

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**Project of the Government of**  
**Lebanon**  
**PROJECT DOCUMENT**

Republic of Lebanon  
 Office of the Minister of State for Administrative Reform  
 Center for Public Sector Projects and Studies  
 (C.P.S.P.S.)

Number and title: **LEB/93/010/B/01/99**  
**HUMAN DEVELOPMENT FOR PEACE**

Duration: **Two years**

Project site: **Beirut**

ACC/UNDP sector: **1700 - Social Development**  
**1720 - Integration of Social Groups**

Gov't Counterpart agency: **Ministry of Higher Education and Culture**

Executing agent: **Government of Lebanon**

Estimated starting date: **November, 1994**

Government inputs (local currency):

(in kind) None  
 (in cash) None

UNDP and cost sharing financing

UNDP	
IPF	\$203,500
Other (specify)	\$0
Govt. or third-party cost sharing	\$0
UNDP & cost sharing	
Total:	\$203,500

الجمهورية اللبنانية

مكتب وزير الشؤون والتنمية الإدارية  
 مركز مشاريع ودراسات القطاع العام

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 Brief Description: This project proposes to help in the organization and funding of workshops and conferences grouping participants from divergent sectors of the Lebanese society, to serve as fora where the basic concepts and detailed ideas can be developed around the general notion of human development for building and maintaining social peace in Lebanon.  
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On behalf of:      Signature      Date      Name/title

The Government: [Signature]      30/11/94      D.G. SIBLANI / C.D.R.

Executing agency: [Signature]      30/11/94      H.E. MICHEL EDDE  
 MIN. OF CULTURE &  
 HIGHER EDUCATION

UNDP      [Signature]      30/11/94      H. Van Der Kloet, R.R. UNDP

United Nations official exchange rate at date of last signature of project document:      \$1.00 = LL. 1,680

## A. THE PREPARATORY PROCESS

### 1. EVALUATION OF PAST EXPERIENCE

The idea of the project, to convene fora on national issues related to human development in support of social peace in Lebanon, is based on a felt need by UNDP to support such ongoing activities on the part of local groups and NGOs. The UNDP as a system, has not as yet been an active partner or sponsor of such activities, it has in the past attended some that were organized and funded by other parties.

In anticipation of the present project, the UNDP participated in partially sponsoring two events in Beirut, also sponsored by the Lebanese Peace Committee and the International Peace Research Association, respectively. The experience gained from these two events has been, on the whole, positive.

### 2. IDENTIFICATION OF UNDP ROLE

In his "Agenda for Peace", the Secretary General presented to the Member States a four-pronged approach to peace: Preventive Diplomacy, Peacemaking, Peace-keeping and, finally, Peace Building. Encompassed within this fourth activity are post-conflict actions to "identify and support structures which will tend to strengthen and solidify peace, in order to avoid a relapse into conflict". This approach reinforces the perception of the UN, under its broadening mandate, as a key instrument in peace-keeping around the globe.

In Lebanon, this role is reflected in the Third Country Programme under the heading of "Social Reconstruction", to offset the effects of the just-ended conflicts on the national social tissue. Concretely, this was to translate into encouraging discussions of national issues by concerned Lebanese individuals and groups in support of national reconciliation as a prerequisite to human and social development.

### 3. RESPONSIBILITY FOR PROJECT PREPARATION

The need for the project was determined by the Government and UNDP based on an increasing number of requests from reputable NGOs and other institutions, requesting UNDP funding, sponsorship or otherwise participation in activities of this nature. The idea of creating a project to cover these activities was conceived within the UNDP Lebanon Field Office which has assumed responsibility for its preparation.

## B. THE DEVELOPMENT CONTEXT

### 1. DESCRIPTION OF THE SECTOR AND DEVELOPMENT PROBLEM

Before 1975, Lebanon had always been considered as an example of a multi-sectarian, multi-ethnic society, which worked more or less satisfactorily despite its differences. However, the

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events that took place in the country between 1975 and 1989, and the societal breakdown of the nation that they produced were evidence to the fragility of forces binding the different communities together.

By 1990, internal peace was restored in the country. The major apparent grounds of the conflict were settled. The time was opportune to address the basic, if less evident, underlying causes. Some modest attempts in this area had already been started by some expatriate groups of concerned Lebanese in the calmer and more detached atmosphere of Europe and North America. With peace returning to Lebanon, the process is being repatriated through the efforts of certain groups of intellectuals and other NGOs.

It was thus that, among other activities, deliberations took place at the Lebanese University in September 1992 on the occasion of the World Peace Day. Later in the year, i.e. in December 1992, a Peace Conference was held at the Lebanese University under the auspices of the "Comité Libanais pour la Paix", whose theme was "Peace and its Future Perspective: Lebanon 2002". The International Peace Research Association (IPRA) also held a workshop with the purpose of introducing issues on peace, civic education, and conflict resolution into school curricula.

The sector evidently concerns the full population of Lebanon. In particular, youth and women have a good opportunity to play a significant role in the social development process.

## 2. HOST COUNTRY OBJECTIVES AND STRATEGY

The Taif Conference formally ended the armed conflict in the country, clearing the way for the political structures to embark on the long process of national reconciliation both on the formal and official levels. No specific strategy was formulated by the Government to extend these efforts to the grass-roots level, and the process was taken up by the non-government groups. In collaboration with the Government, UNDP intends to contribute to these efforts through, among others, financing and convening a series of fora, conferences and workshops on national issues by Lebanese individuals and groups.

The direct beneficiaries from the project will be the NGOs and other sponsors of relevant fora and symposia, as may be funded by the project. Other beneficiaries would include NGOs and public and private institutions (schools, women and youth groups) who would be recipients of some of the products and outputs of the project, such as proceedings of conferences, manuals, etc.

The Project expects, at the end of its life, to have contributed to a climate of understanding in Lebanon between the different communities conducive to a betterment of the human development process, through highlighting areas of common interest to all Lebanese.

### 3. PRIOR OR ONGOING ASSISTANCE

Within the framework of the objectives of this project two activities have already been undertaken: Workshop of the Lebanese Peace Committee under the theme of "Lebanon and the Middle East: Development and Peace over the next Decade", and another workshop organized by the International Peace Research Association (IPRA) under the theme "Training of Trainers in Conflict Resolution", followed by the production of an educational manual on the subject. The cost of these two activities amounts to US\$45,000. This renders the total envelop allocated by UNDP to this theme close to US\$248,500.

### 4. INSTITUTIONAL FRAMEWORK AND CAPACITY CONSTRAINTS

There is no single institution in Lebanon with the responsibility for the goals that the project is trying to achieve. As a matter of fact, citizen groups, private and academic institutions, and mostly NGOs, have been the main protagonists of the type of activities envisaged.

The Ministry of Culture and Higher Education is responsible for overseeing Universities in Lebanon, as well as for all cultural areas. The Ministry of Information exercises guidance and control on the media and runs the country's public radio and television stations. The Ministry of Interior maintains an overview of NGOs operating in the country, basically for security considerations. The Ministry of National Education, Sports and Youth is in charge of basic education and its curricula as well as of youth activities.

There are five major universities in Lebanon. Of these, the Lebanese University has been most active in the area that the present project will cover. It also enjoys a reputation as being the most neutral of the five institutions. The project will collaborate with all of these institutions through the ministry of tutelage, and will draw on them for support and assistance.

### 5. ROLE OF EXTERNAL COOPERATION

Several UN programmes and agencies, notably UNARDOL, UNESCO, UNHCR, UNICEF and UNIC have indicated their interest to participate morally and financially in some of the activities to be covered by the project. In particular, in the case of a specific project by the International Peace Research Association (IPRA), UNESCO has provided professional and financial support towards the production of an educational manual on "Human Rights, Peace and Democracy", while the other agencies are considering similar support. UNICEF, through its "Education for Peace" project, has budgeted about \$ 625,000 for related activities, including training of trainers from NGOs and universities in education for peace. It is expected that the present project could serve both as a "lightning rod" to channel these contributions as well as a catalyst for additional cooperation.

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## C. PROJECT ELEMENTS

### 1. Development Objectives

The Project aims at contributing to the social and human development of the country through fostering constructive dialogues as a means to initiate civic action for the development process and through informal civic education of promising groups and institutions.

By its nature, the contribution of the project to the country, while important, will bring only intangible results, and only in the longer term. As such, its effects will not readily lend themselves to measurement.

### 2. Immediate Objectives

The immediate objectives of the project are:

- ♦ To create suitable neutral fora for constructive dialogue aimed at better understanding among the diverse sectors of the society
- ♦ To initiate workable ideas and programmes to foster human and social development within the country, and to disseminate the information to the largest audience possible.
- ♦ To increase public awareness of the importance of human development and to the role of the United Nations in fostering it.

