



**Toolkit on the Trust Fund in Support of
Victims of Sexual Exploitation and Abuse
by United Nations and Related Personnel**

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ACRONYMS

CDT	Conduct and Discipline Team
CDU	Conduct and Discipline Unit
CO	Certifying Officer
DMSPC	Department of Management Strategy, Policy and Compliance
IP	Implementing Partner
IO	Implementing Office
PKO	Peacekeeping Operations
PM	Programme Manager
RC	Review Committee
TOR	Terms of Reference
USG	Under-Secretary-General
UN AFPs	UN agencies, funds and programmes
VRA	Victims' Rights Advocate

Introduction

Following his report on Special measures for protection from sexual exploitation and sexual abuse (A/69/779), the Secretary-General established the Trust Fund in Support of Victims of Sexual Exploitation and Abuse in March 2016.

The Trust Fund supports the United Nations (UN), governmental and non-governmental organizations that provide victim assistance and support services in accordance with the United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse (SEA) by United Nations Staff and Related Personnel¹ (the Comprehensive Strategy) annexed to General Assembly Resolution 62/214 and experiences in the field.

The Trust Fund provides funding for:

- Specialized services, which provide assistance and support required by victims and children born as a result of sexual exploitation and abuse, including medical care, legal services, and psycho-social support;
- Address service gaps in the provision of assistance and support;
- Community outreach; and
- Additional support and communications for complainants, victims and children born as a result of sexual exploitation and abuse.

The Trust Fund Toolkit aims to provide comprehensive guidance and information on the administrative and financial processes involved in the management of the Trust Fund, including application for the Trust Fund funding.

The toolkit has been developed by Conduct and Discipline Service (CDS) in the Department of Management Strategy, Policy and Compliance (DMSPC), which is the Secretariat of the Trust Fund and ensures that projects and activities supported by the Fund comply with the principles and aims of the Trust Fund.

¹ United Nations staff members, consultants, individual contractors, United Nations Volunteers, experts on mission and contingent members.

I. Establishment of the Trust Fund

1. The Trust Fund in Support of Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel is established by the Secretary-General to fund United Nations (UN), governmental and non-governmental organizations that provide victims assistance and support services in accordance with the United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel (the Strategy) annexed to the UN General Assembly Resolution 62/214 and experiences in the field.
2. The Trust Fund and its projects shall be implemented in accordance with its approved Terms of Reference. If these guidelines conflict with the Terms of Reference, the Terms of Reference shall govern.

I. Principle of funding

3. The Trust Fund is not intended as a reparations programme and does not disburse funds directly to individual victims and/or children born as a result of sexual exploitation and abuse (SEA) by United Nations staff and related personnel.
4. Beneficiaries will receive assistance and support services by and through UN agencies, funds and programmes and other implementing partners in receipt of funds from the Trust Fund.
5. Funding provided by the Trust Fund is directed to projects aimed at addressing gaps in services to assist and support victims, and sustainable economic empowerment with a focus on income generation activities rather than day-to-day administrative operations of organizations providing support to victims of sexual exploitation and abuse. The Trust Fund is not intended to support all victim assistance but rather to address gaps in services and provide seed funds for projects which should be continued and sustained by existing programmes and mechanisms.

II. Beneficiaries

6. The intended beneficiaries of assistance and support funded by the Trust Fund are victims and/or children born as a result of sexual exploitation and abuse **by UN staff members and related personnel**.
7. Trust Fund projects also support those in the most vulnerable situations in communities and those at risk of sexual exploitation and abuse by UN personnel.

