring of PBF projects as well as liaison and coordination between them, to support the integration of a gender perspective, to monitor and evaluate the overall implementation of the PPP as well as support RUNOs and other partners, then the PBF projects will be better coordinated, the focus on higher peacebuilding results will be maintained, the Executive Committee will be enabled to play its role, PBSO will be kept informed of progress due to increased communication and timely reporting of a of higher quality.

(iii) Outcomes, outputs, activities, target groups:

The project will have two outcomes, with several outputs and activities underneath as follows:

Outcome 1:

The governance bodies of the Priority Plan ensure the effective oversight, strategic direction, coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the respective projects based on the support of a functioning and strengthened PBF Secretariat.

Output 1.1 Maintenance of the PBF Secretariat: Recruitment of Staff and Running of the Office

- 1.1.1 Recruitment of international UNV-M&E Officer and salaries for other staff
- 1.1.2 Travel and Training of PBF Staff
- 1.1.3 Office running costs and equipment maintenance

Output 1.2 Finalize Peacebuilding Priority Plan, Monitoring, Evaluation and Reporting Mechanisms

- 1.2.1 Review and finalize the Peacebuilding Priority Plan Results Framework and Monitoring Methodology and Reporting System
- 1.2.2 Implementation of M&E system for assessing progress against the priority plan results framework, including surveys to determine baselines and endline data collection and analysis, the establishment of community based monitoring mechanism in line with Priority Plan Results Framework
- 1.2.3 Support independent evaluative exercises of the Priority Plan, including an evaluability assessment, a mid-term review and a final evaluation (the evaluability assessment and the final evaluation will be managed and contracted from HQ but supported from the country level)

Output 1.3 Enable effective communication, information flow/exchange and coordination between key stakeholders to ensure achievement of Peacebuilding Priority Plan outcomes and coherence between projects and activities.

- 1.3.1 Facilitate the work of the Executive Committee and the Technical Group and coordinate timely submission of reports and other documents by RUNOs and other partners. This includes ensuring communication with PBSO HQ, the EC and the Technical Team.

- 1.3.2 Provide advice on peacebuilding issues to PBF Stakeholders and prepare briefs as appropriate.
- 1.3.3 As required, facilitate a monitoring missions of the Executive Committee or the Technical Team to review Priority Plan implementation and achievements.
- 1.3.4 Draft the annual report of progress against the Priority Plan, through a consultative process, to be approved by the Executive Committee and submitted to PBSO 1 December every year. Included lessons learned for future peace building activities.

Outcome 2:

The agencies implementing PBF funded projects are in a position to provide effective leadership and substantive guidance to enable effective design, implementation, monitoring and evaluation of projects and with communicating the results of their implementation efforts.

Output 2.1 Support Coordination, Monitoring, Evaluation and Reporting of Priority Plan Goals. Facilitate the RUNOs in their respective roles to towards achieving the goals of Peacebuilding Priority Plan.

2.1.1 Assist RUNOs and national counterparts in the design, implementation and monitoring of projects in line (consistent) with the Peacebuilding Priority Plan, including data collection and use of disaggregate data for better decision-making

2.1.2 Support and encourage coordination between agencies, government reps, CSOs and partners working on joint projects under the Peacebuilding Priority Plan outcomes

Output 2.2 Enable Capacity-building of PBF Stakeholders and Peacebuilding Networks through tailored training and technical Support

2.2.1 Strengthen capacities of PBF stakeholders and national counterparts in the design and monitoring of projects as well as in the areas of human rights, peacebuilding and gender.

2.2.2 Strengthen national and regional peacebuilding networks through strategic planning and capacity-building endeavors.

Output 2.3 Strengthen communication and peacebuilding advocacy: increase awareness by national authorities, civil society and wider public on peacebuilding and the Priority Plan activities and results.

2.3.1 Develop and implement a PBF communication strategy to increase visibility of the importance of peacebuilding and of the Priority Plan in the country and among relevant stakeholders.

