



## **UN ACTION MULTI-PARTNER TRUST FUND (UN Action MPTF) OPERATIONAL GUIDANCE NOTE for the RMC**

### **Background**

UN Action Against Sexual Violence in Conflict (UN Action) unites the work of the UN system with the goal of ending sexual violence in conflict. Launched in March 2007, it represents a concerted effort by 13 UN system entities to improve coordination and accountability, amplify advocacy, and support country efforts to prevent sexual violence and respond more effectively to the needs of survivors. The goal and purpose of UN Action are set out in its biennial Strategic Framework which sets operational parameters and targets for its joint work.

In December 2008, UN Action established a Multi-Partner Trust Fund (MPTF) to support the UN Action Secretariat and a range of joint catalytic activities, with priority given to providing strategic support to the conflict-affected countries identified in the UN Action Strategic Framework. The UN Action MPTF aims to: (i) streamline joint programming, (ii) strengthen governance and financial management systems, and (iii) standardize reporting to donors. The UN system entities participating in UN Action have appointed the Multi-Partner Trust Fund Office of the United Nations Development Programme (UNDP) to serve as the Administrative Agent for the UN Action MPTF.

This Operational Guidance Note provides guidance to the Participating UN Organizations, the UN Action Secretariat and the Resource Management Committee.

### **Resource Management Committee (RMC) Terms of Reference & Rules of Procedure**

#### **Introduction**

The UN Action Steering Committee will establish a Sub-Committee of UN Action Focal Points, referred to hereafter as the Resource Management Committee (RMC), to manage the resource allocation operations of the UN Action Multi-Partner Trust Fund (UN Action MPTF). The following Terms of Reference and Rules of Procedure are designed to guide and facilitate the work of the RMC.

#### **Role and responsibilities of the RMC**

The role of the RMC is to review proposals submitted by Participating UN Organization(s) and determine the allocation of UN Action's funds. Its primary responsibilities are to:

- Evaluate proposals, taking into consideration available resources and the degree to which a proposal conforms to the UN Action Strategic Framework and the Selection Criteria;
- Ensure that UN Action MPTF financed projects are informed by decisions of the Steering Committee and UN Action Focal Points;
- Ensure appropriate consultative processes take place with key stakeholders to avoid duplication between the projects of UN Action member entities, the UN Action MPTF, and

other UN funding mechanisms;

- Periodically review the RMC’s Terms of Reference and Rules of Procedure and submit any necessary revisions to the UN Action Secretariat. Any revisions must then be approved by the UN Action Focal Points and endorsed by the Steering Committee;
- Periodically evaluate the cost effectiveness of the UN Action MPTF; and,
- Direct resource mobilization for the UN Action MPTF.

### **RMC Membership**

The RMC is comprised of five UN Action Focal Points. One of the Focal Points will serve as the Chairperson. The Chairperson shall be chosen by the other RMC members. RMC membership shall be determined annually on a rotating basis. The Chairperson shall be responsible for ensuring that the RMC operates in compliance with the Terms of Reference and Rules of Procedure. The Chairperson will work closely with the UN Action Secretariat, serving as the Secretariat to the RMC. The UN Action Coordinator and a representative of the Administrative Agent shall serve as ex-officio and non-decision making members of the RMC.

### **Frequency of Meetings**

- a) The RMC shall meet every other month (or as required). The UN Action Secretariat, in consultation with the RMC Chairperson, may convene additional meetings as necessary.
- b) In exceptional circumstances and in agreement with the Chair, email proposals will be considered.
- c) Upon request for emergency funding, the RMC shall meet at its earliest possible convenience in compliance with the Emergency Facility Guidelines (Annex A.6).

### **Decisions of the RMC**

- a) In order for the RMC to take action, a quorum of three Committee members, including the RMC Chairperson, must be present.
- b) The RMC shall make decisions by consensus. In the event that a consensus is not reached, the issue shall be referred to the Steering Committee Chairperson for a decision.
- c) In the event that a proposal is from the same Participating UN Organization as an RMC member, that RMC member shall excuse him/herself from consideration of the specific proposal.
- d) Prior to making a decision on a particular issue, RMC members shall ensure that their position is endorsed by, and is in conformity with, their entity’s regulatory requirements.
- e) Meetings and decisions of the RMC shall be duly recorded by the UN Action Secretariat.

