

The Spotlight Initiative

Guidance note on Programme Operationalization

Overview

The [Spotlight Initiative](#) (SI) Secretariat and the SI Administrative Agent (AA-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 expenditures in line with the SI Operational Steering Committee (OSC) approved country/regional programme, signed MOU and MOU Addendum.

Steps for the Spotlight Initiative Programme Operationalization

Step 1: SC approves Country/Regional Prodoc. Prodoc must be signed by all RUNO(s)

Step 2: MPTFO creates project in the GATEWAY and transfers funds to RUNO(s) as instructed and according to the signed MOU on file.

Step 3: OSC Chair instructs MPTFO on the amounts to be transferred to RUNO(s) - (FTR)

Step 4: MPTFO notifies each RUNO(s) about the transferred amount

Step 5: RUNO(s) apply funds to the its own ERP system linking the project with MPTFO project ID (separate ledger account, OSC approved UNDG budget to follow)

Step 6: All expenditures are recorded following the OSC Programme approved UNDG budget structure.

Step 7: Financial reports include eligible expenditures of SI funding received and RUNO's approved contribution for a country/regional programme

Operational set-up and description of projects requirements

The SI projects will become operational after following the required steps below:

Step 1 and 2

- Once the SI OSC has approved a country/regional programme, the MPTFO creates a project in the MPTFO system ([GATEWAY](#)), recording OSC approved allocations. A specific project factsheet webpage is generated in the [GATEWAY](#) and populated using the project cover page (please see the [list of the SI approved projects](#));
- In order to transfer SI funds to a RUNO, MPTFO must have on file countersigned [MOU](#) and [MOU Addendum for EU contribution](#) to the SI by this RUNO;

Step 3

- Based on the OSC Chair (EOSG) instructions, the AA transfers the initial allocation to each RUNO as specified in the Fund Transfer Request (FTR);

Step 4

- A payment notification is sent to all RUNOs by email once the transfer is processed by the MPTFO. It includes transferred amount and the [MPTFO project identification number](#) assigned to each specific SI project for the entire duration of the Fund;

Step 5

- The SI funding is transferred by MPTFO to the HQs' RUNO account. To access SI funding at the country level, each RUNO is to follow its individual internal rules and procedures, related to the funds application;
- The RUNOs have to establish a Separate Ledger account for the receipt and administration of the funds disbursed to it by the AA from the SI account. The [MPTFO project identification number](#) must be referenced in the RUNO's system to ensure correct reporting of expenditure as per reporting guidelines. There must be a one-to-one mapping between the MPTFO project and the RUNO's project. Please see the list of HQ RUNOs focal points below for any additional clarifications and guidance;

Step 6

- With the purpose of accurate mapping and future expenditure recording/reporting, the RUNOs have to follow UNDG budget cost breakdown of the SI OSC approved country/regional Programme when establishing a project budget in their ERP system;

Step 7

- All costs must meet "eligibility" criteria under the General Conditions of the EU contract. For the costs to be considered eligible for the SI funding, they must be directly attributable to the Programme implementation, in accordance with the approved ProDoc, legally incurred within the implementation period ([see the Article 18 of General Conditions for the EU contract](#)). In line with the contractual obligations agreed with the EC, all RUNOs need to ensure 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 during a EU verification mission – the importance of having scrupulous checking by RUNOs is critical;
- In the event of the cumulative expenditure of 70% of SI received funds per RUNO (expenditures and commitments combined), programmes may request next instalment by submitting provisional narrative and [financial](#) reports to the SI Secretariat and MPTFO;
- MPTFO will disburse subsequent installments to all OSC approved Programmes in line with the EOSG instructions specified in the FTR, subject to the cumulative reported expenditure (see above) and funds availability in the SI account.

Important Information

- RUNOs are accountable to the SI for results achieved and are obligated to report on their activities and eligible expenditure in line with the SI Operational Steering Committee (OSC) approved country/regional Programme, signed MOU and MOU Addendum.
- All financial reports must be submitted aligned with the correct [MPTF Office project reference number](#) and follow the OSC Programme approved UNDG budget structure - present expenditure using the same breakdown per lines as set out in the approved Budget. (see "[Guidance Note on Programme reporting requirements](#)")
- For the purpose of releasing subsequent installments, the AA and Secretariat will assess whether the level of expenditure ('expense' and 'commitments' combined) is equal to 70% of the amount of the previously provided funds (plus 100% of any earlier ones where applicable). The indirect cost of the Programme cannot exceed 7 % of the approved Programme cost.
- **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 Guidelines** (see "[Guidance Note on Programme revisions](#)").
- **Any deviations from the OSC approved Programme during its implementation must follow established SI Programme/Budget revision procedures.** (see "[Guidance Note on Programme revisions](#)")
- Unspent balances at the end of the project are to be refunded by transfer to the MPTF Office SI account (see "[Guidance Note How to close projects](#)")

RUNOs HQ focal points

FINANCIAL			PROGRAMME		
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SI Key focal points and contact details

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Useful Links

- [SI TOR](#)
- [SI MOU with RUNOs](#)
- [MOU Addendum for EU contribution to the SI](#)
- SI project Interim progress narrative reporting
- [SI project progress financial update reporting Template \(incl. UN Agencies contribution\)](#)