As the above Outputs and activities suggest, the project will provide financial support to the PBF Secretariat to recruit technically capable personnel to provide technical assistance to the Executive Committee, the Technical Team in the exercise of their duties. Through the second outcome, the PBF Secretariat will provide tailored guidance to the RUNOs in the design of project proposals, in project implementation, in the monitoring and evaluation mechanisms and in preparing reports in line with the PBF rules and procedures. The in-house expertise in peacebuilding related topics and methodologies, also means that RUNOs will have easy access to substantive technical support and capacity-building opportunities that will strengthen their work. The PBF Secretariat will also enhance civil society involvement by using the convening power of the UN to bring together and build a strong network of peacebuilders both in and out of

government. The Secretariat will strengthen its outreach and communication efforts through regular and social media to build greater public awareness of peacebuilding, the PBF, its projects and their results and impacts.

Key target groups/beneficiaries:

The key target beneficiaries of the project are all entities involved in the implementation of the Priority Plan for Guinea-Bissau, both at HQ level and field level, namely:

Executive Committee (Executive Committee which replaces former Joint Steering Committee)

The main role of the Secretariat is to support the Executive Committee in effectively overseeing all aspects related to the implementation of the PBF in Guinea Bissau. The Executive Committee is the in-country decision-making body for the PBF. The Secretariat enables the implementation of the Executive Committee's decisions.

Technical Team (TT)

The Secretariat supports the TT in its advisory role to the Executive Committee. The Technical Team reviews all Program Documents, Concept Notes, project reports and Workplans from a technical standpoint and ensures coherence with national strategies. The Technical Team is responsible for making recommendations to the Executive Committee, who hold the decision-making authority.

RUNOs

With the project support, the Secretariat will provide technical guidance and support to RUNOs for compliance with PBF funding rules and procedures as well as substantive accompaniment and capacity building to ensure the mainstreaming of peacebuilding perspective and methodologies

Ministry of the Presidency of the Council of Minister (since September 2014)

The Secretariat works closely with the Ministry of the Presidency of the Council of Minister in order to strengthen its capacity to lead the technical oversight of peacebuilding projects in its capacity of Co-chair of the ExCom.

PBSO

The Secretariat serves as a liaison between NYHQ and the UN in Guinea Bissau, with a key aspect of its mandate focused on providing updates and analysis to UNHQ that can inform PBSO's decisions regarding PBF's engagement in Guinea Bissau.

PBC

The Secretariat seeks to ensure synergy and coherence between the PBC and the PBF and to support the technical aspects of the PBC's engagement in Guinea Bissau.

Civil Society

This includes national NGO working in peacebuilding or in development efforts funded by the PBF, grassroots women and youth organizations, special interests and other vulnerable groups,

Media

Radio, TV, Print and Social Media and the general public they serve.

b) Budget:

Table 2: Project Output/Activity Budget⁵

Outcome/ Output number	Output name	Output budget by R/UNO	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
Outcome 1: The governance bodies of the Priority Plan ensure the effective oversight, strategic direction, coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the respective projects based on the support of a functioning and strengthened PBF Secretariat.				
Output 1. Maintenance of the PBF Secretariat: Recruitment of staff and running of the office.				
Activity 1.1.1.	1 P4 1 NOC 1 UNV 1 Assistant 1 Driver	(2016 / 2017) 93600 / 280030 18612 / 55836 0 / 52558 7500 / 22500 6000 / 18000 = 554,636	Staff	Budget slightly increased for local staff to cater for change in SC salary scale annually
Activity 1.1.2	Travel and Training of PBF Secretariat Staff	10,000 15,000	Travel Contractual Services	
Activity 1.1.3	Office running costs and equipment maintenance	89,664	Equipment, Vehicles, and Furniture (including Depreciation) Office Supplies General Operating and other Direct Costs	
Total		669,300		
Output 1.2: Finalize Peacebuilding Priority Plan, Monitoring, Evaluation and Reporting Mechanisms				
Activity 1.2.1	Review and Finalize Peacebuilding Priority Plan Results Frameworks and Monitoring Methodology and Reporting Systems	0		
Activity 1.2.2	Implementation of M&E system for assessing progress against the priority plan results	80,000	Travel Contractual Services	

⁵ Budget Breakdown on attached Excel Spreadsheet.