III. Who can apply for Trust Fund funding?

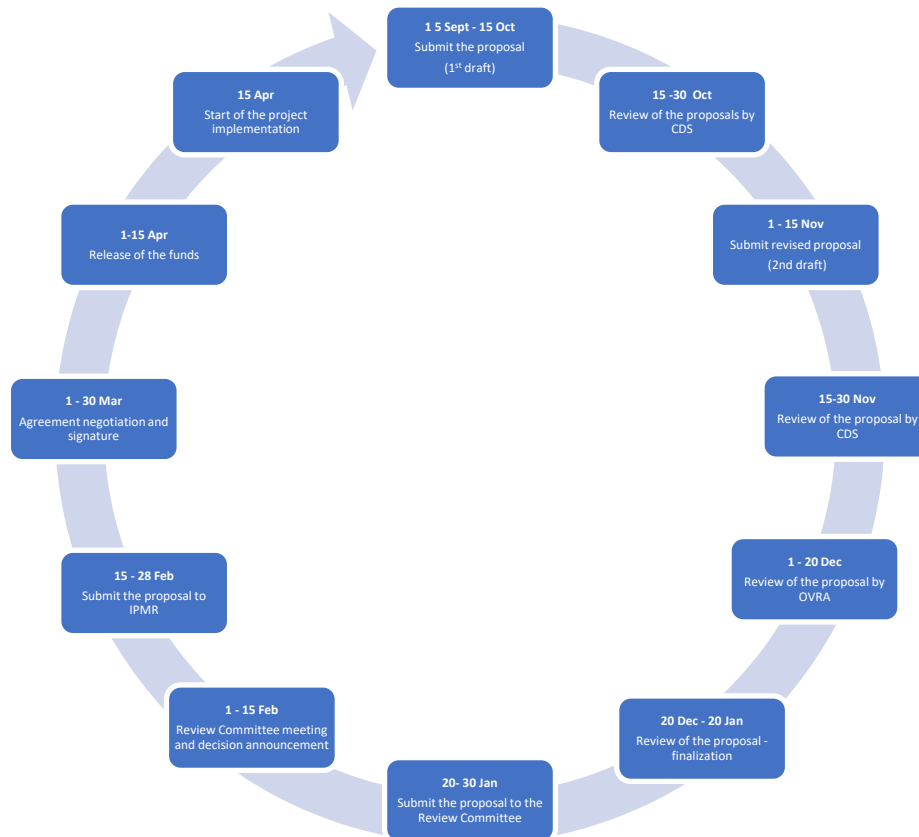
8. Applications can be submitted by United Nations agencies, funds and programmes, non-governmental organizations, governmental organizations and public institutions (thereafter called *Implementing Partners* or *IP²*) that provide assistance and support services to these beneficiaries. United Nations agencies, funds and programmes and governmental/public institutions and non-governmental organizations can therefore be considered as *Applicants*.
9. By applying and receiving funding from Trust Fund, the applicant agrees to abide by approved TORs, UN Rules and Regulations and the existing regulatory framework on voluntary contributions to trust funds.

² Entities or organizations that operate at country levels in accordance with the established host country and United Nations procedures, to facilitate and provide support and the services to complainants, victims and children born as a result of sexual exploitation and abuse outlined in the Comprehensive Strategy.

IV. When to apply?

10. The Trust Fund distinguishes between the following types of applications:
 - a. Annual submissions based on set timelines (recommended)
 - b. Ad hoc submissions

11. Applicants are strongly encouraged to submit project proposals as part of the annual submission. Project proposals submitted as part of the **annual submission** are accepted between **15 Sept – 15 Oct** each year. Any application submitted after the deadline is inadmissible.



Project proposal's review timeline.

12. Project proposals are also acceptable on an ad hoc basis, with an understanding that potential approval of project proposals is subject to the availability of the Review Committee members.

V. How to apply?

Annual submission

13. The project proposals should be submitted in line with the attached template (in Word format) to the Implementing Office (IO)³ by emailing to **trustfundsea@un.org**

³ DMSPC is the Implementing Office of the Trust Fund. The Conduct and Discipline Service acts on behalf of DMSPC.

14. The project proposals, prepared by non-UN implementing partners, can be submitted directly to the Implementing Office (emailing to trustfundsea@un.org) or via Senior Victims' Rights Officers/Victims' Rights Advocates, CDTs, United Nations agencies, funds and programmes.
15. All project proposals, including those submitted directly to the Implementing Office or by SVROs/VRAs, CDTs, United Nations agencies, funds and programmes, will be accepted between 15 Sept – 15 Oct each year.
16. If SVROs/FVRAs, CDTs or United Nations agencies, funds and programmes submit the proposal on behalf of the implementing partner, the responsibility of meeting the deadline (15 Oct each year) lies with the SVROs/FVRAs, CDTs, United Nations agencies, funds and programmes.
17. Applicant organizations should provide detailed and comprehensive information on:
 - what services are currently being available to the victims of SEA in the country/what are the gaps
 - who will implement the project activities
 - what activities will be implemented
 - what is the start and end the of the project
 - what is the cost of the project
 - how many individuals will benefit from the project
 - how will the project beneficiaries be identified
 - how the project progress will be monitored.
18. The proposal should be focused on the SEA rather than GBV victims.
19. Applicant should describe in the project proposal its or an implementing partner's prior experience in assistance to victims of sexual exploitation and abuse.
20. If a project is implemented by an implementing partner, but the proposal is submitted by United Nations agencies, funds and programme, the proposal should include information on why a specific IP will be responsible for the implementation of the project.
21. Submitted project proposal shall include an initial work plan (in Word format), as per the Trust Fund Project Work Plan Template (reference TF/PWP-B). The applicant shall keep the IO informed of any changes or updates to the work plan.
22. The Trust Fund funds cover project implementation for a given 6-24 months.
23. For proposals submitted by United Nations agencies, funds and programmes, identification of an IP and signature of an agreement with an IP (if not in place), shall be included in the timeline/project work plan submitted as part of the project proposal.
24. All proposals for the Trust Fund shall be submitted along with a budget (in Excel) specifying operational activities and programme support costs. The budget should be submitted in USD.
25. The programme support costs specified in the submitted budget cannot exceed the rate of seven (7) per cent of the total expenditures.
26. The Trust Fund funds shall not be used to cover operational costs of the office or contract with an implementing partner. Funds are dedicated for victims' assistance for the duration of the implemented Trust Fund project.
27. Salaries of staff providing direct assistance to victims are not considered administrative costs and can be requested under other types of expenses. However, they should be kept to a minimum. Salaries for staff who is providing support to a project on an ad hoc basis e.g. procurement officer, logistics officer can be covered by Project Support Costs/Indirect Costs rather than be included under line dedicated to Staff costs.
28. The proposals shall be concise (max. 7-8 pages) and shall be written in English.

