

The Spotlight Initiative

Guidance note on Project reporting requirements

Overview

The [Spotlight Initiative](#) (SI) Secretariat and the SI Administrative Agent (AA or MPTFO), have elaborated the guidance for the SI project establishment and reporting processes as described in the SI [Terms of Reference \(TOR\)](#), [Memorandum of Understanding \(MOU\)](#), signed between UN and MPTFO, [MOU](#) and [MOU Addendum for EU contribution](#) signed between the Recipient UN Organizations (RUNOs) and the AA.

As outlined in the MOU and MOU Addendum (see the Legal Framework Summary), each RUNO assumes full programmatic and financial accountability for the funds disbursed to them by the AA. Project implementation is to be followed by the individual RUNO's internal rules, directives and procedures. RUNOs are accountable to the SI for results achieved and are obligated to report on their activities and expenditure in line with the SI Operational Steering Committee (OSC) [approved country/regional Programme](#), signed MOU and MOU Addendum.

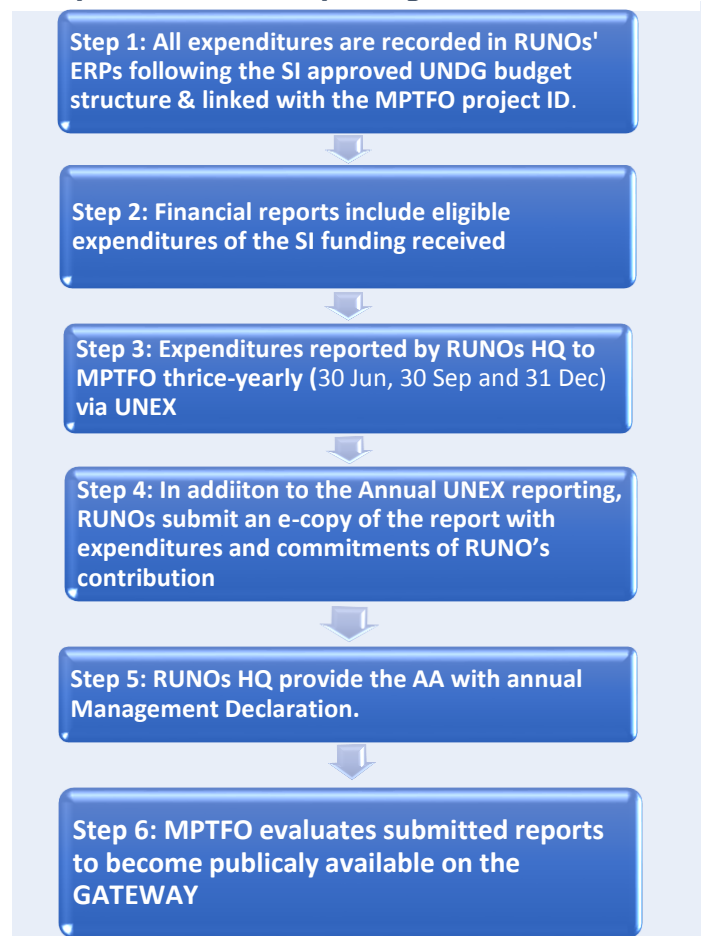
Reporting Requirements

Once the project is operational, all RUNOs have to comply with the following standard and provisional reporting cycles, all reports are to be provided and consolidated via the Resident Coordinator (except UNEX uploading where a copy should be provided to the RC). **There are 3 types of reports for the SI Programmes: 1) Standard (thrice-year - Q2; Q3 and annual) reports; 2) provisional reports joint or individual (triggers disbursement of subsequent installments and/or upon OSC request); and 3) final joint reports. Please see below Reporting Summary Table.**

Standard Reporting

- In line with the MOU Addendum for EU contribution to the SI ([art. 3.2](#)), provide financial progress reporting twice a year (expenditure as of 30 June; and of 30 September) via AA web-interface reporting tool system UNEX for the financial update and via the Secretariat for the narrative update;
- In line with the MOU signed between RUNOs and the AA ([Sec. IV](#)), the Annual financial report (expenditure as of 31 December) is submitted via UNEX by the 30 of April by RUNOs with respect to the SI disbursed funds;
- The UNEX submission is to be made by RUNO HQs, by referencing the [MPTFO project identification](#) and following UNDG budget structure in accordance with the SI approved country/regional programme;
- In line with the MOU Addendum ([art. 3.7](#)), RUNO HQs will provide the AA with annual [Management Declaration](#);
- Additionally, to the Annual financial report via UNEX, an e-copy of the expenditures reports of RUNO's approved contribution must be submitted to the MPTFO and Secretariat (please see the [template](#)). This report is to be signed by the RUNO's responsible representative in the country/region;
- Submit joint annual narrative progress reports no later than three months (31 March) after the end of the calendar year to the SI Secretariat and MPTFO focal points, the RC office ensures consolidation and transmission.

