



Spotlight Initiative
To eliminate violence against women and girls

PRE-FUNDING of COUNTRY PROGRAMME DOCUMENT

Programme Title: Pre-funding of Spotlight Country Programme for Zimbabwe	Recipient UN Organization (RUNO): UNDP
Programme Contact: Kanako Mabuchi, Head of RCO Zimbabwe Address: Arundel Office Park, Block 10, Norfolk Road, Mount Pleasant, Harare, Zimbabwe Telephone: +263 (0) 4 -338836-44 E-mail: Kanako.Mabuchi@one.un.org	Total Cost of the pre-funding for the Spotlight Country Programme: USD 80,464.00
Programme Country: Zimbabwe	
Programme Description: <i>A sentence/short paragraph describing the programme's scope and focus.</i> The overall vision of the Spotlight Initiative in Zimbabwe is that women and girls realize their full potential in a violence-free, gender-responsive and inclusive Zimbabwe. The initiative will directly contribute to Zimbabwe's achievement of two of the country's prioritized Sustainable Development Goals (SDGs): SDG 3 and SDG 5. The programme will contribute to the elimination of SGBV and HP through the creation of a broad partnership with civil society, Government, private sector, media, among others, and build a social movement of women, men, girls and boys as champions and agents of change at the national, subnational and community levels. The programme will offer a concentration of a comprehensive and integrated package of interventions across all six (6) pillars.	Start Date: 26 July 2018 End Date: 31 December 2018 Total duration (in months): 5 months + 5 days
Resident Coordinator <i>Bishow Parajuli</i> _____ <i>Resident Coordinator's Office, Zimbabwe</i> 7 August 2018	
Recipient UN Organization _____ <i>U...</i> 7 August 2018	
The UN Executive Office of the Secretary General: Ms. Michelle Gyles-McDonnough Director of the Sustainable Development in the Executive Office of the Secretary-General	



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Signature: _____

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(2-3 pages max.)**

I. Context Analysis:

The Zimbabwe Spotlight Country Programme (CP) roadmap was developed by the Inter-Agency Task Team on 21 June 2018. During the first two weeks of July, the UN Resident Coordinator's Office (RCO) and the Inter-Agency Task Team convened a series of consultative meetings (as outlined in the attached budget request) with development partners involved in other SGBV, SRHR and HP initiatives. In September, small field missions will be conducted to reach the communities of women, men, girls and boys and obtain their views and perspectives on interventions that can bring significant change. A dedicated Spotlight Initiative Communications Strategy to give visibility to the CP development and implementation process also is being created.

The consultative meetings held during the first two weeks of July were able to successfully engage key stakeholders and constituencies within Government (national and local), civil society (national and community), academia, the private sector and the media in strategic and detailed conversations to (a) ensure that these constituencies have comprehensive knowledge and information about the Spotlight Initiative in Zimbabwe and its importance to the advancement of gender equality, women's rights and the country's SDG agenda; and (b) to gather first-hand analyses and insights from these stakeholders to inform the development of the CP.

The CP development process is taking place when the country is holding its first harmonized elections after the political transition in November 2017, on 30 July 2018. The CP roadmap has factored this major national event into the process.

II. Programme Strategy

Effective communication is the essential strategy being used by the Inter-Agency Task Team for the development of the CP in Zimbabwe. This entails creating a series of platforms for two-way communications and information sharing between UN agencies and the range of key constituencies that will play critical roles in the success of the Spotlight Initiative in Zimbabwe. Pillar-specific consultations were organized before the broader stakeholder meetings, allowing for in-depth discussions on 'what has been done'; 'what has worked; what has not worked' and 'why', in relation to the various pillars. These smaller consultations provided an initial litmus test of the risks and challenges identified in the CP, as well as creating opportunities for developing strategies with the key stakeholders and actors to mitigate these risks.

