

**PEACEBUILDING FUND**

**[Guinea Bissau]**

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

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

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| *Programme No:*72056 *Programme Title:* **Guinea-Bissau – National PBF Secretariat Office Support Project 2009** |  | *Participating Organization(s):*UNDP Guinea-BissauUNIOGBIS |
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| *Implementing Partners:* UNDP Guinea-BissauUNIOGBIS |  | *Programme Budget (from the Fund):* *US$ 107,094* |
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| *Programme Duration (in months):* Start date[[3]](#footnote-3): 04 August 2009  End date:   * *Original end date* 31 December 2009 * *Revised end date, if applicable* * *Operational Closure Date*[[4]](#footnote-4)*, if applicable:*   Budget Revisions/Extensions: *List budget revisions and extensions, with approval dates, if applicable* |

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| **Introduction:**  The Narrative Progress Report template is in line with the UNDG Standard Progress Report.  Building on continued efforts made in the UN system to produce results-based reports, the progress report should describe how the activities (inputs) contributed to the achievement of specific short-term outputs during the twelve month reporting period, and to demonstrate how the short-term outputs achieved in the reporting period collectively contributed to the achievement of the agreed upon outcomes of the Strategic (UN) Planning Framework guiding the operations of the Fund[[5]](#footnote-5).  In support of the individual programme reports, please attach any additional relevant information and photographs, assessments, evaluations and studies undertaken or published.  The information contained in the Programme Summaries and Quarterly Updates prepared by the Participating Organizations may be useful in the preparation of the Annual Narrative Progress Report. These Summaries and Updates, where applicable, are available in the respective Fund sections of the MDTF Office GATEWAY (<http://mdtf.undp.org/>). |
| **Formatting Instructions:**   * The report should not exceed 10-15 pages. * The report should be submitted in one single Word or PDF file. * Annexes can be added to the report but need to be clearly referenced, using footnotes or endnotes within the body of the narrative. * Do not change the Names and Numbers of the Sections below. |

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# NARRATIVE REPORT FORMAT

# Purpose

In 2008, Guinea Bissau received financial support from the PBF for the implementation of its peacebuilding interim priority plan. A NSC co-chaired by the Government and the United Nations, was set up to oversee the development, the execution and the evaluation of the projects based on the priority plan. The NSC is assisted by a PBF Secretariat.

The PBF Secretariat composed of a Programme Officer, a UNV Monitoring, Evaluation and Communication Officer, an Administrative Assistant and a Driver, is responsible for:

* Providing secretariat support including organizing meetings, recording minutes, and sharing documents with members of the NSC;
* Documenting, communicating and ensuring follow-up of the NSC’s decisions, particularly ensuring submission of appropriately signed and completed documentation on approved projects to the UNDP MDTF Office in New York;
* Maintaining a database on implementing partners, linking to other databases and advise the NSC accordingly;
* In consultation with partners, developing project selection criteria to be adopted by the NSC;
* The review and analysis of concept notes and project proposals received, and submission of recommendations to the NSC;
* Ensuring inter-project consistency and providing guidance to Recipient UN Organizations on common methodology for programme/project costing, staffing and related issues;
* Tracking the implementation of projects and making recommendations for improvements, if deemed necessary;
* Identifying problems that may arise in relation to project delivery and management and advising the NSC on appropriate action, and reporting back on progress or lack thereof;
* Reviewing reports and status updates;
* Acting as a local repository of knowledge regarding the rules and regulations of the PBF and related management arrangements;
* As directed by the NSC co-chairs, supporting information sharing (including bulletins), awareness raising and training as required;
* Ensuring linkages of PBF Guinea Bissau to national processes, in particular the PRS; and
* Any other related tasks as directed by the NSC co-chairs.

# Resources

*Financial Resources:*

The project budget is funded by a PBF USD 107,094 contribution additionaly to a 2008 carry over funding from PBSO of US$ 140,449. No budget revision has been yet undertaken.

*Human Resources:*

* National Staff:

In 2009 the PBF Secretariat has a full time Programme Officer and an Administrative Assistant. A driver will join the PBF Secretariat in early 2010.

* International Staff:

An UNV Monitoring, Evaluation and Communication Officer was recruited on September 2009.

# Implementation and Monitoring Arrangements

* The procurement procedures utilized is in accordance with UNDP procedures
* The monitoring system of the project consists in the preparation of quarterly progress reports, which includes financial information, to be sent to New York Multi Donor Trust Fund. In addition, following a request made by the Peacebuilding National Steering Committee, monthly reports are elaborated and submitted to the NSC since August 2009.

