

**PEACEBUILDING FUND**

**PROJECT DOCUMENT**

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| **Project Title:** Guinea-Bissau National PBF Secretariat Support 2012 - 2013 |  | **Recipient UN Organization:** UNDP Guinea-Bissau |
| **Project Contact**:  **UNDP Guinea-Bissau**  **Telephone: 00245 695 05 25**  **E-mail:** [kasia.wawiernia@undp.org](mailto:kasia.wawiernia@undp.org)  **E-mail:** [lalao.raharisoa@undp.org](mailto:lalao.raharisoa@undp.org) |  | **Implementing Partner(s):**  UNDP Guinea Bissau & UNIOGBIS |
| **Project Number:** |  | **Project Location:** Guinea-Bissau |
| **Project Description:**  Support to National/Joint PBF Steering Committee from January 2012 to December 2013. |  | **Total Project Cost: 531,347 US$**  **Peacebuilding Fund: 531,347 US$**  **Government Input: -**  **Other: -**  **Total: 531,347 US$** |
| **Project Start Date and Duration:**  1 January 2012 – Duration: 2 years (2012 – 2013) |
| **Gender Marker Score[[1]](#footnote-1): 0**  *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;*  *Score 2 for projects with specific component, activities and budget allocated to women;*  *Score 1 for projects with women mentioned explicitly in its objectives, but no specific activities are formulated nor is a budget reserved; and*  *Score 0 for projects that do not specifically mention women.* | | |
| **PBF Priority Area(s) and Outcomes:**  *Priority Area 4:* Public Administration  *Outcome:*  PBF funds managed transparently, strategically, cost-effectively and catalytically maximizing PB opportunities. | | |
| **Outputs and Key Activities:**  Output 1: National Steering Committee and Technical Review Group effectively oversee the implementation of the 2nd PBF allocation  Key Activities:   * Support to the National Steering Committee * Support to the Technical Review Group * Monitor and evaluate the implementation of Joint Programmes under the 2nd PBF allocation * Provide guidance on MDTF and PBF procedures and requirements * Communication activities related to the PBF and PBC   Output 2: PBF National Secretariat established as a local repository of knowledge, lessons learned and institutional memory regarding PBC/PBF engagement in Guinea-Bissau.  Key Activities:   * Maintain and update an archive of PBF and PBC-related documents * Document and preserve a record of lessons learned * Actively promote a better understanding and increased visibility of the PBF and PBC in Guinea Bissau   Output 3: Capacity of national government counterpart (Ministry of Economy, Planning and Regional Integration) to oversee the implementation of the 2nd PBF allocation strengthened.  Key activities:   * Actively partner with MEPIR in all aspects of Secretariat activity | | |

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| **Co-chairs of the Joint Steering Committee** | |
| **Mr. Joseph Mutaboba**  Special Representative of the  Secretary -General in Guinea-Bissau  and Head of UNIOGBIS  *Signature*  *Date & Seal* | **Mrs. Adiato Djaló Nandigna**  Minister at the Presidency of the Council of Ministers  *Signature*  *Date & Seal* |
| **Recipient UN Organization(s)** | **National Implementing Partner(s)** |
| **Mr. Gana Fofang**  Resident Representative  UNDP Guinea-Bissau  *Signature*  *Date & Seal* | **NA** |

# COMPONENT 1: Situation Analysis

Guinea Bissau has been among an initial first group of four countries to be referred by the Secretary General to the Peacebuilding Commission (PBC), which established a Country-Specific Configuration (CSC) in December 2007. Subsequently, in 2008, the Peacebuilding Fund (PBF) allocated a funding envelope of US$ 6 million to the country, targeting **six areas,** identified as priorities in the Peacebuilding Strategic Framework (2009) and the Priority Plan (2008-2009). These areas included: (1) electoral support; (2) rehabilitation of military barracks; (3) rehabilitation of prisons; (4) youth employment; (5) a feasibility study on SSR and reintegration; and (6) the establishment of the national PBF Secretariat.

