

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



PBF PROJECT DOCUMENT

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

Country (ies): Kyrgyzstan	
Project Title: "PBF Secretariat Support to Joint Steering Committee and PRF projects" Project Number from MPTF-O Gateway (if existing project): 00108374	
PBF project modality: <input type="checkbox"/> IRF <input checked="" type="checkbox"/> PRF	If funding is disbursed into a national or regional trust fund: <input type="checkbox"/> Country Trust Fund <input type="checkbox"/> Regional Trust Fund Name of Recipient Fund:
List all direct project recipient organizations (starting with Convening Agency), followed type of organization (UN, CSO etc): RCO through UNDP	
List additional implementing partners, Governmental and non-Governmental: - Department on Monitoring Humanitarian Development and Interaction with Civil Society Institutions (formerly - Department on Ethnic, Religious Policy and Interaction with Civil Society) at the Office of the President of the Kyrgyz Republic; - Joint Steering Committee (JSC) comprising of 20 state institutions, UN Agencies, civil society and academia; - JSC Co-Chairs from the Government and UN sides	
Expected project commencement date¹: 11 January 2018 Project duration in months:² 36 months. End date: 10 Jan 2021 (NCE: additional 6 months extension. New end date: 10 July 2021) Geographic zones for project implementation: Nationwide with the base in the capital Bishkek, Kyrgyzstan	
Does the project fall under one of the specific PBF priority windows below: <input type="checkbox"/> Gender promotion initiative <input type="checkbox"/> Youth promotion initiative <input type="checkbox"/> Transition from UN or regional peacekeeping or special political missions <input type="checkbox"/> Cross-border or regional project	
Total PBF approved project budget* (by recipient organization): PBF Secretariat: USD 551 653 Total: <i>*The overall approved budget and the release of the second and any subsequent tranche are conditional and subject to PBSO's approval and subject to availability of funds in the PBF account</i>	

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

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

Any other existing funding for the project (amount and source):
 Project total budget: USD 551 653

PBF 1st tranche: Recipient: \$ 386,157.10 Total:	PBF 2nd tranche*: Recipient: \$ 165,495.90 Total:	PBF 3rd tranche*: Total:	__ tranche
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Two-three sentences with a brief project description and succinct explanation of how the project is time sensitive, catalytic and risk-tolerant/ innovative:

The project enables functioning of the Secretariat in its full capacity to support the work of the Joint Steering Committee and its Co-chairs.

The overall role of Secretariat is to ensure coordination of all key stakeholders in peacebuilding activities in Kyrgyzstan – national authorities, civil society, development partners and UN agencies.

The Secretariat also performs functions related to monitoring the progress towards PPP outcomes, GYPI and cross-border projects and liaising with PBSO on behalf of JSC. Assistance and guidance are provided by the Secretariat to the JSC, RUNOs and NUNOs through the quality control of regularly submitted reports of RUNOs and NUNOs to MPTF and regular monitoring. The Secretariat also must ensure that effective communication system is in place to raise public awareness about peacebuilding efforts in Kyrgyzstan and that RUNOs and NUNOs fulfil their obligations with regards to gender and youth aspects. Inclusive communication and open dialogue with the project stakeholders will reinforce the sense of the national ownership of project’s results.

Summarize the in-country project consultation and endorsement process prior to submission to PBSO, including through any PBF Steering Committee where it exists, including whether civil society and target communities were consulted and how:

This project is part of a broader commitment between the UN Country team, the Government of the Kyrgyz Republic, and the UN peacebuilding Fund. The project has been elaborated in addition to the three PRF Outcome project documents, as integral part of the new 2018-2020 PPP implementation. The Secretariat supports the work of the Joint Steering Committee, including its Co-chairs, that was established in 2013 by the decree of the President of the Kyrgyz Republic. The current JSC, after revision, consists of 36 official members representing Kyrgyzstan’s Parliament, offices of the President and the Government, state institutions, civil society organizations and UN agencies. Along with the other three PRF Outcome projects, this project document was approved by the JSC prior to submission to PBF.

Project Gender Marker score: 1³

Specify % and \$ of total project budget allocated to activities in direct pursuit of gender equality and women’s

³ **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 at least 30% 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)

empowerment: 1	
Project Risk Marker score: 0 ⁴	
<p>Select PBF Focus Areas which best summarizes the focus of the project (<i>select ONLY one</i>): 4.3 ⁵</p> <p>If applicable, UNDAF outcome(s) to which the project contributes: Outcome 2: By 2022, institutions at all levels are more accountable and inclusive ensuring justice, human rights, gender equality and sustainable peace for all</p> <p>If applicable, Sustainable Development Goal to which the project contributes: SDGs 16, 4, 5, 10, 17</p> <p>If applicable, National Strategic Goal to which the project contributes:</p> <ul style="list-style-type: none"> - National Strategy of Sustainable Development for the Kyrgyz Republic, - the Program of the Government of the Kyrgyz Republic on countering extremism and terrorism for 2017 – 2022 - Action plan of the Kyrgyz Republic to implement the UN Security Council Resolution No 1325 for 2018 – 2020. - "Concept Paper on State Policy in the Sphere of Religion of the Kyrgyz Republic for 2014-2020" - Law of the Kyrgyz Republic "On ratification of the agreement between the Kyrgyz Republic and the Republic of Uzbekistan on confidence-building measures in the border area" - The agreement signed by the two Presidents (Atambayev and Mirziyoyev) on 6 October 2017 in Tashkent aim at strengthening security and confidence between Kyrgyzstan and Uzbekistan in particular at the Kyrgyz-Uzbek state border area. 	
<p>Type of submission:</p> <p><input type="checkbox"/> New project</p> <p><input checked="" type="checkbox"/> Project amendment</p>	<p>If it is a project amendment, select all changes that apply and provide a brief justification:</p> <p>Extension of duration: <input checked="" type="checkbox"/> Additional duration in months: 6 months New End date is July 10th, 2021</p> <p>Change of project outcome/ scope: <input type="checkbox"/></p> <p>Change of budget allocation between outcomes or budget categories of more than 15%: <input type="checkbox"/></p> <p>Additional PBF budget: <input type="checkbox"/> Additional amount by recipient organization:</p> <p>Brief justification for amendment:</p> <p><i>Note: If this is an amendment, show any changes to the project document in RED colour or in TRACKED CHANGES, ensuring a new result framework and budget tables are included with clearly visible changes. Any parts of the document which are not affected, should remain the same. New project</i></p>