Ad hoc submission

29. All the proposals submitted as part of the ad hoc submission follow the process indicated in the *Annual submission* section, with the exception of point 14. There is no deadline for the ad hoc submissions.
30. The timeline indicated in point 11, will not be applicable to ad hoc submissions. Due to the ad hoc nature of the submissions, the Implementing Office cannot advise on the timeframe for review and approval of the proposal.

v. Approval Process

Eligibility Screening

31. In accordance with the Terms of Reference and the Comprehensive Strategy, Trust Fund funds will be considered to be provided to United Nations agencies, funds and programmes or eligible implementing partners for projects focused at:
 - a. providing specialized services required by victims and children born as a result of SEA, including medical care, legal services, and psycho-social support;
 - b. providing immediate material care as necessary, such as food, clothing, emergency safe shelter, education, and essential medicines and services;
 - c. community outreach (to raise awareness of SEA, including means to access assistance and report on allegations);
 - d. addressing gaps in the provision of assistance and support to complainants, victims and children born as a result of sexual exploitation and abuse.
32. If the proposal is submitted directly to the Implementing Office, the IO will review the proposal and assess its eligibility against the assistance and support criteria and in consultation with OVRA.
33. If the proposal is submitted to designated focal points (e.g. SVROs/FVRAs, CDTs, UN agencies, funds and programmes), those focal points will conduct an initial review of proposals to determine eligibility. The eligible proposal (together with the list declared ineligible) will be transmitted to the Implementing Office for review and action by 15 Oct.
34. Implementing Office will coordinate with the Victims' Rights Advocate on eligible proposals and prepare recommendations for the Review Committee.
35. The Review Committee will make final approval of eligible proposals.

Approval Criteria

36. In assessing proposals, the Implementing Office and Review Committee will ensure compliance with:
 - a. Approved TORs, UN Rules and Regulations and the existing regulatory framework on voluntary contributions to trust funds;
 - b. The assistance and support in line with the eligibility criteria (see points 30 and 31);
 - a. Relevance to the needs of the location;
 - b. Cost-effectiveness and fiscal responsibility in the provision of the services;
 - c. The Implementing Partner's ability to implement, monitor and report on performance to the Implementing Office.

Agreement negotiations

37. Following the review of project proposals by the Review Committee, applicants will be informed of the approved proposals.
38. The Implementing Office will create an application in the Integrated Planning, Management and Reporting Solution (IPMR) and initiate the agreement negotiations phase for all project proposals approved by the Review Committee.
39. Generated by the IPMR site agreement will be shared with the applicant for review and signature.

Disbursement of funds

40. Prior to disbursement of funds, the applicant is required to submit performance indicators against which the project will be evaluated upon its completion.
41. A Memorandum of Understanding (MoU) or agreement between the United Nations and the applicant sets out the terms and conditions under which the applicant shall receive funds from the Trust Fund. Disbursement of funds will be made in line with UN Financial Regulations and Rules.
42. Trust Funds are disbursed in tranches unless specified differently in the agreement. Each tranche shall be requested following submission of an interim narrative and financial reports, confirming utilization of at least 85% of already received funding.
43. The release of the tranche can be postponed or cancelled following an unsatisfactory performance by the applicant.

VI. Project Implementation

Project Implementation Work Plan

44. IP is required to maintain an up-to-date list of beneficiaries of the project.
45. The IO must be immediately informed of any change in the project's structure and/or services being rendered to victims.

Budget

46. An applicant requiring minor budget adjustments has the discretion to redeploy funds within existing budget lines for up to 10% of the awarded grant without prior approval from the Implementing Office. For any changes exceeding 10% to budget items or the creation of new budget lines, an applicant must seek prior authorization from the Implementing Office before incurring the unforeseen expenditure.
47. Revision of the budget must be submitted, even if the amount received /awarded matches the exact amount requested in the project application. Funds can be utilised as per the revised budget only upon approval from the Implementing Office.
48. Projects requiring extension shall request an extension at least two months prior to the original end date of the agreement.
49. All the unspent funding shall be returned to the Trust Fund.

Implementing Partners - Project Reporting Requirements

50. Applicant is required to submit quarterly substantive and financial reports to the Implementation Office using relevant project reporting formats, including the Trust Fund Project Progress Report (reference TF/PPR-C).

