

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



United Nations
Peacebuilding

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

Country (ies): South Sudan			
Project Title: Secretariat support to the PBF portfolio in South Sudan Project Number from MPTF-O Gateway (if existing project):			
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.): United Nations Development Programme (UNDP) South Sudan List additional implementing partners, Governmental and non-Governmental:			
Expected project commencement date¹: January 2022 Project duration in months:² 24 months Geographic zones for project implementation: Juba and field locations, South Sudan			
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): UNDP: \$ 2,148,025.96 Total: \$ 2,148,025.96 <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> Any other existing funding for the project (amount and source): Project total budget:			
PBF 1st tranche: 70% UNDP: \$ 1,503,618.17 Total: \$ 1,503,618.17	PBF 2nd tranche*: 30% UNDP: \$ 644,407.79 Total: \$ 644,407.79	PBF 3rd tranche*: XXXX: \$ XXXXXX XXXX: \$ XXXXXX XXXX: \$ XXXXXX Total:	__ tranche XXXX: \$ XXXXXX XXXX: \$ XXXXXX XXXX: \$ XXXXXX Total:

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.

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

- a) Regarding time sensitive - South Sudan is making progress on the implementation of the revitalized peace agreement, however the country still faces severe humanitarian and security challenges including rampant violent youth unrest, two consecutive years of devastating floods, invasion of desert locusts, increased refugees, and displaced persons, coupled with the COVID-19 pandemic that curtailed movements and disrupted supply chains.
- b) On catalytic – To date all consultations regarding the PBF agenda has been undertaken relying on RCO limited existing capacity, however, since eligibility was granted, RCO has lost two staff. The new eligibility growing portfolio of PBF requires rapid deployment of technical capacity, specifically a Secretariat based in Juba, to coordinate and monitor PBF projects, support implementing agencies, and liaise with key government counterparts and civil society.
- c) The PBF is implemented in a highly unpredictable environment, addressing several interlinked areas and critical peacebuilding gaps in a manner that is responsive, catalytic, and flexible. In terms of its catalytic effects, the PBF will continue to leverage additional resources flow through its innovative approaches and its complementarity with other existing financing instruments. The growing portfolio of work requires rapid deployment of technical capacity, or a Secretariat based in Juba with ability to travel to field locations to monitor and coordinate PBF projects, support implementing agencies, and liaise with key government counterparts and civil society. Critically, the Secretariat will support the implementation of the government peace building strategy under the Ministry of Peace Building and key activities under the SRF.
- d) The Secretariat will ensure that the PBF portfolio remains strategic and aligned to key priorities in South Sudan in the National Development Strategy (NDS) including supporting the establishment of Ministry of Peace Building Secretariat and Fund as agreed in the revitalize Peace Agreement, this will include providing oversight on PBF funding for monitoring of the Ministry of Peace Building Strategic Framework.

Summarize the in-country project consultation and endorsement process prior to submission to PBSO, including through any PBF Steering Committee where it exists:

The DSRSG/RC/HC Office has maintained a good dialogue with all stakeholders including the office of the Minister for Peace Building since the Ministry's inception and will continue to work closely together during the implementation phase of the next generation of PBF projects.

To develop the PBF Secretariat project, consultations were held with the Ministry of Peace building, the inter-agency programme management team and the UNCT. The RCO also studied PBF structures in other countries for lessons learnt.

Project Gender Marker score: 1³

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

³ **Score 3** for projects that have gender equality as a principal objective

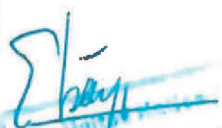

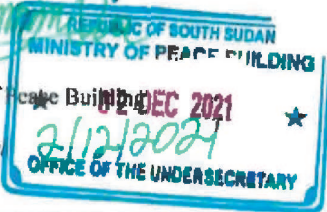
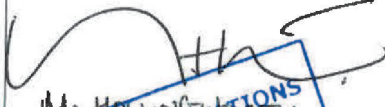


Score 2 for projects that have gender equality as a significant objective

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

<p>\$ Towards GEWE (includes indirect costs): \$ 629,547.34 % Towards GEWE: 29.31%</p>	
<p>Project Risk Marker score: 1 ⁴</p>	
<p>Select PBF Focus Areas which best summarizes the focus of the project (<i>select ONLY one</i>):</p> <p>If applicable, UNDAF outcome(s) to which the project contributes: Strategic Priority Area 1: Building Peace and strengthening governance, and Strategic Priority Area 4: Empowering Women & Youth Outcome 1.1: The South Sudanese population, particularly most vulnerable groups benefit from strengthened peace infrastructures and accountable governance at national, state, and local levels. Outcome 4.1: Participation and leadership in decision-making, and protection against gender-based violence for women and youth enhanced.</p> <p>If applicable, Sustainable Development Goal to which the project contributes: SDG16: Peace, justice, and strong institutions</p>	
<p>Type of submission:</p> <p><input checked="" type="checkbox"/> New project <input 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 type="checkbox"/> Additional duration in months: Change of project outcome/ scope: <input type="checkbox"/> Change of budget allocation between outcomes or budget categories of more than 15%: <input type="checkbox"/> Additional PBF budget: <input type="checkbox"/> Additional amount by recipient organization: USD XXXXX</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 TRACKED CHANGES, ensuring a new result framework and budget tables are included with clearly visible changes. Any parts of the document which are not affected, should remain the same. New project signatures are required.</i></p>

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

PROJECT SIGNATURES:

<p>Recipient Organization(s)⁵</p>  <p>United Nations Development Programme (UNDP) South Sudan Date & Seal 02-12-2021</p>	<p>Representative of National Authorities</p>   <p>Ministry of Peace Building Date & Seal 02 DEC 2021 OFFICE OF THE UNDERSECRETARY</p>
<p>Head of UN Country Team</p>   <p>M. HOLLINGWORTH UNITED NATIONS SOUTH SUDAN UN Resident Coordinator's Office Date & Seal 02/12/2021</p>	<p>Peacebuilding Support Office (PBSO)</p>  <p>for Oscar Fernandez-Taranco Assistant Secretary-General Peacebuilding Support Office United Nations Date & Seal 7 December 2021</p>

⁵ Please include a separate signature block for each direct recipient organization under this project.

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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.*

Since the outbreak of the civil war in December 2013, recurring violence and conflict have continued to affect the South Sudanese people. The country continues to face significant economic challenges as well as inadequate basic service delivery, unemployment, high levels of gender-based violence and increased criminality. Cattle raiding and land disputes between pastoralists and farmers are also causes of conflict in many parts of the country. Pressing safety and security challenges include ineffective law enforcement and justice delivery at state and local levels; the spread of small arms and light weapons; land and border disputes; extensive gender-based violence; limited gender equality and a tendency towards the breakdown of social cohesion.

Since signing of the 2018 R-ARCSS, significant progress towards sustaining peace has been made with considerable reduction in political-related violence in most parts of the country. The transitional government of national unity has been formed and has embarked on implementing general commitments made by the peace agreement in the six (6) substantive chapters namely, (i) governance, (ii) security, (iii) humanitarian assistance and reconstruction, (iv) resources, economic and financial management, (v) transitional justice, accountability, reconciliation, and healing, and (vi) permanent constitution making.

