



November 2020

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE QUICK REFERENCE GUIDE

Purpose and Use of the Trust Fund

The Trust Fund was established to provide assistance and support to complainants, victims, and children born as a result of sexual exploitation and abuse by United Nations staff and related personnel. The Trust Fund shall be used to:

- provide specialized services in support of victims of sexual exploitation and abuse;
- engage in community outreach;
- address service gaps in the provision of assistance and support to complainants, victims and children born as a result of sexual exploitation and abuse; and,
- as an additional support and communication for complainants, victims and children born as a result of sexual exploitation and abuse.

Trust Fund Administration

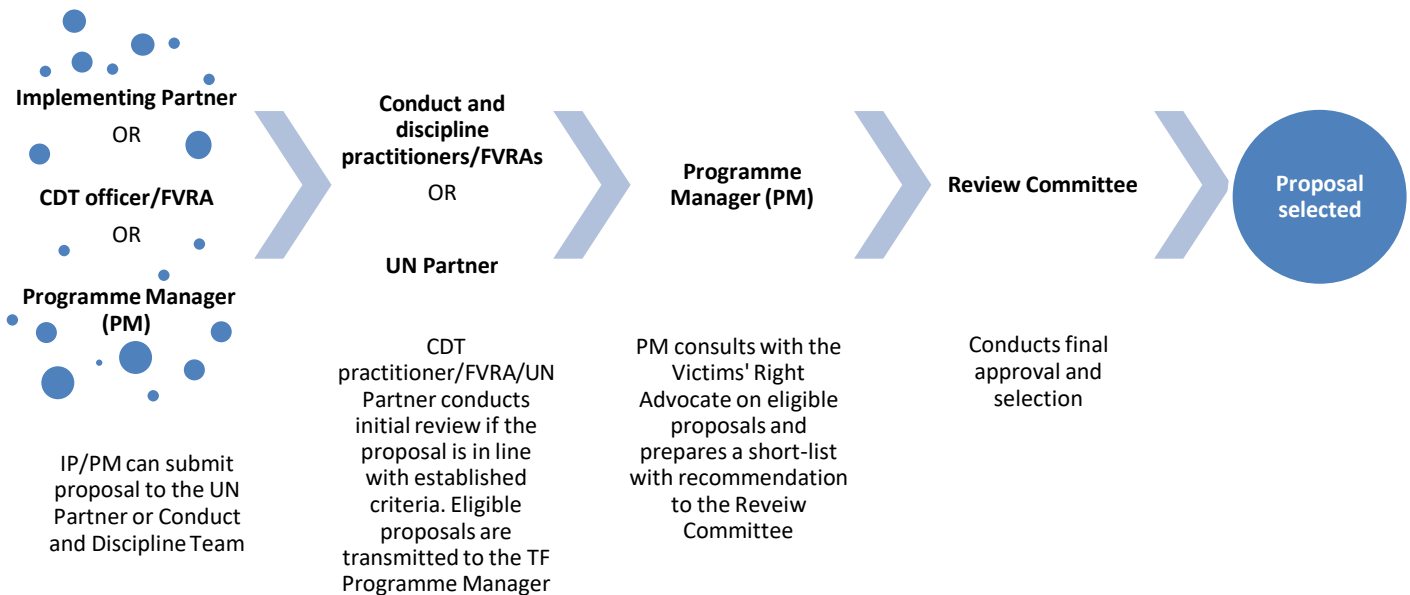
The Department of Management Strategy, Policy and Compliance (DMSPC) is the Trust Fund Implementing Office (IO). The Trust Fund Programme Manager (PM) is the Conduct and Discipline Service (CDS) in DMSPC Office of Human Resources / Administrative Law Division. The Trust Fund Certifying Officer is DMSPC Executive Office.

Implementing Partners (IPs)

The required assistance and support services shall be provided by and through IPs in receipt of funds to develop approved activities or programmes from the Trust Fund.

Project Proposals

What does the project proposal process look like?



Who can submit a proposal?

The Trust Fund provides funding to eligible entities or organizations that provide assistance and support services to these beneficiaries.

The proposal can be submitted by:

- Implementing Partners - IP can approach Conduct Discipline Team (CDT), Field Victims' Rights Advocate and/or UN Partner operating in the location of the project and express their interest in submission of the proposal.
- CDTs, Field Victims' Rights Advocates (FVRAs), or UN Partner - shall identify assistance and support service needs that are not met and/or in need of funding and inform the Programme Manager, accordingly. They can also coordinate proposals and project ideas for submission to the Programme manager.
- Programme Manager - may by open call and/or by specific invitation solicit proposals by entities to receive funds to provide necessary services.

The Trust Fund is not intended as a financial compensation programme and will therefore not disburse funds directly to individual complainants, victims and/or children born as a result of sexual exploitation and abuse.

When the proposals should be submitted?

Project proposals can be submitted on a rolling basis, by open call and/or specific invitations.

Implementing partner shall approach Conduct Discipline Team (CDT), Field Victims' Rights Advocate and/or UN Partner to check on existence of any deadline for the proposal.

What shall be included in the project proposal?

The project proposal shall include project objective, activities, expected outcomes, impact as well as a detailed breakdown of activities and related cost. The proposal shall be between 2-3 pages (attached template).

The primary focus should be on Sexual Exploitation and Abuse specifically, rather than Gender Based Violence.

What shall the proposal cover?

The proposal shall be aligned with the purpose of the Trust Fund and focus on:

- provision of specialized services in support of victims of sexual exploitation and abuse;
- engage in community outreach;
- address service gaps in the provision of assistance and support to complainants, victims and children born as a result of sexual exploitation and abuse; and,
- as an additional support and communication for complainants, victims and children born as a result of sexual exploitation and abuse.

What shall the Based on what criteria Review Committee selects a proposal?

The Review Committee shall select proposals according to 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 IO.

Where can I find more information on submission of project proposals?

- Implementing Partners shall reach out to Conduct Discipline Team (CDT), Field Victims' Rights Advocate and/or UN Partner for guidance on the application process and project proposal templates.
- Conduct Discipline Team (CDT), FVRA and/or UN Partner interested in submitting a proposal, shall

refer to the Trust Fund Management Toolkit for further guidance on the project proposal submission process.

Disbursement of Funds

An Agreement between the United Nations and the Implementing Partner sets forth the terms and conditions under which the Implementing partner shall receive funds from the Trust Fund. Disbursement of funds is made directly to the Implementing Partner by the United Nations Controller, through the Executive Office, in line with UN Financial Regulations and Rules. All budgets accompanying proposals for the Trust Fund submitted by an implementing partners, including those for operational activities, and where there is a provision for programme support costs cannot exceed the rate of seven (7) percent of the total annual expenditures.

Monitoring

IPs shall designate a contact person and ensure their contact details are maintained and communicated to the Implementing Office.

Grantees shall allow and facilitate on-site monitoring visits by representatives of the United Nations, including the access to project premises including full access to financial record at any time. Grantees shall also maintain updated records of expenses documenting how grant funds are spent 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, as well as narratives outlining the progress made, including benefits, impact, best practices and lessons learned about the implementation of the project.

The Programme Manager must be immediately informed of any change in the structure of the project and/or services being rendered to victims.

Reporting Requirements

Progress reports - IPs are required to submit regular substantive or narrative reports and quarterly financial reports to the Programme Manager, in line with the templates provided by the PM.

Annual report - An annual report shall be prepared by the Programme Manager. The Trust Fund annual report shall be submitted to the Trust Fund Review Committee and entitled parties.

The deadline for reports to the PM shall be set in the Agreement with IPs. Reports not received by the given deadlines, will not be considered for a renewal grant or a new grant.

Final report - The PM shall prepare a final project implementation report on the use of the Trust Fund for submission to respective donors and entitled parties.

Audit

In accordance with its Terms of Reference, the Trust Fund is subject to audit by the Office of Internal Oversight Services, and/or by the United Nations Board of External Auditors. It is recommended that IPs maintain Trust Fund records for a period of five (5) years.

*Any additional information on the Trust Fund may be requested to Yasna Uberoi (uberoi@un.org),
Conduct and Discipline Service*