

7. Project Budget (see Project budget below in six budget categories). For the purpose of transparency and accountability, detailed budget is attached in annex 1 to provide clarity and additional budget information.

8. Detailed work plan (See detailed project section)

The Project work plan is patterned after the LPP Strategic Performance Management Framework (SPM) (See approved LPP of 5 May 2011, p. 22). The PBO will customize from time to time and develop as a separate work plans (Annual, Quarterly, Monthly) and weekly agendas based on the LPP and other activities related to this project implementation.

PBF PROJECT BUDGET

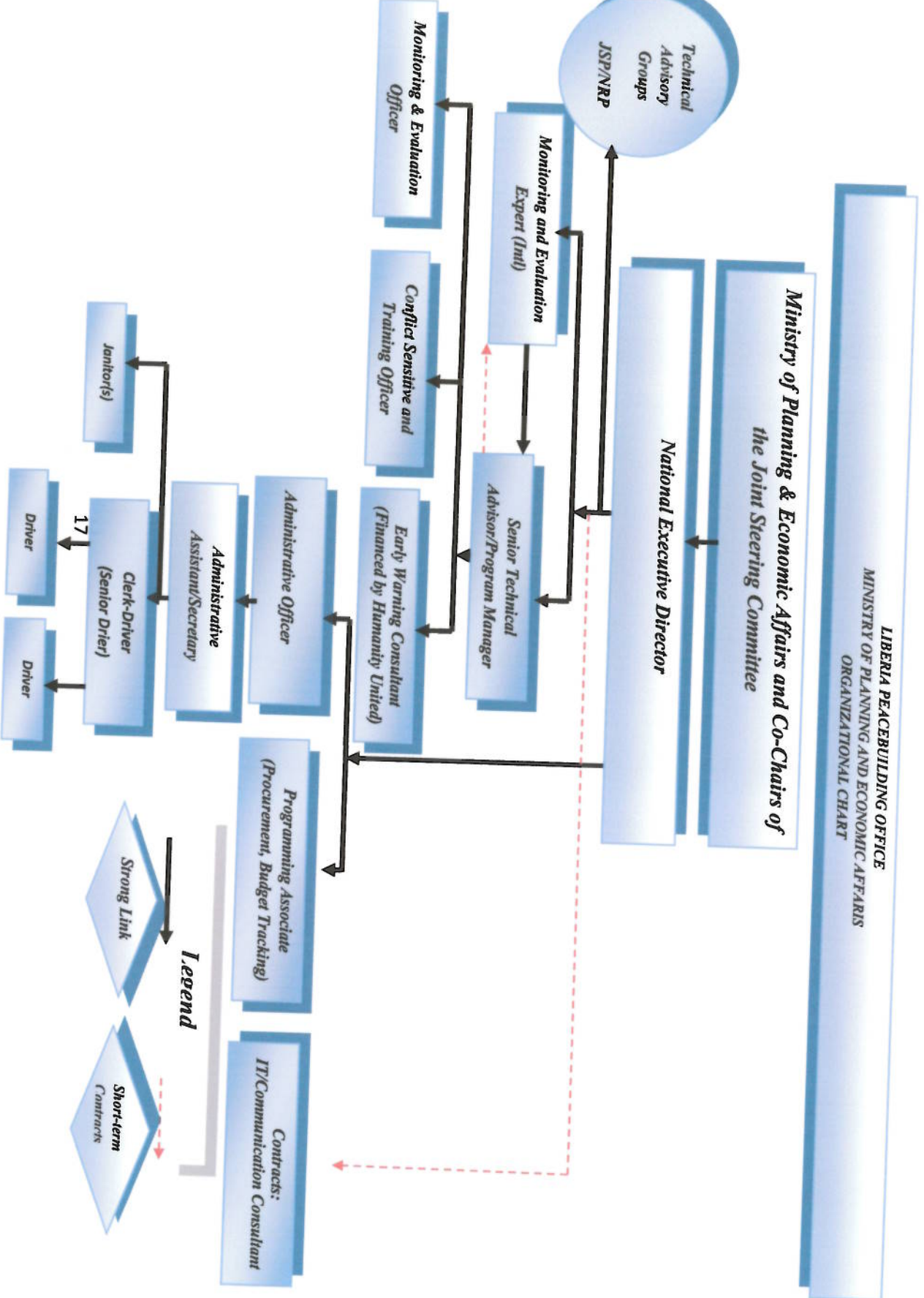
Line #	CATEGORIES	AMOUNT
1	Supplies, Commodities, Equipment, Transport	127,650.55
2	Personnel (Staff, consultants and Travel)	1,060,200.00
3	Training (Local, Internal and counter parts)	109,777.07
4	Contracts	136,677.05
5	Other direct costs	40,000.00
	Sub-Total Project Costs	1,474,304.67
6	Indirect Support Costs(7% of sub-total)	103,201.33
	GRAND TOTAL	1,577,506.00