### 3. Outputs

The following outputs are expected to be produced by the project:

#### 3.1 Output 1

Seven (additional) workshops, conferences, symposia and similar events, taking place in Lebanon, including follow up activities, as necessary, to IPRA and Lebanese Peace Committee workshops. These will be on themes selected by the project based on proposals presented by concerned groups.

#### 3.2 Output 2

Reports, proceedings, manuals and other similar literature, produced by the fora, published and distributed.

#### 3.3 Output 3

Promotion of the public awareness of the United Nations role in peace and human development particularly in

conjunction with its 50th anniversary in October 1995.

#### 4. Activities

##### 4.1 General and common activities, for the first output:

4.1.1 Finalize the selection criteria for the themes and for the sponsors, following the general guidelines presented in section "G".

4.1.2 Define procedures for the approval and for the funding process of the fora, including funding requirements and the activities to be financed. These procedures will be based on the general requirements given in section "G" below.

4.1.3 Prepare a presentation on the project: its objective and functioning and ensure its dissemination to potential partners (organizations and groups active in the peace-building effort and possessing the potential capacity to hold the events in accordance with UNDP criteria), to allow them to present proposals to UNDP.

4.1.4 Identify as appropriate, specific subjects to propose to suitable NGOs and groups.

4.1.5 Receive and screen requests to sponsor a specific event, evaluate them against the guidelines and eventually approve their funding.

4.1.6 Participate in the sponsored events, preferably through resource persons.

4.1.7 Participate as required in the organization of the event with the sponsors. Propose the names of resource people and participants, both national and international, and from within the UN System and outside.

4.1.8 Continuously update the themes, criteria and procedures, on the basis of the experience gained and the emergence of other ideas.

##### 4.2 Activities in support of output 2.

4.2.1 Preparation of the proceedings of the event, by the secretariat of the event, under the responsibility of the organizing entity, and transmittal to UNDP.

4.2.2 Examination and analysis of the documentation produced by the forum and eventual translation and/or editing, for clarification and impact.

4.2.3 Reproduction of the documentation in the appropriate format, and distribution to concerned

and interested parties as well as to the media, highlighting the participatory and sponsorship roles of UNDP.

#### 4.3 Activities in support of output 3.

4.3.1 Emphasize the United Nations mandate for peace and human development through:

\* making timely arrangements with the national/local media, in coordination with the National Committee which is being established for the celebration of the 50th anniversary of the United Nations, for a) interviews with the Resident Coordinator, b) press conferences, and c) use of videotapes on UN activities in Lebanon.

\* ensuring media coverage for major UN peace keeping activities in Lebanon.

### 5. Inputs

#### 5.2 UNDP Inputs

UNDP will cover the following costs:

- ♦ Funding of eligible costs of approved events, in accordance with the project guidelines
- ♦ Participation of UN representatives and fora guests as resource persons.
- ♦ Translation, editing, reproduction and distribution of documentation and literature through short-term consultancies and according to need.
- ♦ Support and staff cost for the Steering Committee, including a national consultant as facilitator.
- ♦ Cost of a substantive evaluation of the project.

The quantity of these inputs will depend on the nature, number, duration, and importance of the events to be funded. For budgetary purposes, the inputs are estimated as follows:

♦ Number of fora funded	9
♦ Man-day visits of UNDP invited guests	27
♦ Number of trips	9
♦ Evaluation subcontract, man-weeks	2
♦ Number of documents produced (copies)	1,350

The above schedule is only illustrative, and the allocations need to be flexible to accommodate actual needs and demands.

#### 5.3 Direct Country Level Support to National Execution

UNDP will undertake to provide support services directly to the Government to facilitate the latter's execution and implementation responsibilities.

At the request of and in full consultation with the Government, UNDP will act and pay, as required, on behalf of the Government in meeting costs and issue contracts against the following budget lines:

- BL13-01 Project Support Services (up to \$5,000)
- BL16-01 Mission Costs (up to \$15,000)
- BL17-01 National Professional - Facilitator (up to 6M/M)
- BL21-01 Evaluation (up to \$5,000 unless otherwise requested by the Government)
- BL21-02 Translation (up to \$2,500)
- BL21-03 Editing (up to \$2,500)
- BL22-01 Fora/Conferences (up to \$35,000 unless otherwise requested by the Government)
- BL22-02 UNIPADH Seminar (up to \$10,000)
- BL52-01 Reporting Costs (up to \$2,000)
- BL52-02 Documentation (up to \$7,000)
- BL53-01 Sundries (up to \$1,000)

It is to be noted that provision of \$6,000 against BL13-02 has been allocated to meet the anticipated costs of the additional workload needed to render the above services.

Based on the above, the Resident Representative is authorized to expend against the above identified budget lines within the limits established by UNDP rules and procedures.

#### D. RISK AND ASSUMPTIONS

While the project, as formulated, is essentially apolitical, intended to foster cooperation and understanding between all members of the Lebanese society, there is a possibility that its activities be utilized otherwise. The risk will be that UNDP could be construed as less than totally impartial.

Also, given that the Project will try to obtain maximum exposure through an effective use of the media, the risk will be further compounded by the fact that the reporting style of the fora and analysis of their proceedings could be affected by the inclination of the reporter.

Extreme care need to be exercised in the assessment of the events to be sponsored, including their objectives and participation, as well as of the sponsoring agencies. This would imply familiarity with the NGOs operating in Lebanon. UNDP has made a first step to learn more about the NGOs, but it is advisable for the project to investigate them more fully on a case-by-case basis, possibly through other national and international agencies which have worked with them.

In addition, it is important to ensure that the final venue of the event adhere to the original parameters under which it was approved for funding.

Secondly, as an effective "umbrella" project, the volume, nature and timing of the events cannot be identified in

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advance. The contents defined in the Project Document, both as to the number of events and of the funding requirements for each, are tentative and based on a general appreciation of the situation. The actual products may vary from those foreseen.

#### E. SPECIAL CONSIDERATIONS

The initial project will be relatively modest, with the understanding that it could serve as a pilot undertaking. It can either be extended or serve as a basis for a follow-up project upon completion. For this reason, it will have a relatively wide coverage in order to test a larger number of issues and venues. A substantive evaluation of the project, covering both its practices and its results, will be undertaken. The cost of this evaluation is built into the project budget.

#### F. PRIOR OBLIGATIONS AND PREREQUISITES

None

#### G. MANAGEMENT AND COORDINATION ARRANGEMENTS

##### 1. Organization of the Events

The efforts required for UNDP to play an active role in sponsoring and organizing the fora would exceed the capacity of the project. Thus the role of UNDP would be limited to managing the project as a whole rather than its individual events. The efforts must be directed at exercising control over the events through a clear definition of the objectives and a judicious selection of the subjects to be discussed, and through the screening of the sponsors and participants according to project criteria.

The individual events will be sponsored by outside groups and NGOs. Each will assume responsibility for the administration and logistics of the event.

##### 2. The Steering Committee

A 7-member Steering Committee will be formed to assume the overall direction and guidance of the Project. The Chairman of the Committee will be designated by the Minister of Higher Education and Culture in consultation with UNDP. In turn the Chairman, and again in collaboration with UNDP/UNARDOL, will nominate the membership from the ranks of statesmen and public figures, NGOs, academia, the media and the UN System.

The Committee will meet at least once a month or more often if requested by its Chairman. It will exercise its guidance

of the project through:

- ♦ Deliberating on the general direction and goals of the project and the means to achieve them.
- ♦ Introducing themes for fora to be eventually presented to sponsors.
- ♦ Reviewing the information concerning the event to be funded, including the background of the sponsoring organization and the participants.
- ♦ Giving its approval to conclude a clear and binding agreement between UNDP and the sponsors, to be signed by UNDP.
- ♦ Ensuring that the organizers respect the conditions of the funding, and approving any substantive departure from the information that constituted the basis of the original funding.
- ♦ Approval of the expenditures related to the administration of the project, such as translation and reproduction costs.
- ♦ Overseeing and participating in the substantive evaluation of the Project, including contribution to the proper liaison with the media on its coverage of the project events/activities.

### 3. Project staffing

A National Consultant will be recruited in the role of Facilitator, and will assume the staff support functions of the Committee. The Terms of Reference for the Facilitator are included in Annex "I".

The Steering Committee will call on additional outside temporary help, either remunerated through the project or on a voluntary basis by the participants, for other general staff work that may be required.

Within the UNDP office, a designated Project Officer will serve as the focal point for the project activities, and will assume responsibility for the administrative details (signature of Funding Agreements, disbursements, etc..) as required.

