



Secretary-General Peacebuilding Fund's
Gender and Youth Promotion Initiative

#GYPI 2018

Call for Applications and Guidance Note
for
UN Agencies, Funds and Programmes and Civil Society Organizations

Deadline for Submission of Concept Notes: **17 June 2018**

www.pbfgyi.org



United Nations Peacebuilding Support Office, New York
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1. The Peacebuilding Fund (PBF):

The Secretary-General's Peacebuilding Fund (PBF) is the United Nations' investor of first resort in situations at risk or emerging from violent conflict, and provider of quick, catalytic and risk tolerant support to sustain peace. Launched in 2006, the PBF now supports more than 34 countries helping to integrate UN challenges to sustain peace. As per its [Terms of Reference](#), the PBF aims to "support interventions of direct and immediate relevance to the peacebuilding process and contribute towards addressing critical gaps in that process, in particular in areas for which no other funding mechanism is available."

All project proposals should contribute to one of the four PBF Priority Areas:

Priority Area 1:	Responding to imminent threats to the peace process, support for the implementation of peace agreements and political dialogue:	<ul style="list-style-type: none">• Security Sector Reform• Rule of Law• Disarmament, Demobilisation and Reintegration• Political dialogue (around specific time- bound peace/political agreements)
Priority Area 2:	Building and/or strengthening national capacities to promote coexistence and peaceful resolution of conflict:	<ul style="list-style-type: none">• National Reconciliation• Democratic Governance• Conflict Prevention/Management
Priority Area 3:	Supporting efforts to revitalise the economy and generate immediate peace dividends for the population at large	<ul style="list-style-type: none">• Employment• Equitable access to social services
Priority Area 4:	Establishing or re-establishing essential administrative services and related human and technical capacities	<ul style="list-style-type: none">• Strengthening of essential national state capacity• Extension of state authority / local administration• Governance of peacebuilding resources (including JSC Secretariats)

Policy commitments and past experience underpinning the special calls¹

In April 2016, the General Assembly Security Council adopted the substantially identical resolutions on the Review of the peacebuilding architecture (A/RES/70/262 and S/RES/1682 (2016)). The normative elements of the resolutions achieve a consensus definition of "sustaining peace" and move beyond the notion that peacebuilding occurs only post-conflict settings. The resolutions place sustaining peace at the core of UN actions, by:

- prioritizing a prevention perspective across all the phases of conflict (preventing outbreak, escalation, continuation and recurrence);
- acknowledging the non-linear nature of conflicts;
- calling for breaking silos and combatting fragmentation at the intergovernmental, strategic and operational levels including in the field;

¹ Further guidance on Sustaining Peace will be provided under the resource section of www.pbfgypi.org.

- further exploring the interlinkages between the political and security, development, humanitarian and human rights pillars of the United Nations;
- exhorting deepened partnership with regional and sub-regional organizations;
- and emphasizing the importance of inclusivity and people-centred approaches for successful peacebuilding.

The resolutions on sustaining peace note that peace and security, development and human rights are closely interlinked and mutually reinforcing. The vital part women and youth play in building and sustaining peace is consistently underscored throughout.

Even prior to the passage of the Sustaining Peace Resolution, the PBF had already begun to take proactive measures to advance priorities around inclusivity noted within the resolution. In 2011, to help meet the UN Secretary-General's organizational commitment that at least 15% of the UN's support advances gender equality and women's empowerment, PBF launched a first GPI, calling for targeted projects on women's empowerment and gender equality. Through this first call, the PBF allocated \$6.1 million to 8 projects (in Guatemala, Guinea, Guinea-Bissau, Nepal, Sierra Leone, South Sudan, Sudan and Uganda). A second GPI in the second half of 2014, led to the allocation of \$7.63 million to 9 projects (in Guinea, Kyrgyzstan, Mali, Nepal, Papua New Guinea and Somalia).

In 2016, the Fund launched its third GPI, together with its inaugural launch of the Youth Promotion Initiative. Through the dual initiatives, the PBF has sought to increase its impact as well as to advance the implementation of:

- the Secretary General's [Seven-Point Action Plan on Gender-Responsive Peacebuilding](#) as well as Security Council resolutions on Women, Peace and Security² for the **GPI**;
- the recently adopted [Security Council resolution 2250 \(2015\) on Youth, Peace and Security](#), which offers a new policy framework to support and engage young people as part of inclusive, participatory peacebuilding approaches for the **YPI**.

2016 also signalled the first year that the Fund directly support Civil Society Organisations. This approach is emblematic of the commitment of PBF to strengthen and expand its partnerships, and responds to the recommendation of the 2015 Review of the United Nations Peacebuilding Architecture³ and the Sustaining Peace resolutions⁴ on empowering and including civil society in all activities related to sustaining peace and providing direct funding support to non-UN entities. In 2016, the Fund supported 10 GPI projects submitted by UN and CSO partners, for a total allocation of \$8.41 million (Cote d'Ivoire, Guatemala, Guinea-Bissau, Kyrgyzstan, Liberia, Mali, Sri Lanka), and three YPI projects worth \$2.8 million (Guinea, Kyrgyzstan, Mali).

PBF believes that proactive, exceptional measures such as these remain indispensable to promote gender in peacebuilding programmes and projects and has embedded this commitment by formally establishing a special funding window within its Strategic Plan 2017-2019.

² SCR 1325 (2000), SRC 1820 (2008), SCR 1888 (2009), SCR 1889 (2009), SCR 1960 (2010), SCR 2106 (2013), SCR 2122 (2013) and SCR 2242 (2015).

³<http://www.un.org/en/peacebuilding/pdf/150630%20Report%20of%20the%20AGE%20on%20the%202015%20Peacebuilding%20Review%20FINAL.pdf>

⁴ [S/RES/2282](#) and [A/RES/70/262](#)

2. The Gender and Youth Promotion Initiative 2018

The PBF is pleased to announce the launch the Fund’s 2018 Gender and Youth Promotion Initiatives (**GYPI 2018**), in line with its Strategic Plan 2017–2019.

The PBF Gender Promotion Initiative (GPI) and Youth Promotion Initiative (YPI), while being launched together in one call as GYPI 2018, are two separate initiatives with interconnected but distinct aims. Within the overarching priorities of the current Strategic Plan, the gender and youth initiatives aim to:

GPI	YPI
<ul style="list-style-type: none"> • Strengthen the integration of gender equality and women’s empowerment within existing prevention and peacebuilding initiatives on the ground and within the PBF portfolio at country-level; • Support innovative projects, focused on gender equality and women’s empowerment with the potential for catalytic effect and peacebuilding outcomes; • Contribute to collective operational learning on gender-responsive programming, through the gathering, analysis and dissemination of lessons learned and good practices; • Accelerate implementation of the Secretary-General Seven-Point Action Plan and its commitment to increase funding of gender-responsive peacebuilding projects; and • Maintain and further improve performance against the Secretary-General’s target of allocating a minimum of fifteen per cent of all peacebuilding funding to gender equality and women’s empowerment. 	<ul style="list-style-type: none"> • Strengthen the participation of young women and young men within existing prevention and peacebuilding initiatives on the ground and within the PBF portfolio at country-level; • Support innovative projects, focused on youth empowerment and participation, that have the potential for catalytic effects and peacebuilding outcomes; • Enhance support to youth civil society organizations, and facilitate their partnership with international CSOs, Government and UN entities active in their country; • Contribute to collective operational learning on youth-inclusive programming, through the gathering, analysis and dissemination of lessons learned and good practices. • Support the implementation of Security Council resolution 2250 as well as the 2018 Progress Study on Youth, Peace and Security.