In 2010, Guinea Bissau developed a second Peacebuilding Priority Plan (PPP) reflecting the need for ongoing support for peacebuilding activites. On the basis of this plan, the Peacebuilding Support Office (PBSO) approved a second allocation of US$ 16.8 million. This allocation, which almost triples the initial amount, reflects the intention of PBF Senior Policy Group and PBSO to recognize the relative progress made by the government of Guinea Bissau in achieving greater political stability, notably through improved fiscal discipline and a formal willingness to embark upon a comprehensive process of Security Sector Reform (SSR), as well as to allow for the development of projects on a scale large enough to achieve a measurable peacebuilding impact. The new allocation envisages a comprehensive support package focused on four areas: (1) Security Sector Reform - Military; (2) Security Sector Reform – strengthening civilian authority; (3) Peace dividends: Employment; (4) Reconciliation, National Dialogue and Good Governance. In addition, the allocation provides for the continued consolidation of the National PBF Secretariat in order to effectively support the Joint Steering Committee (JSC) and the Technical Review Group (TRG).

The National Secretariat currently (October 2011) consist of 3 nationally-recruited staff (1 National Programme Officer, 1 Administrative Assistant, and 1 driver) and 1 internationally-recruited UNV focusing on Monitoring, Evaluation and Communications, with daily team management provided by an international Peacebuilding Officer recruited by PBSO in New York and deployed in Bissau (see Annex 2 for Staff ToRs).

**COMPONENT 2: Narrative Section: Project justification**

The establishment of an effectively functioning PBF National Secretariat has been a notable achievement of the first PBF allocation. Despite initial delays and challenges, the Secretariat now successfully functions as a hub for the coordination of all PBF and PBC-related activities in Guinea Bissau. It has supported fifteen JSC meetings to date, liaises on regular basis with the coordinator of the Technical Review Group, has generated substantial M&E data (including a mid-term evaluation highlighting the challenges faced by the projects in the implementation of the first PBF allocation) and developed a strong partnership with MDTF-O to ensure compliance with PBF rules as well as all relevant reporting obligations. The Secretariat has also functions as an important institutional link between the UNCT, on the one hand, and UNIOGBIS, on the other, in coordinating and providing technical guidance on all aspects related to the work of the PBF on the ground.

A strong Secretariat, which in the medium to long-term can become a repository of knowledge regarding best practices and institutional memory, will be essential to ensuring that the JSC can play its oversight role effectively and successfully in the implementation of the second PBF allocation. While the Secretariat currently works closely with its national counterparts, an explicit emphasis on strengthening the technical capacity at Ministry level will be essential in order to allow the government to play a lead role in this process. Equally important will be the regular engagement with the individual members of the JSC, especially the government members, in order to provide them with technical information required to perform an effective oversight.

The current project document outlines three main directions of institutional development for the National PBF Secretariat for a period of two years (2012-2013), which corresponds to the time-frame of the current Peacebuilding Priority Plan (PPP) for Guinea Bissau (2011-2013):

1. Continued support to the JSC and the Technical Review Group in order to ensure their effective oversight of project implementation under the second PBF allocation
2. Secretariat established as a local repository of knowledge, lessons learned and institutional memory regarding PBF/PBC engagement in Guinea Bissau
3. Strengthened capacity of national counterpart (Ministry of Economy, Planning and Regional Integration) to play a lead role in overseeing the implementation of the second PBF allocation

**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.*

The current project document is the forth project document to be developed since the establishment of the Secretariat in 2008 and will guide its activities for the next two years (2012-2013) with the objective of supporting the implementation of the second allocation for Guinea Bissau. It incorporates the lessons learned and best practices developed during the first 3 years of functioning, notably during the implementation of the first PBF allocation for Guinea Bissau (2008-2010/2011). Funding for the National Secretariat has been specifically earmarked in the current PBF funding envelope in order to ensure effective support to the JSC and the TRG. This project document provides for two explicit outputs: Output 2 (‘Secretariat established as a local repository of knowledge, lessons learned and institutional memory’) and Output 3 (‘Strengthened capacity of national counterpart to oversee the implementation of the second PBF allocation’).

