

## PARTICIPANTS

### Management Committee:

- **Contributing Partners (donors):** Tanya Green (UK- DfID); Marlene Heeb (Switzerland-SDC) and Ben Siddle and Emily Mates (Ireland - IrishAid)
- **Participating UN Organizations (PUNOs):** Chizuru Nishida (WHO); Perrine Geniez (WFP) and Werner Schultink (UNICEF)
- **MPTF Office, SUN MPTF Fund Administrator, ex- officio member:** Yannick Glemarec, Executive Coordinator MPTF Office;
- **Chair:** Tom Arnold (SUN Movement Coordinator a.i.)
- **SUN Movement Secretariat:** Florence Lasbennes, Maria Pizzini, Elena Gaino, Patrizia Fracassi and Martin Gallagher

### Observers:

- Claire Blanchard and Cara Flowers (SUN Civil Society Network – CSN – Secretariat)
- Sultana Khanoum (CSA for SUN Bangladesh and member of CSN Steering Committee)
- Kristina Spiegel (SUN Business Network Coordinator)

### Apologies:

- Martha Mai (UNOPS), Francesco Branca (WHO)

## KEY DECISIONS

**Decision One:** The Management Committee agreed to approve the extension of the SUN Movement MPTF until 31 December 2016. The SUN Movement Secretariat will work with the MPTF Office and PUNOs to agree a process for informing Implementing Partners who may need to extend the time frames of their projects.

**Decision Two:** The Management Committee agreed to allow UNICEF Nigeria until 20 December 2014 to identify a new Implementing Partner and submit a final proposal for Window II. DFID has offered to task its country office to support this exercise. The SUN Civil Society Network will also support a final effort in country.

**Decision Three:** The SUN Movement Secretariat will continue to seek regular updates from the Participating UN Organizations in relation to the transfer of funding, using the current overview format that has been developed (available on SUN Movement website [here](#)). No new approach to tracking funding transfers will be taken now but this should be considered in the independent evaluation of the SUN Movement MPTF.

**Decision Four:** The Management Committee agreed for the Secretariat to work closely with representatives from the four SUN Networks to develop concept notes and proposals for use of US\$850,000 of unallocated MPTF resource to support countries through the four communities of practice and for US\$150,000 to be used for an independent evaluation of the SUN Movement MPTF in the second half of 2015. The Management Committee agreed for the Secretariat to:

*Present a full proposal to support CoP1 to the SUN Movement MPTF Management Committee by end of December 2014. (estimated cost US\$320,000)*

*Present a concept note (or full proposal if ready) to the SUN Movement MPTF Management Committee for a project to support COP4 by end of December 2014. Once approved, a full proposal will be delivered to the Management Committee by end of 2014. (estimated costs US\$200,000)*

*Present concept notes (or full proposals if ready) to the Management Committee for COP 2 and 3 by end of first quarter 2015 (estimated costs US\$165,000 per CoP)*

The SUN Movement Secretariat will report back to the SUN Movement MPTF Management Committee on future options for capitalizing on the 'learning route' pilot project by the end of first quarter of 2015.

**Decision Five:** The Chair agreed for the Secretariat to initiate a process to revise the language of the Supplementary Guidance Note on Roles and Responsibilities presented to the MPTF Management Committee in advance to this meeting in order to reflect both the capacities and expectations of all members of the Management Committee. The final draft text will be shared with the Management Committee for approval in January 2015.

**Decision Six:** The Management Committee agreed to introduce a 15% margin for reallocation of funds across the budget lines of all SUN Movement MPTF projects – provided that there is no increase in overall project costs and that the indirect cost recovery by the PUNOs are capped at 7%.

## **1. Update on the SUN Movement MPTF financial framework (MPTF Office) and on decisions taken during the 7<sup>th</sup> Management Committee Meeting**

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. The Executive Coordinator of the MPTF Office advised the Management Committee that approximately US\$ **1,017,007** is available for allocation.

