

Secretariat of UN Action Against Sexual Violence in Conflict

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. 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 latest 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 Secretariat

The UN Action Secretariat coordinates the UN Action network, catalyzes action and provides Secretariat support for the network and its chair, the Special Representative of the Secretary-General on Sexual Violence in Conflict (SRSG-SVC) through the following activities:



STOP RAPE NOW

UN ACTION AGAINST SEXUAL VIOLENCE IN CONFLICT

- Support the UN Action Focal Points in developing the five-year Strategic Framework of UN Action;
- Support the UN Action Focal Points in developing the annual Work Plan of UN Action;
- Coordinate the UN Action network and monitor the implementation of the UN Action Work Plan;
- Organize UN Action Meetings (Steering Committee, Focal Points and Resource Management Committee (RMC) meetings);
- Compile meeting records of UN Action meetings;
- Support UN Action and its relevant committees, as may be established, in facilitating the work of UN Action;
- Support identification of gaps in knowledge, practices, advocacy and technical expertise, best practices on CRSV;
- Promote the development of tools and resources to fill cross-sector gaps in knowledge, practices, advocacy and technical expertise;
- Maintain the UN-Action website stoprapenow.org;
- Support advocacy by all UN Action members and the UN Action Chair on ending CRSV;
- Support information gathering for and consultation on the Secretary-General's report, and support follow-up to recommendations contained therein;
- Support learning from UN Action projects through compiling and sharing any products developed by the project, sharing project reports with the network and, if appropriate, organize meetings between Focal points and project entities;
- Facilitates the information sharing between UN Action network members and the Office of the SRSG on SVC to inform advocacy messages and the SRSG SVC's engagement with Member States
- Promotes the joined-up implementation of commitments made by parties to conflict and frameworks of cooperation by the UN Action network;
- Accompany the SRSG-SVC on country visits and to meetings, where relevant for UN Action, and share the outcome of these visits to the UN Action Focal Points;
- Conduct technical country visits to promote a comprehensive response to CRSV in the field and to monitor implementation of projects funded by UN Action;
- Support the identification and preparation of joint visits with UN Action members at the principal and technical level to advocate for and ensure a response to CRSV;
- Coordinate with the UN Team of Experts on the Rule of Law and Sexual Violence in Conflict (Team of Experts)_and Programme and Communications Teams of the Office of the SRSG-SVC to ensure a coherent response; and
- Support implementation of programmatic activities as indicated in the Work Plan.¹

Regarding the Conflict-related Sexual Violence MPTF:

The UN Action Secretariat will support the work of the RMC, Participating UN Organizations, Administrative Agent, and the UN Action Steering Committee for the purpose of facilitating the CRSV-MPTF, among others, through the following activities²:

- Launch call for proposals on a **biannual** basis if the funding situation of the UN-Action window of the CRSV-MPTF allows;

¹ 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.

² See: Terms of Reference - UN Action Window of the Conflict-related Sexual Violence Multi-Partner Trust Fund (CRSV-MPTF) and Terms of Reference - Conflict-related Sexual Violence Multi-Partner Trust Fund (CRSV-MPTF)



- Review

proposals submitted by Participating UN Organizations for completeness and consistency with the Strategic Framework and transmit to the RMC for its consideration;

- Transmit proposals approved by the RMC to the Chair of UN Action to share with the Steering Committee for endorsement on a non-objection basis;
- Transmit proposals approved by the UN Action Steering Committee to the Administrative Agent for fund disbursement;
- Transmit proposals approved by the RMC to the UN Action Focal Points for information and update them on the outcomes of RMC meetings;
- Upload approved projects and project reports to the MPTF Gateway website;
- Monitor project implementation and closure of UN Action funded projects;
- Organize quarterly calls with projects or collect their written updates to assess progress and identify challenges on the project;
- Synthesize the narrative reports submitted by Participating UN Organizations each calendar year upon completion of each CRSV-MPTF project or programme;
- Compile the narrative reports and consolidated financial reports, including reports of the respective windows, into an annual Progress Report and submitted to the Steering Committee for approval; The Administrative Agent shall provide donors with these Progress Reports.
- Develop, together with the Administrative Agent, the Operational Manual for the RMC;
- Support appropriate consultative processes to avoid duplication or overlap within the CRSV-MPTF windows and between other funding mechanisms;
- Manage and maintain the CRSV-MPTF risk log;³
- Spearhead resource mobilization for the UN Action window of the CRSV-MPTF;
- Monitor results of the UN Action window of the CRSV-MPTF.
- Ensure consultations between the two windows of the CRSV-MPTF, namely UN Action and Team of Experts on the proposals to be presented to the Steering Committee on the allocation of available unearmarked funds of the CRSV-MPTF and submit to the Chair of the Steering Committee; and
- Supporting efforts to enhance overall visibility of the CRSV-MPTF.