⁴ Risk marker 0 = low risk to achieving outcomes

Risk marker 1 = medium risk to achieving outcomes

Risk marker 2 = high risk to achieving outcomes

⁵ PBF Focus Areas are:

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

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

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

(4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration; (4.3) Governance of peacebuilding resources (including PBF Secretariats)



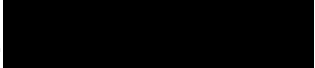
signatures are required.

Due to COVID-19, the three PRF projects have received no-cost extension for additional 3 to 6 months. PBF Secretariat must subsequently extend its work to oversee implementation of these projects until the operational and final closures of these projects, ensure that all reporting and other requirements are fulfilled by the projects and endline survey is conducted.

Another reason for extension is that the work of the JSC fully serviced by the PBF Secretariat will continue. Kyrgyzstan's eligibility to receive funding from the United Nations Peacebuilding Fund (PBF) expired at the end of 2019. The Kyrgyz government has expressed its strong interest in a new round of eligibility structured around new needs and priorities in the country. Therefore the Kyrgyz Government with support from the UNCT is preparing a new re-eligibility application for 2021-2025 to submit within the next 6 months. The process is fully supported by the PBF Secretariat to ensure effectiveness, inclusivity, dynamism and transparency, which is another reason for requesting a 6 month no-cost extension until July 10th 2021.

PROJECT SIGNATURES:

Head of Department of Ethnic and Religious Policy and Interaction with Civil Society

<p>Recipient Organization(s)⁶ <i>United Nations system in the Kyrgyz Republic</i> <i>Mr. Ozonnia Ojielo</i></p> <p></p> <p><i>Signature</i> <i>United Nations Resident Coordinator</i></p> <p><i>Date & Seal</i> <i>3 December 2020</i></p>	<p>Representative of National Authorities <i>Office of the President of the Kyrgyz Republic</i> <i>Mr. Kudaibergen Bazarbaev</i></p> <p></p> <p><i>Signature</i> <i>Department on Monitoring Humanitarian Development and Interaction with Civil Society Institutions (formerly, the Department on Ethnic, Religious Policy and Interaction with Civil Society) at the Office of the President of the Kyrgyz Republic</i></p> <p><i>Date & Seal</i> <i>4 Dec. 2020</i></p>
<p>Peacebuilding Support Office (PBSO) <i>Mr. Oscar Fernandez- Taranco</i></p> <p></p> <p><i>Signature</i> <i>Assistant Secretary-General, Peacebuilding Support</i></p> <p><i>Date & Seal</i> December 8, 2020</p>	

for/

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

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

- a) A brief summary of **conflict analysis findings** as they relate to this project, focusing on the driving factors of tensions/conflict that the project aims to address and an analysis of the main actors/ stakeholders that have an impact on or are impacted by the driving factors, which the project will aim to engage. This analysis must be gender- and age- sensitive.
- b) A brief description of how the project aligns with/ supports **existing** Governmental and UN **strategic frameworks**, how it ensures **national ownership** and how the project builds on any previous phase of PBF support and/or any **concrete lessons learned**.

In June 2010, amid political and social tensions, violence erupted in the southern cities of Osh and Jalalabad, and their surrounding areas, resulting in the death of at least 470 displacement of 400,000 people, of whom 75,000 fled to Uzbekistan. Since then, the country has initiated a number of peacebuilding activities. Much progress was made to stabilize the situation with considerable support from the Peacebuilding Fund through Immediate Response Facility (IRF) contributions as well as Peacebuilding and Recovery Facility (PRF) contributions.

With the Peacebuilding Priority Plan (PPP) 2013-2016, Kyrgyzstan's first three-year priority plan, the country implemented a series of activities to prevent the recurrence of future violence, supported by the Peacebuilding Fund through a \$15.1 million investment. The plan focused on three outcomes: (a) peace and reconciliation through strengthened policy and legal frameworks; (b) building capacity of local self-governing bodies to manage local conflicts and support social cohesion; and (c) provision of multilingual and multicultural education to ensure that all citizens have access to economic and educational opportunities.

The efforts for the past years contributed to increased stability in the southern regions and in the country in general. The largest gains were seen in enacting legislation and establishing mechanisms for addressing grievances at local levels; decreasing dramatically the inter-ethnic conflict cases; doubling the number of cases brought to human rights and justice institutions; improving trust in and performance of government. The strong leadership provided by the Office of the President and the United Nations Resident Coordinator yielded results that instill confidence in the direction of the path ahead.

