**Annex 1**

|  |  |
| --- | --- |
|  | Insert Fund specific logo, if applicable |

**[Liberia Peacebuilding Fund]**

**ANNUAL programme[[1]](#footnote-1) NARRATIVE progress report**

**REPORTING PERIOD: 1 january – 31 December 2009**

|  |  |  |
| --- | --- | --- |
| *Submitted by:* Name: Liberia Peacebuilding Office / Peacebuilding Fund Secretariat  (Lead Agency): UNDP  Contact information: Wilfred N. Gray- Johnson ([w.gjohnson@liberiapeacebuildingoffice.org](mailto:w.gjohnson@liberiapeacebuildingoffice.org)  Nessie Golakai ([Nessie.golakai@undp.org](mailto:Nessie.golakai@undp.org)) |  | *Country: Liberia*  *Thematic Area[[2]](#footnote-2): Priority Area 3: Strengthening State Capacity for Peace Consolidation* |
|  |

|  |  |  |
| --- | --- | --- |
| *Programme No:* PP/R5/A3/01 ***MDTF Office Atlas No:*** PBF/LBR/E-9  *Programme Title:* **Facilitating the Monitoring and Evaluation of the Implementation of the Liberia Peacebuilding Fund (PBF-L)** |  | *Participating Organization(s): Ministry of Internal Affairs, UNDP, Joint Steering Committee* |
|  |

|  |  |  |
| --- | --- | --- |
| *Implementing Partners:* *National counterparts (Ministry of Internal Affairs)*  * *International Organizations, including NGOs* |  | *Programme Budget (from the Fund):* *For Joint Programme provide breakdown by UN Organization*  UN Org A: PBF : US$ 100.000 |
|  |  |  |
| *Programme Duration (in months):* Start date[[3]](#footnote-3): **15 October 2009**  End date: **1 October 2010**   * *Original end date Revised end date, if applicable* ***Operational Closur****e Date[[4]](#footnote-4), if ap****plicable:***   ***Budget R****evisio*n*s/Extensions:* *List budget revisions and extensions, with approval dates, if applicable* |

# NARRATIVE REPORT FORMAT

# Purpose

This project is intended to monitor and evaluate the implementation of Liberia Peacebuilding Fund (PBF) and help determine whether PBF projects are being implemented in line with project’s activities and are achieving the desired change that would lead to durable peace in Liberia. It also aims at evaluating the overall impact and achievements of the projects in contributing to peace and security in Liberia, as articulated in the Liberia Priority Plan and the Poverty Reduction Strategy (PRS).

As stated in the Liberia Priority Plan, “success in peacebuilding will be illustrated by the ways in which Liberians develop skills and mechanisms to manage and prevent future conflicts, and acquire new attitudes that build a culture of peace” (Liberia Priority Plan, p.8). However, this success can only be determined or measured through monitoring and evaluating the impact of the PBF-L. As Church and Rogers have pointed out, “monitoring and evaluation (M&E) are key programming components that allow projects to learn through the testing of the project logic and ensuring that the project is not inadvertently creating negative results and reigniting conflict” (Designing for Results: Integrating Monitoring and Evaluation in Conflict Transformation Programs p. 82). In addition, monitoring and evaluation are key elements within the PBF-L’s accountability plan. Therefore, the peacebuilding impact of this intervention will be the strengthening of a conflict sensitive implementation of the PBF, and ensuring that projects contribute to sustained and durable peace in Liberia.

.

Ultimately, this project should produce a number of outcomes that will show that projects implemented under the Liberia PBF are contributing toward lasting peace in Liberia, by helping to strengthen critical peacebuilding gaps as stated in the peacebuilding fund priority plan. The key outcomes of this project are in two folds: 1) monitoring outcomes and 2) evaluation outcomes.

