

**UNITED NATIONS SECRETARY-GENERAL
PEACEBUILDING FUND
GENDER AND YOUTH PROMOTION INITIATIVE 2019**

Call for Applications & Guidance Note

UN Agencies, Funds and Programmes

&

Civil Society Organizations

Deadline for Online Submission of Concept Note Applications:

20 May 2019

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www.pbfgyipi.org



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1. The Peacebuilding Fund

[The Secretary-General’s Peacebuilding Fund](#) (PBF) is the United Nations investor of first resort in situations at risk of or emerging from violent conflict, and provides timely, catalytic and risk tolerant support to sustaining peace. Launched in 2006, the PBF now supports more than 40 countries on all continents. The PBF aims to *support interventions of direct and immediate relevance to the peacebuilding process and contribute towards addressing critical gaps in areas for which no other funding mechanisms are available.*

The PBF works in the following Priority Areas:

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

Policy commitments and past experiences underpinning the GYPI

In 2016, the General Assembly and the Security Council adopted twin resolutions on Sustaining Peace ([A/RES/70/262](#) and [S/RES/2282 \(2016\)](#)). The resolutions define “sustaining peace” and move beyond the notion that peacebuilding occurs only in post-conflict settings. The resolutions place sustaining peace at the core of UN actions, by:

- prioritizing prevention 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;
- further exploring the interlinkages between the political and security, development, humanitarian and human rights pillars of the United Nations;
- exhorting deepened partnerships with regional and sub-regional organizations;
- and emphasizing the importance of inclusivity, national ownership and people-centered 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.**¹

Even prior to the adoption of the Sustaining Peace resolutions, 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, the PBF launched a first Gender Promotion Initiative (GPI), calling for targeted peacebuilding projects on women’s empowerment and gender equality.

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

- the [Seven-Point Action Plan on Gender-Responsive Peacebuilding](#) as well as Security Council resolutions on Women, Peace and Security² **for the GPI**;
- the Security Council resolutions [2250 \(2015\)](#) and [2419 \(2018\)](#) on Youth, Peace and Security, which offer a new policy framework to support and engage young people as part of inclusive, participatory peacebuilding approaches **for the YPI**.

In 2016, the PBF for the first time invited Civil Society Organizations (CSOs) to apply for the GYPI. Providing direct funding to CSOs is emblematic of the commitment of the PBF to strengthen and expand its partnerships, and respond to the recommendations of the 2015 Review of the United Nations Peacebuilding Architecture and the Sustaining Peace resolutions³ on empowering and including civil society in all activities related to sustaining peace and providing direct funding support to non-UN entities. The PBF believes that proactive, exceptional measures such as these remain indispensable to promote gender-responsive and youth-inclusive peacebuilding interventions and has embedded this commitment by formally establishing a special funding window within its Strategic Plan 2017-2019.

¹ Further guidance on Sustaining Peace is provided under the resource section of the [GYPI website](#).

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

2. Gender and Youth Promotion Initiative 2019

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

The GYPI supports the empower women and young people to ensure their inclusion and participation in peacebuilding and decision-making processes at all levels. The PBF Gender Promotion Initiative (GPI) and Youth Promotion Initiative (YPI), while being launched together in one call as GYPI 2019, are two separate initiatives with interconnected but distinct aims⁴. Within the overarching priorities of the current Strategic Plan, the initiatives aim to:

GPI	YPI
<ul style="list-style-type: none"> ▪ Support innovative projects, focused on gender equality and women’s empowerment with the potential for catalytic effect and peacebuilding outcomes; ▪ 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; ▪ 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"> ▪ Support innovative projects, focused on youth empowerment and participation, that have the potential for catalytic effects and peacebuilding outcomes; ▪ 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; ▪ 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 (2015) and 2419 (2019) as well as the 2018 Independent Progress Study on Youth, Peace and Security, The Missing Peace.

Proposals from UN Agencies, Funds and Programmes:

- Maximum of two GPI proposals and two YPI proposals per UN Country Team, thus a **total of 4 proposals per UN Country Team**.
- UN applicants can apply for grants from **\$800,000 to \$1,5 million per project**.

⁴ Projects focused on young women specifically can be presented under either the GPI or the YPI window.

- UN Country Team members can submit joint proposals with **up to 3 recipient UN organizations per project**.⁵
- 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 both UN AFPs and CSOs.

Proposals from Civil Society Organizations:

- Maximum of two GPI proposals and two YPI proposals per CSO globally, thus a **total of 4 proposals per CSO globally**.
- CSO applicants can apply for grants from **\$300,000 to \$1,5 million per project**.
- 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.^{6 7 8}

Eligibility

The call for proposals is open to **UN Agencies, Funds and Programmes** and **Civil Society Organisations** in countries declared eligible by the Secretary-General to receive PBF funding in 2019.⁹ The following 25 countries are formally eligible for PBF funding in 2019:

- | | | |
|------------------------------------|-----------------|--------------------|
| ▪ Burkina Faso | ▪ Guatemala | ▪ Niger |
| ▪ Burundi | ▪ Guinea | ▪ Papua New Guinea |
| ▪ Central African Republic | ▪ Guinea Bissau | ▪ Sierra Leone |
| ▪ Chad | ▪ Kyrgyzstan | ▪ Solomon Islands |
| ▪ Colombia | ▪ Liberia | ▪ Somalia |
| ▪ Côte d'Ivoire | ▪ Madagascar | ▪ South Sudan |
| ▪ Democratic Republic of the Congo | ▪ Mali | ▪ Sri Lanka |
| ▪ El Salvador | ▪ Myanmar | ▪ Yemen |
| ▪ The Gambia | | |

⁵ **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 receive PBF funds under one project is a **maximum of three**.