Steps for standard reporting schedule



Provisional Reporting

- In the event where the RUNOs expenditures and commitments combined reach 70% of the SI previously provided pre-financing payment (plus 100% of any earlier ones where applicable), RUNOs (COs) may request next instalment by submitting provisional joint narrative and [financial](#) reports to the SI Secretariat and MPTFO for further decision of the OSC Chair;
- In line with the MOU Addendum for EU contribution to the SI ([art. 3.3](#)), upon request from the OSC, RUNOs shall provide joint progress reports (both narrative and [financial](#)) to the AA to accompany any requests for release of subsequent EU instalments. Such reports to be provided within a month following the OSC request and should be accompanied by the [Management Declaration](#) (if applicable). The RC office is to consolidate those reports per country.

Final Reporting

- Submit final financial report to the SI Secretariat and MPTFO focal points no later than five months (31 May) after the end of the calendar year in which the financial closure of the approved Programme activities occur;
- Submit final narrative report no later than four months (30 April) after the end of the calendar year to the SI Secretariat and MPTFO focal points;

Steps for provisional reporting



Important Information

- RUNOs are accountable to the SI for results achieved and are obligated to report on their activities and expenditure in line with the SI Operational Steering Committee approved country/regional Programme;
- With the purpose of accurate mapping and expenditure reporting, all financial reports from RUNOs must be aligned with the correct [MPTFO project identification number](#) and follow UNDG budget structure of the SI approved country/regional Programme - present expenditure using the same lines as set out in the approved Budget;
- All costs must meet “eligibility” criteria. For the costs to be considered eligible for the SI funding (i.e. charged to the EU contribution), they must be legally incurred within the Implementation Period. In line with the contractual obligations agreed with the EC, all RUNOs need to ensure that a sufficient level of information is provided in the financial reporting (as per OSC approved Programme) and to assure the eligibility of costs can subsequently be demonstrated ([see Article 18 of General Conditions for the MPTFO/EU contract](#));
- All consolidated reports and related documents will be posted and become public on the [MPTFO GATEWAY](#);
- Any deviations from the OSC approved Programme during its implementation must follow the established SI Programme/Budget revision procedures (see [“Guidance Note Programme revisions”](#));
- No transfer of SI funds between different RUNOs can be made. Any budgetary revision or cost extensions must follow the required procedure described in the TOR and related Guidance Note (see [“Guidance Note Programme revisions”](#));
- The MPTFO will inform additionally RUNOs focal points (HQ and country levels) regarding the actual opening dates for the AA web-interface reporting system UNEX;
- Unspent balances at the end of the project are to be refunded to the MPTF Office SI account. The transfer notification should be sent to the MPTFO, no later than six months (30 June) after the end of the calendar year following the completion of the activities;
- The indirect cost of the Programme cannot exceed 7 % of the approved Programme cost.

Reporting Summary Table

| Type of Report | Format | Mode | Report date | Submission Date | Joint or RUNO report | Ultimate Recipient |
|---------------------|---|--|--|---|----------------------|--------------------|
| Standard | Financial: UNEX eReport by HQ | UNEX Upload only | 30-Jun | by 15 August | RUNO | OCS |
| Standard | Narrative through RMS: | Submission to the Secretariat by RC office | 30-Jun | by 31 July | Joint | Secretariat |
| Standard | Financial: UNEX eReport by HQ | UNEX Upload only | 30-Sep | by 15 Nov | RUNO | OCS |
| Standard Annual | Annual Financial: UNEX eReport by HQ + "Outside UNEX" Report | UNEX Upload + "Outside UNEX" Report with Commitments and RUNO Contribution | 31-Dec | by 30 April | RUNO | OCS |
| | Annual Narrative through RMS: | Submission to the Secretariat by RC office | 31-Dec | by 31 March | Joint | OCS |
| Provisional Reports | Financial: "Outside UNEX" Report | "Outside UNEX" Report with Commitments and RUNO Contribution | On the OSC request or if Programme reaches 70% threshold | Within one month of the OSC request or if Programme reaches 70% threshold | Joint | OCS |
| | Narrative | Submission to the Secretariat by RC office | | | | |

RUNOs HQ focal points

| FINANCIAL | | | PROGRAMME | | |
|---------------------|---------|--|-----------------|----------|--|
| NAME | RUNO | EMAIL | NAME | RUNO | EMAIL |
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SI Key focal points and contact details

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Global Spotlight Secretariat

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 Ms. Olga Beshpalova, Programme Associate, olga.beshpalova@unwomen.org

Useful Links

- [SI TOR](#)
- [SI MOU with RUNOS](#)
- [MOU Addendum for EU contribution to the SI](#)
- SI project progress narrative update reporting Template
- [SI project progress financial update reporting Template \(incl. UN Agencies contribution\)](#)
- [Management declaration template](#)
- Annual SI project narrative reporting Template
- Final SI End of Project Narrative Template