Lessons learned are identified mainly using the Peacebuilding Fund website ([www.unpbf.org](http://www.unpbf.org)) and downloading reports and documents concerning the PBF activities carried out in other PBF recipient countries.

* Report on any assessments, evaluations or studies undertaken.

A review of the projects funded by the PBF 1st Tranche will be carried out by the Secretariat during the first trimester of 2010 in order to provide recommendations to improve the implementation of the ongoing projects. It is also expected that this review will support the revision of the PBF Priority Plan and provide recommendations to improve the preparation of PBF projects to be funded under a second tranche.

The project document foresees a final evaluation of the project. Since the project was approved by the NSC only on 4 August 2009, the final evaluation is planned to take place in mid 2010.

# Results

- Organization of meetings (4) of the NSC;

- Organization of a VTC meeting on SSR with the PBC Country-Specific Mechanism;

- NSC Meetings minutes taking and sharing (5) with the NSC members;

- Revision and submission of the project document of *Support to the Office of the Peacebuilding Fund National Secretariat in Guinea-Bissau 2009* to the NSC;

- Compilation and review of Projects Quarterly Reports from UN Recipient Agencies to be sent to MDTF/UNDP;

- Preparation and distribution of Projects Monthly Updates (4) to the National Steering Committee (following decision taken by NSC members on 8 July 2009);

- 9 Monthly meetings held by the Programme Officer with the UN Recipient Agencies focal points;

- Participation and support to the activities of the thematic working groups related to the review process of the Strategic Framework and to the preparation of the Priority Plan 2010-2012.

- Advice to the UN Recipient Agencies concerning PBF procedures and rules.

- Identification of constraints and difficulties related to the project implementation/management and recommendations provided to the NSC to improve projects implementation.

# Future Work Plan (if applicable)

* Collection of the projected activities and expenditures for the following reporting period (1 January-31 December 2010), using the lessons learned during the previous reporting period,
* Establishment of the Thematic Review Groups;
* All concept notes and project documents submitted to the NSC are reviewed by a Thematic Review Group and recommendations shared with the NSC;
* Monitoring of the implementation of the PBF projects through regular meetings with the implementing agencies and national partners and projects field visit;
* Review the PBF 1st tranche projects implementation and provide recommendations to improve the implementation of the ongoing projects and to orientate the PBF 2nd tranche projects preparation (1st trimester 2010);
* Final evaluation of the Support to the Office of the Peacebuilding Fund National Secretariat in Guinea-Bissau 2009 project (mid 2010);
* Regular advice to the NSC for Peacebuilding through sharing of monthly update on PBF projects implementation;
* Meetings with the RC on the implementation of Priority Plan and PBF projects;
* Preparation and support of a projects’ field visit carried out by NSC members;
* Indicate any major adjustments in strategies, targets or key outcomes and outputs planned.

Since August 2009 and following a request made by the Peacebuilding National Steering Committee, monthly updates on the implementation of the PBF projects are prepared and shared with the members. The monthly reports focus on projects constraints and provide recommendations to the NSC in order to push forward the projects’ implementation.

# Performance Indicators (optional)[[6]](#footnote-6)

N/A.

# Abbreviations and Acronyms

MDTF - Multi-Donor Trust Fund

NSC – National Steering Committee

PBF – Peacebuilding Fund (UN)

PBC – Peacebuilding Commission

PBSO – Peacebuilding Support Office

PRS - Poverty Reduction Strategy

UNIOGBIS – United Nations Integrated Peacebuilding Office in Guinea-Bissau

UNDP – United Nations Programme for Development

UNV – United Nations Volunteer

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. in the case of the MDG-F, it is important to show how the programme relates to the UNDAF and how it aims to support national development goals, including the Millennium Development Goals. The causal links and rationale between the joint programme, the thematic window of the MDG-F and the MDGs should be clearly stated. In the case of the Peacebuilding Fund’s Peacebuilding and Recovery Facility (PRF), show how the programme relates to the PBF Priority Plan’s objectives. For the UNDG Iraq Trust Fund, explain how the programme relates to the UN Assistance Strategy for Iraq, UN MDGs, ICI, NDS, etc. [↑](#footnote-ref-5)
6. E.g. for the UNDG Iraq Trust Fund and the MDG-F. [↑](#footnote-ref-6)