Preference will be given to innovative projects proposing, creative interventions and approaches to address a particular peacebuilding challenge. This could include, but is not limited to projects focused on:

- Facilitating women’s and/or young people’s access to decision-making bodies and systemic changes
- Innovative ways to integrate gender and/or youth in justice and SSR processes
- Natural resource management and climate change mitigation
- Women’s and/or young people’s role in preventing violent extremism and terrorism (in line with Security Council resolution 2242 and 2250)

- Projects involving the use of social media and innovative technologies, etc.
- YPI projects that focus on 1) young people's agency and voice as peacebuilding actors; 2) issues around young peacebuilders as victims and the need for protection; 3) peacebuilding education; and 4) young women's voices and agency (for more guidance see Annex 2c).

a. Guidelines for Project Proposals

Your project:

- Should support the achievement of a country's peacebuilding strategy which provides the strategic framework for PBF supported projects and be **complementary with the larger peacebuilding agenda** in the country. Preference will be given to proposals presenting evidence of how the project will support the achievement of the country's Peacebuilding Priority Plan where relevant⁵, as well as other government peacebuilding strategies. Your proposal must show how the planned interventions will influence **social and political peacebuilding processes**, thus contribute to **sustaining peace** (e.g. dialogue efforts, policy formulation, etc.).
- Must be based on a sound **gender and/or youth sensitive conflict analysis** and include thoughtful **analysis of risks** and enablers for the successful implementation of the project and associated mitigation strategies (see Annex 2).
- Must be **prepared together** with local partners in the programming countries. UN entities and CSOs must partner **with national/local CSOs**, including beyond capital, with demonstrated field presence and technical capacity to implement projects or project components in gender-responsive and youth-inclusive peacebuilding. Proposals must explain how national/local CSOs have been involved in the early stages of the proposal development and how the collaboration will be mutually beneficial. PBF encourages that roughly 40% of the budget should go to national/local CSOs.⁶
- Must plan and budget sufficient resources for a **final, independent evaluation and financial audit** (PBF recommends setting aside approximately 7 per cent of total budget) as GYPI intends to contribute to operational learning on gender-responsive and youth-inclusive programming respectively.
- Must be completed within 18 months of the operational start-up date. There is no minimum duration.⁷
- Applications can be submitted in English or French.

Proposals from UN Agencies, Funds and Programmes:

- The *maximum total amount of proposals* will be two per Gender Initiative per UN Country Team, and two per Youth Initiative per UN Country Team, thus a total of 4 per UN Country Team. Teams of UN applicants may request PBSO to review their drafts once during stage one (preparation of the concept note) and, for those proposals that are successful in stage one, once during stage two (preparation of full proposal).

⁵ More information on the Peacebuilding Priority Plan for each country can be found on the [PBF website](#). In PRF countries, the strategic framework is mostly a Peacebuilding Priority Plan (PPP). More information on the Peacebuilding Priority Plan for each country can be found on the [PBF website](#). In certain countries, PBF funding is aligned to existing peacebuilding strategies replacing the PPP.

⁶ UN entities and CSOs will be held accountable for funds disbursed to its partners for the implementation of the project.

⁷ Cost- and no-cost extensions will be considered upon request, on a case-by-case basis, for projects having demonstrated concrete results and clear, reasonable justification.

- The *maximum amount of funding* awarded per project will be US\$1.5 million. The *minimum amount of funding* per project will be US\$800,000 for UN applicants.
- UN Country Team members can submit joint proposals with up to 3 recipient UN organizations.⁸
- UN Peacekeeping Operations (PKOs) and Special Political Missions (SPMs) cannot be direct Recipient Organizations, but are encouraged to support GYPI projects as implementing partners of UN AFPs and CSOs.

Proposals from CSOs:

- The *maximum total number of proposals* will be two per Gender Initiative and two per Youth Initiative, thus a total of 4 per CSO.
- The *maximum total amount of funding* awarded per project will be US\$1.5 million. The minimum amount of funding per project will be US\$300,000 for CSO applicants.
- CSOs organized in federations, confederations or umbrella organizations with independent international/national chapters will be considered as one organization for the purpose of this special call.

b. Review Criteria for Proposals

Submissions will be reviewed against the following criteria by the Project Appraisal Committee:

- How well projects **articulate a clear and strategic link between proposed activities and anticipated peacebuilding result** and fall within one of the 4 priority areas of the PBF.
- Whether projects leverage **national commitments and action** on gender-responsive peacebuilding and/or youth and youth-inclusive peacebuilding from governments or national institutions. Additional consideration will be given to projects fostering partnerships on gender-responsive peacebuilding and/or youth-inclusive peacebuilding among national structures (e.g.: or Ministry of Social Affairs and Ministry of Justice, etc.)
- To what degree projects are **inclusive, bottom-up approaches**, where stakeholders and implementing partners have been consulted and have contributed to the identification of project's objectives and interventions.
- **How well the project's theory of change (ToC)** demonstrates the causal relationship between the proposed intervention and its intended peacebuilding impact both in the short term (expected impact by project's closing) and long term (longer term expected peacebuilding goals).⁹ The theory of change should clearly express the relationship between gender equality/ women's empowerment and/or youth participation outcomes and peacebuilding outcomes (see Annex 2).
- **Identify focused interventions** in one or two main areas, rather than aiming to address too many issues at once (e.g., political participation of women *and* economic recovery *and* GBV *and* security sector reform). The interventions should be coherent with the

⁸ **Joint UN submissions** are encouraged, however projects involving many recipient organizations will be actively discouraged and the number of entities that will be able to directly receive PBF funds under one project is a **maximum of three**. PBF does not expect all organizations listed in the online application to necessarily be recipient organizations in the final proposal (but possibly implementing partners), especially if the PAC feedback encouraged a limiting of the project's scale and/or scope.

⁹ A theory of change is an explanation of *how* and *why* a set of activities will bring about the changes that a project seeks to achieve.

conflict analysis and respond to the main challenges identified. Above all, bear in mind the modest budget and relatively brief implementation time frames will likely only be able to lay the groundwork for large-scale social, cultural or structural changes. Projects should be realistic and clear about their contribution(s) to laying this groundwork, and not seek to set as a goal the full realisation of the large-scale change. Finally, projects should clearly describe who the target population is and how they have been selected. Applicants should steer clear of broad classifications of populations, such as “youth” for example, and instead explain which youth the project will partner with and how they were identified.

- How well projects demonstrate **existing capacity to implement the proposed activities in the country of proposal**. If the proposing organisation is a past recipient of PBF funding, the proposal should also include a description of the allocation (amount, implementation time period) and a brief outline of key results and delivery rates. PBF aims at financing in-country level initiatives. Organizations must show sufficient in-country capacity for implementation and hiring of new staff must be well justified.¹⁰¹¹
- Whether the project demonstrates **value for money** through its management and accountability mechanisms. Proposals should contain clear statements or budget explanations of why it is cost-effective or measures that will be taken to ensure cost-effectiveness.
- **YPI projects** must include a gender-analysis and must at least have a Gender Marker 2, i.e. 30 per cent of the total budget going to gender equality and women’s empowerment; projects targeting young women specifically will be positively considered. YPI projects that do not integrate gender equality as a cross-cutting dimension (from conflict analysis to results framework, including dedicated budget allocation) will not be considered.