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

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| **Objectives** | **Measurable indicators/Targets** | **Means of verification** | **Important assumptions** |
| PEACEBUILDING IMPACT:  PBF interventions are effectively managed by the NSC with a focus on strengthening peace consolidation through measurable results | Perception of stakeholders and partners (multi/bilateral) on:  a) programme effectiveness (funding relevance within transitional setting, innovation, risk taking, catalytic effect, operational speed, national ownership);  b) level of expertise of PBSO in PB;  c) contribution to increased UN coherency and synergy  d) Synergy between PBF and PBC. | Mid-term and final evaluation report of second allocation  Perception surveys to be carried out at the beginning and at the end of the project | Political commitment to work for peace consolidation  Political climate conducive to peacebuilding  UN mission fully engaged to ensure the optimal use’ of PBF within country specific configuration to accelerate the peace building process  Donors at country level – especially those on the National Steering Committee – actively support PBF efforts to promote quality programming |
| OUTCOME:  PBF funds managed transparently, strategically, cost-effectively and catalytically maximizing PB opportunities. | Number of NSC decisions in line with Peacebuilding Strategic Framework and PBF Terms of Reference. | NSC meetings minutes  Secretariat Quarterly and Annual reports  Mid-term and final evaluation report of second allocation  Mid-year and annual PPP review reports | Institutional stability of the Secretariat enabling it to effectively support the NSC  Commitment of the NSC members to play an active oversight role  Timely availability of funding for the Secretariat to support the NSC |
| **OUTPUTS:**  **Output 1:** National Steering Committee and Technical Review Group effectively oversee the implementation of the 2nd PBF allocation | Number of meetings of the NSC held  Quality and relevance of National Steering Committee decisions on the 2nd PBF allocation programmes  Quality and relevance of the TRG technical recommendations made to the NSC  Number of meetings of the TRG  Frequency of attendance of the members of the TRG to meetings  2nd PBF allocation programmes delivery rates  % of 2nd PBF joint programmes workplan activities achieved (out of total of activities foreseen for each year)  Degree to which the Secretariat plays an increased role in supporting the NSC | NSC meetings minutes  TRG meetings minutes  Mid-year and annual PPP review reports  PBF Secretariat reports shared with NSC and TRG | Commitment of national and UN partners to PBF 2nd allocation implementation  Lessons learned from first allocation successfully incorporated into second allocation  UN and government partners fully aware of the role of the Secretariat and committed to support it |
| **Output 2:** PBF National Secretariat established as a local repository of knowledge, lessons learned and institutional memory regarding PBC/PBF engagement in Guinea-Bissau. | Existence of file records related to PBF/PBC activities  % of stakeholders with increased knowledge of PBC/PBF issues in Guinea-Bissau | PBF Secretariat database  Mid-year and annual PPP review reports | PBSO NY timely shares information with PBF National Secretariat  UN and government partners fully aware of the role of the Secretariat and committed to support it |
| **Output 3**: Capacity of national government counterpart (Ministry of Economy, Planning and Regional Integration) to oversee the implementation of the 2nd PBF allocation strengthened. | PBF Secretariat has an allocated space in the MEPIR  Number of NSC organized with active participation of the ministries  Number of TRG meetings convened by the MEPIR | NSC meetings minutes  TRG meetings minutes  Mid-year and annual PPP review reports  PBF Secretariat reports shared with NSC and TRG | UN and government partners fully aware of the role of the Secretariat and committed to support it  Political will from UN side to support the Secretariat  Political will from Ministry side to support the Secretariat  Sufficient technical capacity of the current Secretariat to strengthen capacity of the MEPIR |

Part 2 (Implementation Level): *This table describes what will be implemented, by whom, how, and how much.*

PBF Outcome: PBF funds managed transparently, strategically, cost-effectively and catalytically maximizing PB opportunities.

