



Spotlight Initiative
 To eliminate violence against women and girls

Initiated by the European Union and the United Nations:



SPOTLIGHT DIRECT COST

<p>Project Title: Spotlight Secretariat direct cost</p>	<p>Recipient UN Organization(s): MPTF Office (UNDP) UN WOMEN UNFPA</p>
<p>Project Contact: UN WOMEN, Ms. Maria Noel Vaeza, Director of Programme MPTF Office, Ms. Henriette Keijzers, Deputy Executive Coordinator UNFPA, Mr. Arthur Erken, Director of the Division of Communications and Strategic Partnership</p>	<p>Implementing Partner(s) – name & type (Government, CSO, etc): N/A</p>
	<p>Project Location: New York HQ</p>
<p>Project Description:</p> <p>The Secretariat supports the Operational Steering Committee and is comprised of a Management Unit housed in the MPTF Office and a Technical Unit housed in UN WOMEN. The two units work in close collaboration, and in a complementary manner. The following narrative describes the functions of both unit and their tentative budget for the period 2017-2024. The budget of the first years of operation (2017-2018) is proposed for a first allocation.</p>	<p>Total Direct Cost 2017-2018: \$3,315,232.71</p>
	<p>Spotlight MPTF: \$3,038,962.43 UN MPTFO: \$1,415,312.50 UNWOMEN: \$1,558,460.18 UNFPA: \$65,189.75</p> <p>UN Agency Contribution: \$276,270.28</p> <p>MPTF Office: \$37,170.66 UNWOMEN: \$124,636.56 UNFPA: \$114,463.06</p>
	<p>Proposed Project Start Date: July 1st 2017 Proposed Project End Date: December 31st 2024</p>
<p>Purpose of the Revision: This revision is made to incorporate the transfer of funds to UNFPA for the Spotlight website. All other aspects of this project document remain unchanged.</p>	

Representative of the United Nations (Co-chair of the Operational Steering Committee)

Ms. Nahla Valji
Senior Gender Advisor, Executive Office of the Secretary- General

Recipient UN Organization(s): Multi Partner Trust Fund Office (MPTF)

Henriette Keijzers
Deputy Executive Coordinator

Signature: _____
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Recipient UN Organization(s): UNWOMEN

Ms. Maria Noel Vaeza
Director of Programme
Deputy Executive Coordinator

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Recipient UN Organization(s): UNFPA

Arthur R.M. Erkem
Director, Division of Communications and Strategic Partnerships

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Date: _____

Signed Original on File
(available upon request)

The Management Unit

1. Overall Functions

The Management Unit provides operational and administrative support to the Governing Body and Operational Steering Committees. It is responsible for the coordination and day-to-day management of the Initiative. The Management Unit codifies policies and rules of procedure into an Operations Manual, which includes a Risk Management Strategy. The Management Unit provides strategic advice and quality control over the implementation of the initiative and coordinates meetings. It facilitates collaboration and communication between the EOSG, recipient United Nations organizations, and the Resident Coordinators regarding the operations, when necessary. The unit can develop a Resource Mobilization Strategy so the Initiative can attract investments from other donors.

A primary role of the Management Unit is to ensure the submission of country-level/regional programme proposals to the Operational Steering Committee and guarantee they have been developed in accordance with agreed-upon joint programme submission guidelines and criteria specified in the Operations Manual that has been developed in accordance with United Nations Development Group (UNDG) standards. The Management Unit will be responsible for reporting on the implementation of funded joint programmes through periodic progress updates (which include consolidated annual narratives and financial reports, and any specific European Union reporting requirements) received from recipient United Nations organizations. The unit will present an overview of progress to the Strategic and Operational Steering Committees and ensure that lessons learned feed into relevant wider United Nations reform discussions.

The main functions of the Management Unit are:

Execute and coordinate all management functions of the initiative, including the implementation of decisions made by Steering Committees.