3. Eligibility

a. Organizations:

This year’s GYPI solicits proposals from both **civil society organizations** (CSOs) as well as from **UN Agencies, Funds and Programmes**, in PBF eligible countries.

For CSO applicants:

In order to be declared eligible to receive PBF funds under GYPI 2018, CSOs must be assessed as technically, financially and legally sound by the PBF and its agent, the [Multi Partner Trust Fund Office \(MPTFO\)](#). Please ensure that your CSO meets the following conditions before submitting an online application (proof will be required at first application stage).

Your organization must provide documentation demonstrating the following:

- Have previously received funding from the PBF, UN, or any of the contributors to the PBF in the country of project implementation (for contributors to the PBF, see Annex 4).

¹⁰ For CSOs: PBF will not fund personnel at HQ or regional level except for time spent in country of implementation. A detailed breakdown of staff costs and location will be required.

¹¹ For UN AFPS: PBSO encourages budgeting for international/national UN Volunteers.

- Have a current valid registration as a non-profit, tax exempt organization with a social based mission in both the country where the headquarters is located and in the country of project implementation for the duration of the proposed grant. (**NOTE:** If registration is done on an annual basis in the country, the organization must have the current registration and obtain renewals for the duration of the project, in order to receive subsequent funding tranches)
- Provide an annual report that includes the proposed country for the grant
- Provide audited financial statements of the last two years, including the auditor opinion letter. The financial statements should include the legal organisation that will sign the agreement (and oversee the country of implementation, if applicable) as well as the activities of the country of implementation. (**NOTE:** If these are not available for the country of proposed project implementation, the CSO will also need to provide the latest two audit reports for a programme or project-based audit in country.) The letter from the auditor should also state whether the auditor firm is designated as a nationally qualified audit firm.
- For the previous two calendar years, demonstrate an annual CSO budget in the country of proposed project implementation is at least twice the annualized budget sought from PBF¹²
- Demonstrate at least 3 years of experience in the country where grant is sought
- Provide an explanation of the CSO's legal structure, including the specific entity which will enter into the legal agreement with the MPTF-O for the PBF grant.

b. Countries:

The call for proposals is open to UN Agencies, Funds and Programmes and CSOs in countries declared eligible by the Secretary-General to receive PBF funding in 2018.¹³

The following 21 countries are formally eligible for PBF funding in 2018:

- | | | |
|------------------------------------|-----------------|--------------------|
| • Burundi | • Guinea | • Papua New Guinea |
| • Central African Republic | • Guinea Bissau | • Sierra Leone |
| • Chad | • Kyrgyzstan | • Somalia |
| • Colombia | • Liberia | • South Sudan |
| • Cote d'Ivoire | • Madagascar | • Sri Lanka |
| • Democratic Republic of the Congo | • Mali | • Yemen |
| • Guatemala | • Myanmar | |
| | • Niger | |

4. Application Process, Timeline and Technical Guidance

The **applications** for GYPI 2018 will be **made through an online portal** for all applicants (UN Agencies, Funds and Programmes and CSOs) and will be structured in two stages:

¹² Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12.

¹³ PBSO will examine closely how gender and youth is mainstreamed across the rest of the portfolio (PPPs and IRFs).

- 1) First stage: Applicants should register and submit their online application(s) via the following website: **www.pbfgypi.org** (see Annex 1: Guidance on online application procedure). A Project Appraisal Committee (PAC) composed of PBSO and external experts will review the applications against the outlined criteria and invite selected ‘conditionally approved’ submissions to be developed into full proposals. Furthermore, PBSO will seek feedback on selected applications from the Resident Coordinator’s Office and the PBF Joint Steering Committee.

Deadline for submission of stage one proposals is midnight 17 June 2018, EST

Please note that applications for the GYPI 2018 from both UN and CSOs can be submitted only through the online system, which will be open from 1-17 June 2018. Proposals submitted by e-mail, regular post or any other channel will not be considered.

- 2) Second stage: UN entities and CSOs whose submission was conditionally approved during the first stage will have approximately six weeks from the date of notification to develop and submit a full project proposal.¹⁴ Full proposal will require signatures by: 1) the representative of the recipient organization¹⁵, 2) representative of the national counterpart (e.g. Minister)¹⁶, and 3) the senior-most resident UN representative (i.e. (D)SRSG or RC). The PAC will reconvene to review the full proposals and make its final selection of projects.¹⁷ All final project documents will be shared with the UN Country Team and Mission, where applicable, by PBSO.

Timeline – GYPI 2018

Call for applications and launch of updated website	1 May
Opening of the online application portal	1 June
Deadline for online application stage 1	17 June
Communication of conditional approval (and invitation to develop full stage 2 project proposal) or rejection of stage 1 applications by the Project Appraisal Committee (PAC)	On or about the first week of August
Deadline for submission of full stage 2 project proposals	16 September (TBC)
Communication of final decision for stage 2 submissions by PAC	Second week of October (TBC)

¹⁴ Templates for full project proposal submission will be available on the resource part of www.pbfgypi.org.

¹⁵ In case of a joint UN proposal, all heads of organizations receiving funds (RUNOs).

¹⁶ The signature of any authority is acceptable to PSBO. However, the UN AFPs and CSOs must follow established rules of the host government in regard to government signatures of projects financed by international organizations.

¹⁷ Please note that the process remains competitive until the final selection by the Project Appraisal Committee in September. Selection of stage 1 submissions does not guarantee that any given proposal will eventually be selected and funded. Applicants should be aware of the heightened competitive nature of the call for proposals in determining whether to invest resources into development of full proposals.

Disbursement of funds ¹⁸ (depending on successful legal and financial assessment by Administrative Agent, MPTFO)	November (TBC)
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Please note: Decisions made by the Project Appraisal Committee and communicated by PBSO will be final and cannot be appealed in any way.

Further technical guidance:

In addition to this comprehensive guidance note, additional guidance can be found on the resource section of www.pbfgypi.org. Applicants are highly encouraged to review the provided guidance, particularly the following four recorded thematic webinars available on the website:

- Youth-inclusive peacebuilding
- Gender-responsive peacebuilding
- Conflict Analysis and Theory of Change
- Monitoring and Evaluation

PBSO will provide further guidance through the following webinars:¹⁹

- Introduction to PBF and GYPI 2018: what's new? – **8 May, 9 AM EST**
- CSO application and eligibility discussion – **23 May, 9 AM EST (TBC)**
- Final Q&A – **1 June, 9 EST (TBC)**

Interested UN organizations and CSOs are encouraged to participate (link to webinar will be available on website one week before). There will be the possibility to submit questions ahead of each webinar via **info@pbfgypi.org**. Please thoroughly review the Frequently Asked Questions section (Annex 3) before submitting any question.

All sessions will be recorded and links will be uploaded to the resource section of www.pbfgypi.org for future reference. Applicants are encouraged to post questions to the website; all queries will be answered through the website for maximum transparency. PBSO will not respond to individual questions sent through email or by phone.

