# T:\PEACEBUILDING FUND\Financing for Peacebuilding Branch filing system\14. PBF Communications\08_Logos\02_JPEG\UN Peacebuilding.jpgSECRETARY-GENERAL’S PEACEBUILDING FUND

# PROJECT DOCUMENT TEMPLATE

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 **PBF PROJECT DOCUMENT**

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| **Country(ies):** Sudan |
| **Project Title:** Strengthening the Political and Peacebuilding Role of Women in Sudan’s Transition**Project Number from MPTF-O Gateway (if existing project):** |
| **PBF project modality:**[x]  IRF [ ]  PRF  | **If funding is disbursed into a national or regional trust fund (instead of into individual recipient agency accounts):** ☐ Country Trust Fund☐ Regional Trust Fund**Name of Recipient Fund:**  |
| **List all direct project recipient organizations (starting with Convening Agency), followed by type of organization (UN, CSO etc.):** Search for Common Ground (Search) - INGO**List additional implementing partners, specify the type of organization (Government, INGO, local CSO):** Human Rights Initiative (MAMAN) - CSO, Badya Centre for Integrated Development Services (Badya) - CSO, Um Serdiba Association for Development (Um Serdiba) - CSO |
| **Project duration in months[[1]](#footnote-1):** 18 months**Geographic zones (within the country) for project implementation:** Gedaref, South Kordofan, West Kordofan, Khartoum |
| **Does the project fall under one or more of the specific PBF priority windows below:**[x]  Gender promotion initiative[[2]](#footnote-2)[ ]  Youth promotion initiative[[3]](#footnote-3)[ ]  Transition from UN or regional peacekeeping or special political missions[ ]  Cross-border or regional project |
| **Total PBF approved project budget\* (by recipient organization):** **Search for Common Ground:** $ 899,287.58Total: Search for Common Ground $899,287.58*\*The overall approved budget and the release of the second and any subsequent tranche are conditional and subject to PBSO’s approval and subject to availability of funds in the PBF account. For payment of second and subsequent tranches the Coordinating agency needs to demonstrate expenditure/commitment of at least 75% of the previous tranche and provision of any PBF reports due in the period elapsed.*Any other existing funding for the project (amount and source): N/A |
| **PBF 1st tranche (35%):**Search for Common Ground: $314,750.65 Total: $314,750.65 | **PBF 2nd tranche\* (35%):**Search for Common Ground: $314,750.65Total: $314,750.65 | **PBF 3rd tranche\* (30%):**Search for Common Ground: $269,786.27Total: $269,786.27 |
| **Provide a brief project description (describe the main project goal; do not list outcomes and outputs):** In the midst of Sudan’s historical democratic transition, this project will empower an intergenerational and diverse group of women leaders from the peripheral, conflict-affected states of Sudan to meaningfully engage in peace, security, and advocacy, some for the first time, and at various levels: both as advocates for community concerns at the local level as well as candidates for the Transitional Legislative Council. While increasing established and emerging women leaders’ capacity and confidence to engage, this project will also empower young men to act as leaders and champions for women’s inclusion and active participation in the peace and political processes in the country. |
| **Summarize the in-country project consultation process prior to submission to PBSO, including with the PBF Steering Committee, civil society (including any women and youth organizations) and stakeholder communities (including women, youth and marginalized groups):** This project builds on Search for Common Ground’s (Search) experience empowering local women’s leadership in peripheral Sudanese states and connecting these movements to national-level processes. The design stems from our extensive experience in Sudan since 2009 as well as consultations with the proposed project partners including Badya, Um Serdiba, and MAMAN through our long-time partnership and a consultation workshop held simultaneously in Khartoum and Kadugli, South Kordofan. Participants in the consultation workshop reflected on the proposed project and provided recommendations to ensure the project was relevant to target communities, conflict-sensitive, and enabled sustainable inclusion of youth and women. This project is also informed by Search’s strategic partnership with the Prime Minister’s Office in support of the Prime Minister’s agenda for social peace in Sudan. This partnership recognizes the importance of ensuring the national-level peace agreements and processes are connected to local-level drivers and root causes of conflict. Search also consulted with the Ministry of Social Welfare and Ministry of Youth to solicit their buy-in and support for the overall project goals and activities. Lastly, this project is also informed by consultations with UNDP in Sudan to ensure complementarity with existing projects and avoid duplication of efforts. |
| **Project Gender Marker score[[4]](#footnote-4): 3**Specify % and $ of total project budget allocated to activities in pursuit of gender equality and women’s empowerment: 92%, $ 827,395.56***Briefly* explain through which major intervention(s) the project will contribute to gender equality and women’s empowerment [[5]](#footnote-5):** Through capacity and confidence building of diverse women leaders, this project will empower women to take on leadership roles in the peace, security, and political processes in Sudan. By connecting these women to young men, identified as male champions, this project will also begin to shift social norms around the inclusion of women and the positive benefits of collaboration between women and men. Similarly, this project recognizes the need for government representatives to be prepared and willing to engage with young women leaders and will thus prepare them to do so and provide opportunities for collaborative relationships between them to grow. Finally, this project seeks to shift broader community social norms through media programming to amplify and highlight successful women’s leadership, collaboration, and inclusion. |
| **Project Risk Marker score[[6]](#footnote-6): 1** |
| **Select PBF Focus Areas** which best summarizes the focus of the project *(select ONLY one)* [[7]](#footnote-7): Priority Area 1: Responding to imminent threats to the peace process, support for the implementation of peace agreements and political dialogueIf applicable, SDCF/**UNDAF outcome(s)** to which the project contributes: UNDAF Outcome 5: By 2021, security and stabilization of communities affected by conflict are improved through utilization of effective conflict management mechanisms, peace dividends and support to peace infrastructures and durable solutions that augment peaceful coexistence and social cohesion **Sustainable Development Goal(s) and Target(s)** to which the project contributes: SDG 16 : Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all level |
| **Type of submission:****[x]  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 (number of months and new end date): **Change of project outcome/ scope:** ☐**Change of budget allocation between outcomes or budget categories of more than 15%:** ☐**Additional PBF budget:** ☐ Additional amount by recipient organization: USD XXXXX**Brief justification for amendment:***Note: If this is an amendment, show any changes to the project document in RED colour or in TRACKED CHANGES, ensuring a new result framework and budget tables are included with clearly visible changes. Any parts of the document which are not affected, should remain the same. New project signatures are required.* |



1. **Peacebuilding Context and Rationale for PBF support (4 pages max)**
2. A brief summary of **conflict analysis findings** as they relate to this project, focusing on the driving factors of tensions/conflict that the project aims to address and an analysis of the main actors/ stakeholders that have an impact on or are impacted by the driving factors, which the project will aim to engage. This analysis must be gender- and age-responsive.

Sudan underwent an incredible transformation in the past year. Nonviolent protests that began in December 2018 grew into a nation-wide peaceful revolution which overthrew President Omar al-Bashir, demanded a civilian transition, and instilled new opportunities and hope in the country. The Transitional Government tasked with overseeing the three-year transition period faces tremendous expectations for change and a delicate path towards inclusive governance and sustainable peace.

Women have been one of the groups most affected by conflict in Sudan; similarly, many youth, particularly from the economically marginalized peripheral states of Sudan, face exclusion and are caught between a lack of prospects for self-realization at home and the dangerous and uncertain path of migrating abroad. The protests highlighted the **capacity of both women and youth leaders in advocating for positive change and rallying diverse Sudanese around a common goal, leaving differences aside**. Young women, in particular, played a prominent role in the protests, reigniting a women’s movement that was born in the 1960s and 1970s when women had strong professional unions that served as incubators for the feminist movement, and whose legacy was partly carried forward by the National Task Force for the Engagement of Women in Peace Processes.[[8]](#footnote-8) When women took to the streets during the revolution, they were demanding not just a change to government but also to the social and cultural norms that limit their participation. However, although women played an active role in leading the protests, they have **not seen equal participation in the subsequent transition and peace processes**. Despite Sudan’s youthful population (the median age is 19.7 years) **young women, in particular, are still largely unable to access decision making spaces** at all levels and are absent from government positions due to the legacy of widespread patriarchal social norms.

Sudanese civil society decried the complete exclusion of women and youth from the constitutional declaration, either as signatories or as witnesses. Similarly, the peace negotiations underway to resolve Sudan’s violent conflicts in Darfur, the Two Areas (Blue Nile and South Kordofan), northern, central, and eastern Sudan have been noted for the significant absence of women and youth. While the negotiations and agreements represent hope for an end to violent conflict in these communities, they have remained largely limited to national-level stakeholders. The small number of women who are included often come from elite, well-connected circles in Khartoum and do not represent **the diversity of experiences or concerns of women in peripheral states**. This historical disconnect between centralized processes and peripheral, conflict-affected communities has limited opportunities for engagement for women in these areas and prevented feedback from local communities into national policy and processes. In addition, most often, the elite women included in the peace processes are from an older generation, thus **sidelining the valuable contributions and voices of young women**, especially those from diverse and non-traditional backgrounds of society such as the women from professional associations who were at the heart of the revolution.

