

Scaling Up Nutrition (SUN) Movement Multi-Partner Trust Fund (MPTF)



Management Committee Terms of Reference and Rules of Procedure

13 August 2012

A. Management Committee Terms of Reference

1 Introduction / Purpose of the Fund

- 1.1** In recent decades it has become evident that better nutrition – especially in pregnancy and early childhood - is the cornerstone of equitable development. Several nations have demonstrated impressive results through prioritizing nutrition in national development strategies and harnessing the energy of multiple stakeholders behind community-based programmes. Despite these successes at least one third of today’s children are disadvantaged by chronic under-nutrition.
- 1.2** The Movement to Scale Up Nutrition, established in September 2010, is a collaboration of stakeholders in Governments, civil society, the UN system, business, donors and academia. At the heart of the Movement are the countries that have committed to scale up nutrition. They have created an inclusive multi-stakeholder political movement for nutrition. They are now focusing their attention on demonstrating measurable results.
- 1.3** SUN Countries are supported by stakeholders that seek to better align their support for country priorities and programmes and respond to the needs and specific gaps identified by national governments. These stakeholders have organized themselves into five networks that are determining their own terms of reference, principles of engagement and key performance indicators.
- 1.4** They are being guided in their work by the SUN Lead Group, established by the Secretary General, and chaired – on his behalf- by the Executive Director of UNICEF. The Lead Group ensures strategic oversight, coherence and collective accountability for this support and seeks to improve the availability of external support for national SUN efforts and alignment behind these efforts to improve nutrition.
- 1.5** The Scaling Up Nutrition (SUN) Movement Multi-Partner Trust Fund (MPTF) was established to catalyse support for SUN Countries’ plans to enhance and expand nutrition interventions and nutrition-sensitive sectoral strategies that are central to food availability, access and stability. The SUN Movement MPTF will enable stakeholders to access small catalytic grants through which their engagement in the SUN Movement can be enhanced.
- 1.6** The MPTF has three windows:
1. Support to the civil society “Multi-Country Proposal Framework for Multiple Donor Support; Mobilising Civil Society in support of the Scaling Up Nutrition (SUN) Movement;
 2. Support for initial SUN Country to galvanise their commitments to the principles of the Movement and;
 3. Support for global SUN strategic efforts.

The primary focus of the MPTF is on the first two windows.

- 1.7** The SUN MPTF will enable donors to contribute finances that will facilitate catalytic actions within the parameters of the Scale Up Nutrition Movement’s Road Map and any subsequent Strategy. 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 the SUN Movement at country or regional level, and provide appropriate global-level support, when other funding is not available.

2 Fund Timeline

2.1 The SUN Movement MPTF was established in February 2012. The Fund End Date is 31 December 2015 (barring future proposed changes by the Management Committee). The final dates for approval of new projects, the transfer of new funds and for operational closure will be established by the Management Committee.

3 Composition of the SUN Movement MPTF Management Committee

3.1 The Management Committee is the body that takes funding allocation decisions, based on funding availability, criteria determined by the overall strategic direction set by the SUN Lead Group and the technical evaluation of the SUN Movement Secretariat.

3.2 The members of the Management Committee include:

- 1) Coordinator of the SUN Movement (Chair)
- 2) Participating UN Organizations (POs) in the SUN Movement MPTF
- 3) Contributing Donors supporting the SUN Movement MPTF
- 4) The Administrative Agent as ex officio member.
- 5) The SUN Movement Secretariat as an ex-officio member.
- 6) Other organizations/entities may be invited by the Management Committee to join Committee such as SUN Network Facilitators* (i.e. UN REACH, Business, Civil Society, Donors, Country Network)

Observers:

- 1) Other UN system entities involved in the SUN Movement
- 2) SUN Movement Secretariat
- 3) Delegated officials from the SUN Lead Group

*Facilitators of Networks will recuse themselves from the consideration of any proposals in which they have a vested interest or where a conflict of interest could arise by talking an observer status for consideration of that proposal.