Outcome/ Output number	Output name	Output budget by RUNO	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
	framework, including surveys, establishment of a community base etc,			
Activity 1.2.3	Mid Term Review of PPP and support to the evaluability assessment and final evaluation	40,000	Travel Professional Services Support for HQ participation	Midterm evaluation and PBSO missions
Total		120,000		
Output 1.3 Enable effective communication, information flow/exchange and coordination between key stakeholders to ensure achievement of Peacebuilding Priority Plan outcomes and coherence between projects and activities.				
Activity 1.3.1	Facilitate the work of the Executive Committee and the Technical Group and coordinate timely submission of reports and other documents by RUNOs and other partners.. This includes ensuring communication with PBSO HQ, the EC and the Technical Team.	0		
Activity 1.3.2	Provide advice on peacebuilding issues to PBF Stakeholders and prepare briefs as appropriate	0		
Activity 1.3.3	As required, facilitate a monitoring missions of the Executive Committee or the Technical Team to review Priority Plan implementation and achievements.	5,000	Travel	
Activity 1.3.4	Draft the annual report of progress against the Priority Plan, through a consultative process, to be approved by the Executive Committee and submitted to PBSO 1 December every year. Included lessons learned for future peace building activities.	0		
Total		5,000		
Outcome 2: The agencies implementing PBF funded projects are in a position to provide effective leadership and substantive guidance to enable effective design, implementation, monitoring and evaluation of projects and with communicating the results of their implementation efforts.				

Outcome/ Output number	Output name	Output budget by RUNO	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
Output 2.1: Support Coordination, Monitoring, Evaluation and Reporting of Priority Plan Goals. Facilitate the work PBF Stakeholders in their respective roles to towards achieving the goals of Peacebuilding Priority Plan.				
Activity 2.1.1	Assist RUNOs and national counterparts in the design, implementation and monitoring of projects in line (consistent) with the Peacebuilding Priority Plan, including data collection and use of disaggregate data for better decision-making	30,000	Contractual Services	
Activity 2.1.2	Support and encourage coordination between agencies, government reps, CSOs and partners working on joint projects under the Peacebuilding Priority Plan outcomes	0		
Total		30,000		
Output 2.2: Enable Capacity-building of PBF Stakeholders and Peacebuilding Networks through tailored training and technical Support				
Activity 2.2.1	Strengthen capacities of PBF stakeholders and national counterparts in the design and monitoring of projects as well as in the areas of human rights, peacebuilding and gender.	80,000	Contractual services	
Activity 2.2.2	Strengthen national and regional peacebuilding networks through strategic planning and capacity-building endeavors.	5,000	Contractual services	
Total		85,000		
Output 2.3: Strengthen social communication and peacebuilding advocacy: increase awareness by national authorities, civil society and wider public on peacebuilding and the Priority Plan activities and results.				
Activity 2.3.1	Develop and implement a PBF communication	25,000	Contractual services	

Outcome/ Output number	Output name	Output budget by RUNO	UN budget category (see table below for list of categories)	Any remarks (e.g. on types of inputs provided or budget justification)
	strategy to bring visibility of the importance of peacebuilding and of Priority Plan in the country and among relevant stakeholders.			
Total		25,000		
GRAND TOTAL		934,300		(Indirect support costs 7% = 65,401)