5. Lessons Learned and Good Practices from previous GYPI

GPI:

- Successful proposals were able to articulate clearly the link between the proposed interventions and the intended peacebuilding outcome. Projects that focused on GBV or women's movement building, for example, without a clear and demonstrable link to a peacebuilding results were not successful.
- Good proposals also proposed specific and tangible results based on a clear and thorough conflict analysis.
- Robust theories of change are required to show how capacity building and organizing of women's peace constituencies can lead to concrete results.

¹⁸ For UN AFPs: funds will only be transferred once all other projects for which the RUNO has received past funding have been financially and operationally closed in the given country.

¹⁹ Please note that the webinar schedule may be subject to change. For the latest updates, please check www.pbfgypi.org.

- Proposals need to clearly define WHICH women will be engaged and explain HOW they will be identified.

YPI:

- Successful proposals were able to demonstrate that they had been developed in consultation with youth organizations and reflected their priorities as well as an overall investment in them.
- Proposals need to define WHICH young people will be engaged and explain HOW they will be identified. One of the first activities of YPI projects should evolve around the targeting and identification of young people.
- Successful proposals linked youth's empowerment and participation to positive peacebuilding outcomes. Proposals that focused on youth employment, often arguing that poverty was driving young people to violent groups and that employment for youth was a way to ensure stability, were not successful at convincing of their potential peacebuilding outcome.
- Projects that focus on cultural or sports activities to engage young people, need to demonstrate how they will contribute to peacebuilding related results in addition to the recreational and social benefits they might provide.
- Projects focusing on young people as political actors and/or engaged citizens (PBF's stated priority, in line with its overall approach to peacebuilding), need to ensure a sound political analysis of the context.
- The gender dimension of the youth projects needs to be clearly articulated and defined.

Annex 1: Guidance on online application procedure

This chapter provides an overview of the required information and online application procedure at the first stage of the application for GYPI 2018. All proposals must be submitted electronically in English or French.

a. Required documents for online application (stage 1) for CSOs and UN AFPs

UN AFPs applicants must upload a cover letter that endorses the submission from the RC/(D)SRSG addressed to the ASG for Peacebuilding Support, Mr. Oscar Fernandez-Taranco.

CSO applicants must upload:

- Cover letter by Head of Organization addressed to the Assistant Secretary-General for Peacebuilding Support, Mr. Oscar Fernandez-Taranco
- Letter from external auditor (member of regional audit association)
- Evidence of current valid registration as a non-profit, tax exempt organization with a social based mission in both the country where the headquarters is located and in the country of project implementation for the duration of the proposed grant. (**NOTE:** If registration is done on an annual basis in the country, the organization must have the current registration and obtain renewals for the duration of the project, in order to receive subsequent funding tranches)
- An annual report that includes the proposed country for the grant
- Audited financial statements of the last two years, including the auditor opinion letter. The financial statements should include the legal organisation that will sign the agreement (and oversee the country of implementation, if applicable) as well as the activities of the country of implementation. (**NOTE:** If these are not available for the country of proposed project implementation, the CSO will also need to provide the latest two audit reports for a programme or project-based audit in country.) The letter from the auditor should also state whether the auditor firm is designated as a nationally qualified audit firm.
- Proof of past received funding from the UN, the PBF or contributors to the PBF.

b. Online Application Step-by-Step

1. Check if your organization and proposal meet the set criteria
2. Have all documents ready
3. Register via www.pbfgypi.org
4. Start application process

The online tool includes a save and edit function of in-process applications. Once an application is submitted, however, the content cannot be revised. Applications can be downloaded as PDF documents for drafting purposes.

c. Content Online Application for UN AFPs

Step	Information to be provided		Requirements/Explanation	Word Limit (where applicable)
1. Registration	1.1	Account Details: Username (e-mail address) and Password		
	1.2	Organization Name and Acronym	The convening recipient UN organization (RUNO) of the proposal should register and submit the application on behalf of project partners after having received the endorsement of the RC/(D)SRSG.	
	1.3	Organization type (UN)		
	1.4	Country of proposal		
2. Applicants' Information	2.1	Which initiative: GPI/YPI		
	2.2	Convening Recipient Organization (RUNO) Name and Organization Acronym	A max. of 2 proposals per initiative can be submitted per UN Country Team. UN applications need to be coordinated with the SRSG/DSRSG/RC.	
	2.3	Street Address, city, state/province, zip/postal code, country		
	2.4	Prefix, Name, Title, Phone and E-Mail of Head of the Organization		
	2.5	Prefix, Name, Title, Phone, E-Mail of Key Contact		
	2.6	Additional contact (if applicable)		
	2.7	IF JOINT PROPOSAL: Provide names and information of additional recipient organizations	A Recipient Organization (RO) is any organization receiving direct funds through PBF, besides the convening RO. PBF strongly encourages to keep the number of ROs in one proposal as limited as possible, max. 3.	
	2.8	First time or prior recipient of PBF funding in the country?		
	2.9	If proposing organization is a past recipient of PBF funding in the country, indicate the allocation (amount, implementation time period) and a brief outline of key results and delivery rates		Max. 400 words
	2.10	Established presence in country?		

	2.1 1	Will new staff be recruited for this work? If yes, how many (estimate)	See point on existing capacities under 2b). PBF will only fund staff in country of implementation or time of staff spend there.	
	2.1 2	How much money will be allocated for staff costs?	See point on staffing under 2b).	
3. Project Proposal General Information	3.1	Project Title		
	3.2	Project country		
	3.3	Project specific geographic areas in country		
	3.4	Implementing partner on the ground: Name of organizations Type of organizations (Government, CSO, UN, Other)	Implementing partners can be: Government, Civil Society Organizations, UN and others, that don't receive direct funds by PBF but who will be essential for the planning and implementation of the project. PBF does not accept proposals without national/local implementing partners.	
	3.5	Requested grant amount for the project	Min. USD 800,000 Max. USD 1,500,000	
	3.6	How much of overall budget will approximately be channelled to national/local CSOs	PBF encourages 40% of the requested budget to go to national/local CSOs as implementing partners.	
	3.7	Amount and percentage going to GEWE		
	3.8	Gender Marker Score	Please select one of the scores. GPI projects must be gender marker 3, YPI projects can be gender marker 2 or 3.	
	3.8	Proposed project start and end date	Not before December 2018. Please note: official start date will be the date of transfer of funds by MPTFO.	
	3.9	Total project duration in months	The max. duration of projects is 18 months.	
	3.1 0	PBF Focus Areas, which best summarizes the focus of the project	Please select one main priority area of out of the 4 options and specify the sub-category/ies, which best summarizes the focus of the project.	
4. Project Proposal Detailed Description	4.1	Brief Project Summary		Max. 1000 words
	4.2	List up to three arguments detailing how the project is innovative.		Max. 600 words
	4.3	How does project link with and add to existing PBF and Government peacebuilding initiatives and peacebuilding		

		processes, in particular the Peacebuilding Priority Plan, in the country?		
4.4		Please describe in what ways implementing partners, including national/local CSOs, have been involved in the early stages of the proposal development. How is the cooperation <u>mutually</u> benefitting?		
4.5		Please provide a brief conflict analysis (problem identification & underlying causes (including gender &/or youth dimension))	YPI projects also need to include a gender-analysis. YPI projects that do not integrate gender equality as a cross-cutting dimension will not be considered.	Max. 1500 words
4.6		Who will be project beneficiaries and how will they be identified?	Carefully review guidance on targeting.	
4.7		Please describe the overall Theory of Change for your project	a. Describe the causal relationship between the proposed intervention and the expected peacebuilding (and gender equality/women's empowerment/youth inclusive) results b. Indicate how the expected results will be measured	
4.8		a) Please list up to 3 project outcomes and b) provide an estimate of the budget per outcome c) provide an estimate of the amount allocated to Gender Equality and Women's Empowerment (GEWE) per outcome d) Please list up to 4 outputs for each outcome		
4.9		Please describe key activities of your project		Max. 800 words
4.10		Risk assessment matrix	Risk, Likelihood (low, medium, high), Severity (low, medium, high), Mitigation Strategy	
4.11		Please provide details on the monitoring and evaluation plan of your project	Recommended 5- 7% of the total budget need to be set aside for clearly identified for data collection, other monitoring and evaluation activities. In addition, clearly identify amount for financial audit.	Max. 600 words
4.12		Please provide some details on sustainability elements and the exit strategy of your project		Max. 600 words

