

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

Part A. Meeting Information (To be completed by the UN Action Secretariat)		
RMC Meeting No: 031	Project ¹ No: CRSV_UNA_1	
Date of Meeting: 10 January 2020	RMC members in attendance at meeting: Emily Krasnor – Chair (UNFPA) Constanze Quosch (UNHCR) Alejandro Sanchez (UN Women) Chloe Silvestre (DPO) Anna Reichenberg (IOM)	
Part B. Project Summary (To be completed by the Participating UN Organization)		
Date of Submission: December 26, 2019	Participating UN Organization(s): OSRSG SVC on behalf of the UN Action Secretariat	
	Participating UN Organization receiving funds: OSRSG SVC on behalf of the UN Action Secretariat	
Focal Point of the Participating UN Organization(s):	Project Title: Funding to support the UN Action Secretariat	
	Project Location(s): New York	
Contribution to UN Action Strategic Framework: <input checked="" type="checkbox"/> UNA TOC Outcome 1 <input checked="" type="checkbox"/> UNA TOC Outcome 2 <input checked="" type="checkbox"/> UNA TOC Outcome 3 <input checked="" type="checkbox"/> UNA TOC Outcome 4	Projected Project Duration: 2 years until 31 December 2021 (to be aligned to the UN Action Strategic Framework duration)	
Proposed project, if approved, would result in: <input checked="" type="checkbox"/> New Project <input type="checkbox"/> Continuation of previous funding <input type="checkbox"/> Other (explain) <input type="checkbox"/> No-cost extension: (from – to)	Total Project Budget: \$892,059 Amount of MPTF funds requested: \$892,059 Percentage of indirect support costs from MPTF contribution: 7%	
Projected Annual Disbursements:	2020 \$892,059	2021
Projected Annual Commitments:	2020 \$	2021 \$

¹ The term "project" is used for projects, programmes and joint programmes.

Application Instructions for Narrative Summary

The questions below are for guidance in developing the narrative under each sub-heading. Applicants should address these questions to the extent possible.

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 Theory of Change

- a. What Outcome and Output Areas of UN Action's theory of change does the proposal fall under?
- b. Explain how the proposal enhances UN system coordination and joint programming.
- c. Explain how the UN, governmental organizations, NGOs, and other key stakeholders will be engaged throughout implementation of the proposal.
- d. Explain how the proposal would strengthen the capacity of national institutions to deal with conflict-related sexual violence.

III. Success criteria and means of evaluating results

- a. Explain how the Participating UN Organization(s) submitting the proposal have 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.

IV. Budget

- a. Describe other attempts to apply for funding for this particular proposal.

Narrative Summary

I. Overview

OSRSG SVC on behalf of the UN Action Secretariat seeks funding from the Conflict-related Sexual Violence Multi-Partner Trust Fund to financially support the Secretariat for two years. The UN Action Secretariat provides administrative and technical support to the UN Action network, coordination a task force of Focal points from 14 UN entities which meets every month. The UN Action Secretariat also supports meetings of the network's policy and governance body – the UN Action Steering Committee – in implementing its programmatic and operational objectives outlined in the UN Action Strategic Framework.

The UN Action Secretariat is responsible for leading the development of the Strategic Framework for the UN Action network and monitoring its implementation. It furthermore mobilizes funds from donors for its implementation, monitoring progress and impact, and advocating on behalf of the UN system to end sexual violence as tactic of war and terror. The Secretariat prepares the network's annual Progress Report, and spearheads fundraising and reporting to donors. Extra-budgetary resources are mobilized from a range of donors and managed by the Conflict-Related Sexual Violence Multi-Partner Trust Fund.

In addition to its broader function as secretariat of the network, it is responsible for supporting the work of the Resource Management Committee (RMC), participating UN entities, the administrative agent (MPTFO) and the Steering Committee for the purpose of facilitating the Conflict-related Sexual Violence Trust Fund (CRSV-MPTF). In this regard, the UN Action Secretariat also supports related activities such as monitoring and evaluating project, developing a risk matrix, monitoring risks etc.