### **Submission Process**

Only UN system entities which have signed the Memorandum of Understanding (MOU) with the UNDP Multi-Partner Trust Fund Office are eligible to receive funding through the UN Action MPTF. These entities are termed “Participating UN Organizations” by the UNDP MPTF Office. Please check <http://mptf.undp.org/> to see if your entity has signed the MOU.

Each Participating UN Organization requesting funding should complete the Project Proposal Submission Form (Annex A.2), Fund Signature Page (Annex A.3) and Programme Budget Form (Annex A.8) and submit to the UN Action Secretariat two weeks before the Resource Management

Committee (RMC) is scheduled to meet. Proposals should be cleared through the Participating UN Organization's finance department to ensure adherence to standard procurement policies. A minimum request of US \$50,000 per proposal is required.

### **Selection Criteria**

The UN Action Secretariat shall ensure the submission is comprehensive, in line with the UN Action Strategic Framework, and eligible for funding through the UN Action MPTF. The criteria for funding are:

- a) The extent to which the goals and objectives of the proposal conform to the UN Action Strategic Framework;
- b) The overall quality of the proposal;
- c) Institutional capacity of the organization(s) to implement the project;
- d) The extent to which the proposal catalyses joint working relationships across a number of UN system entities;
- e) Potential for sustainability;
- f) Commitment and plan for monitoring the activity;
- g) Minimum budget of US \$50,000;
- h) Clear description of budget requirements and link to achieving results; and,
- i) Implementation period of no more than two years.

### **Review and Approval Process**

- a) At least one week prior to the meeting, the UN Action Secretariat shall distribute to members of the RMC the following documentation for each proposal:
  - i. Copies of the Project Proposal Submission Form and other relevant documentation;
  - ii. Current funding status of the UN Action MPTF; and,
  - iii. Assessment of similar or complementary projects.
- b) The RMC shall review the proposals of UN Action and decide whether to:
  - i. Approve
  - ii. Approve subject to modification/condition
  - iii. Defer/return with comments for further consideration
  - iv. Reject

In cases where the RMC 'approves subject to modification/condition,' the revised version of the proposal will be submitted by the Participating UN Organization(s) to the UN Action Secretariat for review. Once satisfied that the RMC's comments have been addressed, the UN Action Secretariat will forward the proposal to the RMC Chair for approval and signature. The RMC will issue a Note for the Record of its deliberations within one week following its meeting. The UN Action Coordinator will report back to the Focal Points on behalf of the Chair.

### **Notification and Transfer of Funds**

- a) Within one week of approval by the RMC and the endorsement of the Steering Committee Chairperson, the UN Action Secretariat shall submit the proposal of the Participating UN Organization(s) along with the signed Project Proposal Submission Form, the signed Fund Signature Page, and the signed Programme Budget Form to the Administrative Agent.

- b) The Administrative Agent shall transmit an approval notification to the Focal Point of the Participating UN Organization(s), with a copy to the UN Action Secretariat.
- c) The Administrative Agent shall ensure consistency of the approved project with the applicable provisions of the Standard Administrative Arrangements entered between donors and the Administrative Agent, and the MOU between the Participating UN Organization(s) and the Administrative Agent.
- a) The Administrative Agent shall provide payment notification to the designated official(s) in the Participating UN Organization(s), with a copy to the UN Action Secretariat.

### **Progress Reports and Updates**

- a) Final Narrative Report: Upon completion of the project, the Participating UN Organization shall submit a Final Narrative Report to the UN Action Secretariat using a standard format (Annex A.4), no later than one month after completion of the project. In accordance with the MOU, the UN Action Secretariat will consolidate narrative reports into the annual Progress Report.
- b) Interim Report: If required by the RMC<sup>1</sup>, the Participating UN Organization(s) shall submit to the UN Action Secretariat an Interim Narrative Report, at the mid-point of the project (Annex A.5).
- c) Financial Reports: Standard UNDG reporting formats, modified as appropriate, will be utilized. The financial reports shall be consolidated by the Administrative Agent. The Administrative Agent shall submit a certified annual financial statement to UN Action donors with a copy to the UN Action Secretariat.