5. Attachments (To be uploaded as PDF)	5.1	Cover letter from the RC/(D)SRSG addressed to the ASG for Peacebuilding Support, Mr. Oscar Fernandez-Taranco		

d. Content Online Application for CSOs

Step	Information to be provided		Requirements/Explanation	Word Limit (where applicable)
1. Registration	1.1	Account Details: Username (e-mail address) and Password		
	1.2	Organization Name and Acronym		
	1.3	Organization type (CSO)		
	1.4	Country of proposal		
2. Applicants' Information	2.1	Which initiative: GPI/YPI		
	2.2	Recipient Non-UN Organization (NUNO) Name and Organization Acronym	A max. of 2 proposals per initiative can be submitted per organization globally.	
	2.3	Street Address, city, state/province, zip/postal code, country		
	2.4	Prefix, Name, Title, Phone and E-Mail of Head of the Organization		
	2.5	Prefix, Name, Title, Phone, E-Mail of Key Contact		
	2.6	Additional contact (if applicable)		
	2.7	Website/social media page		
	2.8	First time or prior recipient of PBF funding?		
	2.9	If proposing organization is past recipient of PBF funding, indicate the allocation (amount, implementation time period), country, and a brief outline of key results and delivery rates		Max. 400 words
	2.10	Has your organization had a contract with a UN entity in the past 36 months		Max. 400 words

		(please provide details about entity, project, location, duration and role)		
	2.1 1	If proposing organization has never received PBF funding nor worked with the UN before: has your organization ever received funding from any of the contributors to the PBF?	PBF can only fund CSOs which have previously received funding by the UN, the PBF or any of the contributors to the PBF.	
	2.1 2	Total number of staff in country & location headquarter		
	2.1 3	Please provide details regarding your legal structure (local, regional or global organization and what part is submitting the GYPI application)		
	2.1 4	Annual organizational budget per year, over the past 3 years		
	2.1 5	How many countries are you active in?		
	2.1 6	Organizations vision		Max. 300 words
	2.1 7	Established presence in country?		
	2.1 8	Established registration in country?		
	2.1 9	Has your organization worked in the country for at least 3 years?		
	2.2 0	Will new staff be recruited for this work? If yes, how many (estimate)	See point on existing capacities under 2b). PBF will only fund staff in country of implementation or time of staff spend there.	
	2.2 1	How much money will be allocated for staff costs?	See point on staffing under 2b).	
3. Project Proposal General Information	3.1	Project Title		
	3.2	Project country		
	3.3	Project specific geographic areas in country		
	3.4	Implementing partner on the ground: Name of organizations Type of organizations (Government, CSO, UN, Other)	Implementing partners can be: Government, Civil Society Organizations, UN and others, that don't receive direct funds by PBF but who will be essential for the planning and implementation of the project. PBF does not accept proposals without national/local implementing partners.	
	3.5	Requested grant amount for the project	Min. USD 300,000 Max. USD 1,500,000	

			(check eligibility criteria: for the previous two calendar years, demonstrate an annual CSO budget in the country of proposed project implementation is at least twice the annualized budget sought from PBF)	
	3.6	How much of overall budget will approximately be channelled to national/local CSOs	PBF encourages 40% of the requested budget to go to national/local CSOs.	
	3.7	Amount and percentage going to GEWE		
	3.8	Gender Marker Score	Please select one of the scores. GPI projects must be gender marker 3, YPI projects can be gender marker 2 or 3.	
	3.9	Overall project duration	The max. time for projects is 18 months.	
	3.1 0	Proposed project start and end date	December 2018. Please note: official start date will be date of transfer of funds by MPTFO.	
	3.1 1	Total duration in months	The max. duration of projects is 18 months.	
	3.1 2	PBF Focus Areas, which best summarizes the focus of the project	Please select one main priority area of out of the 4 options and specify the sub-category/ies, which best summarizes the focus of the project.	
	3.1 2	Explain Gender Considerations of the Projects	YPI projects also need to include a gender-analysis. YPI projects that do not integrate gender equality as a cross-cutting dimension will not be considered.	
4. Project Proposal Detailed Description	4.1	Brief Project Summary		Max. 1000 words
	4.2	List up to three arguments as of why the project is innovative?		Max. 600 words
	4.3	How does project link with and add to existing PBF and Government peacebuilding initiatives and peacebuilding processes, in particular the Peacebuilding Priority Plan, in the country?		
	4.4	Please describe in what ways implementing partners, including national/local CSOs, have been involved in the early stages of the proposal development. How is the cooperation <u>mutually</u> benefitting?		

	4.5	Please provide a brief conflict analysis (problem identification & underlying causes (including gender &/or youth dimension)	YPI projects also need to include a gender-analysis. YPI projects that do not integrate gender equality as a cross-cutting dimension will not be considered.	Max. 1500 words
	4.6	Who will be project beneficiaries and how will they be identified?	Carefully review guidance on targeting.	
	4.7	Please describe the overall Theory of Change for your project	a. describe the causal relationship between the proposed intervention and the expected peacebuilding (and gender equality/women's empowerment/youth inclusive) results b. indicate how the expected results will be measured	
	4.8	a) Please list up to 3 project outcomes and b) provide an estimate of the budget per outcome c) provide an estimate of the amount allocated to Gender Equality and Women's Empowerment per outcome d) Please list up to 4 outputs for each outcome		
	4.9	Please describe key activities of your project		Max. 800 words
	4.10	Risk assessment matrix	List: 1) Risk; 2) Likelihood (low, medium, high); 3) Severity (low, medium, high); 4) Mitigation Strategy (and person/unit responsible).	
	4.11	Please provide details on the monitoring and evaluation plan of your project	Recommended 5- 7% of the total budget need to be set aside for clearly identified for data collection, other monitoring and evaluation activities. In addition, clearly identify amount for financial audit.	Max. 600 words
	4.12	Please provide some details on sustainability elements and the exit strategy of your project		Max. 600 words
5. Attachments (To be uploaded as PDF)	5.1	Cover letter by Head of Organization addressed to the Assistant Secretary-General for Peacebuilding Support, Mr. Oscar Fernandez-Taranco	Please only upload relevant documents that show present actual proof of meeting the criteria for eligibility.	
	5.2	Evidence of current valid registration as a non-profit, tax exempt organization with a social		

		based mission in both the country where the headquarters is located and in the country of project implementation for the duration of the proposed grant. (NOTE: If registration is done on an annual basis in the country, the organization must have the current registration and obtain renewals for the duration of the project, in order to receive subsequent funding tranches).
	5.3	Letter from external auditor (member of national/regional audit association)
	5.4	An annual report that includes the proposed country for the grant.
	5.5	Audited financial statements of the last two years, including the auditor opinion letter. The financial statements should include the legal organisation that will sign the agreement (and oversee the country of implementation, if applicable) as well as the activities of the country of implementation. (NOTE: If these are not available for the country of proposed project implementation, the CSO will also need to provide the latest two audit reports for a programme or project-based audit in country.) The letter from the auditor should also state whether the auditor firm is designated as a nationally qualified audit firm.
	5.6	Proof of past received funding from the UN, the PBF or contributors to the PBF (if applicable).