51. Applicant is required to document the photographic progress of the project and submit them as part of the quarterly reports.
52. Applicant is solely responsible for ensuring that the reports are submitted within the deadline.
53. If the funding is received by United Nations agencies, funds and programmes, but project is implemented by an IP, it is United Nations agencies, funds and programmes' responsibility to ensure accurate reporting and timely submission of the report to the Implementing Office.
54. Applicant is also required to submit final narrative and financial reports using relevant reporting formats, including the Trust Fund Final Narrative Report (reference TF/FNR-E).
55. The final narrative and financial reports shall be submitted in line with the Memorandum of Understanding or, if not specified in the MOU, no later than three months upon project completion.
56. By submitting reports to the Implementing Office, the applicant certifies that all the information provided therein is true, complete and accurate.
57. The deadline for reports shall be set in the MOU. Applicant shall inform IO of any potential delay in submission of the reports. Applicants submitting project reports after the given deadline, without prior notification to the IO, will not be considered for a renewal of a grant or a new grant.
58. Financial reporting to the Trust Fund Implementing Office shall be against the latest approved budget and be submitted in USD.
59. Should a report be considered unsatisfactory, the applicant will have to submit another report or provide additional information by the new deadline provided by the Trust Fund's Implementing Office.

Monitoring

60. Applicant shall designate a contact person and ensure their contact details are maintained and communicated to the Implementing Office.
61. The Conduct and Discipline Service within the Department of Management, Strategy and Compliance must be informed of any change in the project's structure and/or services being rendered to victims.
62. Grantees shall allow access to premises and full access to financial records, as required, to UN delegations and authorized representatives undertaking on-site visits to monitor the implementation of projects financed by the Trust Fund.
63. Grantees are required to maintain separate records of expenses documenting the utilization of grants, including financial records, receipts, invoices, supplier quotes and purchase orders, and records on the management and administration of services funded whole or in part by the Trust Fund.
64. Due to legal restrictions, the above-mentioned information must be available at the grantees' premises for a period of five years after receipt of the grant for inspection by the UN staff undertaking a visit on behalf of the UN Trust Fund Implementing Office.
65. Upon completion, the IO shall evaluate the project implementation by completing a Project Assessment Report (reference TF/PAR-D).

LIST OF ANNEXES AND TEMPLATES

A/RES/62/214	United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel
Annex I	Trust Fund Terms of Reference
TF/PP-A	Project Proposal Template
TF/PB-B	Project Budget Template
TF/PWP-C	Project Work Plan Template
TF/PPR-D	Project Progress Report Template
TF/PAR-E	Project Assessment Report Template
TF/FNR-F	Final Narrative Report Template

A/RES/62/214

United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel

United Nations

A/RES/62/214



General Assembly

Distr.: General
7 March 2008

Sixty-second session
Agenda item 116

Resolution adopted by the General Assembly

[without reference to a Main Committee (A/62/595)]

62/214. United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel

The General Assembly,

Reaffirming the purposes and principles of the Charter of the United Nations and international law, which are indispensable for a more peaceful, prosperous and just world, and for the promotion and protection of human rights and fundamental freedoms for all,

Deeply concerned by and strongly condemning all acts of sexual exploitation and abuse committed by United Nations staff and related personnel,

Reiterating its support to the Secretary-General's zero-tolerance policy on sexual exploitation and abuse, and recalling all relevant United Nations standards of conduct and regulations, including the Secretary-General's bulletin on the special measures for protection from sexual exploitation and sexual abuse,⁴

Also reiterating its support for the implementation of a comprehensive approach throughout the United Nations system to assistance to victims of sexual exploitation and abuse by United Nations staff and related personnel, which should be provided in an appropriate and reliable manner,

⁴ ST/SGB/2003/13

Recalling the letter dated 24 March 2005 from the Secretary-General to the President of the General Assembly, which contains the report of the special adviser entitled “A comprehensive strategy to eliminate future sexual exploitation and abuse in United Nations peacekeeping operations”,⁵

Recalling also that, in the 2005 World Summit Outcome,⁶ the Secretary-General was requested to submit proposals to the General Assembly leading to a comprehensive approach to victims’ assistance,

Recalling further its resolutions 59/281 of 29 March 2005, 59/300 of 22 June 2005, 60/263 of 6 June 2006 and 61/291 of 24 July 2007,

Taking note with appreciation of the letter dated 25 May 2006 from the Secretary-General to the President of the General Assembly,⁷ which contains a draft United Nations policy statement and a draft United Nations comprehensive strategy on assistance and support to victims of sexual exploitation and abuse by United Nations staff and related personnel,

Mindful of the importance of assisting victims of sexual exploitation and abuse committed by United Nations staff and related personnel,

1. *Adopts* the United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel (“the Strategy”), annexed to the present resolution;

2. *Calls upon* relevant organizations of the United Nations system, and invites specialized agencies, to engage in an active and coordinated manner in the implementation of the Strategy, with the support of civil society, as appropriate, working closely with Member States;

3. *Decides* to examine, in two years, progress made in the implementation of the Strategy under the agenda item entitled “Follow-up to the outcome of the Millennium Summit”;

4. *Requests* the Secretary-General to implement the Strategy and to submit a detailed report in this regard to the General Assembly at its sixty-fourth session, including lessons learned, best practices and recommendations.