While initial steps by the Transitional Government indicated a willingness to increase the inclusion of women, they have fallen short of expectations. The body overseeing the transition, the Sovereign Council, is made up of eleven members and yet only two seats are occupied by women and the majority are occupied by people over the age of 29 (the majority of members on the Sovereign Council are over 40). Similarly, while Sudan appointed its first female Chief Justice, only a total of four women were appointed as ministers (to the ministries of Foreign Affairs, Social Development and Labor, Youth and Sports, and Higher Education) despite twenty ministry seats open at the time. The Transitional Government has however begun to rollback discriminatory legislation of the former regime, including repealing the Public Order Law (which dictated the clothing women could wear) and criminalizing female genital mutilation. In addition, the Constitutional Document of the Transitional Period stipulates a 40% quota of women included in the Transitional Legislative Council. Although there is a long way ahead, these momentous changes provide a window of opportunity to prepare young women leaders to take on these roles.

Close to 20-years after UNSCR1325 and 5 years after UNSCR2250 and UNSCR2419 were established, evidence has shown that peace processes and political movements are more durable and connected to communities when both women and youth are included. Our proposed project will aim to address the current lack of **inclusiveness of women, and in particular young women, in the transition and peace processes** which, if continued, risk severely undermining their legitimacy, stifling young Sudanese women’s aspiration, and jeopardizing the fragile peace and longer term prospects for sustainability and stability in Sudan. In addition, **led by these intergenerational and diverse cohorts of women**, the project will seek to transform the long-standing **conflicts in the peripheries of Sudan**, and the underlying tensions between centralized, national-level processes led from Khartoum and communities in the states of South Kordofan, West Kordofan, and Gedaref. The project’s main actors will thus be emerging and consolidated women leaders, as well as male stakeholders who will be mobilized as champions —both from within communities and among policy makers.

1. A brief description of how the project aligns with/ supports **existing** Governmental and UN **strategic frameworks[[9]](#footnote-9),** how it ensures **national ownership**. If this project is designed in a PRF country, describe how the main objective advances a relevant strategic objective identified through the Eligibility Process

This project directly supports Sudan’s Transitional Constitutional Charter by building the capacity and confidence of young women to take part in the political and peace processes in the country, including taking on roles in the legislative council. Sudan’s 2019 Constitutional Charter guarantees women 40% representation in the Transitional Legislative Council, this project will support this goal by preparing established women and young women leaders to lead inclusive and diverse discussions and engage directly with government representatives on community concerns.

Further, the Constitutional Charter requires the Transitional Government to resolve the outstanding conflicts in Sudan’s peripheries and achieve peace. The Sudanese Transitional Government, and particularly the Prime Minister, has made developing “social peace” and addressing the root drivers of conflict in peripheral states a priority for the transition. **Search has entered into a strategic partnership with the Prime Minister’s Office** in support of the overall vision of the transition, which seeks to integrate community concerns and needs into national-level discourse, as well as addressing root causes of conflict, even development, marginalization, and transitional justice. As the government has engaged in high-level peace negotiations, this strategic partnership, and the Prime Minister’s strategy of developing social peace recognizes the equal importance of connecting these national-level agreements to communities. Search’s approach of having women socialize the peace agreements at the local-level and serve as human connectors for community feedback to reach policy makers directly aligns with this.

This project is also aligned with key UN priorities and commitments. Sudan recently adopted the National Action Plan (NAP) on Women, Peace, and Security (WPS) on June 10, 2020, which seeks to operationalize the UN Security Council Resolution 1325. This project supports the priorities of the Sudanese NAP which recognizes the importance of the inclusion of women in peace and security in Sudan as well as their engagement in the transition processes. This includes shifting the norms of women’s participation within the larger society that had previously prevented women’s meaningful engagement in key decision-making processes. As such, this project supports the implementation of this action plan and directly contributes to achieving UNSCR 1325. Similarly, this project is aligned with, and integrates key principles of UNSCR 2250, UNSCR 2419, and UNSCR 2535, namely on the inclusion of youth in implementing peace agreements and the importance of protecting the civic space of young people, thereby ensuring their voices and actions are recognized. This project will integrate youth throughout and amplify their successful contributions to peace and security in Sudan. In addition, this project bridges the women, peace, and security and youth, peace, and security agendas by recognizing the dual exclusions young women face as both youth and women. Therefore this project will both promote their inclusion and increase awareness on the importance of their participation among male champions thereby building a foundation for young women and young men to collectively build sustainable peace.

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

While most interventions in Sudan are currently focused on the humanitarian crises in Sudan’s peripheral states, there are few projects that address peacebuilding and conflict transformation among marginalized populations. As the transitional period progresses, connections between the historically centralized Khartoum processes and peripheral states will need to be created to ensure inclusive and sustainable peace is established across Sudan. As such, the centralized peace agreements will need community support and feedback to be successful. While the existing peacebuilding initiatives, outlined below, address the needs and capacity gaps at various levels, this project will link these various levels and establish platforms for engagement between government representatives and communities –under the leadership of young women. Further, our project recognizes that quotas alone do not ensure the capacity and confidence of young women leaders thus we will build these skills and provide opportunities for women leaders to increase their confidence in this project. Our proposed project will also specifically target women and youth in Sudan’s peripheral states recognizing the importance of their inclusion and their key roles at the forefront of Sudan’s revolution and also noting the gap in interventions addressing youth.

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| **Project name (duration)** | **Donor and budget** | **Project focus** | **Difference from/ complementarity to current proposal** |
| Peacebuilding And Social Cohesion In New Sudan (26 months) | UNPBF ($4.35 million) | Support the Sudanese Government to build peace, address the root causes of conflict, and rebuild the social contract through support to rule of law and provision of basic services. | While this project touches on many of the same themes as our proposed project, this project has an entirely different geographic focus, it is centered in Darfur (East, North, Central, West, and South Darfur). |
| Supporting Peacebuilding and Durable Solutions in Sudan Through EarlyRecovery and Nexus Interventions (12 months) | UN OCHA/Central Emergency Response Fund, Cerf ($2.5 million) | To contribute towards creating a conducive environment fordurable solutions for Sudanese IDPs, returnees (including IDPs and Refugees), and host communities,through quick impact livelihoods interventions and promoting and supporting ‘instant’ community-basedpeacebuilding and social cohesion | While both projects target South Kordofan (among other target areas), our project focuses on building capacity among key young women leaders and fostering acceptance of their leadership within communities. Meanwhile, this project specifically addresses land conflict and empowers IDP and host communities to work together to support peacebuilding and conflict transformation efforts.  |
| Strengthening Women and Youth-led Approaches to Reconciliation and Conflict Prevention in South Kordofan and Blue Nile | EU-IcSP (€1,000,000) | Strengthen women and youth-led approaches to reconciliation and conflict prevention in South Kordofan and Blue Nile. | While this project does focus on a similar target location and target group, it is not focused on socializing peace agreements or building women’s political and advocacy leadership. It instead focuses on economic empowerment and reconciliation among vulnerable groups. |
| “Maa Baaad Nanmo”– We Grow Together: SupportingSudanese CSOs to improve multi-sectoral development forvulnerable women and girls | EU-CSOLA (€1,491,542.12) | Increasing the capacity, networks and opportunities ofSudanese CSOs to improve vulnerable women and girls’ access to multi-sectoral development | This project has a similar focus area to our proposed project, however, it does not focus on peace agreements and political leadership, rather it focuses on improving women and girls’ access to services and rights. Including building the capacity of CSOs to support this access to services and rights among the most vulnerable women and girls. |

1. **Project content, strategic justification and implementation strategy (4 pages max Plus Results Framework Annex)**
2. A brief **description of the project** focus and approach – describe the project’s overarching goal, the implementation strategy, and how it addresses the conflict causes or factors outlined in Section I (must be gender- and age- responsive).

This project will build the skills, knowledge, and confidence of an **intergenerational group of women leaders to contribute to and lead on peace and political processes at the local and national levels**. While the centralized, high-level peace processes and agreements attempt to address the ongoing conflict in Sudan’s peripheral states, they have remained disconnected from the realities in areas outside of the capital, and primarily excluded the voices and concerns of those most impacted by the conflict (including both women and youth from peripheral states). This project will bridge this gap, by **empowering established women and emerging young women leaders to support one another** and engage in politics as advocates for community concerns —thus enabling them to develop the necessary skills, confidence, and networks to take on roles in the Transitional Legislative Council. Further, this project recognizes the need to transform social norms around women’s leadership and roles in society, ensuring acceptance and active support among community members of women and young women’s leadership as they take on more public roles in a traditionally conservative and masculine society. To this end, this project will also **leverage young male leaders** who supported the peaceful revolution and are eager to engage in the country’s transition to act as leaders on peace and support women’s entry into decision making spaces.[[10]](#footnote-10) Finally, this project will also ensure the experiences and successes of young women’s participation in Sudan are amplified and shared nationally and internationally through a multimedia campaign and National Conference to shift social norms around young women’s inclusion and engagement. The overall goal of the project is to ***empower a diverse array of young women to meaningfully participate in Sudanese peace and political processes in support of a more inclusive transition.*** This project takes a gradual approach, to first increase the skills of key established and young women leaders, and then provide opportunities for them to showcase their leadership skills through designing and leading concrete actions in their communities. This project will also empower an intergenerational cohort of women to lead feedback sessions on the recently signed peace agreements —soliciting community input and needs which will be integrated into targeted advocacy visits at the national level. This gradual approach will allow young women leaders to slowly build their capacity and confidence as they eventually take ownership of project activities.