Despite significant progress made in the peace implementation process, challenges are still enormous. Fundamental issues around security arrangements and particularly, training and deployment of a unified national army are yet to be solved by the parties to the agreement. The non-signatories to the 2018 R-ARCSS, also known as the Hold-Out Groups or South Sudan Opposition Alliance (SSOMA)⁶, remains as a key threat to the fragile peace and transition process. However, the Rome Declaration and the Naivasha Declaration of Commitments signed on January and March 2021 respectively, provide a roadmap and opportunity for SSOMA and the Government of National Unity to negotiate peaceful settlement of the conflict and achieve an inclusive and sustainable peace in South Sudan. At community levels, localized conflicts continue to endure with increase in inter-communal violence ensuing from competition over natural resources e.g., access to grazing land and water, cattle raiding and revenge killings.

Socio-economic deprivation and ethnicization of politics have been key contributing factors or triggers for violence and conflict in South Sudan. The country suffers from weak system of governance, characterized by a high degree of centralization around a non-cohesive political center and lack of a consolidated authority over the people and the territory. Decades of Sudanese civil wars (1955-1972 & 1983-2005) greatly undermined and weakened the traditional systems of governance including local economics and efficient utilization of natural resources. The current economic crisis, therefore, coincides with the widespread socio-economic exclusion and this has left many communities across the country without viable

⁶ . South Sudan Opposition Alliance consists of National Salvation Front (NAS) led by Thomas Cirilo, Real Sudan People's Liberation Movement (R-SPLM) led by Pagan Amum, South Sudan United Front (SSUF) led by former Chief General Staff, Paul and Malong and National Democratic Movement -Patriotic Front.

options for sustainable livelihoods and access to economic and market opportunities. The triple crises caused by violence, climatic variability (mainly flooding) and COVID-19, has increased extreme vulnerabilities and new displacements, adding to 1.6 million people already internally displaced, 2.19 million people as refugees in neighboring countries and 7.5 million people who are in dire need of food assistance⁷.

Weak national identity, factionalism, transactional politics, and reliance on community militia groups have exacerbated cleavages and advanced a culture of guns and violence in many parts of the country. Such divisions still dominate both Juba-based elite politics and competition for political influence in various regions of the country and therefore, there is a need for South Sudan's communities to develop a widely shared and cohesive national identity that can override ethnopolitical divides. Proliferation of small arms and light weapons and their widespread availability in the hands of civilian population is also one of the factors responsible for intensification of violent conflict at all levels. Large-scale demobilization, disarmament, and reintegration efforts (DDR) have been unsuccessful over years and local communities have been unwilling to voluntarily hand over their arms due to lack of confidence in government's ability and capacity to provide security to the citizens. This widespread presence of small arms across the country, has also contributed to militarization of the local political economies of livestock, which is also a significant proximate cause of conflict both at sub-national and local level. While elections⁸ are a critical end process of the peace agreement, South Sudan however, could be overburdened with too many expectations for a political transformation and legitimate government. Total lack of conventional party politics, political culture for successful elections and voting behavior that supersedes ethnic identities, could potentially trigger more violence and the country may slide back into a full-scale civil war. Provision of timely and adequate support in areas of intervention will critically contribute to reducing risks of violence and sustaining peace.

South Sudan is a highly patriarchal society⁹ and achieving gender equality may remain as a great challenge. Women and girls are largely excluded from key decision-making platforms and the country has one of the highest maternal mortality ratios in the world, high prevalence of child and forced marriages, sexual and gender-based violence (SGBV) while reporting on SGBV remains very low¹⁰. This is further made worse by the on-going inter-communal violence, climatic-induced displacements and weak justice system that do not hold perpetrators of SGBV to account. Since independence, the Government of the Republic of South Sudan has made significant change in terms of legal and policy frameworks supportive of women's participation in various political and economic structures. For example, the 2011 South Sudan's Transitional Constitution (as amended) appreciates the historic inequalities that exist between men and women and sets out a 25% affirmative action for women representation in both executive and legislative arms of the government. The 2018 R-ARCSS has increased this affirmative action from 25% to 35% and calls for reform in the security sector that is gender-responsive, to protect and promote the rights of women and girls and other minority groups in

⁷ . OCHA, South Sudan Humanitarian Snapshot, December 2020. New York (also available at https://reliefweb.int/sites/reliefweb.int/files/resources/south_sudan_humanitarian_snapshot_december.pdf)

⁸ The R-ARCSS provides that elections are to be held 60 days prior to the end of the transitional period which last 36 months from the formation of the R-TGoNU (Feb 22, 2020).

⁹ Gender norms, hierarchies, roles, and relations in any society are formed based on 'value' placements on resources, people, and work, and they are closely interconnected. For example, a lower cultural value is attached to women, which also leads to their work, such as unpaid childcare, to be of low social and economic value in comparison to men's work, such as earning an income (Ferrant et al., 2014).

¹⁰ Human Rights Watch (2013). Child and Forced Marriage in South Sudan. www.hrw.org/news/2013/03/07/child-and-forced-marriage-south-sudan accessed 17 July 2021

the South Sudan. However, the existence of high illiteracy rate among women in South Sudan limits their participation.

In May 2021, the UN Secretary-General renewed the eligibility of South Sudan to the Peacebuilding Fund for a period of five years. During this period, in line with the request of the Government of South Sudan and in support of the implementation of the R-ARCSS, PBF support will focus on supporting three main priorities: i) strengthening national democratization, justice and accountability processes; ii) addressing conflict resulting from and around displacement and iii) reducing the impact of localized conflict by strengthening local peace mechanisms and local conflict prevention.

South Sudan has implemented several national peacebuilding instruments:

-The South Sudan Peace Commission (SSPC), established in 2006, is the main instrument concerned with violent conflict at the local and subnational level. The SSPC aims to support customary conflict management by facilitating exchange between customary authorities and other actors involved in mediating conflicts, and national and international counterparts. They also support contextual analyses, especially through a presence at state level.

-The newly founded Ministry of Peacebuilding aims to be the operational hub of all peace initiatives. The Ministry holds the mandate and functions to create and implement policies and structures that promote peace, nonviolence, dialogue, reconciliation, and social cohesion, as well as to prevent and respond to psychosocial issues and trauma healing amongst South Sudanese communities also at state level. However, it lacks resources and political leverage and has not yet been able to move from dealing with the immediate implementation of R-ARCSS and subnational peacemaking to peacebuilding in a more general sense.

Like the SSPC, the Ministry aims to establish a presence in all states. The division of tasks between the SSPC and the Ministry of Peacebuilding is not entirely clear, and roles seem to partly overlap.

The UNCT works closely with the Ministry on capacity building and technical assistance, a key national partner for peacebuilding. The UNCT has been aiding the Technical Secretariat to support the process of developing a One South Sudan Peacebuilding Strategic Framework and Policy Documents. Institutional capacity building needs of the new ministry is urgently required to enhance political commitment, and leadership for implementation.

The project aligns to Strategic Outcome Statement 1 of the PBF Strategic Results Framework for South Sudan - South Sudan enjoys more democratic, accountable, and just national institutions which foster increased public confidence.

