



**Toolkit on the Trust Fund
in Support of
Victims of Sexual Exploitation and Abuse**

January 2021

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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

Pursuant to 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 United Nations (UN) 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.

The Trust Fund provides funding to:

- 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.

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) 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.
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.

II. Purpose of the Trust Fund

3. The Trust Fund provides funding to eligible implementing partners (IP)² that provide assistance and support services to these beneficiaries.
4. 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.
5. The Trust Fund is not intended as a reparations programme and does not disburse funds directly to individual complainants, victims, and/or children born as a result of sexual exploitation and abuse (SEA) by United Nations staff and related personnel.

III. Beneficiaries

6. The intended beneficiaries of assistance and support funded by the Trust Fund are complainants, victims, and/or children born as a result of sexual exploitation and abuse by UN staff members and related personnel who 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.

IV. Trust Fund Governance

As designated by the Secretary-General and approved by the Controller, the following have roles and responsibilities as part of the governance structure of the Trust Fund.

Secretariat: The Secretariat of the Trust Fund is the Department of Management Strategy, Policy and Compliance (DMSPC).

Implementing Office (IO): DMSPC is the Implementing Office of the Trust Fund. The Conduct and Discipline Service acts on behalf of DMSPC is responsible for the following:

- a. Coordinating all aspects of the work programme to be financed from the Trust Fund;

² Entities or organizations that operate at country levels in accordance with 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.

- b. The Implementing Office is coordinating the receipt of projects proposals for review and approval by the Review Committee;
- c. Coordinating disbursements and management of financial aspects as per the Trust Fund TOR
- d. Ensuring that the Trust Fund is utilized in line with its intended purpose and implemented in accordance with approved TOR.

Programme Manager (PM): The Conduct and Discipline Service in the Administrative Law Division, OHR of DMSPC, is the Programme Manager of the Trust Fund. The Programme Manager is responsible for:

- Coordinating donor outreach;
- Manager annual call for proposals;
- Coordinating reporting requirements;
- Ensuring the Trust Fund is utilized for its intended purpose.

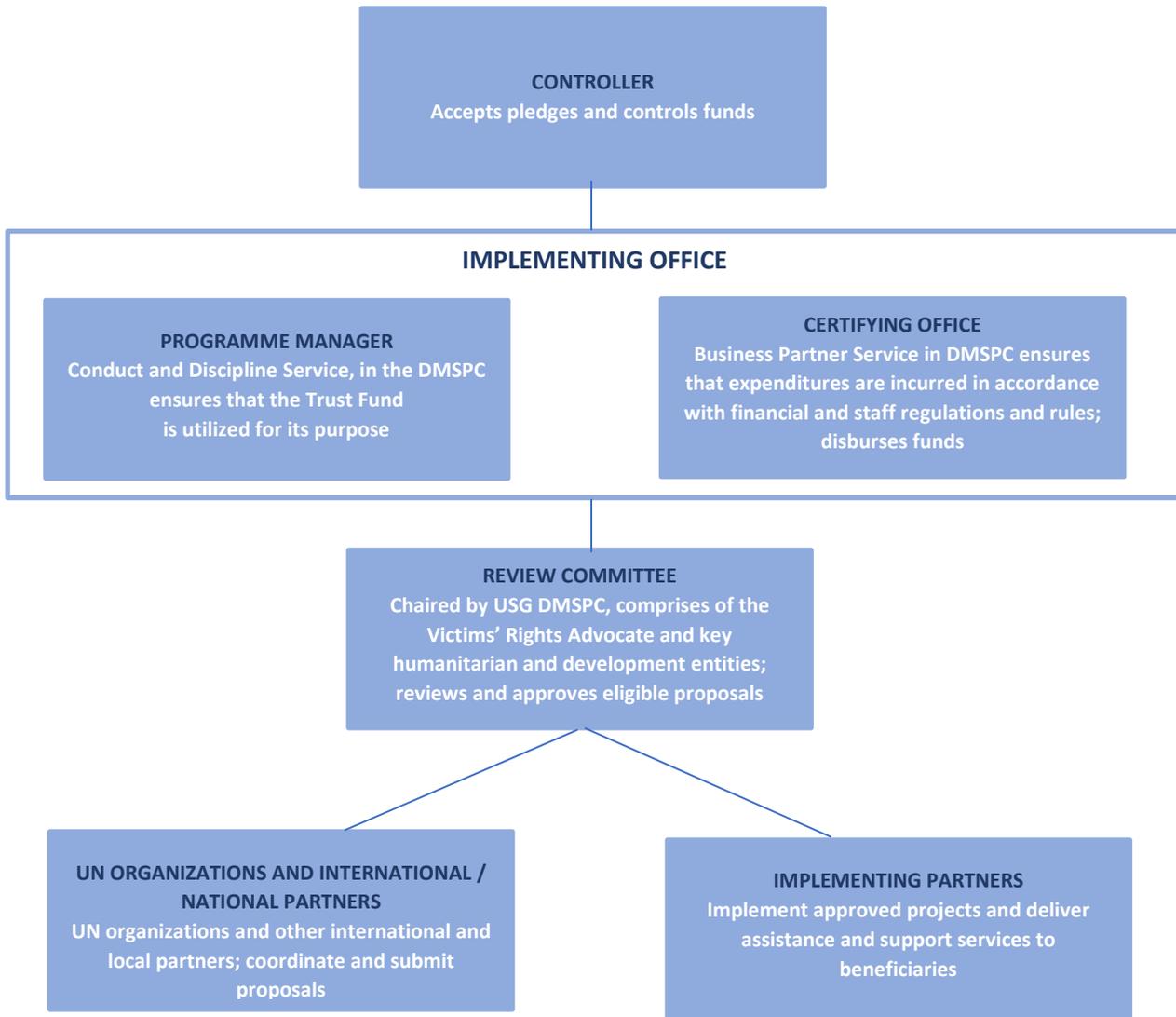
Certifying Officer (CO): The "Certifying Officer" is the Executive Office/Business Partner Service of DMSPC. The Certifying Officer ensures that expenditures are incurred in accordance with the existing financial and staff regulations, rules and procedures, for the purpose(s) intended, and within the limits allotted. The Certifying Officer draws to the attention of the Controller any proposed commitment or expenditure which, in his or her view, is inconsistent therewith.