The objectives of this pre-funding request are as follows:

1. To ensure local ownership and buy-in from the various constituencies throughout the design phase;
2. To gather qualitative information at the local level as part of a rapid situation analysis;
3. To facilitate the meaningful engagement of women, girls, men and boys at the community level in the Spotlight Initiative programme planning, with special emphasis on marginalized populations; and,



4. To cultivate and engage the media regarding the Spotlight Initiative in Zimbabwe during 2018, including through a high-level launch.

III. Description of activities

This pre-funding proposal is comprised of 4 key components, the financial details of which can be found in the budget request template:

1. Programme Development: Stakeholder Consultations

- a. High Level Stakeholder Meeting (Early September): This meeting will convene high level stakeholders from the Government and private sector. The aim of this meeting is to present the draft full country programme and seek endorsement of the same, as well as to promote government ownership of the Initiative. The timing of this meeting will be informed by the outcome of the harmonized elections on 30 July and the formation of the new Government/Cabinet.
- b. Validation Workshop (19 September): Following the receipt and integration/resolution of all inputs from key stakeholders resulting in the final draft of the Country Programme Document, a workshop will be convened to ensure full buy in from all stakeholders.
- c. Civil Society Reference Group Meetings (CSRG- August – December): By August the CSRG will be established. As the Spotlight program development continues it will be necessary to ensure the active participation of the CSRG throughout this design period. It is anticipated that a number of the CSRG members would be based outside of Harare.

2. Local Consultations with CSOs and vulnerable groups (September)

An inter-agency Spotlight team will conduct field visits to all five provinces targeted under the Country Programme for a scoping mission. The purpose of the mission is to hold consultations with community members, local authorities and leaders, community based organisations in order to identify entry points and opportunities in selected geographical locations. These field visits will also provide an opportunity to inform local stakeholders about the Spotlight Initiative to raise awareness and foster local ownership, as well as to collect some baseline data.

3. High-Level Launch & Visibility Event (23 November)

It is envisaged that the highest levels of Government will attend the high-level launch, including Senior Government Officials from the Provinces where the Initiative will be implemented. This component includes procurement of visibility and branding items. Furthermore, a documentary will be developed capturing key moments in the development process of the Spotlight initiative in Zimbabwe, including large scale meetings, field visits to gather information, and consultations with the various stakeholders. This documentary is intended to raise awareness on the Initiative and will be launched as part of the high-level meeting.

4. Coordination, Programme Development & Technical Assistance

Under the overall leadership of the UN Resident Coordinator, the UN Resident Coordinator's Office and UN Women have been jointly coordinating the work of the Spotlight Initiative Inter-Agency Task Team. This component is intended to support the programme development and implementation process through the recruitment of expert resources who will work closely with the Inter-Agency Task Team. A communications strategist will be hired for a short period to work in close consultation with the United Nations Communications Group and develop a 4-year



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communications strategy for the Spotlight Initiative. An M&E expert will be hired for a short period to work together with the M&E experts of the UN Recipient and Associated Agencies to develop the M&E strategy and framework.

IV. Management arrangements

The pre-advance budget request has been developed jointly by all Spotlight Initiative Recipient and Associated Agencies under the leadership of the RC. While the budget will be received and managed by UNDP, all Recipient and Associated Agencies will continue to be consulted in the management of these funds, particularly in the event of any significant changes or adjustments. The RC – supported by the UN Resident Coordinator’s Office - will continue to provide oversight in the implementation of the funds, and where needed or relevant, technical assistance will be provided by the Inter-Agency Task Team.