⁶ Please coordinate the number of GYPI submissions within the organization.

⁷ In terms of projects submitted by CSOs, there can be only one *direct* recipient organization per project.

⁸ Joint UN-CSO projects with both UN entities and CSOs as *direct* recipients will **not** be accepted. However, UN and CSO applicants are encouraged to work together as implementing partners or to coordinate closely during design and implementation of their projects to ensure complementarity.

⁹ PBSO will examine how gender and youth is mainstreamed across the rest of the portfolio in given countries.

In order to be declared eligible to receive PBF funds under GYPI 2019, **CSOs** must be assessed as technically, financially and legally sound by the PBF and its fiduciary agent, the [Multi-Partner Trust Fund Office](#) (MPTF-O). CSOs need to meet **ALL** the following criteria to be deemed eligible for this call (proof will be required at first application stage). Please check if your organization meets the criteria before applying.

CSOs **must** provide documentation demonstrating the following:

- **Proof of previously received funding** from the PBF, UN, or any of the contributors to the PBF in the country of project implementation.¹⁰
- **Proof of current valid formal registration** as non-profit and tax-exempt organization with a social 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).
- **Latest annual report** that includes the activities of the country of proposed project implementation.
- **Audited financial statements** of the last two years (2017 and 2018), including:
 - The legal organization that will sign the agreement (and oversee the country of project implementation, if applicable).
 - The signed auditor opinion letter. The letter from the auditor should also state whether the auditor firm is designated as a nationally qualified audit firm.
 - The activities and budget of the country of project implementation. (**NOTE:** If the audited financial statements do not clearly include the in-country activities and budget, please provide the latest two audit reports for a programme or project-based audits in the country of project implementation from the last two years).
- For the previous two calendar years (2018 and 2017), demonstrate an annual CSO budget in the country of proposed project implementation that is at least **twice** the annualized budget sought from the PBF¹¹.
- Demonstrate an annual budget in the last two years (2018 and 2017) of at least \$400,000 in the country of project implementation (to request the smallest available grant, which is \$300,000).
- Demonstrate at least **3 years of experience** in the country where grant is sought.
- Provide an explanation of how the CSO is **legally structured** (e.g. global/national/regional, centralized/decentralized etc.), including the specific legal entity which will enter into the legal agreement with the MPTF-O for the PBF grant.

¹⁰ Please find the list of PBF contributors in Annex 5.

¹¹ An annualized PBF project budget is calculated by dividing the total requested PBF project budget by the number of project duration months and multiplying by 12.

Guidelines for project proposals

- Must be submitted in **English** or **French**.
- Must be completed within **18 months** of the operational start-up date. There is no minimum duration¹².
- Must plan and budget sufficient resources for a **robust monitoring and evaluation (M&E)** of the project, including a **final, independent evaluation** and a **financial audit** (PBF recommends setting aside at least 5-7% of the budget for M&E) as the initiative intends to contribute to operational learning on gender-responsive and youth-inclusive programming.
- Must contribute to **existing peacebuilding strategies, frameworks and plans** by the Government or UN, including the UNDAFs, as well as complement the **existing PBF portfolio** in the country. Proposals must demonstrate how the proposed intervention is filling a **specific peacebuilding gap** and how women and young people will positively influence **social and political peacebuilding processes**, contributing to **sustaining peace**.¹³
- Must be **prepared together with local partners** in the country. UN entities and CSOs must effectively **partner with national and local CSOs** (e.g. local peacebuilding organizations, especially women- and youth-led) including beyond capital, with demonstrated field presence and technical capacity to implement projects. Proposals must explain how national/local actors have been involved in the early stages of the proposal development and how the collaboration will be **mutually beneficial**. The PBF encourages that at least 40% of the budget is allocated to national/local CSOs¹⁴.
- **YPI projects** must at least have a Gender Marker (GM) 2, i.e Gender Equality and Women Empowerment (GEWE) issues integrated throughout the project, from a gender-sensitive conflict analysis, to results framework and a dedicated budget allocation to GEWE of at least 30%. Budget allocation, whether at the outcome, output or output component and activities level, should clearly spell out what and how much the contribution to GEWE is. YPI projects that do not meet the GM 2 will **not** be considered. Projects targeting **young women** specifically will be positively considered.

¹² Cost- and no-cost extensions are exceptional but will be considered upon request, on a case-by-case basis, for projects having demonstrated concrete results and clear, convincing justification.

¹³ Applicants are encouraged to reach out to the RC office and PBF Secretariat (where applicable) in their countries from an early stage of project development to ensure complementarity.