The PBF portfolio in South Sudan currently consists of 16 projects with a combined value of approximately USD 36 million. The portfolio is aligned with the overarching policy frameworks for South Sudan, including the National Development Strategy (NDS 2018-2021) and the UN Cooperation Framework (UNCF 2019-2022)¹¹. The NDS was a requirement by the 2015 peace agreement and its key focus was to consolidate peace and stabilize the economy. The UN-Wide Peacebuilding Plan (2018-2021) was developed fully in line with the UN

¹¹. The UNCT has extended its current UNCF to December 2022 to ensure alignment with the emerging revision of the National Development Strategy that is being reviewed by Ministry of Finance & Planning with technical from the UNCT.

Cooperation Framework (2019-2021) to guide peacebuilding activities in South Sudan. The NDS 2018-2021 is currently under review as required by Chapter IV of the 2018 R-ARCSS, to better align with the new political, economic, and institutional context.

As the PBF continues to increase its engagement in South Sudan, it is necessary to put in place a Peacebuilding Fund Secretariat based in the Resident Coordinator's office. The PBF Secretariat provide support to the RC's strategic direction of PBF engagement in the country; provide quality-control and coordination support for the portfolio of PBF-funded projects and help leverage synergies and partnerships with other peacebuilding actors in the country.

As the PBF governance mechanism in the country, the PBF Secretariat will 1) support the Ministry of Peace Building in providing national oversight of the PBF portfolio; 2) coordinate the work of the UN (RUNOs) and non-UN recipient organizations (NUNOs) within the programming cycle (design, monitoring/evaluation) and 3) ensure synergies of the PBF portfolio and visibility of its programmes. The PBF Secretariat plays therefore a strategic role in the UNCT as it stimulates inclusive discussions on conflict prevention and peacebuilding in the country.

In this context, this project intends to support the Ministry of Peace Building, implementing partners, and agencies with coordination, implementation, monitoring and evaluation of the PBF projects. More specifically, it is justified by the following:

- Fragmentation of the PBF portfolio among several implementing partners (RUNOs and national partners) requiring a stronger coordination to ensure synergies between projects;
- Significant resource mobilization needs for peacebuilding requiring additional staff;
- Complexity of the peacebuilding projects requiring additional capacities to ensure global strategic coherence and quality implementation;
- Need to strengthen national implementing partners capacities;
- Need to strengthen communication about the projects and their visibility;
- Need to strengthen monitoring and evaluation of field activities for the different projects, both individually and globally.

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 complements/ builds on any other relevant interventions in this sector/area, including any lessons from previous PBF support.

The PBF occupies a unique niche in South Sudan's peacebuilding architecture, and it brings great value addition to strengthening and maintaining the primacy of national ownership in its strategic framework, priority setting and project implementation. The PBF portfolio has been instrumental in informing and supporting the formulation of National Peacebuilding Strategic Framework in line with the 2018 R-ARCSS and the NDS, currently under review. It aligns with UNCF's priority area 1- "building peace and strengthening governance", mandate of the United Nations Mission in South Sudan (UNSCR 2406/2018) provision on the Governance Cluster in the peace agreement. The PBF builds on other existing initiatives or interventions such as strategic financing to integrated programmes provided by South Sudan Reconciliation, Stabilization, and Resilience Trust Fund (RSRTF). The fund focuses on supporting activities aimed at fostering community social cohesion and achieving a durable peace. The complementarity of the PBF portfolio with other existing country instruments or initiatives,

provides clear strategic direction and roadmap for peacebuilding in South Sudan, now and beyond. Key country-level funding instruments include the South Sudan Humanitarian Fund (SSHF), managed by OCHA, that mobilizes and channels resources to humanitarian partners to respond to the critical needs of millions of people affected by the devastating humanitarian crisis in South Sudan. The Fund operates within the parameters of the Humanitarian Response Plan (HRP), with the objective of expanding the delivery of humanitarian assistance by focusing on critical priorities and needs.

To date, PBF has supported 16 projects in South Sudan as outlined below and 3-4 more projects in the pipeline with the total portfolio amounting to over \$40m pending approval of the pipeline projects.

- 1) PBF/IRF-51 Support Women Peace – UN Women
- 2) PBF/SSD/D-4: Assessment of water harvesting structures for sustainable livelihoods and peace building in South Sudan – FAO, UNEP
- 3) PBF/SSD/D-1 South Jonglei Youth Literacy and Peace Building Initiative – UNICEF
- 4) PBF/SSD/D-2 Peacebuilding Secretariat - South Sudan – UNDP
- 5) PBF/IRF-328: Strengthening Young Women’s Participation in Local and National Peace Processes in South Sudan – SFCG (**ongoing**)
- 6) PBF/IRF-257: Enhancing Women’s Access to Land to Consolidate Peace in South Sudan – FAO, UNHABITAT (**ongoing**)
- 7) PBF/SSD/D-3: Skills and Employment for Peace – ILO, UNIDO
- 8) PBF/IRF-43 Strategic Grain Reserve in South Sudan – WFP
- 9) PBF/IRF-203: Beyond Bentiu Protection of Civilian Site (POC) Youth Reintegration Strategy: Creating Conditions for Peaceful Coexistence between Youth Internally Displaced Persons (IDPs), Returnees and Host Community Members – IOM, UNDP
- 10) PBF/IRF-318: Youth Action for Reduced Violence and Enhanced Social Cohesion in Wau, South Sudan – IOM, UNESCO (**ongoing**)
- 11) PBF/IRF-174: Strengthening dialogue for peace and reconciliation in South Sudan – UNDP
- 12) PBF/SSD/A-2: Breaking the cycle of violence – UNICEF, UNDP (**ongoing**)
- 13) PBF/SSD/A-1: Protecting women and girls in South Sudan: Addressing GBV as a catalyst for peace – UNFPA, UNICEF, UNWOMEN, UNDP
- 14) PBF/IRF-42 Stabilization and Reintegration Support for Returnees in South Sudan – ILO, IOM, UNDP
- 15) PBF/SSD/B-1: Gender mainstreaming in Security Sector Reform – UNDP, UNWOMEN (**ongoing**)
- 16) PBF/SSD/E-1 Conflict Prevention Through Access to Water Points (Hafirs and Boreholes) – UNOPS

Proposed PBF Secretariat Structure for South Sudan

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 results is the project trying to achieve, and how does it aim to address the conflict analysis factors outlined in Section I (must be gender- and age- sensitive).*

The PBF Secretariat project intends to work closely with the Ministry of Peace Building as well as the recipient organizations and their implementation partners in achieving results through the projects. The Secretariat will pay particular attention to the synergies among the various interventions in the field and will contribute to mobilizing additional resources from potential donors to further develop the peacebuilding process.

The PBF Secretariat is established in order to support the Steering committee co-chaired by the Ministry for Peacebuilding, specifically by i) serving as interface between decision making entities (PBSO) and recipient organizations; ii) providing quality control of PBF support; iii) ensuring gender mainstreaming within PBF interventions; and iv) undertaking and facilitating coordination and M&E for the PBF portfolio. The Secretariat will also support the UNCT, in particular for the selection, development, and implementation of PBF projects. In this regard, the Secretariat will also liaise with key dialogue institutions/platforms to ensure successful strategic results for the PBF engagement in the country: UNSDCF mechanisms, coordination group coordination groups and other entities working in PBF related areas.

The project builds on the positive experience of a gradual expansion of the PBF portfolio investments in South Sudan over the past few years. It reflects the growing, interlinked, and increasingly complex portfolio by including the establishment of the PBF Coordination Team – Coordination Specialist P4, Finance and Admin Associate (NUNV), and M&E and Communications Expert (P2) roles.