### 4. Evaluation and Management Procedures

The project will have to develop its own procedures and tools to achieve its objectives. These will be prepared and proposed on the basis of the following guidelines and criteria:

- ♦ A procedure will be prepared by the project, to define the steps to be followed for the preparation of the funding request, the approval process and its timing, and the actual disbursement of funds.
- ♦ A standard "Request for Funding" will be prepared by the project, describing the information and documentation

required to process a funding request.

- ◆ A standard Funding Agreement will be drawn, to be entered into by the Project and the organizers, spelling out the terms and conditions of the funding. The input of a legal advisor will be required for the drafting of this Agreement. The Agreement should stipulate the right of UNDP to the full use of the produced material as UNDP sees fit.

5. Funding criteria, guidelines and conditions

For an event to be funded through the project, certain criteria should be respected as to the theme, the nature and the objective of the event, the participation, duration and cost. The Project will finalize these criteria and will continuously update them in the light of the experience gained.

At the same time, the project will need to avoid excessive rigidity in the interpretation of the criteria, and needs to exercise a certain latitude in its evaluation.

As a basis, the following guidelines are adopted:

- ◆ The central theme to be discussed should be one that will contribute to a dialogue and which is of interest to all population groups.

Some suggested examples of acceptable themes would include:

- Fostering the Lebanese national identity
- Reform of the education curricula to cover the themes of peace, human rights, democracy and civic education.
- The participatory approach to development, on the national and local levels.
- The family as a structure and a participant in the development process.
- Discussions on comparative religions, possibly animated by representatives of the different sects and religious groups.
- Freedom and responsibility of the media.
- The role of women in peace building and in human development
- The role of the Lebanese expatriate community in the social reconstruction
- The future political face of Lebanon. The need for constitutional reform.
- The displaced populations of Lebanon.

Other themes will be proposed by the Project Steering Committee. They may also be proposed by external individuals to the Project (educators, media, NGOs).

- ◆ It is advisable to fund fora with a specific tangible

immediate-term objective that can be cited as an achievement at the end of the forum.

- ◆ Participation in each single forum should include individuals from different communities/sectors of the population or political or religious affiliation, in a way that it would place past antagonists in a position of working towards a common goal. It should be noted in this respect that this does not mean that the fora need to be national in nature. Regional and local events may be funded, indeed encouraged, provided that they meet the general criteria as to the themes.
- ◆ Participation should target, as first priority, the youth, and second, women, to the extent possible.
- ◆ The sponsoring agency must have a sound ethical reputation, be recognized by the Lebanese Government and be independent of any political organization, both in fact and in appearance.
- ◆ The content of the "Request for Funding" should include, as a minimum, the following information:
  - Information concerning the organizer: nature and affiliation, accreditation, objectives and activities, names of responsible people and financing sources, etc.
  - The theme and the objective of the forum or conference
  - The key speakers and moderators as well as the target participants
  - Location, dates and duration of the event
  - Costs and type of expenditures to be financed.
  - Other sponsors and funding sources.
- ◆ The project will, in the first instance, limit its funding to the following costs:
  - Rental of the premises for the event
  - Travel and subsistence, but not the fees, for out-of-town guests
  - Event secretariat, but not costs of research
  - Postage and communications
  - Refreshments and the like, but not banquets
  - Documentation and report production costs
  - Reasonable media coverage
- ◆ The amount of funding per event will be subject to the following general criteria:
  - As a guide, the total contribution from the Project to any single event should be maintained at about \$15,000 on the average.
  - The Project will limit its share of funding of any single event to 60% of the total costs.
  - Co-financing of the events is required, and should be from sources acceptable to the Project.

- Funding requests may be approved contingent on securing the balance of the requirements from other sources.

## 6. Coordination arrangements

The Project needs to coordinate its efforts with other donors, both bilateral and within the UN System, who had in the past or are currently funding similar activities of NGOs. It will also need to maintain constant liaison and inform the Ministry of Higher Education and Culture of its activities. In addition, it will collaborate with the Ministry of Interior as to the status of NGOs postulating funding for their activities, and will also keep the Ministry of Social Affairs informed of its activities.

Coordination will be both through correspondence and through invitation to participate in the deliberations of the Steering Committee.

No other inter-ministerial coordination is foreseen.

## H. MONITORING AND EVALUATION

The sponsor of the event will prepare the proceedings of the event within six weeks of the conclusion of the event. He will provide UNDP with two original hard copies and, if available, a diskette with the full reports and texts. He will also provide it with audio recordings and video cassettes of the event, as may be available. These will be utilized by the Project to distribute to interested parties in the format that it judges most appropriate.

Six months prior to the scheduled termination of the Project, UNDP will arrange for an independent consultant to make a full evaluation of the project: concept, practices and achievements, which will form the basis for the decision of the Tripartite Review and the Terminal Review and Evaluation. The Tripartite monitoring and evaluation of the project will be undertaken in accordance with UNDP policies and procedures.

The project Final Report will be prepared by the Executing Agency.

## I. LEGAL CONTEXT

This Project Document shall be the instrument referred to as such in Article I, Paragraph 2, of the Agreement between the Government of Lebanon and the United Nations Development Programme (UNDP), signed by the parties on May 7th 1960.

The Government Implementing Agency shall, for the purpose of the Standard Basic Agreement, refer to the Government Co-operating Agency described in the Agreement. It will be the Ministry of Higher Education and Culture, headquartered in Beirut.

J. BUDGET

See following page.

by

Consolidated Project Budget for Executing Agent GVI  
(in US dollars)

Project Number: LEB/93/010  
 Project Title: Conflict Resolution and Peace Building Fora  
 Revision Code: A  
 Source of Funds: 01 UNDP-IPF  
 AOS Source of Funds: 03 IPF Subline  
 Executing Agent: GVI

Budget Line	Description	AOS Provider	m/m	Project Total (1994-1996)		Year 1 1994		Year 2 1995		Year 3 1996	
				\$ Cost	\$ AOS	\$ Cost	\$ AOS	\$ Cost	\$ AOS	\$ Cost	\$ AOS
10	PROJECT PERSONNEL										
13	Admin. Support Personnel	GVI									
13.01	Project Support Services	GVI	6,000		1,000		3,000		2,000		
13.02	UNDP Support	GVI	6,000		1,000		3,000		2,000		
13.99	Subtotal		12,000		2,000		6,000		4,000		
16	Mission Cost	GVI									
16.01	Mission Costs	GVI	24,500		2,750		11,750		10,000		
16.99	Subtotal		24,500		2,750		11,750		10,000		
17	National Professionals	GVI									
17.01	Facilitator	GVI	14.0	28,000	2.0	4,000	8.0	16,000	4.0	8,000	
17.99	Subtotal		14.0	28,000	2.0	4,000	8.0	16,000	4.0	8,000	
19	Component Total		14.0	64,500	2.0	8,750	8.0	33,750	4.0	22,000	
20	SUBCONTRACTS										
21	Subcontract A	GVI									
21.01	Evaluation Subcontract	GVI		10,000				2,500		10,000	
21.02	Translation Subcontract	GVI		5,000				2,500		2,500	
21.03	Editing Subcontract	GVI		5,000				5,000		2,500	
21.99	Subtotal			20,000				10,000		15,000	
22	Subcontract B	GVI									
22.01	Fora/Conferences	GVI		85,000				45,000		40,000	
22.02	UNIPADH Seminar	GVI		20,000				20,000		40,000	
22.99	Subtotal			105,000				65,000		80,000	
29	Component Total			125,000				125,000		125,000	

Project Number: LEB/93/010  
 Project Title: Conflict Resolution and Peace Building Fora  
 Revision Code: A  
 Source of Funds: 01 UNDP-IPF  
 AOS Source of Funds: 03 IPF Subline  
 Executing Agent: GVI

Budget Line	Description	AOS Provider	m/m	Project Total (1994-1996) \$ Cost	\$ AOS	m/m	Year 1 1994 \$ Cost	\$ AOS	m/m	Year 2 1995 \$ Cost	\$ AOS	m/m	Year 3 1996 \$ Cost	\$ AOS
50	HISCELLANEOUS													
	52. Reporting Costs	GVI		3,000						1,500			1,500	
	52.01 Reporting costs	GVI		9,000						4,500			4,500	
	52.02 Documentation	GVI		12,000						6,000			6,000	
	52.99 Subtotal													
	53. Sundry													
	53.01 Sundries	GVI		2,000			500			1,000			500	
	53.99 Subtotal			2,000			500			1,000			500	
	59. Component Total			14,000			500			7,000			6,500	
	TOTAL													
90	Budget Total		14.0	203,500		2.0	29,250		8.0	90,750		4.0	83,500	



ANNEX

TERMS OF REFERENCE  
FACILITATOR '- STEERING COMMITTEE

I. BACKGROUND

The Government of Lebanon, through the Ministry of Higher Education and Culture, and the UNDP are embarking on a project to help in the organization and funding of workshops and conferences, grouping participants from divergent sectors of the Lebanese society, to serve as fora where the basic concepts and detailed ideas can be developed around the general notion of human development for building and maintaining social peace in Lebanon.