Table 3: Project budget by UN categories

CATEGORIES	Amount Recipient Agency UNDP	TOTAL
1. Staff and other personnel	554,636	554,636
2. Supplies, Commodities, Materials	12,000	12,000
3. Equipment, Vehicles, and Furniture (including Depreciation)	39,945	39,945
4. Contractual services	214,000	214,000
5. Travel	85,000	85,000
6. Transfers and Grants to Counterparts	0	0
7. General Operating and other Direct Costs	28,719	28,719
Sub-Total Project Costs	934,300	934,300
8. Indirect Support Costs*	65,401	65,401
TOTAL	999,701	999,701

* The rate shall not exceed 7% of the total of categories 1-7, as specified in the PBF MOU and should follow the rules and guidelines of each recipient organization. Note that Agency-incurred direct project implementation costs should be charged to the relevant budget line, according to the Agency's regulations, rules and procedures.

c) Capacity of RUNO(s) and implementing partners:

The project will be implemented at national (central level) and will be administered by UNDP. UNDP has been operating in Guinea-Bissau for more than 40 years in the areas of Democratic Governance, Inclusive Growth and Sustainable Development. UNDP has also acting as operating agent of non-resident agencies and is the host of the PBF Secretariat in the country. UNDP has also implemented successfully PBF funded projects.

Currently, the country office is composed by 60 staff members, including program and operations staff and an average budget of US\$15,000,000.00 per year. With this capacity, the country office has been able to implement successfully joint programs, such as the case of the MDTF Joint Program on nutrition, as well as donor basket funds, such as the recent elections basket fund with contribution for more than 10 donors.

In addition to its internal capacity, both in terms of human resources and operating structure, the other strengths of UNDP in Guinea-Bissau is its long time presence in the country that gives a full knowledge of the country and its institutions, as well as the possibility of bringing expertise, as needed, either from the Regional Service Center in Addis-Ababa or from other country offices.

The UNDP DRR-Program will oversee the operational aspects of the project to ensure that it is compliant with corporate management policies and procedures.

The implementing partner for this project is the Ministry of the Presidency of the Council of Ministers that has been assigned by the Government as the focal Ministry for the PBF in the country. The Ministry has appointed a senior staff member to liaise with the PBF Secretariat to facilitate its operations.

III. Management and coordination

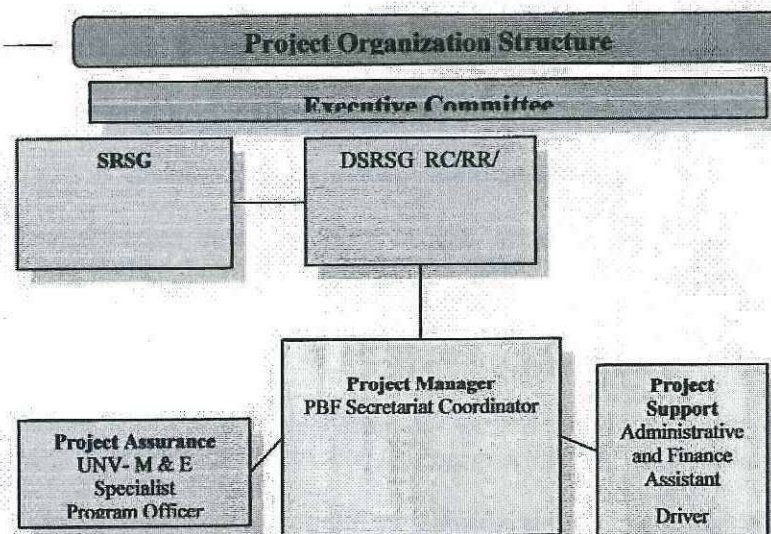
a) Project management:

The Executive Committee, which is comprised by the SRSG, the Minister of Presidency of the Council of Ministers, the Ministry of Finance and Economy, the DSRSR RC and the representative of ECOWAS, has the responsibility for the oversight of the implementation of the Peacebuilding Priority Plan.

The Executive Committee is supported by a Technical Team, comprised of two representatives of governments, three representatives of the UN is responsible for the review of project documents, concept notes and work plans and makes recommendations for the proper functioning of the PBF to the Executive Committee.

The Secretariat of the PBF and the activities it undertakes will be implemented through a Direct Implementation Modality (DIM), and will be administered and managed in accordance with the rules and regulations of UNDP. The reporting lines are as follows: The international UNV-M&E Specialist and the national Program Officer as well as the

Administrative and Finance Assistant and the driver report to the PBF Secretariat Coordinator. The Secretariat Coordinator reports to the DSRSR/RC/RR who in turn reports to the SRSG. The Secretariat is located in the RC's Office.



The project management: day-to-day management of the project rests with the PBF Secretariat Coordinator with support by the Program Officer and the Administrative/Finance Assistant. The PBF Secretariat Coordinator will coordinate and support the implementation of the project to oversee the planning and implementation of all project activities. The Coordinator is further tasked with ensuring that a viable communication strategy is put in place in order to give full acknowledgement and visibility of the deliverables of all PBF funded projects, design targeted messages to manage expectations, support monitoring and ensure transparency and accountability.

The M&E Specialist will inter alia perform regular monitoring activities and reporting functions, follow up on management actions, keeping track of progress benchmarks. The M&E Specialist will work with the UN M&E Group for better coordination purposes. The Program Officer provides guidance and support to the PBF Coordinator by ensuring compliance with regulations and policies as well as providing substantive input and support to RUNOs.

Procurement of goods and services and the recruitment of personnel shall be provided in accordance with UNDP guidelines, procedures and regulations.

Table 4: Overview of RUNO funding in the country

	RUNO 1:	Key Source of Funding (government, donor etc)	Annual Regular Budget in \$	Annual emergency budget (e.g. CAP)
Previous calendar year (2014)	UNDP	Core resources, EU, AfDB, GEF, Global Fund, PBF, MDTF	18,384,302.00	0
Current calendar year (2015)	UNDP	Core resources, EU, AfDB, GEF, Global, PBF, MDTF Fund	14,797,627.00	

b) Risk management:

Table 5 – Risk management matrix

Risks to the achievement of PBF outcomes	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy (and Person/Unit responsible)
Fragile political consensus giving way to renewed political instability.	High	High	The SRSG in coordination with the international community, including the PBC, will continue his efforts in support of the government and its governance program.
Unrealistic expectations regarding the PBF and a limited understanding regarding the scope and objective of PBF interventions, as well as frustration regarding the procedures and processes that the Secretariat is responsible for safeguarding	Medium	Medium	The PBF Secretariat has been conducting information sessions as well as meeting with relevant stakeholders in order to clarify and ensure an accurate understanding of the PBF ToRs, rules and procedures.

c) Monitoring & Evaluation:

The PBF Secretariat Staff are responsible for monitoring the progress of the Peacebuilding Priority Plan (PPP) against its Results Framework as well as for monitoring the work of the PBF Secretariat according the Results Framework attached to this Project Document.

Regarding the monitoring of the Peacebuilding Priority Plan, the Outcome areas should be continuously monitored and progress against the activities and outputs for each Outcome as well as the Outcomes themselves, per the Results Framework, will be reported to the Executive Committee regularly and will form the basis for an Annual Review Report that will be prepared by the PBF Secretariat on behalf of the Executive Committee and submitted to PBSO every year on 1 December.

The Technical Team will review and endorse the Annual Review Report, the project reports from the RUNOs and the PBF Secretariat and refer them to the Executive Committee. The Executive Committee is the entity that is ultimately responsible for overseeing and responding to any need for course change.

A dedicated international UNV-M&E Officer, placed in the PBF Secretariat, will be responsible for finalizing and reviewing the PPP Results Framework and preparing and implementing the M&E Plan for the PPP. The M&E system will help assess progress against the priority plan results framework. As part of the M&E system, the Secretariat will procure expertise to undertake an independent baseline and endline perception survey regarding the PPP indicators. A community based monitoring mechanism in line with Priority Plan Results Framework will be established as a way to strengthen the mutual accountability between the decision-makers and the project beneficiaries and to

enable a frequent flow of information regarding the progress of the PBF portfolio. The Secretariat will help oversee the quality of the data from the perception surveys and the community based monitoring system and will ensure its strategic use for decision-making and mutual accountability by the implementing partners, the Executive Committee and PBSO. In developing and implementing the M&E Plan, the Secretariat will consult closely with PBSO.