Elaborate an Operations Manual, in accordance with signed legal agreements, and ensure compliance with it.

Plan and prepare meetings of the Governing Body and Operational Steering Committee, and hold records of decisions through minutes of the meetings.

Provide advice and recommendations (in close collaboration with the Administrative Agent) to the Operational Steering Committee on strategic investment priorities, regional and country level financial allocations, implementation performance, and cash management planning related to European Union disbursement policies.

Coordinate country eligibility and allocation processes between the Operational Steering Committee, United Nations Country Teams and European Union delegations.

Provide advice and recommendations (in close collaboration with the Administrative Agent) to the Operational Steering Committee on implementation performance, and cash management planning related to European Union disbursement policies.

Submit Fund Transfer Requests, signed by the Deputy Secretary General of the United Nations, to the Administrative Agent.

Oversee the design, development and maintenance of one integrated platform for programme design, management and reporting.

Ensure monitoring and control of operational risks (update the risk monitoring matrix regularly).

Consolidate the narrative of annual and final reports submitted by recipient United Nations

organizations and present reports to the Operational Steering Committee for review.

Develop the resource mobilization strategy, if required.

Support coordination efforts with any relevant global initiatives to avoid overlap or duplication.

Liaise with the Administrative Agent on initiative administration issues, including issues related to programme/initiative extension and programme/initiative closure.

2. Management Unit Structure

It is proposed a light Management Unit (4 staffs) hosted by the EOSG through (and physically located at) the MPTFO is established with the following functions, as appropriate

Senior Fund Manager (P5)

Under the direct supervision of the SG Senior Gender Advisor, the Senior Fund Manager will act as the head of the Management Unit. She/He will perform the main following functions:

- Provides strategic advice to the Operational Steering Committee on Fund related matters;
- Supports Resident Coordinators, EU delegations and national counterparts in the design, set-up and management of the country level governance arrangements;
- Guides the Recipient UN Organizations and Regional/National Entities on the programming processes and requirements as laid out in the Fund Operational Arrangements;
- Establishes and maintains strategic partnerships with additional potential donors, and identifies and initiates key resource mobilization opportunities;
- Participates in the development of contribution agreements with the EU (PAGODA);
- Ensures communication of the Operational Steering Committee decisions to the UN Resident Coordinators in the priority countries, (include eligibility, maximum allocation available, timeline for programming and any specific requirements);
- Ensures submission of programme proposals to the Board after proper appraisal process and makes any relevant management recommendations to the Operational Steering Committee;
- Provides strategic oversight on Fund implementation including annual narrative and financial reporting, mid-term review and final evaluation planning, and advice the Operational Steering Committee on any management issues as required;
- Leads approval/updates of operational arrangements and rules of procedures;
- Oversees activities of the Unit and its team;

Reporting Specialist (P4)

To manage the complexity of the Fund reporting requirement and specificities of the EU reporting obligation, a dedicated reporting officer will monitor and consolidate all the Fund narrative and financial reports annually and during the closure period. The reporting specialist will be responsible for the following:

- Contributes to the development of the Trust Fund's results-based management system;
- Develops and operationalizes the Fund Performance Dashboard in close collaboration with the M&E specialist within the UN core agencies;
- Reviews programme proposals format and ensures the use of standard requirements;
- Assists managing the design of a database relating to the result indicators of the Fund and programmes;

- Ascertains, in consultation with the Fund Manager, that Recipient UN Organizations have responsive monitoring and reporting systems to ensure proper oversight of programmes by the country level Steering Committees and the global Operational Steering Committee, with attention being given to timely, accurate and appropriate progress updates and the identification of constraints and risk management;
- Monitors the risk management information and updates Fund risk matrix;
- Reviews and provides feedback on the narrative and financial programme reports submitted by the Recipient UN Organizations;
- Prepares the consolidated progress updates and annual/final reports as outlined in the Fund programming cycle and legal agreements;
- Drafts periodic consolidated reports on the achieved Fund results upon the request of the Operational Steering Committee;