Monitoring Outcomes:

* Projects are being implemented in accordance with project’s workplan - project activities and output indicators validated;
* Projects quarterly narrative reports submitted to the JSC, via the PBF Secretariat, are verified through on-site monitoring;
* Projects implemented with a conflict sensitive lens, and have in place mechanisms to mitigate unintended negative results;

Evaluation Outcomes:

**The key outputs include:**

* Lessons from the implementation of the PBF-L are identified and shared, and recommendations made to realign projects objectives and/or design where appropriate, to inform the crafting and implementation of future peacebuilding projects;
* Better understanding of the quality and effectiveness of projects are provided, and intervention(s) that produced the highest peacebuilding impact and peace dividends for the people of Liberia pointed out;
* Contribute toward continuous updating and refinement of conflict assessment.
* Contribute (where necessary) to the project’s re-conceptualization and/or redesign;

The CDA Collaborative Learning Project based in Boston, MA, USA, (with the requisite expertise in peacebuilding impact evaluation) will be engaged to conduct training in monitoring and evaluation, and hepd develop the TOR for midterm evaluation of the PBF Portfolio. The midterm evaluation will seek to ascertain the following:

**Effectiveness:**

* What are the cumulative results of the PBFL to date; both positive and negative?
* How much progress has been made towards the three priorities in the Priority Plan? Which areas are on track and which areas are behind?
* What have been the principle challenges to achieving results?
* Within clusters of programming e.g. rule of law programming or youth focused programming, which were more effective and why?
* Has the PBFL affected government policy?
* Is the PBFL meeting the Government of Liberia Peacebuilding targets as established in the PRS?
* How well has the PBFL implemented a communication and visibility strategy?

**Relevance**:

* Are the funded interventions relevant to the Priority Plan?
* Are the funded interventions relevant to the conflict context?
* What are the gaps in programming? What is the PBFL not doing that needs to be done in order to prevent future violent conflict?
* Will there be additional needs after 18 months?

**Implementation Process Appraisal:**

* Please assess the quality and level of support the PBF Secretariat has provided to the implementing partners.
* Please assess the quality and level of support provided to the PBF Secretariat by the PBSO
* What could the PBF Secretariat and PBSO do better? Where should attention be given to making improvements in quality, form and amount of support to implementing partners? What lessons learned are there for future Secretariats?
* How effective have the partnerships between Recipient UN Organisations and their implementing partners been? What is the quality and durability of the relationship?

**Sustainability**: (*the limitations of answering this question in a mid-term evaluation is recognized and the evaluator should endeavor to provide their best-sense)*

* what indications are there that the changes catalyzed from this work will be sustainable?
* Will the recipient agencies and partners attempt to continue the peacebuilding work after the PBFL monies are finished?

A formal report on findings from the evaluations, with recommendations, will be made and presented to the PBF – JSC and the PBF Secretariat, and the United Nations Peacebuilding Support Office (PBSO) in New York. This report will include lesson learned from the PBF activities in Liberia and point out whether the PBF is contributing toward increased stability in Liberia. The report will include recommendations to devise new strategies for the implementation of the PBF in Liberia.

# Resources

*Financial resources*

In October 2009 the JSC approved US$ 100,000.00 (one hundred thousand) for monitoring and evaluation of the PBF projects and PBF portfolio. The project was submitted to the MDTF and fund subsequently transferred to UNDP the recipient agency and fund manager.

*Human Resources:*

Seven national staff including Executive Director, Senior Technical Advisor, Conflict Sensitive and Training Officer, Monitoring and Evaluation Officer, Programme Assistant, Administrative Officer, and a Driver were recruited and are executing the activities of the project.

*Logistics:*

Currently the PBO/PBF Secretariat has three (3) vehicles – two of which were donated by UNHCR, and the third purchased with funds from the PBO budget. The office as has adequate office equipments, furniture, stationery and supplies and communications equipments for its operations The Office along with UNDP maintains a complete inventory of all of the assets of the PBO.

# Implementation and Monitoring Arrangements

The project is implemented by the staff of the PBO located within the Ministry of Internal Affairs with supervision from the co-chairs and members of the JSC. UNDP continues to play a strong advisory role and often provide critical support, including administrative assistance in support of implementing the activities of the project. UNDP as the Recipient UN Organization for this project is implementing the project in line with UNDP’s procurement procedures and also fulfilling its reporting role to the Multi Donor Trust Fund (MDTF) Office based in New York. UNDP Monitoring and Evaluation Unit also work in collaboration with the PBF Secretariat to monitor the implementation of various PBF projects.