Independent evaluative exercises of the Priority Plan include an evaluability assessment, a mid-term review and a final evaluation. The evaluability assessment and the final evaluation will be managed and contracted from HQ but will be supported financially and logistically from the country level. The Executive Committee will approve the PPP Annual Review Report and send it to the Peacebuilding Support Office by early December.

The Secretariat will also establish a system for collection of portfolio success stories and lessons learned as part of its knowledge management system and will look for ways of sharing this info with the RUNOs and implementing partners as well as with PBSO.

The M&E Officer will also help RUNOs to develop and implement their own M&E systems, use national statistical data and consult recent Government and development partner reports, to help establish baselines and track progress. The Secretariat will provide capacity building support to PBF projects with regards to their M&E systems and will help to quality assure their project reports, in line with PBF quality requirements.

The Secretariat will submit two reports in a year – semi-annual due on 15 June and annual due on 15 November – to be uploaded onto the MPTFO Gateway. These reports review the performance of the PBF Secretariat, per the Results Framework attached to this document. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. That review will also include an Annual Work Plan (AWP) for the coming year. In the last year, this review, the Annual Project Review Report will be a final assessment.

In addition, The PBF Secretariat will act to ensure compliance with UNDP programming policies and procedures outlined in the UNDP User Guide.

d) Administrative arrangements (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 narrative reports and financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF 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 notified by the RUNO (accompanied by the final narrative report, the final certified financial statement and the balance refund);
- Disburse funds to any RUNO for any costs 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:

- Bi-annual progress reports to be provide no later than 15 July;
- Annual and final narrative reports, to be provided no later than three months (31 March) after the end of the calendar year;
- Annual financial statements as of 31 December with respect to the funds disbursed to it from the PBF, to be provided no later than four months (30 April) after the end of the calendar year;
- Certified final financial statements after the completion of the activities in the approved programmatic document, to be provided no later than six months (30 June) of the year following the completion of the activities.
- Unspent Balance at the closure of the project would have to been refunded and a notification sent to the MPTF Office, no later than six months (30 June) of the year following the completion of the activities.

Ownership of Equipment, Supplies and Other Property

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

Public Disclosure

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

Annex A: Project Summary (to be submitted as a word document to MPTF-Office)



**PEACEBUILDING FUND
PROJECT SUMMARY**

Project Number & Title:	PBF/ Support to PBF Secretariat in Guinea Bissau 2016-2017	
Recipient UN Organization:	UNDP	
Implementing Partner(s):	Ministry of the Presidency of the Council of Ministers	
Location:	Guinea-Bissau	
Approved Project Budget:	999,701	
Duration:	Planned Start Date: 01 September 2016	Planned Completion: 31 December 2017
Brief project Description:	The project will contribute indirectly to Peacebuilding by enabling the effective and efficient delivery of the objectives of the Peacebuilding Priority Plan for Guinea-Bissau, which is designed to contribute to peace and stability. The project will enable the continuous functioning of the PBF Secretariat which is located in Guinea-Bissau and provides critical technical guidance and assistance to the development and oversight of the PBF funded projects. The PBF Secretariat is responsible for ensuring coordination, coherence and synergy among PBF and PBC activities in Guinea Bissau and serves as a liaison among the entities of the peacebuilding architectures in NYHQ and UNIOGBIS, as well as between the UN and national and international partners involved in peacebuilding in Guinea-Bissau.	
Project Outcomes:	Outcome 1: The governance bodies of the Priority Plan ensure the effective oversight, strategic direction, coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the respective projects based on the support of a functioning and strengthened PBF Secretariat. Outcome 2: The agencies implementing PBF funded projects are in a position to provide effective leadership and substantive guidance to enable effective design, implementation, monitoring and evaluation of projects and with communicating the results of their implementation efforts.	
PBF Focus Area:	(4.3) Governance of peacebuilding resources (including ExCom Secretariats)	
Gender marker:	The PBF Secretariat supports gender mainstreaming throughout project's design phase (for the all the 4 outcomes)	
Key Project Activities:	- Provide secretarial and administrative support, including organizing meetings, recording minutes and sharing documents with members of the Executive Committee;- Provide technical assistance to the development of PBF projects in accordance with PBF guidelines and Priority Plan Objectives; - Oversee effective implementation of all PBF projects (2015-2017), enable	