79th plenary meeting
21 December 2007

Annex

United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel

Purpose

1. The purpose of the Strategy is to ensure that victims of sexual exploitation and abuse by United Nations staff and related personnel receive appropriate assistance and support in a timely manner. It is

⁵ A/59/710

⁶ See resolution 60/1, para. 165

⁷ A/60/877

imperative that the Organization respond quickly and effectively when sexual exploitation and abuse occur.

2. The Strategy also enables the United Nations system to facilitate, coordinate and provide, as appropriate, assistance and support to victims of sexual exploitation and abuse by United Nations staff and related personnel.
3. The Strategy shall in no way diminish or replace the individual responsibility for acts of sexual exploitation and abuse, which rests with the perpetrators. The Strategy is not intended as means for compensation.

Scope of application

4. The Strategy should be implemented to assist, and support complainants, victims and children born as a result of sexual exploitation and abuse by United Nations staff and related personnel in a manner appropriate to the relevant circumstances of each location with due respect to host country legislation.

Definitions

5. The following definitions are provided here to clarify the terms used in the Strategy:

(a) Sexual abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;

(b) Sexual exploitation: The actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;

(c) Complainants: Persons who allege, in accordance with established procedures, that they have been, or are alleged to have been, sexually exploited or abused by United Nations staff or related personnel, but whose claim has not yet been established through a United Nations administrative process or Member States' processes, as appropriate;

(d) Victims: Persons whose claims that they have been sexually exploited or abused by United Nations staff or related personnel have been established through a United Nations administrative process or Member States' processes, as appropriate;

(e) Children born as a result of sexual exploitation and abuse: Children who are found by a competent national authority to have been born as a result of acts of sexual exploitation and abuse by United Nations staff or related personnel;

(f) United Nations staff and related personnel: United Nations staff members, consultants, individual contractors, United Nations Volunteers, experts on mission and contingent members;

(g) Implementing partners: Entities or organizations that operate at country level, in accordance with established host country and United Nations procedures, to facilitate and provide the services outlined in the Strategy. Victim Support Facilitators are those selected implementing partners requested by the United Nations to facilitate the delivery of assistance and support to complainants, victims and children born as a result of sexual exploitation and abuse.

Assistance and support

6. Complainants should receive basic assistance and support in accordance with their individual needs directly arising from the alleged sexual exploitation and abuse. This assistance and support will comprise medical care, legal services, support to deal with the psychological and social effects of the experience and immediate material care, such as food, clothing, emergency and safe shelter, as necessary.
7. Further to basic assistance, victims should receive additional assistance and support in accordance with their individual needs directly arising from sexual exploitation and abuse. This assistance and support will comprise medical care, legal services, support to deal with the psychological and social effects of the experience and immediate material care, as necessary.
8. Children born as a result of sexual exploitation and abuse should receive, in accordance with their individual needs, assistance and support addressing the medical, legal, psychological and social consequences directly arising from sexual exploitation and abuse, in the best interests of the child. The United Nations should also work with Member States to facilitate, within their competence, the pursuit of claims related to paternity and child support.

Provision of assistance and support

9. All assistance and support should be provided in a manner that does not increase the trauma suffered by the complainants, victims and children born as a result of sexual exploitation and abuse, cause further stigmatization or exclude or discriminate against other victims of sexual exploitation and abuse.
10. Assistance and support should be provided through existing services, programmes and their networks. However, where necessary, the United Nations should consider supporting the development of new services, while not developing duplicative structures.
11. A United Nations focal point will be identified to coordinate and monitor the implementation of the Strategy to ensure that the process of referring complainants, victims and children born as a result of sexual exploitation and abuse is simple, safe and respects the need for confidentiality, dignity and non-discrimination.
12. The United Nations should identify implementing partners to provide the services outlined in the present Strategy, and to act as Victim Support Facilitators, as necessary.
13. The duration of the provision of assistance and support should be set in accordance with individual needs directly arising from sexual exploitation and abuse.
14. The provision of any assistance and support by the United Nations in every case of complainants, victims and children born as a result of sexual exploitation and abuse is not an acknowledgement of the validity of the claims or an indication of acceptance of responsibility by the alleged perpetrator.