Review Committee: The Review Committee approves proposals submitted by eligible implementing partners (UN entities and NGOs) that meet the criteria established by the Implementing Office.

Victim's Right Advocate (VRA): CDS consults closely with the Victims' Rights Advocate on the identification of projects and partners, and on the review process of project proposals.

The Conduct and Discipline Team (CDT), the Victims' Rights Advocate (VRA), Field Victims' Rights Advocates (FVRAs), UN agencies, funds and programmes, support implementation of the Trust Fund in the field. The designated focal points are responsible for:

- Acting as the liaison between the field duty locations and the Trust Fund Secretariat at headquarters;
- Identifying assistance and support service needs;
- Coordinating the call for proposals by invitation under the overall guidance of the Implementing Office;
- UN agencies, funds and programmes are responsible for monitoring project progress.



Graph 1. Governance structure

V. Assistance and Support Criteria

7. In accordance with the Terms of Reference and the Comprehensive Strategy, Trust Fund funds will be considered to be provided to eligible implementing partners (IPs) that provide beneficiaries with support and assistance services which include, but are not limited to:
 - a. Medical services, including sexual and reproductive health services;
 - b. Psychosocial services, including dealing with stigma and discrimination;
 - c. Legal services and access to an effective remedy;
 - d. Immediate material care as necessary such as food, clothing, emergency safe shelter, education, and essential medicines and services.
8. In accordance with its TOR, the Trust Fund may also commit funds to approved implementing partners focused on:
 - a. Engaging in community outreach (to raise awareness of SEA, including on means to access assistance and report on allegations);

- b. Addressing gaps in the provision of assistance and support to complainants, victims and children born as a result of sexual exploitation and abuse.

VI. Call for Proposals

There proposals can be submitted by either of the following ways:

- Victims' Rights Advocates, CDTs, United Nations agencies, funds and programmes support identification of assistance and support service needs that are not met and/or in need of funding and inform the Implementing Office, accordingly.
- The Implementing Office may establish criteria specific to the type of assistance and support services being sought and by open call and/or by specific invitation solicit proposals to receive funds to provide services.
- Implementing Partners interested in submitting a proposal can express their interest by directly contacting the Trust Fund by sending an email to the Implementing Office (uberoi@un.org).