# Results

The PBO over the reporting period developed and set in place a monitoring framework, conducted seven monitoring visits to seven project sites and reported on findings to the JSC. Findings from the monitoring trips which focused on verifications/compliance sometimes were delayed in submitting to project teams for real time actions and decisions. Projects monitored over the period include the Volunteer for Peace Project, Tumutu Agricultural Training Project for ex-combatants, Plat form for Dialogue as well as the Psychosocial intervention project amongst others. Counties visited over the period include Grand Gedeh, Nimba, Lofa, Margibi, River Gee and Bong amongst others. Round table discussions were held with project teams to discuss key challenges and lessons related to the project implementation and achievements.

In order to improve monitoring and evaluation the CDA Collaborative Learning Projects, based in Cambridge, MA, USA conducted M&E training in July 2009 and progress was made during the second semester of 2009 in building monitoring capacity with PBO, MIA, the Recipient Agencies and implementing partners. The reporting template and accompanying guidelines were improved to include progress towards results. SMART indicators were developed for strategic criteria which had been applied during the project approval process.

The Recipient Agencies agreed that more focus should be placed in monitoring change in certain critical areas of the priority plan, namely: fostering national reconciliation; building trust between groups; and strengthening state capacity through improvement of the rule of law institutional structures. With CDA assistance, a monitoring matrix was developed which covers both progress against outputs and changes in conflict factors.

In general terms monitoring of progress in critical conflict drivers is constrained by the fact that analytical tools, such as hotspot assessments are strictly confidential, as well as an overall lack of sharing of such important information beyond the senior management level. The PBO undertook further monitoring visits in November and December2009 and planned to carry out at least one monitoring trip every month. Besides the narratives already provided, monitoring reports should also provide recommendations to the key partners for follow‐up and corrective action.

One week each of a two monitoring trainings on developing SMART Peacebuilding indicators were conducted at separates times. Elisabeth Scheper of the PBSO facilitated training on the PBF funded portfolio monitoring and evaluation in May 2009 while Cheyanne Church of CDA Collaborative Learning Project facilitated a training on setting SMART Peacebuilding indicators which was conducted in June 2009 respectively.

# Future Work Plan (if applicable)

The below activities have been programmed into the PBF Secretariat’s work plan for the Period January to 1 October 2010:

* Facilitate the conduct of the midterm evaluation of the PBF project and portfolio
* Expand on deliverables for M&E in the project proposals and update the MDTF quarterly reporting template to reflect impact on changes achieved in response to conflict drivers.
* Increase the number of field missions and encourage joint participation from key partners.
* Work with recipient Agencies to increase the number of field missions and copy field reports to PBO. Those M&E reports should address indicators of the Priority Plan for project review, and provide recommendations to the JSC, PBO, Recipient Agencies and implementing partners for corrective action and follow up.
* Following monitoring visits key implementation issues should be brought to the attention of the JSC.
* Organize regular field visits for JSC members, in particular local donors and CSOs/NGOs, as well as the media.
* Formulate a proposal for an enhanced M&E Unit within PBO for monitoring peacebuilding progress and providing the basis for recommendations for continued support, as well as lessons learned in PBF programme development.
* Liaise with the PBSO in NY to plan for the summative (end of project) of the PBF portfolio under the 2nd Window and Emergency Window allocation in Liberia.

# Performance Indicators (optional)[[5]](#footnote-5)

# Abbreviations and Acronyms

* List the main abbreviations and acronyms that are used in the report

CDA (Collaborative for Development Action) Collaborative Learning Projects

CSO Civil Society Organization

JSC Joint Steering Committee

MIA Ministry of Internal Affairs

PBO/PBFS Peacebuilding Office/Peacebuilding Fund Secretariat

PRS Poverty Reduction Strategy

RA Recipient Agencies

1. The term “programme” is used for programmes, joint programmes and projects. [↑](#footnote-ref-1)
2. E.g. Priority Area for the Peacebuilding Fund; Thematic Window for the Millennium Development Goals

   Fund (MDG-F); etc. [↑](#footnote-ref-2)
3. The start date is the date of the first transfer of funds from the MDTF Office as Administrative Agent. [↑](#footnote-ref-3)
4. All activities for which a Participating Organization is responsible under an approved MDTF programme have

   been completed. Agencies to advise the MDTF Office. [↑](#footnote-ref-4)
5. E.g. for the UNDG Iraq Trust Fund and the MDG-F. [↑](#footnote-ref-5)