



STOP RAPE NOW

UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT

MULTI-DONOR TRUST FUND FOR UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT PROJECT PROPOSAL SUBMISSION FORM

Part A. Meeting Information (To be completed by the UN Action Secretariat)			
RMC Meeting No: RMC-003	Project¹ No: UNA-004		
Date of Meeting: 2 November 2009	RMC members in attendance at meeting: Maha El-Muna (UNFPA), Anne-Kristen Trieber (UNIFEM), Claudia Garcia Moreno (WHO) and Cecilia Moller, Chairperson (OHCHR). Joanina Karugaba (UNHCR) submitted comments in writing in advance of the meeting.		
Part B. Project Summary (To be completed by the Participating UN Organization)			
Date of Submission: 22 October 2009	Participating UN Organization(s): UNIFEM on behalf of the UN Action Secretariat		
Focal Point of the Participating UN Organization(s): Name: Anne Marie Goetz Address: UNIFEM HQ Telephone: (212) 906 6454 Email: anne-marie.goetz@unifem.org	Project Title: Funding to support the UN Action Secretariat		
	Project Location(s): New York and Geneva		
UN Action pillar of activity: <input checked="" type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Knowledge building <input checked="" type="checkbox"/> Support to UN system at country level	Projected Project Duration: One year		
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)	Total Project Budget: US \$770,547 Amount of MDTF funds requested: US \$770,547 Percentage of indirect support costs from MDTF contribution: 7% (\$50,410)		
Projected Annual Disbursements:	2009 \$	2010 \$770,547	2011 \$
Projected Annual Commitments:	2009 \$	2010 \$	2011 \$

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



NARRATIVE SUMMARY

Overview

UNIFEM seeks funding from the UN Action Multi-Donor Trust Fund on behalf of the UN Action Secretariat to financially support the Secretariat for a period of one year to commence on 1 January 2010.

UN Action’s Secretariat is comprised of a Coordinator (P-5), Advocacy & Women’s Rights Officer (P-3) and a Programme Assistant (ALD-1). The Secretariat provides administrative and technical support to the UN Action network of Focal Points and Steering Committee members in implementing its programmatic and operational objectives outlined in the UN Action Strategic Framework. UN Action Secretariat staff members are administered under UNIFEM staff contracts and are subject to the UNDP/UNIFEM rules and regulations. UNIFEM HQ (New York) hosts the Advocacy & Women’s Rights Officer and the Programme Assistant while OHCHR HQ (Geneva) hosts the Coordinator. This proposal covers the salaries of the UN Action Secretariat plus expenses.

Staffing

The below table provides the pro-forma rates for staffing each UN Action Secretariat staff member. Each amount incorporates salary, entitlements and all other related “costs to company” incurred by the Organization in supporting each staff member.

In addition, UNIFEM HQ charges \$1,100 per month for each office space occupied in New York. For a one year period, this totals \$26,400 for two staff members (P-3 and ALD-1). OHCHR provides office space, without charge, for the Coordinator as part of its contribution to the UN Action network.

A small miscellaneous budget of \$5,000 is requested to cover the costs of office supplies, equipment and tele-communication for staff in both New York and Geneva.

Functional Title	Level	Pro-forma rate per annum
Coordinator	P-5	US \$257,474
Advocacy & Women’s Rights Officer	P-3	US \$174,565
Programme Assistant	ALD-1	US \$136,607
TOTAL pro-forma rates:		US \$568,737
GRAND TOTAL (includes misc and rental costs):		US \$600,137

Travel

The below table presents the 2010 travel forecast for the UN Action Secretariat:



STOP RAPE NOW

UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT

Location	Staff member	Purpose	Estimated cost
Stockholm, Sweden	Coordinator	Meeting with donors	\$5,000 (2-day mission)
Oslo, Norway	Coordinator	Meeting with donors	\$5,000 (2-day mission)
London, England	Coordinator	Meeting with donors	\$5,000 (2-day mission)
Field-based missions	Coordinator or Advocacy & Women's Rights Officer	Missions to UN Action priority countries (three visits per annum)	\$30,000 (\$10,000 per trip for 5-day missions)
New York, US	Coordinator	Meeting with SRSG, Focal Points, Steering Committee, UNA Secretariat staff (six visits per annum)	\$30,000 (\$5000 per trip for 5-day missions)
Geneva, Switzerland	Advocacy & Women's Rights Officer	Meeting with Geneva-based Focal Points (two visits per annum)	\$10,000 (\$5,000 per trip for 5-day missions)
Total:			US \$85,000

Contracts

Since its inception, the UN Action website has been maintained by a Brazilian-based IT firm named LuccaCo. It is anticipated that LuccaCo's contract will be renewed for a one-year period when its current contract expires in March 2010. Based upon the 2009-10 contract, it is expected that the 2010-11 contract will cost approximately **\$35,000**.