Coordination Specialist (P3)

The Coordination specialist directly support the SSC and OSC operations and coordination with the Donors (EU mainly), Resident Coordinators and Recipient UN Organizations by providing the following functions:

- Manages the annual planning schedule for SSC and OSC meetings;
- Elaborates in coordination with the Co-chairs the draft detailed agenda;
- Drafts supportive documentation, technical notes or speeches for the Co-chairs and/or the SCs;
- Drafts minutes and circulates for comments and finalization;
- Monitors action points and reports back the SCs;
- Communicates decisions to the concerned stakeholders;
- Plans and organizes joint mission by the SSC or the OSC to priority countries when requested;
- Liaises with UN Agencies at HQ regarding activities of the SSC and OSC;

In addition, the Management Unit will have a dedicate Programme Associate to manage the administrative tasks required for the operations of the governance body and the team in charge of the following:

- Develops annual workplans for the Unit budget;
- Procures good and services for the SCs meetings;
- Makes the necessary logistic arrangements for field missions;
- Manages contacts database and mailing lists;
- Archives all SCs decisions and communications;
- Keeps track and Manages of all Regionals, Countries and Joint Programmes related information and relevant files in a single share drive or online tools available to all members of the Steering Committees;

When required and upon request of the OSC, the unit will recruit consultants for specific/short term tasks or missions. The unit structure can be reviewed and adjusted by the Operational Steering Committee as per needs and budget availability.

3. Management Unit Budget

The budget required to perform the functions of the Management throughout the fund's lifecycle is approved during the first Operational Steering Committee in October 2017, with annual disbursement and revision if necessary, the cost will be charged to the Fund account as direct costs. The Management Unit direct cost will include in addition the cost of the pre-secretariat established to support the set-up of the fund (UN WOMEN and UNFPA contribution) and the 10% co-financing provided by the MPTF Office for the position of Senior Fund Manager – head of the Technical Secretariat, which will be counted retrospectively as of July 1st, 2017.

Spotlight MPTF Management Unit Budget (UN MPTFO)

CATEGORY	Total AMOUNT	2017-2018
1. Staff and other personnel	\$ 5,853,981.51	\$ 844,305.41
2. Supplies, Commodities, Materials		
3. Equipment, Vehicles, and Furniture (including Depreciation)		
4. Contractual services	\$ 270,000.00	\$ 60,000.00
5. Travel	\$ 500,000.00	\$ 160,000.00
6. Transfers and Grants to Counterparts		
7. General Operating and other Direct Costs	\$ 1,197,219.51	\$ 258,416.56
Total Direct costs of the Action	\$ 7,821,201.02	\$ 1,322,721.97
8. Indirect costs (7%)	\$ 547,484.07	\$ 92,590.54
Total Eligible costs of the Action	\$ 8,368,685.09	\$ 1,415,312.50

UN Agencies Contributions to Management Unit

CATEGORY	Total AMOUNT	2017-2018
1. Staff and other personnel		
1.1 MPTF Office contribution to the P5 Post	\$209,426.42	\$34,738.94
1.2 UNFPA P4 Loan to the Secretariat	\$106,974.82	\$106,974.82
1.3 UN WOMEN P3 Loan to the Secretariat	\$91,673.50	\$91,673.50
Total Direct costs for the Action	\$408,074.74	\$233,387.26
Indirect costs (7%)	\$28,565.23	\$16,337.11
Total Eligible costs of the Action	\$436,639.97	\$249,724.37

See Annex I for Budget details per year and unit cost.