All proposals for the Trust Fund shall be submitted along with a budget, specifying operational activities and programme support costs.

The programme support costs specified in the submitted budget cannot exceed the rate of seven (7) percent of the total annual expenditures. A model agreement/MoU is provided in Annex II.

VII. Approval Process

Eligibility Screening

9. Designated focal points (e.g. FVRAs, CDTs, UN agencies, funds and programmes, OVRA) will conduct an initial review of proposals to determine eligibility. Eligible proposals (together with the list declared ineligible) will be transmitted to the Implementing Office for review and action.
10. 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.

Review and Recommendations for Approval

11. Implementing Office will coordinate with the Victims' Rights Advocate on eligible proposals and prepare recommendations for the Review Committee.

Approval and Selection

12. The Review Committee will make final approval of eligible proposals.

Criteria

13. 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 principles and criteria set forth in these guidelines.

14. The Review Committee will select proposals on the basis of criteria outlined in the call for proposals, including:
 - a. Relevance to the needs of the location;
 - b. Cost effectiveness and fiscal responsibility in provision of the services;
 - c. The Implementing Partner's ability to implement, monitor and report on performance to the Implementing Office.

VIII. Disbursement of funds

15. A Memorandum of Understanding (MoU) or agreement between the United Nations and the Implementing Partner is agreed which sets out the terms and conditions under which the Implementing Partner shall receive funds from the Trust Fund. Disbursement of funds will be made in line with UN Financial Regulations and Rules.

IX. Project Implementation

Project Implementation Work Plan

16. Upon approval of a project proposal, the IP shall submit an initial work plan to the Implementing Office using the Trust Fund Project Work Plan Template (reference TF/PWP/2017-B). The IP shall keep the IO informed of any changes or updates to the work plan.
17. IP is required to maintain an up-to-date list of beneficiaries of the project.
18. The IO must be immediately informed of any change in the structure of the project and/or services being rendered to victims.

Implementing Partners - Project Reporting Requirements

19. IPs are required to submit quarterly substantive and financial reports to the PM (in the Implementation Office) using relevant project reporting formats, including the Trust Fund Project Progress Report (reference TF/PPR/2017-C).
20. IPs are required to submit final narrative and financial reports using relevant reporting formats, including the Trust Fund Final Narrative Report (reference TF/FNR/2017-E).
21. The deadline for reports shall be set in the MOU. IP shall inform IO of any potential delay in submission of the reports. Project reports not received by the given deadlines, without prior notification to the IO, will not be considered for a renewal grant or a new grant.

Monitoring

22. Implementing Partners shall designate a contact person and ensure their contact details are maintained and communicated to the Implementing Office.
23. The Conduct and Discipline Service within the Department of Management, Strategy and Compliance must be informed of any change in the structure of the project and/or services being rendered to victims.
24. 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.

25. 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.
26. With due regard to legal restrictions, the above-mentioned information must be available at the grantees premises for a period of 5 years after receipt of the grant for inspection by the UN staff undertaking a visit on behalf of the UN Trust Fund Implementing Office.
27. Upon completion, the IO shall evaluate the project implementation by completing a Project Assessment Report (reference TF/PAR/2017-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
Annex II	Model Agreement or Memorandum of Understanding (and relevant annexes)
TF/PP/2017-A	Project Proposal Template
TF/PWP/2017-B	Project Work Plan Template
TF/PPR/2017-C	Project Progress Report Template
TF/PAR/2017-D	Project Assessment Report Template
TF/FNR/2017-E	Project 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,³

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,

³ 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”,⁴

Recalling also that, in the 2005 World Summit Outcome,⁵ 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,⁶ 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

⁴ A/59/710

⁵ See resolution 60/1, para. 165

⁶ 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.
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ANNEX II

MEMORANDUM OF UNDERSTANDING (MoU)

A. SUMMARY OF ACTIVITIES

Title: [title of the project]

Start/End Dates: Activities start date: [DD/MM/YYYY]
Activities end date: [DD/MM/YYYY]

Location: [city, country]

Contribution Amount: [amount in USD] (the “Contribution”)

Contributing Agency: United Nations Secretariat, represented by Department of Management Strategy, Policy and Compliance (DMSPC)

Recipient: [name of the organization]

Nature of Activities: [specify project activities]

Purpose: [specify project purpose]

Annexes: Project proposal

Expected outcome: [specify (in bullet points) project outcomes].

The Recipient will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies and procedures, and administrative instructions, and carrying out the Activities efficiently and effectively.

B. BUDGET

The total budget for the Activities is [specify the amount in USD], as more fully described below.

	Descriptions	Y1	Y2	Total
1	Total programmable amount, including direct costs			
2	Indirect support costs			
	Grand total			

The Contributing Agency will not be responsible for any financial commitment or expenditure made by the Recipient that exceeds the budget for the Activities. The Recipient will promptly advise the Contributing Agency any time when the Recipient is aware that the budget to carry out these Activities is insufficient to fully implement the Activities in the manner set out in the present Agreement, including its Annex(es). The

Contributing Agency will have no obligation to provide the Recipient with any funds or to make any reimbursement for expenses incurred in excess of the total budget as set forth herein.

C. COSTS RECOVERY

The Recipient's support costs, determined in accordance with its cost recovery policy, will be paid from the Contribution, in accordance with the budget.

D. REPORTING

Narrative reporting:

The Recipient will provide the Contributing Agency with a narrative report on the progress of the Activities on an annual basis, as set out below.

Interim annual narrative report: [DD/MM/YYYY]

Final narrative report: [DD/MM/YYYY]

Financial Reporting:

The Recipient will provide the Contributing Agency with the following financial reports, prepared in accordance with the Recipient's financial regulations, rules, policies, procedures, and administrative instructions:

Interim annual financial report as of [DD/MM/YYYY] to be submitted by [DD/MM/YYYY]

Final financial report as of [DD/MM/YYYY] to be submitted by [DD/MM/YYYY]

A final certified financial report due no later than 6 months following the end of activities.

E. CONTRIBUTIONS

The total amounts paid by the Contributing Agency shall match the total budget amount. For Activities less than one year in duration the Contribution will be paid to the Recipient prior to the commencement of Activities. For multi-year Activities the Contribution will be paid in instalments according to the following schedule.

Schedule of payment:

- 1) Upon signature of the agreement [specify amount]
- 2) Second upon receipt of first narrative report [specify amount]

The Contributing Agency acknowledges that the Recipient will not pre-finance Activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient with immediate effect.

The Contribution will be paid into the following account:

ABA No
SWIFT Code
Account Number
Account Name

Currency**Bank Address**

When making such transfers the Contributing Agency will notify the Recipient, [details] (for the Attention []), by e-mail (**specify email**) of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the Contributing Agency pursuant to this Agreement.

F. INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights related to the Activities will belong to the Recipient. The Contributing Agency and, if applicable, the relevant programme Government will enjoy a perpetual, royalty-free, non-exclusive and non-transferable license.

G. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement will be addressed to:

United Nations Secretariat (DMSPC):

Name:

Title:

Conduct and Discipline Service

Administrative Law Division, OHR

UN Headquarters, 19th Floor

Phone:

Email:

Recipient:

Name:

Title:

Name of the organization:

Address:

Phone:

Email:

H. AMENDMENTS

The present Agreement, including its Annex(es), may be modified or amended only by written agreement between the Contributing Agency and Recipient.

I. COMPLETION OF THE ACTIVITIES

The Recipient will notify the Contributing Agency when all Activities have been completed.

The Recipient will continue to hold any part of the Contribution that is unutilized at completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

J. TERMINATION OF THIS AGREEMENT

This Agreement will terminate upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either Agency at any time by written notice to the other. Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the two Agencies will cooperate to ensure completion of the Activities, satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.

K. REFUNDS OF UNSPENT BALANCES

Upon termination of this Agreement and following the submission of the final financial report, any unspent balance of the Contribution will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

L. SETTLEMENT OF DISPUTES

The Contributor and Recipient will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the Agencies.