Note: Allocations for monitoring and evaluation activities is an addendum to the PBO's detailed budget.

Meanwhile, they can be captured from the following lines:

1. Contracts	115,875.00
2. Transport	77,000.00
3. Equipment	850.55
Total	193,725.55

Structure for the Effective Management and Operations of the Liberia Peacebuilding Office



In keeping with the management structure of the Liberia Peacebuilding Office reflected above, the Project has described for each position, general and specific terms of reference for each position. Below indicates the said terms of references.

Terms of Reference (ToRs) for PBO/PBF-Secretariat Substantive Staff

The effective and efficient implementation of the Liberia Peacebuilding Programme is highly dependent on the resourcefulness of the Liberia Peacebuilding Office. The PBO is responsible to provide overall technical support to the implementation of the LPP through effective coordination and responsive M&E system in place. This requires having highly resource staff capable to act in secretariat capacity on behalf of the JSC, the PBSO and the Country-specific Configuration, as well as to provide capacity building support to policy makers and related Government officials in the area of conflict sensitivity and peacebuilding. Consequently, and in consideration of the multiple demands on the PBO, confirmed by the 2010 PBF mid-term evaluation report, the below mentioned staff are required. For the purpose of enhancing staff performance review, terms of reference for each substantive staff is reflected below.

It is important to note that all staff mentioned in this project document was approved by the JSC and the PBSO on 5th May 2011 as contained in the LPP overall budget. The staffs are arranged in terms seniority and management oversight as stressed below:

PBO/PBF - Secretariat Executive Director

Coordinate and Manage the overall administrative functions of the PBO/PBF Secretariat

- Provide overall direction for Peacebuilding Office (PBO) Management;
- Identify most critical peacebuilding needs in Liberia and steer activities of the PBO accordingly with assistance from the Senior Peacebuilding Advisor;
- Develop three (3) year strategic workplan for the PBO – related to the full implementation of the Statement of Mutual Commitment, the Liberia Priority Plan and the Liberia Peacebuilding Programming document, including other national peacebuilding initiatives (e.g. the International Dialogue on Peacebuilding and Statebuilding and the National Vision Exercise);
- Coordinate with relevant Government agencies to develop and institutionalize strategic plan for national peacebuilding efforts;
- Serve as focal point for managing overall functions of the PBO / Peacebuilding Fund Secretariat, including acting as focal point for UN recipient organizations;
- Coordinate with the United Nations Peacebuilding Support Office, Multi-Donor Trust Fund and the Country Configuration in New York to guide the strategic plan for the PBF Liberia;
- Coordinate with the relevant agencies of GOL to build national peacebuilding capacity;
- Ensure linkages of PBF Liberia to national processes, in particular the Poverty Reduction Strategy (PRS) and the National Visioning Exercise;
- facilitate and follow-up on the implementation of commitments agreed in the Statement of Mutual Commitment and deliverables in the LPP;
- Ensure timely submission of reports (including quarterly and annual reports) by UN Recipient agencies, Government institutions and other implementing partners; and lead the preparation of the GOL nine months report to the JSC and the PBO;

