



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

TABLE OF CONTENTS

ACRONYMS	3
Introduction	4
I. Principles of funding	5
II. Beneficiaries	5
III. Who can apply for Trust Fund funding?	5
IV. When to apply?	5
V. How to apply?	6
V. Approval Process	7
Agreement negotiations	7
Disbursement of funds	8
VI. Project Implementation Project Implementation Work Plan	8
Implementing Partners - Project Reporting Requirements	8
Monitoring	9



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
SVROS	Senior Victims' Rights Officers
USG	Under-Secretary-General
UN AFPs	UN agencies, funds and programmes
VRA	Victims' Rights Advocate
VRFPs	Victims' Rights Focal Points

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;
- 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. The Trust Fund and its projects are implemented in accordance with its approved Terms of Reference. If these guidelines conflict with the Terms of Reference, the Terms of Reference shall govern.

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

I. Principles of funding

1. 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.
2. 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.
3. 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

4. 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**.
5. In order to avoid stigmatization, those in the most vulnerable situations in communities and those at risk of sexual exploitation and abuse by UN personnel can be included in activities related to income generation and activities aiming to raise awareness on prevention of SEA and existing reporting mechanisms. The number of those at risk of SEA should be kept to minimum and their inclusion should be justified in proposals.

III. Who can apply for Trust Fund funding?

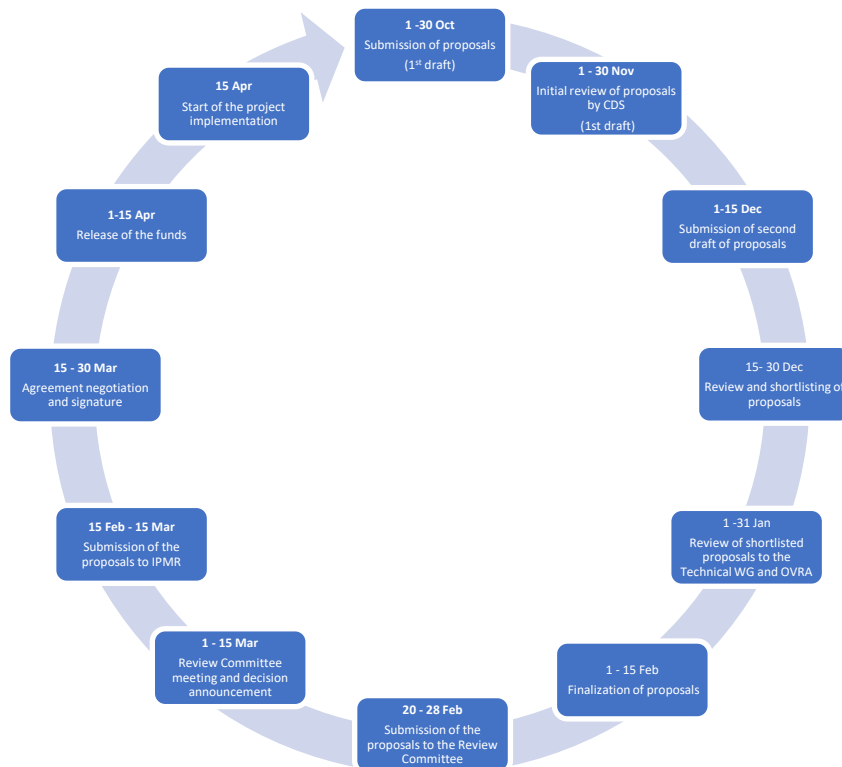
6. Applications can be submitted by United Nations agencies, funds and programmes, non-governmental organizations, governmental organizations and public institutions (thereafter called *Implementing Partners* or *IP²*) that provide assistance and support services to these beneficiaries. United Nations agencies, funds and programmes and governmental/public institutions and non-governmental organizations can therefore be considered as *Applicants*.
7. 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.

IV. When to apply?

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

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.

9. 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 **1–30 Oct** each year. Any application submitted after the deadline is inadmissible.



