

# Scaling Up Nutrition (SUN) Movement

## Multi-Partner Trust Fund

Terms of Reference

29 February 2012

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## 1. Introduction

### 1.1 Purpose

The purpose of this document is to establish a collaborative framework for coordinated efforts by partners working together to support countries and stakeholders which are participating in the Scaling Up Nutrition (SUN) Movement. The focus of this work will be on catalyzing support for SUN Countries' plans to enhance and expand nutrition interventions and implementing nutrition-sensitive sectoral strategies that are central to food availability, access and stability. To advance the goals of the SUN Movement and generate and manage resources towards these goals, this document will establish and detail the administration of a SUN Movement Multi-Partner Trust Fund (hereafter referred to as the SUN Movement MPTF).

The SUN Movement MPTF will enable donors to contribute finances that will facilitate the development and implementation of government or stakeholder actions for scaling up nutrition within the parameters of the Scale Up Nutrition Movement's Road Map (and revisions thereof). It is not designed to be a vertical nutrition fund for large scale investments in food and nutrition security, nor to replace existing funding pathways at country level- it is a fund to be used for actions to enable, initiate or develop SUN Movement activity at country or regional level, (and provide appropriate global-level support) when other funding is not available. The capitalization of the fund will reflect this intention.

### 1.2 Background

Under-nutrition in today's world is a neglected crisis. Nearly 200 million children under five (or 40%) are suffering from stunting (chronic malnutrition) in the developing world. Stunting, whose global burden is heavier than the burden of underweight, remains hidden and is often ignored. Nearly one in four children under age five (approximately 129 million), are underweight, and one in 10 is severely underweight<sup>1</sup>.

Under-nutrition is a crisis concentrated in a relatively small number of countries. More than 90% of stunted children, and the highest prevalence of underweight children are found in Asia and Africa. Just 24 countries account for 80% of stunted children, and just ten countries account for 60% of the global wasting burden<sup>2</sup>. South Asia exhibits the largest number of stunted children worldwide and the highest prevalence and numbers of wasted children.

Under-nutrition is an underlying cause of 3.5 million maternal and child deaths each year<sup>3</sup>. Undernourished children are much more likely to suffer from a serious infection and to die from common childhood illnesses such as diarrhea, measles, pneumonia and malaria, as well as HIV and AIDS.

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<sup>1</sup>UNICEF, Tracking Progress on Child and Maternal Nutrition, November 2009

<sup>2</sup> Ibid

<sup>3</sup> Scaling Up Nutrition: Building a Global Advocacy Agenda, CSS and London School of Hygiene and Tropical Medicine, August 2011

While children suffering from severe acute malnutrition are more than nine times more likely to die than children who are not undernourished, a large number of deaths also occurs among moderately and mildly undernourished children who may otherwise appear healthy. Moderately or mildly undernourished children contribute to the overall burden of mortality because of the sheer volume of children in this category and the role under-nutrition plays in making them more susceptible to illness.

Children can bear the consequences of under-nutrition from their early years and for the rest of their lives. Stunted children suffer from irreversible cognitive and physical developmental effects. Some of the consequences of stunting include low height for age, poor psychomotor development, lower cognitive development and ability, difficulties during pregnancy and at delivery, less schooling due to increased rate of absenteeism, and lower work capacity and productivity. It is estimated that a 1% loss in adult height as a result of childhood stunting is associated with a 1.4% loss in productivity<sup>4</sup>.

In turn, under-nutrition impacts on countries' growth and economies. At the national level, under-nutrition can reduce gross domestic product (GDP) by as much as 3% a year<sup>5</sup>. Globally, the direct economic cost of child hunger and under-nutrition is estimated at between US\$ 20 billion and US\$30 billion<sup>6</sup>. Conversely, investing to improve nutrition is cost effective. It is estimated that without under-nutrition, the GDP of a developing country could increase by 41% in ten years<sup>7</sup>. The Copenhagen Consensus Report in 2008, produced by a panel of leading economists including Nobel Laureates, listed combating under-nutrition as the best development investment considering its benefit-cost ratio. They showed that providing vitamin A and zinc to 112 million children under the age of two in developing countries would cost just \$60 million per year, but would yield annual benefits of more than \$1 billion.

