

SUN Movement Multi-Partner Trust Fund

Supplementary Guidance Note

Prepared for review by the SUN MPTF Management Committee during its 8th Session on 20th November 2014

1. Introduction and Background:

In March 2012 the SUN Movement Multi-Partner Trust Fund (SUN Movement MPTF) was established by the Participating UN Organizations (PUNOs) and contributors/partners. The SUN Movement MPTF is designed to ensure that catalytic grants reach governments, UN agencies, civil society groups, other SUN partners and support organizations. The SUN Movement MPTF enables partners to contribute finances that will facilitate the development and implementation of government or stakeholder actions for scaling up nutrition within the parameters of the Scaling Up Nutrition Movement's Strategy and Road Map.

A Management Committee (MC) is currently established with the responsibility to review proposals for funding and decide on the allocation of funds. **The members of the SUN Movement MPTF Management Committee include:**

1. Coordinator of the SUN Movement (Chair)
2. Participating UN Organizations (PUNOs) in the SUN Movement MPTF
 - a. United Nations Children's Fund (UNICEF)
 - b. United Nations Office for Project Services (UNOPS)
 - c. World Food Program (WFP)
 - d. World Health Organization (WHO)
3. Contributing Donors supporting the SUN Movement MPTF
 - a. UK Department for International Development,
 - b. The Swiss Agency for Development and Cooperation (SDC)
 - c. IrishAid
4. The Administrative Agent (UNDP MPTF Office) as ex officio member.
5. The SUN Movement Secretariat as an ex-officio member.

Other organizations/entities may be invited by the Management Committee to join Committee such as SUN Network Facilitators* (i.e. UN, Business, Civil Society, Donors, Country Network)

Observers to the SUN Movement MPTF include:

1. Other UN system entities involved in the SUN Movement
2. SUN Movement Secretariat
3. Delegated officials from the SUN Lead Group

The governance arrangements of the SUN MPTF are set out in the following documents:

- Memorandum of Understanding between Participating UN Organizations and the United Nations Development Programme 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

These documents provide guidance in relation to the governance structure of the SUN Movement MPTF, including key tasks to be completed by SUN Movement Secretariat, the Administrative Agent (the MPTF Office) and Participating UN Organisations (PUNOs). In particular they establish roles and responsibilities for:

The Management Committee:

- Section 3.2, 3.4, 3.8 of the SUN Movement MPTF Terms of Reference
- Paragraph 4.1 and 10.1 of Section A –Management Committee Terms of Reference and Paragraphs 2.2 of Section B - Rules of Procedure of the SUN Movement MPTF Management Committee Terms of Reference and Rules of Procedure

Participating UN Organisations (PUNOs)

- Memorandum of Understanding between Participating UN Organizations and the United Nations Development Programme regarding the Operational Aspects of a Scaling Up Nutrition Movement (SUN Movement) Multi-Partner Trust Fund
- Sections 3.1 and 3.3, 3.5 and 3.8 of the SUN Movement MPTF Terms of Reference
- Paragraphs 10.3 of Section A – Management Committee Terms of Reference and Paragraphs 1 through 6 of Section B - Rules of Procedure of the SUN Movement MPTF Management Committee Terms of Reference and Rules of Procedure

SUN Movement Secretariat

- Sections 3.2, 3.5 and 3.6 of the SUN Movement MPTF Terms of Reference
- Paragraph 5.1 and 10.2 of Section A –Management Committee Terms of Reference and Paragraphs 1.1, 1.3, 2.1, 2.2.1, 2.2.2, 2.2.3, 2.3, 2.4, 4.1, 5.1 and 7.1

The Administrative Agent (MPTF Office)

- Memorandum of Understanding between Participating UN Organizations and the United Nations Development Programme regarding the Operational Aspects of a Scaling Up Nutrition Movement (SUN Movement) Multi-Partner Trust Fund
- Sections 3.2, 3.5 and 3.6 of the SUN Movement MPTF Terms of Reference
- Paragraphs 2.2.1, 3.1, 3.2, 4.1 and 6.1 of Section B - Rules of Procedure of the SUN Movement MPTF

The Civil Society Network (CSN) Secretariat

The CSN Secretariat¹ was established in 2012. Through SUN Movement MPTF Funding, the CSN Secretariat has received resources to employ a full time coordinator and more recently a country support officer. Funding is also provided by the SUN Movement MPTF for the CSN Secretariat staff to carry out its roles and responsibilities. The CSN Secretariat is hosted by Save the Children UK. While the SUN Movement MPTF logframe sets out specific outcomes for the CSN Secretariat, its role in MPTF procedures (project preparation, approval and finalization and reporting) has not been articulated.

¹ The CSN Secretariat is referred to as the 'Global CSO network' in MPTF documents

2. Scope of this document:

This supplementary guidance note aims to:

1. Complement the information already set forth in the above referenced documents in relation to the roles and responsibilities of the Participating UN Organisations.
2. Clarify the role of the SUN Civil Society Network which was not established at the time of drafting the above two documents.