The PBF Secretariat will support the implementing agencies and government counterparts, specifically the Ministry of Peace Building, CSOs, and NGOs to ensure the cohesion of the PBF portfolio in South Sudan and coordination of its implementation in line with the UN Wide Peacebuilding Plan.

The PBF Coordination portfolio will contribute to the supervision of the projects through the following functions:

- Facilitate quality control and monitoring of PBF portfolio projects.
- Ensuring that the PBF portfolio supports the triple NEXUS initiatives.
- Direct supervision of the M&E and Communications Expert (P2) and Finance / Administrative staff.
- Promote inter-agency coordination in the areas of peacebuilding, social cohesion, and conflict prevention.
- Facilitate resource mobilization initiatives.
- Support the implementation of the Ministry of Peace Building Strategy including establishment of Secretariat.
- Build coalition with peace actors in South Sudan including CSOs, NGOS, the peace building commission.

The PBF Secretariat will also ensure the functioning of and flow of information between the project-level management, including technical working groups, and the UN leadership. The DSRSG/RC/HC and the PBF Secretariat will ensure alignment of work with other existing instruments or initiatives e.g., South Sudan Reconciliation, Stabilization and Resilience Trust Fund (South Sudan RSRTF), and help advance the triple NEXUS agenda including discussions in the relevant working groups.

The PBF Secretariat will strengthen the partnership with civil society actors in South Sudan both through existing projects and by supporting the development of new civil society-implemented projects for funding by the PBF.

The dedicated support to the PBF portfolio provided by the Secretariat will allow for improved data collection methods from all projects and ensure that the data is disaggregated by gender and age. In South Sudan, there are significant challenges with planning and accountability for gender equality and women's empowerment, including low reporting on SGBV. In collaboration with UNMISS and UNCT Gender Technical Group (GTG), the PBF Secretariat will promote balanced gender representation in all activities carried out under this project, including trainings and outreach activities, as well as promote increased representation of women and youth in the management structures of the PBF portfolio.

Complementary to the outreach and communication efforts undertaken by the individual projects, the PBF Secretariat will support donor engagement through established channels in South Sudan. This includes ensuring that the UN leadership is kept abreast on achievements and challenges faced by the portfolio, so that the same can be communicated at adequate levels to international partners.

Finally, the PBF Secretariat will provide the link between South Sudan and the Peacebuilding Support Office at the UN headquarters in New York, ensuring flow of information and that lessons from South Sudan are captured also at the global level. Other corporate responsibilities for the PBF Secretariat will be to lead the next eligibility assessment of South Sudan and ensure that all future projects are based on a comprehensive peacebuilding analysis.

- b) Project result framework, outlining all project results, 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.*

The main objective of the project is to support the Steering Committee, co-chaired by the Ministry of Peacebuilding, in fully playing its strategic guidance and M&E role, as well as the agencies in coordinating projects execution and understanding peacebuilding challenges while implementing the Peacebuilding Priority Plan. The project intends to strengthen the capacities of the Steering Committee (including technical) and UNCT for optimal implementation and monitoring of peacebuilding projects in South Sudan, as well as to document and build on lessons learned.

This project does not plan to support one strategic result versus another, as it will support all the projects being developed and implemented and gender sensitive. By relying on the agencies and the Steering Committee, the PBF Secretariat will coordinate the design, coherence, and quality control of all PBF projects. It will also ensure the coherence with other projects with similar objectives, or which could potentially impact PBF projects.

The PBF Secretariat will be responsible to develop a mapping of the Technical and Financial Partners (TFP) and peacebuilding activities as well as to identify financial gaps to determine new priority projects. The PBF Secretariat oversees relationships with the TFP to create synergies between projects and ensure coherence among peacebuilding programmes, including the World Bank, as well as mobilizing additional resources for peacebuilding projects (catalyzing effects of PBF projects).

Outcome 1: PBF Secretariat effectively coordinate and support delivery of high-impact PBF portfolio and peacebuilding results and continued investments in peacebuilding in South Sudan.

Output 1.1: PBF Secretariat established, and support provided to the Ministry of Peace Building to implement peace building strategy.

Activities:

- *Prepare job descriptions and recruit secretariat staff*
- *Office set up for the PBF secretariat (office furniture and equipment/computers)*
- *Contribution for office rent and utilities*
- *PBF Coordination Specialist P4 salary (100%)*
- *Finance and Admin Associate (National UNV) (100%) & Driver (100%)*
- *M&E and Communications Expert (P2)*
- *Purchase vehicle (Landcruiser) for the secretariat*

Output 1.2: High-quality projects for PBF funding developed jointly by the UN, government, and civil society counterparts.

Activities:

- *Mapping of key peacebuilding actors regularly updated and identification of gaps and entry points for PBF programming*
- *Facilitate regular updating of the conflict analysis with a focus on conflict hotspot locations*
- *Conduct orientation workshop on PBF for peacebuilding actors, UN etc including at state level*
- *Facilitate consultations/preparation of high-quality peacebuilding projects in close collaboration with UNCT, Ministry of Peacebuilding, CSOs for submission to PBSO*
- *Provide on-going support to PBF project teams*
- *Facilitate semi-annual review workshops for on-going PBF projects in consultation with the JSC*
- *Ensure consultation and integration and mainstreaming of gender and youth issues including budgets for all PBF projects*

Output 1.3: Strengthened coordination structure and strategic position for the PBF portfolio in South Sudan.

Activities:

- *Facilitate meetings in Juba and at State level - venue rental, refreshments, stationary, DSA, transport, accommodation etc*
- *Monitoring and oversight by Ministry of Peacebuilding Secretariat:*
 - i) *oversight: support to prepare and hold steering committee meetings; transportation, meeting room, partial DSA, etc); consultant fees; or co-funding a national staff.*
 - ii) *monitoring: support Min. for Peacebuilding Secretariat to plan and carry out 4 monitoring visits per year (one per quarter) to the field. Entails supporting preparations but also paying for the visit, including transportation and security costs.*
- *Set-up and maintain technical coordination mechanisms between PBF Steering Committee and key stakeholders (with quarterly meetings or regularly as agreed)*

- *Set-up and maintain technical coordination mechanisms between UN agencies implementing PBF projects, Government, CSOs and PBSO (with quarterly meetings or regularly as agreed)*
- *Facilitate joint planning meetings between UN agencies, Ministry of Planning and implementing partners*
- *Organize regular meetings and feedback sessions for state level stakeholders in locations of PBF implementation*
- *Provide technical support to build the capacities of implementing partners on conflict and gender sensitive programming and monitoring/reporting*

Output 1.4: Strengthened M&E and knowledge management framework for better strategic planning, decision-making, and learning for peacebuilding and gender mainstreaming in South Sudan.

Activities:

- *Develop and implement quality M&E plan based on the approved 5-year PBF Strategic Results Framework to increase synergies and avoid duplication among PBF projects*
- *Provide technical support to implementing partners while preparing quarterly, annual, and final project reports*
- *Conduct regular field missions to PBF projects and share fieldwork reports with RCO and PBSO.*
- *Prepare regular human-interest stories based on field monitoring visits*
- *Produce outreach materials (IECs) on on-going PBF portfolio and projects*
- *Conduct training and orientation on PBF Results and M&E framework to implementing partners and PBF stakeholders*
- *Support assessment and final evaluation of on-going PBF projects*
- *Set-up and operationalize feedback mechanism to PBF secretariat to be used by PBF project, beneficiaries, implementing partners, government, CSOs etc*

M&E:

- *Conduct regular monitoring visits to PBF project locations to collect/verify data on PBF strategic Results Framework Indicators*
- *Conduct independent performance review of the PBF secretariat operations*

Refer to Annex B for more details including outputs, activities, and indicators.