¹⁴ UN entities and CSOs will be held accountable for funds disbursed to its partners for the implementation of the project.

Review criteria for project proposals

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

Criteria	Questions for consideration
Level of innovation ¹⁵	<p>Does the proposal explain clearly what is innovative about the project and why it is innovative in the specific context?</p> <p>Does the proposal include any new partnerships? Does the proposal include testing out any new approaches or methodologies? Does the proposal include the application of technology?</p>
Demonstrated consultation and clear partnership plan to engage with local actors	<p>Does the project have an inclusive and bottom-up approach, where local stakeholders (e.g. local leaders, communities, women, young people) and implementing partners (including national and local CSOs) have been consulted and have contributed to the identification of project’s objectives and interventions?</p> <p>Does the project specify any partnerships being established with national and local CSOs (especially women- and youth-led)?</p>
Clear targeting	<p>Is it clear which geographic areas will be targeted and why?</p> <p>Is it clear which beneficiaries will be targeted and why, including any further selection criteria to be developed and indicative numbers of beneficiaries?</p> <p>Does the proposal steer clear of broad classifications of beneficiaries, such as “youth” or “women”? Does the proposal explain which youth or women the project will work with and how they will be identified?</p> <p>Are Do No Harm considerations taken into account?</p>
Quality conflict analysis with clear and direct links to proposed interventions ¹⁶	<p>Does the conflict analysis clearly identify the main conflict factors relevant to the project? Does it consider the main peacebuilding challenges? What about the main relevant actors and dynamics between them?</p> <p>Is the conflict analysis gender- and age-sensitive? Are women and youth considered as diverse groups (e.g. in terms of race, religion, ethnicity, socio-economic background, sexual orientation, political affiliation etc.) with diverse experiences and needs?</p> <p>Are the proposed interventions and results coherent with the conflict analysis? Do they clearly and directly respond to one or more main issues identified?</p>

¹⁵ Please refer to the section on “Innovation” on page 11 for more details.

¹⁶ Please refer to the section on “Gender- and Age-sensitive Conflict Analysis” on page 28 for more guidance.

<p>Focused interventions and realistic level of ambition in coherence with the proposed budget and timeframe</p>	<p>Does the proposal identify focused interventions in one or two main areas rather than aiming to address too many issues as one?</p> <p>Does the project have a realistic level of ambition given the time frame and budget? Is the project clear about its contribution to laying the groundwork for larger-scale social, cultural or structural changes rather than setting as the project's aim the full realisation of large-scale change?</p>
<p>Quality of proposed peacebuilding interventions, including logic between proposed activities and intended peacebuilding results</p>	<p>Does the project fall within one of the four PBF priority areas?¹⁷</p> <p>Are the peacebuilding results formulated in a way which makes clear the expected institutional or behavioural change? Do they include strong gender and/or youth components?</p> <p>Does the Theory of Change demonstrate a clear link between the proposed interventions/activities and the intended peacebuilding results?¹⁸</p>
<p>Demonstrates linkages between project and existing peacebuilding priorities in the country</p>	<p>Does the project demonstrate coherence with any existing strategic peacebuilding frameworks by the Government or the UN?</p> <p>Does the project complement the existing PBF portfolio in the country and fill a specific peacebuilding gap?</p> <p>Does the project leverage national commitments and action on gender-responsive and/or youth-inclusive peacebuilding?</p> <p>Will the project foster any partnerships on gender-responsive peacebuilding and/or youth-inclusive peacebuilding among existing national structures?</p>
<p>Presence of implementing agency capacity</p>	<p>Does the proposal demonstrate and leverage existing capacity, knowledge and experience on the ground to implement the proposed activities?^{19 20 21}</p>
<p>Value for money</p>	<p>Does the project demonstrate value for money through its management and accountability mechanisms?</p> <p>Is the proposal clear on why the project is cost-effective or on measures that will be taken to ensure cost-effectiveness?</p>

¹⁷ Please refer to page 3 for the list of PBF priority areas.

¹⁸ 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 should include a clear statement of the assumptions underpinning the relationship between proposed intervention and intended peacebuilding result.

¹⁹ The PBF aims at financing country-driven initiatives. Organizations must show sufficient in-country capacity for implementation and hiring of new staff must be well justified.

²⁰ For CSOs: PBF will not fund personnel at HQ or regional level except for time spent in the country of implementation. A detailed breakdown of staff costs and location will be required.

²¹ For UN AFPS: PBSO encourages budgeting for international/national UN Volunteers.

Innovation

Innovation can mean many different things to different people in different contexts. In the context of the PBF, innovation does not have a set definition and encompasses new ways of making peacebuilding processes more **effective, inclusive** and **sustainable**. In particular, following recent research and policy efforts that highlighted the on-going barriers faced by women and young people to engage in both formal and informal political and peacebuilding processes, the GYPI is looking for innovative ways to facilitate their meaningful engagement in these processes at all levels. For example, this could be done by working with **new partners**, especially women- and youth-led groups, testing out **new approaches and methodologies**, going to **new geographic zones** or working with **new target communities**. Beyond explaining how the project in question is innovative, the proposed interventions must make sense for the context and respond to a strong conflict- and gap analysis.