The overall direction and guidance for the project will be under a Steering Committee, composed of influential and respected members of the Lebanese society, active in the social and human issues of the country.

The role of the Facilitator will be to support the Committee and to create the proper conditions to allow it to effectively direct the project. This entails a wide and varied range of analytic and managerial tasks, along the lines defined in the present Terms of Reference.

I. Main Tasks

The Facilitator shall be called upon to perform tasks that include, but are not limited to, the following:

- Propose procedures for the review, approval and implementation of funding requests for the events to be sponsored, for ratification by the Steering Committee. These will be along the general guidelines defined in the Project Document.
- Screen the funding request and its supporting information in accordance with the preset criteria and guidelines, and in line with the approved procedures, and present recommendations to the Committee
- Conclude a clear and binding agreement with the sponsors, describing the terms and conditions of the funding. The actual signature of the Agreement will be by the UNDP representative.
- Examine the final details of the event to prevent any possible deviations from the Agreements. Report any substantive departure from the information that constituted the basis of the original funding to the Committee Chairman.

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- Generally verify the expenditures of the individual events, to assure their eligibility under the terms of the Agreement.
- Develop the general guidelines to be used for the evaluation of the individual events, as related to the overall objectives of the Project, and assess the event upon its conclusion in the light of these guidelines.
- Participate in the substantive evaluation of the total project.
- Assist the Steering Committee, as required, to make available to potential sponsors, information about the Project, its objectives and its modes of intervention, to allow them to present proposals to UNDP.
- Identify and present specific themes and subjects as appropriate to propose to suitable NGOs and groups.
- Participate in the sponsored events, eventually as a resource person. Prepare a brief summary report on each event upon completion.
- Participate as required in the organization of the event with the sponsors. Propose the names of resource people and participants, both national and international, from within the UN System and outside.

## II. Academic, Professional and Personal Qualifications

The successful candidate must be a mature professional, ideally possessing the following academic, professional and personal qualifications:

- A university degree in Humanities, Social Science or a related subject.
- Fluency in Arabic and English with a sound working knowledge of French.
- Minimum 10-15 years post-graduate experience, with a good exposure to Lebanon and astute political common sense.
- Exposure to the international humanitarian and development aid agencies.
- Well organized and attentive to details.
- Analytical skills and disciplined personal working procedures.

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CHAPTER IV

SPECIAL INSTRUCTIONS

SECTION

- 10401 INTRODUCTION
- 10402 RETENTION OF FINANCIAL DOCUMENTS AND RECORDS
- 10403 SAFEKEEPING MEASURES AND COMPENSATION FOR LOSS OF, OR DAMAGE TO, PERSONAL EFFECTS OF STAFF MEMBERS
- 1.0 Routine safekeeping measures
- 2.0 Safekeeping measures in residential security
- 3.0 Compensation for loss of, or damage to, personal effects of the staff members
- 10404 SPECIAL PROCEDURES FOR EMERGENCY SITUATIONS
- 10405 CURRENCY - EXCHANGE RATES, UTILIZATION AND CONVERSION
- 1.0 United Nations operational rates of exchange
- 1.1 Establishment and promulgation
- 1.2 Effective date of exchange rate changes
- 1.3 Application of exchange rates
- 2.0 Utilization of currencies
- 3.0 Conversion of currencies upon departure from a field duty station
- 3.1 Policy
- 3.2 Submission of requests
- 3.3 Processing of requests
- 3.4 Payment of approved conversions
- 3.5 Accounting procedures for approved conversions
- 3.6 Currency conversion monthly report
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- 3.7 Form F5.01 - Computation of Gains and Losses on Exchange
- 3.8 Form F5.02 - Summary of Net Changes in Assets and Liabilities

10406 INTERNAL AUDIT

10407 ACCOUNTING AND FINANCIAL REPORTING PROCEDURES FOR GOVERNMENT EXECUTION

- 1.0 General
- 2.0 Advances of UNDP funds to Governments
  - 2.1 Advances of funds made under an advance authorization
  - 2.2 Routine advances of funds
  - 2.3 Advances in currencies not available to the resident representative
- 3.0 Direct payments by UNDP
  - 3.1 Direct payments by the field office
  - 3.2 Direct payments by other field offices
  - 3.3 Direct payments by Headquarters
- 4.0 Recordkeeping
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  - 4.2 Project financial files
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- 5.3 Operating fund statement
- 5.4 Inter-Office Voucher (IOV)
- 5.5 Transmittal responsibilities
- 5.6 Final project reports

6.0 Annexes

- 6.1 Annex I: Request for Advance of Funds from UNDP
- 6.2 Annex II: Request for Direct Payment
- 6.3 Annex III: Government Disbursement Report
- 6.4 Annex IV: Reconciliation of Outstanding UNDP Advance/Status of Funds
- 6.5 Annex V: Combined Delivery Report
- 6.6 Annex VI: Fund Classification Codes Valid for Government-Executed Projects

10407 ACCOUNTING AND FINANCIAL REPORTING PROCEDURES FOR GOVERNMENT EXECUTION

1.0 General

1. The accounting and financial reporting procedures and UNDP's audit requirements for the execution of UNDP-funded projects by Governments are described in PFM section 30503, subsections 6.0 and 7.0. Detailed instructions designed to help Governments comply with the procedures are contained in the Accounting and Financial Reporting Guidelines for Governments as Executing Agency (GEM). These procedures, requirements, and guidelines should be an integral part of each government execution project document.

2. The provisions contained in this section pertain to the accounting, financial reporting, and fiduciary responsibilities for government execution. The provisions are geared towards providing the Administrator with reasonable assurance that adequate controls are in place for:

- Advances of UNDP funds to Governments;
- Direct payments by UNDP; and
- Financial accounting and reporting by Governments and UNDP.

3. The procedures for government execution contained herein apply to all projects financed from UNDP sources of funds and UNDP-administered trust funds except for UNCDF-funded projects which has its own policies and procedures for government execution.

4. A listing of the government officials authorized to request advances or direct payment and their specimen signatures should be obtained and kept up-to-date by the resident representative. Questions concerning material in this section should be addressed to: Director, Division of Finance, Bureau for Finance and Administration; Attention: Chief, Accounts Section.

2.0 Advances of UNDP funds to Governments

General

1. Advances should be granted to Governments executing UNDP-funded projects on the basis of the estimated cash requirements to cover three months. Resident representatives should give due consideration to their US dollar zero balance account withdrawal limitation set by the Treasury Section.

10407 subsection 2.0 (continued)

2. When a Government acts as a co-operating agency in a non-government executed project, requests from the Government for advances of funds should be referred to the executing agency concerned, in accordance with PPM section 30503, subsection 7.0.

United Nations operational rates of exchange

The procedures described in section 10305 of this manual concerning the application of the United Nations operational rates of exchange apply to all financial transactions effected by the field office for government-executed projects, including advances given to Governments.

2.1 Advances of funds made under an advance authorization

1. Procedures governing advances under an Advance Authorization particularly with regard to advances in excess of US \$10,000 are contained in PPM 30108, subsection 3.0. Special rule for government-executed projects. Advances to the Government of funds in excess of US \$10,000 to meet expenditures arising from advance authorizations require the prior approval of the Director, DOF.

2. Field offices should note that for advances in excess of US \$10,000, the resident representative should, when requesting approval from the Director, Division of Finance, confirm that the pre-conditions listed in PPM 30503, subsection 6.2 (b)(1) have been satisfied. The request for approval should also indicate the amount and type of currency that is being requested.

2.2 Routine advances of funds

(a) Use of standard request form

Requests from Governments for advances of funds should be submitted to the resident representative on a Request for Advance of Funds from UNDP form. A separate request form should be filled out for each project and currency requested by the Government. See Annex I, Request for Advance of Funds from UNDP (subsection 6.1 of this section).

(b) Required verification

1. Prior to processing a Government's request for funds, resident representatives should ensure that:

- The request is mathematically correct;

10407 subsection 2.2 (continued)

- The "Annual Budget for Year" indicated on the request corresponds to that shown on the Government Disbursement Report;

- The "Amount Still Available in Budget" is not less than zero; i.e., funds are still available in the budget;

- The advance requested for three months is reasonable (60 days for Advance Authorizations);

- The required certification on page two has been completed and is signed by an authorized government official; and /

- The Government Disbursement Report and Reconciliation of Outstanding UNDP Advances/Status of Funds specified and described in detail in subsection 5.0, below, have been received from the Government for all prior reporting periods.

