

RECONCILIATION

RESILIENCE



STABILISATION

FUND SECRETARIAT DIRECT COSTS
PROJECT DOCUMENT

UNITED NATIONS MULTI PARTNER TRUST FUND SOUTH SUDAN

Project Title:

The South Sudan Reconciliation, Stabilization, and Resilience Trust Fund (South Sudan RSRTF) Secretariat Direct Costs.

Recipient UN Organization(s):

UNDP South Sudan

Project Contacts:

UNDP: Kamil Kamaluddeen Representative
Fund Secretariat: Charlotte Ashley, Fund Manager a.i
MPTF Office: Philippe Grandet, Fund Portfolio Manager

Project Location: South Sudan
Total Project Cost for 2019: USD 517,923

Proposed Project Start Date: 1 January 2019
Proposed Project End Date: 30 June 2022

Project Description:

The Secretariat supports the Steering Committee of the South Sudan Reconciliation, Stabilization, and Resilience Trust Fund. The Secretariat is embedded within the Office of the DSRSG/RC/HC at UNMISS. The Secretariat works in close collaboration with the MPTF Office (MPTFO) as the Administrative Agent of the Fund. The following narrative describes the functions of the Secretariat and its tentative budget for the first year of operation (2019).

Steering Committee Approval Date: 2 May 2019

**Representative of the United Nations
(Acting Chair of the Steering Committee)**

Name of the UN representative: Funmi Balogun

Signature

Title: Country Representative - UN Women

Date & Seal

08/05/19

Recipient UN Organization(s):

UNDP South Sudan

Name of Representative: Kamil Kamaluddeen

Signature

Title: Representative, UNDP

Date & Seal

08/05/2019



List activities to be implemented:

- Execute and coordinate all management functions of the RSRTF, including the implementation of decisions made by the Steering Committee.
- Plan and prepare meetings of the Steering Committee and hold records of decisions through minutes of the meetings.
- Facilitate systematic cooperation with the South Sudan Humanitarian Fund;
- Review and analyze programme/project proposals together with the Area Reference Groups;
- Facilitate collaboration and communication between Participating Organizations to ensure programmes are implemented effectively;
- Periodically review the ToR of the Fund and recommend changes or revisions to the SC;
- With the support of the Administrative Agent, elaborate an Operations Manual, in accordance with signed legal agreements, and ensure compliance with it.
- Submit Fund Transfer Requests, signed by the Chair of the Steering Committee, to the Administrative Agent.
- Ensure monitoring and control of operational risks (update the risk monitoring matrix regularly).
- Support monitoring and evaluation of programme implementation.
- Consolidate the narrative of annual and final reports submitted by recipient organizations and present reports to the Steering Committee for review and to the Administrative Agent for consolidation of narrative and financial reports.
- Develop the resource mobilization strategy, if required.
- Manage and support communication, public information and visibility.
- Liaise with the Administrative Agent on Fund administration issues, including issues related to programme/Fund extension and programme/Fund closure.

PROGRAMME BUDGET

RSRTF Fund Secretariat Project Budget	
CATEGORIES	AMOUNT
1. Staff and other personnel costs	372,871
2. Supplies, Commodities, Materials	-
3. Equipment, Vehicles and Furniture including Depreciation	23,958
4. Contractual Services	35,091
5. Travel	30,740
6. Transfers and Grants Counterparts	-
7. General Operating and Other Direct Costs	21,380
8. Indirect support costs (max 7%)	33,883
TOTAL	\$517,923

*Indirect support cost should be in line with the rate of 7%, as specified in the [name of the fund] TOR and MOU and SAA, Section II- Financial Matters.

South Sudan Multi-Partner Trust Fund for Reconciliation, Stabilization, Resilience (South Sudan RSRTF)
Fund Secretariat | United Nations Mission in South Sudan (UNMISS)

E-Mail: rsrtf@un.org

Website: <http://mptf.undp.org/factsheet/fund/SSR00>