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

The theory of change (ToC) that underpins this project is that, *to improve Sudan’s peace and political processes and contribute to the acceptance of inclusivity among communities and government representatives, emerging young women and established women leaders will be connected to one another in South Kordofan, West Kordofan, and Gedaref, and avenues for empowerment, feedback, and collaboration through intersectional trust building and dialogue between communities in those peripheral states and national decision makers will be broadly amplified.* This theory of change is based on several assumptions. This project assumes that the activities will increase the receptivity of the male-dominated political processes to the added value of women and young women as they see the benefits of their increased participation and leadership. In addition, this project also assumes that young men will be eager to engage with the project and, with women and young women leaders, as the project has been designed to incorporate their interests and recognizing that that both young men and young women experience the violence of exclusion. The project also assumes that the project management team will be able to build on our strong, credible, and trustworthy relationships to identify and mobilize established women and emerging young women leaders. Lastly, this project assumes that some women and young women might be targeted for their inclusion in this project, however, this project has taken this risk to heart and has strategies in place to mitigate it. This project will capitalize on the public leadership that women displayed in the revolution, the acceptance of this leadership among broad Sudanese society, and the quota for women’s inclusion in the Legislative Council to transform norms of inclusion and engagement of both women and youth.

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

Search and its Sudanese implementing partners propose an intervention with three interrelated project outcomes and three corresponding activity streams which will move forward sequentially. Outcomes include 1) Young women leaders have increased capacity and confidence to lead efforts to advance peace and security at the community level; 2) Women’s political engagement and advocacy during the transition are strengthened; and 3) Women’s roles and contribution as leaders are amplified and accepted at the local, national, and international levels.

**Activities supporting outcome 1:**

**A1.1.1 Leadership and Conflict Transformation Training for Young Women** **-** Based on local consultations conducted during the design of this project and Search’s on-going work in Sudan, women have expressed a need for increased skills in leadership, skills for facilitating difficult discussions, and key principles of women, peace, and security (WPS) and youth, peace, and security (YPS) agendas. Under this project, ***90 young women leaders*** will take part in these trainings in Gedaref, South Kordofan, and West Kordofan. These young women leaders will be identified and selected based on a mapping and analysis conducted by on-going projects in Sudan by UNDP and Search and after consultation with local partners to ensure that this project does not duplicate efforts with other projects in target locations.

**A1.1.2 Mentorship Reflection and Training for Established Women Leaders** - Sudan’s established women’s movement has participated in peace processes both nationally and internationally. Their valuable insight and experience can offer entry points and provide advice to emerging young women leaders. However, currently, connections between established and emerging women leaders have been minimal. Thus, this project will target ***90 established women leaders***, including members of the Sudanese National Task Force, for reflection and training sessions on their role in increasing women’s leadership in Sudan. Established women leaders will be identified and selected based on consultations with our partners and will be informed by the mapping and gender analysis conducted under other on-going projects.

**A1.2.1 Peer-to-Peer Mentorship and Support Sessions** - After first targeting intergenerational women leaders separately, this project will connect emerging young women leaders to established women mentors, including from the National Task Force, for peer-to-peer mentorship sessions. These sessions will build collaborative relationships and trust among women leaders —leveraging the experience of established women mentors and the perspectives of younger, emerging women leaders. The space and connections provided by these sessions will allow women to build their confidence and comfort in utilizing their newly acquired skills and preparing them to engage with their community on peace and security concerns. This project will support at least 12 sessions.

**A1.2.2 Community Peace Forums -** While building skills and networks will be necessary, this project will also provide an opportunity for the intergenerational women’s cohort to put their skills to use and demonstrate their capacity as leaders in their communities. Community Peace Forums will be supported for community members to discuss local-level conflict drivers and issues. These forums will initially be facilitated by the project implementation team alongside women and young women leaders but will be handed over and co-led by young women and established women leaders. While community members will be invited to attend, these forums will seek to include young men as key stakeholders whose input and concerns are vital for the success of peace agreements.

**A1.2.3 Young Women-led Community Initiatives for Reconciliation -** Following on the forums, young women will be supported to collaborate with established women and young men to design and implement community initiatives for peace that directly respond to and address the concerns and recommendations from the forums. By providing an opportunity for women to not only lead discussions but showcase their leadership capacity through concrete actions, young women leaders will build their confidence to act as leaders. Furthermore, communities will see the tangible benefits of women’s leadership, beginning to shift opinions on women’s leadership.

**Activities Supporting Outcome 2:**

**A2.1.1 CGA Training for Women Political Leaders** - While increasing women’s skills in leadership and non-adversarial conversation (under A1.1.1) will be important, both women and young women have expressed a need for increased capacity and confidence to act in political spaces. Thus, Search will support advocacy training for women leaders, utilizing Search’s *Common Ground Approach (CGA)* training module. These trainings will build the capacity and skills for women leaders to engage in non-adversarial advocacy, build consensus among diverse groups, and represent community concerns and needs to government representatives. Women included in these trainings will be identified from the initial trainings but will also include other women who expressed a desire to become a candidate for the legislative council.

**A2.1.2 CGA Training for Government representatives** - In addition to preparing women to engage with diverse groups, it will be imperative to work with government champions and build their skills in engaging with marginalized communities in a non-adversarial and conflict-sensitive manner as well as increasing their awareness of gender and youth sensitivity. These trainings will also utilize Search’s CGA training module and build capacity for non-adversarial communication, and building consensus. This training will prepare government representatives to become champions for inclusivity, conflict sensitivity, and do no harm principles. Search will support 4 trainings, one in each target state as well as one at the national level.

**A2.1.3 Women Leaders Networks** - Based on consultations and feedback from partners and beneficiaries, this project recognizes that varying degrees of communication and coordination exist among established women leaders and young women. This project will strengthen existing women’s networks, harnessing them to increase information-sharing and coordination among diverse women. These networks will build on women’s successful networking during the revolution, to reach even more women and young women. These networks will be supported to regularly host experience sharing and support sessions concerning opportunities to engage with the government, taking on roles in the legislative council, and overcoming obstacles and barriers to participation. This project will strengthen 12 networks, 4 in each target location.

**A2.2.1 Peace Agreement Forums** - After trained women and young women have had the opportunity to connect and gradually build their skills and confidence, they will be supported to lead Peace Agreement Forums in local communities to solicit feedback. These forums will be imperative to ensure that peace agreements have community, particularly youth, ownership and support. This feedback will then be injected into high-level discussions at the national-level. While in-person meetings will be important, Search also recognizes that system shocks like the COVID 19 pandemic make it even more difficult for vulnerable and marginalized groups to participate in decision making and peace processes as they are often on the frontline of response. Thus, this project will integrate digital tools, including popular ones such as Facebook, WhatsApp, as well as innovative online platforms like [Consider.it](http://consider.it) to ensure harder-to-access groups have an opportunity to contribute feedback on the implementation of peace agreements. Forums will be held regularly throughout the project to provide continuous feedback between policy makers and the community.

**A2.2.2 Reflection and Planning Sessions** - After the forums, women and young women will be supported to come together to strategize. Women are more likely to succeed in their advocacy and increase their leverage and impact if they coordinate their actions. Based on this premise, these sessions will be held in each target location prior to the advocacy visits so that women, young women, and young men can discuss the feedback and recommendations from the forums. Participants will be primarily selected from among the members of the Women Networks, as well as young male champions to strategize, and articulate advocacy priorities and recommendations ahead of the advocacy visits (A2.2.4). These sessions will be led by young women to continue to build trust between them, established women leaders, and young men.

**A2.2.3. Youth Initiatives** - The reflection and planning sessions will provide an opportunity for women and youth to strategize and prioritize the recommendations from the Peace Forums to both inform the advocacy visits and identify initiatives that will support young women and young men to develop new skills (i.e. english language classes, data collection). This builds on specific recommendations from our consultations to support youth to also develop concrete skills that will benefit them after the project ends.

**A2.2.4 Advocacy Visits** - To ensure that feedback and perspectives of marginalized and peripheral communities are fed into local and national level government efforts, and support the continued engagement of young women leaders in peace processes, trained young women leaders will conduct a series of Advocacy Visits to local, regional and national policy makers. The objective of the visits will be to provide feedback on the implementation of the peace processes and ensure that community perspectives are discussed and integrated at the local, regional, and national level.

**Activities Supporting Outcome 3:**

**A3.1.1 Friends of Women Leaders Luncheons** - Women’s engagement and inclusion will be more successful with the acceptance of by male champions. Project partners will identify key male champions, especially targeting young men, who are already engaged in advancing women’s rights and inclusion or who are supporters of the need for greater women’s participation for participation in “Friends of Women Leaders” Luncheons. These informal luncheons will allow men of all ages to discuss what their own responsibility and roles are in supporting women, and how their masculinity may be challenged by others as they do so. These meetings connect men who are “women’s champions” and thread a support network for women’s activities in target areas furthering protection for women’s engagement.

