



United Nations  
Educational, Scientific and  
Cultural Organization



United Nations Population Fund



**UNODC**  
United Nations Office on Drugs and Crime

# UNESCO-UNFPA-UNODC Interagency collaboration Youth-led initiatives in response to Beirut Blast **PROJECT MANAGEMENT, REPORTING & COMMUNICATION**



# Housekeeping

- **All participants are muted for the whole session.**
- **The session will last for around 1 hour with 15 minutes Q&A session.**
- **Please drop your questions into the [Chat/Conversation](#) box.**
- **The session is held in English.**

# AGENDA

- 1 Project Management
- 2 Reporting
- 3 Internal Communication
- 4 External Communication
- 5 Q&A



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# Project Management



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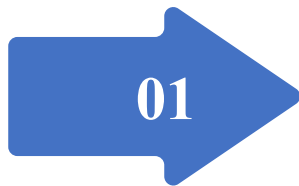
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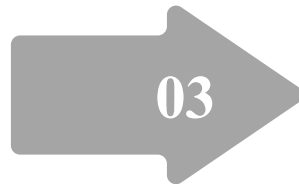
## **Planning**

Expected results / deliverables /  
Indicators (quantitative-qualitative)  
Time-table  
Provisional budget



## **Implementation**

Procurement  
Monitoring as per Indicators (quantitative-qualitative)  
Expenditure table as per the Provisional budget  
Communication/visibility



## **Evaluation and reporting**

Evaluation of results/ achievements  
Limits and challenges  
Lessons learned - Recommendations  
Communication and visibility



**Progress report**



**Final report**

## BUDGET

- Activity 1 = \$\$
- Activity 2 = \$\$
- Logistics

**\$20,000**

## SPENDING

- ACCURATE RECORD
- QUOTATIONS
- INVOICES
- RECEIP

**\$15,000**

## Balance

- Remaining budget
- If No implem discussion with the agency
- Contingency plan./ Additional activities to be discussed with the agency

**\$5,000**

# Reporting



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## INTRODUCTION

Brief summary of  
-Project objectives  
-Expected results  
-Outcomes  
(0.5 page)

## PROGRESS TO DATE

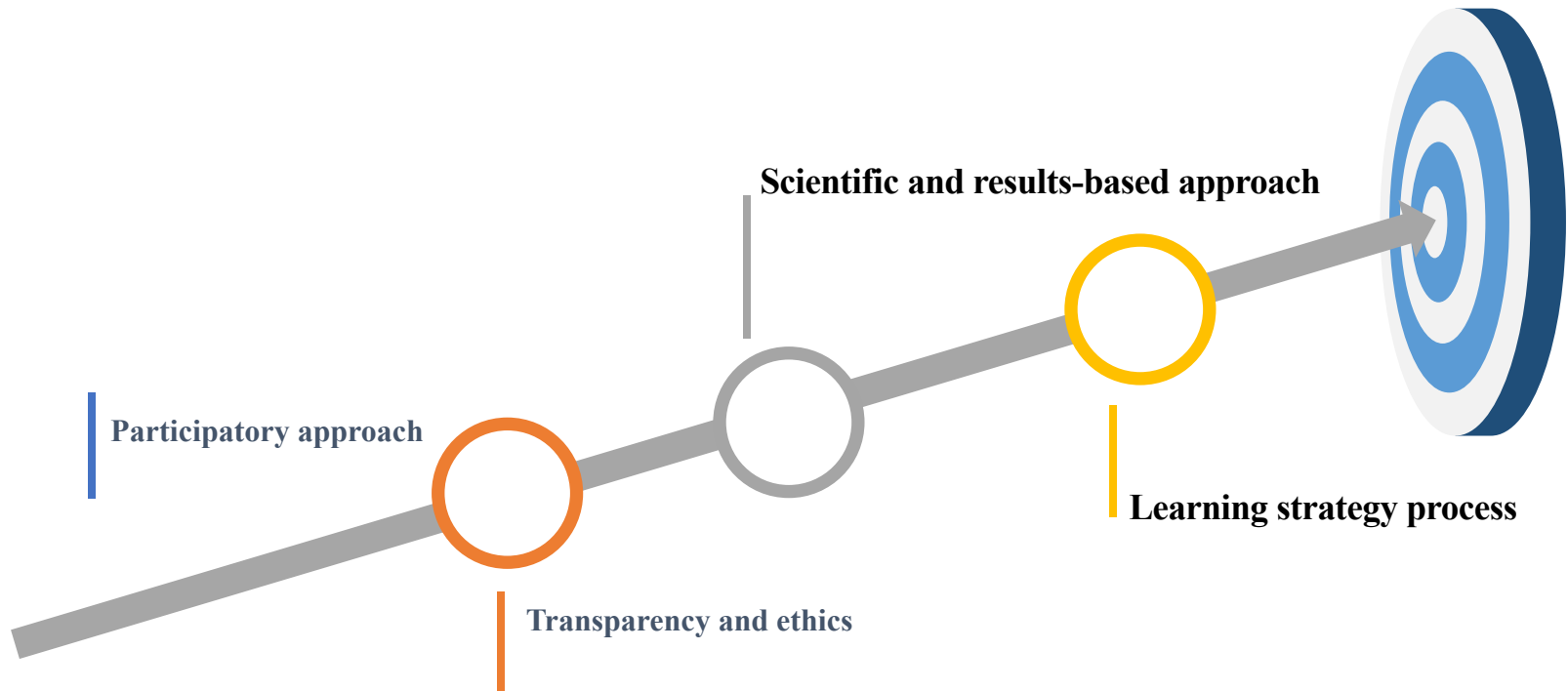
- Status of implementation thus far
- Details on each milestone under the reporting period (process, task, concrete results)
- Activities conducted and key outcomes
- Annexes (e.g: tools developed etc.)
- Proof of visibility (1.5-2 pages)

