

GUIDANCE NOTE

Terms of Reference and Rules of Procedures for the Joint Steering Committee

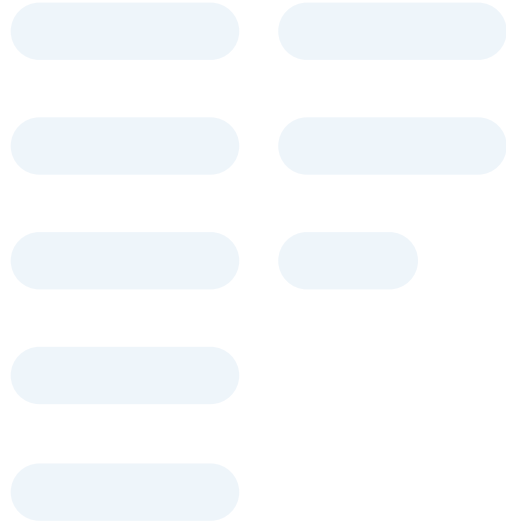
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GUIDANCE NOTE

Terms of Reference and Rules of Procedures for the Joint Steering Committee

This Guidance Note is part of a series of practical, programming guidance periodically issued by PBF. The purpose of PBF Guidance Notes is to provide additional information to recipients of PBF funding and PBF Secretariats to improve design, implementation, monitoring and evaluation of PBF projects. This Guidance Note on Theories of Change provides a specific peacebuilding lens to guide fund recipients' development of theories of change and should be used to inform project design choices at the outset of project conceptualization.

INTRODUCTION

The [redacted] Peacebuilding Fund Joint Steering Committee (JSC) is established to oversee and coordinate the operations of the Peacebuilding Fund (PBF) in [redacted] in accordance with the Terms of Reference (ToR) of the Peacebuilding Fund of July 2009 and within the framework of (insert country name)'s approved Peacebuilding Strategic Results Framework. These JSC ToR and Rules of Procedure (RoP) are designed to guide and facilitate the work of the JSC in [redacted] articulating:



I. TERMS OF REFERENCE

The JSC will provide strategic guidance and oversight as well as Tm399 11.428 c04 11.091r17.72.02 k66

[redacted]

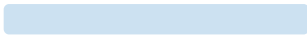
[redacted]

[redacted]

[redacted]

and, as appropriate, acting upon six months status updates submitted by Recipient

The JSC and the Head of the PBF Secretariat will draw upon, as required, technical advice from a group



II. RULES OF PROCEDURE

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- ✓ Administrative costs for project management may not exceed 7% of the total amount approved. These costs must be anticipated and designated as 'Agency Management Support' in the budget submitted with the project proposal.

Only eligible UN agencies - determined as Recipient UN Organizations, having signed global agreements with the MDTF Office on the use of the PBF - may seek direct financial support through the PBF. They must work jointly with other members of the UN Country Team, UNMIL and a range of partners who can contribute and add value to projects, and who have a relevant, successful track record. Other than UN entities, partner organizations are principally government, non-governmental organizations and civil society. Full participation of all is highly desirable.

To seek financial support from the PBF, Recipient UN Organizations must submit concept notes and full project proposals as called for by the JSC and in accordance with guidelines detailed in 'Part Two: Proposal Submission and Selection' and (list relevant annexes).

Members of the TAP assessing both concept notes and full project proposals, and staff of the PBF Secretariat, should not have a professional interest in the projects or organizations being considered. Any potential conflict of interests should be disclosed to the Co-Chairs of the JSC.

A Concept Note is a synopsis of a project which provides the JSC with an opportunity to consider the outline of a problem statement and potential solution within the context of the PBF (insert country name) Strategic Results Framework.

The process of formulating Concept Notes should also permit existing or potential partners of UN agencies to explore together and document approaches and partnerships in response to peacebuilding needs in (insert country name).

The JSC will consider Concept Notes against objectives and defined criteria. If a Concept Note is considered to be of merit it may receive a favorable response from the JSC and lead to a formal project proposal.