M. ENTRY INTO FORCE AND VALIDITY

This Agreement will enter into force upon its signature by the authorized representatives of the Parties and remain in force until terminated in accordance with Section J above.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

Signed:

On behalf of the United Nations Secretariat:

Chandramouli Ramanathan
Assistant Secretary-General, Controller
Department of Management Strategy, Policy and Compliance
United Nations

Date:

Signed:

On behalf of the Recipient

Name, Title:

Date:

**TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE
TRUST FUND FINANCIAL REPORT**

Financial Statement of Income and Expenditures from Funds Allocated to (specify Implementing Partner) by (UN AFP) from the United Nations Trust Fund in Support of Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel

Project Title:

Project Reference:

(in United States Dollars)

1. Balance available as at (date dd/mm/yyyy) _____

Add:

2. Income

Remittances from United Nations _____

Interest income _____

Miscellaneous income (specify) _____

Total income: _____

Less:

3. Expenditure

(List all expenditures)

Total expenditure⁷: _____

Balance available as at (dd/mm/yyyy) (1+2-3) _____

This is to certify that the above statement of income and expenditure is correct and that the expenditure was incurred in connection with the approved project for which allocation has been received.

Name: _____

Signature: _____

Title: _____

Date: _____

⁷ Includes unliquidated obligations in the amount of _____. The details are provided in the attached supplementary schedule of unliquidated obligations.

ANNEX B (to sample MOU)

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE TRUST FUND FINANCIAL REPORT

Schedule of Installments (as applicable)

Funds Allocated to (specify Implementing Partner) by [UN agencies, funds and programmes] from the United Nations Trust Fund in Support of Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel

Project Title:

Project Reference:

First/Total Installment

Timeframe:

dd/mm/yyyy)

Upon signature of MOU to (specify date -

(in United States Dollars)

Total Grant fund to (specify Implementing Partner) _____

(amount)

The first installment of Grant funds shall be disbursed by the [UN agencies, funds and programmes] within 30 days upon receipt of approval of Grant funds as per approved Project proposal and it shall not exceed 80% of the total cost of the project.

Second Installment (where applicable)

Timeframe:

(specify period)

Total Grant fund to (specify Implementing Partner) _____

(amount)

The second and subsequent installments shall be paid by the [UN agencies, funds and programmes] within 30 days upon receipt of the interim financial and substantive reports as detailed in paragraph 14 of Article IV of the MOU.

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

PROJECT TITLE:

BACKGROUND

- a. One paragraph summarizing the project proposal, **specifying the services or support being sought and the reason why they are needed**. Indicate SEA challenges.
- b. Indicate identified Implementing partner(s)

PROJECT OBJECTIVES

List of specific project goals to be achieved (in bullet points)

ACTIVITIES

- a. Provide overall summary of envisaged activities, linking set objectives, outlining main tasks and responsibilities, implementation timelines, and describing implementing partners (legal status, previous experience in implementing similar projects and working with the target community, references, achievements)
- b. Indicate important risks to be considered and provide measures to mitigate their impact in the implementation of the project⁸

BENEFICIARIES AND THEIR SELECTION

Indicate who and how many individuals will benefit from the project. Include beneficiary selection criteria.

TIME AND COST

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

LINKS TO TRUST FUND PURPOSE

Describe how the objectives of the project fulfil one or more of the following purposes of the Trust Fund:

- Provide specialized services in support of victims of SEA
- Engage in community outreach
- Address service gaps in the provision of assistance and support to complainants, victims and children born as a result of SEA

⁸ Please refer to Trust Fund Risk Management guide and matrix available in the Trust Fund Toolkit folder

- As an additional support and communication for complainants, victims and children born as a result of SEA.

IMPACT AND SUSTAINABILITY

Describe aimed project's impact (short, medium and long-term) on:

- Victims (including number of beneficiaries benefiting from the project)
- Community
- Others (Implementing Partner/UN/NGOs/other actors)

Include information on any links to programmes which would support project's sustainability

GENDER PERSPECTIVES

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

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

Confirm acceptance of substantive and financial reporting obligations

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															

Form TF/WP/2017-B

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE

PERIODIC 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:			
To be completed by Implementing Office			
	US\$ Amount	Installment or Lump Sum	Date
AMOUNT DISBURSED FROM TF POOL FUNDS			
PROGRAMME SUPPORT COST (13%)			

Summary of Progress (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		Choose an item.	
2		Choose an item.	

PROJECT ACHIEVEMENTS/PROGRESS			
#	Project Outcomes	Status	Explanation of status
1		Choose an item.	
2		Choose an item.	

#	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 Stage/Reporting Period	Planned Delivery
1		
2		

#	Financial Status a. Please attach a signed expenditure report as per attached form reference (TF/FT/DEC-2017) b. Please attach list of beneficiaries of project as per attached form reference (TF/BEN/2017-D)	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