- Ensure the setting up of a robust monitoring and evaluation system, or a Performance Management Plan for reporting against progress at the output, outcome/ impact level (with link to the PMP of the MDTF/PBSO);
- support to setting up of a rigorous M&E plan for the Joint Programmes to be implemented under the LPP;
- Manage application process (where applicable) for the PBF Project Proposals and support the LPP Joint Programming activities with PBO staff;
- Liaise with the PBF Technical Advisory Groups (TAGs) on Justice and Security and on National Reconciliation and PBF Joint Steering Committee (JSC) to ensure project proposals, joint programmes and various project workplans are reviewed, evaluated and acted upon;
- Assist the GoL in learning about developing links to other peacebuilding and stability instruments via Peacebuilding Support Office and PBC in New York;
- organize periodic workshops regarding the rules and regulations of the PBF and related management arrangements;
- As directed by the JSC co-chairs, support information sharing (including bulletins), awareness raising and training as required;
- Identify problems that may arise in relation to project delivery and management and advise the JSC on appropriate action, and report back on progress or lack thereof;
- Provide guidance to UN "Recipient Organizations" on common methodologies for program/project costing, staffing and related issues;
- Facilitate the development of a communication strategy and implementation plan with staff;
- Document, communicate and ensure follow-up of the PBF JSC's decisions Project Proposal, Joint Programmes, and initiatives regarding activities of the Peacebuilding Office, PBF/PBC activities in Liberia, and conflict management as needed (with staff);
- Organize and coordinate all PBF meetings with JSC and TAG with PBO Staff;
- Lead overall administrative functions of the PBO with support from relevant administrative staff;
- Report to the Minister of Planning and Economic Affairs on PBO matters and to the ARR/UNDP on program and related procurement issues; and
- Perform other duties as needed to support the GoL Peacebuilding Office, and the PBF JSC Co-chairs.

PBO/PBF-Secretariat Senior Technical Advisor

➤ Coordinate and manage overall technical functions of the PBO/PBF Secretariat

- Serves in the capacity as program manager for the PBO with responsibilities include providing oversight over program related activities including monitoring and evaluation, training, conflict early warning and capacity building of national institutions;
- Maintain up-to-date, comprehensive conflict mapping / assessments of the country.;
- identify most critical peacebuilding needs in Liberia through context monitoring and assessments;
- facilitate the development of peacebuilding strategic plan for the Liberia Peacebuilding Office;
- Support the management of application process for Concept Notes and Project Proposals'
- Liaise with PBF Technical Advisory Groups on Justice and Security and the National Reconciliation (TAGs) and the JSC to ensure concept notes / project proposals are reviewed and evaluated and acted upon;
- Monitor project implementation in terms of inputs, outcomes and impacts as a result of the LPP interventions;
- Oversee/coordinate evaluation of PBF peacebuilding impact and specific projects;
- Collaborate with relevant national institutions including legislature to devise and institute policy on national

reconciliation

- Coordinate with the Government institutions to advise and assist in building national capacity in peacebuilding and conflict prevention/early warning;
- facilitate building linkages of PBF funded PB programs to national processes, in particular the Poverty Reduction Strategy (PRS);
- Lead overall technical functions of the PBO with support from relevant technical staff; and
- Coordinate with relevant national institutions including the NGOs/PVOs Section of the Ministries of Planning and Economic Affairs to advise on accreditation of CSOs working in Peacebuilding and Conflict early warning; Coordinate periodic meetings of CSOs working in and on conflicts in Liberia

➤ **Liaising between PBF and Liberia peacebuilding efforts**

- Identify and support the Government of Liberia in developing an integrated M&E system that embodies the PRS, UNDAF, LPP and other related peacebuilding interventions;
- ensure that rules and regulations of the PBF and related management arrangements are accessible to all PBO staff and consultants;
- Lead the process with technical guidance from M&E Expert to setting up an effective M&E system at the PBO;
- Coordinate closely with PBF M&E expert on all M&E matters;
- As directed by the JSC co-chairs, advise the Executive Director on strategy for information sharing (including bulletins), awareness raising and training as required and
- Advise and report all PBO related matters to the Executive Director for appropriate actions.