With all the positive achievements, however, there is still more work that needs to be done to sustain peace in the country. The rise of radicalization potentially leading to violent extremism and its spread across national borders has recently emerged as a serious issue, related particularly to recruitment carried out by religious extremist groups into banned religious organizations and to join foreign terrorist fighters abroad.

Moreover, newly emerging phenomena threaten to reverse the development gains made over the past years under the previous PPP. The Final Evaluation of the implementation of the previous Plan conducted in May 2017 also mentioned issues related to radicalization potentially leading to violent extremism as a serious threat to stability and sustainable peace and development in Kyrgyzstan.

To consolidate and further strengthen the development gains over the years and deal with new

peacebuilding challenge, UN Country team jointly with the Government of the Kyrgyz Republic and with the support from UN Peacebuilding Fund has developed a new Peacebuilding Priority Plan for 2018-2020. The new Plan focuses on a set of measures to cope with the emerging challenges related to the prevention of violent extremism. The Joint Steering Committee (JSC) which was established in 2013 by the decree of the President of the Kyrgyz Republic to formulate and oversee implementation the first Plan will continue performing same functions under the new Plan with support from the PBF Secretariat.

In April 2019 the composition of the JSC was renewed to correspond to the changes in the PBF portfolio. The current JSC consists of 20 state agencies, 8 RUNOs, 6 representatives of civil society, expert community and academia and two co-chairs. These changes were also endorsed by the President's decree.

To meet the responsibilities of the Secretariat and to perform relevant coordination, M&E and other tasks, this project document entitled 'PBF Secretariat Support to Joint Steering Committee and PRF projects' has been elaborated in addition to the three PRF Outcome project documents, as integral part of the new PPP implementation. The project enables functioning of the Secretariat in its full capacity to support the work of the Joint Steering Committee and its Co-chairs.

The project aligns with/supports the following existing Governmental and UN strategic frameworks, which in turn helps ensure national ownership:

- National Strategy of Sustainable Development for the Kyrgyz Republic,
- the Program of the Government of the Kyrgyz Republic on countering extremism and terrorism for 2017 – 2022
- Action plan of the Kyrgyz Republic to implement the UN Security Council Resolution No 1325 for 2018 – 2020.
- "Concept Paper on State Policy in the Sphere of Religion of the Kyrgyz Republic for 2014-2020"
- Law of the Kyrgyz Republic "On ratification of the agreement between the Kyrgyz Republic and the Republic of Uzbekistan on confidence-building measures in the border area"
- The agreement signed by the two Presidents (Atambayev and Mirziyoyev) on 6 October 2017 in Tashkent aim at strengthening security and confidence between Kyrgyzstan and Uzbekistan in particular at the Kyrgyz-Uzbek state border area.
- UNDAF outcome(s) to which the project contributes: Outcome 2: By 2022, institutions at all levels are more accountable and inclusive ensuring justice, human rights, gender equality and sustainable peace for all
- Sustainable Development Goal to which the project contributes: SDGs 16, 4, 5, 10, 17

c) **A summary of existing interventions in the proposal's sector by filling out the table below.**

Project name (duration)	Donor and budget	Project focus	Difference from/ complementarity to current proposal
N/A			

The project supports implementation of the PPP and other projects (GYPI, cross-border) by ensuring that the PBF's resources are programmed on the basis of broad consultation, the

availability of high-level expertise, and mobility for planned activities. It will also support an open dialogue between RUNOs, NUNOs and national counterparts on project implementation to ensure national ownership of projects' results.

The project would ensure synergy of its activities with projects of implementing agencies by conducting joint activities such as perception surveys, joint monitoring and other activities that would serve the purpose of achieving results of PPP, the projects implemented under the PPP and other additional projects funded by PBF (GYPI, cross-border). Many of the project's activities, including baseline and endline surveys will be planned jointly with national counterparts to ensure that the approach to measuring impact on peacebuilding would become an instrument to be used further.

One of the decisions at the JSC meeting conducted on October 6th 2017 was to expand the JSC membership and invite other non-UN development partners working on the same topic utilizing JSC meetings as one joint coordination platform. The work of the JSC supported by Secretariat will help other donors and implementing organizations working in peacebuilding strengthen results of their work by complementing each other's activities and avoiding possible overlap and duplication, collectively reaching out to more target groups, enforcing local ownership and making long-term commitments.

Coordination with other donors, development partners, representatives of CSO and the state through their participation in the JSC meetings, as well as through other means would ensure better complementarity of all peacebuilding activities in the country. During the period of implementation of the PPP and other projects funded by PBF in Kyrgyzstan, Secretariat would continue using coordination mechanisms which were set up and successfully utilized to support implementation of the previous PPP.

The decision on the expansion of the JSC mentioned above has not been executed yet due to changes of the government co-chair. The idea of the expansion and necessity for broader coordination with all other peacebuilding stakeholders was raised again during the strategic review workshop on March 12-13, 2020. JSC co-chairs plan to realize this idea in 2021 as part of the re-eligibility phase with PBF for 2021-2025.

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

- a) A brief **description of the project content** – in a nutshell, what are the main results the project is trying to achieve, the implementation strategy, and how it addresses the conflict causes or factors outlined in Section I (must be gender- and age- sensitive).