The Secretariat leads the network's advocacy effort using a diverse range of communication mechanisms and tools. Advocacy efforts include both public advocacy with Member States to advance full implementation of Security Council resolutions 1820 (2008), 1888 (2009), 1960 (2010), 2103 (2013), 2331 (2016) and 2467 (2019). The Secretariat also negotiates and manages strategic support to priority countries, as well as manages knowledge generation and its dissemination.

Currently the UN Action's Secretariat is comprised of a Coordinator (P-5), Advocacy & Women's Rights Specialist (P-4), a Programme Assistant (G-5) and a Programme Analyst who serves part time on a consulting contract.

It is proposed to change the Programme Analyst (P-2) to a Grants Manager and M&E Specialist (P-3) as recommended in the outcome report of the MPTF review, which was endorsed by the UN Action Steering Committee. The Programme Analyst (P-2) has always been part of the Secretariat organization but was shared last year with UNFPA. The role of the Grants Manager and M&E Specialist will focus on projects submitted to UN Action and funded by the MPTF through reviewing project proposals, providing guidance and support in coordination with the UN Action Focal Points, preparing a risk-matrix, supporting the M&E of projects and of risks in line with the TORs and the MoU of the CRSV MPTF and preparing donor reports. Furthermore, the MPTF review recommended the creation of Research and Knowledge Management Officer at the P-3 level. Due to budget constraint, this is not included in the current proposal but will be submitted for consideration when funds become available in the UN Action Window.

The UN Action Secretariat reports to and is managed by the SRS on Sexual Violence in Conflict and provides strategic and technical support to the SRS in her role as Chair of UN Action. UN Action Secretariat staff members have employment contracts with OSRSVC and are administered as part of the Office of the SRS on Sexual Violence in Conflict.

This proposal covers the salaries of the UN Action Secretariat plus other most immediate expenses including travel. As this proposal only covers the most immediate funding needs, a follow-up proposal covering other requirements will be submitted after the UN Action Strategic Planning Retreat, which will take place 27 and 28 February 2020.

Staffing

Then below table provides the pro-forma rates for staffing each UN Action Secretariat staff member for one year. Each amount incorporates salary, entitlements and all other related costs incurred by the Organization in supporting each staff member. Taking into account the time needed for the recruitment of staff, the P-3 is calculated for 11 months, the P-4 for 9 months.

Functional Title	Level	Rate for 2020
Coordinator	P-5	\$263,300
Advocacy and Women's Rights Officer	P-4	\$169,000
Grants Management and M&E Officer	P-3	\$171,000
Team Assistant	G-5	\$107,800
Total		\$711,100
7% PSC		\$49,777
Total Costs incl. PSC		\$760,877

Operating Costs:

	Cost 2020
Office Space Rental	\$62,400
Office Supplies	\$1,900
Desktop phone	\$1,400
ICT support (SLA)	\$5,700
Total	\$71,400
(7% PSC)	\$4,998
Total Costs incl. PSC	\$76,398

Travel:

The below table presents the most urgent 2020 travel forecasted for the UN Action Secretariat. Additional travel might be decided after the a discussion on priorities for the network

Travel to	Number of Staff	Per Person Costs	Purpose of visit	Travel Costs
Somalia	1	\$10,000	Promote holistic implementation of Joint Communiqué	\$10,000

DRC	1	\$10,000	Promote holistic implementation of Joint Communiqué	\$10,000
Geneva	1	\$5,000	SRSB Meeting with Principals	\$5,000
London	1	\$5,000	PSVI	\$5,000
Total				\$30,000
7% PSC				\$2,100
Total Costs incl. PSC				\$32,100

Consultant Costs

Purpose	Consultant Fees ²	DSA	Travel to NY	Costs per Consultant
Facilitation of Strategic Planning Retreat	\$ 9,000	\$ 2,200	\$ 1,000	\$12,200
(7% PSC)				\$854
Total Costs incl. PSC				\$13,054