ANNEX I

TERMS OF REFERENCE

Trust Fund in Support of Victims of Sexual Exploitation and Abuse

I. Establishment

1. The Trust Fund is established by the Secretary-General to provide specialized services in Support of Victims of Sexual Exploitation and Abuse by United Nations and Related Personnel.

II. Purpose

2. The Trust Fund shall be used, in accordance with the United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse contained in General Assembly resolution 62/214, to provide support including but not limited to:
 - a) for the specialized services who provide assistance and support required by complainants, victims and children born as a result of sexual exploitation and abuse (medical, psychosocial, legal etc.);
 - b) to engage in community outreach;
 - c) addressing service gaps in the provision of assistance and support to complainants, victims and children born as a result of sexual exploitation and abuse,
 - d) additional support and communications for complainants, victims and children born as a result of sexual exploitation and abuse.

III. Authority

3. The Trust Fund shall be administered in conformity with the United Nations Financial Regulations and Rules outlined in the Secretary-General's Bulletin ST/SGB/2013/4, the general policies prescribed in the Secretary-General's Bulletin ST/SGB/188; and the procedures defined by administrative instructions ST/AI/284. Management of the Fund also requires observance of the United Nations Staff Regulations and Rules. Exceptions to such rules, policies and procedures are not permissible, unless specifically authorized by the Secretary-General or on his behalf by either the Assistant Secretary-General, Controller or by the Assistant Secretary-General for Human Resources Management, as appropriate.

IV. Contributions

4. Pledges to the Fund can be made from Governments, inter-governmental and non-governmental organizations, private institutions or individuals. Contributions may only be accepted by the Assistant Secretary-General, Controller or the person officially delegated by the Controller to receive contributions for this Fund.

5. Contributions in cash to the Fund may be accepted in United States dollars or other fully convertible currencies.
6. Contributions in non-convertible currencies and in kind may be accepted only if the Controller determines that the respective currency or in-kind contribution can be fully utilized for activities related to the purposes of the Trust Fund and these contributions will be given an estimated value by the Controller at the time the pledges are accepted.
7. The making of a pledge and its acceptance are to be recorded in an exchange of letters between the UN and the contributing party, or, if deemed appropriate, in a more formal agreement.
8. Any interest income derived from the contributions to the Trust Fund shall be credited to the Trust Fund in accordance with the applicable United Nations Financial Regulations, Rules, policies and procedures.
9. The Controller has designated the following bank account in which the resources of the Trust Fund shall be kept:

Account Name: United Nations General Trust Fund
Account Number: 485-0019-69
Bank: J. P. Morgan Chase, International Agencies Bank Group
ABA Number: 021-000-021
S WIFT: CHASUS33
Reference: Relevant Grant number
10. Contributions made to the Trust Fund may be un-earmarked or earmarked and disbursed for a specific initiative in accordance with the intention of the respective donor, including for general administrative, logistical and management support activities, for which falls within the pin-pose of the Fund of the implementation of the activities described in paragraph 2 above. If they cannot be used as intended, consultations will be held with the donor on an appropriate use.

V. Administration of the Trust Fund

11. The Controller designates the Implementing Office of the Trust Fund to be the Department of Management Strategy, Policy and Compliance, The Implementing Office will be responsible for coordinating all aspects of the work programme to be financed from the Trust Fund.
12. For the purpose of ensuring proper financial controls, the Programme Manager will be the Conduct and Discipline Unit in the Department of Management Strategy, Policy and Compliance and the Certifying Officer shall be the Executive Officer, Department of Management Strategy, Policy and Compliance.
13. The Programme Manager shall be responsible for ensuring that the Trust Fund is utilized for the purpose as described in paragraph 2.

14. The Certifying Officer shall ensure that expenditures are incurred in accordance with the existing financial and staff regulations, rules and procedures for the purpose(s) intended and within the limits allotted, and to draw to the attention of the Controller any proposed commitment or expenditure which, in his or her view, is inconsistent therewith.

VI. Preparation of Cost and Action Plan

15. A cost plan, including provision for programme support costs is a prerequisite for the commencement of operational activities financed by the Trust Fund. The cost plan shall be prepared by the Certifying Officer and submitted to the Programme Manager. The cost plan shall include a detailed budget and a plan of action, clearly outlining the purpose and distribution of funds.

VII. Programme Support Costs

16. All cost plans for the Trust Fund, including those for operational activities, must include provision for programme support costs at the rate of thirteen (13) percent of the total annual expenditures. The Trust Fund shall also be charged with an amount equivalent to one (1) per cent of the remuneration or net salary of persons whose engagement is financed by the Trust Fund, to provide a reserve for coverage of any claim for service-incurred death, injury or illness, under applicable United Nations Regulations and Rules. The reserve shall not be refunded to donors.

VIII. Spending Authority

17. In accordance with financial rule 105.3, no funds should be utilized without prior authorization of the Controller or his/her designated official. Spending authority will be exercised by certifying officers, designated by the Controller in accordance with paragraph 14 above.

