



PEACEBUILDING FUND PROJECT DOCUMENT COVER SHEET


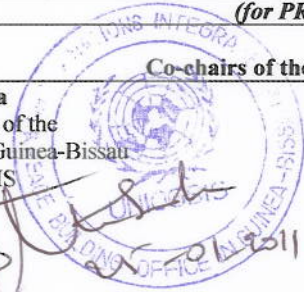
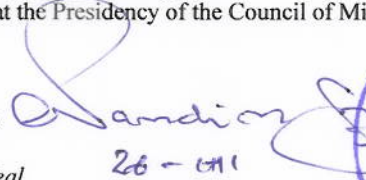



Project Title: Guinea-Bissau National PBF Secretariat Support: EXTENSION	Recipient UN Organization: UNDP Guinea-Bissau
Project Contact: UNDP Guinea-Bissau Telephone: 00245 695 05 25 E-mail: kasia.wawiernia@undp.org E-mail: lalao.raharisoa@undp.org	Implementing Partner(s): UNDP Guinea Bissau & UNIIOGBIS
Project Number: To be completed by UNDP MDTF Office	Project Location: Guinea-Bissau
Project Description: Support to National/Joint PBF Steering Committee during the First Quarter of 2011. Note: this is an extension of the PBF Secretariat project for Guinea Bissau approved in August 2009. It is meant to ensure continuing support to the PBF Steering Committee until the arrival of the second allocation for Guinea Bissau and the development of a new (three-year) project.	Total Project Cost: US\$ 55,215 Peacebuilding Fund: US\$ 55,215 Government Input: - Other: - Total: US\$ 55,215
Project Start Date and Duration: 1 January 2011 Duration: 3 months (1 Jan – 31 March 2011)	
Gender Marker Score¹: 0 <i>Score 3 for projects that are targeted 100% to women beneficiaries and/or address specific hardships faced by women and girls in post-conflict situations;</i> <i>Score 2 for projects with specific component, activities and budget allocated to women;</i> <i>Score 1 for projects with women mentioned explicitly in its objectives, but no specific activities are formulated nor is a budget reserved; and</i> <i>Score 0 for projects that do not specifically mention women.</i>	
PBF Priority Area(s) and Outcomes: <i>Priority Area 4: Public Administration</i> A well functioning national PBF Secretariat will support the effectiveness of decision-making through the National Steering Committee (NSC).	
Outputs and Key Activities: During the First Quarter of 2011, the Secretariat will focus on two key Outputs: <ol style="list-style-type: none"> (1) Projects under the first PBF allocation successfully concluded <ul style="list-style-type: none"> - Reports completed - M&E carried out at project and allocation level (2) Implementation of the second PBF allocation launched <ul style="list-style-type: none"> - Guidelines developed - Time-lines developed - Selection criteria developed - Strategy approved by the Steering Committee and process launched 	

¹ The PBSO monitors the inclusion of women and girls in all PBF projects in line with:

- SC Resolution 1325 (inclusion of women in prevention and resolution of conflict and in peacebuilding)
- SC Resolution 1612 (protection of children affected by armed conflict);
- SC Resolution 1820 (prevention of sexual violence and women in situations of armed conflict); and
- SC Resolution 1888 (re-enforcing Resolution 1820)
- SC Resolution 1889 (re-enforcing Resolution 1325)

PBSO measures inclusion of women and girls at project planning stage based on intended results and allocated budgets. PBSO also monitors and documents the progress and results of these projects separately to inform the SC and UN system.

(for PRF-funded projects)

Co-chairs of the Joint Steering Committee	
Mr. Joseph Mutaboba Special Representative of the Secretary-General in Guinea-Bissau and Head of UNIOGBIS <i>Signature</i>  <i>Date & Seal</i> 	Mrs. Adiato Djaló Nandigna Minister at the Presidency of the Council of Ministers <i>Signature</i>  <i>Date & Seal</i> 26 - 01 - 2011 
Recipient UN Organization(s)	National Implementing Partner(s)
Mrs. Lalao Ramanarivo-Raharisoa Resident Representative a.i. UNDP Guinea-bissau <i>Signature</i>  <i>Date & Seal</i> 24/01/2011 	NA