Table 1

ADVANCE BUDGET REQUEST - Detailed Budget

SPOTLIGHT COUNTRY PROGRAMME DEVELOPMENT PROCESS

COUNTRY: Zimbabwe

Responsible UN Agency: UNDP

Please see Guidance box below the table and Table 2 in the second tab

#	Key Activities	UNDG Category	Unit quantity	Unit Cost (USD)	Duration	Time unit (Months, Days or Lump sum)	Total (USD)	Time Period
PROGRAMME DEVELOPMENT: STAKEHOLDER CONSULTATIONS								
1	HIGH-LEVEL STAKEHOLDER MEETING (refreshments)		50	\$10	1		\$ 500.00	September
	MULTI STAKEHOLDER WORKSHOP (CP VALIDATION)		120	\$30	1		\$ 3,600.00	19 September
	DSA MULTI STAKEHOLDER (VALIDATION)		25	\$75	2	(per diem)	\$ 3,750.00	18 & 19 September
	TRANSPORTATION		25	\$50	2		\$ 2,500.00	18 & 20 September
	Printables (draft CPD)		120	\$3	1		\$ 360.00	
	Civil Society Reference Group Meetings (refreshments)		1	\$30	4		\$ 120.00	(Harare based interim CSRG operational until then)
	Civil Society Reference Group Travel		5	\$50	4		\$ 1,000.00	(Harare based interim CSRG operational until then)
	Civil Society Reference Group Meetings DSA		5	\$75	4		\$ 1,500.00	(Harare based interim CSRG operational until then)
	SUB-TOTAL						\$ 13,330.00	
LOCAL CONSULTATIONS WITH CSO AND VULNERABLE GROUPS								
	DSA FOR STAFF		20	\$180	8		\$ 28,800.00	September
	FOCUS GROUP MEETINGS		30	\$30	2		\$ 1,800.00	September
	Travel (petrol)		5	\$80	8		\$ 3,200.00	September
	SUB-TOTAL						\$ 33,800.00	
HIGH LEVEL LAUNCH & VISIBILITY								
	Venue & Catering		200	\$35	1		\$ 7,000.00	November
	Printables (invitation cards and programme)		350	\$2	1		\$ 560.00	
	Banners		3	\$120	1		\$ 360.00	
	Posters		5	\$50	1		\$ 250.00	
	Media production (documentary) team		1	450	20		\$ 9,000.00	
	Branding / visibility materials		900	1	1		\$ 900.00	
	SUB-TOTAL						\$ 18,070.00	
Coordination, Programme Development & Technical Assistance								
4	Communications Strategy Consultant		1	5,000	1		\$ 5,000.00	
	M&E Framework Development Consultant		1	5,000	1		\$ 5,000.00	
	SUB-TOTAL						\$ 10,000.00	
	SUB-TOTAL ACTIVITIES						\$ 75,200.00	
	Indirect Cost						\$ 5,264.00	
	TOTAL						\$ 80,464.00	

GUIDANCE:

- Please establish a budget of a minimum of USD 100,000 and maximum of USD 200,000, this budget will come out of the Country Programme allocation, it is not an additional amount.
- Only one UN agency may receive and manage the advance budget. This agency will be decided by the RC.
- Consider activities required beyond the submission of the Country Programme Document, covering July 2018 - December 2018.
- We encourage you to include any activities that will accelerate the operational and programmatic start of the implementation once the Programme received its Phase I funding.
- It is not advised to include the costs of a full time consultant to cover the whole pre-funding period (this should be a UN contribution), short consultancies for very specific needs could be included.

Table 2

ADVANCE UNDG BUDGET REQUEST - UNDG Category Budget SPOTLIGHT COUNTRY PROGRAMME DEVELOPMENT PROCESS

COUNTRY: XXX

Responsible UN Agency: XXXX

Please see Guidance box below the table and Table 1 in the first tab

UNDG BUDGET CATEGORIES	TOTAL USD
	Spotlight (USD)
1. Staff and other personnel	
2. Supplies, Commodities, Materials	2,430
3. Equipment, Vehicles, and Furniture (including Depreciation)	
4. Contractual services	19,000
5. Travel	40,750
6. Transfers and Grants to Counterparts	
7. General Operating and other Direct Costs	13,020
Total Direct Costs	75,200
8. Indirect Support Costs (Max. 7%)	5,264
TOTAL Costs	80,464

The Indirect Support Costs rate shall not exceed 7% of the total of categories 1-7, as specified in the SPOTLIGHT INITIATIVE MOU and should follow the rules and guidelines of each recipient organization. Note that Agency-incurred direct programme implementation costs should be charged to the relevant budget line, according to the Agency's regulations, rules and procedures.