

WB SALW CONTROL ROADMAP MPTF

UN Multi-Partner Trust Fund for the implementation of the Roadmap for a sustainable solution to the illegal possession, misuse and trafficking of Small Arms and Light Weapons and their ammunition in the Western Balkans

Project Document

REQUESTING AGENCY: UNDP ISTANBUL REGIONAL HUB

PROJECT TITLE: WESTERN BALKANS SALW CONTROL ROADMAP MPTF SECRETARIAT

Implementing period: 1 March 2019 – 30 June 2020

Requested budget: US\$59,385

Contact persons:

Bojana Balon, Head of Secretariat and UNDP SEESAC Project Manager, Bojana.balon@undp.org

Teodora Zafiu, UNDP SEESAC Monitoring and Reporting Consultant, Teodora.zafiu@undp.org

1. Background

The [Roadmap for a sustainable solution to the illegal possession, misuse and trafficking of Small Arms and Light Weapons and their ammunition in the Western Balkans by 2024](#) (the Roadmap) was developed by the SALW commissions of the Western Balkans in the framework of the Franco-German donor coordination initiative on illicit firearms trafficking in the Western Balkans and with the technical assistance of the South Eastern and Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons (SEESAC). The Roadmap was adopted on 10 July 2018 at the 5th Western Balkans Summit in London.

The Roadmap is a testimony of the consensus reached among all stakeholders in the region about the current challenges, the overall targets to be reached, and timeline of actions to be taken. It provides an overall platform for commonly agreed levels of performance, and outlines the commitment required at the strategic, policy and operational level amongst the beneficiaries, building on the political commitment to the UN Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects as well as legal obligation stemming from the Protocol against the Illicit Manufacturing of and Trafficking in Firearms, their Parts and Components and Ammunition.

The [Western Balkan SALW Control Roadmap MPTF](#) was established to ensure a coordinated approach in the implementation of the Roadmap. It enables a platform to strengthen coordination, planning and communication among the donors, implementing partners and national authorities, and develop synergies among different players involved in this programmatic area. It also reduces risks to governments and financial contributors through a comprehensive risk and results-based management system.

The Western Balkan SALW Control Roadmap MPTF supports concrete projects and activities in the area of SALW control that contribute to the achievement of the Roadmap 7 goals and are in line with the priorities of the targeted jurisdictions.

The Governance of the Trust Fund is comprised of a Steering Committee, a Secretariat and an Administrative Agent. The **Steering Committee** consists of Representatives of the Participating Organizations (UNDP and UNODC), France, Germany and the EU (as ex-officio members), and other top 3 donors to the Trust Fund. The Steering Committee provides general oversight and exercises overall accountability of the Trust Fund, approves the strategic direction of the Trust Fund and its overall results framework, decides on the allocation of funds, and oversees the implementation of the funded projects and overall progress towards the planned results.

The **Secretariat** of the Fund is ensured by UNDP SEESAC and is responsible for the programmatic coordination and monitoring of the Fund, providing technical and management support to the Steering Committee. The Secretariat is not part of the Steering Committee and has no voting rights.

The Trust Fund is administered by the MPTF Office in its capacity as **Administrative Agent** under the pass-through management modality. The MPTF Office is responsible with setting up and administrating the Trust Fund, including receipt, administration and release of funds to Participating Organizations in accordance with decisions from the Steering Committee, and financial report consolidation.

The **Participating Organizations** are UNDP and UNODC, who have signed the Memorandum of Understanding with the MPTF Office. Each Participating UN Organization assumes full programmatic and financial accountability for the funds disbursed to it by the Administrative Agent.

2. Project Objective

The project will enable the Trust Fund's Secretariat to support the Steering Committee ensure a coordinated approach to the implementation of the Western Balkans SALW Control Roadmap MPTF and will enable a proper monitoring of the projects to be funded through this mechanism.

3. Description of Activities

As per the Trust Fund's Terms of Reference, the Secretariat is responsible to:

- i. Advise the Steering Committee on strategic priorities, programmatic and financial allocations;
- ii. Provide logistical and operational support to the Steering Committee;
- iii. Organize calls for proposals and appraisal processes;
- iv. Ensure the monitoring of the operational risks and Fund performance;
- v. Consolidate annual and final narrative reports provided by the Participating UN Organizations and share with the Steering Committee for review as well as with Administrative Agent for preparation of consolidated narrative and financial reports;
- vi. Facilitate collaboration and communication between Participating UN Organizations to ensure programmes are implemented effectively.
- vii. Liaise with the Administrative Agent on fund administration issues, including issues related to project/fund extensions and project/fund closure.

Also, the Secretariat liaises with current and potential contributors to the Trust Fund, to ensure an optimal volume and increased predictability of resources, as well as expand the donor base to secure sustainable capitalization for the implementation of the WB SALW Control Roadmap MPTF. The Secretariat also develops offline and online communication materials to publicize the results achieved within the Trust Fund.

4. Budget

Type of cost	Details	Budget (USD)
Staff costs	Head of Secretariat (the SEESAC Project Manager)	5,000
	Monitoring and reporting consultant / quality assurance	5,000
	Partnerships consultant	10,000
	Finance Officer	8,000
Travel costs	Travel costs for monitoring missions and coordination meetings	12,000
Comms costs	MPTF communication and visibility	5,500
Logistics events	Events organization costs (coordination meetings, conferences, etc.)	10,000
GMS	7%	3,885
TOTAL		59,385

Agreed by:

Requesting Agency	
Name: Agi Veres UNDP Deputy Regional Director Regional Bureau for Europe and the CIS	Signature:
Date:	