Monitoring and Evaluation Specialist (Intl. P4)

- Conduct SWOT analysis on the Monitoring and evaluation needs of the PBO and other agencies including national and international institutions implementing the LPP;
- Develop relevant PBO staff capacity in monitoring and evaluation so that they assume full M&E responsibilities within a period of one year;
- Provide support to the Joint Steering Committee (JSC) and the PBF Secretariat in the oversight functions during the period of assignment;
- Advise the Joint Steering Committee to effectively manage the LPP for the most effective results achievements,
- Facilitate periodic program performance review involving funding recipient agencies
- Provide technical guidance for monitoring and reporting on project contributions to the LPP outcomes;
- Identify and advise on the best use of quantitative and qualitative data sources for the substantive reporting and the systematic sharing of information with the national government, donors and stakeholders and
- Setting up/strengthening institutional M&E capacity at the PBO for adequate respond and meeting M&E needs of the LPP and relevant stakeholders based on indicators defined in the LPP.

Results based programme management of the LPP

- Elaborate an M&E plan with assigned roles and responsibilities, methods of data collection (baseline data) and cost allocation for the tracking of outcome indicators and critical assumptions outlined in the strategic results framework of the LPP (Annex 1)
- Provide support to the PBO in the development of methodological guidance and coordination in the conduct of perceptions surveys for qualitative assessments of peace relevant changes achieved (different target groups: e.g. service provider, programme beneficiaries etc)
- Provide guidance on developing user-friendly templates for the routine half year and end year programme reviews focusing on ‘snapshots’ of results achievements that enable the JSC to keep oversight on the status of the overall programme performance and managing unexpected risks
- Strengthen Coordination support of the PBO and streamline the information flow and reporting from project based M&E systems of the funding recipient agencies to the JSC for in depth analysis of results achievements,
- Ensure the active use of data sources for decision making at JSC level to take immediate corrective actions / programme alignment if needed for further performance improvements,
- Support PBO in developing quarterly consolidated report for circulation to the JSC, the PBSO, Country Specific Configuration and donor community to showcase progress helps in resource mobilization
- Support the conduct of independent professional programme evaluations.

Project based performance monitoring and reporting

- Provide clear guidance to the JSC in the performance based selection of fund recipient agencies (is this still relevant given that the UNRA are already identified)?
- Ensuring the quality of project designs and expected results against which the performance of fund users will be measured
- Provide guidance to the fund recipient agencies how to monitor and report on their output delivery performance (quarterly based) and outcome achievements (end year) of the strategic results framework
- Providing technical support in the strengthening of M&E capacities at the level funding agencies and implementation partners including training in result based management system
- Ensuring the quality control of substantive reporting on results at project level and upload to MDTFO gateway;
- Provide support in organizing and implementing periodic coordination meetings at both field and Monrovia level to ensure building links and synergies between and amongst programs and projects

Reporting and knowledge sharing

- Support the JSC in their reporting obligations on results and transparent budget use towards the Ministry, donors, chair of configuration, PBSO
- Compile project based quarterly and annual reporting towards programme reporting on results (every six months)
- Support the JSC in responding to external evaluation findings
- Ensure international quality standards in using different and credible data sources for performance assessments