Contractual Services

Purpose	Costs
Website Hosting and Domains	\$9,000
(7% PSC)	\$630
Total Costs incl. PSC	\$9,630

Total Costs

	Costs
Total Costs in this proposal	\$833,700
(7% PSC)	\$58,359
Total Costs incl. PSC	\$892,059

Part C. Initial Review of Proposal (To be completed by the UN Action Secretariat)	
(a) Is the project explicitly linked to the UN Action Strategic Framework?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b) Is the project effective, coherent, and cost-efficient?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c) Does it avoid duplication and significant overlap with the activities of	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

² Fees are estimate and will be determined by OHRM based on the experience of the consultant. Travel and 5 days DSA are added in case no consultant can be found in New York

other UN system entities?	
(d) Does it build on existing capacities, strengths and experience?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e) Does it promote consultation, participation and partnerships and agree with the existing country coordination mechanism?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f) Is the Project Proposal Submission Form fully completed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(g) Is the Budget in compliance with the standard format?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(h) Is the indirect support cost within the approved rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Part D: Decision of the Resource Management Committee
(to be completed by the RMC Chairperson)

5. Decision of the Resource Management Committee

- Approved for a total budget of US\$892,059
- Approved with modification/condition
- Deferred/returned with comments for further consideration
- Rejected

Comments/Justification: The UN Action Secretariat is essential to the functioning of the UN Action network. During the meeting it was also clarified that only a small part of the responsibilities of the Secretariat concern management of the RMC, as the UN Action Secretariat also engages in programmatic work and supports the UN Action network and the SRSG as its Chair.

Chairperson of the Resource Management Committee

Emily Krasnor

Name (Printed)

.....
Signature

12 Jan 2020

.....
Date

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

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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)

Participating UN Organization(s): OSRSG-SVC on behalf of the UN Action Secretariat	Focal Point of Participating UN Organization receiving funds: Name: Bernadette Sene  Email: seneb@un.org												
Project Number: CRSV_UNA_1	Project Duration: 2 years Estimated Start Date: January 2020												
Project Title: Funding to support UN Action Secretariat	Project Location(s): New York												
Total Project Cost: US 892,059 MPTF: US 892,059 Other: US \$ N/A GRAND TOTAL: US \$ 892,059													
Total Amount Approved: US \$ 892,059													
<table border="1"> <thead> <tr> <th data-bbox="228 1182 535 1218"></th> <th data-bbox="535 1182 808 1218">Name/Title</th> <th data-bbox="808 1182 1008 1218">Date</th> <th data-bbox="1008 1182 1310 1218">Signature</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 1218 535 1438"> Focal Point of Participating UN Organization receiving funds: </td> <td data-bbox="535 1218 808 1438"></td> <td data-bbox="808 1218 1008 1438"></td> <td data-bbox="1008 1218 1310 1438"></td> </tr> <tr> <td data-bbox="228 1438 535 1543"> RMC Chairperson: </td> <td data-bbox="535 1438 808 1543"></td> <td data-bbox="808 1438 1008 1543"></td> <td data-bbox="1008 1438 1310 1543"></td> </tr> </tbody> </table>			Name/Title	Date	Signature	Focal Point of Participating UN Organization receiving funds:				RMC Chairperson:			
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Focal Point of Participating UN Organization receiving funds:													
RMC Chairperson:													

ANNEX A.8

MULTI-PARTNER TRUST FUND FOR
UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT
PROGRAMME³ BUDGET FORM

PROGRAMME BUDGET	
CATEGORY	AMOUNT US \$
1. Staff and other personnel costs	\$723,300
2. Supplies, Commodities, Materials	
3. Equipment, Vehicles and Furniture including Depreciation	
4. Contractual Services	\$9,000
5. Travel	\$30,000
6. Transfers and Grants Counterparts	
7. General Operating and Other Direct Costs	\$71,400
8. Training, Workshop	
Total Programme Costs	\$833,700
Indirect Support Costs (cannot exceed 7%)	\$58,359
TOTAL	\$892,059

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³ The term "programme" is used for projects, programmes and joint programmes.