The following examples are by no means an exhaustive list but aim to help applicants to start thinking creatively about how to respond to particular peacebuilding challenges in more innovative ways.

Through diversifying partnerships and strengthening local capacities, for example:

- Empowering **local peacebuilders**, especially women- and youth-led groups: both formal or informal civil society, community-based and grassroots organizations and networks, in particular those representing marginalized groups.
- Working with **human rights defenders**²²: people who act to promote and/or protect human rights, such as lawyers, journalists, union leaders, teachers and activists.
- Engaging with **private sector actors**: any non-state actor, such as micro, small, medium sized business or national and multi-national organizations, business or trade associations, social entrepreneurs, tech start-ups and foundations.

Experimenting with and testing out new approaches and methodologies for peacebuilding, for example:

- **Technology and communication**: including the use of big data, communication channels (e.g. social media, radio), mobile based innovations and community-based early warning systems.
- **Art**: for example using art (theatre, visual art, dance, etc.) for strengthening civil society, protecting the freedom of expression, supporting democratic discourse and the development of pluralistic societies and bolstering efforts to preventing violence and conflict, dealing with the past and achieving social stability.
- **Innovative finance**: including finance approaches that go beyond traditional grants and mobilize new capital and/or increase the efficiency or effectiveness of existing capital to tackle peacebuilding challenges. For example, by fundraising from new sources (e.g. crowdfunding, foundations, corporate donations) or exploring using new financing instruments (e.g. results based finance or impact bonds, instruments to crowd in private capital or blended finance).
- **'New' areas of peacebuilding** (i.e. which have not yet been addressed in a specific context or not addressed through the peacebuilding lens): for example tribal or pastoral conflicts, commodity

²² For more information on the UN definition of human rights defenders please visit <https://www.ohchr.org/EN/Issues/SRHRDefenders/Pages/Defender.aspx>

value-chains, inclusion in decision-making mechanisms, climate change and natural resource management, inter-generational dialogue, gang violence, participation in political parties, inclusion in mediation processes etc.

Ultimately, there is no one way of being innovative and it is up to applicants to propose interventions based on strong analysis and to demonstrate why their projects are innovative in the specific context.

3. Application process

Stages

The **applications** for the GYPI 2019 will be made through an **online portal** and will be structured in two stages:

- 1) **Stage 1:** Applicants should register and submit their online applications via www.pbfgypi.org (see Annex 1: Guidance on the online application procedure). **The deadline for submission of stage 1 online applications is 20 May 2019 at 11:59 PM EDT (NY time)**. A Project Appraisal Committee (PAC) 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.

*Please note that applications for the GYPI 2019 can be submitted **only through the online system**, which will be open from **15 April – 20 May 2019**. Proposals submitted by e-mail, regular post or any other channel will **not** be considered.*

- 2) **Stage 2:** Applicants whose submissions were ‘conditionally approved’ during the first stage will have approximately six weeks from the date of notification to develop and submit **full project proposal**.²³ Full proposals will require **signatures** by: 1) the representative of the recipient organization(s)²⁴; 2) the representative of the national counterpart (e.g. Minister)²⁵; and 3) the senior-most resident UN representative in the country (i.e. (D)SRSG or RC). The PAC will reconvene to review the full proposals and make its final selection of projects.²⁶ All final project documents will be shared with the UN Country Team and Mission, where applicable, by PBSO.

²³ Templates for full project proposal submission are available on the [PBF website](#).

²⁴ In case of a joint UN proposal, all heads of organizations receiving funds (RUNOs).

²⁵ The signature of any relevant Government 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.

²⁶ **Please note that the process remains competitive until the final selection by the Project Appraisal Committee in October.** Selection of stage one 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.

Timeline

Call for applications and launch of updated website	5 April
Opening of the online application portal	15 April
Webinar: GYPI 2019 what's new + Q&A	26 April (TBC)
Deadline for submission online application stage 1	20 May
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)	By 31 July
Deadline for submission of full stage 2 project proposals	September (TBC)
Communication of final decision for stage 2 submissions by PAC	October (TBC)
Disbursement of funds ²⁷ (depending on successful legal and financial assessment by Administrative Agent, MPTFO)	November (TBC)

NOTE: This timeline is subject to change, please refer to the [GYPI website](#) for updates and changes. Decisions made by the Project Review Committee and published by PBSO will be final and without appeal.

4. Lessons learned and good practices

GPI:

- Good proposals proposed specific and tangible peacebuilding results based on and clearly linked to a thorough gender-sensitive conflict analysis.
- Robust theories of change showed how capacity building and organizing of women's peace constituencies could lead to concrete peacebuilding results.
- 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 result were not successful.
- Successful proposals clearly defined WHICH women would be engaged for WHAT reasons and explained HOW they would be identified.

²⁷ For UN entities: funds will only be transferred once all other terminated projects for which the RUNO has received past funding in the given country have been financially and operationally closed in line with PBF rules and regulations (not referring to recently approved and ongoing PBF projects in country).