**A3.1.2 Multimedia Campaign** - Media plays an important role in peace and security, capable of both inciting violence and catalyzing positive change. Search has successfully leveraged media to shift community perceptions and encourage greater acceptance of norms such as inclusion and gender equality. The basic premise is that well-crafted, entertaining programming can have a profound impact on how people think about themselves, their neighbors and their society, thereby transforming attitudes towards the role of women. Search will use discussion programs, drama or positive masculinity spots as well as stories on successful women’s leadership to engage men and women in a change of attitude and understanding.

**A3.2.1 National Workshop on Young Women’s Role in Peace Processes** - To further highlight the important role of young women in peace processes, Search will convene a National Workshop on young women’s participation. Participants and government representatives will provide insight into how young women can and are being integrated into peace processes in Sudan. This workshop will provide an opportunity for young women and policy makers to strategize on the continued engagement of both women and youth in the peace and political processes thereby furthering the Transitional Government’s goal of developing an inclusive social peace. A set of recommendations will be developed that will guide these processes in Sudan and can be disseminated broadly.

**A3.2.2 Virtual Discussion on YPS with champions from Sudan, South Sudan, and Myanmar** - To encourage cross-cultural and international discussion on young women’s engagement, Search will support an online discussion connecting youth leaders from South Sudan and Myanmar to youth leaders in Sudan to discuss young women’s engagement and the broader YPS agenda. This discussion will encourage information sharing and result in recommendations across the three contexts which can be promoted as key youth-developed recommendations for integrating young women, and youth broadly, into peace processes.

 **Use** **Annex C to list all outcomes, outputs, and indicators.**

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

This project will target the peripheries of Sudan, specifically historically marginalized and conflict-affected states including South Kordofan, West Kordofan, and Gedaref—all of whom have experienced violent conflict. While these states were represented in the peace talks, the representation primarily drew from elite and well-connected networks, often based in Khartoum. As the peace agreements are finalized and signed, communities will need opportunities to engage with the agreements to ensure they are relevant and responsive to the local needs and concerns. This project seeks to build pathways to link peripheral communities to the national level and ensure the inclusion of their feedback among policy makers tasked with carrying out the peace agreements. Thus, this project will also target Khartoum for advocacy visits and capacity building among national-level government representatives, preparing them to engage with diverse voices and perspectives from peripheral areas. As key leaders and participants in the peaceful protests that overthrew President Bashir, the primary beneficiaries in this project will be ***30 young women (18-29) who are part of professional associations and resistance committees, and 30 established women leaders (over 29) who can act as mentors***. Targeted women will be identified and selected based on consultations with implementing partners, a recent mapping conducted by UNDP, and Search’s own gender analysis which will be conducted under a separate ongoing project in target areas to ensure that a broad, diverse cohort of women are targeted for capacity building and leadership rather than duplicating efforts of other programs in the target areas. In addition, it will be important to target ***young men (18-29)*** who also engaged in the protests and could act either as spoilers or champions for women’s engagement. They will be targeted for increased awareness of women’s rights and inclusion, as well as to provide feedback on the peace agreements. The secondary beneficiaries in this action will be ***policy makers at the state, regional, and national level*** who will be targeted for increased capacity to engage with diverse and marginalized groups and integrated into project activities to support more inclusive and representative peace and transition processes. Lastly, this project’s final beneficiaries will be community members in target states who will be targeted through awareness raising and the multimedia campaign to transform perceptions of women and young women’s inclusion in decision making.

1. **Project management and coordination (4 pages max)**
2. **Recipient organizations and implementing partners** – list all direct recipient organizations and their implementing partners (international and local), specifying the Convening Organization, which will coordinate the project, and providing a brief justification for the choices, based on mandate, experience, local knowledge and existing capacity.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency** | **Total budget in previous calendar year** | **Key sources of budget (which donors etc.)** | **Location of in-country offices** | **No. of existing staff, of which in project zones** | **Highlight any existing expert staff of relevance to project** |
| **Convening Organization:** Search for Common Ground | **$510,000** | **EU, US State Department, National Endowment for Democracy, UK Embassy - Khartoum** | **Khartoum** | **9 existing staff (travel to project zones)** | **Country Director, Program Coordinator, DME Coordinator** |
| Implementing partners: Badya, MAMAN, Um Serdiba, PASS, Nuweeda, ElSharq Centre for Culture |
| **Recipient Organization:**Badya Centre for Integrated Development Services | **$363,000** | **EU, UK Embassy, French Embassy (through Search for Common Ground subgrants), and USAID, DT Global, and UNDP** | **South Kordofan (2), West Kordofan, and Khartoum** | **19** | **Project Director, DME Coordinator** |
| Implementing partners: |
| **Recipient Organization:**Um Serdiba Association for Development | **$106,700** | **EU (through Search for Common Ground subgrants)** | **South Kordofan** | **15** | **Project Director, DME Coordinator** |
| Implementing partners: |
| **Recipient Organization:**Human Security Initiative (MAMAN) | **$123,064.54** | **EU (through Search for Common Ground subgrants), and BT Ariab Company** | **Khartoum, Gedaref (Field)** | **6**  | **Executive Director, Project Coordinator** |
| Implementing partners: |

1. **Project management and coordination** – Indicate the project implementation team, including positions and roles and explanation of which positions are to be funded by the project (to which percentage). Explicitly indicate how the project implementation team will ensure sufficient gender or youth expertise. Explain project coordination and oversight arrangements and ensure link with PBF Secretariat if it exists. Fill out project implementation readiness checklist in **Annex A.1** and attach key staff TORs.

The project management team will be led by Search for Common Ground (Search) and will be responsible for the overall oversight and management of the project ensuring effective and adaptive program management. The team includes program oversight, financial management, and administrative staff as well as expert staff who will all directly support project implementation. This team will ensure compliance with UN procedures and standards and is responsible for quality control, reporting, finance, communication, and procurement. The team will be overseen by the Sudan Country Director (10%), Program Manager (15%), Admin/Finance Coordinator (15%), DME Coordinator (15%), DME Assistant (100%), Project Coordinator (100%), and Project Officer (100%), and the leadership of each partner organization (including the Program Officer and Finance Accountant). This team will be further supported by a Reporting Officer, Finance Officer, Media Officer, Radio Producer, Human Resource Coordinator, and Administrative/Logistics Assistant. Gender expertise has been ensured through Search’s Country Director, a leading women’s empowerment expert in Sudan and youth expertise has been ensured through the technical expertise and support of Search’s Children and Youth Division. In addition, the project management team will be supported by the Central and East Africa Regional Team which provides technical oversight, project management support, financial management, and ensures compliance and reporting. Search has also budgeted for technical expertise from the Children and Youth team.

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

|  |  |  |
| --- | --- | --- |
| **Project specific risk** | **Risk level**  | **Mitigation strategy (including Do No Harm considerations)** |
| The security situation deteriorates in Sudan, with major violent outbreaks that impede access to target communities. | High | Search and its partners will closely monitor the operating environment and decide on any adjustments to programming and operations to avoid activity locations that may expose staff or participants to physical risk. Should a major scale-up of violence occur, we remain flexible to relocate activities to safe communities as appropriate, or temporarily suspend activities until safety can be reasonably assured. Lastly, Search’s online forums will help to mitigate challenges to in-person activities to continue the conversation and dialogue should violence break out. |
| Some among the (male) key community stakeholders refuse to participate in activities led by women or attempt to undermine their work. | Medium | While the training and mentorship activities will be women-only to build participant confidence in a safe space, the community activities and awareness-raising will seek to safely integrate young male champions for women’s engagement to dispel myths and make the case for women’s inclusion. These mixed-sex activities will be carefully facilitated to ensure all participants feel comfortable sharing, thereby limiting the influence of potential spoilers. During the action, women will demonstrate the positive results of their agency in the community, further reducing the reticence of male community, authority and traditional leader stakeholders to engage.  |
| Tensions between elite, established leaders and newer, young women leaders affect the effectiveness of the project. | Low | The initial trainings and peer-to-peer mentorship sessions will gradually build capacity and skills for diverse women leaders to act as mentors and will then lead to opportunities (women’s networks) for women from all backgrounds to listen to each others’ perspectives and opinions; all activities will be carefully co-facilitated by women trained by Search to ensure that the discussions remain constructive and allow them to put their differences (and egos) aside towards the greater goal of improving participation in the peace and transition processes. |
| Not all stakeholder groups are fully committed to project activities or do not participate actively, failing to take ownership of the process. | Medium | The Common Ground Approach minimizes any adversarial engagement, and thus risk, from aggressive positioning and subsequent backlash. This project was designed to integrate male champions for women’s engagement into project activities. Young male champions will be specifically targeted for capacity building and empowerment to support women’s engagement and provide feedback on peace agreements, their inclusion will also ensure they do not act as spoilers themselves and will reduce the likelihood of women being victims of harassment or violence. Search and its partners are committed to protecting participant identities and any sensitive information disclosed during activities that could put them in a situation of vulnerability.  |
| The COVID-19 pandemic affects travel and group gatherings | Medium | Search will follow COVID-19 guidance from the government of Sudan, as well as global health experts such as the WHO and the CDC. While Sudan is not currently an epicenter, Search will continue to monitor the situation in case this changes. This should not affect Search staffing, as the project is entirely locally staffed by team members who are currently located in-country. In the event of a national lockdown, efforts will be made to ensure that staff members have adequate power, phone, and internet capabilities to work from home. In convening gatherings, Search will closely observe guidance from the CDC and Sudan’s Federal Ministry of Health regarding social distancing measures, and actively communicate guidance to participants. (e.g. avoiding public transit, 6 feet distance between participants, no gatherings over a certain size etc)  |

1. **Monitoring and evaluation** – Describe the M&E approach for the project, including M&E expertise in the project team and main means and timing of collecting data? Include: a budget break-down for both monitoring and evaluation activities, including collection of baseline and end line data and an independent evaluation, and an approximate M&E timeline. Fund recipients are obligated to reserve at least 5-7% of the project budget for M&E activities, including sufficient funds for a quality, independent evaluation.