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| **Output 1:** National Steering Committee and Technical Review Group effectively oversee the implementation of the 2nd PBF allocation | | | | |
| **Main Activities** | | **Inputs** | **Rough Cost Estimate (optional)** | **Person(s) responsible for mobilizing inputs** |
| National Steering Committee | Convene and prepare the NSC meetings (background documents prepared and shared with NSC members, invitations sent, agenda set…) | 1 Peacebuilding Officer  1 Programme Officer  1 M&E and Communication Officer  1 Administrative Assistant  1 Driver  The total cost of the project is **531,347 US$** distributed following the budget below (Component 4). | N.A. | PBF Secretariat staff |
| Ensure the follow up of NSC decisions (minutes prepared and shared, communication of decisions to involved actors…) | N.A. | PBF Secretariat staff |
| Identify actual and potential challenges in the implementation of the joint programmes and to advise NSC accordingly | N.A. | PBF Secretariat staff |
| Ensure that the NSC is informed on a timely manner regarding the joint programmes implementation | N.A. | PBF Secretariat staff |
| Technical Review Group | Convene and prepare TRG meetings (background documents prepared and shared with NSC members, invitations sent, agenda set…) | N.A. | PBF Secretariat staff |
| Ensure the follow up of TRG recommendations to the NSC | N.A. | PBF Secretariat staff |
| Brief the TRG on a timely manner regarding the joint programmes implementation, including on the basis of the joint programmes quarterly reports | N.A. | PBF Secretariat staff |
| Monitoring  &  Evaluation | Carry out field visits/monitoring of all 2nd PBF allocation joint programmes | N.A. | PBF Secretariat staff |
| Identify actual and potential challenges in the implementation of the joint programmes and to advise TRG (technical issues) | N.A. | PBF Secretariat staff |
| Liaise with 2nd PBF allocation joint programme coordinators | N.A. | PBF Secretariat staff |
| Carry out baselines studies for the 2nd PBF allocation joint programmes | N.A. | PBF Secretariat staff |
| Monitor the joint programmes annual workplans implementation, including to monitor the expenditures, in close cooperation with joint programmes coordinators | N.A. | PBF Secretariat staff |
| Carry out technical review of the joint programmes reports to ensure compliance with PBF reporting requirements | N.A. | PBF Secretariat staff |
| Organize and support the mid-term and final evaluation of the PBF 2nd allocation | N.A. | PBF Secretariat staff |
| MDTF/PBSO | Provide guidance to the recipient/implementing Agencies about the MDTF and PBF requirements for programmes reporting and closure | N.A. | PBF Secretariat staff |
| Communication | Prepare quarterly Newsletter to be shared with NSC members and other stakeholders in the country | N.A. | PBF Secretariat staff |
| Prepare press releases on PBC/PBF issues in cooperation with UNIOGIS P.I.O. | N.A. | PBF Secretariat staff |

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| **Output 2:** PBF National Secretariat established as a local repository of knowledge, lessons learned and institutional memory regarding PBC/PBF engagement in Guinea-Bissau. | | | |
| **Main Activities** | **Inputs** | **Rough Cost Estimate (optional)** | **Person(s) responsible for mobilizing inputs** |
| Maintain and update the files related to both 1st and 2nd PBF allocation for Guinea-Bissau | See above | N.A. | PBF Secretariat staff |
| Share country and peacebuilding relevant reports with implementing partners and main stakeholders | N.A. | PBF Secretariat staff |
| Share the evaluation/reviews reports with implementing partners and main stakeholders | N.A. | PBF Secretariat staff |
| Organize meetings and workshops to share lessons learned and recommendations of the evaluation/review exercises carried out in the country | N.A. | PBF Secretariat staff |
| Share information and lessons learned made available by PBSO NY from other PBF/PBC countries with implementing partners | N.A. | PBF Secretariat staff |

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| **Output 3:** Capacity of national government counterpart (Ministry of Economy, Planning and Regional Integration) to oversee the implementation of the 2nd PBF allocation strengthened. | | | |
| **Main Activities** | **Inputs** | **Rough Cost Estimate (optional)** | **Person(s) responsible for mobilizing inputs** |
| Organize monthly meetings with MEPIR counterparts to update the Government on joint programmes implementation status | See above | N.A. | PBF Secretariat staff |
| Carry out monitoring visits to the joint programmes with the MEPIR counterparts | N.A. | PBF Secretariat staff |
| Support the MEPIR in its coordination role of the Technical Review Group | N.A. | PBF Secretariat staff |