COMPONENT 1: Situation Analysis

In response to a decision of the Peacebuilding Commission on 20 February 2008, in its Country-Specific Configuration on Guinea-Bissau, the UN Secretary-General declared the country eligible henceforth to receive Peacebuilding Funds (PBF) upon the completion of further consultation and preparatory processes. In relation to this, the UN, Government and partners in Guinea-Bissau formulated a Guinea-Bissau PBF Priority Plan (June 2008) as a framework for developing specific peacebuilding projects for approval and implementation. Based on the PBF Senior Policy Group's endorsement of the Guinea-Bissau PBF Priority Plan and following recommendations made to the Secretary-General by the Assistant Secretary-General of the Peacebuilding Support Office (PBSO), a funding envelope of US\$6 million was approved for Guinea-Bissau in April 2008.

The Peacebuilding Support Office in New York (PBSO) envisaged that human resources support for the PBF process, including support to the National Steering Committee, the organization of other meetings, the administrative handling of the hefty paperwork documentation and other workload related to the implementation of the PBF projects, would be provided, starting April/May 2008, through the recruitment of 1 internationally-recruited UNV PBF Monitoring, Evaluation and Communication Officer in Guinea-Bissau and 3 nationally-recruited staff (Programme Officer, Administrative Assistant, Driver). Daily team management would fall under the ToRs of an international Peacebuilding Officer recruited by PBSO.

The PBF National Steering Committee (NSC) in Guinea Bissau is comprised of 21 members:

- Co-Chairs. (2). The Minister at the Presidency of the Council of Ministers and the Special Representative of the Secretary-General in Guinea-Bissau (SRSG);
- Representatives from the Government of Guinea Bissau (5);
- Multilateral Representatives (4): One each from the United Nations Country Team (RC), the World Bank, European Commission and the African Development Bank;
- Representative of a regional organization (1): ECOWAS;
- Bilateral Representatives (5): Brazil, China, Portugal, South Africa and Spain;
- Representatives of Women's groups (2), as nominated by Women's groups; and
- Representatives of Guinea Bissau Civil Society (2) as nominated by Civil Society.

COMPONENT 2: Narrative Section: Project justification

The establishment and funding for the PBF Secretariat as a project under the first PBF allocation has been unfortunately out of sync both with the peacebuilding strategic planning processes and with the selection of the other projects. An administrative nucleus was first set up in 2008 with direct funding from PBSO (PBSO overhead) to support the Joint Steering Committee. A formal PBF Secretariat was scheduled to start functioning on 1 January 2009, but delays in recruitment and in the finalization of the project document delayed its starting date. It is only in August 2009 that the PBF Secretariat was formally established as project under the Priority Plan in order to support the Steering Committee in all aspects related to the exercise of its functions, including the oversight of projects implementation.

The PBF Secretariat project had a time-frame of one year (August 2009 – August 2010) and received an allocation of \$ 107,094. Since \$ 140,449 of initial overhead was still available, the total project budget came to \$ 247,543.

On 15 December 2010, the PBF Steering Committee therefore approved a further allocation of \$ 55,215 from the remaining balance of \$156.262 under the first tranche.

The National PBF Secretariat Office Support Project will cover all the support aspects to the Joint Steering Committee during 2011 first quarter in order to achieve the two key outputs: (1) Projects under the first PBF allocation successfully concluded; (2) Implementation of the second PBF allocation launched.

COMPONENT 3: Logical Framework (including implementation strategy)

1. Describe the project's sustainability strategy (including an existing funding commitment or concrete steps that will be taken to ensure follow-up funding to sustain the project's impact), and/or an exit strategy.

A new project document that will be guide Secretariat activities for the next three years (2011-2013) with the objective of supporting the implementation of the second allocation for Guinea Bissau is currently under development and will be funded from this allocation (receipt of funds is expected during the First Quarter of 2011).

