CHECK-LIST
For all new Peacebuilding Fund projects

APRIL 2021

PROJECT START DATE AND DURATION
The official project start date is the date of the first budget transfer by MPTF-O to the project funds recipients. This date will appear on the project MPTFO Gateway page, a dedicated project page on this website:

http://mptf.undp.org/factsheet/fund/PB000

The project end date is calculated using the number of months of project duration, as per the project document.

PROJECT START-UP
Project budget payment is made to the Headquarters’ bank account of the fund recipients, so the recipients need to track and channel the funds to its country office. It is crucial to avoid project start-up delays. Every project should ensure project planning and implementation commence as soon as funds are received, including dedicating staff for project start-up, while organizing swift project personnel recruitment and partner contracting. Project workplans and baselines should be finalized within 3 to 4 months of project start maximum and so should the first meeting of an inclusive project board, with RCO, Government and CSO members.

PROJECT GATEWAY PAGE
The project document, any revisions thereof, PBF project reports (narrative and financial), and project evaluations are public documents, which will appear on the project Gateway page. The project document and any amendments will be uploaded by the MPTFO team. All other documents – reports, evaluations etc – will need to be uploaded by the UN Gateway focal point in the project country – please find out the name of the focal point from the UN Resident Coordinator’s office, so you can share your documents.

PBF GUIDELINES AND TEMPLATES
PBF Guidelines contain detailed information on PBF requirements for project implementation, reports and M&E as well as steps for project amendments and can be found here:


This page also contains the PBF templates for reports, requesting a new budget tranche, as well as various PBF Guidance Notes.

PROJECT PAYMENTS
All PBF project budget payments must be requested while the project is still active – budget payments cannot be made to the project after the project end date. Similarly, all project activities and funds must be finalized or at least committed before the project end date. The only exception are project evaluations and audits, which may be committed after the project end date, only with prior email approval by PBSO staff, if justified. Project budget payments are requested by the lead agency, for the entire project, rather than for individual agencies.

ROLE OF UN RCOS
All PBF projects must coordinate with, seek strategic guidance from, and provide regular project implementation information (including monitoring and financial info) to the UN Resident Coordinator’s Office (RCO) in the project country. Where they exist, dedicated PBF Secretariats in RCOS are the primary PBF project focal points in the country and take the role of strategic oversight and support to quality and coordination of all PBF projects, including of project reports. Where a dedicated PBF Secretariat does not exist, another focal point in the RCO plays that role. The PBF focal point ensures that PBF projects coordinate and respect PBF Guidelines and provides support to ensure the projects’ strategic peacebuilding focus. The PBF focal point in the RCO will also work with projects to help resolve any bottlenecks/ challenges and will be the primary contact between the project and PBSO New York.
☐ **PROJECT AMENDMENTS**

If the project context or implementation obstacles require, activity level changes can be done by the project directly, without a formal amendment, as long as the overall budget changes remain inferior to 15% between outcomes and between UNDG budget categories in the approved project document. If a change affects outputs or outcomes or more than 15% of the budget between UNDG budget categories or between outcomes, this change is possible, but may require a formal project amendment. Please discuss your proposed change with the PBF Secretariat/focal point, which may consult PBSO, and – depending on the extent of the change and its impact on the project substance, the Secretariat will recommend a formal amendment or a Note to File. If an extension of project duration is needed, PBSO will consider – on RCO advice – one extension, for a maximum of 6 months, if there is a good justification (beyond agency administrative delays) and if extension would lead to peacebuilding impact.

☐ **PBF VISIBILITY AND COMMUNICATIONS**

Projects need to ensure PBF visibility in communications strategy, ensuring mention of PBF in published materials and social media updates of project progress (please tag us @UNPeacebuilding). Projects should aim to organize project visits by country donors for greater visibility and catalytic support.

☐ **FOR NUNOs ONLY**

Once PBSO has signed your project, send the following documents to MPTF-O to enable funds’ transfer:

- Signed Vendor Profile Form
- Info for Financing Agreement Form
- Copy of a bank statement or voided check that matches the account on the Vendor Profile Form