

UN Action Focal Points Terms of Reference

9 November 2022

1. Background

UN Action Against Sexual Violence in Conflict (UN Action) unites the work of the UN system to provide coordination on prevention and response to conflict-related sexual violence (CRSV) with the goal of ending sexual violence during and in the wake of armed conflict. Endorsed by the Secretary-General's Policy Committee in June 2007 and by Security Council resolution (SCR) 1820 (2008), it represents a concerted effort by the UN to “work as one” with the aims of improving coordination and accountability, amplifying advocacy, supporting country efforts to prevent CRSV and respond more effectively to the needs of survivors. UN Action is the main platform of the United Nations to address CRSV and promote coordinated implementation of Security Council resolutions on CRSV, notably 1820 (2008), 1888 (2009), 1960 (2010), 2106 (2013), 2331 (2016) and 2467 (2019). In all relevant resolutions, the Security Council mentions UN Action as a critical interagency coordination forum to address CRSV.

For example, in September 2009, the Security Council unanimously adopted Security Council resolution 1888, which in paragraph 4 requested the United Nations Secretary-General to:

“appoint a Special Representative to provide coherent and strategic leadership, to work effectively to strengthen existing United Nations coordination mechanisms, and to engage in advocacy efforts, inter alia with governments, including military and judicial representatives, as well as with all parties to armed conflict and civil society, in order to address, at both headquarters and country level, sexual violence in armed conflict, while promoting cooperation and coordination of efforts among all relevant stakeholders, primarily through the inter-agency initiative ‘United Nations Action Against Sexual Violence in Conflict’.”

Paragraph 5 of resolution 1888 further:

“[e]ncourages the entities comprising UN Action Against Sexual Violence in Conflict, as well as other relevant parts of the United Nations system, to support the work of the aforementioned Special Representative of the Secretary-General and to continue and enhance cooperation and information sharing among all relevant stakeholders in order to reinforce coordination and avoid overlap at the headquarters and country levels and improve system-wide response.”

The Security Council resolution on conflict-related sexual violence 2467 (2019) “*recognizes the role of United Nations Action Against Sexual Violence in Conflict as the interagency coordination forum chaired by the Special Representative on Sexual Violence in Conflict to address this problem, and encourages the revision and continued development of innovative operational tools and guidance by United Nations Action Against Sexual Violence in Conflict;*”

2. Functions of the UN Action Focal Point

Each UN Action member entity (henceforth: “entity”) nominates one UN Action Focal Point as the main technical Focal Point for the entity in the network and makes arrangements to ensure backstopping, to

engage in UN efforts to prevent and to respond to CRSV, to serve as liaison between the entity including its country offices/missions and the network and to ensure two way communication, knowledge sharing and coordinated action.

To the extent possible, the UN Action Focal Point supports the work of UN Action through:

a) Supporting joint and coordinated action to prevent and respond to CRSV

- i. Share information regarding CRSV with the UN Action Secretariat, other Focal Points and the OSRSG-SVC to promote common understanding of the CRSV situation, joint analysis and coordinated response. In an emergency, or as relevant, share information immediately to ensure a coordinated, rapid response, where such response might be required;
- ii. Contribute to the development of the multi-year strategic framework for UN Action, indicating the contributions and added value of each member entity;
- iii. Contribute to the development of the UN Action annual work plan, including activities their entity will lead and activities it will contribute to, as relevant;
- iv. Lead the timely implementation of activities included in the work plan to which their entity has committed and participate in the implementation of other aspects of the work plan;
- v. Provide input to collectively agreed UN Action initiatives and documents in a timely manner;
- vi. As feasible, provide input to initiatives and information requests by other member entities that promote the entity's efforts to address CRSV;
- vii. Collaborate with other Focal Points with the aim of complementing mandates of represented member entities to better prevent and respond to CRSV;
- viii. Participate, as there is capacity, in joint technical missions to countries in which CRSV is a concern;
- ix. Participate in monthly focal-points meetings and thematic additional meetings where needed to implement the work plan of UN Action;
- x. Work jointly with other member entity focal points on knowledge creation initiatives, such as the development of briefing papers on thematic issues relevant to the work of UN Action;
- xi. Provide information for monitoring UN Action's results according to the results framework and input to the UN Action's annual report;
- xii. Share information about UN Action with other networks, as appropriate, and vice versa.

b) Supporting their entity's contribution to a coordinated approach on CRSV:

- i. Advocate for their entity's support for UN Action initiatives including that resources are made available within their entity to implement UN Action's Strategic Framework and workplan;
- ii. Serve as link to their entity's field components, provide support, guidance, capacity building and advice to field offices on the implementation of the CRSV mandate, including the entity's participation in field-level MARA working groups, as needed;
- iii. Support field offices in the preparation of inputs for the SG's annual report on CRSV;
- iv. Collect good practices on implementing the CRSV mandate from their entity and promote institutionalization of these practices within the organization and the UN Action network; Support their Principal to ensure CRSV prevention and response is mainstreamed within their entity;

- v. Share information and tools provided through the network within their entity;
- vi. Roll-out relevant guidance products on CRSV within their entity;
- vii. Facilitate mainstreaming on CRSV within their entity.

c) Awareness raising, Advocacy and Public Information:

- i. Share short news articles and pictures, where available on the work of their entity related to UN Action's Strategic Framework, to be featured on the Stop Rape Now website;
- ii. Support the advocacy work of UN Action, including by contributing to development of joint advocacy messages and incorporating these messages in strategic communication documents of heads of entities, where possible and relevant;
- iii. Support dissemination and amplification of the Stop Rape Now campaign through available public information channels.

d) Regarding the UN Action window of the Conflict-related Sexual Violence MPTF:

- i. On a rotating basis, participate in the UN Action Resource Management Committee (RMC);
- ii. Advise on the funding strategy and priorities of the UN-action window of the CRSV-MPTF based on recommendations made by the RMC;¹
- iii. Promote coherence and complementarity with other funding mechanisms related to GBV/EVAWG that focal points participate in;
- iv. Share call for proposals with field offices and provide guidance on developing joint, gap-filling projects and related project proposals and results-frameworks that fall within UN Action's Strategic Framework;
- v. Participate in regular project update calls with entities and support with addressing challenges in the project implementation or reporting, should they arise;
- vi. Provide input to stories on UN-Action funded projects or other written input for resource mobilization and advocacy purposes;
- vii. Support the UN Action Secretariat's resource mobilization efforts for UN Action;²
- viii. Support the field in compiling information relevant for monitoring the results of UN Action and the compilation of reports required under the Memorandum of Understanding and the Terms of Reference of the CRSV-MPTF as needed.

e) Providing technical advice to the SRSG SVC

- i) Provide technical insights from the perspective and experience of their entity on issues related to the prevention and response of CRSV;
- ii) Provide input to the conceptualization of events in which the SRSG-SVC has a leading role; ensure entity's participation in such events, where relevant;
- iii) Support the process for the preparation and finalization of the annual Report of the Secretary-General on Conflict-related Sexual Violence;

¹ Information on the role of the RMC can be found in the Operational Guidance Note of the RMC.

² The SRSG-SVC, as the Chair of UN Action, shall make every effort to secure funds to implement the Network's Strategic Framework. The OSRSG-SVC shall consider the use of its extra-budgetary resources to ensure the business continuity of the UN Action Secretariat under circumstances of severe funding constraints of the CRSV-MPTF..

- iv) Support the preparation of country visits (e.g. through background documents, connecting with field offices, etc.)
- v) Accompany the SRSG SVC during country visit when necessary and possible, or identify appropriate field-based colleagues to do so.

3. Methods of Work

a) Communication and Working Modalities

- i. The main forum for discussing issues relevant for UN Action is the monthly Focal Points meeting;
- ii. Thematic additional meetings where needed to implement the work plan of UN Action can be requested by Focal Points or convened by the UN Action Coordinator;
- iii. Issues related to the UN Action window of the CRSV-MPTF are discussed by the Resource Management Committee (RMC). The Chair of the RMC shares information from the RMC meetings, including on project implementation, impact and lessons learned, with Focal Points;
- iv. Correspondence that is to be shared with the whole network should be circulated through the UN Action Secretariat.

b) Decision Making

- i. The primary forum for taking decisions or preparing decisions of the Steering Committee on UN Action is the monthly Focal Points meeting³.
- ii. Decisions taken during Focal Points meetings are made by consensus of all Focal Points present in a meeting.
- iii. Meetings and decisions taken shall be duly recorded by the UN Action Secretariat.
- iv. The UN Action Secretariat can also seek endorsement by Focal Points of a document or another decision in writing, unless a Focal Point objects and requests this issue to be discussed in a Focal Points meeting.

³ The issues requiring a decision by the UN Action Steering Committee are listed in Section 3 of the Terms of Reference of the UN Action Steering Committee.