	<p>coordination and provide tailored capacity building in line with PBF result based management for peacebuilding programmes;</p> <ul style="list-style-type: none">- Data collection, processing and analysis or PBF funded projects monitoring on a Peacebuilding perspective;- Support preparation of PBSO/PBF missions;- Prepare JSC Annual Report/Priority Plan outcome report;- Oversee a comprehensive evaluation of the PBF PRF portfolio 2015-2017.- Provide capacity building and tailored technical assistance for implementation- Strengthen Peacebuilding Networks- Implement an outreach and communication strategy to enhance PBF visibility.
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Annex B – PRF Project Results Framework

Country name: Guinea Bissau										
Project Effective Dates: 1 September 2016 – 31 December 2017										
Brief Theory of Change: If the PBF Secretariat has the capacity to support the Executive Committee and the Technical Team, to quality assure the design and monitoring of PBF projects as well as liaison and coordination between them, to support the integration of a gender perspective, to monitor and evaluate the overall implementation of the PPP as well as support RUNOs and other partners, then the PBF projects will be better coordinated, the focus on higher peacebuilding results will be maintained, the Executive Committee will be enabled to play its role, PBSO will be kept informed of progress due to increased communication and timely reporting of a of higher quality.										
Outcomes	Outputs	Indicators	Means of Verification	Year 1			Year 2			Milestones
				2016			2017			
Outcome Statement 1: <i>The governance bodies of the Priority Plan ensure the effective oversight, strategic direction, coordination, monitoring and reporting on results of the Peacebuilding Priority Plan and the respective projects based on the support of a functioning and strengthened PBF Secretariat.</i>		Outcome 1a Number of Annual Reports submitted within 7 days of the deadline to PBSO Baseline: 0 Target: 2	Annual Report Transmittal e-mail			X			X	- 1 Annual Report by 2 December 2016 - 1 Annual Report by 2 December 2017
		Output Indicator 1b Quality of Annual Reports rated at least "acceptable" by PBSO review team	Report Review Matrix			X			X	
		Output Indicator 1c PPP projects fully meet selection criteria, including value for money criteria Baseline: 0 Target: 100%	Project selection Criteria Checklist Minutes of ExCom meetings						X	Analyze data for Annual Report
	Output 1.1: Maintenance of PBF Secretariat	Outcome Indicator 1.1.1 PBF has full complement of Staff Baseline: 4 Target: 5				X				By end of 2016 fully staffed
		Outcome Indicator 1.1.2: Offices and equipment are available and operational Baseline: Target: Offices all equipped and functional								
	Output 1.2: Finalize PPP Monitoring, Evaluation and Reporting	Outcome Indicator 1.2.1 PP Monitoring and Evaluation Plan	PPP M&E Plan				X			