The Technical Unit

1. Overall Functions

In order to ensure coherence, alignment, quality, scaling up, replicability, distilling of lessons learned and strong technical support for a programme of this size and with regional specificities, the Initiative will be supported by a Technical Unit. The Unit will work closely with the Management Unit within the Initiative Secretariat in partnership with the three core UN agencies (UNFPA, UNDP, and UN Women), and the EU's offices at global, regional and country levels. The Technical Unit will be accountable for the technical quality and coherence of the Initiative in responding to country needs and will work under the overall guidance of the Operational Steering Committee. It will be housed at UN Women as the technical and normative lead on gender equality and women's empowerment in the UN System and will be supervised jointly by the EOSG and UN Women. The Technical Unit will provide support during the entire programming cycle of the Initiative with a workplan and budget reviewed annually by the Operational Steering Committee. The Technical Unit will respond to requests and guidance from the Operational Steering Committee including to ensure linkages to the other core agencies' knowledge, experience, and respective mandates. Key functions will include:

- 1) Provide technical assistance and capacity development support: The Technical Unit will enable a mechanism for gender technical experts, including those working on ending violence against women, to provide technical assistance and capacity development/guidance, including on policy linkages with programming, to the countries implementing programmes on the ground and to other countries with interest in replicating the programmes. The Technical Unit will also be a bridge to other gender experts at global and regional levels, leveraging expertise from the three core implementing agencies, (UNDP, UN Women, UNFPA) and the wider system. The Technical Unit will be responsible for ad hoc and systematic engagement, at a pre-determined periodicity, with the focal/points and experts from the core implementing agencies to ensure technical assistance coverage for the diversity of VAWG/HP issues within the Initiative's Theory of Change. This will ensure an amplifying effect, with the full weight of existing UN programmes, partnerships, research and networks being brought to the support of the Initiative. The aim would be to provide remote assistance as well as strategic deployments of technical assistance and trainings to support country programming, particularly at the planning stage and throughout implementation. This approach will contribute to ensuring the highest level of technical quality, as well as coherence and knowledge management within the Initiative. A specific strategy to leverage the technical capacities on EVAWG of the different UN agencies involved in this initiative will be presented to the Operational Steering Committee.
- 2) Support the Initiative Programming, and the monitoring and evaluation of programme implementation: The Technical Unit will coordinate the development of the 2018 and 2019 Investment Plans of the Initiative in close collaboration with the Management Unit and taking into consideration the expression of interests received by the shortlisted countries. The Technical Unit will consult all the relevant actors when developing the Investment Plans of the Initiative, including EU Delegations and experts, and stakeholders (National Governments, Global and local CSOs). Once the Initiative Investment Plans are agreed upon by the Operational Steering Committee, the Technical Unit will provide support to the countries developing their joint programmes including providing inputs and review to Recipient UN Organizations, and recommendations to the UN Resident Coordinators. Key technical recommendations will be part of the joint programme submission to the Operational Steering Committee. Once joint programmes are approved, the Technical Unit will then work with technical focal points in joint programmes to ensure technical quality, coherence and possible replicability in other countries of activities implemented under the Initiative. In addition, the Technical Unit will also perform the Initiative-level monitoring function, which will be essential to ensure programming is in line with the Initiative's overall global and regional

Theories of Change. The key functions of the monitoring and evaluation system will be to ensure that activities undertaken: (i) are being implemented according to plan; (ii) have the intended impact on the beneficiaries; (iii) are being effective and owned by communities; (iv) are relevant to the needs of, and prioritized by, the beneficiaries; (v) are being captured via various identified knowledge management strategies and transformed into policy tools relevant to decision makers in the selected countries and other countries and (vi) are being monitored so as to identify problems and risks early and ensure the progress of the Initiative is kept on track.