### **Public Disclosure**

- a) All press releases shall acknowledge the role of the donors, Participating UN Organization(s), Administrative Agent and any other relevant entities, and promote the goals of the UN Action network.
- b) The Administrative Agent, in consultation with the UN Action Secretariat and the Participating UN Organization(s), will ensure that decisions regarding the review and approval of UN Action MPTF projects as well as progress reports and associated external evaluations are posted, where appropriate, for public information on the UN Action MPTF page of the UNDP MPTF Office website (see link: <http://mptf.undp.org/factsheet/fund/UNA00>). Such reports and documents may include RMC approved projects and progress reports.
- c) The UN Action Secretariat and the Administrative Agent will take all reasonable steps to ensure the accuracy of such documents and that confidential materials are not posted on the internet.

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<sup>1</sup> The RMC may require Participating UN Organization(s) to submit an Interim Narrative Report for projects approved on a multi-year basis, etc.

**ADDITIONAL ANNEXES**  
**TO THE**  
**RESOURCE MANAGEMENT COMMITTEE’S**  
**TERMS OF REFERENCE & RULES OF PROCEDURE**

ANNEX A.1	UN Action Strategic Framework
ANNEX A.2	Project Proposal Submission Form
ANNEX A.3	Fund Signature Page
ANNEX A.4	Final Narrative Report Cover Page and Format
ANNEX A.5	Interim Narrative Report Cover Page and Format
ANNEX A.6	Emergency Facility Guidelines
ANNEX A.7	Certified Financial Statement and Report
ANNEX A.8	Programme Budget Form

Note: Annexes A.1 and A.7 will be made available by the UN Action Secretariat.

**MULTI-PARTNER TRUST FUND FOR  
UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT  
PROJECT PROPOSAL SUBMISSION FORM**

<b>Part A. Meeting Information</b> (To be completed by the UN Action Secretariat)													
<b>RMC Meeting No:</b>	<b>Project<sup>2</sup> No: UNAx</b>												
<b>Date of Meeting:</b>													
<b>Part B. Project Summary</b> (To be completed by the Participating UN Organization)													
<b>Date of Submission:</b>	<b>Participating UN Organization(s):</b>												
<b>Focal Point of the Participating UN Organization(s):</b>	<b>Project Title:</b>												
	<b>Project Location(s):</b>												
<b>UN Action pillar of activity:</b> <input type="checkbox"/> Advocacy <input type="checkbox"/> Knowledge building <input type="checkbox"/> Support to UN system at country level	<b>Projected Project Duration:</b>												
<b>Proposed project, if approved, would result in:</b> <input type="checkbox"/> New Project <input type="checkbox"/> Continuation of previous funding <input type="checkbox"/> Other: additional implementing entity receiving funds <input type="checkbox"/> No-cost extension:	<b>Total Project Budget: US \$</b> <b>Amount of MPTF funds requested at this time: USD \$</b>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">PUNO</th> <th style="width: 25%;">Programme Cost</th> <th style="width: 25%;">Indirect Costs (7%)</th> <th style="width: 25%;">Total</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	PUNO	Programme Cost	Indirect Costs (7%)	Total								
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<sup>2</sup> The term “project” is used for projects, programmes and joint programmes.

## Narrative Summary

### **I. Overview**

- a. **Provide a brief overview of the project, including overall goals and objectives, key strategies, expected results, and intended beneficiaries.**
- b. **Specify the geographic location(s) of the proposal and/or countries addressed.**

### **II. Proposal's compliance with UN Action's Strategic Framework**

#### **III. What pillar does the proposal fall under?**

- a. **Explain how the proposal enhances UN system coordination and joint programming.**
- b. **Explain how the UN, governmental organizations, NGOs, and other key stakeholders will be engaged throughout implementation of the proposal.**
- c. **Explain how the proposal would strengthen the capacity of national institutions to deal with war-related sexual violence.**

#### **IV. Success criteria and means of evaluating results**

- a. **Explain how the Participating UN Organisation(s) submitting the proposal has the institutional capacity to successfully achieve the proposed objectives.**

- b. Describe the overall management structure of this project.
- c. Explain how the proposal will be monitored and evaluated.