Outcome Statement 2:	Mechanisms	developed and implemented	PPP reports												
	Output 1.3 Enable effective communication, information flow/exchange and coordination between key stakeholders to ensure achievement of Peacebuilding Priority Plan outcomes and coherence between projects and activities	1.2.2: Base- and end line perception surveys conducted Baseline: 0 Target: 2 1.2.3: Community-based monitoring mechanism installed Baseline: 0 Target: 4	Executive Committee Meetings folders (documents), minutes			X	X	X	X	X	X	X			
	Output Indicator 1.3.1 Executive Committee provided with quality support and documentation to make decisions Baseline: NA Target: All EC meetings are accompanied by quality documents providing updates on project progress or assessments	Output Indicator 1.3.2 Number of teleconference with PBSO on PBF and PBC issues Baseline: NA Target: 6	Email communications Skype calls Minutes			X	X	X	X	X	X	X			- 1 per quarter
	Output Indicator 1.3.3 Number of coordination meetings with key stakeholders on the PPP implementation and progress	Output Indicator 1.3.4 Number of field missions held by PBF/PBSO Baseline: 0 Target: 3	Email communications Minutes			X	X	X	X	X	X	X			- 1 per quarter
	Output Indicator 1.3.4 Number of field missions held by PBF/PBSO Baseline: 0 Target: 3	Outcome Indicator 2a Key Partner satisfaction	Mission reports			X	X	X	X	X	X	X			X
			Bi-annual Partnership Survey			X	X	X	X	X	X	X			2 surveys in 2017

	Output 2.3 Strengthen social communication and peacebuilding advocacy	Output Indicator 2.3.1 # Communication Strategy developed Baseline: 0 Target: 1	Document prepared				X				
		Output Indicator 2.3.2 # of Audio-visual and other communication products prepared Baseline: 0 Target: 3						X		X	

PBF Secretariat Budget Breakdown (September 2016-December 2017)

International Staff		2016	2017	Activity N.P	
PBF Secretariat Coordinator					
M&E		93,600.00	280,030		
			52,558	426,188	1.1.1
National Staff		2016	2017		
Programme Officer					
Administrative and Finance Assistant		18,612	55,836		
Driver		7,500	22,500		
		6,000	18,000	128,448	1.1.1
TOTAL STAFF				554,636	
Car		2016	2017		
Fuel					
Road tax		300	8,000		
Registration		-	115		
Inspection		-	180		
Insurance		-	30		
Driver Uniform		-	120		
			100	8,845	1.1.3
M&E Missions		2016	2017		
M&E visits to project sites (PBF Secretariat team)					
M&E visits to project sites (ExCom.)			10,000		1.2.2
Community-based monitoring mechanism			5,000		1.3.3
PBSO monitoring visits (travel)			70,000		1.2.2
			10,000	95,000	1.2.2
Workshops, Seminars		2016	2017		
Workshops for Design and Monitoring and Evaluation (4 x 10k each)		10,000	30,000		2.2.1
Workshops on Human Rights, Peacebuilding and Gender (4 x 10k each)			40,000	80,000	2.2.1
Translations of documents EN-PT		2016	2017		
PBF Secretariat Staff Training		1,500	7,500		1.1.3
Network strengthening			15,000		1.1.2
Technical Accompaniment			5,000		2.2.2
Mid term Review and support to evaluability assessment and final evaluation			30,000		2.1.1
			40,000		1.2.3
TOTAL PROFESSIONAL SERVICES				99,000	
Office supplies: Secretariat running, ExCom./IT/RUNOs meetings		2016	2017		
		3,000	7,000		1.1.3
TOTAL SUPPLIES				10,000	
Phone cards, Newspapers		2016	2017		
Communication Plan		500	1,500		1.1.3
		5,000	20,000		2.3.1
TOTAL COMMUNICATION				27,000	
Digital Camera		2016	2017		
Printer		600			
Contingencies equipment		1,000			
			8,000		
TOTAL EQUIPMENT				9,600	1.1.3
Vehicle Maintenance & Repair, Office Equipments maintenance & repair		2016	2017		
		1,500	20,000		
TOTAL MAINTENANCE				21,500	1.1.3
Space rental, Common services, Cost recovery, Service and IT Costs to UNOP		2016	2017		
		5,000	23,719		
TOTAL OTHER DIRECT COSTS				28,719	1.1.3
TOTAL				924,900	