The JSC, co-chaired by a high-ranking representative from the Office of the President and the UN Resident Coordinator in the Kyrgyz Republic, consists of 28 (34 since 2019) official members representing Kyrgyzstan's Parliament, offices of the President and the Government, state institutions, civil society organizations and UN agencies. In addition to official members, there are observers, who usually attend JSC meetings on a regular basis. As a result, on average meetings of JSC are attended by 50-60 people at a time allowing all stakeholders, including donors, development partner organizations, representatives of academia, media, thematic experts and beneficiaries contribute in a transparent way to the effective work of JSC.

JSC members and observes gained valuable experience and good understanding of various aspects of peacebuilding work in Kyrgyzstan during implementation of the first PPP. In June

2013 based on peacebuilding needs analysis report the JSC developed and approved the first Peacebuilding Priority Plan (PPP) for Kyrgyzstan. In order to achieve the outcomes of the first PPP UN agencies implemented 10 projects during 2013-2016, which were approved by JSC and subsequently monitored and guided. The work of the JSC in overseeing the projects' implementation was supported by a Secretariat, which was set-up primarily for this goal to support the co-chairs of the JSC. It serves as an interface between the JSC as the strategic decision-making body, state institutions, civil society organizations, development partners and UN agencies in the country. The Final Evaluation of the implementation of the previous Plan, multiple visits from PBSO confirmed effective and crucial role that JSC plays in peacebuilding activities in Kyrgyzstan. JSC co-chairs presented Kyrgyzstan's peacebuilding experience in front of the Peacebuilding Commission (PBC) in October 2016, when Kyrgyzstan was finishing its work on implementation of the first PPP. Regional cross-border cooperation in Central Asia and issues related to radicalization potentially leading to violent extremism were highlighted as Kyrgyzstan's new peacebuilding challenges at the PBC meeting.

Under the auspices of the JSC, the UN Country team jointly with the government of the Kyrgyz Republic spent approximately one year analyzing the situation related to the complex subject of PVE, conducting its own research and studying what others have found. Results of this thorough analytical work have become a foundation for all three Outcomes in the new Peacebuilding Priority Plan for 2018-2020 and consequently for the three Outcome PRF proposals through which the new PPP will be implemented. If the previous PPP was implemented through 10 PRF projects, the new PPP will be implemented only through three large joint PRF projects. As per recommendation of the final evaluation of the first PPP, joint work of several RUNOs within a given Outcome bring stronger results. Therefore, each project will be jointly implemented by several RUNOs which requires even more coordination both within any given Outcome group but also within larger PPP. The JSC will remain to be the main supervisory and strategic oversight body for implementation of the new PPP and the Secretariat will continue supporting effective performance of the JSC.

The overall role of Secretariat is to ensure coordination of all key stakeholders in peacebuilding area in Kyrgyzstan – national authorities, civil society, development partners and UN agencies. The Secretariat also performs functions related to monitoring the progress towards PPP outcomes utilizing specific mechanisms for oversight and coordination, such as the Oversight Groups and Outcome Working Groups as well as traditional monitoring mechanisms such as the baseline and end line surveys and possibly community-based monitoring scheme. Secretariat will provide assistance and guidance to the JSC and RUNOs/NUNOs through coordinating activities, joint processes, liaising with PBF, RUNOs/NUNOs, government, civil society, development partners and expert community and ensuring quality control of regularly submitted donor reports. In addition, Secretariat will help guide/ensure that project-level final evaluations are conducted on time and with sufficient budget.

The Secretariat also has to ensure that effective communication system is in place to raise public awareness about peacebuilding efforts in Kyrgyzstan and that RUNOs and NUNOs fulfil their obligations with regards to gender and youth involvement. Inclusive communication and open dialogue with the project stakeholders will reinforce the sense of the national ownership of project's result and in turn help all relevant actors achieve their peacebuilding goals.

Taking into account relative novelty of the PVE as a field, UNCT in Kyrgyz Republic proposes to host an international mid-term PVE symposium in 2019 as a learning exercise. After additional consultations with PBF, it was decided to either postpone this event or hold it regionally within Central Asia. As a result, PBF Secretariat supported the work of one of the

eminent persons Ms. Roza Otunbayeva in holding regional consultation on UN peacebuilding architecture review.

In addition to the above functions, the PBF Secretariat spearheaded the implementation of Learning and Adaptation strategy that enabled consistent learning of the context, calculation of risks and adjustment in implementation to maximize the impact.

To address the issue of differences in vulnerability factors in various target communities and avoid one size fits all approach, PBF Secretariat supported development and implementation of another innovative instrument called localized analysis. It helped identify vulnerability and resilience factors specific to any given community, tailor project activities in accordance with these factors.

These two approaches enabled 6 UN Agencies, dozens of CSOs and state institutions continually apply adaptive management to peacebuilding interventions informed by learning and risk calculations.

With the UNRC support, PBF Secretariat led and supervised a conflict and peace analysis in 2019, which, for the first time in Kyrgyzstan`s history focused not only on conflict drivers but also on peace engines. The promotion of the final CPA report presented challenges such as denial of some elements of the report by state partners, multiple subjective technical and political comments, all of which were addressed successfully through additional consultations supported by PBF Secretariat under UNRC leadership. As a result, in addition to UN peacebuilding programming and Kyrgyzstan`s re-eligibility application with PBF, the CPA will now inform national policies, strategies and programmes in conflict prevention and sustaining peace.

In March 2020 PBF Secretariat planned and organized a regional consultation on UN peacebuilding architecture review, led by the ex-President of the Kyrgyz Republic assigned by the UNSG as one of the 5 eminent persons globally. PBF Secretariat mobilized resources, engaged 8 regional peacebuilding organizations and facilitated discussions of 50 participants from 4 countries, based on which an outcome regional report was produced. The report fed into a global report of the UNSG, for the first time Central Asia participated in the global review as a separate region. In turn this report should stimulate additional thinking and actions by governments in the region.