This balance includes the Nigeria proposal that was approved in March 2014 but was later withdrawn by UNICEF (the Participating UN Organization) sponsoring the project. (UNICEF was asked to comment on this during Agenda Item No. 4).

It also includes an additional deposit of approximately US\$170,000 (GBP100,000) by DFID, who have also committed to disbursing an additional US\$47,000 (GBP30,000) for Window III by 31 March 2015.

The Chair referred to a short document that was circulated at the meeting, providing an update on all decisions taken during the 7<sup>th</sup> Meeting of the SUN Movement MPTF in July 2014. (See Annex 1)

## **2. Extension of SUN Movement MPTF**

The SUN Movement Secretariat Chief of Staff explained that during its meeting on 22 September 2014, the SUN Movement Lead Group agreed to extend the mandate of the SUN Movement Secretariat until the end of 2016.

She also reminded the Management Committee that due to some of the delays experienced in commencing implementation of SUN Movement MPTF projects, some Implementing Partners may wish to request no-cost extensions of their projects.

**Decision One:** The Management Committee agreed to approve the extension of the SUN Movement MPTF until 31 December 2016. The SUN Movement Secretariat will work with the MPTF Office and PUNOs to agree a process for informing Implementing Partners who may need to extend the time frames of their projects.

### **3. Update on fund transfers and reporting progress, including Nigeria proposal**

The SUN Movement Secretariat referred to the decision taken during the 6<sup>th</sup> Meeting of the MPTF Management Committee to organize a process to keep the Management Committee updated on the state of fund transfers from Participating UN Organizations to Implementing Partners. At the 7<sup>th</sup> MPTF Management Committee Meeting in July 2014, a brief update from each Participating UN Organization and a comprehensive overview was completed, circulated and posted on the SUN Movement [website](#).

The Participating UN Organisations were then asked to provide a brief overview of the latest state of fund transfers to their respective Implementing Partners as well as an update in relation to the status of the quarterly reporting process for each of their projects.

*WFP: Bangladesh, Malawi, Mozambique, Nepal, Niger, Ghana, Mali, Peru, Madagascar, Sri Lanka, Zimbabwe, Senegal, Rwanda, Burundi*

WFP received US\$ 4.7 million total for 14 projects – 7 approved in 2013 and 7 in 2014. 2013 projects are proceeding with second disbursements while 2014 projects have completed first round of disbursements. US\$ 2.9 million have been disbursed to the projects (representing a66% of total to WFP amount when including indirect cost recovery).

The Window II projects in Mali and Mozambique are due to come to closure 31st December 2015 and lessons to be learned should be considered. Mozambique is requesting a non-cost extension in the use of funds and a revision of its budget. WFP is working with the SUN Movement Secretariat to finalize.

The second transfer for Malawi, 2013 project, was pending the approval of a budget revision and extension request. As the revision is now approved and paper work complete, the transfer has taken place since the last MC meeting. Bangladesh also requested budget revision though it did not affect the transfer of funds from WFP to the Implementing Partner. WFP is working with the SUN Movement Secretariat to finalize.

WFP highlighted concerns around their role in collecting and sharing supporting materials in addition to quarterly reports for Window II projects. WFP suggested that more relevant channel than the PUNOs reporting could be explored for knowledge and experience sharing (Civil Society Network). It was agreed to consider this in future discussions regarding the Supplementary Note on Roles and Responsibilities.

*WHO: Guatemala, Uganda, El Salvador*

WHO reported that, in Uganda, the first transfer (US\$ 130,000) was completed on 13 December 2013. The second transfer was delayed because of a delay in report submission from the Implementing Partner and because of an internal delay in transferring funds. WHO will follow up with Uganda for the 2014 quarterly reports and update the SUN Movement Secretariat.

For Guatemala, WHO just received the quarterly reports from the Implementing Partner and the second transfer will be shortly released.

WHO expects to make the second fund transfer to the Implementing Partner in El Salvador in January 2015.