2. A logical framework is required. The following log frame format is recommended:

Part 1 (Strategic Level):

Results	Measurable indicators	Means of verification	Important assumptions
<p>PEACEBUILDING IMPACT:</p> <p>PBF interventions are effectively managed by the NSC with a focus on strengthening peace consolidation through measurable results</p>	<p>NSC successfully performs its function as defined in the NSC ToR</p>	<p>Number and quality of decisions made by the NSC</p>	<p>Political commitment to work for peace consolidation</p>
<p>OUTCOMES:</p> <p>PBF funds programmed transparently, strategically and catalytically maximizing PB opportunities.</p>	<p>NSC decision-making is in line with Peacebuilding Strategic Framework and PBF terms of Reference</p>	<p>Meetings minutes Evaluation report</p>	<p>Commitment of the NSC members to actively participate to the works</p>
<p>OUTPUTS:</p> <p>1st PBF allocation activities concluded 2nd PBF allocation activities started/launched</p>	<p>1st PBF tranche projects concluded At least 1 NSC meeting held</p>	<p>PBF projects reports Monitoring reports NSC meetings minutes</p>	<p>Commitment of national and UN partners to PBF processes</p>

	2 nd PBF tranche strategy and procedures prepared, discussed and approved by NSC	Approved strategy	
<p>ACTIVITIES:</p> <p>Preparation of NSC meetings (background documents prepared and shared with NSC members, invitations sent, agenda set...)</p> <p>Follow up of NSC decisions (minutes prepared and shared, communication of decisions to involved actors...)</p> <p>Field visits to ongoing PBF projects</p> <p>PBF projects reports prepared and shared with NSC members and MDTF</p> <p>PBF Secretariat Newsletter prepared and shared</p> <p>Elaboration of PBF 2nd tranche strategy and guidelines (including time-lines and selection criteria)</p> <p>Formalities to receive 2nd tranche completed</p>	<p>INPUTS:</p> <p>1 Peacebuilding Officer 1 Programme Officer 1 Administrative Assistant 1 M&E and Communication Officer</p> <p>The total cost of the project is 55,215 USD distributed following the budget below (Component 4).</p>	<p>Minutes of NSC meetings</p> <p>Monitoring visits reports</p> <p>PBF projects reports</p> <p>Newsletter</p> <p>Strategic document ready</p>	<p>Internal Secretariat processes clearly defined and operational</p>

COMPONENT 4: Budget

The budget should utilize the Standard Format agreed by UNDG Financial Policies Working Group with necessary modifications to suit the expected PBF project activities. The use of the budget format is mandatory since it allows the UNDP MDTF Office as the Administrative Agent of the PBF to consolidate and synthesize the periodic financial expenditure reports that will be submitted by Recipient UN Organizations.*

Recipient UN Organizations are encouraged to attach a copy of the project budget in the standard format for their organization to facilitate review. (Annex 1: Budget Details)



PBF PROJECT BUDGET	
CATEGORIES	AMOUNT
1. Supplies, commodities, equipment and transport	1,723
2. Personnel (staff, consultants and travel)	33,880
3. Training of counterparts	150
4. Contracts	15,850
5. Other direct costs	0
Sub-Total Project Costs	51,603
Indirect Support Costs**	3,612
TOTAL	55,215

* See the *UNDG Harmonized reporting to Donors for Joint Programmes approved in 2006 and available on <http://www.undg.org/docs/9442/Explanatory-Note--Annex-D.doc>.*

** *The rate shall not exceed 7% of the total of categories 1-5, as specified in the PBF MOU and should follow the rules and guidelines of each recipient organisation. Note that Agency-incurred direct project implementation costs should be charged to the relevant budget line, according to the Agency's regulations, rules and procedures.*

COMPONENT 5: Management Arrangements

UNIOGBIS

In line with PBF guidelines, the country-level PBF Secretariat, with associated project assets and staff, falls under the general supervisory oversight of the ranking UN Representative in-country or his appointed representative – in this case the Special Representative of the Secretary-General in Guinea-Bissau and Head of UNIOGBIS.

Daily Secretariat management falls under the ToRs of the Peacebuilding Officer and is to be performed in coordination with the integrated Strategic Planning Unit.

UNDP

Secretariat staff is employed through UNDP (with UNDP contracts) to ensure that the National PBF Secretariat can offer suitable salaries to attract qualified individuals.