YPI²⁸:

- Successful proposals were able to demonstrate they were developed in consultation with youth(-led) organizations and reflected their priorities as well as an overall investment in them.
- Successful proposals were clearly informed by conflict analysis and peacebuilding needs in the geographical areas targeted by the project.
- Good proposals clearly defined WHICH young people would be engaged for WHAT reasons and explain HOW they would 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 automatically assumed that youth employment would ensure stability were not successful. Instead, projects focusing on employment/livelihoods should clearly demonstrate their intended peacebuilding outcomes by following theories of change relating to contact between members of different social groups, economic opportunities and addressing grievances.
- 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.

²⁸ Please refer to the PBF Guidance Note on Youth and Peacebuilding for more information at <https://www.pbfyipi.org/guides-and-resources>

Annex 1: Guidance online application process

Required documents for online application

UN applicants must upload: a **cover letter** with the endorsement of the submission by the RC/(D)SRSG addressed to the ASG for Peacebuilding Support, Mr. Oscar Fernandez-Taranco.

CSO applicants must upload:

- **Cover letter** by the Head of Organization addressed to the Assistant Secretary-General for Peacebuilding Support, Mr. Oscar Fernandez-Taranco
- Proof of **current valid formal registration** as non-profit and tax-exempt organization with a social 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).
- Latest annual report that includes the activities in the country of proposed project implementation.
- Proof of **previously received funding** from the PBF, UN, or any of the contributors to the PBF in the country of project implementation.
- **Audited financial statements** of the last two years (2017 and 2018), including:
 - The legal organization that will sign the agreement (and oversee the country of project implementation, if applicable)
 - The signed auditor opinion letter. The letter from the auditor should also state whether the auditor firm is designated as a nationally qualified audit firm.
 - The activities and budget in the country of project implementation. (NOTE: If the audited financial statements do not include the in-country activities and budget, please provide the latest two audit reports for a programme or project-based audits in the country of project implementation from the last two years).

Online application step-by-step

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

NOTE: 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.

Content online application for UN AFPs

Step	Information to be provided	Requirements/Explanation	Word Limit
1. Registration	Account details: username (e-mail address) and password		
	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.	
	Organization type (UN)		
	Country of proposal		
2. Applicant's Information	Which initiative: GPI/YPI		
	Convening recipient UN organization (RUNO) name and organization acronym	A max. of 2 proposals per initiative (2 for GPI and 2 for YPI) can be submitted per UN Country Team. UN applications need to be endorsed by the SRSG/DSRSG/RC.	
	Street address, city, state/province, zip/postal code, country		
	Head of convening organization info: prefix, name, title, phone, e-mail		
	Key contact info: prefix, name, title, phone, e-mail		
	Additional contact info: prefix, name, title, phone, e-mail (if applicable)		
	IF JOINT PROPOSAL: Provide names and information of additional recipient UN organizations (RUNOs)	An additional RUNO is any additional UN organization receiving direct funds through PBF for the project, besides the convening RUNO. The PBF encourages joint proposals, however, the maximum number of RUNOs per proposal is 3.	
	Has your organization ever received PBF funding in the country?		
If the proposing organization is a past recipient of PBF funding in the country, please list: project name, grant amount, implementation time period		Max. 200 words	

	Established presence in country?	The PBF considers established presence in the country if: <ul style="list-style-type: none"> 1) The RUNO has at least 4 programme staff in the country; 2) The RUNO has operational and procurement capacities in the country; 3) The RUNO has a minimum annual budget of \$3 million in the country. 	
3. Project Proposal General Information	Project title		
	Project country		
	Requested grant amount for the project	Min. USD 800,000 Max. USD 1,500,000	
	Total project duration in months	The max. duration of projects is 18 months. The official start date of the project will be the date of transfer of funds by MPTFO (expected in November).	
	Which PBF priority area and PBF focus area best summarizes the aim of the project?	Please select one main PBF priority area of out of the 4 options and specify the PBF focus area which best summarizes the aim of the project.	
	Please list implementing partners on the ground: name of organization and type of organization (Government, CSO, UN, other)	Implementing partners can be Government, Civil Society Organizations, UN and others, that don't receive direct funds from PBF but who will be essential for the planning and implementation of the project . Implementing partners may receive grants from direct PBF recipients for implementing specific project activities. PBF does not accept proposals without national/local implementing partners.	
	Estimated amount and percentage going to national/local CSOs	PBF strongly encourages 40% of the requested budget to be allocated to national/local CSOs as implementing partners.	
	Estimated amount and percentage going to Gender Equality and Women Empowerment (GEWE)		
	Gender Marker Score	Please select one of the Gender Marker (GM) scores. GM3 = 80%-100% going to GEWE. GM2 = 30%-80% going to GEWE. GPI projects must be GM3 and YPI projects can be either GM3 or GM2.	