2. Resident representatives should not process a Government's request for funds if the above conditions are not met.

2.3 Advances in currencies not available to the resident representative

(a) General

1. Requests from Governments for advances of funds in currencies that are not available to the resident representative should be forwarded to other UNDP field offices or UNDP Headquarters according to the instructions contained in the PPM section 30503, subsection 6.3 (a) (ii) and section 10307, subsection 5.0 of this manual.

2. Although an advance may be made to a Government by another UNDP field office or by UNDP Headquarters, the local resident representative remains responsible for informing the Government when the advance has been made.

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10407 subsection 2.3 (continued)

(b) Requests for funds to be advanced by other UNDP field offices

1. If a field office does not have the currency requested by a Government, it may request that another field office advance the funds directly to the Government. The resident representative authorizing such a request must provide the "paying" field office with the following information:

- Bank name and address;

- Bank account number and name on the account;

- Currency and amount;

- Project title, number and contact person; and

- Account code (see subsection 5.4, below, for IOV coding instructions).

2. The resident representative should cable a copy of the request to the Chief, Accounts Section, and should confirm to the Chief that the required verifications described in subsection 2.2 (b), above, have been performed.

3. After fulfilling an advance request, the paying field office should furnish the requesting field office with confirmation that the advance has been made.

(c) Requests for advances to be made by UNDP Headquarters

1. In instances where a field office does not have the currency requested by a Government, it may request Headquarters to advance the funds. In making such a request, the resident representative should provide the Chief, Accounts Section, with the information described in the preceding subsection as well as a confirmation that the required verifications described in subsection 2.2 (b), above, have been performed.

2. The Accounts Section has responsibility for approving and processing the payment and sending cable confirmation to the resident representative.

10407 (continued)

3.0 Direct payments by UNDP

(a) General

1. The primary responsibility for the procurement of project inputs for a government-executed project rests with the Government. There may be cases, however, where a Government cannot completely acquire goods or services on its own. UNDP may then provide supplementary assistance to strengthen the Governments "execution capabilities particularly with regards to procurement and fellowships". In those instances, UNDP may, upon request from a Government, make direct payments to suppliers of goods or services.

2. If a direct payment is agreed to by a field office, the resident representative should ensure that, as in the case of advances (see subsection 2.0, above), the drawing limit set by the Treasury Section on the zero balance bank account is adequate to cover the anticipated disbursement.

(b) Advance payments for goods and services

Requests for direct payments to suppliers in advance of the delivery of goods or services should not be allowed. Where suppliers require advance payments prior to delivery, the resident representative may request the Chief, Treasury Section, to provide the supplier with assurances of payment.

3.1 Direct payments by the field office

Required information and certification

1. Requests from Governments for UNDP to pay suppliers directly on their behalf should be in writing, in the format suggested in the "Request for Direct Payment" (see Annex II, subsection 6.2, below) and should also include the certification statement shown in this annex. The request should be signed by an authorized government official, and contain the following information:

- Supplier's name and address;
- Supplier's bank account number and bank name and address;
- Project title and number;
- Currency and amount required; and
- Component/budget line number and description.

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10407 subsection 3.1 (continued)

2. The original supporting documentation must be attached to the request.

3. Prior to processing a request for direct payment, the resident representative should ensure that the budget for the project concerned will not be exceeded as a result of the payment. This verification should be performed by the field office whether the payment is made locally, by the Headquarters or by another field office.

3.2 Direct payments by other field offices

1. When a field office does not have the currency requested by a Government, it may request another field office make the direct payment on its behalf. In authorizing such a request, the resident representative must provide the "paying" field office with the information contained in the preceding subsection as well as the appropriate account code (see subsection 5.4, below, for instructions on IOV coding). In addition, the requesting field office should cable the request to the Chief, Accounts Section, and should confirm to the Chief that the certification required by PPM 30503, subsection 6.2 (d)(11) has been obtained.

2. After fulfilling the payment request, the paying field office should provide the requesting field office with confirmation that payment has been made.

3.3 Direct payments by Headquarters

1. When the field office does not have the currency requested by a Government, it may request Headquarters to make the payment on its behalf. The field office should cable the request to the Chief, Accounts Section. The request must contain supplier's information, project title and number, component/budget line, amount and currency types as described in subsection 3.1, above, and that the required certification has been obtained must be mentioned in the cable.

(a) Accounts section approval

The Accounts Section has responsibility for approving and processing the payment and sending cable confirmation to the resident representative.

(b) Insurance payments for fellows

The requirements for information and certification contained in the preceding paragraphs

10407 subsection 3.3 (continued)

pertain to all payments except insurance payments for fellows. Insurance payments for fellows are made by UNDP Headquarters under the Fellowships Global Group Insurance Policy and the specific instructions that field offices should follow regarding these payments are contained in UNDP/PROG/88/1 dated 24 February 1988.

4.0 Recordkeeping

4.1 Project control system

The resident representative has the responsibility for maintaining appropriate records to control advances, direct payments and budgets, including verification of budget availability. Deficit situations should be avoided bearing in mind the UNDP flexibility rule for programme and projects budgets contained in Article X of the UNDP Financial Regulations and Rules.

4.2 Project financial files

1. Field offices are expected to maintain a project filing system that includes the following (filed separately):

- Request for Advance of Funds from UNDP forms, including the requisite certification, and copies of all related documentation (disbursement voucher, cables to other UNDP offices, etc.);
- Requests for direct payments on behalf of Governments, including the requisite certification, and copies of all related documentation (disbursement voucher, cables to other UNDP offices, etc.);
- Government Disbursement Reports;
- Reconciliations of Outstanding UNDP Advance/Status of Funds;
- Combined Delivery Reports;
- Operating Fund Statements; and
- Co-operating Agency Expenditure Statements.

10407 (continued)

#### 4.3 Original documentation

Field offices should not keep the originals of certified payment requests, Request for Advance of Funds forms, invoices, bills of lading, receiving reports, customs documents, and other similar documentation that pertains to government-executed transactions. The originals of these documents should be forwarded to Headquarters together with the monthly accounts and copies retained by the field office for their files.

#### 5.0 Financial reporting

##### 5.1 Verification of financial reports submitted by the Government

###### (a) General

1. The resident representative has the responsibility for ensuring that the financial reports required for government-executed projects (see PPM section 30503, subsection 6.2 (f) are submitted by Governments each quarter. Prior to forwarding copies of the reports to the Accounts Section, field offices should use the guidelines contained in the next two subsections to ensure that each report is accurate and complete.
2. The financial reports from Governments are to be prepared for a single project and by currency type. Both reports must be submitted at the same time. The resident representative should provide assistance to the Government when necessary in order that the reports would be prepared accurately.

###### (b) Verifying the Government Disbursement Report

1. This report is designed to provide UNDP with specific information regarding the utilization of UNDP funds advanced to a Government. The report also indicates, as of a given date, the amount of UNDP funds available by component budget line. When the report is received from the Government, the field office should verify that:

The "Annual Budget" indicated on the report corresponds to the government budget approved in the most recent project revision;

The "Year to Date" disbursements equals "disbursements as "the Year Date" disbursements shown on the prior quarter's report;

10407 subsection 5.1 (continued)

- The report is mathematically correct;
- Any observed discrepancies between the report and the UNDP field office records should be investigated; and
- The certification on the report is made by an authorized government official.

2. See Annex III, subsection 6.3, below, for a sample of this report.

(c) Verifying the Reconciliation of Outstanding UNDP Advance/Status of Funds

1. The purpose of this report is to show the amount of UNDP funds advanced to, but not yet disbursed by, a Government. The report also illustrates how this amount was calculated. When the report is received from the Government, field offices should verify that:

- The "Outstanding UNDP Advance (Beginning of Year)" agrees with the closing balance from the report for the previous year;

The amount of "UNDP Advances Received This Quarter" agrees with the field office records;

The amount shown on the line "UNDP Advances Received in Prior Quarters (year-to-date)" is the same as the amount that appears on the "Total UNDP Funds Received" (year-to-date) line of the prior quarter's report;

The amount of "Total Disbursements (year-to-date)" equals the amount taken from the prior quarter's report plus the amount of disbursements for the current quarter (as indicated on the "Government Disbursement Report");

- The amount shown on the line "Outstanding UNDP Advance" in Step 1 equals the amount shown on the same line in step 2;

- The report is mathematically correct; and

- The certification on the report is made by an authorized government official.

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10407 subsection 5.1 (continued)

2. See Annex IV, subsection 6.4, below, for a sample of this report.

5.2 Combined Delivery Report (CDR)

1. Three times per year, within 30 days of 30 June, 30 September, and 31 December, the Accounts Section will issue a Combined Delivery Report (CDR) for each government-executed project in a field office's portfolio. This report will reflect, in U.S. dollars, the amount of disbursements made by the Government, the field office, UNDP Headquarters, as well as the amount of expenditures made by a co-operating agency. The report will also show, on a consolidated basis, the amount of total project funds still available in the budget for that year.

