

Secretariat of UN Action Against Sexual Violence in Conflict

Terms of Reference

1. Background

UN Action Against Sexual Violence in Conflict (UN Action) unites the work of the UN system to provide coordination on prevention and response to conflict-related sexual violence (CRSV) with the goal of ending sexual violence during and in the wake of armed conflict. Endorsed by the Secretary-General's Policy Committee in June 2007 and by Security Council resolution (SCR) 1820 (2008), it represents a concerted effort by the UN to “work as one” with the aims of improving coordination and accountability, amplifying advocacy, supporting country efforts to prevent CRSV and respond more effectively to the needs of survivors. In all relevant resolutions, the Security Council mentions UN Action as a critical interagency coordination forum to address CRSV.

For example, in September 2009, the Security Council unanimously adopted Security Council resolution 1888, which in paragraph 4 requested the United Nations Secretary-General to:

“appoint a Special Representative to provide coherent and strategic leadership, to work effectively to strengthen existing United Nations coordination mechanisms, and to engage in advocacy efforts, inter alia with governments, including military and judicial representatives, as well as with all parties to armed conflict and civil society, in order to address, at both headquarters and country level, sexual violence in armed conflict, while promoting cooperation and coordination of efforts among all relevant stakeholders, primarily through the inter-agency initiative ‘United Nations Action Against Sexual Violence in Conflict’.”

Paragraph 5 of resolution 1888 further:

“[e]ncourages the entities comprising UN Action Against Sexual Violence in Conflict, as well as other relevant parts of the United Nations system, to support the work of the aforementioned Special Representative of the Secretary-General and to continue and enhance cooperation and information sharing among all relevant stakeholders in order to reinforce coordination and avoid overlap at the headquarters and country levels and improve system-wide response.”

The latest Security Council resolution on conflict-related sexual violence 2467 (2019) “*recognizes the role of United Nations Action Against Sexual Violence in Conflict as the interagency coordination forum chaired by the Special Representative on Sexual Violence in Conflict to address this problem, and encourages the revision and continued development of innovative operational tools and guidance by United Nations Action Against Sexual Violence in Conflict;*”

2. Functions of the UN Action Secretariat

The UN Action Secretariat coordinates the UN Action network, catalyzes action and provides Secretariat support for the network and its chair, the Special Representative of the Secretary-General on Sexual Violence in Conflict (SRSV-SVC) through the following activities:

- Support the UN Action Focal Points in developing the five-year Strategic Framework of UN Action;

- Support the UN Action Focal Points in developing the annual Work Plan of UN Action;
- Coordinate the UN Action network and monitor the implementation of the UN Action Work Plan;
- Organize UN Action Meetings (Steering Committee, Focal Points and Resource Management Committee (RMC) meetings);
- Compile meeting records of UN Action meetings;
- Support UN Action and its relevant committees, as may be established, in facilitating the work of UN Action;
- Support identification of gaps in knowledge, practices, advocacy and technical expertise, best practices on CRSV;
- Promote the development of tools and resources to fill cross-sector gaps in knowledge, practices, advocacy and technical expertise;
- Maintain the UN-Action website stoprapenow.org;
- Support advocacy by all UN Action members and the UN Action Chair on ending CRSV;
- Support information gathering for and consultation on the Secretary-General's report, and support follow-up to recommendations contained therein;
- Support learning from UN Action projects through compiling and sharing any products developed by the project, sharing project reports with the network and, if appropriate, organize meetings between Focal points and project entities;
- Facilitates the information sharing between UN Action network members and the Office of the SRSB on SVC to inform advocacy messages and the SRSB SVC's engagement with Member States
- Promotes the joined-up implementation of commitments made by parties to conflict and frameworks of cooperation by the UN Action network;
- Accompany the SRSB-SVC on country visits and to meetings, where relevant for UN Action, and share the outcome of these visits to the UN Action Focal Points;
- Conduct technical country visits to promote a comprehensive response to CRSV in the field and to monitor implementation of projects funded by UN Action;
- Support the identification and preparation of joint visits with UN Action members at the principal and technical level to advocate for and ensure a response to CRSV;
- Coordinate with the UN Team of Experts on the Rule of Law and Sexual Violence in Conflict (Team of Experts)_ and Programme and Communications Teams of the Office of the SRSB-SVC to ensure a coherent response; and
- Support implementation of programmatic activities as indicated in the Work Plan.

Regarding the Conflict-related Sexual Violence MPTF:

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, among others, through the following activities¹:

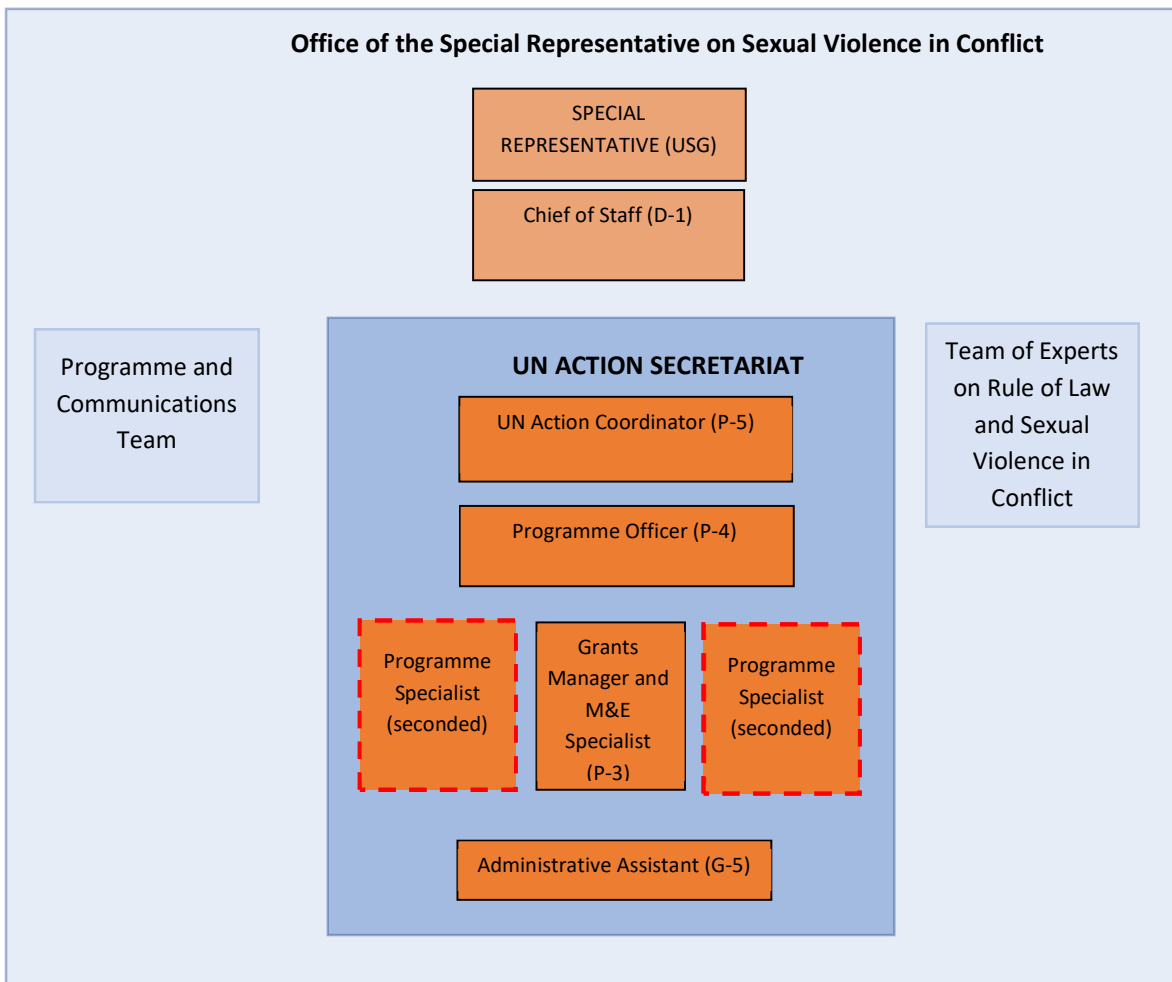
- Launch call for proposals on a quarterly basis if the funding situation of the UN-Action window of the CRSV-MPTF allows;
- Review proposals submitted by Participating UN Organizations for completeness and consistency with the Strategic Framework and transmit to the RMC for its consideration;
- Transmit 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 the outcomes of RMC meetings;
- Upload approved projects and project reports to the MPTF Gateway website;
- Monitor project implementation and closure of UN Action funded projects;
- Organize quarterly calls with projects or collect their written updates to assess progress and identify challenges on the project;
- Synthesize the narrative reports submitted by Participating UN Organizations each calendar year upon completion of each CRSV-MPTF project or programme;
- Compile the narrative reports and consolidated financial reports, including reports of the respective windows, into an annual Progress Report and submitted to the Steering Committee for approval; The Administrative Agent shall provide donors with these Progress Reports.
- Develop, together with the Administrative Agent, the Operational Manual for the RMC;
- Support appropriate consultative processes to avoid duplication or overlap within the CRSV-MPTF windows and between other funding mechanisms;
- Manage and maintain the CRSV-MPTF risk log;²
- Spearhead resource mobilization for the UN Action window of the CRSV-MPTF;
- Monitor results of the UN Action window of the CRSV-MPTF.
- Ensure consultations between the two windows of the CRSV-MPTF, namely UN Action and Team of Experts on the proposals to be presented to the Steering Committee on the allocation of available unearmarked funds of the CRSV-MPTF and submit to the Chair of the Steering Committee; and
- Supporting efforts to enhance overall visibility of the CRSV-MPTF.

¹ See: Terms of Reference - UN Action Window of the Conflict-related Sexual Violence Multi-Partner Trust Fund (CRSV-MPTF) and Terms of Reference - Conflict-related Sexual Violence Multi-Partner Trust Fund (CRSV-MPTF)

² To be developed

3. Structure of the UN Action Secretariat

The UN Action Secretariat is located in the Office of the SRSG-SVC. Its core capacity includes the UN Action Coordinator (P-5, coordinating the UN Action Secretariat), a Programme Officer (P-4, supporting as Deputy UN Action Coordinator, supporting knowledge management and learning), a Grants Manager and M&E Specialist (P-3, supporting project proposal review and project monitoring and reporting processes; and an Administrative Assistant (G-5). Additional capacity might be added if required. UN Action member entities are encouraged to second additional capacity to the UN Action Secretariat to support a specific thematic focus that may have been identified in the annual Work Plan.



----- This capacity depends on secondment arrangements with UN Action member entities