***Overview -*** Search’s organizational approach to M&E is overseen and supported globally by our Institutional Learning Team (ILT), which manages learning across the organization and ensures best practices in design and implementation of Search’s M&E work. Within Central and East Africa, all M&E plans, tools, and processes are developed with input and guidance from our ***Regional*** ***DME and Research Officer*** who works directly with our country-based DME teams. In Sudan, the M&E for our projects is supported and managed by the ***DME Coordinator*** who supports the design, oversees the data collection, and ensures project learning is reviewed within the respective teams, as well as with the regional team. This project will begin with a three-month start-up phase during which the project team will develop **a full M&E plan**, including data collection tools, and conduct a baseline study. Throughout the project, Search will reflect and build on key findings from the project’s regular monitoring missions and pre/post activity monitoring to refine its approach.

***Start-up Phase and Baseline -***During the start-up phase of this project, Search’s Regional DME and Research Officer and DME Coordinator in Sudan will design the tools, M&E plan, and timeline that will guide project monitoring and will ensure protocols are in place to provide for project sensitivity and safety for all participants and respondents. Working together, with input from project partners Badya, MAMAN, and Um Serdiba, they will develop the monitoring tools and a timeline for monitoring activities to ensure the relevancy and effectiveness of this project. The start-up phase, which will comprise the first three months of the project, will also include a baseline study to examine areas of common ground and collaboration within the target communities, and provide initial data for the project’s indicators and targets.

***Ongoing Monitoring -*** Regular monitoring of project activities will include pre- and post-test surveys for trainings to gauge understanding of training objectives and increase in knowledge; regular attendance lists and activity reports will be collected for all locally-led initiatives supported; and quarterly monitoring missions will be conducted in the project locations by the Search Sudan’s DME Coordinator and partner staff. Throughout the project, Search will also organize quarterly reflection sessions. These reflections will include the Search Sudan team and project partners as well as Regional Support staff, as possible, to discuss lessons learned, challenges, and any potential adaptations to the timeline or activities.

***Final Evaluation -*** During the project’s close-out phase, Search will also support a final evaluation, conducted by an external evaluator with support from the in-country DME teams and ILT. The final evaluation will be based on OECD-DAC criteria and inform program impact, relevance, sustainability, and effectiveness. The methodology for the evaluation will be proposed by the external evaluator following consultation with the Search team. Search’s Regional DME and Research Officer will oversee the quality of the study.

***Roles and Responsibilities -*** Search, with the support of our project partners, will be responsible for overseeing all monitoring and evaluation of this project. Project partners will be responsible for activity monitoring and submitting activity reports to Search’s DME Officers who will integrate the key recommendations and lessons learned into larger quarterly monitoring activities and reflection sessions. Search’s Central and East Africa Regional Support Team will be responsible for writing and submission of all reports to UNPBF, highlighting success stories. The Regional DME and Research Officer will be responsible for the quality of all data collected and will provide technical support to the DME Coordinator as needed.

***Monitoring Budget*** – Search has budgeted $19,000 for an initial Baseline Study, $28,000 for an independent final evaluation, $6,000 for monitoring visits, and a DME Coordinator (at 25% LOE) and $4,860 over the course of the project and a DME Officer (at 100% LOE) and $18,000 over the course of the project. The total monitoring budget comes to $75,860.

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

Search recognizes that only locally-led initiatives offer good prospects for sustainability. Aware of the importance of developing culturally and context-appropriate interventions, this proposal has been designed in consultation with our local partners and feedback from key stakeholders, with the intention to gradually transfer ownership to women and young women in each target location. This project was designed to ensure sustainability of project activities. This project will build local platforms for feedback and dialogue within the community which can be continued, with minimal inputs, by women and young women leaders. As government representatives recognize the value and importance of the feedback channels with local communities, these avenues can also continue after the project’s end through the advocacy visits, community forums, and low-cost digital tools (such as Facebook and WhatsApp) already popular among communities to ensure continued engagement on community concerns. Lastly, as this project will shift perceptions on women and young women’s engagement and provide opportunities for women to demonstrate their capacity as leaders, this project will contribute to the acceptance of inclusivity in Sudan leading to a more inclusive and sustainable peace.

1. **Project budget**

Provide brief additional information on projects costs, highlighting any specific choices that have underpinned the budget preparation, especially for personnel, travel or other indirect project support, to demonstrate value for money for the project. Proposed budget for all projects must include sufficient funds for an independent evaluation. Proposed budget for projects involving non-UN direct recipients must include funds for independent audit. Fill out **Annex A.2** on project value for money.

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

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **Comment** |
| **Planning** |
| 1. Have all implementing partners been identified? If not, what steps remain and proposed timeline
 | X |  |  |
| 1. Have TORs for key project staff been finalized and ready to advertise? Please attach to the submission
 | X |  |  |
| 1. Have project sites been identified? If not, what will be the process and timeline
 | X |  |  |
| 1. Have local communities and government offices been consulted/ sensitized on the existence of the project? Please state when this was done or when it will be done.
 | X |  | The Country Director met with both the UNDP focal point and key government ministries to ensure their buy in and support. The Search-Sudan team also held a consultation workshop with partner staff and stakeholders to discuss the project and solicity feedback. |
| 1. Has any preliminary analysis/ identification of lessons learned/ existing activities been done? If not, what analysis remains to be done to enable implementation and proposed timeline?
 | X |  | This project builds on Search’s existing work in Sudan, incorporating analysis and consultations conducted with women in our key target areas. In addition, this project will be further informed by a gender analysis which will be conducted by an ongoing project. |
| 1. Have beneficiary criteria been identified? If not, what will be the process and timeline.
 | X |  | While Search has identified initial beneficiary criteria, this will be further refined after the gender analysis and during the start-up phase with project partners and key stakeholders to ensure that the project does not duplicate existing efforts and reaches non-traditional women and youth leaders. |
| 1. Have any agreements been made with the relevant Government counterparts relating to project implementation sites, approaches, Government contribution?
 | X |  | Search has met with key Government Ministries to solicit their buy-in, feedback, and support. |
| 1. Have clear arrangements been made on project implementing approach between project recipient organizations?
 | X |  |  |
| 1. What other preparatory activities need to be undertaken before actual project implementation can begin and how long will this take?
 | N/A |  |
| **Gender**  |
| 10. Did UN gender expertise inform the design of the project (e.g. has a gender adviser/expert/focal point or UN Women colleague provided input)? |  | X |  |
| 11. Did consultations with women and/or youth organizations inform the design of the project? | X |  |  |
| 12. Are the indicators and targets in the results framework disaggregated by sex and age? | X |  |  |
| 13. Does the budget annex include allocations towards GEWE for all activities and clear justifications for GEWE allocations? | X |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **Project Comment** |
| 1. Does the project have a budget narrative justification, which provides additional project specific information on any major budget choices or higher than usual staffing, operational or travel costs, so as to explain how the project ensures value for money?
 | X |  |  |
| 1. Are unit costs (e.g. for travel, consultancies, procurement of materials etc) comparable with those used in similar interventions (either in similar country contexts, within regions, or in past interventions in the same country context)? If not, this needs to be explained in the budget narrative section.
 | X |  |  |
| 1. Is the proposed budget proportionate to the expected project outcomes and to the scope of the project (e.g. number, size and remoteness of geographic zones and number of proposed direct and indirect beneficiaries)? Provide any comments.
 | X |  |  |
| 1. Is the percentage of staffing and operational costs by the Receiving UN Agency and by any implementing partners clearly visible and reasonable for the context (i.e. no more than 20% for staffing, reasonable operational costs, including travel and direct operational costs) unless well justified in narrative section?
 |  |  | Please note the total personnel costs for this budget is over the suggested 20% allocation due to the context of the operating environment in Sudan. It is a context of low capacity and high salaries, which requires the project team to hire more personnel and offer competitive salaries. In addition to the high benefits costs to meet labor law requirements. To compensate for this, our regional team will provide expert support throughout the project's implementation, providing additional capacity support on finance, compliance, and technical areas. Thus, we have budgeted regional support accordingly with the neccessary travel expenses for their time in country. |
| 1. Are staff costs proportionate to the amount of work required for the activity? And is the project using local rather than international staff/expertise wherever possible? What is the justification for use of international staff, if applicable?
 | X |  |  |
| 1. Does the project propose purchase of materials, equipment and infrastructure for more than 15% of the budget? If yes, please state what measures are being taken to ensure value for money in the procurement process and their maintenance/ sustainable use for peacebuilding after the project end.
 |  | X |  |
| 1. Does the project propose purchase of a vehicle(s) for the project? If yes, please provide justification as to why existing vehicles/ hire vehicles cannot be used.
 |  | X |  |
| 1. Do the implementing agencies or the UN Mission bring any additional non-PBF source of funding/ in-kind support to the project? Please explain what is provided. And if not, why not.
 | X |  | This project will utilize Search’s existing training manuals and build on recently completed Gender Analysis and Mapping in project areas. |