Annex 2: Thematic and technical guidance

a. Gender-responsive peacebuilding

The PBF recognizes that systematic inclusion of women in peacebuilding is essential to the just reconstruction of political, legal, economic and social structures, and to the advancement of gender equality goals. This is not only a matter of women's and girl's rights, but of effective peacebuilding.

The Security Council has highlighted, through the adoption of a broad normative framework of numerous resolutions, the importance of increasing women's participation in preventing, resolving and recovering from conflict, as well as the necessity to address the impact of conflict on women. The importance of women's role in the economic recovery, social cohesion and political legitimacy of war-torn societies has also been the focus of the Secretary-General's 2010 report on "*Women's Participation in Peacebuilding*". The report defined a *Seven-Point Action Plan on Gender-Responsive Peacebuilding* outlining commitments in 7 areas, to ensure that women's priorities are addressed, their participation is guaranteed and a gender perspective is applied to all aspects of peacebuilding. Under the areas on financing, the Secretary-General committed the UN system to allocate at least 15% of UN-managed funds in support of peacebuilding to projects that "*address women's specific needs, advance gender equality or empower women*" as their principle objective²⁰.

7 Commitments of the SG's Action Plan for Women's Participation in Peacebuilding:

1. **Women are fully engaged in**, and timely gender expertise is provided to, **all peace talks**;
2. **Post-conflict planning** processes, including donor conferences, involve women substantively and apply methods that result in comprehensive attention to gender equality;
3. **Adequate financing** – targeted and mainstreamed – is provided to address women's specific needs, advance gender equality and promote women's empowerment. A target of 15% was set in the report;
4. **Deployed civilians** possess specialized skills, including expertise in rebuilding state institutions to make them more accessible to women;
5. Women can participate fully in **post-conflict governance**, as civic actors, elected representatives and decision-makers in public institutions, including through temporary special measures such as quotas;
6. **Rule of law initiatives** encourage women's participation in seeking redress for injustices committed against them and in improving the capacity of security actors to prevent and respond to violations of women's rights; and
7. **Economic recovery** prioritizes women's engagement in employment-creation schemes, community-development programmes and the delivery of frontline services.

Women, Peace and Security issues remain high on the international agenda, particularly conflict-related sexual violence, and there are positive developments in women's participation in conflict resolution, mediation and peace processes, particularly since 2010. However, recent research²¹ shows that a distinctive gap remains between policy commitments and the operational reality of implementing gender-responsive peacebuilding, in spite of accelerated efforts across the UN, CSOs and Governments to bridge this gap. Importantly, the 2015 [Global](#)

²⁰ 2010 Secretary-General's Report on Women's Participation in Peacebuilding ([S/2010/466](#))

²¹ E. O'Gorman, [Independent Thematic Review on Gender and Peacebuilding](#), March 2014.

[Study on Women, Peace and Security](#) identified the lack of dedicated funding as the principle impediment to the implementation of the women, peace and security agenda:

Despite the wealth of evidence highlighting the benefits that investing in women can bring in terms of conflict prevention, crisis response and peace, the failure to allocate sufficient resources and funds has been perhaps the most serious and persistent obstacle to the implementation of the women, peace and security agenda over the past 15 years. The scarcity of funds for the WPS agenda is in line with the enormous global funding gap for gender equality more generally. Research shows a consistent, striking disparity between policy commitments to gender equality and women’s empowerment, and the financial allocations to achieve them.²²

Together with its partners, the PBF is committed to strengthen the participation of women in political processes, enhance their voices in post-conflict planning processes and address their specific post-conflict needs. The PBF recognizes that rebuilding after conflict is the opportunity to “build back better” by addressing gender inequality and reaffirming women’s civil, political, economic, social and cultural rights. In addition, PBF underscores the conclusion of the Secretary-General’s report on “*Women’s Participation in Peacebuilding*” that, in post-conflict settings, targeted interventions are required to break patterns of violence and to capitalize on the leadership roles women may assume during conflicts.

PBF’s experience encouraging dedicated funding for gender equality and women’s empowerment. A decade of funding support by the Fund has consistently shown that gender equality and women’s empowerment require affirmative action and exceptional measures. Since becoming operational in 2007, the PBF has adopted proactive measures to support peacebuilding approaches that promote gender equality as part of its strategy to prevent relapse into conflict. A gender marker system was adopted in 2009 to track these commitments (see [PBF Guidelines](#)). As an overall principle, PBF works to make sure that gender is mainstreamed throughout its entire portfolio, i.e. that all peacebuilding interventions it supports consider gender issues as part of the conflict analysis, priority setting, budget allocation, implementation, as well as in monitoring and evaluation.

In 2011, to help meet the SG’s 15% target, PBF launched a first GPI, calling for targeted projects on women’s empowerment and gender equality, and allocated US\$ 6.1 million to 8 projects (in Guatemala, Guinea, Guinea-Bissau, Nepal, Sierra Leone, South Sudan, Sudan and Uganda). A second GPI was launched in the second half of 2014, leading to the allocation of US \$7,63 million to 9 projects (in Guinea, Kyrgyzstan, Mali, Nepal, Papua New Guinea and Somalia). The third GPI in 2016 funded 10 UN and CSO projects with a total allocation of US \$8,41 million (Cote d’Ivoire, Guatemala, Guinea-Bissau, Kyrgyzstan, Liberia, Mali, Sri Lanka). PBF believes that proactive, exceptional measures remain indispensable to promote gender in peacebuilding programmes and projects.

After meeting the Secretary-General’s funding target by allocating 15.7% of its funds to gender equality and women’s empowerment in 2015, PBF exceeded this target in 2016 by allocating 19,9%. This total includes both projects whose principal objective is to promote women’s empowerment and gender equality (in large part, projects funded through the GPI) as well as targeted activities within projects where gender equality is mainstreamed but not the principal

²² Preventing Conflict, [Transforming Justice, Securing the Peace: A Global Study on the Implementation of Security Council Resolution 1325](#), 2015, p.368.

objective. While this was an important milestone for the Fund, PBF remains convinced that temporary special measures such as the GPI are indispensable to maintain and eventually increase this funding allocation.

b. Youth-inclusive peacebuilding

PBF supports the implementation of Security Council resolution 2250 (2015) on youth, peace and security, which offers an important policy framework for peacebuilding interventions that meaningfully involve young women and men and support their leadership in peacebuilding. SCR 2250 affirms the important role young women and men can play in the prevention and resolution of conflicts, as a key aspect of the sustainability, inclusiveness and success of peacemaking, peacekeeping and peacebuilding efforts; recognizes that youth should actively be engaged in shaping lasting peace and contributing to justice and reconciliation and that a large youth population presents a unique demographic dividend that can contribute to lasting peace and economic prosperity if inclusive policies are in place.

SCR 2250 specifically identifies five main pillars for action: furthermore

- 1) **Participation**, by calling on Member States to involve young people in conflict prevention and resolution, in violence prevention and in the promotion of social cohesion. Member States are urged to consider ways to increase representation of youth in decision-making at all levels.
- 2) **Protection**, recalling the obligations to protect civilians, including young people, during armed conflict and in post-conflict times, and in particular protect them from all forms of sexual and gender-based violence.
- 3) **Prevention**, by urging the facilitation of enabling environments, investments in socio-economic development and quality education for young women and young men, and the creation of mechanisms to promote a culture of peace, tolerance, intercultural and interreligious dialogue that involve youth.
- 4) **Partnership**, by highlighting the need to increase political, financial, technical and logistical support for the work with young peacebuilders by relevant UN entities as well as regional and international organizations. It also highlights the importance of partnering with youth, local communities and non-governmental actors in countering violence extremism.
- 5) **Disengagement and reintegration**, for young women and men directly involved in armed conflict.

Among important tools that can help guide a different engagement of young people in peacebuilding contexts, the [*Guiding Principles on Young People's Participation in Peacebuilding*](#), launched in 2014, outline nine guiding principles for participative, inclusive and intergenerational peacebuilding strategies and programmes that systematically promote and ensure participation and contribution of young people. Another important reference is the [*Practice Note on Young People's Participation in Peacebuilding*](#), which complements the Guiding Principles to provide key strategic and programming considerations for supporting young people's participation to peacebuilding to enhance quality and sustainability of peacebuilding interventions.

Guiding Principles on Young People's Participation in Peacebuilding

1. Promote young people's participation as an essential condition for successful peacebuilding
2. Value and build upon young people's diversity and experiences
3. Be sensitive to gender dynamics
4. Enable young people's ownership, leadership and accountability in peacebuilding
5. Do no harm
6. Involve young people in all stages of peacebuilding and post-conflict programming
7. Enhance the knowledge, attitudes, skills and competencies of young people for peacebuilding
8. Invest in intergenerational partnerships in young people's communities
9. Introduce and support policies that address the full needs of young people

The *Practice Note* highlights that despite research showing the high level of resilience and resourcefulness of young people during violence and the key role they can and do play in peacebuilding, young people have been left at the margins of peace processes or excluded altogether. Therefore, positively engaging young women and men, addressing their differentiated needs and giving them a stake in their societies during the transition period after violent conflict are important for long-term peace and security.

Since 2007, PBF has supported various initiatives to empower youth and address their specific needs in the wider contexts of peacebuilding. Since 2012, PBF has seen an increase in projects that propose to engage **youth as partners for sustainable peace rather than as potential security threats**. Security Council Resolution 2250 on Youth, Peace and Security now offers a high-level policy framework to support a shift in focus and engagement of the PBF to strengthen the integration of youth empowerment and their participation in peacebuilding within existing peacebuilding initiatives through its YPI.

In 2016, PBF launched its first call for the Youth Promotion Initiative, as a proactive and exceptional measure to promote youth in peacebuilding programmes and projects. This first YPI led to the allocation of US \$2,8 million (Guinea, Kyrgyzstan, Mali). The second YPI in 2017 allocated \$11,3 million to 8 projects.

c. Gender and Youth Sensitive Conflict Analysis and Theory of Change

- Gender and/or youth-sensitive conflict analysis: Analyse the gender dynamics at stake and/or young people's role as part of the context, causes and dynamics of conflict; the possible shift in norms and dynamics in the post-conflict period and the opportunities that the peacebuilding period offer to trigger changes in this realm. Please refer to [PBF Guidance Note 5.8 on Conflict Analysis](#).
- A sound theory of change: demonstrate clearly and logically the link between the expected outcome(s) and the proposed intervention(s). A theory of change is an explanation of how and why a set of activities will bring about the changes that a project seeks to achieve. It does not reiterate the project components; rather, it states clearly the assumptions behind how the chosen intervention is expected to positively affect conflict factors and actors identified in a conflict analysis.

- It may be helpful in developing a theory of change to use the following formulation:

***If** we do X, **then** we will expect Y change, **because** Z (with Z providing the rationale or assumptions for why X will produce Y change)*

Example ToC:

IF individuals from different groups (ethno-religious, socio-economic and gender) interact on a level playing field, **THEN** they will increase levels of mutual understanding and improve/strengthen their relationship **BECAUSE** through positive interaction they will break down existing barriers/stereotypes and discover they have more in common than they thought.

Annex 3: Frequently Asked Questions (FAQs) – GYPI 2018

Stage 1: Concept note submission:

- **Can proposals be submitted by email instead of the online format?**
No, PBSO will only be accepting proposals submitted through the online format.
- **Will feedback be provided by email or by phone?**
We are confident that most of your questions will be answered by this comprehensive guide and the resources on www.pbfgypi.org. PBSO will not be able to answer specific questions related to individual submissions. Urgent technical questions can however be submitted by E-Mail to info@pbfgypi.org. Please note that the launch of the website will be 01 June 2018. No questions can be submitted via e-mail prior to that.
- **What languages are proposals accepted in?**
English and French
- **How should we set the Gender Marker and is there a need to elaborate further after putting the score?**
The Gender Marker reflects the degree of which gender is integrated into all aspects of the proposal. GPI projects must achieve GM 3 with at least 80% of the total funding going to Gender Equality and Women's Empowerment (GEWE), while YPI projects can be either GM 2 (30% to GEWE) or GM 3 (80% to GEWE). PBSO will check to make sure that the project meets the criteria for the score it has been given – at a minimum, indicators should be sex-disaggregated, the situation analysis/background should include gender analysis, and outcomes should be clearly definable in terms of their contributions to gender equality and women's empowerment such that one can see what part of the budgets is to be allocated to these areas.²³
- **Does PBSO prefer an overall Theory of Change for the project or one for each outcome?**
We are encouraging only one ToC for the whole project.
- **Where can we find information on what other PBF funded programmes are being planned or implemented in order to help us to better assess the complementarity of our project and possibilities of coordination?**
Further to consulting the PBF website for general information of PBF's strategic aims, you can access current and past projects on our Fund Administrator's website, (<http://mptf.undp.org/>) by going to "analyse all data" tab to the left. Furthermore, an overview of past PBF GYPI projects can be found on www.pbfgypi.org. For the most up-to-date information, however, we urge you to be in touch with UN colleagues in country directly.
- **What is the definition of youth?**
Security Council resolution 2250 (2015) defines youth as 18 to 29. For statistical purposes, the UN refers to youth at people aged 15 to 24. Generally, the UN also defers to national or regional definitions of youth where appropriate.

²³ More details about Gender Equality Markers, including PBF's approach is available via <https://undg.org/wp-content/uploads/2017/03/UNDG-Gender-Equality-Marker-Background-Note-Final-Sep-2013.pdf>

- **What is the difference between recipient organisations (RO) and implementing partners?**

Those organizations listed as RO will receive direct PBF funds through the Administrative Agent MPTFO, while implementing partners will receive their funds through the RO/convening organization.