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

The project is based on the following theory of change:

If the PBF Secretariat provides wide-ranging support to UN and government partners implementing PBF-funded projects, then the portfolio in South Sudan will have greater impact on the ground and catalyze more funding from both traditional and non-traditional sources for peacebuilding programmes, because the coordination, cohesion, and visibility of the PBF-funded projects will have improved enabling synergies and stimulating innovative approaches.

The theory of change and the selected interventions outlined in the results framework in Annex B are informed by the needs identified by implementing agencies and government counterparts, as well as lessons learned over the past years of PBF investments in South Sudan that has gradually grown in scope. With a growing portfolio of increasing complexity, the role of the PBF Secretariat in South Sudan is critically becoming more important to ensure the work remains aligned with national priorities and that closely interlinked projects generate the required synergies to achieve their full potentials.

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

Beyond regular monitoring activities, the PBF portfolio global assessment in South Sudan will be conducted to evaluate impact on the beneficiaries and how perceptions and mentalities on peacebuilding, social inclusion and peaceful coexistence have evolved in the areas of intervention. Agencies' focal points and their partners will engage in the implementation by actively participating to various activities. The Secretariat will provide technical support to plan projects final evaluation. It will define methodologies and monitoring mechanisms in collaboration with implementing agencies and coordinate data collection and analysis as well as indicators of the newly approved projects. The Secretariat will also support semi-annual and annual reporting for current projects, a consolidated annual report of the Steering Committee as well as an annual strategic report.

Based in the office of the DSRSG/RC/HC, the Secretariat will cover the PBF portfolio from Juba, with frequent travel to locations in the states and administrative areas to support implementing partners and government counterparts and to document the work of the PBF-funded projects.

The primary clients of the PBF Secretariat are the UN, Government, and civil society actors implementing PBF-funded projects in South Sudan. The coordination role will be carried out through active engagement in established coordination fora at the national and sub-national levels. The PBF Secretariat will liaise closely with government counterparts such as the Ministry of Peace Building, Ministry of Justice and Constitutional Affairs, the Peace Commission as well as other line ministries in the Republic of South Sudan. Close liaison will also be maintained with the South Sudan NGO Forum and the donor community in South Sudan in efforts to widen the scope of the PBF portfolio and raise its profile.

The Secretariat's work will be closely aligned with the deliverables of the PBF-funded projects, including their reporting cycles and the corporate reporting requirements of the UN in South Sudan and with the Strategic Results 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.

UNDP is the sole recipient organization. While the PBF Secretariat will be housed in the office of the DSRSG/RC/HC (RCO), UNDP provides the operational framework for its functioning including HR, specifically UNDP will issue the contracts for the staff members of the Secretariat. Furthermore, as per the SLA between UNDP and the UN RCO in South Sudan, services to be provided by UNDP to the RCO and thereby the PBF Secretariat as part of the pay as you go solutions include General Administration, Procurement, Finance, ICT, Security and Business Continuity.

General overview of the funding agency in charge of the administrative execution of the Secretariat project in the country				
	Agency	Main funding source	Regular annual budget in US dollars	Emergency trust **fund (ex: CAP)
Previous financial year	UNDP	Core and non-core resources	74,347,315	-
Current financial year	UNDP	Core and non-core resources	57,989,000	-

*** For UNDP, emergency funds were received/programmed but from core resources and not TFs.*

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

The PBF Secretariat is composed of the following:

- i. PBF Coordination Specialist P4 – 100% funding from PBF requested from 01/2022.
- ii. Finance and Admin Associate (NUNV) – support PBF portfolio and work with Head of RCO and Operations Analyst – 100% funding from PBF requested from 01/2022.
- iii. M&E and Communications Expert (P2) – support PBF portfolio and work with M&E Officer and Communications Officer – 100% funding from PBF requested from 01/2022.
- iv. Driver – support PBF portfolio – 100% funding from PBF requested from 01/2022

PBF Coordination Specialist P4 (international staff, Juba-based)

The PBF Coordination Specialist will support the South Sudan UN Country Team, government, and civil society in implementing the PBF-funded projects in South Sudan with the following specific functions:

- Facilitate quality control and monitoring of PBF portfolio projects;
- Promote inter-agency coordination in the areas of peacebuilding, social cohesion, and conflict prevention;
- Facilitate resource mobilization initiatives.

As part of the office of the DSRSG/RC/HC, the PBF Coordination team is under the overall supervision of the DSRSG/RC/HC and the direct supervision of the Head of the RCO/ Strategic Planner. It has a matrixed reporting line to PBSO through the PBF Programme Officer in charge of the South Sudan portfolio at PBSO. The PBF Coordination Specialist will be responsible for coordination of the PBF portfolio.

The Secretariat will ensure project execution by supporting recipient agencies and their implementing partners with project implementation, M&E, and communication. Because of its strategic function, the Secretariat project will be in the RCO in charge of the project supervision. UNDP will be the executing agency and, in this capacity, will ensure administrative and contractual management of Secretariat staff.

The DSRSG/RC/HC or his/her representative in the RCO will ensure supervision of the Coordination Specialist who will report to him/her on all tasks related to the Secretariat, with a matrixed reporting line to PBSO through the PBF programme officer in PBSO in charge of the South Sudan portfolio. The PBF Coordination Specialist will work in close collaboration with the Steering Committee and the RC's team, specifically with the Peace and Development Advisor (PDA) - if there is one in the RCO. The RC remains accountable for the delivery quality of the PBF Secretariat.

The Coordination Specialist will also indirectly report to PBSO on the PBF portfolio strategy in the country and on PBF projects performance. PBSO will join the RCO and implementation agency to participate in the recruitment process as well as Secretariat professional staff performance assessment.

A Joint Steering Committee is established to supervise PBF projects in South Sudan. Co-chaired by the Minister of Peace Building and the DSRSG/RC/HC, with support from the Secretariat, and is responsible for projects coordination, monitoring and strategic guidance. The Minister of Peace Building and other key departments will be involved, as needed, in the work, as well as other technical and financial partners, civil society organizations, international NGOs and UN agencies.

M&E and Communications Expert (P2)

The M&E and Communications Expert (P2) will support the PBF Coordination Specialist in overseeing the implementation of the Peacebuilding Priority Plan and ensuring due monitoring and evaluation of the Peacebuilding Fund portfolio in South Sudan together with recipient UN organizations and government counterparts. Specific functions include:

- Implementation of M&E policies and strategies for the Peacebuilding Fund;
- Management of the monitoring and evaluation process for the Peacebuilding Fund portfolio in South Sudan;
- Facilitation of knowledge building and knowledge sharing on monitoring and evaluation.

As a member of the office of the DSRSG/RC/HC, the M&E and Communications Expert (P2) is under the direct supervision of the PBF Coordination Specialist.

