ANNEX 5

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SUN Movement Multi-Partner Trust Fund | UN Logo |  |  |  |

Submission Form for Programme1/Budget Revision

**to the**

**SUN Movement MPTF Management Committee**

|  |
| --- |
| Part A: Programme Summary *(To be completed by the Participating UN Organization)* |
| **Date of Submission:** | 22/09/2015 |
| **From the Participating UN Organization:** | WORLD FOOD PROGRAMME |
| **Contact:** | Jean Pierre De Margerie Country Director  |
| **Programme Number:** |  |
| **Programme Title:** | **Establishing Coordinated Rwandan Civil Society Engagement in Scaling Up Nutrition** |
| **Total Approved Programme Budget:** | US$\_\_240,742 |
| **Amount and percentage of indirect costs requested:** | US$\_\_15,750\_ \_7\_% |
| **MC Approval Date:** |  |
| **Programme Duration:** | 30 | **Starting Date:** | 1/06/2014 | **Completion Date:** | **31/12/2016** |

1. **Type of Programme/Budget Revision Requested**

[ ]  Increase in programme budget.**a** **Amount requested:** **US$\_\_\_\_\_\_\_\_\_\_\_**

[x]  Extension of programme duration. **New completion date: \_\_31/12/2016\_\_**

[ ]  Change of programme scope *(submit revised programme document)*

**a**For any change in the budget, provide revised budget

 *The term “programme” is used for projects, programmes and joint programmes.*

1. **Programme Expenditure to date: *as of 22/09/2015***

[x]  Total Commitments US$\_\_\_\_\_240,742\_\_\_\_\_\_

[ ]  Total Disbursements US$\_\_\_\_\_\_240,742\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Reason revision is being requested:**
2. **Documents Attached:**

[ ]  Revised Budget *(for change in programme budget)*

[ ]  Revised Programme Document *(for change in programme scope)*

|  |
| --- |
| **Part B: Signature***(To be completed by the Participating UN Organization and the CSO)* |
| **Entities** | **Signature** | **Date** | **Name/Title** |
| Participating UN organisation  |  | 22/09/2015 | Jean Pierre De MargerieCountry Director  |
| Civil Society Organisation, lead NGO  |  |  |  |

|  |
| --- |
| **Part C: Administrative Review***(To be completed by the SUN Movement Secretariat)* |
| 1. **SUN Movement Secretariat Comments:**
 |
| 1. **SUN Movement Secretariat Recommendation:**
 |

|  |
| --- |
| **Part D: Decision of the SUN Movement MPTF Management Committee***(To be completed by the SUN Movement Secretariat)* |
| **7. Decision of the Management Committee**[ ]  Approve[ ]  Approve with modification/condition[ ]  Defer |
| **Comments (if any):** |
| **David Nabarro****Coordinator of the SUN Movement****Chair of the SUN Movement MPTF Management Committee****……………………………… …. ……………………………****Signature Date** |

|  |
| --- |
| **Part E: Administrative Agent Review***(To be completed by the Administrative Agent )* |
| **8. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office, UNDP** [ ]  Programme/Budget Revision consistent with provisions set in the SUN Movement MPTF Terms of Reference, the Memorandum of Understanding between the Administrative Agent and the Participant Organizations and the Standard Administrative Arrangement with donors. |
| **Bisrat Aklilu** **Executive Coordinator,****Multi-Partner Trust Fund Office, UNDP** **……………………………………… …………………………****Signature Date** |