- Create and maintain a database on experiences, success stories and lessons learnt on the different sector interventions
- Support the Administrative Officer to ensure project files and folder updates/maintenance
- Support the Senior Advisor for programme monitoring and evaluation at PBF branch, HQ NY and the Senior Advisor at the PBO for technical support and coordination at the field level
- Support PBO Executive Director and Senior Technical Advisor in writing the 9-month report based on the SMC and the LPP
- Bridge the PBF Liberia's work with PBF and PBSO in New York; Fulfil all UN reporting / oversight requirements
- Coordinate with the PBO Executive Director and Senior Technical Advisor in the performance of M&E;
- Set up an effective and responsive database system at the PBO including a tracking system to capture both quantity and quality results of the LPP implementation;
- Report to the JSC through the PBO Executive Director

Monitoring and Evaluation Office (Nat'L)

- **Managing the application process for Joint Programmes related to the LPP**
 - Document, communicate and ensure follow-up on the PBF JSC's decisions with agencies involved in the implementation of Joint Programmes on Justice and Security and National Reconciliation;
 - support the International M&E Specialist to set up and maintain a database system on implementation of the LPP Joint Programmes, and projects;
 - Follow up with project teams for timely submission of quarterly, semi-annual and annual reports;
 - develop and execute monitoring and field visits and prepare and circulate report to the relevant agencies;
 - Consolidate and submit draft M&E reports submitted by project teams, as well as findings from monitoring and field visits for submission to the JSC;
 - Up-load quarterly/annual reports from project teams on the Multi-Donor Trust Fund Office Gateway;
 - Work with Administrative Officer to ensure project folders/files are regularly updated; and
 - provide support to project teams to conduct baseline surveys where appropriate, define SMART indicators and logical frameworks that will help track progress toward implementation.
- **Monitoring ongoing projects and sharing lessons-learned**
 - trouble shoot or identify issues that may arise in relation to project delivery and management and prepare draft report for advise to the JSC on appropriate action; and report back on progress or the lack thereof;
 - Review reports submitted to the PBO and provide status updates for guidance and decision making by the JSC;
 - Provide guidance to UN 'Recipient Organisations' on common methodologies for programme/project costing, and related issues; and
 - Track the implementation of projects and make recommendations for improvements as necessary.
- **Assisting in monitoring and evaluation of the Liberia PBF on the whole, and on a project-basis**
 - provide support to identify and facilitate the work of independent evaluation experts who will design and implement impact evaluations of the LPP Joint Programmes and Costed Action Plans, as directed by the co-chairs of the JSC;
 - Assist in facilitating mid-term and end of project evaluation of the LPP and PBF portfolio;
 - provide support to review financial reports from project teams – and bring to the attention of the Senior

- Technical Advisor/Programme Manager issue(s) that may require redress or action;
- conduct an assessment and maintain database of all peacebuilding efforts in Liberia;
 - In collaboration with the Senior Technical Advisor/Programme Manager and the PBO Director, develop strategic national peacebuilding plan and guide peacebuilding projects according to critical gaps;
 - Support national communications initiatives regarding activities of the Peacebuilding Office and conflict management as needed; and
 - Perform any other related tasks as directed by the Senior Technical Advisor/Programme Manager and the Executive Director.