IX. Assets and Liabilities of the Trust Fund

18. If not otherwise determined in the applicable project agreement, ownership of equipment, supplies and other property financed from this Trust Fun will be vested in the United Nations. On the termination or expiration of this Trust Fund, the matter of ownership will be determined in accordance with the Financial Regulations and Rules of the United Nations.

X. Reporting and Evaluation

19. The implementing offices will provide appropriate financial statements showing income and expenditures as of 31 December each year with respect to funds contributed. All financial accounts and statements shall be expressed in United States dollars.
20. Substantive progress reports on implementation will be prepared annually by the implementing office and sent to the Controller.
21. Modalities will be established in the MOU with the implementing partners regarding the type of reports, both substantive and financial, that are to be provided, as well as the frequency of such reporting.

XI. Audit

22. The Fund is subject to audit by the Office of Internal Oversight Services, under Financial Regulation 5.15, and by the United Nations Board of Auditors, under Article VII of the Financial Regulations and the annex thereof. No other additional or special audit arrangements shall be made with donors.

XII. Revision

23. The Secretary-General may revise the above terms, if circumstances so require.

XIII. Closure of the Trust Fund

24. The implementing offices shall notify the Controller that, in the opinion of the Programme Managers, the purposes for which the Fund was established have been realized. The Fund shall be terminated when all of the projects/programmes have been satisfactorily completed and agreed upon by all parties concerned.
 25. Any balances of the Trust Fund remaining at the time the Fund is closed shall be disposed of in consultation with the respective donors, and in a manner consistent with the purpose of the Fund, and with the Financial Regulations and Rules of the United Nations. In the absence of separate instructions from a donor, the Assistant-Secretary-General, Controller may authorize the transfer of any remaining balances to a trust fund with a similar purpose.
-

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE PROJECT PROPOSAL

PROJECT TITLE:

SUMMARY:

- a. One paragraph summarizing the project proposal, specifying the services or support being sought and the reason why they are needed (SEA challenges). Describe project's objectives. Indicate the consultation undertaken to develop the project.

BACKGROUND

Please include below information:

- a. General background (including information on existing services, any links to other UN system projects/programmes which would support the project's sustainability)
- b. Duration of project
- c. Project location
- d. Targeted beneficiaries and their selection criteria (indicate number of direct and indirect beneficiaries)
- e. Identified Implementing partner(s)

ACTIVITIES

- a. Provide information on envisaged activities (please be specific).
- b. Describe implementing partners (legal status, previous experience in implementing similar projects and working with the target community, references, achievements).
- c. Indicate important risks to be considered and provide measures to mitigate their impact in the implementation of the project.
- d. Provide project plan (see Form TF/WP-B)

EXPECTED OUTCOMES

List main expected outcomes in bullet points

IMPACT

- a. Describe aimed project's impact (short, medium and long-term) on (please be specific):
 - Victims (including number of beneficiaries benefiting from the project)
 - Community
 - Others (Implementing Partner/UN/NGOs/other actors)

GENDER PERSPECTIVES

Indicate how the project intends to address the different needs of women, men, boys and girls.

COST/BUDGET

- a. Provide an estimated cost per activity (in US\$)
- b. Provide project total estimated cost (in US\$)

MONITORING, EVALUATION AND REPORTING

- a. Provide details of individual(s) responsible for project monitoring, evaluation and reporting.
- b. Describe any relevant procedures or internal controls in place to ensure regular monitoring and reporting.
- c. Confirm acceptance of substantive and financial reporting obligations.

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE

PROJECT BUDGET

Name of the organization					
Name of the project					
Date					
PLEASE USE FORMULA					
Activity Description	Unit	Quantity	Frequency	Unit Price	Total cost
Activity 1:					
1.1					
1.2					
1.3					
1.4					
1.5					
Subtotal					0
Activity 2:					
2.1					
2.1					
2.1					
2.1					
2.1					
Subtotal					0
Activity 3:					
3.1					
3.2					
3.3					
3.4					
3.5					
Subtotal:					0
Equipment (please breakdown below)					
Operational Expenses (please breakdown below)					
Staff costs, incl. consultants (please breakdown below)*					
Travel (please breakdown below)					
Subtotal					0
Project Support Cost (7%)/Indirect costs					
Grand total					0
* Staff must be involved in the implementation of the project. Salaries for staff who is providing support to a project on an ad hoc basis e.g. procurement officer, logistics officer can be covered by Project Support Costs/Indirect Costs rather than be included under line dedicated to Staff costs.					

The excel format of the budget template is available on Trust Fund website.