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

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

The UNDP MPTF Office serves as the Administrative Agent (AA) of the PBF and is responsible for the receipt of donor contributions, the transfer of funds to Recipient UN Organizations, the consolidation of narrative and financial reports and the submission of these to the PBSO and the PBF donors. As the Administrative Agent of the PBF, MPTF Office transfers funds to RUNOS on the basis of the [signed Memorandum of Understanding](http://mptf.undp.org/document/download/10425) between each RUNO and the MPTF Office.

**AA Functions**

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

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

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

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

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

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

|  |  |  |
| --- | --- | --- |
| Type of report | Due when | Submitted by |
| Semi-annual project progress report | 15 June | Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist |
| Annual project progress report | 15 November | Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist |
| End of project report covering entire project duration | Within three months from the operational project closure (it can be submitted instead of an annual report if timing coincides) | Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist |
| Annual strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it  | 1 December | PBF Secretariat on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not. |

Financial reporting and timeline

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

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 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 (www.un.org/peacebuilding/fund) and the Administrative Agent’s website ([www.mptf.undp.org](http://www.mptf.undp.org)).

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

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

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

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

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

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

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

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

**Reporting:**

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

|  |  |  |
| --- | --- | --- |
| Type of report | Due when | Submitted by |
| Bi-annual project progress report | 15 June  | Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist |
| Annual project progress report | 15 November | Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist |
| End of project report covering entire project duration | Within three months from the operational project closure (it can be submitted instead of an annual report if timing coincides) | Convening Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist |
| Annual strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it  | 1 December | PBF Secretariat on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not. |

Financial reports and timeline

|  |  |
| --- | --- |
| **Timeline** | **Event** |
| **28 February** | Annual reporting – Report **Q4 expenses** (Jan. to Dec. of previous year) |
| **30 April** | Report **Q1 expenses** (January to March)  |
| **31 July**  | Report **Q2 expenses** (January to June) |
| **31 October** | Report **Q3 expenses** (January to September) |
| ***Certified final financial report to be provided at the quarter following the project financial closure*** |

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

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

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

**Public Disclosure**

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (www.un.org/peacebuilding/fund) and the Administrative Agent website (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)](http://mptf.undp.org/overview/office). Prior to submitting a finalized project document, it is the responsibility of each NUNO to liaise with PBSO and MPTFO and provide all the necessary documents (see below) to demonstrate that all the criteria have been fulfilled and to be declared as eligible for direct PBF funds.

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

* Has previously received funding from the UN, the PBF, or any of the contributors to the PBF, in the country of project implementation.
* Has a current valid registration as a non-profit, tax exempt organization with a social based mission in both the country where headquarter is located and in country of project implementation for the duration of the proposed grant. (**NOTE**: If registration is done on an annual basis in the country, the organization must have the current registration and obtain renewals for the duration of the project, in order to receive subsequent funding tranches).
* Produces an annual report that includes the proposed country for the grant.
* Commissions audited financial statements, available for the last two years, including the auditor opinion letter. The financial statements should include the legal organization that will sign the agreement (and oversee the country of implementation, if applicable) as well as the activities of the country of implementation. (**NOTE**: If these are not available for the country of proposed project implementation, the CSO will also need to provide the latest two audit reports for a program or project-based audit in country.) The letter from the auditor should also state whether the auditor firm is part of the nationally qualified audit firms.
* Demonstrates an annual budget in the country of proposed project implementation for the previous two calendar years, which is at least twice the annualized budget sought from PBF for the project.[[11]](#footnote-11)
* Demonstrates at least 3 years of experience in the country where grant is sought.
* Provides a clear explanation of the CSO’s legal structure, including the specific entity which will enter into the legal agreement with the MPTF-O for the PBF grant.

**Annex C: Project Results Framework (MUST include sex- and age disaggregated targets)**

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| **Outcomes** | **Outputs** | **Indicators** | **Means of Verification/ frequency of collection** | **Indicator milestones** |
| Outcome 1: Young women leaders have increased capacity and confidence to lead efforts to participate in peace and security at the community level Gender Equality (SDG 5); Reduced Inequalities; Peace, Justice, and Strong Institutions (SDG 16)(Any Universal Periodic Review of Human Rights (UPR) recommendation that this Outcome helps to implement and if so, year of UPR) |   | Outcome Indicator 1a: % of targeted young women who report feeling prepared to speak and lead on peace and security  Baseline: 0Target: To be determined after baseline |  Baseline/Endline (Survey, KIIs, FGDs)  | % change from baseline at endline, as determined by baseline values |
| Outcome Indicator 1b: % of targeted young women who report having opportunities to influence peace and security in Sudan Baseline: 0Target: To be determined after baseline |  Baseline/Endline (Survey, KIIs, FGDs) |  % change from baseline at endline, as determined by baseline values |
| Outcome Indicator 1c: % of community members who believe that women can contribute positively to peace and securityBaseline: 0Target: 70%  |  Baseline/Endline (Survey, KIIs, FGDs) |  70% at endline |
| Output 1.1 Targeted young women have increased skills in leadership and collaboration across divides     | Output Indicator 1.1.1 % of trained young women who demonstrate increased knowledge of concepts related to leadership, conflict transformation, UNSCR 1325 and 2250Baseline: 0Target: 80%  |  Pre-/post-test, Activity Reports, Endline (FGD, KII) |  80% post activity |
| Output Indicator 1.1.2: % of target women (young women and established women leaders) who believe collaboration with women from a different group (age, ethnic, religious) is effective to advance peace and security Baseline:0Target: 80%  |  Pre-/Post-test, Activity Reports, Endline |  80% post activity |
| Output Indicator 1.1.3:Baseline: Target:   |  |   |
| Output 1.2: Targeted young women have increased opportunities to work together and participate in peace and security at the community level   : | Output Indicator 1.2.1: % of targeted young women who report working with established women leaders on peace and security in the past six monthsBaseline: 0Target: 70%  |  Baseline/Endline, activity reports | 70% at endline |
| Output Indicator 1.2.2: % of targeted established women leaders who report having engaged regularly with young women leaders in the past six monthsBaseline: 0 Target: 80%  |  Baseline/Endline, activity reports |  80% at endline |
| Output Indicator 1.2.3: # of community-based peace and security initiatives led by women  Baseline: 0Target: At least 12  | Activity Reports, Quarterly Monitoring | 12 at endline |
| Outcome 2: Women’s political engagement and advocacy during the transition are strengthened (Any SDG Target that this Outcome contributes to) (Any Universal Periodic Review of Human Rights (UPR) recommendation that this Outcome helps to implement and if so, year of UPR) |   | Outcome Indicator 2a: % targeted women who believe that they can make a positive difference on peace and security issues in their communities. project Baseline: 0Target: 80%  | Baseline/Endline (Survey, KIIs, FGDs) |  80% at endline |
| Outcome Indicator 2b: % of community members who believe women are key actors in political processes and advocacy in their communitiesBaseline: 0Target: To be determined after baseline  |  Baseline/Endline (Survey, KIIs, FGDs) |  % change from baseline at endline, as determined by baseline values |
| Outcome Indicator 2c: % of targeted women who report having opportunities to influence political processes and policy decisions  in Sudan (and can provide at least 1 example) Baseline: 0Target: 80%  |  |  80% at endline |
| Output 2.1: Women political leaders have increased knowledge and skills to engage diverse and marginalized groups     | Output Indicator 2.1.1: % trained government representatives who have increased skills in engaging diverse perspectivesBaseline: 0Target: 80%  |  pre-/post-test, activity reports, endline | 80% after each training |
| Output Indicator 2.1.2: % trained women who demonstrate increased skills in building consensus and advocacyBaseline: 0Target: 80% |  pre-/post-test, activity reports, endline | 80% after each training |
| Output Indicator 2.1.3: # of advocacy plans and policy priorities jointly designed across generational divides (young women and established women leaders). Baseline: 0Target: At least 6 |  Activity Reports, Quarterly monitoring |  At least 6 by endline |
| Output 2.2: Platforms for women leaders to engage with the community and policy makers on peace processes are developed and strengthened     | Output Indicator 2.2.1: % community members who feel they have opportunities to contribute feedback to peace processesBaseline: 0Target: To be determined after baseline |  Baseline/Endline (Survey, KIIs, FGDs) |  % change from baseline at endline, as determined by baseline values |
| Output Indicator 2.2.2: % of targeted women, young women, and youth who report collaborating with diverse groups on advocacy points in the past six months Baseline: 0Target: 70%  |  Baseline/Endline (Survey, KIIs, FGDs) | 70% by endline |
| Output Indicator 2.2.3: # policy/advocacy meetings with local, regional and national authorities Baseline: 0Target: at least 12 |  Activity reports, quarterly monitoring |  At least 12 at endline |
| Outcome 3: Women’s roles and contribution as leaders are amplified and accepted at the local, national, and international levels (Any SDG Target that this Outcome contributes to) (Any Universal Periodic Review of Human Rights (UPR) recommendation that this Outcome helps to implement and if so, year of UPR) |   | Outcome Indicator 3a: % of targeted women who feel their contribution is recognized in peace, security, and political processes Baseline: 0Target: 60% |  Activity reports, Baseline/Endline (Survey, KIIs, FGDs) | 60% by endline |
| Outcome Indicator 3b: % of targeted government representatives who demonstrate increased acceptance and support for women’s engagement. Baseline:0Target: 80%  |   Activity reports, Baseline/Endline (Survey, KIIs, FGDs) |  80% by endline |
| Outcome Indicator 3c: % of community members  who agree or strongly agree with the statement “women are capable of contributing and leading on peace and security” Baseline: 0Target: To be determined after baseline  |   Activity reports, Baseline/Endline (Survey, KIIs, FGDs) |  % change from baseline by endline, as determined by baseline values |
| Output 3.1: Community perceptions and attitudes towards the roles and capacity of young women leaders are positively transformed     | Output Indicator 3.1.1:  % of surveyed community members who demonstrate increased awareness of women’s and young women’s leadership (can cite at least one example) Baseline: 0Target: 60% | Baseline/Endline (Survey, KIIs, FGDs) | 60% by endline |
| Output Indicator 3.1.2: # of stories of young women’s leadership producedBaseline: 0Target: At least 20 |  Activity reports, monitoring visits | At least 20 |
| Output Indicator 3.1.3: Baseline: Target:  |   |  |
| Output 3.2: Sudanese policy makers have increased awareness of women’s (and in particular young women’s) roles in peace processes     | Output Indicator 3.2.1: % of targeted decision-makers at the local, sub-national and national levels who demonstrate increased awarenes of the importance of women’s and young women’s inclusion Baseline: 0Target: 70% | Baseline/Endline (KIIs) | 70% by endline |
| Output Indicator 3.2.2: # of recommendations developed to support young women’s inclusion in peace and political processesBaseline: 0Target: At least 5 |  Activity reports, quarterly monitoring | At least 5 at endline |
| Output Indicator 3.2.3 Baseline:Target:  |   |   |