### **1.3 Scaling Up Nutrition (SUN) Movement**

In recognition of the importance and urgency of addressing under-nutrition, the Scaling Up Nutrition (SUN) Movement was launched on 21 September 2010 at the UN Summit on the Millennium Development Goals. At this meeting, Governments and development partners from communities of donors, civil society, business and academia committed to work together to substantively scale up nutrition. This initiative represents an unprecedented development in the field of nutrition, bringing together over 100 stakeholders representing UN agencies, authorities of countries burdened by under-nutrition, donors, northern and southern civil society, and private sector actors, who have committed to coordinating and aligning their efforts behind an agreed set of key priority areas for technical

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4 J. M. Hunt, The Potential Impact of Reducing Global Malnutrition on Poverty Reduction and Economic Development. Asia Pacific

Journal of Clinical Nutrition 14(S): 10-38, 2005

5 World Food Programme/Economic Commission for Latin America and the Caribbean study found that in 2004 alone, the average cost of child undernutrition for the region was the equivalent of 6.4% GDP

6 Global Framework for Action, Ending Child Hunger and Undernutrition Initiative, Initiating partners: World Food Programme and UNICEF, United Nations Children's Fund, New York, December 2006

7 L. Haddad, Burying Nutrition Myths and Activating Choices for our Children's Development, African Journal of Food & Nutritional Sciences (now African Journal of Food, Agriculture, Nutrition and Development), Vol. 2, No. 1, March, 2002

interventions, and to working towards securing adequate support and attention for tackling under-nutrition.

The Movement draws on the Framework for Scaling Up Nutrition which was released at the World Bank in April 2010: this sets out approaches for tackling high levels of under-nutrition by focusing on the 1,000 day period from pregnancy to age two, when adequate nutrition has the greatest impact on saving lives and on a child's lifetime cognitive and physical capacity. It spells out what needs to be done to improve nutrition outcomes, what investments are required to scale up effective nutrition actions, and the key working principles to move this forward. It is not a prescriptive plan, but an outline of core elements and actions on which national plans can be built and tailored.

The SUN Road Map, developed between May and September 2010 by a multi-stakeholder Task Team, sets out the principles and direction for increased action and support for countries as they scale up efforts to tackle under-nutrition across a range of sectors. It reflects the elements of action to address food security approved by delegates at the November 2009 Food and Agriculture Organization World Summit on Food Security and the 2010 World Health Assembly resolution 62.23 on maternal, infant and young child nutrition, and is anchored in the UN Standing Committee on Nutrition's guiding principles developed in 2009. The Road Map encourages a coherent approach amongst leaders and other nutrition stakeholders to promote coordinated actions to increase the effectiveness of efforts: it serves as the guiding document for the SUN Movement. The Road Map will be revised in the first half of 2012, and submitted to the newly established SUN Lead Group for approval.

Since the start of the SUN Movement, progress has been impressive with over 26 countries committing to scale up nutrition, and hundreds of stakeholders from civil society, development partners, business and the UN system pledging to work together in support of these country actions in ways that supplement their own investments. Expectations are high and an increasing number of countries are seeking to join the SUN Movement and work for sustained results in the coming years. Over the next year, those involved in the Movement will work to ensure that this political interest is translated into intensified actions, strengthened programmes and measurable results within SUN countries.

## **2. The SUN Movement Multi-Partner Trust Fund Programme Outline**

The SUN Movement MPTF will enable governments and other stakeholders to access small grants through which their engagement in the SUN Movement can be catalysed or enhanced. This will not evolve into a vertical nutrition fund for large scale investments in food and nutrition security at country level, nor will it replace existing funding channels.

### **2.1 Structure and Functions of the SUN Movement MPTF**

To act as a catalyst, the SUN Movement MPTF will have three primary areas for work, and thus **three windows** for funding:

- 1) **Support for initial SUN actions at country level:** Facilitate initial actions with SUN countries for which financial support is not available – including support for the strengthening of multi-stakeholder platforms, stock-taking of nutrition specific and nutrition sensitive activities, or SUN launches that provide opportunities for sharing of experiences amongst key stakeholders in national regional and global SUN meetings. For projects related to this function, there would be a funding limit of US\$ 100,000.
- 2) **Catalytic programmes for Countries:** To fund SUN Movement partners participation in SUN Country plans. The SUN Secretariat will facilitate calls for proposals for such funding as requested and agreed upon by the Management Committee, and as funding becomes available. As an immediate priority, initial funds will be used to permit the implementation of the Civil Society proposal: “Tackling the Neglected Crisis of Undernutrition: Mobilising Civil Society (CSO) in support of the Scaling Up Nutrition Movement (SUN)” referred to as the ‘CSO proposal’ which proposes support to 11 CSO countries.
- 3) **Support for global SUN strategic efforts:** To fund other initiatives, including the development and outsourcing of strategic pieces of work, such as on resource mobilization and transfer strategies, communications work, triangulation and validation of progress indicators and an independent evaluation of the Movement.