	Will new staff be recruited for this project? If yes, how many? (estimate)	PBF will only fund staff in country of implementation or time of staff spend there.	
	Estimated amount and percentage going to staff costs	PBF encourages allocating no more than 20% of the requested grant to staff costs (unless a convincing justification for a higher amount is provided).	
4. Project Proposal Detailed Description	Please provide a brief gender- and age-sensitive conflict analysis (problem identification & underlying causes)	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. 800 words
	Please briefly 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	Max. 200 words
	Please list up to 3 project outcomes and: 1) provide an estimate of the budget per outcome 2) provide an estimate of the amount allocated to Gender Equality and Women’s Empowerment (GEWE) per outcome 3) list up to 4 outputs per outcome 4) list the key activities per output		Max. 400 words
	Please briefly describe what is innovative about the project and why this is innovative in the specific context.		Max. 300 words
	Please briefly explain the gender considerations of the project	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. 200 words
	How does the project: 1) link to the national peacebuilding strategy	The peacebuilding gap analysis should be based on a mapping of the various peacebuilding efforts in the country	Max. 300 words

	<p>2) link to the PBF portfolio in the country</p> <p>3) fill a specific peacebuilding gap in the country</p>	supported by the Government, Civil Society, multilateral and bilateral donors.	
	In what geographic areas of the country will this project be working?		Max. 150 words
	Who will be the project beneficiaries (quantitative and qualitative) and how will they be identified?	Please include the selection criteria for the project beneficiaries.	Max. 150 words
	<p>Please briefly describe:</p> <p>1) how the implementing partners, including national/local CSOs, have been involved in the early stages of the proposal development</p> <p>2) how the tasks will be divided between the implementing partners during project implementation</p>		Max. 300 words
5. Attachment (to be uploaded as PDF)	Cover letter from the RC/(D)SRSG addressed to the ASG for Peacebuilding Support, Mr. Oscar Fernandez-Taranco		

Content online application for CSOs

Step	Information to be provided	Requirements/Explanation	Word Limit
1. Registration	Account details: username (e-mail address) and password		
	Organization name and acronym		
	Organization type (CSO)		
	Country of proposal		
2. Applicant's Information	Which initiative: GPI/YPI		
	Recipient Non-UN Organization (NUNO) name and organization acronym	A max. of 2 proposals per initiative (2 for GPI and 2 for YPI) can be submitted per organization globally .	
	Street address, city, state/province, zip/postal code, country		
	Head of organization info: prefix, name, title, phone, e-mail		
	Key contact info: prefix, name, title, phone, e-mail		
	Additional contact info: prefix, name, title, phone, e-mail (if applicable)		
	Website/social media page		
	Has your organization ever received direct PBF funding before?		
	If the proposing organization is a past recipient of PBF funding, please list: project name, project country, grant amount, implementation time period	PBF can only fund CSOs which have previously received funding from the PBF, the UN, or any of the contributors to the PBF.	Max. 200 words
	If the proposing organization has had a contract with another UN entity in the past 36 months, please list: UN entity name, project name, project country, grant amount, implementation time period	PBF can only fund CSOs which have previously received funding from the PBF, the UN, or any of the contributors to the PBF.	Max. 200 words
	If the proposing organization has ever received funding from any of the contributors to the PBF, please select the contributor.	PBF can only fund CSOs which have previously received funding from the PBF, the UN, or any of the contributors to the PBF.	
	Please provide an explanation of the organization's legal structure (e.g. local/ regional/global organization) and which specific		

	legal entity will enter into the legal agreement for the PBF grant		
	How many countries is your organization active in?		
	Project country		
	Is your organization formally registered in the country?		
	For how many years has your organization worked in the country of project implementation?		
	Please provide the organization's annual budget in the country of project implementation of the past 3 years (2018, 2017 and 2016)		
	Total number of staff in the country & location headquarters		
3. Project Proposal General Information	Project title		
	Requested grant amount for the project	Min. USD 300,000 Max. USD 1,500,000 (please check all CSO criteria before applying. CSOs must demonstrate an annual budget for 2018 and 2017 in the country of proposed project implementation that is at least twice the annualized budget sought from PBF)	
	Total project duration in months	The max. duration of projects is 18 months. The official start date of the project will be the date of transfer of funds by MPTFO (expected in November).	
	Which PBF priority area and focus area best summarizes the aim of the project?	Please select one main PBF priority area of out of the 4 options and specify the PBF focus area, which best summarizes the aim of the project.	
	Please list implementing partners on the ground: name of organization and type of organization (Government, CSO, UN, other)	Implementing partners can be Government, Civil Society Organizations, UN and others, that don't receive direct funds from PBF but who will be essential for the planning and implementation of the project. Implementing partners may receive grants from direct PBF recipients for implementing specific project activities. PBF does not accept proposals without national/local implementing partners.	