Reporting status for WHO: there have been delays but Guatemala reports have been submitted. WHO will follow up with country offices in El Salvador and Uganda.

*UNICEF: Guinee, Kenya, Kyrgyz Republic, Sierra Leone AND NIGERIA*

Nigeria: UNICEF decided not to move forward on the proposal as the membership of the Implementing Partner was not in compliance with UNICEF policy. UNICEF suggested that the

Management Committee could wait until the end of December 2014 to see if an appropriate Implementing Partner could be identified and the proposal finalised. Both DFID (who has just employed a new advisor in country) and the Civil Society Network (CSN) Secretariat offered their assistance in this process. UNICEF did recognize, however, that as it has proven very difficult to finalize arrangements in Nigeria and that Nigeria has had extensive time so far to consolidate a proposal, the Management Committee may wish to give priority to other projects.

The MPTF Office reminded the Management Committee that every project must be closed before the closure of the SUN Movement Secretariat in order to review all final reporting requirements and comply with all reporting obligations. This would mean that any future project in Nigeria would have a very limited time scope and the objectives should reflect this.

The SUN Movement Secretariat reported that no quarterly reports have yet been submitted for projects for which UNICEF is acting as Participating UN Organisation. The Secretariat will follow up with UNICEF on this.

In the cases of Sierra Leone and Guinea – funds were transferred just before outbreak of the Ebola crisis. UNICEF is extremely reluctant to approach countries on any other issue beyond Ebola. It was agreed that the Management Committee will wait a few months before seeking an update. In the meantime, the Civil Society Network will provide updates on what they know from the Civil Society Alliances in these countries.

*UNOPS (ABSENT): SUN Civil Society Network Secretariat, Myanmar, Lao PDR (Window II) and PROCASUR (Window I)*

**Decision Two:** The Management Committee agreed to allow UNICEF Nigeria until 20 December 2014 to identify a new Implementing Partner and submit a final proposal for Window II. DFID has offered to task its country office to support this exercise. The SUN Civil Society Network will also support a final effort in country.

**Decision Three:** The SUN Movement Secretariat will continue to seek regular updates from the Participating UN Organisations in relation to the transfer of funding, using the current overview format that has been developed (available on SUN Movement website [here](#)). No new approach to tracking funding transfers will be taken now but this should be considered in the independent evaluation of the SUN Movement MPTF.

#### **4. Options for use of the unallocated balance of SUN MPTF funds**

As highlighted by the Executive Coordinator of the MPTF Office, there is approximately US\$1,017,007 available for allocation. At the last meeting of the SUN Movement MPTF, the Chair agreed to propose options paper on use of remaining funds of SUN MPTF that will either be shared electronically or at the face-to-face meeting.

The Secretariat circulated a paper for the Management Committee's consideration on 14 November 2014. In this paper three options for use of the unallocated balance of SUN Movement MPTF resources were put forth for discussion and approval by the MC. These can be summarised as follows:

**a. Support for the emerging SUN Movement Communities of Practice (estimated cost USD 850,000)**

The SUN Movement Secretariat recommended that the SUN Movement MPTF Management Committee consider activating Window I of the MPTF to channel support to countries through the four emerging SUN Movement Communities of Practice (CoP).

It was recommended that:

- i. Upon approval of the concept note for a project to support CoP1, a full proposal will be presented to the SUN Movement MPTF Management Committee by end of December 2014. (estimated cost US\$320,000)
  - ii. A concept note will be presented to the SUN Movement MPTF Management Committee for a project to support COP4 by end of December 2014. Once approved, a full proposal will be delivered to the Management Committee by end of 2014. (estimated costs US\$200,000)
  - iii. Concept notes will be presented to the Management Committee for COP 2 and 3 by end of first quarter 2015 (estimated costs US\$165,000 per CoP)
- b. **Independent Evaluation of the SUN Movement MPTF (estimated cost USD 150,000)**

The SUN Movement Secretariat recommended that the Management Committee approve the development of a concept note for an independent evaluation of the SUN Movement MPTF in the second half of 2015. This will allow time for the results and recommendations arising from the Independent Comprehensive Evaluation of the SUN Movement to be fully taken into account.