### 3. The SUN Movement Multi-Partner Trust Fund Architecture

#### 3.1 Eligible Applicants

The Trust Fund is designed to ensure that catalytic grants reach governments, UN agencies, civil society groups, other SUN partners and support organizations. In the framework of the pass-through fund management modality, extensively used for UN Multi-Partner Trust Funds, the funding is allocated to the Participating UN Organizations. SUN Movement MPTF’s Implementing Partners will access the grant funding through the Participating UN Organizations of the Fund. The Participating UN Organizations will work with Implementing Partners and ensure that the submitted proposals are collaboratively developed, and ensure optimal design, selection, implementation and accountability processes.

The Management Committee, through the Secretariat, will issue calls for proposals<sup>8</sup> which will indicate the purpose for which funds are available, size of grants, guidelines for development of proposals, deadlines for submission, the appraisal and adjudication process, supervision and accountability

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<sup>8</sup> With the exception of the previously mentioned CSO proposal for support in 11 SUN countries, which has already been developed in a collaborative manner and is ready for review.

requirements. Potential UN Agencies interested in participating in the fund and receiving the funding for its programmes or programmes to be implemented by Implementing Partners, shall sign the MOU with the UNDP MPTF Office that will administer the SUN Movement Fund.

Participating UN Organizations that have signed the Fund's MOU will – once their proposals have been appraised and deemed suitable for support - be eligible to receive funds, and shall assume full programmatic and financial accountability for funds transferred to them. They will be responsible for the following activities:

- 1) Prepare and submit proposals that include a Monitoring and Accountability plan;
- 2) Implement project activities (if directly implemented by Participating UN Organization)
- 3) Supervise and oversee projects financed by the SUN Movement MPTF; and
- 4) Establish a separate ledger account for the receipt and administration of the funds
- 5) Provide periodic narrative and financial reporting, in accordance with provisions of the MOU and decisions of the Management Committee.

### **3.2 Governance Structure**

The governance of the SUN Movement MPTF will be based on the SUN Lead Group, which will provide overall strategic direction for the Movement and hence the priorities for the Fund; a Management Committee which will review and approve proposals, make fund allocation decisions and oversee Fund-level implementation, and a Secretariat, which will provide support to the Management Committee and facilitate the work of the Fund.

#### ***Lead Group***

The UN Secretary-General is establishing a Lead Group, that will work to ensure that the national authorities of countries within the SUN Movement receive the effective support that they request as they scale up nutrition programmes. The Lead Group will focus on the efforts of partners that offer this support, ensuring strategic oversight, coherence and collective accountability. They will reinforce SUN's character as a genuine multi-stakeholder Movement. Its members will also seek to improve the availability of external support for national SUN efforts and alignment behind the efforts of national stakeholders as they seek to improve nutrition.

The Lead Group will meet once a year. One of its tasks will be to set the strategic direction and capitalization of the SUN Movement MPTF.

#### ***Management Committee***

A Management Committee will be established with the responsibility to review proposals for funding and decide on the allocation of funds. All proposals will be initially vetted by the SUN Movement Secretariat before submission to the Management Committee. The Coordinator of the SUN Movement will serve as Chairman of the Management Committee. The Management Committee will be composed of all UN Organizations participating in the SUN Movement MPTF, including the Food and Agriculture

Organization (FAO), the World Food Programme (WFP), the World Health Organization (WHO) and the United Nations Children Fund (UNICEF) and Contributors supporting the SUN Movement MPTF. Other organizations/entities may be invited by the Management Committee to join Committee.

The Multi-Partner Trust Fund Office (MPTF Office) of UNDP, will serve as the Administrative Agent of the Fund, and will be an ex officio member of the Management Committee.