³ To be developed

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.

Steering Committee of UN Action Against Sexual Violence in Conflict

Terms of Reference

9 November 2022

1. Background

United Nations Action Against Sexual Violence in Conflict (“UN Action”) was created following the Brussels Call to Action in 2006 to provide system-wide 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 the Security Council resolution 1820 (2008), it represents a concerted effort by the United Nations to “work as one” with the aims of improving coordination and accountability, amplifying advocacy, and supporting country efforts to prevent conflict-related sexual violence and respond more effectively to the needs of survivors. In Security Council resolution 1888, the Security Council further requested that the Special Representative on Sexual Violence in Conflict promotes cooperation and coordination of efforts among all relevant stakeholders, primarily through the inter-agency initiative ‘United Nations Action Against Sexual Violence in Conflict’.

Regarding the CRSV trust fund, in January 2009, UN Action established the UN Action Against Sexual Violence in Conflict Multi-Partner Trust Fund (the “UN Action MPTF”). The purpose of the UN Action MPTF was to mobilize funds to support the work of UN Action, streamline joint programming, fund the UN Action Secretariat and a range of joint catalytic programmatic activities. The UN Action MPTF expired on 31 December 2019. The Conflict-Related Sexual Violence Multi-Partner Trust Fund (“CRSV-MPTF”), is succeeding the UN Action MPTF. The CRSV-MPTF will facilitate the work the respective entities and windows established under its overall governing structure.¹ While each window has its own oversight and decision-making process, all windows will benefit from the overall strategic advice of the UN Action Steering Committee (which also includes the entities constituting the UN Team of Expert on the Rule of Law and Sexual Violence in Conflict (“Team of Experts”)) resulting in improved planning, coordination, and implementation.

2. Membership

The UN Action Steering Committee comprises principals from each UN organization working on CRSV. The membership as of the time of updating these TORs comprises of CTED, DPPA, DPO, IOM, ITC, OCHA, OHCHR, OSAPG, OSGEY, OSRSG CAAC, OSRSG-VAC, UNAIDS, UNDGC, UNDP, UNEP, UNFPA, UNHCR, UNICEF, UN Women, UNOCT, UNODC, ODA and WHO. The Steering Committee is chaired by the Special Representative of the Secretary-General on Sexual Violence in Conflict (“SRSG-SVC”) to provide coherent and strategic leadership.

¹ 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.

3. Functions of the UN Action Steering Committee

The UN Action Steering Committee serves as high-level forum for discussing and coordinating substantive policy and operational matters regarding CRSV with a view to taking decisions on concerted courses of action and follow up by UN Action.

The key tasks of the Steering Committee include:

- a) Serving as high-level forum for discussing and coordinating substantive policy and operational matters regarding CRSV;
- b) Endorsing the multi-year Strategic Framework for UN Action developed by focal points, which sets out clear tasks and outputs to be achieved by the network, indicating the contributions and added value of each member entity;
- c) Provide leadership and advocacy within the members own entities on addressing CRSV and on the participation in UN Action;
- d) Ensure that CRSV prevention and response is mainstreamed within the members own entity;
- e) Ensuring that resources are made available within the members own entity to implement UN Action's workplan and the Strategic Framework;
- f) Reviewing and endorsing the annual report of the Secretary-General on CRSV;
- g) Endorsing decisions by the UN Action Resource Management Committee on the allocation of UN Action's resources from the CRSV-MPTF;²
- h) Providing strategic advice **related to the CRSV-MPTF**. This includes:
 - a. Reviewing and approving its Terms of Reference and Rules of Procedure, based on the generic steering committee terms of reference, and updating and/or modifying them, as necessary, in case of compelling requirements. In case of departures from the generic terms of reference, the terms of reference ("Terms of Reference") of the Steering Committee should be referred for endorsement to the HQs Fiduciary Management Oversight Group;
 - b. Reviewing and approving the allocation of available unearmarked CRSV-MPTF resources based on proposals or other statements of need presented by the UN Action Secretariat on behalf of the respective windows in alignment with the CRSV-MPTF terms of reference;