- b) Provide a **project-level ‘theory of change’** – i.e. explain the type of change envisaged by the project and how do you expect the project interventions to lead to results and why have these interventions been selected. What are the assumptions that the theory is based on?

(Note: Change may happen through various and diverse approaches, i.e. social cohesion may be fostered through dialogue or employment opportunities or joint management of infrastructure. The selection of which approach should depend on context-specific factors. What basic assumptions about how change will occur have driven your choice of programming approach?)

The theory of change of the project provides that If the Secretariat provides quality services on coordination, communication and monitoring and evaluation of progress against PPP outcomes, then this will contribute to successful implementation of PPP, because coherence, collaboration and synergies among the various stakeholders in implementing PRF projects that address various aspects of the PPP will be enhanced.

With continued assistance of PBF, the Secretariat in Kyrgyzstan will be able to support the implementation of the new PPP 2018-2020. In order to achieve the PPP outcomes, the Secretariat needs to play a meaningful coordination role, involving all key stakeholders.

The main target groups of the project are state institutions, civil society organizations of Kyrgyzstan, RUNOs/NUNOs, implementing partners, expert community and other development partners working on issues related to three Outcomes of the new PPP and additional GYPI and cross-border projects funded by PBF. The key beneficiary is the Joint Steering Committee comprised of 28 (34 since 2019) people representing governmental institutions, civil society organizations and UN agencies, as well as development partners as observers. The Office of the President of the Kyrgyz Republic, in particular the Department of Ethnic, Religious Policies and Interaction with Civil Society (now called Department on Monitoring Humanitarian Development and Interaction with Civil Society Institutions) would be among key counterparts of the project implementation.

RUNOs, NUNOs and their implementing partners would benefit from this project because of better overall coordination and communication and joint oversight, monitoring and evaluation. RUNOs and NUNOs mainly focus on implementation of their projects while the Secretariat is the key body for monitoring progress in achieving the PPP outcomes, GYPI and cross-border project results and coordination joint efforts.

Development partners who are not implementing PRF projects, GYPI and cross-border projects would be informed about the work done under the PBF by the Secretariat and would benefit from the overall coordination function carried out by the project. Also, Secretariat will share with JSC members and observers innovative approaches utilized in other PBF supported countries in tackling issues related to PVE and other similar projects.

Outcome:

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

The Secretariat assists the JSC in periodic review of Kyrgyzstan's PPP, and associated objectives and guidelines, in response to evolving security, political and socio-economic issues in Kyrgyzstan and the JSC's ongoing consultation with PBF. It also prepares annual PPP reports on behalf of JSC (now PRF annual strategic report from the UNRC to the head of PBF).

Under the overall supervision of JSC co-chairs, the Secretariat ensures transparent information flow among members of the JSC and all relevant stakeholders and provides overall coordination in monitoring of the progress towards PPP outcomes, including joint advocacy and outreach of PRF projects in Kyrgyzstan and progress towards the results of other PBF funded projects in the country. The Secretariat will comprise of 3-4 staff members (and where required consultancy support).

Secretariat assists JSC in its commitment to public disclosure with appropriate communication materials provided by RUNOs/NUNOs. Upon agreement with relevant offices, information shall also be posted on the UNPBF website www.unpbf.org (now <https://www.un.org/peacebuilding/>) and distributed via other communication channels. Relevant and appropriate information must be posted on UN system's website in Kyrgyzstan, www.kg.one.un.org (now <https://kyrgyzstan.un.org/>). Such reports and documents may

include records of decisions, summary sheets of approved projects, spending level and financial and progress reports and summaries of internal and external project evaluations. The JSC shall take all reasonable steps to ensure the accuracy and appropriateness of material to be posted.

Output 1: Secretariat develops, in consultation with JSC members, reports required by donor and submits them in timely manner

Activity 1.1. Documenting, communicating and ensuring follow-up of the JSC's decisions, particularly ensuring submission of appropriately signed and complete project documentation to the MPTF Office

Activity 1.2. Reviewing reports and providing necessary updates to JSC co-chairs and PBF

Output 2: Established coordination mechanisms that contribute to achieving PPP outcomes and timely communication of relevant information.

Activity 2.1. Providing JSC/UNCT secretarial support including organising meetings, recording minutes and sharing documents with members and observers of the JSC and UNCT. Coordinating interactions between UNCT and state institutions within PPP implementation

Activity 2.2. Liaising with PBF on any issues related to PBF procedures, rules and regulations, including no-cost extension, financial reporting, project closure, etc and inform RUNOs. Acting as a local repository of knowledge regarding the rules and regulations of the PBF and related management arrangements.

Activity 2.3. Supporting inter-project coordination by organizing regular Outcome group meetings with participation of all relevant stakeholders from UN, state and IPs.

Activity 2.4. Promoting awareness on the PRF interventions amongst Government, civil society, the public and international partners

Activity 2.5. Documenting issues and periodically sharing 'lessons learnt' with the JSC and PBF

Output 3: Monitoring and evaluation: M&E system that provides information about achieving PPP outcomes at all levels (national and local) for strategic decision making in the area of peacebuilding is established.

