

TRUST FUND IN SUPPORT OF VICTIMS OF SEXUAL EXPLOITATION AND ABUSE HOW TO USE THE TRUST FUND – A QUICK GUIDE

Purpose 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 Field Support has been designed as the **Trust Fund Implementing Office**.

The Trust Fund Programme Manager is the Conduct and Discipline Unit (CDU) in the Department of Field Support. **The Trust Fund Certifying Officer** is the Executive Office in the Department of Peacekeeping Operations and the Department of Field Support.

Implementing Partners (IP)

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

Conduct and Discipline Teams (CDTs) and other designated UN focal points (where no peacekeeping mission exist), have the task to identify and inform the Implementing Office of any local assistance and support service gaps that are in need of funding. The Trust Fund is not intended as a reparations program and will therefore not disburse funds directly to individual complainants, victims and/or children born as a result of sexual exploitation and abuse. Trust Fund will provide funding to eligible entities or organizations that provide assistance and support services to these beneficiaries.

The Implementing Office may by open call and/or by specific invitation solicit proposals by entities to receive funds to provide necessary services. Only applications by civil society organizations, UN partners and other channels of assistance are admissible. A Project Proposal Template will be provided by the Implementing Office to CDTs or implementing partners, with relevant guidelines for completion and submission.

All proposals shall include a detailed breakdown of activities and related cost.

The CDTs and/or other designated focal points, will conduct an initial review of proposals in line with established criteria. A list of eligible proposals shall be transmitted to the Implementing Office for review and action. The Implementing Office shall review eligible proposals and prepare a short-list of proposals with recommendations to the Review Committee for final approval and selection.

Support and service gaps and project proposals shall be reviewed in consultation with the Victims' Rights Advocates at Headquarters and in the field, as appropriate.

Project Approval

The Trust Fund Review Committee shall approve eligible proposals in accordance with the Trust Fund Terms of Reference, UN Rules and Regulations and the existing regulatory framework on voluntary contributions to trust funds.

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 Implementing Office.

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Disbursement of Funds

An Agreement between the United Nations and the Implementing Partner will set forth the terms and conditions under which the Implementing partner shall receive funds from the Trust Fund.

Disbursement of funds will be made directly to the Implementing Partner by the United Nations Controller, through the Executive Office, in line with UN Financial Regulations and Rules.

All cost plans for the Trust Fund, including those for operational activities, must include a provision for programme support costs at the rate of thirteen (13) percent of the total annual expenditures.

Monitoring and Evaluation

Implementing partners 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 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 Implementing Office must be immediately informed of any change in the structure of the project and/or services being rendered to victims.

Reporting Requirements

Implementing partners are required to submit regular substantive or narrative reports and

quarterly financial reports to the Implementing Office.

The Implementing Office shall provide relevant reporting templates for regular project progress reports and for quarterly financial reports.

The deadline for reports to the Implementing Office 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.

An annual report will be prepared by the Implementing Office in consultation with the Controller. The Trust Fund annual report will be submitted to the Trust Fund Review Committee and entitled parties.

The Implementing Office will 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 Implementing Partners maintain Trust Fund records for a period of five (5) years.

Additional Information

Any additional information on the Trust Fund may be requested to Yasna Uberoi (uberoi@un.org) or Maria Wilkins (wilkinsm@un.org).