3. Roles and Responsibilities

3.1 Participating UN Organisations

*To ensure that all recommendations of the Management Committee are well addressed, **Head Offices of Participating UN Organisations** will ensure that grants to Implementing Partners are effectively managed, implemented and reported.*

As the Participating UN Organisations assume full programmatic and financial accountability for funds transferred to them as the result of a project approval², the PUNO will ensure that:

Project preparation (activities to take place before submission to the SUN Movement Secretariat)

1. Project documents are complete, accurate and in line with all aspects of the PUNO's own internal procedures and regulations
2. All due diligence has been performed in relation to the integrity of proposed partners involved in the project as well as abidance with the SUN Movement Principles of Engagement
3. Project objectives and implementation metrics are in line with the SUN Movement MPTF logframe and satisfy all internal requirements of the PUNO
4. Project documents are accompanied by a complete budget which is clearly broken down by objective and where applicable, costs per unit and per hour
5. The project budget *reflects reasonable costs of operation in the implementation location. Only local consultants can be included in the project, therefore the project budget should not include the costs of international consultants, per diems or unnecessary equipment.*

Project approval and finalization

1. A representative from the PUNO Head Office at project level and in collaboration with the representative of the lead NGO is available to provide background information about the proposal to the members of the Management Committee and the SUN Movement Secretariat, promptly respond to queries by the Management Committee and take responsibility for timely completion of any revisions or satisfying any recommendations in collaboration with the lead NGO.

² See page 7 of Scaling Up Nutrition (SUN) Movement Multi-Partner Trust Fund Terms of Reference (29 February 2012)

Transfer of Funds

1. Upon transfer of project funds from the Administrative Agent (the MPTF Office), the PUNO will provide the Management Committee (via the SUN Movement Secretariat) with an estimated date of fund transfer to the Implementing Partner.
2. A detailed aggregate schedule of payment transfers from the PUNO to Implementing Partners is shared with the SUN Movement Secretariat and updated every quarter (end of March, June, September and December). This schedule should indicate the status of payments (both complete and expected) and be accompanied by a narrative to explain lengthy delays (more than 2 weeks beyond agreed schedule) if required.

Reporting

1. A detailed aggregate schedule of quarterly reporting timelines is shared with the Management Commitment (via the SUN Movement Secretariat). Please note that annual reports must be submitted to the SUN Movement Secretariat and the Administrative Agent **no later than three months (31 March)** after the end of the calendar year.³

Assurance that the PUNO has reviewed these quarterly reports, clarified any inconsistencies and In the opinion of the PUNO the information represents a fair and reasonable assessment of progress. **Project Revision Requests** (budget revisions, timeline extensions, and/or change of scope)

1. Where a budget revision request does not affect the original total budget allocation for the project and involves less than a 15% shift in funding allocation between budget lines, the PUNO will negotiate and agree the revision with the Implementing Partner. A revised excel budget which clearly indicates the agreed changes and provide the justification for these will be submitted to the SUN Movement Secretariat and Administrative Agent. The SUN Movement Secretariat keeps records of the project revisions.

3.2 SUN Civil Society Network (CSN) Secretariat

The SUN Movement MPTF Logframe sets out the following outputs for the CSN:

- B 1.4 The Global CSO network tracks how the CSAs are progressing and supports individual CSAs as they become established and assists with any challenges or conflicts at country level
- B2.3 The Global CSO network supports individual CSAs with establishing advocacy strategies and assessing their effectiveness
- B 3.3 The Global CSO network assists individual CSAs to make optimal contributions to national platform
- B 4.3 Global CSO network monitors the contribution of CSAs on accountability and advises on optimal ways to do this
- B 5.2 Global CSO network effectively supports national CSAs, sharing lessons, tools, providing advocacy advice

To date, the 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

³ See Section 3.3 , page 9 of the SUN Movement MPTF Terms of Reference, 29 February 2012

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.

Given the roles of the CSN Secretariat in tracking the progress of civil society alliances, the following functions for the CSN are identified:

Project preparation (activities to take place before submission to the SUN Movement Secretariat)

When requested by in country actors or the SUN Movement Secretariat, the CSN Secretariat will support applicants for Window II funding to ensure the proposal meets MPTF guidelines and will ensure the SUN Movement Secretariat is informed of any challenges that arise.

If required, the CSN Secretariat will be called upon by the SUN Movement Secretariat to organize a shadow review of MPTF proposals that will supplement the technical review carried out by the SUN Movement Secretariat.

Project approval and finalization

The CSN Secretariat will join MPTF Management Committee meetings where Window II (and other Window proposals if appropriate) proposals are considered and will be prepared to answer questions or address concerns raised by the Management Committee.

Transfer of Funds

The CSN Secretariat will ensure delays in funding transfers that are brought to their attention are timely flagged with the SUN Movement Secretariat.

Reporting

The CSN Secretariat will work closely with the SUN Movement Secretariat to ensure that the routine tracking of lessons learned and information gathering it undertakes is made available for the drafting of the annual SUN Movement MPTF report. This could involve the drafting of specific parts of the annual report and providing statistics, case studies and analysis.