² In that regard, these TORs are to be read in conjunction with the Terms of Reference of the CRSV-MPTF and TORs of the UN Action window of the CRSV-MPTF

- c. Delegating to the Team of Experts Advisory Group the authority to approve distribution of allocations to their respective window in alignment with the CRSV-MPTF terms of reference ³;
- d. Discussing the CRSV-MPTF requirements and priorities concerning, inter alia:
 - i. Programme/project management, including consistent and common approaches to programme/project costing, cost recovery, implementation modalities, results-based reporting and impact assessment; and
 - ii. Information management including appropriate MPTF and MPTF donor visibility.
- e. Agreeing the terms of reference of the overall CRSV-MPTF, as well those of the UN Action window. Delegating to the Team of Experts Advisory Group as the oversight and decision-making body for the Team of Experts-window of the CRSV-MPTF the authority to approve the terms of reference for the Team of Experts Advisory Group;
- f. Ensuring appropriate consultative processes take place with key stakeholders to avoid duplication or overlap within the CRSV-MPTF windows and between other funding mechanisms;
- g. Reviewing and approving the periodic progress reports (programmatic and financial) consolidated by the Administrative Agent based on the progress reports submitted by the Secretariat based on contributions received by Participating UN Organizations. Consolidated annual reports should include a section on the activity of the overall fund and windows and Steering Committee;
- h. Reviewing findings of the summary audit reports consolidated by the internal audit service of the Administrative Agent, and highlighting lessons learnt and periodically discussing follow up by Participating UN Organizations on recommended actions that have MPTF-wide impact;
- i. Agreeing on the scope and frequency of the independent “lessons-learned and review” of the CRSV-MPTF commissioned by the Steering Committee, in consultation with the HQ Fiduciary Management Oversight Group;
- j. Reviewing the draft/final reports on lessons learnt, ensuring the implementation of recommendations and identifying critical issues for consideration by the HQs Fiduciary Management Oversight Group (to be brought up to the ASG Group, if/as required)
- k. Ensuring that its decisions are in accordance with the regulatory requirements and frameworks of the Participating Agencies and agreements with the programme country and donors;
- l. Ensuring that its decisions are duly recorded and promptly communicated to Participating Agencies, the programme country, and donors, as appropriate;

³ The Terms of Reference for the UN Action window and the TOE advisory group are included in the Annexes to the Terms of Reference of the CRSV MPTF

- m. Monitoring the implementation of its decisions;
- n. Reporting to the MDTF Fiduciary Management Oversight Group on the evolving risks and to flag issues that may affect the implementation of the decisions of the Steering Committee or otherwise impede the operations of the Fund;
 - i. The Chair, representing the Steering Committee, is accountable to the Chair of the MDTF Fiduciary Management Oversight Group, representing the Committee, for the inter-agency fiduciary issues related to the Participating UN Agencies on issues related to funding through the UN for the MPTF activities.

4. The UN Action Steering Committee will take decisions as follows:

- To fulfill its functions, the Steering Committee meets three times a year (twice at the level of UN Action principals, and at least once a year at the level of heads of agencies/departments);
- Issues requiring Steering Committee decision will be presented to UN Action focal points beforehand, with adequate time for technical review and internal consultation within the respective member agencies;
- Decisions of the Steering Committee shall be made by consensus;
- Prior to presenting their position on a significant issue to the Steering Committee, its UN members must make sure that it is endorsed internally and is in line with their agencies' regulatory requirements;
- Decisions on the use of funds by each window of the CRSV-MPTF are made by the governance structure of each window as described in the respective window programmatic documents which are attached as annexes to the TORs of the CRSV-MPTF;
- Decisions of the Steering Committee shall be duly recorded by the UN Action Secretariat.