<b>Part C. Initial Review of Proposal</b> <i>(To be completed by the UN Action Secretariat)</i>	
(a) Is the project explicitly linked to the UN Action Strategic Framework?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Is the project effective, coherent, and cost-efficient?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) Does it avoid duplication and significant overlap with the activities of other UN system entities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d) Does it build on existing capacities, strengths and experience?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e) Does it promote consultation, participation and partnerships and agree with the existing country coordination mechanism?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(f) Is the Project Proposal Submission Form fully completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(g) Is the Budget in compliance with the standard format?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(h) Is the indirect support cost within the approved rate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Part D: Decision of the Resource Management Committee</b> (to be completed by the RMC Chairperson)	
<b>5. Decision of the Resource Management Committee</b> <input type="checkbox"/> Approved for a total budget of US\$ <input type="checkbox"/> Approved with modification/condition <input type="checkbox"/> Deferred/returned with comments for further consideration <input type="checkbox"/> Rejected	
<b>Comments/Justification:</b>	
<b>Chairperson of the Resource Management Committee</b>  ..... <b>Name (Printed)</b>   ..... <b>Signature</b>	
..... <b>Date</b>	

**Part E: Administrative Agent Review**  
*(To be completed by the UNDP MPTF Office)*

**6. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office, UNDP**

Project consistent with provisions of the RMC Memorandum of Understanding and the Standard Administrative Arrangements with donors.

**Jennifer Topping**  
**Executive Coordinator**  
**Multi-Partner Trust Fund Office, UNDP**

.....  
**Signature**

.....  
**Date**

**MULTI-PARTNER TRUST FUND FOR  
UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT  
FUND SIGNATURE PAGE**

(Note: Please attach to the Project Proposal Submission Form)

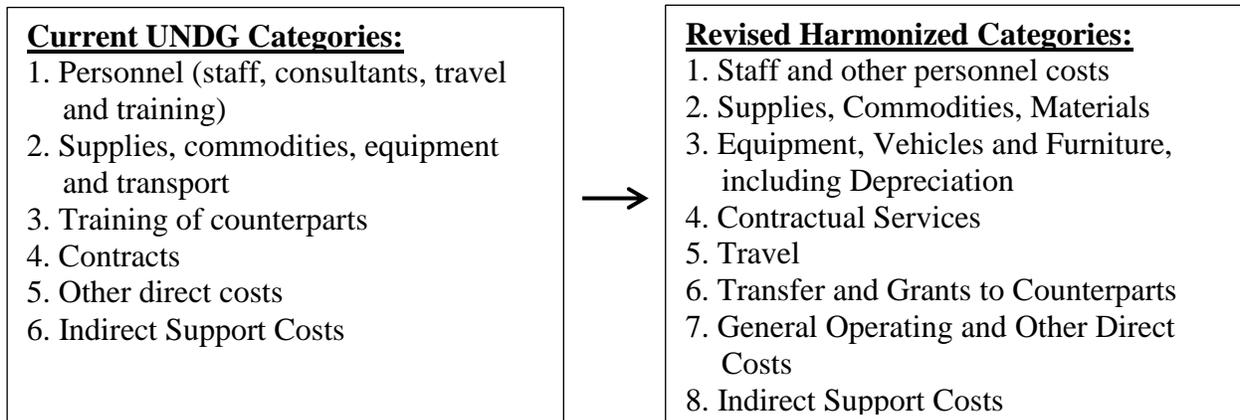
<b>Participating UN Organization(s):</b>	<b>Focal Point of Participating UN Organization receiving funds:</b>		
<b>Project Number:</b>	<b>Project Duration: Estimated Start Date:</b>		
<b>Project Title:</b> Support and strengthen Jordan's active contribution to the women peace and security agenda at the national, regional and international level	<b>Project Location(s):</b>		
<b>Total Project Cost:</b>			
<b>Total Amount Approved: US \$</b>			
	<b>Name/Title</b>	<b>Date</b>	<b>Signature</b>
<b>Focal Point of Participating UN Organization receiving funds:</b>	_____	_____	_____
<b>RMC Chairperson:</b>	_____	_____	_____