Activity 3.1. Organizing the Evaluability assessment in 6-8 months after the start of all projects to validate approaches, target areas and interventions. and follow up actions are taken according to the recommendations

Activity 3.2. Tracking the implementation of projects against the PPP, identifying problems that may arise in relation to project delivery and management and advising the JSC on appropriate action, with follow up and reporting back on progress or lack thereof.

Activity 3.3. Coordinating the work of Baseline and Endline surveys and assist in setting up community-based monitoring if appropriate

Activity 3.4. Organize Oversight Group visits to project sites, including providing orientation for Oversight group members and facilitating development of the joint Oversight Group report and ensuring that the reports are presented at JSC meetings

Activity 3.5. Providing guidance to RUNOs on common methodology for monitoring and evaluation and related issues.

Activity 3.6. Help guide and ensure that project-level final evaluations are conducted on time and with sufficient budget.

Output 4: Enhanced capacity of the JSC members and key stakeholders to monitor and better guide the implementation of PPP.

Activity 4.1. Organize specific capacity building trainings for UN project staff, Oversight Group members, government and implementing partners, including project impact monitoring and evaluation training.

Activity 4.2. Ensuring linkages of PPP Kyrgyzstan to national processes, in particular National Program of the Government of Kyrgyz Republic on countering Extremism and Terrorism for 2017-2022, The Government Programme “40 steps into the future” (2017-2040), The Concept of state policy of the Kyrgyz Republic in the religious sphere for 2014-2020, Concept on National Unity, UNDAF (2018-2022), United Nations Secretary General’s Plan of Action to Prevent Violent Extremism (A/70/674), UN Secretary General’s 7-point agenda on gender responsive peace-building and other relevant strategic frameworks.

Activity 4.3. Maintaining a database on implementing partners, experts on PVE-relevant issues.

Activity 4.4. In coordination with PBF and UNDP’s Global PVE programme, take leading role in organizing a mid-term PVE symposium as a learning exercise for national and international stakeholders.

- c) **Project result framework**, outlining all project outcomes, outputs, activities with indicators of progress, baselines and targets (must be gender- and age- sensitive). Use **Annex B**; no need to provide additional narrative here.
- d) **Project targeting and sequencing strategy** – provide justification for geographic zones, criteria for beneficiary selection, expected number and type of beneficiaries and justification, timing among various activities, any measures to ensure coherence and connection between outcomes, and any other information on implementation approach (must be gender- and age-sensitive). No need to repeat all outputs and activities from the Result Framework.

III. Project management and coordination (4 pages max)

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

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
N/A					

PBF Secretariat as part of the UN RCO with UNDP's support as an Administrative Agent locally has an extensive experience in managing, coordinating and providing secretariat support to joint projects that require multi-stakeholder coordination. Such experience includes coordination, management and implementation support including reporting to MPTF and Joint Steering Committee in accordance with MPTF requirements. The PPP will be implemented by 6 UN agencies in three Outcome directions. Implementation of the previous PPP helped build in-house capacity to coordinate various stakeholders in complex projects as well as to contribute to the coherence and effective results using the Delivering as One model principles. The experience also includes RCO support to the design, implementation and monitoring of the peacebuilding projects that were supported by the UN Peacebuilding Fund since 2010 through the Immediate Response Facility (IRF 1&2) as UN response to the April and June 2010 events, 2013-2016 PPP, multiple GYPI projects and a cross-border project between Kyrgyzstan and Tajikistan.

- b) **Project management and coordination** – present the project implementation team, including positions and roles and explanation of which positions are to be funded by the project (to which percentage). Explain project coordination and oversight arrangements and ensure link with PBF Secretariat if it exists. Fill out project implementation readiness checklist in **Annex C** and attach key staff TORs.

Coordination arrangement is carried mainly through regular participation at the JSC meetings of all relevant stakeholders with presence of national counterparts, civil society, RUNOs and NUNOs, donors and development partners.

Additional coordination arrangements will be made by creation of coordination mechanisms within priority outcomes and across projects on issues such as gender, youth, human rights and work in the same geographic locations.

RUNOs/National Counterparts/Implementing Partners/Others	Roles and Contributions	Duration/Period of Engagement

Office of the President/ Department of ethnic, religious policies and interaction with the civil society (now called Department on Monitoring Humanitarian Development and Interaction with Civil Society Institutions)	Streamlining expectation on the side of national counterparts on the needs and approaches for engagement with projects	3 years
JSC members	Input and feedback for support provided by the Secretariat Participation in joint (with RUNOs/NUNOs) monitoring activities, Outcome group meetings and Oversight group visits.	3 years
UN Agencies and CSO recipients of PBF funding (NUNOs)	Participation in coordination of project implementation and in their monitoring and evaluation	3 years
Donor community and other development partners	Communication of extant and planned projects to avoid duplication/create synergies	3 years

Organizational Chart of Project Management Structure



Duty station of the project's staff is Bishkek city with regular field trips to the target areas of the PPP. Monitoring and evaluation of PPP implementation would be done in all respective geographic sites where RUNOs implement their interventions.

