

Terms of Reference

UN Action Window of the Conflict-related Sexual Violence Multi-Partner Trust Fund (CRSV-MPTF)

I. INTRODUCTION

UN Action Against Sexual Violence in Conflict (UN Action) unites the work of the UN system with the goal of ending sexual violence during and in the wake of conflict. Launched in March 2007, it represents a concerted effort by a number of UN entities to improve coordination and accountability, amplify advocacy, and support country efforts to prevent conflict-related sexual violence and respond more effectively to the needs of survivors. The goal and purpose of UN Action are set out in its Strategic Framework (see Annex) which sets operational parameters and targets for its joint work. In January 2009, UN Action established a Multi-Donor Trust Fund to mobilize funds to support the UN Action Secretariat and a modest range of joint catalytic programmatic activities. The Multi-Donor Trust Fund aimed to: (i) streamline joint programming, (ii) strengthen governance and financial management systems, and (iii) standardize reporting to donors. The end date of the UN Action MDTF was 31 December 2019. It was replaced by the Conflict-Related Sexual Violence Multi-Partner Trust Fund (CRSV-MPTF).

Under the CRSV-MPTF, two windows are established – one for UN Action and the other for the Team of Experts on the Rule of Law and Sexual Violence in Conflict (TOE). Each of these windows facilitates the work of the respective entities guided by the strategic leadership of SRSG-SVC. Each of these windows has its own oversight and decision-making body. These Terms of Reference outline the programmatic decision-making process for the use of funds by the UN-Action window of the CRSV-MPTF. The Multi-Partner Trust Fund Office (MPTF Office) of the United Nations Development Programme (UNDP) serves as the Administrative Agent for the CRSV-MPTF.

ELIGIBILITY

Participating UN Organization(s), i.e. those UN entities which have signed a Memorandum of Understanding (MOU) with the Administrative Agent, are eligible to submit proposals through the UN Action Secretariat.

II. COMPLIANCE WITH UN ACTION STRATEGIC FRAMEWORK

Participating UN Organization(s) receive funding from the CRSV-MPTF for proposals that fit under the UN Action Strategic Framework.¹ The UN Action Secretariat will issue a call for proposals on a quarterly basis if the funding situation allows.

¹ The Strategic Framework for the UN Action Window of the new CRSV MPTF will be developed by March 2020 and be annexed to this document. Until then, funding decisions shall be guided by the three priorities of the SRSG-SVC and the overall theory of change of the CRSV-MPTF as outlined in the TORs of the CRSV-MPTF.

SELECTION CRITERIA

Proposals for CRSV-MPTF's UN Action window will be considered based on the following criteria:

- a) The extent to which the goals and objectives of the proposal contribute to the implementation of the UN Action Strategic Framework;
- b) The extent to which the project fits within the larger context of UN CRSV prevention and response at the global or country level and, as relevant, supports ongoing UN country-level programming on CRSV including the comprehensive implementation of a Joint Communiqué on addressing CRSV and other relevant political commitments where such documents exist, and creates links to other country-strategies and plans, as relevant;
- c) The extent to which the proposal is based on a joint analysis of gaps and reflects joint planning, or programming by UN entities including through the GBV sub-cluster/sector;
- d) The extent to which the project proposal includes a risk analysis and is in line with the GBV Guiding Principles, in particular the principles of “do no harm” and a victim/survivor-centered approach;
- e) Institutional capacity of the organization(s) to implement the project/programmes;
- f) Inclusion of a results framework and commitment and plan for monitoring the project's impact;
- g) Sustainability of results and the inclusion of a sustainability plan;
- h) Clear description of budget requirements and link to achieving results;
- i) Minimum budget of \$100,000 per Participating UN Organization;
- j) Implementation period of no more than two years, with the possibility to reapply for an extension and additional budget when the proposal concerns a comprehensive joint country programme on CRSV.

Additional requirements will be described in the Operational Guidance note of the Resource Management Committee.

III. GOVERNANCE STRUCTURE OF THE UN ACTION WINDOW OF THE CRSV-MPTF

The **UN Action Steering Committee** provides overall leadership and sets strategic direction for the UN Action network. The Steering Committee comprises Principals (or his/her designate) from each of its member UN entities and is headed by the Special Representative of the Secretary General on Sexual Violence in Conflict (SRSG SVC).²

The **UN Action Focal Points** from each of the UN Action member entities develop the multi-year Strategic Framework for endorsement by the Steering Committee. UN Action Focal Points meet regularly

² TORs of the UN Action Steering Committee can be found in the Annex

as an executive sub-group of the Steering Committee.³ The UN Action Secretariat is responsible for coordinating the work of the UN Action network.⁴