## CHALLENGES AND FACILITATING FACTORS

- 2-3 challenges
- 2-3 facilitating factors
- Mitigation measures (~1 page)

## WAY FORWARD

- Actions and tasks to be carried out
- Request for agency/partners intervention in an upcoming activity
- Suggestions for any amendments/adjustments required (~1 page)



# Internal Communication



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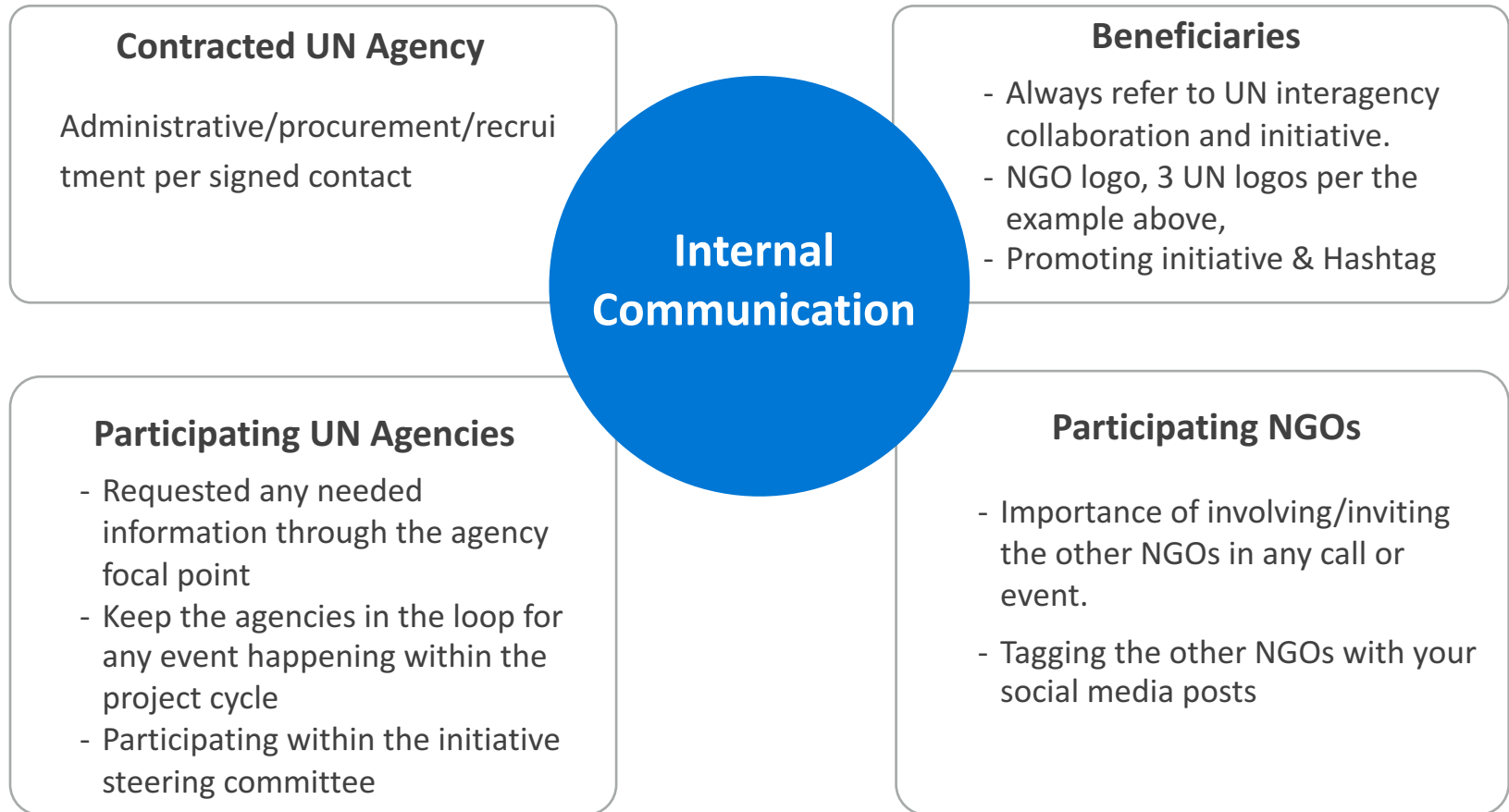


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# Internal Communication



# External Communication



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## External Communication

### Traditional Media

- Liaison with COM focal points for communication plan
- Coordinate with Agencies COM focal points (media advisory/press releases/...)

### Social Media

- Stick to the overall initiative scope
- Tagging the partner agencies with your social media posts
- Tagging the other NGOs with your social media posts

## #UN4Beirut\_Youth

# UN Agencies Communication details

## UNESCO

- Twitter: @UNESCOBEIRUT
- Facebook: @UNESCOBEIRUT
- Focal Point: Ms. Jana Jabbour  
[j.Jabbour@unesco.org](mailto:j.Jabbour@unesco.org)

## UNODC

- Twitter: @unodc\_ROMENA
- Focal Point: Ms. Lamia Farhat  
[lamia.farhat@un.org](mailto:lamia.farhat@un.org)

## UNFPA

- Twitter: @UNFPALEBANON
- Facebook: @UNFPAinLebanon
- Instagram: @unfpalebanon
- Focal Point: Ms. Joyce Haykal  
[haykal@unfpa.org](mailto:haykal@unfpa.org)



# Q & A



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# Thank you

**Renee Sabbagh**  
**UNODC Lebanon**

**George Awad**  
**UNESCO Regional Bureau-Beirut**



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