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

Table 5 – Risk management matrix

Risks to the achievements of PPP outcomes	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy
<i>Stakeholder engagement</i>			
Political and social disruption	Medium	High	Secretariat assists JSC so that it constantly works with UN, government partners and civil society to sustain ownership of the process and jointly manage external risks
Weakening political will to achieve priority outcomes of the PPP	High	High	arranges continuous dialogue with state bodies and civil society to discuss the projects and their engagement in achieving the aims
Implementation capacity of Implementing Partners	Low	High	facilitates project selection process that also considers existing capacity of IPs
<i>Access and security</i>			
Peacebuilding interventions fueling tensions instead of promoting peace	Medium	High	undertakes continuous monitoring of changing conflict dynamics and application of Do No Harm methodology to ensure that all projects are conflict sensitive, making adjustments to project design where needed
Outbreak of violent conflict and natural disasters that could cause delays in implementation	Medium	High	ensures that projects are managing external risks through drafting of contingency plans

- d) **Monitoring and evaluation** – What will be the M&E approach for the project, including M&E expertise in the project team and main means and timing of collecting

data? Include a break-down of M&E budget that the project is putting aside, including for collection of baseline and end line data for indicators and for an independent evaluation, and an approximate M&E timeline. Ensure at least 5-7% of the project budget is set aside for M&E activities, including sufficient funds for a quality independent evaluation.

The Secretariat will be responsible for PPP Monitoring and Evaluation. Assistance and guidance will be provided to the JSC and RUNOs through quality control of half-yearly, annual and end of project programmatic reports.

The Secretariat will be responsible for designing and building M&E systems at the PPP level:

- Providing technical support to RUNOs/NUNOs in designing project level M&E systems,
- Refining the Results Framework of the PPP and other PBF funded projects;
- Improving the M&E Plans for PPP and other PBF funded projects;
- Designing instruments of data collections/analysis/visualization;
- Providing technical support on M&E issues to RUNOs/NUNOs;
- Disseminating reporting requirements of PRF/IRF projects;
- Coordinating the work of PPP Baseline/Endline survey and conducting baseline/endline data collection activities.

To sustain M&E systems at PPP level (+other PBF funded projects) the Secretariat will:

- Ensure project reporting responsibility of RUNOs/NUNOs and quality of the reporting;
- Report the progress against PPP results (+other PBF funded projects);
- Conduct joint field monitoring visits with RUNOs/NUNOs/RCO/JSC/PBSO/Donors/IPs
- Equip the JSC and UNCT with monitoring capacities.
- Assess possibility of setting up a community-based monitoring

Measuring the impact at PPP level (+other PBF funded projects) will be done through:

- Overseeing project evaluations;
- Coordinating PPP (+other PBF funded projects) end-line survey;
- Working with PBSO to manage a final external evaluation of the PPP (+other PBF funded projects).
- Help guide and ensure that project-level final evaluations are conducted on time and with sufficient budget. Ensure that ToRs of Final evaluations at project level are approved by PBF.

At the end of the project the Secretariat will disseminate lessons learned, good practices and innovations.

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

Kyrgyzstan's eligibility to receive funding from the United Nations Peacebuilding Fund (PBF) expired at the end of 2019. The Kyrgyz government has expressed its strong interest in a new round of eligibility structured around new needs and priorities in the country. In line with this, the Peacebuilding Fund (PBF) and the Resident Coordinator's Office in Kyrgyzstan co-conducted a strategic review exercise to assess the peacebuilding related needs and challenges in Kyrgyzstan and identify whether the PBF remained well suited to support the response to these challenges. As part of the strategic review exercise a two-day workshop was organized which brought together participants from Kyrgyz state agencies, civil society, academia, local authorities, and other development partners. The overall aim of this workshop was to enrich findings of the strategic review and reflect on the ongoing implementation of the PBF portfolio with the view of Kyrgyzstan's application for re-eligibility for PBF funding.

In addition to this, the UN Resident Coordinator's Office (RCO) of the Kyrgyz Republic in consultation with the UN PBF has launched a number of consultative processes to ensure national ownership and collaborative identification of the country's five-year peacebuilding priorities. Consultative processes included national partner meetings, Joint Steering Committee (JSC) meetings, and strategic workshop mentioned above. The consultations are important to build shared ownership with national stakeholders, to foster a common understanding of the causes and risk factors for conflict, and to identify prevention measures to ensure sustainable peace in the country.

All elements for the PBF re-eligibility application are in place – conflict and peace analysis, strategic review of the previous PBF portfolio, approximate peacebuilding directions – which inform key conceptual ideas around the PBF framework focused on strengthening/building infrastructure for peace (horizontal social cohesion, vertical social cohesion, and cross-border programming).

Based on the above, the Kyrgyz Republic will submit a re-eligibility request within the next several months. This request will include a continuation of the PBF Secretariat's work for the new eligibility cycle.

IV. Project budget

If helpful, provide any 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 funds for independent evaluation. Proposed budget for projects involving non-UN direct recipients must include funds for independent audit.

State clearly in how many tranches the budget will be provided and what conditions will underpin the release of a second or any subsequent tranche. Standard approach is two tranches for UN recipients and three tranches for non-UN recipients with the second tranche being released upon demonstration by the project (by the Coordinating Agency on behalf of the project and through the Resident Coordinator's Office or PBF Secretariat) that the first tranche has been expensed or committed to at least 75% between the recipients and upon completion of any regular PBF reports due in the period elapsed. Additional tranches or conditions may be added depending on the project context, implementation capacity, and level of risk.