4 Role of the SUN Movement MPTF Management Committee:

4.1 The Management Committee of the SUN Movement MPTF will be responsible for:

- 1) Reviewing and approving the Management Committee Terms of Reference (ToR) and Rules of Procedure (RoP).
- 2) Establishing SUN Movement MPTF requirements and priorities;
- 3) Reviewing and approving –with the support of the Secretariat as needed- proposals submitted for funding; ensure –with support of the Secretariat and MPTF Administrator Agent- their conformity with the requirements of the SUN Movement MPTF legal agreements (MOU, SAAs);

- 4) Ensuring –with support from the Secretariat- that appropriate consultative processes take place with key stakeholders at the country level to promote coordination between the SUN Movement MPTF and other funding mechanisms;
- 5) Reviewing and approving –with support from the Secretariat- the periodic progress reports (programmatic and financial) consolidated by the Administrative Agent based on the progress reports submitted by the Participating Organizations (POs);
- 6) Reviewing –with support from the Secretariat as needed- findings of evaluation reports to discuss emerging issues of strategic relevance, so as to highlight and communicate lessons learnt to the Lead Group and the wider SUN Movement.
- 7) Meeting periodically, and ensuring that reports, recommendations and minutes of its meetings are made available online.

5. SUN Movement Secretariat

5.1 The SUN Movement Secretariat will support the Management Committee and will be responsible for:

- 1) Drafting criteria for the selection of projects receiving SUN Movement MPTF funding for adoption by the Management Committee;
- 2) Developing guidelines for the preparation and submission of proposals for approval by the Management Committee, as detailed in the Management Committee Terms of Reference (ToR) and Rules of Procedure (RoP);
- 3) Review proposals submitted by requesting entities for consistency with agreed SUN principles and MPTF criteria and triangulate information with appropriate SUN Networks, stakeholder groups and in-country actors including SUN Government Focal Points and donor conveners.
- 4) Transmit initial proposals from requesting entities to Participating Organizations.
- 5) Review proposals submitted by the Participating Organizations for completeness and consistency with these criteria, TORs and guidelines.
- 6) Transmit proposals to the Management Committee for their review and potential approval;
- 7) Transmit approved proposals to the Administrative Agent for fund disbursement (once approved by the Management Committee);
- 8) Assess and compile lessons-learned from the programme and initiatives supported and develop and implement an effective knowledge management system;
- 9) Facilitate independent programme/project evaluations, as needed;
- 10) Contribute to ensuring that policies and strategies decided by the SUN Lead Group are implemented and adhered to.

6. Frequency of meetings

6.1 The Management Committee shall meet face-to-face and/or by teleconference on a quarterly basis, or as often as shall be determined by the Management Committee Chair. If needed, the Management Committee Chair can request the Management Committee to electronically approve Programme documents or other relevant documents and or decisions.

7. Quorum

- 7.1 A quorum of the Management Committee shall consist of a minimum of four members (including at least one Donor and one Participating Organization) in attendance.

8. Agenda

- 8.1 The agenda and supporting documentation shall be prepared and disseminated by the SUN Movement Secretariat, in consultation with the Management Committee members. Any Management Committee member may make requests for items to be included on the agenda.

9. Decisions

- 9.1 The Management Committee shall take all decisions on a consensual basis. Decisions of the Management Committee shall be duly minuted and reported by the Chair to the Lead Group Chair.

10. Public disclosure

- 10.1 The Management Committee will ensure that decisions regarding project approvals, and periodic reports on the progress of project implementation and associated external evaluations are made available to the public. Such reports and documents may include: records of decisions, summary sheets of approved projects; fund level annual financial and progress reports; and summary of internal and external programmatic evaluation reports. The SUN Movement MPTF Administrative Agent, the MPTF Office GATEWAY (<http://mptf.undp.org>) will be the primary means by which Fund's financial and narrative reports are made available to the public.
- 10.2 The SUN Movement Secretariat will take all reasonable steps to ensure the accuracy of such documents and that confidential materials are not disclosed.
- 10.3 The Participating Organizations (POs) will also ensure the accuracy of their postings on their websites regarding their Fund operations and activities.

B Management Committee Rules of Procedure (ROP)

1. Project Document Submission and Approval Process

1.1 Project Document preparation: The requesting entity will prepare a Project Document following the template in Annex 1. The SUN Movement Secretariat will provide guidance on the submission process and the use of submission templates (see Annex 2). This Document is to enable comparison between projects that Participating Organizations have submitted as a request for funding to the Management Committee.

1.2 Project Submission: The Participating Organization (PO) develops a Project Document with the relevant partners using the template (see Annex 1 and 2). During the Project formulation, the Participating Organization is responsible for consolidating the inputs of all partners, ensuring that the roles and accountabilities are accurately reflected. CSOs submitting a proposal will choose the Participating Organization (PO) of the SUN MPTF they wish to partner with, in case more POs are available, that will serve as a Facilitating Entity during project implementation.