### ***Secretariat***

The Management Committee of the SUN Movement MPTF, Participating UN Organizations and other SUN stakeholders will be supported by the SUN Movement Secretariat, working closely with the Administrative Agent, as appropriate. The Secretariat will be tasked with the following activities:

- Draft criteria for the selection of projects receiving SUN Movement MPTF funding for adoption by the Management Committee;
- Develop guidelines for the preparation and submission of proposals for approval by the Management Committee;
- Review proposals submitted by Participating UN Organizations for completeness and consistency with these Terms of Reference (TOR) and the established criteria and guidelines (initial vetting);
- Transmit proposals to the Management Committee for their review and potential approval;
- Transmit approved proposals to the Administrative Agent for fund disbursement (once approved by the Management Committee);
- Assess and compile lessons-learned from the programme and initiatives supported and develop and implement an effective knowledge management system;
- Facilitate independent programme/project evaluations, as needed;
- Contribute to ensuring that policies and strategies decided by the SUN Lead Group are implemented and adhered to.

### ***Administrative Agent***

The SUN Movement MPTF will use the pass-through modality and will be administered by the UNDP Multi-Partner Trust Fund Office (MPTF Office). In a pass-through arrangement, donors and Participating UN Organizations agree to channel funding through one Participating UN Organization, referred to as the Administrative Agent. The Administrative Agent is the appointed interface between the Participating UN Organizations and the donors.

UNDP's accountability as the Administrative Agent is set out in the policy "UNDP's Accountability when acting as Administrative Agent in MPTFs and JPs using the pass-through fund management modality" (see <http://mptf.undp.org>). UNDP performs the Administrative Agent functions in accordance with the UNDG "Protocol on the Administrative Agent for MPTFs and JPs"<sup>9</sup>.

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<sup>9</sup><http://mptf.undp.org/overview/office/how>

The Administrative Agent administers SUN Movement MPTF resources in accordance with its financial regulations and rules and the SUN Movement Fund's TOR. It will be responsible for the following activities:

- Sign an MOU with the Participating UN Organizations;
- Negotiate and sign Standard Administrative Arrangements with donors that wish to provide contributions to the SUN Movement MPTF;
- Receive, administer, and manage contributions from donors;
- Subject to availability of funds, disburse funds to Participating UN Organizations based on resource allocation decisions of the SUN Management Committee;
- Receive narrative and financial reports from Participating UN Organizations;
- Prepare annual and final Consolidated Narrative and Financial Reports of the SUN Movement MPTF;
- Transmit Annual/Final Consolidated Reports to donors through the SUN Movement Technical Secretariat and the SUN Management Committee; and
- Subject to the availability of funds, disburse funds for direct costs to Participating UN Organizations requested by the Management Committee to perform additional tasks in support of the SUN.

The Administrative Agent will charge a 1% fee of each donor contribution for fund administration and fiduciary responsibilities, which is applicable to all 50+ MPTFs that the MPTF Office administers.

### **3.3 Reporting**

For each project approved for funding from the SUN Movement MPTF, the Participating Organizations will be required to provide the following to the SUN Movement Secretariat and Administrative Agent:

- Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;
- Final narrative reports after the completion of the activities in the approved programme (including the final year of the activities in the approved programme) to be provided no later than four months (30 April) after the calendar year following the financial closing of the SUN Movement MPTF. The final report will give a summary of results and achievements compared to the goals and objectives of the SUN Movement MPTF.

Participating UN Organizations will be required to provide the following statements and reports to the Administrative Agent:

- Annual financial statements and reports as of 31 December with respect to the funds disbursed to it from the SUN Movement MPTF Account, to be provided no later than four months (30 April) after the end of the calendar year;

- Certified final financial statements and final financial reports after the completion of the activities in the approved programme (including the final year of the activities in the approved programme) to be provided no later than six months (30 June) of the year following the financial closing of the SUN Movement MPTF.

Indirect costs of the Participating UN Organizations recovered through programme support costs will be limited to 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Participating UN Organizations in carrying out the activities for which it is responsible under the SUN Movement MPTF will be recovered as direct costs.

### **3.4 Contributions to the SUN Movement MPTF**

The Management Committee takes the lead in developing a resource mobilization strategy providing clear roles and targets.

Contributions to the SUN Movement MPTF may be accepted from governments of Member States of the UN or from inter-governmental or non-governmental organizations, or from private sources. Acceptance of funds from the private sector will be guided by criteria stipulated in the UN system-wide guidelines on cooperation between the UN and Business Community (the UN Secretary General's guidelines: <http://www.un.org/partners/business/otherpages/guide.htm>).