**Terms of Reference: Key Personnel**

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| **Job Description** |
| **General Information** |
| **Title of the position:** | Country Director |
| **Organization:** | Search for Common Ground |
| **Supervisor:** | Regional Director for East Africa |
| Summary of the position  |
| The Country Director manages the overall program in Sudan from a programmatic and operational perspective, as well as leading on fundraising and donor relations. The Country Director leads the Sudan Country Team. This position reports to the Regional Director for East Africa and collaborates closely with various Washington and Brussels-based divisions of Search, including the East Africa Team, the Institutional Learning Team, Communications, Finance and Operations.  |
| **Responsibilities** |
| Key Area 1: Program Development and Implementation* Define program priorities, plans and long-term strategy (in close collaboration with the Regional Director and project team)
* Oversee implementation of funded projects, collaborating with donors, partners, and other staff
* Manage the country program with the highest quality standards and with well-documented results
* Ensure sharing of results across different offices of Search Sudan, across Search and with external stakeholders
* Responsible for ensuring lessons learnt are applied to future programming
* Be well-informed about recent political developments in Sudan and sensitive to perceptions of gender in Sudanese society and culture
* Ensure that program planning and management effectively utilize available resources, and respond to gaps with fundraising and/or operational adjustments as needed
* Report to donors according to contractual deadlines with quality narrative and financial data
* Stay abreast of the international conflict transformation field to ensure that the program’s work remains innovative and professional

 Key area 2: Financial Management* Directly oversee and manage the Finance Manager, ensuring financial compliance with the laws of Sudan, donor requirements, and Search procedures across the organization
* Maintain regular communication with Regional and HQ finance focal points on finance issues and ensure that the organization is ongoingly audit-ready
* Identify potential shortfalls and strategize with the organization’s senior management as necessary to ensure the program’s financial sustainability

 Key area 3: Staff Management and Development* Develop and manage a team of diverse staff members modelling effective communication and collaboration
* Participate in the recruitment and selection of highly qualified staff for this project, onboarding and ensuring ongoing staff opportunities for capacity development
* Strengthen the capacity of national staff and partners, developing capabilities to implement gender sensitive programming beyond the project’s duration
* Ensure compliance with Search’s policies and procedures, Safety and Security,  and Code of Conduct
* Ensure that country policies, contracts, and disciplinary procedures and processes conform to local labor laws
* Ensure an updated security and evacuation plan is in place to protect project staff and participants
 |
| **Percentage Funded Through PBF: 10%** |

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| **Job Description** |
| **General Information** |
| **Title of the position:** | Program Manager |
| **Organization:** | Search for Common Ground |
| **Supervisor:** | Country Director |
| Summary of the position  |
| The Program Manager will oversee the implementation of Search’s program on empowering an intergenerational and diverse group of women leaders to meaningfully engage in peace, security, and advocacy at community and national levels. This position is responsible for: providing overall strategic guidance during the implementation of project activities; managing the relationship between Search and project partners; ensuring high-level representation at events and activities associated with this program; ensuring compliance with the award agreement provisions; direct supervision of a project management team and coordinating the team of Search project staff; and overseeing monitoring and evaluation, financial management, and administrative processes related to the program. It is paramount that the Program Manager understand the logical framework of this program and how it will seek to empower Sudanese women in local and national peace and political processes. The Program Manager will also liaise as needed with Search’s East Africa Regional Team, Institutional Learning Team and HQ departments to keep the teams informed about the program’s implementation and progress.  |
| **Responsibilities** |
| * Oversee implementation of program-related interventions, providing strategic guidance and supervision to the Search Sudan team and project partners, especially with regard to empowering young women in local and national peace processes;
* Provide ongoing mentoring and coaching to in-country teams and local partners as they implement project interventions from a gender-responsive approach;
* Ensure the technical excellence, adherence to Search standards and approaches, and within-budget and on-time delivery of activity results;
* Stay well-informed about recent political developments in Sudan and sensitive to perceptions of gender in Sudan society and culture;
* Periodically evaluate progress towards the completion of project deliverables to verify alignment with strategic directions and defined targets and adjust as necessary;
* Ensure the program’s interventions are gender-sensitive and closely monitored and documented throughout implementation to ensure that actions are taken to continually improve performance (including re-orienting and adjusting strategies when needed);
* Support financial oversight of all processes on the program, including procurement, selection of consultants, payments for goods and services, preparing budget realignments, etc;
* Provide line management, supervision and staff development including mentorship on peacebuilding, women’s empowerment, team building and capacity strengthening of the project team;
* Participate in regular coordination meetings with Search’s East Africa Regional Team, Institutional Learning Team, Finance Team, and other counterparts as needed;
* When needed, represent Search at high-level meetings and events related to the program, including with institutional counterparts, donors, and other partners;
* Oversee efforts to document project results related to the program’s activities and disseminate results as appropriate at national, regional and global levels;
* Manage Search’s relationship with its implementing partners.
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| **Percentage Funded Through PBF: 15%** |

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| **Job Description** |
| **General Information** |
| **Title of the position:** | Project Coordinator  |
| **Organization:** | Search for Common Ground |
| **Supervisor:** | Program Manager |
| Summary of the position  |
| The Project Coordinator will take the lead in day-to-day project management and implementation in line with technical focus of the project in the country through delivery of technical activities such as training sessions for the intergenerational networks of women leaders and peacebuilders, supporting the mentorship programs, community peace forums, radio productions, “Friends of Women” Luncheons, peace agreement forums, and post-program evaluations. The Project Coordinator will work with oversight from the Program Manager and in close coordination with Search Sudan’s DME team, Support and Operations Team and Finance Team to ensure that activities are well planned and budgeted, that any implementation challenges are anticipated and communicated, and that project progress is well documented.  |
| **Responsibilities** |
| * Liaise with key stakeholders and focal points at the UN and among other ongoing projects in target areas to identify women leaders, existing networks, as well as key male champions who can connect these women to opportunities in peacebuilding and political processes, proactively growing and supporting these networks;
* Organize training workshops on leadership and conflict transformation for young and established women leaders;
* Manage and support the implementation of the partner-led portion of this project, coordinating closely with  partners  to implement a wide range of project activities;
* Supervise the production of media programs to improve public perceptions of women’s leadership;
* Work closely with Search’s DME team to monitor and track project’s progress and draw out results, success stories and lessons learned;
* Manage project activities including administrative tasks related to planning, budgeting, executing, monitoring on project related activities;
* Oversee efforts to communicate the project’s goals and outcomes to domestic and international audiences;
* Develop and coordinate actions among project partners;
* Build and maintain working relationships with both government representatives and key project stakeholders at all levels in order to strengthen opportunities for advocacy and higher visibility;
* Work with the Finance Team to ensure successful management of the budget;
* Monitor the program’s financial status for inclusion in periodic reports;
* Produce activity reports, as well as quarterly reports.
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| **Percentage Funded Through PBF: 100%** |