2. Field offices should forward a copy of this report to the Government within two weeks from the date of receipt.

3. The CDR must be verified and certified by Governments within 30 days of receipt, returned to the resident representative for on-forwarding to UNDP Headquarters. See Annex V, subsection 6.5, below, for a sample of this report.

5.3 Operating fund statement

1. Three times per year, within 30 days of 30 June, 30 September, and 31 December, the Accounts Section will issue an Operating Fund Statement for each government-executed project in a field office's portfolio for which advances have been made to the Government. This statement will list in dollars all advances that have been given to a Government, project disbursements made by the Government from the advances, and adjustments to the Government's Operating Fund Account resulting from fluctuations in the United Nations operational rate of exchange.

2. The operating fund statement represents an important link between records that are kept by the Government and those kept by UNDP. Accordingly, the statement should be examined by the Government and any discrepancies brought to the attention of the resident representative.

3. Field offices should forward a copy of this statement to the Government within two weeks from the date of receipt.

الجمهورية اللبنانية  
مكتب وزير الدولة لشؤون التنمية الإدارية  
مركز الدراسات والبحوث الاقتصادية والاجتماعية

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5.4 Inter-Office Voucher (IOV)

(a) General

1. All payment transactions for government-executed projects must be reported on a UNDP-GOVT IOV. This applies both to advances made to Governments and to direct payments made on their behalf.
2. A UNDP-GOVT IOV may contain transactions that relate to more than one government-executed project.
3. Copies of each disbursement voucher and certified payment requests or Request for Advance of Funds forms must be attached to the UNDP-GOVT IOV and submitted to the Chief, Accounts Section. No other documentation should be attached.
4. When one field office advances funds or makes a direct payment on behalf of another, the "paying" field office should record these items in the same UNDP-GOVT IOV using the account code information provided by the "requesting" field office.
5. Further instructions for the reporting of advances and direct payments are contained in the following two subsections.

(b) Reporting advances to Governments

1. Advances made to a Government must be reported on a UNDP-GOVT IOV using the following coding structure (entered in column 14):

1-FC-1022-PROJECTN-0

2. The "1", the "1022" and the "0" in the code are considered fixed fields and should be entered exactly as shown above. The other numbers will vary depending on the individual transaction and are explained as follows:

FC - This 2-digit alphabetic code represents the "fund classification" that is needed to identify the source from which the funds are being advanced. For example, if "CA" were entered here this would indicate an advance from IPF

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10407 subsection 5.4 (continued)

Country. If "GJ" were entered this would mean Cash Counterpart, and so forth. A complete listing of fund classification codes is contained in Annex VI, subsection 6.6, below);

PROJECTN - This is the 8-digit project code number.

(c) Reporting direct payments made on behalf of Governments

1. Each direct payment made on behalf of a Government must be reported on a UNDP-GOVT IOV using the following coding structure (entered in column 14):

3-FC-0-b-50-PROJECTN-CMBL-000 /

2. As in the case of advances, all underlined fields are "fixed." For direct payments, the component number and budget line number must be entered in place of the CMBL. Component and budget line numbers should agree with those stated in the project budget.

3. The variable "b" is utilized only for those projects funded from Special Programme Resources (fund classification GF). For these projects, "b" is the last digit of the 2 digit source of funds code".

(d) Interest earned on UNDP funds

Field offices should ensure that each year, within 60 days of 31 December, payment is received from the Government for all interest reported in the Reconciliation of Outstanding Advances/Status of Funds Report during the preceding year.

(e) Reporting of interest received from Governments

Payments received from Governments for interest credited to the account referred to above must be reported by the field office on a UNDP-GOVT Inter-Office Voucher (IOV). The account in which interest is recorded is the miscellaneous income account and the following account codes must be used:

For UNDP Projects:

1 DP-7870-000-00-1111

For Trust Fund Projects:

1fc-7870-000-00-0099

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5.5 Transmittal responsibilities

1. Field offices are responsible for transmitting the following project financial reports to the UNDP Headquarters and Governments, which is contained in PPM section 30503, subsection 6.3 (d).

To UNDP Headquarters

- Monthly IOVs including supporting documentation; and
- Quarterly project financial reports.

To Governments

- The quarterly operating fund accounts statement;
- The trimester CDR's; and
- Co-operating agencies semi-annual expenditure report.

Specifically, field offices are the central points through which all project financial reports are submitted and forwarded to their ultimate users. Thus, all reports issued by the Government, co-operating agencies, and UNDP Headquarters must pass through the resident representative before being sent on to their recipients.

2. Field offices should forward all reports within two weeks from the date of receipt.

5.6 Final project reports

1. Financial completion of UNDP assistance is governed by the procedures described in PPM 30107, subsection 6.0.

2. When a government-executed project is financially completed, the Government must issue final project reports as set forth in PPM section 30503, subsection 6.2 (f)(ii).

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UNITED NATIONS  
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TITLE: Annex I: Request for advance of funds from UNDP

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6.0 Annexes

6.1 Annex I: Request for Advance of Funds from UNDP  
(see subsection 2.2 (a), above)

Page 1 of 2

GOVERNMENT OF: \_\_\_\_\_

REQUEST FOR ADVANCE OF FUNDS FROM UNDP

PROJECT TITLE: \_\_\_\_\_  
QUARTER: \_\_\_\_\_

PROJECT No. \_\_\_\_\_  
CURRENCY: \_\_\_\_\_

Total  
Budgeted for  
Quarter

Component/ Budget Line Number	Component/Budget Line Description	Total Budgeted for Quarter
10		
11-99	Project Personnel	
12-99	International Professional	
13-99	CPAS	
14-99	Administrative Support Personnel	
15-99	UNV	
16-99	Official Travel	
17-99	Mission Cost	
18-99	National Professional	
19	Component Total	
20		
21-29	Subcontracts	
	Training	
	Equipment	
30	Miscellaneous	
31-39	Support Costs	
	TOTAL	

Estimate of Current Month's Cash Requirements  
Checkbook Balance (Beginning of Current Month)  
Pet. Cash On Hand (Beginning of Current Month)  
Balance Requested

TOTAL OF BUDGET AVAILABILITY

Budget (from GOR)  
Advance Requested (from Above)  
Advances Received Against Current Year's Budget  
Total Available in Budget  
(e.g. UNDP Trust Funds Only)

\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )

UNITED NATIONS  
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PROGRAMME

TITLE: Annex I: Request for advance of  
funds from UNDP

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10407 subsection 6.1 (continued)

Page 2 of 2

GOVERNMENT OF: \_\_\_\_\_

REQUEST FOR ADVANCE OF FUNDS FROM UNDP  
(BANK INFORMATION AND CERTIFICATION)

BANK INFORMATION

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

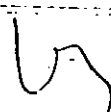
Certification

The undersigned authorized government official hereby certifies that the projected cash requirements shown on page 1 and the resulting cash request, represent the best estimate of funds needed to cover disbursements for the period indicated. Any funds that are advanced but not disbursed for budgetary purposes will be refunded to UNDP in accordance with the terms and conditions of the project document.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_



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6.2 Annex II: Request for Direct Payment  
(see subsection 3.1, paragraph 1, above)

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REQUEST FOR DIRECT PAYMENT

Project Title: SAMPLE PROJECT

Project No. XI2/89/011/A/03/94

The Resident Representative  
UNDP  
P.O. Box 1111  
Anywhere. In the World

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pay the supplier listed below the amount of 20 000 French Francs. This payment is being requested to procure Microcomputers and should be made by Wire Transfer. The Component/Budget Line Number that should be charged is 4100.

Pertinent Supplier information is as follows:

Name: Ordinateur-Plus

Bank Name: Credit Lyonnais

Address: 10 Rue-Royal

Address: 20 Rue Meunier

Nice, France, 06100

Nice, France, 06100

Invoice No. OP-1616

Account No. 1657-547-74

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made and that it will be

Made in accordance with the project document;

Made for goods or services that have been delivered to the satisfaction of the government or will be delivered pursuant to the terms and conditions of the contract;

Made on the basis of original supporting documentation that is, or will be, on file with the government and available for inspection, if requested.