- 3) **Manage and support communication, public information and visibility:** The function of communications will be coordinated by the Technical Unit, in close collaboration with the UN Department of Public Information (DPI), the Management Unit, EOSG and the three core implementing agencies' staff including representatives, technical staff, and media and communications specialists. In collaboration with all actors the Technical Unit will be responsible for communications in line with agreed communication plan for the Initiative, ensuring optimal internal and external communication, visibility, and public information. This function is placed in the Technical Unit because of the link to technical and substantive content.
- 4) **Undertake and coordinate knowledge generation and management:** The Technical Unit will ensure that state of the art, evidence-based knowledge and policy tools are generated for the selected countries and beyond, including documentation of good (and bad) practices, lessons learned, high quality analysis of data, practical tools for decision makers and implementers, commissioned research if necessary, followed by systematic storing, dissemination and sharing. Latest evidence will be used to ensure the Initiative's interventions are based on sound research. A particular effort will be made to ensure that the knowledge products from the initiative feed into the wider global discussions around the EVAW target SDG 5.2 and on HP target SDG 5.3, as well as targets 5.5 and 5.6, and its policy and implementation implications.
- 5) **Facilitate South-South/Triangular Cooperation:** An initiative of this scope and size requires a targeted, systematic and deliberate approach to facilitating South-South/Triangular Cooperation and exchange. Activities will focus on identification and facilitation of potential partnerships and learning for exchange of knowledge, experiences and practice from within and across regions. South-South/Triangular Cooperation will also allow the generation of new knowledge, methodologies and evaluation tools and identify opportunities for replication on scale through collaboration and exchange
- 6) **Establish partnerships with all relevant stakeholders and ensure collaboration and engagement with civil society:** The Technical Unit will build upon and foster a collaborative network of partners engaged in advocacy, research, learning and action bringing together the EU/UN, academics, civil society, practitioners, and governments/policy makers and private sector to share their knowledge to improve prevention of and response to violence against women and girls, including harmful practices. A critical function of the Technical Unit will be to ensure systematic engagement of civil society for participation, consultation and technical advice to the Initiative and to inform programming on addressing violence against the most marginalized - including women and girls with disabilities, from indigenous populations, migrants, and women and girls living a context of poverty - key to responding to Agenda 2030's 'leaving no one behind'. In addition human rights institutions, to strengthen accountability, will be engaged to ensure alignment with human rights standards and linkage to the broader human rights system and mechanisms; as well as Member States/bilaterals as duty-bearers to drive implementation; and private sector for partnership opportunities; and other relevant stakeholders.

2. Structure

The Technical Unit structure can be reviewed and adjusted by the Operational Steering Committee as per needs and budget availability. The budget required to perform the functions of the unit will be agreed with and approved annually by the Operational Steering Committee, and will be charged to the Initiative account as direct, identifiable and actually incurred costs.

To ensure provision of the above mentioned areas, this Technical Unit will work in close collaboration with technical teams of the three core implementing UN entities (UNWomen, UNFPA and UNDP) based in New York as well as other relevant agencies (UNICEF, ILO, UNODC) and will serve as a link between the implementing agencies' staff and the existing EU and UN headquarters and regional technical and programming staff within the 5 regions. The team will work closely with the country programme staff (UNCTs, RCs offices, UNCT Gender Theme Groups where possible), civil society partners and other relevant stakeholders including those in the Fund's National Steering Committee. This engagement will inform development and finalization of country programme proposals as well as support every stage of implementation. Interventions will also be directed at strengthening and supporting civil society including within the women's rights movement, human rights institutions and other organizations, which play a vital role in advancing shared strategic objectives to promote human rights and gender equality, women's empowerment, advocate against violence and develop innovative interventions on prevention and response including for those most marginalized.

The Technical Unit will consist of: Senior Technical Advisor (P5), Technical and M&E Specialist (P4), Public Information, Communications and Visibility Officer (P4), Capacity Development and Knowledge Management Specialist (P3), and Programme Associate (G7). At the regional level, support will be drawn from existing EU and UN staff at the regional offices in each of the 5 regions. In addition, flexibility will be built into the global programme budget to allow for expeditious hiring of consultants to support development of country programmes when needed. The Technical Unit Team (5 staff positions) will report to EOSG and UN Women, and will be physically located at UN Women. The Technical Unit will respond to the requests, directives, and guidance from the Operational Steering Committee. The staff profiles and responsibilities are:

- Senior Technical Advisor (P5)
 - Monitoring and Evaluation Specialist (P4)
 - Public Information, Communications and Visibility Officer (P4)
 - Capacity Development and Knowledge Management Specialist (P3)
 - Programme Associate (G Staff)
 - Consultants (only when strictly necessary)
- Senior Technical Advisor (P5):
 - Provide thought leadership, technical assistance and capacity development support including directly with the regional staff of EU and UN core implementing agencies and country teams, aimed at enhancing regional and national capacity on EVAW/HP;
 - Work in close collaboration with UN entities' staff at global and regionals staff to provide inputs, review and vet country programme proposals;
 - Ensure conceptual innovation in the provision of technical expertise;
 - Coordinate the provision of evidence based knowledge including research, upstream policy analysis, design and development of guidance and operational tools aimed at strengthening response to EVAW/HP;

- Conceptualize and develop training activities with regional staff aimed at providing knowledge-base and readily useable methodologies to programme for EVAW/HP at country level;
 - Provide vision and coordination for key South-South/Triangular Cooperation opportunities in close collaboration with regional and country specialists within and across regions and participating countries, including for knowledge sharing with non-participating countries;
 - Foster the strengthening of key partnerships including to support and feed into global advocacy efforts;
 - Oversee convening of any global Spotlight Initiative meetings;
 - Provide oversight to monitoring and evaluation activities in close collaboration with Technical and M&E specialist;
 - Contribute to enhancing regional and national capacity to implement Initiative programmes on EVAW/HP;
 - Provide support to country based colleagues to document the Fund results, approaches and lessons learned;
 - Manage the Technical Unit and budget, under the supervision of the Executive Office of the UN Secretary General.
- Technical and Monitoring and Evaluation Specialist (P4):
 - Provide thought leadership, technical assistance and capacity development support including directly with the regional staff of EU and UN core implementing agencies and country teams;
 - Work in close collaboration with regional technical and programming specialists, and the three core UN entities' staff at global level, including to review and vet country programme proposals;
 - Undertake monitoring and evaluation activities in close collaboration with core implementing agencies' staff, regional staff and Management Unit;
 - Identify existing and/or support the development of evidence based including based on research findings, good practices and upstream policy analysis, of operational guidance tools aimed at strengthening response to EVAW/HP;
 - Coordinate and implement training activities in close collaboration with regional specialists and relevant country staff and partners aimed at providing knowledge-base and readily useable methodologies to programme for EVAW/HP;
 - Support the provision of technical and operational assistance to country staff on the development of country programmes on EVAW/HP at country level;
 - Organize key South-South/Triangular Cooperation opportunities in close collaboration with regional and country specialists within and across regions and participating countries, including for sharing knowledge with non-participating countries;
 - Coordinate and organize any global Spotlight Initiative meetings;
 - Contribute to enhancing regional and national capacity to implement Initiative programmes on EVAW/HP;
 - Support strengthening of key partnerships including to support and feed into global advocacy efforts
- Public Information, Communications and Visibility Officer (P4) will:
 - Finalize Fund communication and visibility plan to publicize priority issues, major events, and main achievements of the Fund and programmes;
 - Coordinate implementation of the communication and visibility plan, to include initiating pro-active media outreach efforts, proposing and arranging press conferences/media

coverage, disseminating materials and consulting with press on approach/story angle and other information requests, undertaking appropriate follow-up action and analyzing and reporting on the impact of coverage;