1.3 The Participating Organization (PO) will then submit the Project to the SUN Movement Secretariat for its review and technical feedback, to be completed within one week from receiving it. Once the final document is in accordance with the SUN Movement Secretariat recommendations (if any), the SUN Movement Secretariat will forward the final document to the Management Committee for its consideration and approval.

2. Project Approval:

2.1 The SUN Movement Secretariat will submit the Project Document to the Management Committee for its approval.

2.2 The Organization Representative/s submitting the Project will present the proposal to the Management Committee. The Management Committee will have the final say and authority to give its full approval or partial approval with comments, or reject it completely.

2.2.1 Approved proposals will be signed by the Representative of the submitting PO and the Management Committee Chair, and then forwarded by the SUN Movement Secretariat to the MPTF Office for the release of funds within 3 to 5 business days after receipt of the duly signed and dated Submission Form (see Annex 2), Fund Transfer Request or FTR (Annex 3) the Project Document and the complete set of supporting documents (e.g. Management Committee minutes).

2.2.2 If approved with comments, the Participating Organization submitting the Project document will be asked to modify it accordingly, in consultation with the SUN Movement Secretariat. Once revised, the SUN Movement Secretariat will either

- a) electronically re-submit the document to the Management Committee for consideration, with a 48-hour “no objection” period, or

b) re-submit the document to the Management Committee Chair for approval on behalf of the Management Committee. If the Project is approved, the SUN Movement Secretariat will electronically inform the Management Committee members.

2.2.3 If rejected completely the SUN Movement Secretariat will provide the Organization submitting the Project document with a brief explanation as to the Management Committee's decision. A rejected proposal can be re-submitted for consideration in subsequent calls.

2.3 The SUN Movement Secretariat will electronically share the draft minutes of the Management Committee Meeting with its members within three working days of the meeting, with a 48-hour 'no objection' timeframe.

2.4 The signatory Organization will receive original signed copies of the Project Document (signed by Management Committee Chair and Participating Organization) for their records. The SUN Movement Secretariat will share a copy of the signed Project Document, submission form and minutes of Management Committee meeting for final submission to the MPTF Office.

3 Transfer of funds:

3.1 Based on the approval of the Management Committee (as per FTR), and the signed Project document by the Management Committee Chair and Participating Organization, the MPTF Office shall transfer approved funds to the implementing Organization (PO), after ensuring consistency with the applicable provisions of the Standard Administrative Arrangement (SAA) between donors and UNDP, as the Administrative Agent of the Participating Organisations.

3.2 Should the Management Committee approve a multi-year proposal, funds will be transferred according to the payment schedule, with the condition that any subsequent tranches of funds will not be transferred before the legal commitment of 40% and legal disbursement of 20% previously received funds.

4 Reporting

4.1 Annual reporting: In accordance with the MOU between the AA and Participating Organization(s), the latter shall submit, on an annual basis, narrative and financial progress reports to the MPTF Office. Subsequently and in accordance with the SAA entered between Donors and the AA, the MPTF Office and the SUN Movement Secretariat shall in turn submit consolidated Fund-level report to all Donors contributing to the Fund. Standard UNDG financial and progress reporting formats shall be utilised as indicated in Annex 4.

4.2 Quarterly reporting: The Participating Organizations will provide to the SUN Movement Secretariat informal and succinct quarterly reports/updates (following the template included in Annex 6), to keep the Management Committee abreast of Projects' implementation progress, in line with best practices in other UN Multi-Partner Trust Funds (MPTFs).

5 Project Revision requests (budget revisions, timeline extensions, and/or change of scope)

5.1 In case an implemented programme requires a variation (budget revision, time extensions and change of scope), the relevant Participating Organization must fully complete the required templates (see Annex 5), and submit it to the Management Committee Chair for approval through the SUN Movement Secretariat not less than one month before the revised date of project completion.