- c. **Additional 'learning routes' following on from the Window I PROCASUR pilot project (estimated costs to be considered as part of the development of COP proposals).**

The SUN Movement Secretariat proposed to report back to the SUN Movement MPTF Management Committee on future options for capitalizing on the 'learning route' pilot project by the end of first quarter of 2015.

The SUN Movement Secretariat gave a brief overview of the options paper and the Chair then opened the discussion to the Management Committee.

The SDC supported the recommendations in the option paper. The SDC feel that is very important that the Management Committee wait to define the scope of the independent evaluation of the SUN Movement MPTF until after the findings of the Independent Comprehensive Evaluation of the SUN movement are clear. The SDC also agreed that it was important to take time to evaluate the most effective modalities, strengths and weaknesses of the Learning Routes pilot projects. In relation the use of MPTF funds to support countries through the four emerging communities of practice, the SDC was supportive but insisted that forthcoming proposals are very clear on the catalytic nature of each project.

WHO welcomes this proposal and looks forward to contributing through the work on costing and tracking that they are already supporting. The SUN Movement Secretariat recognized the importance of this, highlighting the National Health Accounts work as something underway in several countries, along with the One Health Tool. This work will be fully recognised in the forthcoming proposal. The SUN Movement Secretariat welcomed the opportunity to work with WHO to ensure sure that figures that are coming out of WHO supported work are clearly captured.

Irish Aid was also supportive of the options presented but asked that all forthcoming proposals take particular care not to pre-empt any of the findings that will emerge from the Independent Comprehensive Evaluation of the SUN movement. Irish Aid reinforced the request from SDC that the catalytic nature of each proposal to support countries through the emerging communities of practice is made very clear.

The SUN Movement Secretariat assured the Management Committee that the concepts put forth in the options paper were all made within the existing framework of the logframe of the MPTF. The SUN Movement Secretariat will strive to ensure that the emphasis of these proposals will be placed on collaboration and effective working of the multi-stakeholder platforms in countries.

DFID supported the inputs from others into the discussion and committed to share more detailed comments bilaterally with the SUN Movement Secretariat. DFID asked about the possibility of considering how particular activities such as clear articulation of roles and responsibilities could be integrated. DFID also asked if a civil society visioning exercise on the future of the Movement should be considered.

The Civil Society Network Secretariat explained that Civil Society Alliances are looking for a space to define their approach and how they will work together towards a post-2015 development framework. They have been considering ways to do this electronically but do not have the resources to do this.

**Decision Four:** The Management Committee agreed for the Secretariat to work closely with representatives from the four SUN Networks to develop concept notes and proposals for use of US\$850,000 of unallocated MPTF resource to support countries through the four communities of practice and for US\$150,000 to be used for an independent evaluation of the SUN Movement MPTF in the second half of 2015. The Management Committee agreed for the Secretariat to :

*Present a full proposal to support CoP1 to the SUN Movement MPTF Management Committee by 5 December 2014. (estimated cost US\$320,000)*

*Present a concept note (or full proposal if ready) to the SUN Movement MPTF Management Committee for a project to support COP4 by 5 December 2014. Once approved, a full proposal will be delivered to the Management Committee by end of 2014. (estimated costs US\$200,000)*

*Present concept notes (or full proposals if ready) to the Management Committee for COP 2 and 3 by end of first quarter 2015 (estimated costs US\$165,000 per CoP)*

The SUN Movement Secretariat will report back to the SUN Movement MPTF Management Committee on future options for capitalizing on the 'learning route' pilot project by the end of first quarter of 2015.

## 5. Clarification of roles and responsibilities

Chapter 6 of the 2013 SUN Movement MPTF Progress Report highlighted the main challenges to and opportunities for improving the administration of the SUN Movement MPTF.