Funds transfers will be made in two performance-based tranches. Tranche two will be released upon authorization by PBF that the following benchmarks or conditions have been met:

1. Evidence of expenditure of 80% of the first tranche
2. Completion of baseline survey

Table 2: Project Output/Activity Budget

Output number	Output names	Output budget	Amount allocated to Gender Equality and Women's Empowerment (at least 10%)	UN budget category (see table below for list of categories)
Output 1	Secretariat develops, in consultation with JSC members, reports required by donor and submits them in timely manner	96,485	9,600	Staffing, contractual services
Output 2	Established coordination mechanisms that contribute to achieving PPP outcomes and timely communication of relevant information.	190,485	20,500	Staffing, contractual services, supplies, travel
Output 3	Monitoring and evaluation: M&E system that provides information about achieving PPP outcomes at all levels (national and local) for strategic decision making in the area of peacebuilding is established.	236,485	23,650	Staffing, contractual services, supplies, travel
Output 4	Enhanced capacity of the JSC members and key	28,198	3,000	Staffing, contractual services, supplies, travel

	stakeholders to monitor and better guide the implementation of PPP.			
TOTAL		\$ 551,653	\$ 56,750	

Table 3: Project budget by UN categories

Project Budget by PBF Cost Categories	AMOUNT UNDP		TOTAL in USD
	Tranche 1 in USD	Tranche 2 in USD	
JSC Secretariat operational and technical costs			
1. Staff and other personnel cost	242,158	103,782	345,940
2. Supplies, commodities, materials	16,800	7,200	24,000
3. Equipment, vehicles, furniture including depreciation	6,300	2,700	9,000
4. Contractual services	42,000	18,000	60,000
5. Travel	28,437	12,188	40,624
6. Transfers and grants to counterparts	0	0	0
7. General operating and other direct costs	25,200	10,800	36,000.00
Sub-Total Project Costs	360,895	154,670	515,564
8. Indirect support costs (not exceed 7%)*	25,262	10,826	36,089
Total Project Cost	386,157 USD	165,496 USD	551,653 USD

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

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

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

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

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

AA Functions

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

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

Accountability, transparency and reporting of the Recipient United Nations Organizations

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

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

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

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)
<i>Certified final financial report to be provided by 30 June of the calendar year after project closure</i>	

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

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

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

Ownership of Equipment, Supplies and Other Property

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

Public Disclosure

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

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

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

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

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

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

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

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

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

Reporting:

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

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

Financial reports and timeline

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

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

Ownership of Equipment, Supplies and Other Property

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

Public Disclosure

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

Final Project Audit for non-UN recipient organization projects

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

Special Provisions regarding Financing of Terrorism

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

Non-UN recipient organization (NUNO) eligibility:

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

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

- Has previously received funding from the UN, the PBF, or any of the contributors to the PBF, in the country of project implementation
- Has a current valid registration as a non-profit, tax exempt organization with a social based mission in both the country where headquarter is located and in country of project 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 project⁷
- Demonstrates at least 3 years of experience in the country where grant is sought
- Provides a clear explanation of the CSO's legal structure, including the specific entity which will enter into the legal agreement with the MPTF-O for the PBF grant.

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

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

Outcomes	Outputs	Indicators	Means of Verification/ frequency of collection	indicator milestones
<p>Outcome 1: Effective coordination, monitoring, reporting, evaluation and communication on the achievement of the Priority Plan results and the projects that support it.</p>	<p>Output 1 Secretariat develops, in consultation with JSC members, reports required by donor and submits them in timely manner</p> <p>Output 2 Established coordination mechanisms that contribute to achieving PPP outcomes and timely communication of relevant information.</p> <p>Output 4 Enhanced capacity of the JSC members and key stakeholders to</p>	<p>Indicator 1.1 JSC Annual Report submitted within 7 days of the deadline Baseline: 0 Target: 3</p> <p>Indicator 1.2 Quality of JSC Annual Reports rated "acceptable" by PBSO review team Baseline: 0 Target: tbd</p> <p>Outcome Indicator 1c Baseline: Target:</p>	<p>Transmittal e-mail of JSC Annual Report</p> <p>Report review matrix (PBF)</p>	
		<p>Indicator 2.1 Key partners (e.g. RUNOs as well as non-JUN stakeholders) satisfied with level and timeliness of PBSO communication and coordination Baseline: Target:</p>	<p>bi-annual partnership survey</p>	
		<p>Indicator 2.2 % of coordination activities conducted as planned</p> <p>Indicator 2.3 The level of satisfaction with Secretariat's job among JSC and RUNOs Baseline: N/A Target: 80%</p>	<p>bi-annual partnership survey</p> <p>Online survey</p>	
		<p>Indicator 4.1 # of field visit reports with recommendations prepared by the Oversight Group and presented to the JSC.</p>		

	<p>monitor and better guide the implementation of PPP.</p>	<p>Indicator 4.2 # of trainings conducted (on gender responsive peacebuilding, HRBA, DS)</p>		
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Annex C: Checklist of project implementation readiness

Question	Yes	No	Comment
1. Have all implementing partners been identified? If not, what steps remain and proposed timeline			
2. Have TORs for key project staff been finalized and ready to advertise? Plz attach to the submission			
3. Have project sites been identified? If not, what will be the process and timeline			
4. Have local communities and government offices been consulted/ sensitized on the existence the project? Please state when this was done or when it will be done.			
5. Has any preliminary analysis/ identification of lessons learned/ existing activities been done? not, what analysis remains to be done to enable implementation and proposed timeline?			
6. Have beneficiary criteria been identified? If not, what will be the process and timeline.			
7. Have any agreements been made with the relevant Government counterparts relating to project implementation sites, approaches, Government contribution?			
8. Have clear arrangements been made on project implementing approach between project recipient organizations?			
9. What other preparatory activities need to be undertaken before actual project implementation can begin and how long will this take?	N/A		

Annex D: Detailed and UNDG budgets (attached Excel sheet)