6 Public Disclosure

6.1 The AA in consultation with the Participating Organizations will ensure that decisions regarding the review and approval of the Fund as well as periodic reports on the progress of implementation of the Fund, and associated external evaluations are posted on the website of the AA (<http://mptf.undp.org>) for public information. Such reports and documents may include the Management Committee's approved Projects, Projects awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

7 Documentation and Information Sharing

7.1 All documentation related to Projects, minutes of Management Committee meetings, programme variation requests and/or any other related documents related to the Fund and/or its funded Projects, shall be maintained (in electronic and hard copy format) by the SUN Movement Secretariat. Details of the Fund's documentation plan are provided in following table:

Document	Managed by	Means of Filing/Storage	Location	Access
Project Documents	SUN Movement Secretariat	Hard & Electronic copies	SUN Movement Secretariat filing system & MPTF Office GATEWAY	Public
Submission forms and related approval documentations	SUN Movement Secretariat	Hard & Electronic copies	SUN Movement Secretariat filing system	Management Committee, SUN Movement Secretariat, MPTF Office and relevant Participating Organization(s)
Annual financial reporting	MPTF Office	Hard & Electronic copies	MPTF Office GATEWAY	Public
Annual progress report	SUN Movement Secretariat	Hard & Electronic copies	SUN Movement website and MPTF Office GATEWAY	Public

Project Variation requests and approvals	SUN Movement Secretariat	Hard & Electronic copies	SUN Movement Secretariat filing system	Management Committee, SUN Movement Secretariat, MPTF Office and relevant Participating Organization(s)
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List of Annexes

ANNEX 1	SUN Movement MPTF Project Document Template & Guidelines
ANNEX 2	Submission Form and Assessment Fiche
ANNEX 3	Fund Transfer Request Form
ANNEX 4	SUN Movement MPTF Annual Narrative Progress Report
ANNEX 5	SUN Movement MPTF Submission Form for Programme/Budget Revision
ANNEX 6	SUN Movement MPTF Quarterly report

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Annex 1: Programme Document Template & Guidelines

Programme Document Outline. The following needs to be prepared in advance of the meetings of the MPTF Management Committee

1. Cover/Signature Page(s) as per template
2. Background of the collaboration between the PO and the national/international Civil society alliance/platform and executive summary of the proposed collaboration (max 1 page) as per template
3. Outline of the theory of change the proposal is pursuing with brief description of why the proposed strategy is the best appropriate for scaling-up nutrition in the given national/global context (1 page max) as per template
4. The Proposed Programme, including Results framework/logframe and budget as submitted by civil society alliances/platforms
5. Monitoring, evaluation, and reporting

A. Cover Page

Participating UN Organization:

Programme Manager:
Name:
Telephone:
E-mail:

Main Implementing Partners (if any):
Name of Organization:
Name:
Telephone:
E-mail:

Programme Title:

Programme Number:

Programme Costs:
SUN Movement MPTF:
Other:
TOTAL (USD):

Programme Location:

Programme Duration:
Total duration (in months):
Expected Start date ¹ :
Expected End date:

Review & Approval Dates
SUN Movement Secretariat
Review Date:
Management Committee
Approval Date:

Signatures of Participating UN Organization and Management Committee Chair

I.	Name of Representative	
	Signature	
	Name of UN Organization	
	Date	
IV.	Name of Management Committee Chair	
	Signature	
	Date	

¹ The official start date of any approved project/programme occurs when funds are transferred by MPTF Office.

B: Background of the collaboration between the PO and the national/international civil society alliance/platform and executive summary of the proposed collaboration.

Participating Organization:					
Main Implementing Partner(s):					
Programme Number:					
Programme Title:					
Total Approved Programme Budget:	US\$ _____				
Location:					
MC Approval Date:					
Programme Duration:		Starting Date:		Completion Date:	
Background to the collaboration btw the PO and the Civil Society					
Executive summary of the proposed collaboration					

C. Theory of change pursued by the proposal to scale-up nutrition

Participating UN Organization:					
Main Implementing Partner(s):					
Programme Number:					
Programme Title:					
Total Approved Programme Budget:	US\$ _____				
Location:					
MC Approval Date:					
Programme Duration:		Starting Date:		Completion Date:	
Description of why the proposed strategy is the best appropriate for scaling-up nutrition in the given national/global context					
Explain which alliances are needed to have the action succeed and which risk factors are envisaged					

D. The Proposed Programme, including Results framework/logframe and budget as submitted by civil society alliances/platforms (attach them)

Budget: (budgets must be submitted in Excel as well)

This budget in table 3 below must be prepared for funding requested from the SUN Movement MPTF and preferably be accompanied by a detailed budget for each line item, providing a description of the item and the calculation of cost.

PROGRAMME BUDGET (SUN Movement MPTF Funds only)

SUN Movement MPTF PROJECT BUDGET*	
CATEGORIES	AMOUNT
1. Staff and other personnel costs*	
2. Supplies, