

Annex 1



UN Action Against Sexual Violence in Conflict Multi-Donor Trust Fund

ANNUAL PROGRAMME NARRATIVE PROGRESS REPORT

REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2009

<p>Submitted by: Lead Agency: United Nations High Commissioner for Refugees (UNHCR). Contact information: Name: Joanina Karugaba Address: 94 Rue du Montbrillant, 1211 Geneva Telephone: +41227397474 Email: Karugaba@UNHCR.org</p>	<p>Country and Thematic Area Addressing Sexual violence in Conflict</p>
<p>Programme No: <i>MDTF Office Atlas No:</i> Programme Title: The Development of Standard Operating Procedures to address Gender Based Violence in Humanitarian Settings.</p>	<p>Participating Organization(s): UNFPA & UNHCR</p>
<p>Implementing Partners: International Rescue Committee (IRC)</p>	<p>Programme Budget (from the Fund): UN Action Against Sexual Violence in Conflict: \$58,514</p>
<p>Programme Duration (in months): Start date¹: October 2009 Actual workshop dates: October 12 – 16 2009 End date: November 2009</p>	

¹ The start date is the date of the first transfer of funds from the MDTF Office as Administrative Agent.

NARRATIVE REPORT FORMAT

I. Purpose

The humanitarian community continues to forge ahead in understanding how to best prevent SGBV from occurring in humanitarian contexts, as well as how to quickly and safely respond to the urgent care and longer-term support services for survivors of violence. In this respect, UNHCR and UNFPA partnered to address two shared challenges in addressing SGBV: coordination of prevention and response activities and ethical and safe data collection and analysis to use in improve programming. A proposal was submitted to UN Action for a workshop on Standard Operating Procedures (SOPs) which was approved for USD \$58,514. In addition, the IASC Sub working Group on Gender through UNFPA contributed USD \$ 15,000.

Initially, the goal of this project was to improve coordination of multi-sectoral GBV response in up to 7 countries through implementation of the *Guidelines on Establishing Gender-Based Violence Standard Operating Procedures*. However, in the planning process, it was felt that it would be more strategic to use this opportunity to address the challenge of safe data. Hence a Gender-Based Violence Information Management System (GBVIMS) component was pegged onto the workshop. Both UNHCR and UNFPA made additional financial and in-kind contributions to enable the two components to be addressed in one workshop. This project trained 26 humanitarian actors from both UN agencies, government and NGOs in 5 countries to facilitate the roll-out of the SOPs and the introduction of the GBVIMS at country-level.

The SOP component of the workshop was based on the 2008 Interagency Gender based Violence SOPs developed under the auspices of the IASC Sub-Working Group on Gender and Humanitarian. The guide aims at enhancing coordination efforts to address GBV among the humanitarian actors in a specific location. The GBVIMS drew directly from an on-going (IRC, UNFPA and UNHCR) multi-faceted initiative aimed at enabling humanitarian actors who are responding to GBV to safely collect, store and analyze reported GBV incident data.

This project contributes to actions outlined under the pillar of “Support to UN System-Wide Action at Country Level” by supporting coordination mechanisms and joint UN programming. The SOPs were specifically outlined as an output in 2008 strategic framework and the UN Action approved funding for this proposal. However, the implementing agency was not in a position to undertake the training and it was differed to 2009.

II. Resources

Financial Resources:

MDTF UN Action Against Sexual Violence in Conflict:	US \$58,514
UNHCR:	US \$13,788.83
IASC Sub Working Group on Gender (disbursed by UNFPA):	US\$ 15,000

Human Resources:

- UNFPA provided 2 international staff members to support the organization and facilitation of the project. In addition, an in-kind consultant (Beth Vann was available to support the development of the SOP workshop materials).
- UNHCR provided 3 International staff (2 technical, 1 support) and 3 GS staff (admin) to support the workshop.
- IRC provided 2 staff to support the facilitation of the workshop.

Only the time cost of 1 IRC staff member were charged to this project, hence the reference to IRC as an implementing partner on the cover page of this document. However, there was no sub-agreement signed between IRC and any of the UN agencies involved in the project. The rest were considered as contributions in kind to the project.

III. Results

A summary of workshop outcomes in relation to planned outcomes and outputs include the following;

- By the end of the workshop most participants were in a position to return to their field sites and facilitate the development / revision of SOPs with their GBV team members and colleagues locally and nationally using the SOP Guide. In particular South Sudan team (ARC, IRC and UNHCR) were able to strategize and influence the development of their SOP which was already underway. However, the CAR team was not in a position to initiate the SOP process as only UNHCR participants were present and they lacked the technical capacity to take the process forward.
- The participants were in position to return to their field sites to share key information about the GBVIMS and possibly propose the implementation of the GBVIMS during inter-agency working group meetings. South Sudan in particular has shared a request for support for the deployment of the GBVIMS. There has been a level of discussion on the same for Chad but with not communication to the global team on consensus.
- The materials on the GBVIMS i.e. a practical, inter-active workbook on the critical steps agencies and inter-agency GBV coordination bodies must take in order to implement the System; an Excel database (the “Incident Recorder”) for data compilation and trends analysis; a recommended standard intake form and a standard incident classification system, were all shared with participants except for the incident recorder. In 2010 a more streamlined approach to rolling out the GBVIMS is being developed.
- SOP development has been included on the work plan of the GBV Area of Responsibility (AOR) 2010.
- Draft training modules on the SOP including power point presentations were developed and used during the workshop. These were shared with the participants to use in their country specific work. However, in the course of the workshop several sessions had to be modified and some sessions evidently required more content. The finalization of these training materials is still pending.
- SOP guide was translated into French and has been distributed electronically.
- The development of SOPs is already part of the “Coordination of Multi-sectoral Response to Gender-Based Violence in Humanitarian Settings” held

at Ghent University by UNFPA. The materials developed and used during this workshop will feed into future Ghent trainings.

IV. Future Work Plan

- A proposed revision of the SOP guide and the workshop materials.
- Finalization of the IASC SOP Guidance will and copies sent electronically to all UN Action focal points and to the members of the Sub Working Group on Gender.
- The inclusion of the development of SOP's in the terms of reference for the IASC GBV Coordinators as a key element of coordination. The GBV window is expected to open in 2010.
- Implementation of the SOP agenda item as per GBV AOR work plan.
- Follow up and implementation of SOPs based on UNFPA proposal to ECHO in which the development and strengthening of SOPS is a component to be undertaken in 9 countries. UNICEF and UNHCR are parties to the proposal.

V. Abbreviations and Acronyms

ECHO	European Commission and Humanitarian Aid
IASC	Inter Agency Standing Committee
IRC	International Rescue Committee
GBVIMS	Gender-Based Violence Information Management System
GBV AOR	Gender Based Violence Area of Responsibility
MDTF	Multi- Donor Trust Fund
SOPs	Standard Operating Procedures
SGBV	Sexual and Gender Based Violence
UNFPA	United Nations Population Fund
UNHCR	United Nations High Commissioner for Refugees

Participants List
GBV SOP and IMS Training Workshop
12-17 October 2009
Geneva, Switzerland

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Financial Reporting

Line #	Line description	UN Action MDTF Funds (USD)	Expenses (USD)	UNHCR Contribution
1	Supplies, commodities, equipment and transport	2,000	1,200	
2	Personnel (staff, consultants, travel and training)	34,926	30,500	7,000
3	Training of counterparts			
4	Contracts Accommodation, conference facilities and coffee breaks	17,760	22,717	6,788.83
5	Other Direct costs	NA		
6	Indirect Costs	3,828	4,097	
7	Total Received Funds (this project)	58,514	58,514	13,788.83
8	Agency Earned Interest Income	Total interest to be refunded for the reporting year	N/A	
9	Refunds (end project)	Total to be refunded at Programme closure NOT including interest refunds	None	

Please note that UNFPA was responsible for disbursing US \$ 15,000 and will provide a separate report for that amount to the IASC Sub working Group on Gender.