- **CSOs: Is it only the convening recipient civil society organization that needs to submit audited financial statements, annual reports and a letter from an external auditor, registration documentation and proof of tax exempt status or do all implementing partners need to submit these documents?**

It is only the primary recipient organisation (RO) which needs to submit the audited financial statements. This is because the RO will be the one receiving the funds and, as a result, the one which will be accountable for them. It is up to the RO to exercise their own fiduciary control over its implementing partners. Organisations whose proposals are invited to participate in STAGE TWO will also be required to get a recommendation letter from a UN organisation with whom they have worked previously prior to submitting the full proposals.

Stage 2 Full Project Proposal:

- **Signature from a representative of the national counterpart (e.g. Minister): Which is the ministry that we need to approach and on what level? Will PBSO facilitate this? Who else other than the minister can sign this?**

PBSO in NY is not in a position to say which Ministry you should be approaching; it should be the one that is most relevant to the sector in which you are proposing the work and in line with the established rules in the country. We strongly recommend that you contact our country-based colleagues for guidance on this question.

- **For CSO proposals: who is the UN signatory and how and when do we get their signature on the project cover page?**

Successful applications in STAGE ONE will be invited to develop full proposals, which must be accompanied by government and UN signatures on the cover page. The UN signatory is the senior-most UN resident representative (either the UN Resident Coordinator in non-Peacekeeping Mission settings, or the Special Representative of the Secretary-General -- or their Deputy -- in Mission settings). The Recipient Organisation proposing the initiative is responsible for obtaining all in-country signatures, including the RC or D/SRSG's signatures. PBSO can help facilitate contact with their offices if need be. We are requiring the Recipient Organisation to obtain the in-country signatures because it will be important that the funded initiative is brought into the overall UN approach to peacebuilding in the country. Such coordination and oversight will require the establishment and fostering of a good relationship between the UN and the Recipient Organisation throughout project implementation, a relationship that begins at the proposal stage.

- **Can we make any breakdowns in the budget template or we need to go ahead with existing one?**

The existing one is what is required by the Fund's Administrative Agent. If you would like to propose a more detailed budget in addition to the one that is required, please do.

- **What degree of flexibility is there in relation to the budget from concept note to full proposal? Are budget increases accepted? To what limit?**

We appreciate that as planning becomes firmer, costs may shift. That said, reasonableness of budget and its association with the stated interventions was among the criteria by which concept note proposals were scored. Deviating too much from what was proposed, then, would violate the level playing field of competition that took place in the first round. On more substantive terms, a substantial departure in budget would also imply a difference in the results expected, which would also violate the principles of competitiveness we established in the first round. We have set a limit of a 10% margin of change in either direction for the final budget, compared to the budget proposed in the first round.

- **Can the full proposal change the geographic scope or number of partners or make other substantive changes from the concept note?**

We understand that as you firm up your planning, some changes in what you had proposed may be required. If you are changing the proposal, however, you should outline why, making clear how this strengthens rather than limits what had been earlier proposed. In addition, please keep in mind that any changes that will have budget implications cannot change the budget by greater than 10% (either up or down). You may change some of the local partners, but if there was a partner who had been a co-submitter who is being omitted or changed, we would strongly question the proposal.

- **Are we allowed to change the outcomes/wording of the outcomes from what we submitted for STAGE ONE?**

We will accept refinement of outcomes but not a wholesale change in outcomes. Radical change would violate the competitive nature of the concept note selection process.

- **Can we plan to carry out a baseline survey in the monitoring framework?**

Yes. We appreciate that some baselines may need special data collection exercises that may be supported through the monitoring plan and budget of the proposed project. In this case, please indicate "TBD" in the proposal and revise upon completion of the survey as soon after implementation begins as possible.

- **On the results framework: the application form indicates 2 outcomes, 3 outputs per outcome and 3 indicators per output. Is this structure encouraged or can we add or have less outputs and/or indicators?**

This is just a suggested structure, but we would caution against adding additional outcomes or outputs unless the justification is very strong.

- **Does PBSO prefer quantitative or qualitative results indicators?**

PBSO welcomes a mix of qualitative and quantitative. The only caveat is that a given target needs to be more precise than "improved," "strengthened" or "increased". If the initiative is seeking to improve youths' advocacy skills within local decision making structures, for example, one could develop a type of index that specifies the kinds of skills improvements youth are expected to attain. To measure, one could then -- possibly -- conduct quarterly, very focused "partnership" surveys among local decision makers and/or community members to gauge their attitudes toward youth involvement or contribution on key issues. They do not need to be elaborate, expensive surveys. The key here is to define what you mean by the qualitative assessment so that there is some means of comparing outcomes and transparency in evaluating it by others.

- **Can we annex an M&E framework or does the Results Framework suffice?**
 You should include both an M&E framework (this is part of the proposal template) AND a results framework (this is an annex within the proposal template). The results framework tells us how you see the various outcomes and outputs contributing to each other and what kinds of indicators you will use to measure progress on these. The M&E framework, then, informs us of the specific actions you will take to monitor that progress throughout implementation and how you will evaluate the outcome in the end. You should indicate budget lines against all major deliverables within the M&E framework.
- **Is the RO responsible for the final audit or will it be taken care of by PBSO?**
 The final audit is the responsibility of the Recipient Organization. CSOs also need to budget for an independent final project audit.
- **What about auditing when there are several UN recipient agencies?**
 UN recipients will follow their normal audit procedures as stipulated in their corporate procedures or policies the same as is done for other PBF allocations. The administrative arrangements, including requirements for project closure, are detailed in the IRF project template and in guidance provided by the Fund Administrative Agent.
- **Does the final independent evaluation have to be with an international consultant/firm or can it be a national one?**
 If there is sufficient national capacity to produce a high-quality peacebuilding focused evaluation, we would accept a national evaluator. You should set aside though, approximately 5-7% of funds for M&E, of which a sufficient amount should go to the evaluation.
- **Normally the policy of PBF is that we don't need to carry out final evaluation for project with a budget under 1 million. Are we going to plan a final evaluation for GYPI 2018 project that are under 1 million?**
 Yes. While PBF does not automatically require a final evaluation for projects of less than 12 months or under \$1 million, our guidelines clearly indicate that PBF may require final evaluations even of these kinds projects for specific kinds of interventions (where we are supporting a pilot, where a particular intervention may be risky or highly unusual, or where there is some other imperative to systematically capture learning). Since GYPI is contributing to the consolidation of global learning, we are requiring final evaluations of all GPI and YPI funded work.
- **What will be the actual starting date of the project counting towards the 18 months?**
 The starting date will be the date the funds are wired to the organization by the UN Multi-Partner Trust Fund Office (MPTFO).
- **When will funds be disbursed?**
 MPTFO aims to disburse funds for UN projects in November 2018. For both UN and CSO projects, funds will be disbursed in several tranches. The first tranche will be transferred upon signing of the project.
- **What is the latest possible starting date for the 18-month period?**
 We do not have hard and set rules on this, but for projects that are accepted in the fall 2018, we would expect implementation to begin by the end of Q1 2019 at the latest.

Annex 4: List of the contributors to the Peacebuilding Fund for the Business Plan 2017-2019

- Argentina
- Australia
- Belgium
- Canada
- Chile
- Denmark
- Germany
- India
- Indonesia
- Ireland
- Italy
- Japan
- Kenya
- Liberia
- Luxembourg
- Netherlands
- Norway
- Pakistan
- Peru
- Poland
- Republic of Estonia
- Republic of Korea
- Slovak Republic
- Spain
- Sweden
- Switzerland
- Turkey
- United Kingdom
- United States of America