

SUN Movement Multi Partner Trust Fund (SUN MPTF)

7th Management Committee Meeting 7th July, 2014

APPROVED by the Management Committee

PARTICIPANTS

Management Committee:

- **Contributing Partners (donors):** Tanya Green and Anna Taylor (UK- DfID); Marlene Heeb (Switzerland-SDC) and Mags Gaynor (Ireland)
- **Participating UN Organizations:** Martha Mai (UNOPS); Francesco Branca and Deborah Talon (WHO); Martin Bloem, Perrine Geniez and Jane Aloyo and JiYenAlexandra Tung (WFP)
- **MPTF Office, SUN MPTF Fund Administrator, ex- officio member:** Yannick Glemarec, Executive Coordinator MPTF Office; Olga Aleshina, Senior Portfolio Manager
- **Chair:** David Nabarro (SUN Movement Coordinator)

Observers:

- **ICE Evaluation Team:** Chris Leather from the core team

Secretariat

- **SUN Movement Secretariat:** Florence Lasbennes, Maria Pizzini

Apologies: Alexandre Ghelew (Switzerland-SDC); Emily Mates (Irish Aid), Werner Schultink (UNICEF), Marie Rumsby (Save the Children UN, chair of the SUN CS Network) and Claire Blanchard (SUN Civil Society Network Coordinator)

KEY DECISIONS

Decision One: The Chair will keep the Management Committee aware of any developments that are made available to him in his role as Coordinator of the SUN Movement in relation to the ICE. The Chair will put Irish Aid in contact with the ICE team to answer their question as to whether or not members of the MPTF MC will have sight of Inception report and an opportunity to comment.

Decision Two: Secretariat will work with PUNOS to complete fund transfer spreadsheet and an updated explanation of current challenges and share with the MC by **Friday 25th July. (SEE ANNEX 2)** The Secretariat will also work with the MPTF Office to provide an overview of language on interest earning by **Friday 25th July. (SEE ANNEX 1)**

Decision Three: The Chair, with support from the Secretariat, will work with UNOPS and PROCASUR to submit a budget revision request to the Management Committee for non-objection. Any member of the Management Committee who wishes to participate in the Learning Route in Peru should let the Secretariat know by **Tuesday 22nd July, 2014.**

Decision Four: The Secretariat will work very closely with the Civil Society Network Secretariat, UNICEF and civil society actors in Nigeria to get the revised proposal electronically to the Management Committee in coming days for approval.

Decision Five: The Chair will share a proposal for a face-to-face meeting of the MC and PUNOs with the SUN Secretariat and the SUN CSO Global Network (covering all 3 windows) to develop guidelines to clarify roles and responsibilities for management of each project. The meeting will take place within the next 3 months.

Decision Six: Chair will propose options paper on use of remaining funds of SUN MPTF that will either be shared electronically or at the face-to-face meeting

SUMMARY OF THE DISCUSSION

1. Update on funding balance of SUN Movement MPTF

In its capacity as the Administrative Agent of the Fund, the MPTF Office prepared the Funding Framework, which was circulated to the Management Committee members ahead of this meeting.

The Funding Framework provides information on the donor commitments (legally signed agreements), contributions and transfers to Participating UN Organizations.

Since March 2012 **the SUN Movement MPTF received a total of US\$ 9,870,287 from 3 donors:**

- DFID \$ 5.7 million
- Swiss Agency for Development and Cooperation \$ 3.8 million
- Irish Aid \$ 429,485

The MPTF Office are concluding an agreement with DFID for 100,000 Pounds Sterling. As this agreement is not signed yet, this additional contribution is not included in the above figure.

Based on the approval of the Management Committee, **the MPTF Office transferred US\$ 8,951,172** for a total of 26 approved projects (as detailed in Table 5). Both earmarked (DFID) as well as unearmarked contributions were used to effectuate these transfers.

Around US\$ **847,921** is available on the SUN MPTF account. Out of this amount, \$ 833,359 is available as unearmarked, and US\$ 14,561 is the interest balance also available for programming.

The funding approved for Nigeria amounting to \$219,389 have not been disbursed (see Agenda Item # 5). Therefore, please take this into account when looking at the balance of funds. The actual unprogrammed amount amounts to \$628,532.