The overall responsibility for the implementation of the PBF Secretariat project will rest with the Head of the RCO / Strategic Planner and the Steering Committee which meets on a quarterly basis to review progress made and expected deliverables.

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

Risks to the achievement of outcomes	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy (and Person/Unit responsible)
Lack of information on implementation by recipient agencies	Medium	Low	Secretariat to collaborate with agencies to improve information sharing.
Delays to submit narrative and financial reports	Medium	Low	Close monitoring of agencies to ensure efficient narrative and financial reporting.
Insufficient national ownership	Low	High	Engage partners in Steering Committee and technical meetings.
Challenges for agencies to jointly supervise projects in the field	Medium	Medium	Plan joint missions.
Steering Committee does not meet according to planned timeline	Medium	Low	Designate deputy to back up absent Steering Committee members.
Procurement processes slow down project execution	Low	Medium	Prepare procurement plan at start of project.
Potential disagreements between agencies regarding project execution	Low	Low	Engage all agencies in operational planning of activities Request mediation from RC if needed.
Fragmentation, duplication, and weak coordination among	Low	Low	Quarterly coordination meeting to promote synergies among projects.

projects			
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d) Monitoring and evaluation – What will be the M&E approach for the project, including M&E expertise in the project team and main means and timing of collecting data? Include a break-down of M&E budget that the project is putting aside, including for collection of baseline and end line data for indicators and independent evaluation, and an approximate M&E timeline. Ensure at least 5-7% of the project budget is set aside for M&E activities.

The PBF Secretariat will develop an integrated and joint M&E system for PBF projects (including cross-border projects and gender and youth promotion projects) to allow synergies among different projects, strengthen complementarity of projects results and formulate global joint results and indicators allowing to measure project results according to priorities identified in the eligibility request.

The Secretariat will ensure quality control of annual and semi-annual reports from RUNOs and prepare a peacebuilding annual strategic report to be submitted to the Steering Committee for endorsement.

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

Progress reporting against the results framework of this project will be done on a bi-yearly basis to PBSO. The M&E and Communications Expert (P2), with the support of the PBF Coordination Specialist and the M&E Officer in the office of the DSRSG/RC/HC, will ensure that a robust monitoring plan is designed to collect data against the indicators of the M&E framework. The PBF Coordination Specialist will be responsible for drafting the progress reports, with support of the M&E and Communications Expert. The Head of RCO will be responsible for the overall quality of the reporting to PBSO.

The successful implementation of this project also depends on the close cooperation with other projects funded by the PBF in terms of sharing of data. If the PBF portfolio at large is successfully implemented, its profile raised through communication and outreach efforts, and if funding levels keep rising, then this project has achieved its main goal as an enabling function for the UN in South Sudan. The evaluation of this project is therefore closely tied to that of the wider PBF portfolio, which will be undertaken separately with the support of the PBF Secretariat and PBSO. The project-specific evaluation against the results framework will look specifically at the role played by the PBF Secretariat in support of the implementation, coordination, and monitoring of the PBF portfolio and the work of the implementing agencies and government counterparts.

Overall, the PBF Secretariat will be responsible for M&E, communications, and knowledge management of the PBF portfolio in South Sudan at large. This includes:

- Implementation of M&E and communications policies, strategies at portfolio and project levels.
- Effective management of the evaluation process at the portfolio level and support to project-level reporting, in close coordination with and in support of government counterparts and implementing partners.
- Facilitation of knowledge building and knowledge sharing of M&E, learning, and communication.

A workshop on project design and M&E, as well as gender mainstreaming with implementing agencies and government partners will be organized in the second quarter of 2022. The workshop will contribute to the refinement of agreed approaches across the portfolio and further clarify the role of the PBF Secretariat vis-à-vis the implementing agencies.

\$ 112,350.00 has been set aside for purposes of M&E.

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

The project will pay particular attention to national ownership of the project achievements by the Minister of Peace Building and other national partners to ensure continuity with the results achieved from other PBF interventions in South Sudan. This will be facilitated via the full engagement of all partners in project design, implementation, supervision, and M&E. Furthermore, the partners will be closely involved in documenting and analyzing lessons learned. Communication outreach on project achievements could also contribute to additional resources mobilization to ensure continuity of the projects with bilateral and multilateral partners.

The PBF Secretariat is closely tied to the existence of a substantial portfolio of investments by the PBF Secretariat. As such, the funding for the Secretariat is closely tied to the funding for the portfolio at large. While part of the office of the DSRSG/RC/HC, the PBF Secretariat focuses exclusively on the PBF portfolio and ensuring its coherence and coordination with the wider support provided to South Sudan by the UN aligned to the UN cooperation Framework. While the PBF Secretariat may continue to be funded beyond the duration of this project, the sustainability factor involves introducing systems for coordination and monitoring and evaluation of peacebuilding projects that will benefit South Sudan beyond the PBF portfolio of projects

IV. Project budget

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

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 based on 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	1 December	PBF Secretariat on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not.

for additional PBF allocation if the context requires it		
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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, 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:

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, 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 project¹²
- 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.

¹² 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 for the proposed 24 months (MUST include sex- and age disaggregated data)

Outcomes	Outputs	Indicators	Means of Verification/ Frequency of collection	Milestones
<p>Outcome 1:</p> <p>PBF Secretariat effectively coordinate and support delivery of high-impact PBF portfolio and peacebuilding results and continued investments in peacebuilding in South Sudan.</p>		<p>Outcome Indicator 1a:</p> <p>Perception of key stakeholders on the effectiveness of PBF Secretariat in fulfilling its coordination mandate Baseline: N/A Target: 80 percent satisfaction rate by stakeholders during the course of the 24 months.</p> <p>Outcome Indicator 1b:</p> <p>Continued growth of PBF portfolio in South Sudan Baseline: 35 million USD Target: 40 million USD by the end of the 24 months.</p>	<ul style="list-style-type: none"> Results from PBF stakeholder surveys. 	<ul style="list-style-type: none"> Approved new projects by PBF with secured funding. Additional funding secured to scale up or complement existing projects.

	<p>Output 1.1: PBF Secretariat established, and support provided to the Ministry of Peace Building to implement peace building strategy.</p>	<p>Outcome Indicator 1c: Narrative and financial reports for all PBF-funded projects submitted on time as per established reporting schedule.</p> <p>Baseline: N/A Target: 90% of narrative and financial reports submitted to PBSO by the agreed due dates during the course of the 24 months.</p>	<ul style="list-style-type: none"> • Annual and semi-annual progress reports. • End of project reports. • Quarterly financial reports. • Annual strategic peacebuilding and PBF progress report. 	
	<p>Output 1.1: PBF Secretariat established, and support provided to the Ministry of Peace Building to implement peace building strategy.</p>	<p>Output Indicator 1.1.1: Core PBF Secretariat in place, with additional expertise in the areas of project and programme management, law, research, and strategic planning.</p> <p>Baseline: 1 International staff seconded by RCO to support PBF implementation. Target: 4 additional international/national positions to be supported by PBF.</p>	<ul style="list-style-type: none"> • Staff recruitment reports. 	