Yours sincerely,

UNITED NATIONS  
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TITLE: Annex III: Government disbursement  
report

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6.3 Annex III: Government Disbursement Report  
(see subsection 5.1, paragraph 2, above)

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Government Disbursement Report

GOVERNMENT OF: \_\_\_\_\_  
PROJECT TITLE: \_\_\_\_\_  
PERIOD: \_\_\_\_\_

PROJECT No: \_\_\_\_\_  
CLASSIFY: \_\_\_\_\_

Component/ Budget Line	Description	Annual Budget A	Disbursements for Quarter (from Page 2)	Year to Date B	Available Budget A-B
10	Project Personnel:				
11	International Professional:				
11-01	International Professional 1				
11-02	International Professional 2				
11-99	Subtotal				
12	OPS:				
12-01	OPS 1				
12-02	OPS 2				
12-99	Subtotal				
13	Administrative Support Personnel				
14	Vol:				
14-01	Volunteer 1				
14-02	Volunteer 2				
14-99	Subtotal				
15	Official Travel				
16	Mission Cost				
17	National Professional:				
17-01	National Professional 1				
17-02	National Professional 2				
17-99	Subtotal				
19	Component Total				
20	Subcontracts:				
21	Subcontracts				
29	Component Total				
30	Training:				
31	Individual Fellowships				
32	Group Training				
33	In-Service Training				
39	Component Total				
40	Equipment:				
41	Expendable Equipment				
42	Non-expendable Equipment				
43	Premises				
49	Component Total				
50	Miscellaneous:				
51	Reports				
52	Sundries				
59	Component Total				
93*	Support Costs				
99	Total Budgetary Categories				

\*Applicable to UNDP Trust funds only

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TITLE: Annex III: Government disbursement report

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10407 subsection 6.3 (continued)

Government Disbursement Report

GOVERNMENT OF: \_\_\_\_\_  
PROJECT TITLE: \_\_\_\_\_  
PROJECT ID: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_  
CURRENCY: \_\_\_\_\_

Component/ Budget Line	Component Budget/Line Description	Month 1	Month 2	Month 3	Total for Quarter
11	Project Personnel:				
11-01	International Professional				
11-02	International Professional 1				
11-99	International Professional 2				
12	Subtotal				
12-01	DPAS				
12-02	DPAS 1				
12-99	DPAS 2				
	Subtotal				
	Administrative Support Personnel				
	UNY				
14-01	Volunteer 1				
14-02	Volunteer 2				
14-99	Subtotal				
	Official Travel				
	Mission Cost				
17-01	National Professional				
17-02	National Professional 1				
17-99	National Professional 2				
	Subtotal				
	Component Total				
	Subcontracts:				
	Subcontract				
	Component Total				
	Training:				
	Individual Fellowships				
	Group Training				
	In-Service Training				
	Component Total				
	Equipment:				
	Expendable Equipment				
	Non-expendable Equipment				
	Premises				
	Component Total				
	Miscellaneous:				
	Miscellaneous				
	Supports				
	Component Total				
	Support Costs				
	Total Budgetary Categories				

I, undersigned authorized government official hereby certifies that the budgetary disbursements shown above have been made in accordance with the law, and that an appropriate refund will be made to the UNDP in the event of any disallowances, and that information supporting the disbursements is available for audit, if requested.

to UNDP Trust Funds only

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

UNITED NATIONS  
DEVELOPMENT  
PROGRAMME

TITLE: Annex IV: Reconciliation of  
outstanding UNDP advance/status  
of funds

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6.4 Annex IV: Reconciliation of Outstanding UNDP Advance/Status  
of Funds (see subsection 5.1 (c), above)

GOVERNMENT OF: \_\_\_\_\_

RECONCILIATION OF OUTSTANDING UNDP ADVANCE/STATUS OF FUNDS  
FOR PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT No. \_\_\_\_\_

QUARTER: \_\_\_\_\_

CURRENCY: \_\_\_\_\_

STEP 1

Outstanding UNDP Advance (Beginning of year) \_\_\_\_\_

UNDP Advances Received This Quarter \_\_\_\_\_

UNDP Advances Received in Prior Quarters (year-to-date) \_\_\_\_\_

Total UNDP Funds Received \_\_\_\_\_

Total UNDP Advance \_\_\_\_\_

Less: Total Disbursements (year-to-date) \_\_\_\_\_

Outstanding UNDP Advance \_\_\_\_\_

STEP 2

Account Balance at End of Quarter \_\_\_\_\_

Add: Unresolved/Unreimbursed Disallowances \_\_\_\_\_

Petty Cash on Hand \_\_\_\_\_

Less: Interest Not Yet Refunded to UNDP \_\_\_\_\_

Outstanding UNDP Advance \_\_\_\_\_

Date Submitted: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Government Official)

Title: \_\_\_\_\_



10407 (continued)

6.5 Annex V: Combined Delivery Report  
(see subsection 5.2, paragraph 3, above)

Combined Delivery Report

DATE: \_\_\_\_\_  
BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PROJECT NO.: \_\_\_\_\_  
CONTRACT: \_\_\_\_\_

Component/ Budget Line	Component/Budget Line Description	Annual Budget A	EXPENDITURE					/Closing Year 10 Date B	Available Budget A-B
			UNDP Field Office	UNDP Headquarters	Cooperat- ing Agency	Cooperat- ing Agency	Cooperat- ing Agency		
11	Project Personnel:								
11-01	International Professional 1								
11-02	International Professional 2								
11-1	Subtotal								
2	OPAS								
12-01	OPAS 1								
12-02	OPAS 2								
12-99	Subtotal								
1	Admin. Support Personnel UNV								
14-	Volunteer 1								
14-99	Volunteer 2								
14-99	Subtotal								
	Official Travel								
	Mission Cost								
7-1	National Professional 1								
7-2	National Professional 2								
7-99	Subtotal								
	Component Total								
	Subcontracts:								
	Subcontracts								
	Component Total								
	Training:								
	Individual Fellowships								
	Group Training								
	In-Service Training								
	Component Total								
	Equipment:								
	Expendable Equipment								
	Non-expendable Equipment								
	Prepares								
	Component Total								
	Miscellaneous:								
	Miscellaneous								
	Reports								
	Indirects								
	Component Total								
	Support Costs								
	Total Budgetary Categories								

UNDP Trust funds only

UNITED NATIONS  
DEVELOPMENT  
PROGRAMME

FINANCE MANUAL (PART I)  
ACCOUNTING POLICIES

TITLE: Annex VI: Fund classification codes  
valid for government-executed  
projects

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6.6 Annex VI: Fund Classification Codes Valid for Government-  
Executed Projects (see subsection 5.4 (b), paragraph 2, above)

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FUND CLASSIFICATION CODES VALID FOR  
GOVERNMENT-EXECUTED PROJECTS

<u>Alphabetic Code</u>	<u>Description</u>
I. <u>UNDP</u>	
GA	IPF Country
GB	IPF Regional
GC	IPF Interregional
GD	IPF Global
GF	Special Programme Resources
GG	Special Resources Fund for the Least Developed Countries
GJ	Cash Counterpart
GR	IPF Add-on Funds
II. <u>UNDP Administered Trust Funds</u>	
(a) For Reporting Advances to Governments:	
WA	UNIFEM
SS	UNSO
TC	UNFSTD
XG	Famine and Malnutrition
NE	Energy

10407 subsection 6.6 (continued)

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II. UNDP Administered  
2 Trust Funds (continued)

(a) For Reporting Advances to Governments: (continued)

LL	Land Locked
DW	Peru/Argentina Trust Funds and Costa Rica Fund
XH	Australia Bureaux
PA	ICARA II
XU	IMPACT
XT	Fund for Zaire
XN	Nationhood for Namibia

(b) For Reporting Direct Payments made on Behalf of Governments:

WG	UNIFEM
SG	UNSO
TG	UNFSTD
XG	Famine and Malnutrition
NE	Energy
LL	Land Locked
DW	Peru/Argentina Trust Funds and Costa Rica Fund
XH	Australia Bureaux
PG	ICARA II
XU	IMPACT
XT	Fund for Zaire
XN	Nationhood for Namibia



**Proposal for a New Orientation  
Fora for Peace (Leb/93/010)**

**Original Rationale of the Human Development for Peace Project**

This project proposes to help in the organization and funding of workshops, meetings, conferences, events, etc... grouping participants from divergent sectors of the Lebanese society, to serve as fora where the basic concepts and detailed ideas can be developed around the general notion of human development for building and maintaining social peace in Lebanon. The project responds to a felt need that social and sustainable peace is something to be embodied and constructed by people themselves and not only by state or leaders agreement; it is an ultimate objective and a process which puts people at the center of development. The direct beneficiaries are the civil society organizations benefiting as much as possible the whole population of Lebanon, and in particular youth and women, who have a good opportunity to play a significant role in the social development process.

The project expects to contribute to a climate of dialogue and understanding in Lebanon between the different communities conducive to a betterment of the peace process, though, highlighting areas of common interest to all Lebanese, developing democratic thinking and approaches, and advocating human rights and human security. The project is not supposed to be an end by itself, but rather a long-term process.