	Estimated amount and percentage going to national/local CSOs?	PBF encourages around 40% of the requested budget to be allocated to national/local CSOs as implementing partners (unless a convincing justification for a lower percentage is provided).	
	Estimated amount and percentage going to Gender Equality and Women Empowerment (GEWE)		
	Gender Marker Score	Please select one of the Gender Marker (GM) scores (GM3 = 80%-100% going to GEWE, GM2 = 30%-80% going to GEWE). GPI projects must be GM3 and YPI projects can be either GM3 or GM2.	
	Will new staff be recruited for this project? If yes, how many? (estimate)	PBF will only fund staff in country of implementation or time of staff spend there.	
	Estimated amount and percentage going to staff costs	PBF encourages allocating no more than 20% of the requested grant to staff costs (unless a convincing justification for a higher percentage is provided).	
4. Project Proposal Detailed Description	Please provide a brief gender- and age-sensitive conflict analysis (problem identification & underlying causes)	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. 800 words
	Please briefly 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	Max. 200 words
	Please list up to 3 project outcomes and: 1) provide an estimate of the budget per outcome 2) provide an estimate of the amount allocated to Gender Equality and Women's Empowerment (GEWE) per outcome 3) list up to 4 outputs per outcome 4) list the key activities per output		Max. 400 words

	Please briefly describe what is innovative about the project and why this is innovative for the specific context.		Max. 300 words
	Please briefly explain the gender considerations of the project	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. 200 words
	How does the project: 1) link to the national peacebuilding strategy 2) link to the PBF portfolio in the country 3) fill a specific peacebuilding gap in the country	The peacebuilding gap analysis should be based on a mapping of the various peacebuilding efforts in the country supported by the Government, civil society, multilateral and bilateral donors.	Max. 300 words
	In what geographic areas of the country will this project be working?		Max. 150 words
	Who will be the project beneficiaries (quantitative and qualitative) and how will they be identified?	Please include the selection criteria for the project beneficiaries.	Max. 150 words
	Please briefly describe: 1) how the implementing partners, including national and local CSOs, have been involved in the early stages of the proposal development 2) how the tasks will be divided between the implementing partners during project implementation		Max. 300 words
5. Attachments (to be uploaded as PDF)	Cover letter by the head of organization addressed to the Assistant Secretary-General for Peacebuilding Support, Mr. Oscar Fernandez-Taranco	Please only upload relevant documents that present actual proof of meeting the criteria for eligibility.	
	Evidence of current valid formal registration as non-profit, tax exempt organization with a social based mission in both the country where the headquarters is located <u>and</u> in the country of project implementation for the duration		

<p>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)</p>		
<p>Latest annual report that includes the activities in the country of proposed project implementation.</p>		
<p>Proof of previously received funding from the PBF, UN, or any of the contributors to the PBF <u>in the country of project implementation.</u></p>		
<p>Audited financial statements of the last two years (2017 and 2018), including:</p> <ul style="list-style-type: none"> ▪ The legal organization that will sign the agreement (and oversee the country of project implementation, if applicable). ▪ The signed auditor opinion letter. The letter from the auditor should also state whether the auditor firm is designated as a nationally qualified audit firm. ▪ The activities and budget of the country of project implementation. <p>(NOTE: If the audited financial statements do not <u>clearly</u> include the in-country activities and annual budget, please provide the latest two audit reports for a programme or project-based audits in the country of project implementation from the past two years.)</p>	<p>For the previous two calendar years (2017 and 2018), CSOs must demonstrate an annual budget in the country of proposed project implementation that is at least twice the annualized budget sought from PBF. Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12. In order to request the smallest grant available (\$300,000), CSOs must demonstrate an annual budget in the country of project implementation of at least \$400,000 in the past two years.</p>	

Annex 2: Additional guidance

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 objective²⁹.

Seven Commitments of the SG’s Seven-Point Action Plan on Gender-Responsive 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 research³⁰ shows that a

²⁹ 2010 Secretary-General’s Report on Women’s Participation in Peacebuilding ([S/2010/466](#))

³⁰ E. O’Gorman, [Independent Thematic Review on Gender and Peacebuilding](#), March 2014.

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 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.³¹

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.

Youth-inclusive peacebuilding³²

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:

- 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.

³¹ Preventing Conflict, [Transforming Justice, Securing the Peace: A Global Study on the Implementation of Security Council Resolution 1325](#), 2015, p.368.

³² Please refer to the PBF Guidance Note on Youth and Peacebuilding for concrete guidance and tips to develop a project on youth and peacebuilding at <https://www.pbfgyipi.org/guides-and-resources>

- 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. Empirical findings from recent research studies [The Missing Peace: Independent Progress Study on Youth, Peace and Security](#) and [Pathways for Peace: Inclusive Approaches to Preventing Violence](#) even show that youth exclusion, real or perceived, can be a critical root cause of violent conflict. 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.

Gender- and age-sensitive conflict analysis

A strong gender- and age-sensitive conflict analysis looks at the gender dynamics at stake and 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.

It is important to bear in mind that gender does not equate women, and that it is also about power relations between men and women. Gender determines who has access to what kind of resources, decision-making and power. Gender also interacts with age, class, race and other systems (re)producing a range of masculinities and femininities. It is therefore important that the conflict analysis pays attention to variations in roles, experiences and needs of different women and men and how they therefore play a part in conflict or contribute to peacebuilding.³³

Some questions that could guide your gender- and youth-sensitive conflict analysis:

- What are the roles and disparities and power relations (economic, social, decision-making) between women and men and how do they influence peacebuilding issues? How does conflict affect women? And men? Is the security of women more threatened than that of men? In what ways?
- How do gender norms and behaviours shape how violence is used, by whom against whom?
- What are the predominant gender norms and how have norms relating to masculinity and femininity been shaped and changed by conflict?
- How are/were young people involved in the conflict and its resolution? Think about young people in their diversity: young men AND women, different age groups, rural AND urban youth, etc.
- How do men perceive conflict? What about women? Do certain young people have specific perceptions of the conflict and expectations of peace?
- What is the role of men in the conflict and its resolution? What is the role of women? What about women's organizations?
- Is there a mapping of youth organizations working on peacebuilding, social cohesion, reintegration of ex-combatants? Which associations and organizations have been active in this field, or could be important partners (e.g. student unions)?
- Are women and youth already involved in conflict resolution? What are the mechanisms through which women / youth can be involved? What are their levers?
- Are gender relations / inequalities a factor in the conflict, or are they impacted by the conflict? What are the roles of young people (young men AND women), both in contributing to conflict and to resolution?
- What are the opportunities for peacebuilding interventions, based on the analysis of the conflict factors and directly related to the peacebuilding process in a country? (For example: an upcoming *event*, like elections, or a current *program*, like women-led peace huts or utilization of an available technology).

³³ Please also refer to the [PBF Guidance Note 5.8 on Conflict Analysis](#), the [GYPI webinar on conflict analysis and theory of change](#) and the [Conciliation Resources \(2015\): Gender and Conflict Analysis Toolkit](#)

Theory of Change

A sound Theory of Change (ToC) clearly demonstrates the logical link between the proposed intervention(s) and the expected outcome(s). A ToC 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 / activities; 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: Resource overview

Please find below some useful resources for the development of GYPI concept notes and full project proposals:

- [GYPI website](#)
- [PBF website](#)
- [GYPI Webinar on Introduction to the PBF](#) (PBSO, 2017)
- [GYPI Webinar on Youth-inclusive Peacebuilding](#) (PBSO, 2017)
- [GYPI Webinar on Gender-responsive Peacebuilding](#) (PBSO, 2017)
- [GYPI Webinar on Conflict Analysis and Theory of Change](#) (PBSO, 2017)
- [GYPI Webinar on Monitoring and Evaluation](#) (PBSO, 2017)
- [GYPI Webinar on CSO Eligibility](#) (PBSO, 2018)
- [Guidance on Sustaining Peace](#) (PBSO, 2017)
- [Pathways for Peace: Inclusive Approaches to Preventing Violent Conflict](#) (UN-World Bank, 2018)
- [The Missing Peace: Independent Progress Study on Youth Peace and Security](#) (2018)
- [Global Study on the Implementation of United Nations Security Council Resolution 1325](#) (UN Women, 2015)
- [Sourcebook on Women, Peace and Security](#) (UN Women, 2012)
- [Guiding Principles on Young People's Participation in Peacebuilding](#) (IANYD, 2016)
- [Practice Note on Young People's Participation in Peacebuilding](#) (IANYD, 2016)
- [Young Women in Peace and Security: at the Intersection of the YPS and WPS Agendas](#) (UN Women, 2018)
- [Series on Inclusive Peace Processes](#) (UN Women, 2018)

Annex 4: Frequently Asked Questions (FAQ)

Stage 1

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 email to info@pbfgypi.org. Please note that the launch of the updated website will be 1 April 2019. 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 (GM) reflects the degree of which gender is integrated into all aspects of the proposal. GPI projects must achieve GM 3 with gender equality being the **main objective** of the project and at least 80% of the total funding going to Gender Equality and Women's Empowerment (GEWE). YPI projects can be either GM 3 (80%-100% to GEWE) or GM 2 (30%-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 conflict 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.

Does PBSO prefer an overall Theory of Change for the project or one for each outcome?

We are encouraging only one Theory of Change (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](#), by going to "analyse all data" tab to the left. Furthermore, an overview of past PBF GYPI projects can be found on [the GYPI website](#). 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 as people aged 15 to 24. Generally, the UN also defers to national or regional definitions of youth where appropriate.

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?

Yes, 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.

CSOs: How do I calculate an annualized PBF project budget?

An annualized PBF project budget is obtained by dividing the total requested PBF project budget by the number of project duration months and multiplying by 12. The grant amount that CSOs may request, depends on the size of the CSO's annual budget of the previous two years in the country of project implementation. For the previous two calendar years, CSOs must demonstrate an annual CSO budget in the country of project implementation that is at least twice the annualized budget sought from the PBF.

CSOs: What is the minimum annual budget CSOs must have to be eligible for PBF GYPI funding?

CSOs must demonstrate an annual budget of at least \$400,000 in 2018 and 2017 in the country of project implementation in order to be able to request the smallest available GYPI grant (which is \$300,000 for an 18-month GYPI project).

Stage 2

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 do we need to go ahead with the 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 (unless requested by PBSO in their feedback). 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 the PBF is that we don't need to carry out a final evaluation for a project with a budget under \$1 million. Are we going to plan a final evaluation for GYPI 2019 projects 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 of 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). This will probably not be before December 2019.

When will funds be disbursed?

MPTFO aims to disburse funds for UN projects in November/December 2019. 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 2019, we would expect implementation to begin by the end of Q1 2020 at the latest.

Annex 5: List of contributors to the PBF

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

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