<p>Output 1.2: High-quality projects for PBF funding developed jointly by the UN, government, and civil society counterparts.</p>	<p>Output Indicator 1.1.2: Mechanism for dialogue on PBF projects in place and operating with representation from key stakeholders: government and CSOs. Baseline: None Target: Dialogue mechanism fully constituted and providing oversight and guidance on PBF implementation.</p>	<ul style="list-style-type: none"> Minutes of dialogue involving stakeholders. 	
<p>Output Indicator 1.2.1: Number of project proposals submitted to PBSO and endorsed for funding. Baseline: 15 projects Target: 20 projects by the end of the 24 months.</p>	<p>Output Indicator 1.2.2: Strengthened partnership with civil society in the implementation of PBF-funded projects. Baseline: Zero NGO-led PBF projects.</p>	<ul style="list-style-type: none"> Records from in-country PBF Secretariat of proposals submitted and funded by PBSO. 	
		<ul style="list-style-type: none"> Records from in-country PBF Secretariat of PBF projects led by NGOs. 	

<p>Output 1.3 Strengthened coordination structure and strategic position for the PBF portfolio in South Sudan.</p>	<p>Target: Two NGO-led PBF projects during the 24 months of the project.</p>	<ul style="list-style-type: none"> Minutes from PBF dialogue and meetings. 	
	<p>Output Indicator 1.2.3 Number of conflict analysis developed/updated for different locations. Baseline: 0 Target: 10 during the 24 months (disaggregated by location).</p>	<ul style="list-style-type: none"> Location specific conflict analysis reports. 	
<p>Output 1.3 Strengthened coordination structure and strategic position for the PBF portfolio in South Sudan.</p>	<p>Output Indicator 1.3.1 PBF coordination structure reviewed, updated, and endorsed by UNCT and government. Baseline: PBF Reference Group Target: Revised coordination structure endorsed within 6 months of the establishment of the PBF Secretariat.</p>	<ul style="list-style-type: none"> ToR for the coordination structure. 	
	<p>Output Indicator 1.3.2 Number of meetings held to review PBF portfolio. Baseline: N/A</p>	<p>Meeting minutes.</p>	

	Output 1.4 Strengthened M&E and knowledge management framework for better strategic planning, decision-making, and learning for peacebuilding and gender mainstreaming in South Sudan.	Output Indicator 1.3.3 Number of joint planning workshops held by PBF project stakeholders. Baseline: N/A Target: At least one joint planning workshop in 12 months.	Joint planning workshop reports.	
		Output Indicator 1.4.1 M&E and knowledge management framework developed and endorsed by the PBF Coordination Committee. Baseline: No framework Target: Framework developed and endorsed.	M&E and Knowledge management framework.	
		Output Indicator 1.4.2 Number of joint monitoring visits by PBF Secretariat, project teams and Ministry of Peacebuilding to PBF projects conducted. Baseline: N/A	Monitoring visit reports.	

	<p>Target: Joint monitoring visits to all on-going PBF projects during the course of 24 months.</p>		
	<p>Output Indicator 1.4.3 Outreach materials to raise awareness and promote PBF work in South Sudan created and disseminated. Baseline: N/A Target: One-pagers for all projects developed, social media platforms established and updated with PBF.</p>	<p>Samples of outreach materials developed. Social media platforms created and used.</p>	
	<p>Output Indicator 1.4.4 Strengthened gender mainstreaming, and gender responsive planning, monitoring, and reporting in peacebuilding and PBF projects. Target: Gender analysis and gender marker updated annually to inform PBF interventions and</p>	<p>Gender analysis reports. Periodic project reports. Activity reports. Peace and gender markers.</p>	

Annex C: Checklist of project implementation readiness

	Yes	No	Comment
1. Have all implementing partners been identified?	X		
2. Have TORs for key project staff been finalized and ready to advertise?	X		
3. Have project sites been identified?	X		
4. Have local communities and government offices been consulted/ sensitized on the existence of the project?	X		
5. Has any preliminary analysis/ identification of lessons learned/ existing activities been done?	X		
6. Have beneficiary criteria been identified?	X		
7. Have any agreements been made with the relevant Government counterparts relating to project implementation sites, approaches, Government contribution?	X		
8. Have clear arrangements been made on project implementing approach between project recipient organizations?	X		
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)

Annex D - PBF Project Budget

Table 1 - PBF project budget by outcome, output and activity

Outcome/ Output number	Description (Text)	UNDP	Total	% of budget per activity allocated to Gender Equality and Women's Empowerment (GEWE) (if any):	Current level of expenditure/ commitment (To be completed at time of project progress reporting)	GEWE justification (e.g. training includes session on gender equality, specific efforts made to ensure equal representation of women and men etc.)	Any other remarks (e.g. on types of inputs provided or budget justification, esp. for TA or travel costs)
OUTCOME 1:	PBF Secretariat effectively coordinate and support delivery of high-impact PBF portfolio and peacebuilding results and continued investments in peacebuilding in South Sudan.						
Output 1.1:	PBF Secretariat established, and support provided to the Ministry of Peace Building to implement peace building strategy.						
Activity 1.1.1:	Prepare job descriptions and recruit secretariat staff;	\$ -	\$ -			PBF secretariat staff recruitment and JSC membership will take into gender consideration with at least 50% members being women	
Activity 1.1.2:	Office set up for the PBF secretariat (office furniture and equipment/computers)	\$ 10,000.00	\$ 10,000.00				
Activity 1.1.3:	Contribution for office rent and utilities	\$ 70,000.00	\$ 70,000.00				
Activity 1.1.4:			\$ -				
Activity 1.1.5	PBF Coordination Specialist P4 salary (100%)	\$ 647,724.00	\$ 647,724.00	50%		PBF secretariat staff recruitment and JSC membership will take into gender consideration with at least 50% members being women	
Activity 1.1.6	Finance and Admin Associate (National UNV) (100%) & Driver (100%)	\$ 199,746.00	\$ 199,746.00				
Activity 1.1.7	M&E (international UNV)	\$ 490,030.90	\$ 490,030.90				
Activity 1.1.8	Purchase vehicle (landcruiser) for the secretariat	\$ 80,000.00	\$ 80,000.00				
	Output Total	\$ 1,497,500.90	\$ 1,497,500.90	\$ 323,862.00	\$ -		
Output 1.2:	High-quality projects for PBF funding developed jointly by the UN, government, and civil society counterparts.						
Activity 1.2.1	Mapping of key peacebuilding actors regularly updated and identification of gaps an entry points for PBF programming	\$ 20,000.00	\$ 20,000.00	60%			Deliberate consideration for women actors and women led organizations
Activity 1.2.2	Facilitate regular updating of the conflict analysis with a focus on conflict hotspot locations	\$ -	\$ -	100%			Conflict analysis with a gender lens and participation of women
Activity 1.2.3	Conduct orientation workshop on PBF for peacebuilding actors, UN etc including at state level	\$ -	\$ -	40%			Full participation of women
Activity 1.2.4	Facilitate consultations/preparation of high quality peacebuilding projects in close collaboration with UNCT, Ministry of Peacebuilding, CSOs for submission to PBSO	\$ -	\$ -	60%		Consultations will include women and all projects will ensure proper gender analysis and gender mainstreaming	
Activity 1.2.5	Provide on-going support to PBF project teams	\$ -	\$ -				
Activity 1.2.6	Facilitate semi-annual review workshops for on-going PBF projects in consultation with the JSC	\$ -	\$ -	45%		At least 45% of the review participants will be women	