Step 1: Call for Concept Notes

A call for Concept Notes will be made by the JSC, conforming to the format attached (insert annex ref). Concept Notes and covering letters must strictly observe the relevant deadlines and provisions contained in the call for Concept Notes. They must be submitted by a Recipient UN Organization to the JSC, through the PBF Secretariat for review.

The Concept Note should be primarily limited to the information requested and should be no longer than 5 pages (excluding cover page) and submitted in English. Applicants should submit one original signed hard copy of the Concept Note and two duplicate copies, together with an electronic version.

Each Concept Note received by the PBF Secretariat will be subjected to internal review to (i) verify compliance with both the call for concept Notes and the guideline document and (ii) a technical pre-assessment. All eligible Concept Notes will be forwarded to a TAP for assessment of their merit.

The TAP will assess the Concept Notes, including consideration of the following points, to determine the project's strategic approach and potential effectiveness.

The proposed concept should address a significant peacebuilding challenge in line with the PBF Strategic Results Framework, and noted conflict factors, demonstrating the potential impact on peacebuilding and national reconciliation in (insert country name). It should also demonstrate how each partner's contribution is crucial for achieving overall project impact - describing how the partnership reflects the principles of joint decision-making, collaboration, capacity building and knowledge sharing. Consideration will also be given to the on-the-ground capacity of the UN recipient and partners and their potential to add value.

The proposed project should demonstrate the extent to which it varies from current approaches or offers new solutions to existing challenges (perhaps drawing on experience partners could bring in from similar efforts outside of (insert country name)).

The proposed project should demonstrate how it will continue to yield benefits beyond the period of the funding and the extent to which it can be sustained by national mechanisms. If the project is proposed as a pilot - the

The PBF (insert country name) Secretariat shall distribute to members of the JSC at least one week prior to the date of the scheduled meeting, the agenda, concept notes and any supporting documentation for consideration.

The JSC shall review concept notes and maintain a pipeline of potential projects, noting priorities and status of funds remaining under each priority area.

If the JSC approves a concept note, a call to the Recipient UN Organizations for a full project proposal may be made (see Annex 2 for format). The JSC may elect to require an independent evaluation of a proposed project and assign a consultant to work with the Recipient UN Organization and partners to design the full project proposal.

Alternatively, approved concept notes may be deferred for later consideration, if funding is not immediately available or it is not meeting immediate priorities.

The PBF (insert country name) Secretariat shall, at the direction of the Co-Chairs, inform all Recipient UN Organizations of the JSC's decision and outline any next steps - passing on comments from the JSC and TAP where appropriate and, if relevant, detailing required further action.

Projects will be submitted (only) by Recipient UN Organizations using the attached Project Submission Form (Annex 3).

Project documents shall be jointly developed by the Recipient UN Organization with partnering national organisations and jointly presented and discussed at the JSC meeting.

The PBF [redacted] Secretariat will ensure the technical review of projects with the TAP - compiling the analysis and assessment of quality of proposals (using criteria indicated in step 2. and Annexes).

The PBF [redacted] Secretariat shall distribute to members of the JSC at least three days prior to the date of the scheduled meeting the agenda, submission forms and project proposals, and any supporting documents.

The JSC shall review project proposals, along with the recommendations of the PBF Secretariat and TAP, and take decisions to:

- Endorse for funding and implementation,
- Return with comments for further consideration,
- Defer for possible later consideration,
- Reject (with brief comments).

The PBF (insert country name) Secretariat shall, at the direction of the Co-Chairs, inform all Recipient UN Organizations of the JSC's decision and outline any next steps - passing on comments from the JSC and TAP where appropriate and, if relevant, detailing required further action.

The JSC Co-Chairs shall inform the following JSC meeting of any projects endorsed through the (insert country name) PBF Rapid Approval Track.

The time frame for the approval process is a minimum of three (3) working days and a maximum of five (5) working days.

The approved project shall be subject to the same rules, regulations and procedures covering projects endorsed by the PBF Joint Steering Committee.