<b>TOTAL PROGRAMME BUDGET (US\$)</b>			
<b>CATEGORY</b>	<b>Agency</b>	<b>Agency</b>	<b>Total</b>
<b>1. Staff and other personnel costs</b>			
<b>2. Supplies, Commodities, Materials</b>			
<b>3. Equipment, Vehicles and Furniture including Depreciation</b>			
<b>4. Contractual Services</b>			
<b>5. Travel</b>			
<b>6. Transfers and Grants Counterparts</b>			
<b>7. General Operating and Other Direct Costs</b>			
<b>Total Programme costs</b>			
<b>Indirect Support Costs (cannot exceed 7%)</b>			
<b>TOTAL</b>			

## EXPLANATION OF CHANGES

### **Finance and Budget Network of the High Level Committee on Management (F&BN) proposal and decision**

The Working Group on Financial Reporting proposed a revision of the UNDG approved expense categories for reporting purposes from/ to:



The Finance and Budget Network approved the above harmonized expense categories for interagency reporting effective 1 January 2012 in decision 54 at the 12<sup>th</sup> FDN session<sup>3</sup>. This was further confirmed by the HLCM and the CEB in their 20<sup>th</sup> sessions. For detailed explanation on the definitions of each category, refer to Annex B.

### **ANNEX B - Detailed Descriptions of Revised Harmonized Expense Categories**

The following definitions are as per the F&BN WG paper, which form part of the approved decision.

**Staff and other personnel costs:** Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

**Supplies, Commodities, Materials:** Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities and materials. Office supplies should be reported as "General Operating".

**Equipment, Vehicles and Furniture, including Depreciation:** For those reporting assets on UNSAS or modified UNSAS basis (i.e. expense up front) this would relate to all costs to put asset into service. For those who do donor reports according to IPSAS, this would equal depreciation for period.

**Contractual Services:** Services contracted by an organization that follow the normal

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<sup>3</sup> 12<sup>th</sup> Session of the Finance & Budget Network Minutes- CEB/2010/HLCM/FB/30.

procurement processes. In IPSAS terminology, this would be similar to exchange transactions. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer.

**Travel:** Includes staff and non-staff travel paid for by the organization directly related to a project.

**Transfers and Grants to Counterparts:** Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above. In IPSAS terms, this would be more similar to non-exchange transactions.

**General Operating and Other Direct Costs:** Includes all general operating costs for running an office. Examples include telecommunications, rent, finance charges and other costs that cannot be mapped to other expense categories.

**Indirect Support Costs:** (No definition provided).

**MULTI-PARTNER TRUST FUND FOR  
UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT**

**EMERGENCY FACILITY GUIDELINES**

**1. Project submission shall qualify for UN Action’s Emergency Facility pursuant to the following criteria:**

- i. The project <sup>1</sup> addresses an urgent need that cannot await a regular Resource Management (RMC) meeting.
- ii. The project is in compliance with UN Action’s Strategic Framework and the RMC’s Terms of Reference.

**2. The UN Action Emergency Facility approval is described as follows:**

- i. The Participating UN Organization will forward to the RMC, through the UN Action Secretariat, its proposal along with the required documentation indicated in the RMC’s Rules and Procedure.
- ii. If satisfied in terms of quality and compatibility of the submission and the justification for using the Emergency Facility, the UN Action Secretariat will submit the proposal to the RMC Chairperson to authorize the use of the Emergency Facility mechanism.
- iii. Upon the Chairperson’s approval to utilize the Emergency Facility, the UN Action Secretariat will distribute the proposal to all members of the RMC, requesting comments and recommendations within two (2) working days.
- iv. The UN Action Secretariat will provide the Chairperson with a summarization of RMC member’s comments and recommendations. No response by an RMC shall be considered as a positive recommendation of the proposal.
- v. The RMC Rules and Procedure shall be followed and the project will be subject to the same rules, regulation and procedures covering other project approved by the RMC.
- vi. The UN Action Secretariat shall inform the Steering Committee members and UN Action Focal Points of any project approved through Emergency Facility mechanism at its next scheduled meeting.

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<sup>1</sup> The term “project” is used for projects, programmes and joint programmes.