**COMPONENT 4: Budget**

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)

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| **PBF PROJECT BUDGET** | |
| **CATEGORIES** | **AMOUNT** |
| 1. Supplies, commodities, equipment and transport | 40,088 |
| 2. Personnel (staff, consultants and travel) | 358,000 |
| 3. Training of counterparts | 37,000 |
| 4. Contracts | 30,000 |
| 5. Other direct costs | 31,498 |
| **Sub-Total Project Costs** | **496,586** |
| Indirect Support Costs\* | 34,761 |
| **TOTAL** | **531,347** |

***\**** *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 organization. Note that Agency-incurred direct project implementation costs should be charged to the relevant budget line, according to the Agency’s regulations, rules and procedures.*

**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 or his delegate.

***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 progress reporting and financial reporting responsibilities of this project that are incumbent upon UNDP/UNIOGBIS with regards to the use of PBF funding channeled through the UNDP Multi-Donor Trust Fund Office in New York, the current Secretariat budget provides for an independent mid-term and final evaluation of the Joint Programmes under the second PBF allocation.

**COMPONENT 7: Analysis of risks and assumptions**

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| **RISKS** | **MITIGATING FACTORS** |
| **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. | 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. |
| In light of the huge needs of the country and the limited number of donors, **expectations regarding the second PBF allocation are high** and often reflect a **limited of understanding regarding the scope and objective of PBF interventions**, as well as frustration among stakeholders regarding the procedures and processes that the Secretariat is responsible for safeguarding. | 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. |
| **Lags in funding for the Secretariat and consequent precarious nature of staff contracts, potentially affecting the continuity of the Secretariat.** Funding for the Secretariat is tied to funding to the Priority Plan(s) – therefore delays in the overall PBF processes have lead to repeated funding crises. | On the basis of the current project document, it is strongly recommended that Secretariat staff be given 2-year contracts. |
| **Confusion regarding the role and institutional place of the Secretariat.** The decision to develop Joint Programmes in order to implement the second allocation has created multiple layers of oversight, which may potentially overlap with the Secretariat mandate. | The role and relationship(s) among the implementation and oversight structure(s) needs to be clearly defined, including the role and reporting lines of the Secretariat. |

**Annex 1: Budget Details**

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| **Description** | **Year 2012**  **(12 Months)** | **Year 2013**  **(12 Months)** | **TOTAL**  **USD** |
| **National Staff Salary** | 75,000 | 75,000 | **150,000** |
| **UNV Staff Salary** | 50,000 | 50,000 | **100,000** |
| **Field Visits & Others** | 8,500 | 5,000 | **13,500** |
| **Fuel** | 3,000 | 4,000 | **7,000** |
| **Training/Workshops** | 20,000 | 17,000 | **37,000** |
| **Professional Services (Evaluation consultant, translator)** | 50,000 | 58,000 | **108,000** |
| **Equipment & Furniture** | 5,000 | 2,588 | **7,588** |
| **Supplies** | 7,000 | 5,000 | **12,000** |
| **Communication** | 10,000 | 10,000 | **20,000** |
| **Maintenance Equipments** | 5,000 | 5,000 | **10,000** |
| **Others Direct Cost** | 15,998 | 15,500 | **31,498** |
| **Sub - Total** | 249,498 | 247,088 | 496,586 |
| **Indirect Costs** | 17464.86 | 17296.16 | 34,761 |
| **TOTAL GENERAL** | **266,963** | **264,384** | **531,347** |

**Annex 2: National PBF Secretariat - Terms of Reference for Staff**

The NSC will be supported by a Secretariat, under the overall supervision of the Co-Chairs of the NSC and the direct supervision of the SRSG or his delegate. The PBF Secretariat will be composed of a Programme Officer, an UNV PBF Monitoring, Evaluation and Communication Officer, an Administrative and Finance Assistant and a Driver.