The report suggested that:

*'It would be important to review 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.'*

The SUN Movement Secretariat, with support from the MPTF Office carefully reviewed the existing governance documents and developed a draft Supplementary Guidance Note on Roles and Responsibilities presented to the MPTF Management Committee in advance to this meeting to help improve the administration of the SUN Movement MPTF.

The contents of this paper are in full alignment with the roles and responsibilities set out in:

- Memorandum of Understanding between Participating UN Organizations and the UNDP regarding the Operational Aspects of a Scaling Up Nutrition Movement (SUN Movement) Multi-Partner Trust Fund
- SUN Movement MPTF Terms of Reference
- SUN Movement MPTF Management Committee Terms of Reference and Rules of Procedure

The Supplementary Guidance Note aims to provide more precision on the roles of the PUNOs as well as the SUN Civil Society Network Secretariat which was not fully established at the time the existing governance documents were drafted.

The Supplementary Guidance Note highlights the specific sections of the existing governance documents where roles and responsibilities are defined. It then examines the key phases of the project cycle, identifying key functions and proposing clarifications where it was deemed appropriate. These include project preparation, approval and finalization; fund transfer and reporting and project revision requests.

The most significant point that was discussed was in relation to the key role played by the Head Offices of the PUNOs. As set out on in the SUN Movement MPTF Terms of Reference (29 February 2012), the Participating UN Organisations assume full programmatic and financial accountability for funds transferred to them as the result of a project approval. The language of the supplementary Guidance note also was discussed so that it helps refining the programmatic and financial roles of the PUNOs. For this reason, it was recommended to find an agreement in order *to ensure that all recommendations and decisions of the Management Committee are well addressed, **Head Offices of Participating UN Organisations** ensure that grants to Implementing Partners are effectively managed, implemented, monitored and reported.*

*In relation to the SUN Civil Society Network Secretariat, it is critical that the SUN Movement MPTF is able to fully capitalize on the routine information gathering and relationship building that the SUN Civil Society Network Secretariat undertakes. To date, the SUN Civil Society Network (CSN) Secretariat has worked very closely with the SUN Movement Secretariat to share information and answer queries by the Management Committee regarding the progress of SUN Movement MPTF Window II projects. In 2014, the CSN Secretariat contributed to the fifth chapter of the 2013 SUN Movement MPTF Annual Progress report by sharing lessons from civil society alliances funded by the SUN Movement MPTF. The relevant sections of the Supplementary Guidance Note aim to capitalize on the collaboration to date and streamline the process of monitoring and reporting.*

DFID welcomed the development of the Supplementary Guidance note as they would like to see the management responsibility, for which the PUNOs are paid a fee, to be spelled out. Some analysis from the PUNO on what is happening is expected, beyond just filing the report. Does the PUNO believe that what is being reported reflects the reality on the ground? Some language on what is fair and reasonable to expect 'on the ground' is needed. This language can be agreed after the meeting.

WFP raised issues around the language of the Supplementary Guidance Note, stressing that it felt that the Note was ambiguous and on specific points could lead to miss-interpretation or unrealistic expectations of the PUNOs' roles. Specifically, WFP raised its concern that, in the organizations view, the reference to 'monitoring responsibilities' are not foreseen under the SUN MPTF MoU and are not part of the roles and responsibilities of the PUNOs. Moreover, WFP expressed concern that its capacity available to the administration of the SUN MPTF make some of the detailed mechanisms proposed within the Supplementary Guidance Note unrealistic. WFP also flagged that it was concerned that some of the activities proposed in the draft note raised ambiguity around project ownership. UNICEF underscored that the indirect cost recovery for SUN

Movement MPTF projects is small and that this needs to be considered when setting expectations of the role the PUNOs can play. WFP supported this by raising a concern about existing capacity available for administration of the SUN Movement MPTF and asked that this is considered in the independent evaluation of the SUN Movement MPTF. The MPTF Office agreed that these small projects make it very difficult for PUNOs or 'managing agents' to make additional capacity available while much larger projects are capable of mobilising extra capacity to service the project.

Regarding the proposal to introduce more flexibility in relation to budget revision requests, the MPTF Office recommended a 15% margin for manoeuvre with indirect cost recovery locked at 7%. Irish Aid, the SDC and DFID all supported this.

The Civil Society Network (CSN) Secretariat welcomed the opportunity to establish clarity on its role. As the CSN is only funded until the end of 2015, they are concerned about a perception of their role in supporting efforts to monitor Civil Society Alliance projects. The SCN welcomed the opportunity to be part of meetings, working to build share communications and updates with the Management Committee. The CSN reminded the MC of the updates available on its blog (available [here](#)) and encouraged them to review, share and provide feedback.

The SUN Movement Business Network (SBN) is also very interested to be more engaged. They appreciate the opportunity to be involved and excited to support broader efforts to build capacity and support SUN principles.

**Decision Five:** The Chair asked the Secretariat to initiate a process to revise the language of the Supplementary Guidance Note on Roles and Responsibilities in order to reflect both the capacities and expectations of members of the Management Committee. The final draft text should be shared with the Management Committee for approval by 5<sup>th</sup> December 2014.

**Decision Six:** The Management Committee agreed to introduce a 15% margin for reallocation of funds across the budget lines of all SUN Movement MPTF projects – provided that there is no increase in overall project costs and that the indirect cost recovery by the PUNOs are capped at 7%.



## **Annex 1: Update on KEY DECISIONS from 7<sup>th</sup> Meeting of the SUN Movement Management Committee**

*As of 20<sup>th</sup> November 2014*

**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.

**Update:** The ICE team has already produced an Inception Report (Mokoro 2014) which provides a detailed methodology and workplan. Ahead of the September 2014 meeting of the Lead Group, the ICE team also submitted an Interim Progress Report (Mokoro 2014). This was mainly to provide an interim assessment of the SUN Movement Secretariat (SMS), but also included a brief discussion of emerging issues for the evaluation. The ICE team will submit their final report in December 2014.

This final report will feed into a "Visioning" exercise commencing in January 2015. Informed by the ICE, this phase seeks to develop the Visioning Sub Group's recommendations for the Lead Group's consideration in April 2015.

At its meeting in April 2015, the Lead Group will seek to agree on actions to set out the parameters for the next phase of the SUN Movement. This is the moment when key decisions and guidance must be provided by the Lead Group. These decisions will also define ongoing detailed work to enable a transition to the Movement desired for the post 2015 era. This will also herald the building or refining of the structures (e.g. Governance, Secretariat, Networks) needed for the SUN Movement after 2015.

While the ICE is considering some elements and issues related to the SUN Movement MPTF, the time and limited scope of the ICE does not allow for a comprehensive review of the strengths, weaknesses and potential way forward. In addition, it is only after the Visioning Phase is complete that a clear appreciation of the role of the SUN Movement MPTF will be possible. **For this reason, the SUN Movement Secretariat recommends that an evaluation of the SUN Movement MPTF takes place in the second half of 2015.** This will be discussed at the face-to-face meeting of the SUN Movement MPTF MC on 20<sup>th</sup> November 2014.

**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)**

**Update:** These documents were uploaded to the SUN Movement website in August 2014. They can be accessed here: <http://scalingupnutrition.org/resources-archive/sun-mptf>

**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 22<sup>nd</sup> July, 2014.**

**Update:** This revision was submitted and approved on 6<sup>th</sup> August 2014 as no objection was received from the Management Committee.

**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.

**Update:** This proposal was withdrawn by UNICEF. The decision was communicated by the SUN Movement Secretariat in an email to the Management Committee on 24<sup>th</sup> September 2014.

**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.

**Update:** The face-to-face meeting of the SUN Movement MPTF Management Committee will take place on 20<sup>th</sup> November in Rome.

**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

**Update:** A background paper has been prepared and circulated in advance of the MPTF MC face-to-face meeting on 20<sup>th</sup> November.