- Optimize content for online use and create graphics for visually appealing web pages;
 - Develop and manage the Fund outreach strategy, including branding and messaging standards;
 - Undertake activities to promote media coverage (e.g. press conferences, interviews, press seminars and other special activities) of priority issues and/or major events;
 - Produce or oversee production of information communications products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot program, etc.);
 - Collaborate and/or actively solicit new written and visual content for websites from colleagues in the regional centers, Country Teams and other partners;
 - Prepare, on the basis of official UN documentation and other sources, initial drafts of articles or chapters for inclusion in UN newsletters, periodicals, reports and books;
 - Initiate and sustain professional relationships with key constituencies, advice on usability and innovation in communication and knowledge management tools;
 - Participate in selecting the information transmitted to key constituencies, and manage Fund newsletter and other regular communication products.
- Capacity Development and Knowledge Management Specialist (P3) will:
 - Provide support to technical assistance, capacity development and trainings, working directly with the regional technical and programming specialists;
 - Work in close collaboration with regional technical and programming specialists, and the three core UN entities' staff at global level, including to review and vet country programme proposals;
 - Undertake support to provision of evidence based knowledge including research, good practices, upstream policy analysis, design and development of guidance and operational tools aimed at strengthening response to EVAW/HP;
 - Organize and manage any global Spotlight Initiative meetings;
 - Support efforts to enhance regional and national capacity on EVAW/HP;
 - Provide direct support to Senior Technical Advisor towards technical assistance needs;
 - Manage Initiative's Community (ies) of Practice;
 - Act as focal point and liaison between global and regional advisors and specialists
 - Programme Associate (G7) will:
 - Coordinate actions related to general administration of staff, including performance evaluations, validating attendance records, travel/training and extensions of appointments;
 - Draft routine correspondence, reports and other documents;
 - Research and compile background materials for reports, briefings, etc.
 - Provide assistance to monitor and measure project progress and prepare project reports as required;
 - Prepare all travel and logistics preparation for meetings and appointments;
 - Perform financial recovery functions for the project including financial agreements and report preparations;
 - Coordinate and liaise with the Management Unit of the Secretariat in providing administrative support services;
 - Maintain and update the project information management system and reporting tools;

- Monitor and assist in the preparation and coordination of project proposals, budget implementations, and expenditures;
 - Ensure effective coordination within different global and regional staff in order to maximize possibilities of collaboration related to the project and its implementation;
 - Coordinate extensively with technical advisors and specialists throughout project life cycles;
 - Assist in the coordination and dissemination of internal and external communication materials;
 - Perform other duties as required
- Existing EU and UN staff at Regional Levels to support:
 - Provide technical assistance and capacity development support to countries in close collaboration with the global team;
 - Work directly with implementing countries to review, vet, and provide feedback on country programme proposals, in close collaboration with the global team;
 - Manage and coordinate application of good practices, research, policy analysis, design and dissemination of guidance and operational tools aimed at strengthening response to EVAW/HP;
 - Work directly with countries to undertake training activities in close collaboration with global team, and directly with regional partners and institutions/partners for use and application of knowledge-base and methodologies to programme for EVAW/HP;
 - Organize key intra-regional South-South/Triangular Cooperation opportunities in close collaboration with regional specialists across other regions and in direct partnership with participating countries;
 - Contribute to enhancing national capacity on EVAW/HP;
 - Oversee and coordinate regional meetings and support to national convening's with key stakeholders;
 - Provide support to any monitoring and evaluation activities at country level;
 - Support strengthening of key partnerships at regional level.

- Spotlight Initiative Website

UNFPA will redevelop and lead on the design and operations on the new stand-alone Spotlight Initiative website. The new website will be developed based on the existing Drupal Content Management system of UNFPA. Existing content types will be adapted from the existing ones to fit the needs of the Spotlight initiative (the code will be made available). The CSS will be completely redeveloped and should not bear close resemblance with UNFPA.

Hosting arrangements (Pantheon), project management and contribution workflow will be the same as UNFPA's. Quality assurance testing will also be the same and be performed by Gizra.

The new site will have a clear visual identity, look and feel, in line with Spotlight Initiative branding and a vibrant home page with easy access to Spotlight Initiative videos, information products, campaigns and resources (background including the annual report and links to help, background, core agency knowledge centers, etc.).