**Programme Officer:**

* Provide secretariat support, including organising meetings, recording minutes, and sharing documents with members of the Technical Review Group (TRG) and NSC;
* Document and communicate TRG’s recommendations to the NSC; Ensure follow up of NSC’s decisions;
* Ensure submission of appropriately signed and completed documentation on approved projects to the UNDP Multi-Partners Trust Fund (MPTF) Office in New York;
* In collaboration with the UNV M&E and Communication Officer, identify problems that may arise in relation to project delivery and management and report to the Technical Review Group (TRG) ;
* Provide support and advice to Recipient UN Organisations and Joint Programmes Coordination Units on the reporting requirements of the PBF;
* Review Annual and Quarterly Reports and share comments with the TRG.
* Upload approved reports on the MPDF-O Gateway;
* Maintain a database on implementing partners;
* Establish a local repository of knowledge, lessons learned and institutional memory regarding PBC/PBF engagement in Guinea-Bissau as well as original signed copies of projects documents;
* Ensure linkages of PBF Guinea Bissau to national processes, in particular DENARP II;
* Work in close partnership with the Ministry of Economy, Planning and regional Integration (MEPIR) in order to improve national ownership of the PBF/PBC processes in Guinea-Bissau;
* Any other related tasks as directed by the NSC co-chairs.

**UNV M&E and Communication Officer:**

* Collaborate with the National PBF Programme Officer to provide secretariat support to the TRG and NSC;
* Ensure a functional results-based monitoring and reporting framework, including financial data, for all PBF projects;
* Carry out field visits of all PBF-funded projects and brief the TRG and NSC on project implementation status, identify potential challenges and provide advice on how to overcome constraints;
* Ensure the technical review and appropriate analysis of PBF concept notes and project proposals;
* Ensure that the evaluation strategy both in the Peacebuilding Priority Plan and at project level is clearly articulated;
* Provide support and advice to Recipient UN Organisations and Joint Programmes Coordination Units to ensure proper and timely monitoring and performance reporting on all projects funded by the PBF;
* Organize and support the mid-term and final evaluation of the PBF 2nd allocation;
* Work in close partnership with the Ministry of Economy, Planning and regional Integration (MEPIR) in order to strengthen national ownership of the PBF/PBC processes in Guinea-Bissau;
* Organize and support the baselines studies related to the 2nd PBF allocation;
* Facilitate and/or prepare the documentation and dissemination of lessons learned and good practice case studies on peace building activities;
* Support a heightened profile of PBF/ PBC efforts in-country through the drafting of press releases, organization of events and overall advocacy for PBF/PBC strategies/activities, including with other PBF Secretariats in West Africa;
* Ensure appropriate media coverage of the work of PBF/PBC in the country – including contributions to articles for publications/websites, newsletters, press releases, in collaboration with the relevant counterparts in UNIOGBIS.

**Administrative and Finance Assistant:**

* Provide administrative and logistic assistance to the NSC, the TRG and the PBF Secretariat;
* Assist with the organization of the meetings, as needed;
* Draft minutes of TRG and NSC meetings;
* Prepare monthly budgetary and financial reports for the PBF Secretariat;
* Ensure the daily functioning of the PBF Secretariat;
* Organize technical documents, correspondence and telephone calls;
* Manage equipment, furniture and supplies of the PBF Secretariat;
* Prepare and follow-up all the payments requests related to the activities of the PBF Secretariat;
* Liaise with UNDP and UNIOGBIS for logistical purposes;
* Carry out any task that may be assigned by the supervisor.

**Driver:**

* Daily maintenance of the PBF Secretariat vehicle;
* Transport of Secretariat staff and visitors in mission for professional purposes;
* Distribute and collect documents;
* Collect equipments and supplies as required;
* Support, when required, the preparation of technical folders/packages.

**Annex 3: PBF Secretariat within the PBF management structure**

**PBF National Steering Committee**

**Government –**

**MEPIR**

**United Nations System**

**Technical Review Group**

**Joint Programme Coordination Units**

**DSRSG**

**PBF Secretariat**

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. [↑](#footnote-ref-1)