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE

PROJECT WORK PLAN

PROJECT REFERENCE NO.	
PROJECT NAME	
START DATE	
END DATE	

Activity No.	Activity	Responsible	Start Date	End Date	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20
1	X															
1.1	XA															
1.2	XB															
1.3	XC															
1.4	XD															
2	Y															
2.1	YA															
2.2	YB															
2.3	YC															
2.4	YD															
2.5	YE															

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE

PROJECT PROGRESS REPORT

PROJECT REFERENCE NO.	<i>(to be provided by the Implementing Office)</i>
PROJECT TITLE:	
PROJECT IMPLEMENTATION DATE (START/END DATE)	
PROJECT LOCATION:	
UN AFP / IMPLEMENTING PARTNER:	
REPORTING PERIOD:	
SUBMITTED ON:	
REPORTING ENTITY:	
REPORTING OFFICER:	
CONTACT DETAILS OF REPORTING ENTITY:	
AMOUNT RECEIVED FROM THE BEGINNING OF THE PROJECT (IN USD)	
AMOUNT RECEIVED DURING LAST QUARTER (IN USD)	
AMOUNT PENDING DISBURSEMENT (IN USD)	

Summary of Progress during the Reporting Period (no more than 500 words)

a. PROJECT IMPACT (Describe project impact if any, of the project's activities on beneficiaries, the community or other actors? Include, where appropriate, information or feedback provided by beneficiaries or other relevant stakeholders.)			
#	Expected Impact (as per project proposal)	Impact on	Explanation of status
1			
2			

#	Project Activities Scheduled During the Reporting Period	Status	Explanation of status
1		Choose an item.	
2		Choose an item.	

#	Issue Description and its effect on project	Status (Open/Closed)	Actions Taken
1		Choose an item.	
2		Choose an item.	
3		Choose an item.	

#	Risk Description and its potential effect on project	Likelihood (Expected/Highly Likely/Likely/Not Likely)	Mitigation Measures
1		Choose an item.	
2		Choose an item.	
3		Choose an item.	

#	List of Activities Planned for the Next Quarter/Reporting Period	Planned Delivery
1		
2		

#	Financial Status	Status
1	Are activities progressing according to allocated budget?	Yes/No, please explain
2	Are there any factors that might demand additional funds for project implementation	

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE PROJECT ASSESSMENT REPORT

PROJECT REFERENCE NO.	<i>(to be provided by the Implementing Office)</i>
PROJECT TITLE:	
PROJECT STARTING DATE:	
PROJECT LOCATION:	
UN AFP / IMPLEMENTING PARTNER	
PROJECT COMPLETION DATE:	
PROJECT TOTAL COST:	
To be completed by Implementing Office	
AMOUNT DISBURSED FROM INDIVIDUAL TF CONTRIBUTOR (please specify)	
AMOUNT DISBURSED FROM TF POOL FUNDS	
PROGRAMME SUPPORT COSTS (13%)	
1. General Information	
a. Was the project successfully completed?	
b. Was the project completed within required timeframe?	
c. Is the implementing partner recommended for future projects?	
d. Was the project monitoring process efficient?	
e. Were financial and substantive progress reports provided within required timelines?	
2. Assessment	
a. Describe project activities and achievements and, in particular how they contributed to the objectives and expected outcomes of the Project	
b. Did the implementing partner carry out its work efficiently? Please provide a comparison of planned versus actual activities, including an explanation of variances	

c. Please describe feedback received from beneficiaries of the project
d. Were the project funds utilized as per allocated budget? If not, please explain
e. Describe identified risks and measures adopted to reduce impact in project implementation
f. Describe how gender perspectives were incorporated into the implementation of the project, i.e. meeting needs of women, men, boys and girls
g. Describe what worked well during the project implementation, including best practices. Also describe any challenges encountered, including lessons learned
h. Describe the impact of the project on beneficiaries, the community and other relevant stakeholders.
i. Conclusions and recommendations
3. Certification
Responsible Officer:
Full name
Signature
Functional title
Contact address:
E-mail address and telephone No.

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE FINAL NARRATIVE PROGRESS REPORT

PROJECT REFERENCE NO.	<i>(to be provided by the Implementing Office)</i>
PROJECT TITLE:	
PROJECT IMPLEMENTATION DATE (START/END DATE)	
PROJECT LOCATION:	
UN AFP / IMPLEMENTING PARTNER:	
ORIGINAL PROJECT DATES:	
AMENDED DATES:	
AGREEMENT VALUE:	
SUBMITTED ON:	
REPORTING ENTITY:	
REPORTING OFFICER:	
CONTACT DETAILS OF REPORTING ENTITY:	

1. Project Summary
2. Project Objectives
3. Project Achievements
4. Impact (per indicator)
 - a. Describe impact of the project on beneficiaries, the community and other relevant stakeholders.
 - b. Describe how gender perspectives were incorporated into the implementation of the project, i.e. meeting needs of women, men, boys and girls)
5. Financial status (where the project funds utilized as per allocated budget?)
6. Challenges
7. Risks
8. Lesson Learned (Describe what worked well during the project implementation, including best practices)
9. Conclusions/Recommendations