2. Update on the Independent Comprehensive Evaluation (ICE) of the SUN Movement

As explained in an email update from the Chair to the Management Committee on 14th May 2014, the SUN Movement MPTF is included within the scope of the Terms of Reference of the ICE, which were

endorsed by the Lead Group at its meeting of 15 April 2014. Mr. Chris Leather from the core ICE team (and focusing on the MPTF/civil society) joined the call.

The Chair provided an overview of the available details of the ICE including the timeframe which is expected to run from mid-June 2014 until the end of December 2014 and reminded the Management Committee that the Terms of Reference for the ICE can be found on the [SUN Movement Website](#).

The Chair explained that the SUN Movement Secretariat briefed the evaluators on the MPTF during their initial visit to Geneva in late June. The Secretariat has also provided the evaluators with the contact details of the MPTF Office contacts as well as the facilitators of each of the SUN Networks.

The Chair suggested that the Management Committee of the SUN Movement MPTF will have a better appreciation of the full scope of the evaluation when the evaluators present their inception report to the Lead Group's Visioning Sub-Group at the beginning of August 2014. This report will spell out the methodology of the evaluation and provide a better indication of what types of questions will be asked and to whom.

Mr. Leather from the core team of the ICE explained that work is underway to develop the inception report and welcomed an opportunity to hear from the MC on the issues related to the SUN MPTF that they feel are most important for consideration in the ICE.

DFID requested more information on the scope of the review of the MPTF that will be included in the ICE. Mr. Leather explained that while it is his understanding that the SUN Movement MPTF is integral to the Movement, it is too early to confirm the level of detail that will be explored in the ICE.

DFID and the Swiss Agency for Development and Cooperation requested that the ICE team consider the MPTF carefully, particularly in relation to the impact it is having in relation to civil society's contribution to the Movement as well as implications for the future of the SUN Movement MPTF.

Irish Aid wanted to know whether or not members of the SUN Movement MPTF Management Committee will have sight of the inception report and an opportunity to comment.

Decision One: The Chair will keep the Management Committee aware of any developments that are made available to him in his role as Coordinator of the SUN Movement in relation to the ICE. The Chair will put Irish Aid in contact with the ICE team to answer their question as to whether or not members of the MPTF MC will have sight of Inception report and an opportunity to comment.

3. Update from Participating UN Organizations on the state of fund transfers to Implementing Partners (Window II)

At the last MPTF Management Committee Meeting in March 2014, the Chair agreed for the Secretariat to initiate a process – working closely with the Partner UN Organizations- for updating the Management Committee on the status of Window II funding transfers from Participating UN Organisations to Implementing Partners.

The Chair circulated a note on 14th May 2014 that summarized the status of fund transfer from Partner UN Organization to Implementing Partners. The Chair gave an opportunity to each Participating UN Organization to provide an update on the current state of funding transfers from their offices to

Implementing Partners. A spreadsheet was developed by the SUN Movement Secretariat that lists each project by Window and Participating UN Organization. This was used as the basis of discussion.

WFP, WHO and UNOPS provided a brief overview of their projects. The details are provided in Annex 2 to this report.

It was summarized that WFP is responsible for 4.7 million US\$, including 4.4 million allocated to a total of fourteen country projects. Both in term of financial volume and number of country projects, the WFP is acting as a PUNO for more than half of the total SUN MPTF grant and projects: respectively 53% of the total grant and 55% of the total number of projects. At the time of the seventh MC meeting, out of the seven country projects approved in Year 2013, 53% of the funds – 2nd tranche disbursement - were disbursed according to the plan; while for the seven country projects approved in Year 2014, 73% of the first disbursement was achieved (noting that Madagascar was facing important delays). In relation to the challenges they are facing, WFP reported that while processes are now in place that make the transfer process smoother and clearer at all levels, the increasing volume of countries has been creating challenges at different levels of the organization.

For the seven projects approved in 2013 which were to initiate the 2nd disbursement tranche in 2014, WFP explained that the delays were due to the WFP Financial Framework Review exercise. Indeed, the impact of this WFP corporate process which affects the WFP internal financial system needed to be resolved for the seven countries which had performed the 1st tranche disbursement under the previous financial system. The transition to shift the seven country projects under the new financial framework had been finalized in the 2nd quarter of 2014 and all seven countries have either disbursed or are in the process of approving the bank transfer. That said, WFP noted that the funding absorption capacity (ability from the lead NGO to spend the funds as received from PO) is low for almost all SUN MPTF projects – independently of the initial start-off delays. So, there was no indication / information from lead NGOs that the delays in the 2nd disbursement tranche has affected implementation.