**Original Objectives**

- To create suitable neutral fora for constructive dialogue aimed at better understanding among the diverse sectors of the society.
- To initiate workable ideas and programme to foster human rights and democracy within the country, focusing on human and social development.
- To increase public awareness of the importance of human development in any peace process and to the role of the United Nations in Fostering it.

**Activities**

The project aims to achieve its objectives through:

- Organizing training workshops, conferences, meetings, symposia including follow-up activities and material as necessary.
- Producing reports, proceedings, manuals and other similar literature to be published and distributed.
- Promoting public awareness through media materials and campaigns, on Peace values, democracy, human rights, non-violence, etc.

#### Recommendations for the implementation of Fora for Peace 1997:

It is recommended that the project maintains the same rationale and overall objective, which is to support activities for promoting peace values, peace education and awareness, mentioned above.

At this juncture, nevertheless, the project should concentrate on mainstreaming expected output of FORA supported activities. The following are proposed recommendations to this end:

- 1) Better target more influential groups who can reach out to a broader range of the population;
- 2) Create links between the various FORA supported projects and other NGO activities to consolidate the results and outputs of implemented activities to date;
- 3) Inter-face with other programmes of civic education in the country;
- 4) Concentrate on creating mass awareness through the media, the arts and other non-classical models of communication who could also reach a wider spectrum of the Lebanese audience across the country, irrespective of their age group or social backgrounds.

#### Proposed Institutional Arrangements:

- 1) Identify a project focal point at the Ministry of Culture and Higher Education, who could also act as facilitator for FORA Steering Committee.
- 2) Review the structure of the Steering Committee to include representatives from the MCHE, CNRDP, NGOs (e.g. the Lebanese Association for Human Rights), scholars, and the media (e.g. TeleLiban).
- 3) Develop Terms of References of the Steering Committee that would also specify the role of the Committee vis-a-vis the Minister of Culture and Higher Education and UNDP.
- 4) Develop criteria for project proposals and their approval.

5) In order to increase its impact every FORA supported project must have a communication strategy. It is suggested that each activity be publically launched by the Ministry of Cultural and Higher Education (the Minister) and UNDP (Resident Coordinator).

**Proposed Action in the short and medium term:**

1) To convene a meeting of the Steering Committee with Ministry of Culture and Higher Education and UNDP representatives to discuss the new orientation.

2) To convene a workshop of all the organizations supported by Fora thus far and others organizing other relevant activities in order to ascertain the common experiences and principles for peace building, discuss output and impact of their activities, and create linkages between themselves for independent follow-ups along the principles for peace building endorsed by the workshop.

3) Approve pending proposals for FORA, subject to the implementation of inherent linkages among organizations/institutions noted in the proposal and under the patronage of the MCHE and UNDP.

4) Hold a Tri-Partite Review (TPR) Meeting to formalize new arrangements and orientation of the project.

7/3/97 - rah

**Human Development for Peace  
(Fora for Peace)  
Leb/93/010/B/01/99**

**Fora for Peace Projects**

<b>Institution</b>	<b>Name of project</b>	<b>Objectives and activities</b>	<b>Duration</b>	<b>Amount allocated</b>	<b>Amount paid</b>	<b>Amount remained</b>
<b>Action for Civic Alternative</b>	<b>Civil Development and Awareness Project</b>	The project organized a developmental camp in collaboration with the local community in al-Wadaya and Kfar Selwan in mount Lebanon. The goal was to promote non-violence, cooperation, peaceful conflict resolution and reconciliation among displaced youth. It also focused on enhancing positive attitudes and behaviors related to peace and human rights values. The general framework of these activities stressed on gathering youth from diverse backgrounds to set common grounds for a better participation in the reinforcement of the Lebanese civil society.	5 -31 August 1996	17,000 \$ (50% of 34,960)	17,000	---
<b>Youth Association for the Blind</b>	<b>Development Camp</b>	A camp that gathered sighted and visually impaired young peoples. It aimed at developing the concept of civil society among youth as well as at contributing in the process of the "recovery of civil peace" and of knitting the social fabric through grouping youth, blind and sighted, from different regions and backgrounds. The camp dealt with creating fora for constructive debates and deliberations on issues like human rights, human development, democracy, etc. Other objective of the camp was to integrate the blind in the different aspects of society and break the barriers that isolate them from others.	July 1996	4,500 (60% of 6950)	4,500\$	---

Republic of Lebanon  
Office of the Minister of State for Administrative Reform  
Center for Public Sector Projects and Studies  
(C.P.S.P.S.)

Institution	Name of project	Objectives and activities	Duration	Amount allocated	Amount paid	Amount remained
Lebanese Democratic Youth Union	Dialogic Youth Camp	The camp aimed at enhancing the role of youth in building the civil Lebanese society. The camp involved deliberations and discussions on issues that youth in general and students in specific could identify themselves with, such as youth rights, youth labor, etc. Workshops were as well held during the camp in which participants came up with a plan of action for the future.	July 1996	2,000 \$ (50% of 4,000	2,000 \$	—
LCPS/ International Management and Training Institute	National Issues Forum	The project aims at encouraging democratic deliberation on developmental issues (such as poverty, health, environment, women, ...) that are of interest to the Lebanese context following democratic techniques and principles. The NIF has two main lines of action: on one hand it deals with developing communication and deliberative skills to enhance dialogue and democracy and on the other it contributes to increase awareness among people on peace and developmental issues relevant to Lebanon. The project is training 25 moderators who shall hold and conduct 50 deliberation sessions on various issues all over the Lebanon	Oct. 1996 - Nov. 1997	23,000 (60% of 39000)	13,000\$	10,000\$
Lebanese School for Social Formation	Social Mediation	The project deals with developing the concept and techniques of "Social Mediation" as an effective means for conflict resolution in Lebanon. The activities include preparing training modules and programs on the concept and techniques of social mediation and organizing workshops to create awareness among NGOs, ministries ... on the importance of social mediation in knitting the social fabric, as well as to train social workers and animators in acquiring these techniques.	2 years 1996-1997 1997-1998	21,000\$ (50% of 43000)	10,000\$	11,500\$



Institution	Name of project	Objectives and activities	Duration	Amount allocated	Amount paid	Amount remained
Cultural Council of South Lebanon	Inter-generation debates	The projects deals with holding debates between the two generations that was active before the war. These meetings will help the young to get acquainted to a history they have not witnessed. Holding such debates will enhance the mechanisms of democratic debates in society, open up new horizons for the youth, and foster their commitments to citizen rights and societal issues. The project will extend for one year whereby 24 debates shall be held in different regions in Lebanon. By the end of the project, a final report will be published containing the summaries of all the issues raised and discussed during the meetings, pointing to the lessons learnt from this experience.	the year 1997	6,000\$ (60% of 9,960)	---	---
Lebanese Association for Human Rights	Training educators to teach human rights	The project aims at training educators, from public and private schools, on teaching human rights and at preparing educational materials that could be used to teach the concept of human rights to intermediate students. Two training courses shall take place in 1997. Each will extend for 4 days and will benefit 30 teachers. The educational materials produced during the workshops shall be developed and adopted and then distributed to the Center of Education, Research and Development and the Directorate General for Education.	the year 1997	12,000\$ (50% of 24,500)	---	---

<b>Institution</b>	<b>Name of project</b>	<b>Objectives and activities</b>	<b>Duration</b>	<b>Amount allocated</b>	<b>Amount paid</b>	<b>Amount remained</b>
<b>New Lebanon Forum</b>	Studies on the State of Law	This project deals with developing researches and studies on the following: Public Interests - Good Governance - Citizenship - The Philosophy of the State of Law - Social Solidarity. These six research papers will be developed by experts. A workshop on each paper will be organized in order to discuss and defuse the contents of the papers among representatives of the civil society. Finally the papers are going to be published in the form of booklets for a wider diffusion and circulation.	the year 1997	8,000 \$ (60% of 13,800)	---	---
<b>Joseph Moughaizel Foundation</b>	Joseph Moughaizel Award	The prize (5,000.00 US\$) aims in particular at protecting, supporting, and reinforcing the initiatives and efforts of civil society towards the formation of social capital through reconciliation, civil peace and human rights actions.	Dec. 1996 - May 1997	5,000 (60% of 8,000)	---	---

Fora for Peace - Steering Committee

- Mr. Fares El-Zoghbi - President
- Mrs. Anna Mansour - Facilitator
- Mr. Jihad El-Zein - Journalist Assafir
- Dr. Abdo Kahi - Professor of Social Science - USJ
- Dr. Fadia Kiwan - Professor of Political Science - Lebanese University
- Dr. Hassan Krayem - PSPA Department - AUB