In support of the overarching aim of SUN, and to ensure maximum flexibility and coordination, donors are encouraged to contribute with multi-year pooled/non-earmarked resources. If this is not possible, the earmarking to three Windows (specified in Section 2.1 above) may be permitted.

Contributions to the SUN Movement MPTF may be accepted in fully convertible currency. Such contributions shall be deposited in the bank accounts designated by UNDP. The value of a contribution-payment, if made in other than United States dollars, shall be determined by applying the UN operational rate of exchange in effect on the date of payment.

### **3.5 Proposal approval process and release of funds**

Participating UN Organizations seeking funding will be invited to develop programme proposals based on in-country demand, in consultation with governmental institutions, civil society partners, or other partners as relevant. Resident Coordinators will play a key role in facilitating the process at the country level and engaging UN Country Teams. The draft programme proposal will then be submitted to the SUN Movement Secretariat for review in line with design guidelines and standards. The Proposal approval process will be further described in the Management Committee's Rules of Procedure which will be developed and submitted to the Management Committee for approval.

The SUN Movement MPTF Management Committee, supported by the SUN Movement Secretariat, may decide to approve the proposals, approve proposal with modifications/conditions, defer/return with comments for further considerations or reject proposals. The fund allocation decision of the Management Committee has to be signed by its Chair.

On receipt of the SUN Movement MPTF Management Committee's approval, the representatives of the Participating UN Organizations will proceed with the signing of the programme document.

On receipt of the SUN Movement MPTF Management Committee's approval of a programme and a copy of the signed programme document accompanied by the programme budget, the MPTF Office, acting as Administrative Agent, will pass funds to the Participating UN Organizations.

### **3.6 Accountability and Public Disclosure**

Decisions by the SUN Movement MPTF Management Committee will be circulated as appropriate to ensure the full coordination and coherence of SUN Movement MPTF efforts. The Administrative Agent will develop dedicated web page on [the MPTF Office GATEWAY](#) to ensure appropriate transparency and accountability. The SUN Movement MPTF web-page will contain real-time information on donor commitments and deposits, transfers to the Participating UN Organizations, and annual expenditure. In line with the UN's commitment towards public disclosure of its operational activities, summaries of Management Committee decisions, project information and periodic progress reports will be posted on the SUN Movement MPTF web site.

### **3.7 Audit**

The Administrative Agent and Participating UN Organizations will be audited in accordance with their own Financial Regulations and Rules and in accordance with the Framework for auditing MPTFs which was agreed by the Internal Audit Services of Participating UN Organizations and endorsed by the UNDG in September 2007.

### **3.8 Monitoring and Evaluation**

Monitoring and evaluation of the activities of the SUN Movement Trust Fund financed projects/programmes shall be undertaken in accordance with the provisions contained in the specific Projects/Programmes submitted by the concerned Participating UN Organizations and approved by the Management Committee, which are consistent with the respective regulations, rules and procedures of the Participating UN Organizations.

In addition, the Management Committee may commission an independent lessons-learned and review exercise relating to the operations, management and impact of the Sun Movement Trust Fund.

### **3.9 Other Matters**

The SUN Movement Trust Fund will be established upon signing of the Memorandum of Understanding by at least two Participating UN Organizations and the MPTF Office as the Administrative Agent. The

Trust Fund will be operational with the signature of the first Standard Administrative Arrangement by a Contributor and Administrative Agent.

The SUN Movement Trust Fund will terminate upon completion of all Projects/Programmes funded through the SUN Movement Trust Fund and after satisfaction of all commitments and liabilities. Notwithstanding the completion of the initiatives financed from the SUN Movement Trust Fund, any unutilized balances will continue to be held in the SUN Movement Trust Fund Account until all commitments and liabilities incurred in implementation of the Projects/Programmes have been satisfied and project activities have been brought to an orderly conclusion. Any balance remaining in the SUN Movement MPTF Account or in the individual Participating UN Organizations' accounts upon completion of the SUN Movement MPTF on **31 December 2015** shall be used as decided by the Management Committee in consultation with the Contributors to the Fund on the priorities established by the Management Committee. Any funds returned to Contributors will be in proportion to their contributions to the SUN Movement MPTF.