WHO explained that their country offices are fully in charge of disbursing funds and tracking the status of funding flows which has presented some challenges for WHO Head Office who has less control over most recent developments. WHO is working closely with the SUN Movement Secretariat to improve the update process. WHO did not have the information available on when funds were actually transferred in Uganda.

UNOPS explained that they have worked carefully to ensure there has been no funding shortages, particularly in the case of the SUN Civil Society Network Secretariat. As a general observation, when an Implementing Partner asks for revisions to contractual agreement, it takes time to finalize these revisions and ensure they comply with internal procedures.

WFP and WHO have learned many lessons along the way and welcome the chance to reflect. WHO has learned that by improving the information flow within WHO, the speed of these funding transfers can be improved.

DFID expressed appreciation for the work done to improve information flow in relation to the transfer of funding from PUNOs to Implementing Partners but thinks more needs to be done. DFID requested that the SUN Movement Secretariat indicate whether or not the transfer time is improving (by comparing transfer times across projects) and if there is something that can be done to improve information flows

between PUNOs and Secretariat. DFID also requested that the learning from this process be effectively captured to avoid obstacles in future.

Irish Aid noted that there is no mention of interest earned by PUNOs in the financing framework provided by the MPTF Office and would like to know more details.

The MPTF Office explained that they can only record information on financing to the point at it leaves their offices. The MPTF Office also confirmed that there is no UN-wide policy on interest earned on unspent funds. The MPTF Office does not duplicate information held at project level and believes that the current approach of coordinating updates regularly is most pragmatic.

The Chair recognized that at the initial set up of the SUN Movement MPTF, it is likely that the Management Committee underestimated the complexities of putting in place the systems required for quick and smooth transfers that comply with the internal rules and procedures of each PUNO. It was originally hoped this could happen within 2 weeks but in fact takes closer to 6 months.

Decision Two: Secretariat will work with PUNOS to complete fund transfer spreadsheet and an updated explanation of current challenges and share with the MC by Monday 21 July. (SEE ANNEX 2)
The Secretariat will also work with the MPTF Office to provide an overview of language on interest earning by Monday 21 July. (SEE ANNEX 1)

4. Update on PROCASUR Learning Routes

In November 2013, the Management Committee agreed to use Window 1 Funds to support the organization of two pilot learning projects in Senegal and Peru to improve sharing and learning initiatives between national SUN multi-stakeholder platforms for scaling up nutrition. This project is implemented by the PROCASUR foundation who has been working very closely with the SUN Movement Secretariat, the host countries of Senegal and Peru as well as the other participating countries.

Brief Update on the Learning Route in Senegal (successfully implemented from 26 May 26 to 01 June 01, 2014)

-Participants from Benin, Burundi, Niger, Ghana, Guinea and Sierra Leone joined this one week visit. Government representation ranged from the offices of the president, vice president, national planning authorities as well as ministries of health and agriculture. Almost every participating country included civil society in their delegations.

-the visit combined interactive sessions in Dakar with hands-on experience with Local Government Authorities, an early childhood development center, health workers, salt producers and community members in Kaolack - a major salt producing region of Senegal.

-The EU, interested in working with the Fight Against Malnutrition Unit (CLM - Cellule de Lutte contre la Malnutrition) on projects linking agriculture and nutrition, participated in the field phase of the Learning Route. They also joined a meeting with high level government officials and a press conference at the end of the Route along with representatives from the World Bank (who is financing some nutrition activities in Senegal) as well as CIDA, the new donor convener for Senegal.

-One of the main outputs of the learning route is the creation and implementation of an 'action plan' that is based on the main learnings that the country teams wish to institutionalize with their multi-stakeholder platform in their home context.

- The countries will be working on these over the coming months so at this moment, it is too soon to judge the concrete impact of the first learning route. However, there are some observations from the Senegal experience worth reflecting. In particular, the Learning Route:
 - Allowed countries to share and learn from each other and build a sense of camaraderie
 - Established a sense of leadership and pride for Senegal
 - By hosting and conducting the entire event in French (with translation to EN), the LR boosted morale and participation of francophone countries
- The original PROCASUR MPTF proposal included the allocation of two USD 6,000 'awards' for the country team in each Learning Route with the strongest 'action plans'. The country teams participating in the LR in Senegal felt that this financial incentive was unnecessary and asked that the money was used to sponsor the participation of an extra Country Team (3 people) to the LR in Peru.
 - The SUN Movement Secretariat supports this proposal and has asked UNOPS and PROCASUR to work together to complete the required budget revision documentation and submit to the Chair for review as soon as possible.