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| **Job Description** |
| **General Information** |
| **Title of the position:** | Finance & Administration Coordinator |
| **Organization:** | Search for Common Ground |
| **Supervisor:** | Country Director |
| Summary of the position  |
| The Finance & Administration Coordinator will work closely with both the project and administrative teams, as well as Search’s Regional Finance Team to ensure the effective financial management and tracking of the project. The Coordinator will ensure compliance with all of Search’s and the donor’s policies and procedures as well as proper documentation and reporting. |
| **Responsibilities** |
| * Coordinate with the Country Director and Project Team in developing and maintaining proactive, positive and professional relationships with partner organizations, key stakeholders, government representatives and institutions;
* Build the capacity of partners’ in cash management, accounting recording, and financial reports as well as build the capacities of the program team in budget management and best practices to maintain a healthy financial status;
* Overall management of the project budget, tracking spending and ensuring accurate accounting and reporting procedures;
* Review and update Search Sudan internal procedures, as needed, ensuring that they comply with both Search’s policies and the donors’ as well as Sudan legislation;
* Work in close coordination with the project team to develop accurate budget projections, effective monitor the budget, and provide analysis to ensure accurate spending as well as tracking expenditures and variances;
* Monitor funds, ensuring that up to date records of expenditures are kept and that they comply with budget allocations and donor requirements;
* Lead the Finance and Admin team in managing and monitoring the finances of the program, establishing and monitoring a system of checks and balances to ensure the program’s financial stability and viability within the annual operating budget;
* Monitor account payables/receivables including all balance sheet accounts and provide monthly feedback;
* Ensure submission of accurate and timely quality monthly finance reports (MFR), monthly field office cash requests to HQ, where appropriate donor invoices/payment requests, quarterly financial management scorecards and other required reports to headquarters, ensuring HQ ledger matches Sudan data;
* Maintain accurate and timely donor financial reports and correspondence with donors and Search’s Regional Team on all financial matters;
* Coordinate internal and external audit where necessary;
* Review and provide input for all contracts, its fulfillment and process payments;
* Ensure SFCG Sudan has a smooth functioning and efficient finance department by optimizing use of IT and Search’s internal financial management software, Intacct.
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| **Percentage Funded Through PBF: 15%** |

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| **General Information** |
| **Title of the position:** | Design, Monitoring & Evaluation Coordinator |
| **Organization:** | Search for Common Ground |
| **Supervisor:** | Country Director |
| Summary of the position  |
| The DME Coordinator will oversee all aspects of monitoring and evaluation, working in close coordination with Search’s Regional Institutional Learning Team (ILT) focal point to design M&E tools and regularly monitor the project’s progress. The DME Coordination will also work closely with the Project Team and partner organizations to ensure regular and timely collection of accurate and useful data that informs program implementation and results. The DME Coordinator will work hand in hand with program implementation staff and partners, the Khartoum-based staff, as well as with Search’s Institutional Learning Team for the East Africa region to support regular reflection and monitoring of project progress.  |
| **Responsibilities** |
| * Overall responsibility for the quality and timeliness of DME efforts, as well as the program’s contribution to regional DME quality;
* Ensure the availability and lead the development of strong project monitoring systems (e.g. common indicators, M&Eplans) and related data collection tools to monitor project activities;
* Oversee baseline and evaluation processes, developing terms of reference and supporting the data collection and analysis as well as timely delivery;
* Conduct regular monitoring missions in the project’s target areas, analyze data collected, and share findings with the program staff as part of reflection sessions to inform programming;
* Review the quality of the data collected by other staff members and partners during activities and provide them with guidance;
* Strengthen the capacity of Search’s partner organizations in monitoring and evaluation providing capacity building as needed;
* Contribute to cross-organizational learning, including providing information, guidelines, lessons learned, and tested tools to the Regional Institutional Learning Team;
* Report monthly and annual progress on all project activities to program management;
* Suggest strategies to the Project Management for improving the efficiency and effectiveness of programming by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
* Assist the project personnel with M&E tools and in supporting them in their use;
* Provide input and update information related to results and achievements for Search website
* Oversee the communication and visibility aspects of the Sudan program, through written material, photos, success stories, updated website, social media and traditional media.
* Oversee the DME Assistant and additional DME staff as needed to ensure regular monitoring of all projects under Search Sudan’s portfolio.
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| **Percentage Funded Through PBF: 15%** |

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| **General Information** |
| **Title of the position:** | Radio Producer |
| **Organisation:** | Search for Common Ground |
| **Supervisor:** | Program Manager |
| Summary of the position  |
| The Radio Producer will work closely with Search’s Media Officer, Project Teams, and Regional Media Experts to spearhead a media campaign to transform broader community attitudes and perceptions regarding women and young women’s roles as leaders in peace and security. The Radio Producer will work directly with partner radio stations to build their capacity to produce conflict and gender-sensitive radio programming and will report regularly on the program’s media activities.    |
| **Responsibilities** |
| * Work with local partners to produce radio programs that aim to transform community perceptions and norms related to women and young women’s leadership capacity in Sudan’s peace and political processes by amplifying stories of successful women’s leadership, engaging a wide variety of actors, including key male champions, in thoughtful interviews and programming to promote gender equality and women’s empowerment;
* Ensure that local radio partners are well-versed in Common Ground Journalism techniques and are able to produce programming in a way that is both conflict and gender-sensitive;
* Assist partner radio program staff in arranging interviews with policy makers and government authorities to build national interest in the programs and include the country’s leaders in a process of transforming perceptions about women in leadership roles;
* Ensure that all radio partners are aware of the objectives of this program and possess the tools they need to design, produce, edit, and broadcast radio programming to promote inclusion and gender equality effectively;
* Prepare, produce and/or record interviews (in the field or at the studio), news, sound or music for the programs; and set up elements, write scripts, mix and present programs;
* Maintain regular communication and coordination with partner radio stations, ensuring project partners and key stakeholders are able to input into the design of radio programming;
* Work closely with th eDME Coordinator to monitor the quality of radio programming and ensure that feedback mechanisms are in place;
* Frequently report to the Program Manager on progress and any issues that arise to ensure smooth and effective implementation of the program’s radio activities.
 |
| **Percentage Funded Through PBF 100%** |

1. Note: actual commencement date will be the date of first funds transfer. Maximum project duration for IRF projects is 18 months, for PRF projects – 36 months. [↑](#footnote-ref-1)
2. Check this box only if the project was approved under PBF’s special call for proposals, the Gender Promotion Initiative [↑](#footnote-ref-2)
3. Check this box only if the project was approved under PBF’s special call for proposals, the Youth Promotion Initiative [↑](#footnote-ref-3)
4. **Score 3** for projects that have gender equality as a principal objective and allocate at least 80% of the total project budget to Gender Equality and Women’s Empowerment (GEWE)

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

**Score 1** for projects that contribute in some way to gender equality, but not significantly (less than 30% of the total budget for GEWE) [↑](#footnote-ref-4)
5. Please consult the **PBF Guidance Note on Gender Marker Calculations and Gender-responsive Peacebuilding** [↑](#footnote-ref-5)
6. **Risk marker 0** = low risk to achieving outcomes

**Risk marker 1** = medium risk to achieving outcomes

**Risk marker 2** = high risk to achieving outcomes [↑](#footnote-ref-6)
7. **PBF Focus Areas** are:

(1.1) SSR, (1.2) Rule of Law; (1.3) DDR; (1.4) Political Dialogue;

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

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

(4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration; (4.3) Governance of peacebuilding resources (including PBF Secretariats) [↑](#footnote-ref-7)
8. A coalition of women from both northern and southern Sudan formed after the Comprehensive Peace Agreement of 2005, which continues to represent Sudanese women in high-level peace processes –to varying degrees of success. [↑](#footnote-ref-8)
9. Including national gender and youth strategies and commitments, such as a National Action Plan on 1325, a National Youth Policy etc. [↑](#footnote-ref-9)
10. This project recognizes that women’s empowerment does not happen in a vacuum, and that the success of the new peace agreements hinge on the inclusion and engagement of youth and the transformation of social norms to a broader acceptance of women’s inclusion and engagement. [↑](#footnote-ref-10)
11. Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12. [↑](#footnote-ref-11)