4. Budget Technical Unit

Spotlight MPTF Technical Unit Budget (UN Women and UNFPA)

CATEGORY	AMOUNT	2017-2018
1. Staff and other personnel	\$ 6,073,787.17	\$ 931,504.84
2. Supplies, Commodities, Materials	\$ 426,637.49	\$ 34,000.00
3. Equipment, Vehicles, and Furniture (including Depreciation)	\$ 80,000.00	
4. Contractual services	\$ 150,000.00	\$ 150,000.00
5. Travel	\$ 787,500.00	\$ 217,000.00
6. Transfers and Grants to Counterparts	\$ 306,000.00	
7. General Direct Costs	\$ 275,000.00	\$ 124,000.00
Total direct costs of the Action	\$ 8,098,924.66	\$ 1,456,504.84
Indirect costs (7%)	\$ 566,924.73	\$ 101,955.34
Total eligible costs of the Action	\$ 8,665,849.39	\$ 1,558,460.18

UN Agencies Contributions (UN Women)

CATEGORY	Total AMOUNT	2017-2018
1. Staff and other personnel		
1.3 UN WOMEN Contribution to P5	\$ 161,766.42	\$ 24,809.27
Total direct costs of the Action	\$ 161,766.42	\$ 24,809.27
Indirect costs (7%)	\$ 11,324.35	\$ 1,736.65
Total eligible costs of the Action	\$ 173,100.80	\$ 26,545.92

UN Women Communication Budget breakdown included on overall budget above

CATEGORY	2018
1. Staff and other personnel	
2. Supplies, Commodities, Materials	\$ 34,000.00
3. Equipment, Vehicles, and Furniture (including Depreciation)	
4. Contractual services	\$ 70,000.00
5. Travel	\$ 42,000.00
6. Transfers and Grants to Counterparts	
7. General Direct Costs	
Total direct costs of the Action	\$ 146,000.00
Indirect costs (7%)	\$ 10,220.00
Total eligible costs of the Action	\$ 156,220.00

UNFPA allocation for Spotlight Initiative website included in Technical Unit budget above*

CATEGORY	2018
1. Staff and other personnel	
2. Supplies, Commodities, Materials	
3. Equipment, Vehicles, and Furniture (including Depreciation)	
4. Contractual services	\$ 60,925.00
5. Travel	
6. Transfers and Grants to Counterparts	
7. General Direct Costs	
Total direct costs of the Action	\$ 60,925.00
Indirect costs (7%)	\$ 4,264.75
Total eligible costs of the Action	\$ 65,189.75

* Funds for the Spotlight website amounting USD 65,189.75 have already been transferred to UN Women with initial Spotlight transfer on January 4 2018, to avoid a cumbersome refund process to re-channel these funds to UNFPA, the next tranche to UN Women will be deducted of the USD 65,189.75

**Consolidated Spotlight MPTF Secretariat Budget
including Management and Technical Unit
(including Communications)
without UN Agency Contributions**

CATEGORY	Estimate total amount	First Tranche 2017-2018
1. Staff and other personnel	\$ 11,927,768.69	\$ 1,775,810.25
2. Supplies, Commodities, Materials	\$ 426,637.49	\$ 34,000.00
3. Equipment, Vehicles, and Furniture (including Depreciation)	\$ 80,000.00	\$ 0
4. Contractual services	\$ 420,000.00	\$ 270,925.00
5. Travel	\$ 1,287,500.00	\$ 377,000.00
6. Transfers and Grants to Counterparts	\$ 306,000.00	0
7. Direct Costs	\$ 1,472,219.51	\$ 382,416.56
Total Direct costs of the Action	\$ 15,920,125.69	\$ \$2,840,151.81
8. Indirect costs (7%)	\$ 1,114,408.80	\$ 198,810.62
Total Eligible costs of the Action	\$ 17,034,534.49	\$ 3,038,962.43

See Annex I for Budget details per year and unit cost.