Brief Update on Learning Route in Peru:

- Due to institutional changes within the Ministry of Development and Social Inclusion (MIDIS), the date of the LR has been slightly delayed from late August to the **08 to the 14 of September 2014**.
- The Peru Learning Route will include delegations from 6 SUN countries (Laos, Guatemala, Madagascar, Senegal, Sri Lanka and Tanzania), for a total of 18 participants (3 delegates per country team).
- El Salvador has also expressed strong interest in participating in the LR: their participation should be made possible by the reallocation of USD 12,000 for the 'action plan' awards mentioned earlier,
- The SUN Civil Society Network Coordinator will participate in the Peru learning route. Any member of the MC that wishes to participate should let the Secretariat know as soon as possible so arrangements can be made with PROCASUR.

**A final outcome document will be ready at the end of July.

Decision Three: The Chair, with support from the Secretariat, will work with UNOPS and PROCASUR to submit a budget revision request to the Management Committee for non-objection. Any member of the Management Committee who wishes to participate in the Learning Route in Peru should let the Secretariat know by Tuesday 22nd July, 2014.

5. Updates on Ethiopia and Nigeria CSA proposals (Window II)

Ethiopia

During the last Management Committee meeting, it was *agreed to consider the proposal from civil society groups in Ethiopia and to review electronically*. However, as the SUN Movement MPTF is intended to provide 'last resort' funding, the Management Committee asked that a concerted effort was to be made by DFID to reach out to other donors in Ethiopia that might be interested in contributing to the proposal.

Irish Aid confirmed that a way forward has been found in country and that they will be able to entirely fund this project in country.

Nigeria

In the last Management Committee Meeting, a proposal for the civil society alliance in Nigeria was approved in the amount of US\$ 219,389 (205,037 direct costs + 14,353 indirect costs) to Save the Children in Nigeria via WHO.

As explained in the Chair's communication on 14th May 2014, WHO in Nigeria sent a request to consider a change of Implementing Partner from Save the Children to the Association of Public Health Physicians of Nigeria. In the meantime, we received an update from WHO in country explaining that they were no longer in a position to act as Participating UN Organization for this project and suggested that UNICEF may be in a position to take on the role.

On Friday 4th July, a revised proposal was sent to me by the UNICEF Office in Nigeria. The Secretariat is reviewing this proposal and will work very closely with the Civil Society Network Secretariat, UNICEF and civil society actors in country to get this revised proposal electronically to the Management Committee in coming days for approval.

Decision Four: The Secretariat will work very closely with the Civil Society Network Secretariat, UNICEF and civil society actors in country to get this revised proposal electronically to the Management Committee in coming days for approval.

6. Discussion on the findings of the 2013 SUN Movement MPTF Report, including update of reporting timelines for the 2014 annual and quarterly reports.

On 30th May 2014, the Chair circulated the 2013 Annual SUN Movement Progress Report. This year's report covered the time period of 1st January to 31st December 2013. This report focuses on 10 projects that were approved for Window II funding in 2012 and began implementation in 2013.

Bangladesh, Ghana, Guatemala, Malawi, Mali, Mozambique, Nepal, Niger, Uganda as well as the Global Civil Society Network Secretariat.

After less than one year of implementation, the lessons from the implementation of SUN Movement MPTF projects are just starting to emerge. However, Chapter 5 of the SUN Movement MPTF 2013 Annual Progress Report shares a set of emerging lessons.

Chapter 6 of this report also outlines some key lessons that have been learned by the SUN Movement Secretariat through its examination of all projects' progress reports and its experience in supporting the Management Committee. Seven key challenges have emerged and include:

1. **Revising the SUN Movement MPTF proposal and reporting templates in order to encourage more explicit analysis of the achievements, learnings and challenges, of each project against the shared theory of change for the SUN Movement MPTF Window II**
2. In the longer term, the **Window II section of the MPTF log frame will most likely require extensive reflection and revision.**
3. **Reviewing the MPTF's Terms of Reference and Management Committee TOR and Rules of Procedure** in order to ensure greater clarity in relation to the roles and responsibilities of each actor involved in the SUN Movement MPTF. The development of generic guidelines on key management issues (the fund transfer timelines, responsibility for monitoring, etc.) could be very useful.
4. The Management Committee may also need to consider the **issue of capacity across the Participating UN Organizations and the SUN Civil Society Secretariat.**
5. With facilitation by the SUN Movement Secretariat, the Management Committee could consider holding **an in-depth review with Participating UN Organizations and representatives of Implementing Partners to better appreciate the main actions required** to ensure high-quality implementation after SUN MPTF proposals are approved.
6. It could be very helpful to consider a revision of the SUN Movement MPTF templates for **proposal submission and reporting.**
7. The Management Committee may wish to **examine the costs that Implementing Partners and Partner UN Organizations.**

The Swiss Agency for Development and Cooperation did not see need to address long term challenges at this stage but do expect that these are carefully considered if the Management Committee decide to continue with the SUN Movement MPTF.

DFID found the SUN Movement MPTF 2013 Annual Report very useful with a number of good recommendations. In particular, they believe that a proposal to simplify the logframe could be helpful as well as the development of guidance clarifying roles and responsibilities of actors in the MPTF.

WFP had no comments and WHO expressed appreciation for report and found the idea of identifying good practices very useful.

The Secretariat acknowledged that a guidance note would be very helpful BUT an in-depth meeting of the MC would be required to better appreciate expectations and constraints. DFID requested that this meeting took place in the coming months, without waiting for ICE findings. Irish Aid suggested margins of ICN2 or GG.

In 2014 reporting timelines, DFID confirmed that the delivery of 2014 Annual Report on 31 May 2015 presented no difficulties for their internal report process.

Decision Five: The Chair will share a proposal for a face-to-face meeting of the MC and PUNOs with the SUN Secretariat and the SUN CSO Global Network (covering all 3 windows) to develop guidelines to clarify roles and responsibilities for management of each project. The meeting will take place within the next 3 months.

7. Discussion on use of remaining funds of MPTF

Decision Six: Chair will propose options paper that will either be shared electronically or at the face-to-face meeting

Annex One

1) Interest Earned

Interest of UN Agencies: In relation to donors' question on interest for the SUN MPTF, the MOU with UN Agencies states: "Each Participating UN Organization will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it by the Administrative Agent from the Fund Account. That separate ledger account will be administered by each Participating UN Organization in accordance with its own regulations, rules, directives and procedures, **including those relating to interest.**"

Therefore, each UN Agency follows its own Financial Regulations approved by its Executive Board or equivalent and Financial Rules (approved by its Executive Director, Administrator or equivalent). For the 4 agencies that participate in the SUN MPTF (UNOPS, UNICEF, WFP, WHO) they all have Financial Rules specifying that interest earned on funds received is **not be returned but used internally**. That is why there is no UN Agency-earned interest in the SUN MPTF as of now. We have a copy of financial rules and regulations of each agency and have confirmed this with them.

Interest of Administrative Agent: The MPTF Office reports on and returns the interest on unspent funds back to the Fund. As of now, the Fund has earned \$27,862 which is added to the balance of funds available for programming.

Interest Policy of WFP:

Interest Policy of UNICEF:

Interest Policy of UNOPS:

Interest Policy of WHO: WHO amended its financial regulations (Regulation VIII – Revenue: Other Sources, 8.2) so that as of January 1, 2008, interest is no longer granted on individual contributions. For this reason no interest has been credited directly back to these grants.

Annex Two - Timelines of transfer of funds from UN Agencies to NGOs.

In line with discussion at the last MC, the MPTF Office thought that the Management Committee may find it interesting that the lengthy process of fund transfers from UN Agencies to NGOs is not a characteristic of UN Agencies working in SUN MPTF only.

The UN Central Emergency Response Fund (CERF) faces similar challenges – it takes up to 50 days to transfer funding to NGOs in humanitarian context. The last report of CERF operation says:

*Antonio Guterres, the UN High Commissioner for Refugees, and Bruce Aylward, Assistant Director-General at WHO, discussed sub-grants of CERF funding from UN agencies to NGOs. Dr Aylward committed to reducing the time it takes WHO to disburse sub-grants by half, from **52 to 25 days**. The CERF Advisory Group recommended that all agencies should set similar benchmarks.*

Given this precedent in CERF, the SUN Movement MPTF Management Committee may find it useful to come up with a similar proposal to the Participating UN Organizations of the SUN Movement MPTF to accelerate the time disbursement to Implementing Partners.