PBO/PBF-Secretariat Administrative Officer

- Setting up and maintaining the PBO Master Directory and filing system;
- Maintain a data base (electronic and hard copies) of all PBO related documents;
- Organize and maintain and Share Drive and update all staff on a quarterly basis with procedures for uploading files and documents on the Share Drive;
- Develop and maintain the PBO Annual, Monthly, and Weekly work plan, and consolidate the PBO weekly agendas in line with various work plans;
- Consolidate daily situation reports (SITREPS) and note to file (NTF) submitted by all staff and submit consolidated reports weekly, monthly, and quarterly to the National Executive Director, related to staff activities;
- Organize/arrange regular JSC meetings and maintain and data base of all JSC's activities, including invitations, agendas, meeting minutes, decisions, communications, call for proposals (where applicable), TORs and RoPs, contact details, etc. and support the National Executive Director and other staff in following-up on or executing action points and decisions evolving from the JSC's meetings;
- Organize other meetings – including Technical Advisory Groups (TAGs), take and compiled notes / minutes and support the National Executive and other staff in following-up on, or executing action points and decisions evolving from the meetings;
- Update / customize where applicable and ensure compliance with the PBO Administrative Procedures / Rules and Regulations as contained in the PBO Standard Operating Procedures (SOP);
- As may be assigned by the National Executive Director or his/her designee, assist with printing communications and other documents and ensure prompt reply to all communications to the National Executive Director;
- Follow – up with staff for the submission of monthly activities reports and liaise with the Finance Project Officer on the submission of staff monthly reports and payslips for processing of monthly salaries;
- Maintain a data base with staffs' travels including training programmes and other assignments out of duty station, and liaise with the Finance Project Officer on DSA and other related procurement issues;
- Maintain an up-to-date directorate and contact details of all PBO partners, both at the local, national and international levels;
- Manage the Administrative Assistant in the execution of his/her terms of reference; and
- Assist with any other tasks as needed to ensure the smooth running of the PBO.

PBO/PBF-Secretariat Conflict-Sensitivity / Training Officer

- Create conflict-sensitivity framework (a set to tools) to be used in all Government of Liberia policy-creation, program design, and implementation for the Poverty Reduction Strategy;
- Oversee and ensure the dissemination and implementation of the conflict-sensitivity framework.
- Work with senior level Government officials to educate on conflict-sensitivity;
- Train policymakers in the use of the conflict-sensitivity framework;
- Provide on-call assistance in conflict-sensitivity application as needed;
- Create conflict-sensitivity framework to be used in all Government of Liberia policy-creation, program design, and implementation for the Poverty Reduction Strategy;
- Oversee and ensure the dissemination and implementation of the conflict-sensitivity framework;
- Work with senior level Government officials to educate on conflict-sensitivity;
- Train policymakers in use of the conflict-sensitivity framework; and
- Provide on-call assistance in conflict-sensitivity application as needed.

PBO/PBF-Secretariat Administrative Assistant

- Assists with all aspects of administration for the PBO / PBF;
- Coordinate travel to the counties for research purposes;
- Assist with printing communications documents;
- Data entry and maintenance;
- Supports logistical support to the JSC and PBF Secretariat;
- Assist with the organization of technical meetings;
- Draft minutes of meetings;
- Manage technical documents, correspondence, and telephone calls;
- Assist with any other tasks as needed to ensure the smooth running of the PBF Secretariat;
- Provide administrative and logistic assistance to the JSC and PBF Secretariat;
- Assist with the organization of technical meetings;
- Draft minutes of meetings;
- Draft budgetary and financial reports;
- Ensure the daily functioning of the PBF Secretariat;
- Manage technical documents, correspondence and telephone calls;
- Liaise with RCO administration for logistical and material coordination purposes; and
- Carry out any other task that may be assigned by the supervisor for the smooth running of the PBF Secretariat.

PBO/PBF-Secretariat Programme Assistant (this position is divided into two major functions as administrative and financial accounting)

- **Administrative:**
- Represent the Liberia Peacebuilding Secretariat at all financial levels;
- Inform the administration on delays in liquidation of advances for actions;
- Provide monthly draft report to the administration for comments and actions;

- Provide weekly briefing on the financial status of the Liberia Peacebuilding Secretariat;
- Brief Administration as per request on the status of funding of the Liberia Peacebuilding Secretariat;
- Supervise petty cash custodian;
- Do daily and weekly cash count of petty cash along with petty cash custodian;
- Sign petty cash count sheet and file;
- Designate anyone to count petty cash and do filing of count result; and
- Review petty cash request for possible payment.