Activity 1.2.7	Ensure consultation and integration and mainstreaming of gender and youth issues including budgets for all PBF projects	\$ -	\$ -	60%		Foculs will be women and youth	
Activity 1.2.8			\$ -				
	Output Total	\$ 20,000.00	\$ 20,000.00	\$ 12,000.00	\$ -		
Output 1.3:	Strengthened coordination structure and strategic position for the PBF portfolio in South Sudan.						
Activity 1.3.1	Facilitate meetings in Juba and at State level - venue rental, refreshments, stationary, DSA, transport, accommodation etc	\$ 15,000.00	\$ 15,000.00	40%		Ensure women members attend and participate the JSC meetings	
Activity 1.3.2	Monitoring and oversight by Ministry of Peacebuilding Secretariat: i) oversight: support to prepare and hold steering committee meetings; transportation, meeting room, partial DSA, etc); consultant fees; or co-funding a national staff. ii) monitoring: support Min. for Peacebuilding Secretariat to plan and carry out 4 monitoring visits per year (one per quarter) to the field. Entails supporting preparations but also paying for the visit, including transportation and security costs.	\$ 200,000	\$ 200,000.00	40%		Deliberate and intentional facilitation of women participation in the consultatins	
Activity 1.3.3	Set-up and maintain technical coordination mechanisms between PBF Steering Committee and key stakeholders (with quarterly meetings or regularly as agreed)	\$ 10,000.00	\$ 10,000.00	40%		Ensure gender considerations and female staff representation in the coordination groups	
Activity 1.3.4	Set-up and maintain technical coordination mechanisms between UN agencies implementing PBF projects, Government, CSOs and PBSO (with quarterly meetings or regularly as agreed)	\$ 10,000.00	\$ 10,000.00	45%		Ensure women representation in the technical groups	
Activity 1.3.5	Facilitate joint planning meetings between UN agencies, Ministry of Planning and implementing partners	\$ 10,000.00	\$ 10,000.00	100%		ensure gender issues are considered in the joint planning	
Activity 1.3.6	Organize regular meetings and feedback sessions for state level stakeholders in locations of PBF implementation	\$ 15,000.00	\$ 15,000.00	60%		Deliberate and intentional participation of women	
Activity 1.3.7	Provide technical support to build the capacities of implementing partners on conflict and gender sensitive programming and monitoring/reporting	\$ 40,000.00	\$ 40,000.00	60%		With deliberate targeting of women led organizations	
Activity 1.3.8			\$ -				
	Output Total	\$ 300,000.00	\$ 300,000.00	\$ 137,500.00	\$ -		
Output 1.4:	Strengthened M&E and knowledge management framework for better strategic planning, decision-making, and learning for peacebuilding and gender mainstreaming in South Sudan.						
Activity 1.4.1	Develop and implement quality M&E plan based on the approved 5-year PBF Stratgic Results Framework to increase synergies and avoid duplication among PBF projects	\$ 15,000.00	\$ 15,000.00	100%		Progress data fully integrated by sex and age	

Activity 1.4.2	Provide technical support to implementing partners while preparing quarterly, annual and final project reports	\$ -	\$ -				
Activity 1.4.3	Conduct regular field missions to PBF projects and share fieldwork reports with RCO and PBSO.	\$ 20,000.00	\$ 20,000.00	60%		Field visits with gender lens and participation of women	
Activity 1.4.4	Prepare regular human interest stories based on field monitoring visits		\$ -	50%		With deliberate targeting of women beneficiaries	
Activity 1.4.5	Produce outreach materials (IECs) on on-going PBF portfolio and projects	\$ 20,000.00	\$ 20,000.00	80%		IEC materials prepared with gender consideration and conflict sensitivity lens	
Activity 1.4.6	Conduct training and orientation on PBF Results and M&E framework to implementing partners and PBF stakeholders	\$ 15,000.00	\$ 15,000.00	80%		Participants will include women and the measurement indicators will be disaggregated by sex and age	
Activity 1.4.7	Support assessment and final evaluation of on-going PBF projects		\$ -				
Activity 1.4.8	Set-up and operationalize feedback mechanism to PBF secretariat to be used by PBF project, beneficiaries, implementing partners, government, CSOs etc	\$ 15,000.00	\$ 15,000.00	80%		Feedback mechanisms will be developed with a gender and conflict sensitivity considerations	
Output Total		\$ 85,000.00	\$ 85,000.00	\$ 67,000.00	\$ -		

Additional personnel costs			\$ -				
Additional operational costs			\$ -				
Monitoring budget	Conduct regular monitoring visits to PBF project locations to collect/verify data on PBF strategic Results Framework Indicators	\$ 80,000.00	\$ 80,000.00	60%		Field visits with gender lens and participation of women	
Budget for independent final evaluation	Conduct independent performance review of the PBF secretariat operations	\$ 25,000.00	\$ 25,000.00				
Total Additional Costs		\$ 105,000.00	\$ 105,000.00	\$ 48,000.00	\$ -		

Totals		
	UNDP	Total
Sub-Total Project Budget	\$ 2,007,500.90	\$ 2,007,500.90

Indirect support costs (7%):	\$	140,525.06	\$	140,525.06
Total	\$	2,148,025.96	\$	2,148,025.96

Performance-Based Tranche Breakdown			
	UNDP	Total	Tranche %
First Tranche:	\$ 1,503,618.17	\$ 1,503,618.17	70%
Second Tranche:	\$ 644,407.79	\$ 644,407.79	30%
Third Tranche	\$ -	\$ -	
Total:	\$ 2,148,025.96	\$ 2,148,025.96	100%

\$ Towards GEWE (includes indirect costs)	\$	629,547.34
% Towards GEWE		29.31%
\$ Towards M&E (includes indirect costs)	\$	112,350.00
% Towards M&E		5.23%
<p>Note: PBF does not accept projects with less than 5% towards M&E and less than 15% towards GEWE. These figures will show as red if this minimum threshold is not met.</p>		

Total Expenditure	\$	-
Delivery Rate:		

For MPTFO Use

Totals				
	UNDP	Recipient Organization 2	Recipient Organization 3	Totals
1. Staff and other personnel	\$ 1,337,500.90	\$ -	\$ -	\$ 1,337,500.90
2. Supplies, Commodities, Materials	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
3. Equipment, Vehicles, and Furniture (including Depreciation)	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00
4. Contractual services	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
5. Travel	\$ -	\$ -	\$ -	\$ -
6. Transfers and Grants to Counterparts	\$ -	\$ -	\$ -	\$ -
7. General Operating and other Costs	\$ 535,000.00	\$ -	\$ -	\$ 535,000.00
Sub-Total	\$ 2,007,500.90	\$ -	\$ -	\$ 2,007,500.90
7% Indirect Costs	\$ 140,525.06	\$ -	\$ -	\$ 140,525.06
Total	\$ 2,148,025.96	\$ -	\$ -	\$ 2,148,025.96

Performance-Based Tranche Breakdown					
	UNDP	Recipient Organization 2	Recipient Organization 3	TOTAL	Tranche %
First Tranche:	\$ 1,503,618.17	\$ -	\$ -	\$ 1,503,618.17	70%
Second Tranche:	\$ 644,407.79	\$ -	\$ -	\$ 644,407.79	30%
Third Tranche:	\$ -	\$ -	\$ -	\$ -	0%
TOTAL	\$ 2,148,025.96	\$ -	\$ -	\$ 2,148,025.96	