For this project, the UNDP office in Guinea Bissau will act as a Recipient UN Organization for the receipt of the allocated and approved PBF funds and facilitate the administration and accounting for contracts and related procurement, under the overall authority of the SRSG acting as Co-chair of the NSC. UNDP, as Recipient UN Organization for this project, will fulfill its reporting role with the Multi Donor Trust Fund (MDTF) Office.

Procurement of supplies by UNDP will be subject to the relevant UN internal regulations for procurements.

Government

The Guinea-Bissau National PBF Secretariat will develop close ties and partnerships with the relevant actors and branches of the Government ensuring that all relevant Government and other



national stakeholders are included in the analysis of peacebuilding challenges and priorities and the development of proposals to address such challenges.

COMPONENT 6: Monitoring and evaluation

In addition to the pre-established project’s progress reporting and financial reporting responsibilities that fall on the partnership between UNDP/Guinea-Bissau and UNIOGBIS with regards to the use of PBF funding channeled through the UNDP Multi-Donor Trust Fund Office in New York, an evaluation of the PBF Secretariat performance will be part of the independent evaluation of projects under the first allocation to be undertaken by PBSO.

COMPONENT 7: Analysis of risks and assumptions

Key assumptions with regard to external factors that are outside project control but nevertheless necessary to the achievement of project outputs and purpose should be stated in the log frame.

- *Assess main potential causes of failure, including security, and their likelihood of occurrence, and the seriousness of consequences that would be suffered;*
- *Options considered and the steps taken in project design and implementation to address, and minimize or mitigate the potential risks;*
- *Any undertakings or agreements made with partners that impact on project implementation including monitoring of agreements; the implications of non-compliance.*

RISKS	MITIGATING FACTORS
<p>High-level political instability represents a significant risk factor in Guinea Bissau. This includes, but is not limited to, tensions between the civilian and the military leadership, as well as notably internal tensions within the governing party and military itself.</p>	<p>Internal tensions within governing party will be addressed through the SRSG's continued advocacy for genuine political dialogue among key stakeholders, particularly the President and the Prime Minister.</p>
<p>In light of the huge needs of the country and the limited number of donors, expectations regarding the second PBF allocation are high and reflect a lack of understanding regarding the scope and objective of PBF interventions.</p>	<p>The PBF Secretariat with support from UNIOGBIS and the UNCT has been conducting information sessions as well as meeting with relevant stakeholders in order to clarify and ensure an accurate understanding of the PBF Terms of Reference approved by the UN General Assembly.</p>
<p>Commitment of the NSC members to actively participate to the works is essential in order for the NSC to exercise its oversight function. Moreover, a lack of commitment of national and UN partners to PBF processes could hamper the achievement of the projects outputs.</p>	<p>The PBF Secretariat is working closely with UNIOGBIS and the UNCT to set up clear accountability mechanisms that can support the JSC in exercising its oversight function. The Secretariat budget in the current Priority Plan contains a distinct component on M&E and provides for financial support to JSC oversight activities, notably field visits. The Secretariat will also make every effort to ensure that JSC meetings are conducted on a monthly basis, as provided for in the JSC ToR.</p>



Annex 1: Budget Details

Categories		Quantity	Totals (3 Months)
Supplies	Office supplies		300
	Pending supplies 2010		220
Transport	Fuel		634
	Pending fuel 2010		269
Travel	In-country project field visits		100
	Pending Overtime Driver 2010		130
	Overtime Driver 2011		100
Office equipment	Printer	1	300
Personnel	UNV	1 staff	
	Salary		6,426
	<i>Forfait de gardiennage</i>		2,412
	<i>Groupe électrogène</i>		1,512
	Rest & recuperation (R&R)		2,500
	National Programme Officer (NOB)	1 staff	9,000
	National Admin Assistant (GS4)	1 staff	6,000
	Driver (GS2)	1 staff	5,700
Direct support to JSC	JSC monthly meetings + pending 2010		150
Contracts	Communication (phone, internet, mail)		3,000
	Other utilities and shared common costs		6,000
	Vehicle maintenance costs	1 vehicle	300
	Translation/interpretation services		5,600
	Pending interpretation 2010		200
	Office equipment maintenance		450
Miscellaneous	Driver's uniform		300
SUB-TOTAL			51,603
UNDP GMS costs 7%			3,612
TOTAL			55,215