As UN Action is comprised of 12 UN system entities, its website and advocacy products are jointly owned. Therefore, it is envisioned that funding for the website will continue to be provided through the UN Action MDTF. UNIFEM serves as one of the lead entities in developing the UN Action advocacy strategy and, therefore, is well-positioned to carry out the terms of such contract.

Explanation of funds requested by UN Action MDTF

The total programme budget amounts to US \$720,137 which includes staffing, travel and contract costs.



STOP RAPE NOW

UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT

An additional 7%, or \$50,410, is required to cover the indirect support costs to UNIFEM. Therefore, the grand total requested by UNIFEM to the MDTF is \$770,547.

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 other UN system entities?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(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 <input checked="" type="checkbox"/> Approved for a total budget of US\$770,547 <input type="checkbox"/> Approved with modification/condition <input type="checkbox"/> Deferred/returned with comments for further consideration <input type="checkbox"/> Rejected	
Comments/Justification: 	
Chairperson of the Resource Management Committee Name (Printed) Signature	
..... Date	

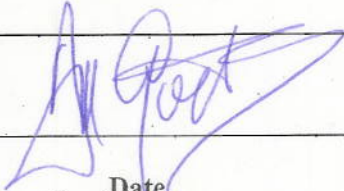
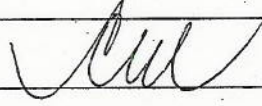


STOP RAPE NOW
UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT

ANNEX A. 3

MULTI-DONOR 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: UNIFEM on behalf of the UN Action Secretariat	Focal Point of Participating UN Organization: Name: Anne Marie Goetz Address: UNIFEM HQ Telephone: (212) 906 6454 Email: anne-marie.goetz@unifem.org									
Project Number: (to be allocated by the UNDP MDTF Office)	Project Duration: One year Estimated Start Date: 1 January 2010									
Project Title: Funding to support the UN Action Secretariat	Project Location(s): New York and Geneva									
Total Project Cost, including support costs: US \$770,547 MDTF: US \$770,547 Other: US \$ _____ GRAND TOTAL: US \$770,547										
Total Amount Approved: US \$770,547 <div style="float: right; text-align: right;">  Nov 20 2009 </div>										
Participating UN Organisation: _____ RMC Chairperson:  _____	<table border="0"> <tr> <td align="center">Signature</td> <td align="center">Date</td> <td align="center">Name/Title</td> </tr> <tr> <td></td> <td></td> <td align="center">Anne Marie Goetz Chief Advisor, GPS/UNIFEM</td> </tr> <tr> <td></td> <td align="center">17/11/09</td> <td align="center">CECILIA MÖLLER, HUMAN RIGHTS OFFICER, OHCHR</td> </tr> </table>	Signature	Date	Name/Title			Anne Marie Goetz Chief Advisor, GPS/UNIFEM		17/11/09	CECILIA MÖLLER, HUMAN RIGHTS OFFICER, OHCHR
Signature	Date	Name/Title								
		Anne Marie Goetz Chief Advisor, GPS/UNIFEM								
	17/11/09	CECILIA MÖLLER, HUMAN RIGHTS OFFICER, OHCHR								



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UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT

ANNEX A.8

MULTI-DONOR TRUST FUND FOR UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT PROGRAMME² BUDGET FORM

PROGRAMME BUDGET*	
CATEGORY	AMOUNT
1. Supplies, commodities, equipment and transport	\$5,000
2. Personnel (staff, consultants and travel)	\$680,137
3. Training of counterparts	
4. Contracts	\$35,000
5. Other direct costs	
Total Programme Costs	\$720,137
Indirect Support Costs**	\$50,410
TOTAL	\$770,547

* Based on the UNDG Harmonized Financial Reporting to Donors for Joint Programmes approved in 2006. Definition of the categories can be found in the instruction which is available on www.undg.org.

** Indirect support cost should be in line with the rate or range specified in the Fund TOR (or Programme Document) and MOU and SAA for the particular MDTF.

² The term "programme" is used for projects, programmes and joint programmes.