➤ **Accounting:**

- Carry out financial planning and strategy. Do risk analyses of project recipients' financial report;
- Prepare and execute payment (DSA) for field trips;
- Prepare and execute payment for contract(s);
- Prepare and execute payment for staff advances for field trips;
- Prepare and execute monthly staff payrolls taking into consideration the Government of Liberia revenue and tax laws;
- Perform the daily accounting services and prepare donor monthly, quarterly and annual financial reports.
- Prepare and execute payments for approved salary advances for staff;
- Maintain a database of active staff financial records in all forms (Salary advance, field trip advances, and loans) in MS access or MS excel;
- Liquidate all advances given to any staff from the field and match it against advance form of staff in question;
- Prepare a full list of Assets of all the Liberia Peacebuilding Secretariat's assets indicating location and current status and distinguishing donor's assets listing;
- Evaluate and promoting accounting and operational procedures adopted by the project recipients' IP;
- Analyze financial Information;
- Do statistical analysis in line with work plan, take note of Improvement of project recipients' IP financial reports;
- Identify weaknesses in internal control procedures and assess the adequacy of accounting, financial and operating controls;
- Prepare monthly bank reconciliations statement of all the Liberia Peacebuilding Office funds;
- Prepare the Liberia Peace Building Secretariat financial statements for donors in different donor sectors;
- Highlights material errors in the accounts and assessing compliance with established financial procedures, laws and taxes;
- Safeguard the Liberia Peacebuilding Fund Office financial resources and assets against misuse or misappropriation.
- Develop and customize financial reporting template for use by the Liberia Peacebuilding Secretariat;
- Provide financial decision-making information by gathering and analyzing financial information, developing projections and alternatives;

- Prepare annual statement of financial position, income and expense statement for use by the Peacebuilding Secretariat's Executive Director;
- Prepares one, two, and three, year financial plans by collecting historical data; developing and estimating trends; preparing assumptions; examining management plans;
- Determines best possible position by forecasting expenses in line with donor requirements and approval;
- Close the monthly journal to the individuals and close the ledger to income summary; and
- Perform other evolving tasks assigned by line manager.

(To be submitted to the UNDPMDTF Office with fully signed Pro-Doc)

UNITED NATIONS PEACEBUILDING FUND

**Project Transmittal Template
for approval by the Joint Steering Committee under
the Peacebuilding and Recovery Facility (PRF)**

[LIBERIA]

Part A. Meeting Information <i>To be completed by the PBF JSC Secretariat</i>			
Date of Meeting: N/A – see summary explanation below.	Recipient UN Organization: UNDP		
Priority Area: LPP – implementation	Total PBF Budget: US\$ 1,577,506.00		
Part B: Project Summary <i>To be completed by the Recipient UN Organization</i>			
From: <i>Head of UN Recipient Organization</i> Dominic Sam Country Director, UNDP	Date of Submission: 21 October 2011		
Contact: <i>Telephone number, email</i> Dominic> San@undp.org , +231 6 995 555			
Proposed Project, if approved, would result in: <input type="checkbox"/> New Project / Joint Project <input checked="" type="checkbox"/> Continuation of previous funding <input type="checkbox"/> Other (explain)	Proposed Project resulted from: <input checked="" type="checkbox"/> National Authorities initiative within Priority Plan <input checked="" type="checkbox"/> UN Agency initiative within Priority Plan <input type="checkbox"/> Other (explain)		
Project Title: Support for the Extension, and Functioning of the Government of Liberia Peacebuilding Office / PBF Secretariat and for Monitoring and Evaluation of the PBF portfolio and projects			
Total Project Budget: US\$ 1,577,506.00			
PBF amount requested: US\$ 1,577,506.00			
Amount and percentage of indirect costs requested:			
Projected Annual Commitments:	2012 \$	2013 \$	2014 \$
Projected Annual Disbursements:	2012 \$	2013 \$	2014 \$

Narrative summary of Project

Not to exceed 500 words

1. Background

The Government of Liberia Peacebuilding Office started full operations in 2009 with two main objectives: i) to act as a secretariat for the Joint Steering Committee (JSC) responsible to administer the PBF in Liberia; and ii) to strengthen capacity of Government of Liberia in the area of conflict sensitivity and to monitor the implementation of the poverty reduction strategy (PRS). Additionally, the PBO provides monitoring and evaluation support to the UN agencies and implementing partners.

The PBO as a project ran from 2009 January to 2010 December. The PBF provided financial support to a total of 25 projects with a total financial value of US\$17 million United States Dollars. Following the end of these projects in 2010, the Government of Liberia requested to be placed on the Agenda of the Peacebuilding Commission in September 2010 following which a Country Specific Configuration for Liberia was established, chaired by Prince Zeid Ra'ad Al Hussain, the permanent Representative of the Government of Jordan to the United Nations. A major instrument, the Statement of Mutual Commitment (SMC) was adopted by the Government of Liberia and the Peacebuilding Commission on November 16, 2010. A Liberia peacebuilding priority plan (PPP) was subsequently developed with the leadership of the Government and supported by the United Nations. Both the PPP and the SMC identify the core priorities in rule of law, security sector reform and the national reconciliation. The PPP emphasizes the need for decentralized justice and security service delivery and builds on the accomplishments of the first tranche of the PBF which ended in 2010 December including a focus on national reconciliation through support for land reform, youth empowerment and dialogue platforms.

In support to the JSC for the effective management and implementation of the LPP, two technical advisory groups on justice and security and national reconciliation (TAGs) were established by the JSC with their terms of reference full approved by the JSC. The PBO in addition to serving as secretariat to the JSC, it acts as secretariat to the both TAGs. Further, the PBO coordinates the organization of all meetings, troubleshoots, write minutes, circulates invitations and produce and disseminates minutes to members of the both TAGs and the JSC. Overall coordination and rolling out monitoring and evaluation of the LPP is the responsibility of the PBO.

In consideration of the above background, especially in light of the effective implementation of the LPP, the extension, expansion and effective functionality of the PBO became increasingly necessary and imperative. It is therefore in recognition of this need that the PBO as a project is proposed to be extended, expanded and functional for the next three years (October 2011 – October 2014).

1. Purpose of Proposed Project

This Project proposal is to extend, expand and supports the functionality of the Liberia Peacebuilding Office for the next three years – October 2011 to October 2012. The PBF provision of funding for the purpose described will enable the PBO to assist the JSC, the TAGs and the Program managers for Justice and Security and National Reconciliation to effectively and efficiently implement the Liberia Peacebuilding Program. Additionally, the PBO will be able to roll out the monitoring and evaluation aspects of the LPP implementation and to provide technical coordination in support of the JSC and related structures associated with the LPP implementation.

The Peacebuilding Office is expected during the implementation span to be supported by technical expertise provided by UNMIL related to security and justice reform and on national reconciliation.

2. Purpose of Proposed Project

[Detail key outcomes, outputs, from project cover sheet and attach detailed project document following PBF template]

Comments/Justification

This project identifies and addresses a significant gap in Government of Liberia capacity. The analysis of how this project will increase the Government of Liberia's ability to address persistent conflict factors is solid and maps a clear, sustainable way forward. Establishing the Government of Liberia Peacebuilding Office aligns with Liberia's PBF Priority Plan and with JSC.

Hon. Amara Konneh
Minister of Planning and Economic Affairs
Co-Chair, PBF Joint Steering Committee



Signature

Date 12-7-2011

Moustapha Soumare
**Deputy Special Representative of
the Secretary-General (R&G)**
Co-Chair, PBF Joint Steering Committee



Signature

Date 12/07/2011

Part F: Administrative Agent Review

To be completed by the Administrative Agent

Action taken by the Administrative Agent: MDTF Office, UNDP

Project consistent with provisions of the PBF Memorandum of Understanding and Standard Administrative Arrangements with donors

Bisrat Aklilu,
Executive Coordinator, MDTF Office, UNDP

Signature

Date