The UN Action Steering Committee has established a **Resource Management Committee (RMC)**, a sub-committee of the UN Action Focal Points, to take resource allocation decisions for the UN Action window of the CRSV fund. The RMC is comprised of five UN Action Focal Points, one of whom will serve as the Chairperson, nominated every year by the broader group of UN Action Focal Points and endorsed by the UN Action Steering Committee Chairperson.⁵

The Multi-Partner Trust Fund Office (MPTF Office) of UNDP shall serve as the **Administrative Agent** of the CRSV-MPTF. UNDP's accountability as the Administrative Agent is set out in the policy "UNDP's Accountability when acting as Administrative Agent in MPTFs and/or UN Joint Programmes using the pass-through fund management modality." (see link: www.mptf.undp.org)

IV. ROLES AND RESPONSIBILITIES

Administrative Agent: The roles and responsibilities of the MPTF Office in UNDP are described in the Terms of Reference of the CRSV-MPTF,

Participating UN Organization(s):

Participating UN Organization(s) shall assume full programmatic and financial accountability for the funds transferred to them by the Administrative Agent and will undertake the following activities:

- Submit proposals to the UN Action Secretariat for consideration by the RMC,
- Design, implement and oversee projects/programmes financed by the CRSV- MPTF;
- Establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent.

For each project/programme approved for funding from the CRSV-MPTF, Participating UN Organizations will be required to provide the following to the UN Action Secretariat:

- Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;
- Quarterly oral or written project updates;
- Final narrative reports, after the completion of the activities in the approved project document, including the final year of the activities - to be provided no later than three months after the operational closure of the activities in the approved project document. The final report will give a summary of results and achievements against the goals and objectives of the proposal.

³ TORs of the UN Action Focal Points can be found in the Annex

⁴ TORs of the UN Action Secretariat can be found in the Annex

⁵ The Operational Guidance Note for the Resource Management Committee can be found in the Annex

Participating UN Organizations will be required to provide the following statements and reports to the Administrative Agent:

- Annual financial statements and reports as of 31 December with respect to the funds disbursed to it from the CRSV-MPTF Account, to be provided no later than four months (30 April) after the end of the calendar year;
- Certified final financial statements and final financial reports after completion of the activities in the approved project document, including the final year of the activities in the approved project to be provided no later than five months (31 May) after the end of the calendar year in which the financial closure of the activities in the approved project document occurred.

Indirect costs of the Participating UN Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the CRSV-MPTF will be recovered as direct costs.

UN Action Secretariat:

The UN Action Secretariat will support the work of the RMC, Participating UN Organizations, Administrative Agent, and the UN Action Steering Committee for the purpose of facilitating the CRSV-MPTF, int. al., through the following activities⁶:

- Launch call for proposals on a quarterly basis if the funding situation allows;
- Review proposals submitted by Participating UN Organizations for completeness and consistency with the Strategic Framework and transmit to the RMC for its consideration;
- Transmit proposals approved by the RMC to the Chair of UN Action to share with the Steering Committee for endorsement on a non-objection basis;
- Transmit proposals approved by the UN Action Steering Committee to the Administrative Agent for fund disbursement;
- Transmit proposals approved by the RMC to the UN Action Focal Points for information and update them on outcome of RMC meetings;
- Synthesize the narrative reports submitted by Participating UN Organizations each calendar year upon completion of each CRSV-MPTF project or programmes; and
- Compile the narrative reports and consolidated financial reports into an annual Progress Report to be submitted to the UN Action Steering Committee for approval. The Administrative Agent shall provide donors with these Progress Reports.
- Upload approved projects and project reports to the MPTF Gateway website;

⁶ TORs of the UN Action Secretariat can be found in the Annex

- Organize quarterly check-in calls with projects to identify progress and challenges on the project or collect their written updates;
- Develop, together with the Administrative Agent, the Operational Manual for the Resource Management Committee;
- Manage and maintain the fund risk log;
- Spearhead resource mobilization for the fund;
- Monitor project implementation and closure;

Resource Management Committee (RMC):

The role of the RMC is to review proposals submitted by Participating UN Organizations and determine the allocation of UN Action window 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 CRSV-MPTF financed projects or programmes 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 or programmes of UN Action entities 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; and
- Periodically evaluate the cost effectiveness of the CRSV-MPTF. The operating procedures of the RMC are set forth in its Terms of Reference and Rules of Procedure.

UN Action Steering Committee

Amongst other responsibilities, which can be found in its Terms of Reference, the UN Action Steering Committee' endorses decisions by the RMC on funding of projects on a non-objection basis.⁷

⁷ TORs of the UN Action Steering Committee can be found in the Annex