Project proposal's review timeline.

10. 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

11. The project proposals should be submitted in line with the project proposal template (in Word format- available on Trust Fund website) via email to **trustfundsea@un.org**
12. 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 Focal Points (SVROs/VRFPs), CDTs, PSEA Networks, United Nations agencies, funds and programmes.
13. All proposals should be submitted only between **1-30 Oct each year**.
14. The project should be focused on the SEA not GBV victims. Applicants should describe their prior experience in assistance to victims of sexual exploitation and abuse in the project proposal.
15. Submitted project proposal shall include an initial work plan (in Word format) and project budget (in Excel format), as per the Trust Fund templates available on the Trust Fund website. The applicant shall keep the IO informed of any changes or updates to the work plan and a budget.

16. The Trust Fund covers project implementation for up to 12 months (on an exceptional basis up to 24 months).
17. The budget should specify operational activities and programme support costs/indirect costs and be submitted in USD.
18. The programme support costs specified cannot exceed the rate of seven (7) per cent of the total expenditures.
19. 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.
20. Salaries of staff should be kept to a minimum. Salaries for staff who are providing support to a project on an ad hoc basis e.g. procurement officer, logistics officer can be covered by Programme Support Costs/Indirect Costs rather than be included under line dedicated to Staff costs.
21. The proposals must be concise (max. 7-8 pages) and should be written in English.

Ad hoc submission

22. 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 13. There is no deadline for the ad hoc submissions.
23. The timeline indicated in point 9, 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

24. The proposals are selected based on their direct linkage to the purpose of the Trust Fund, including:
 - relevance to the assistance and support service needs of the location;
 - cost-effectiveness and fiscal responsibility in relation to providing the services; and,
 - the ability of the implementing partner to monitor and report on performance to the Trust Fund Implementing Office.
25. 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.
26. If the proposal is submitted to designated focal points (e.g. SVROs/VRFPs, 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 30 Oct.
27. The Implementing Office will coordinate with the Technical Working Group and Office of the Victims' Rights Advocate on eligible proposals and prepare recommendations for the Review Committee.
28. The Review Committee will make final approval of eligible proposals.

Agreement negotiations

29. Following the review of project proposals by the Review Committee, applicants will be informed of the approved proposals.

30. 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.
31. Generated by the IPMR site agreement will be shared with the applicant for review and signature.

Disbursement of funds

32. Prior to disbursement of funds, the applicant is required to submit *performance indicators/logframe* against which the project will be evaluated upon its completion.
33. 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.
34. 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.
35. The release of the tranche can be postponed or cancelled following an unsatisfactory performance by the applicant.

VI. Project Implementation

Project Implementation Work Plan

36. IP is required to maintain an up-to-date list of beneficiaries of the project. That list shall be shared by the Implementing Partner with the Implementing Office.
37. The IO must be immediately informed of any change in the project's structure and/or services being rendered to victims.
38. 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.
39. 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.
40. Projects requiring extension shall request an extension at least two months prior to the original end date of the agreement.
41. All the unspent funding shall be returned to the Trust Fund.

Implementing Partners - Project Reporting Requirements

42. Applicant is required to submit quarterly substantive and financial reports to the Implementation Office using relevant project reporting formats available on the Trust Fund website.
43. The financial expenditure shall be reported against the budget submitted as part of the approved proposal. The expenditure shall be reported in USD.
44. Applicant is required to document the photographic progress of the project and submit them as part of the quarterly reports.
45. Applicant is solely responsible for ensuring that the reports are submitted within the deadline.

46. Applicant is also required to submit final narrative and certified financial reports using relevant reporting formats, including the Trust Fund Final Narrative Report (available on the Trust Fund website).
47. 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.
48. 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.
49. 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

50. 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.
51. 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.
52. Grantees are required to maintain separate records of expenses documenting the utilization of grants, including financial records, records of support received by the project beneficiaries (e.g. what kind of support was provided, when etc.) 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.
53. 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.
54. Upon completion, the IO shall evaluate the project implementation.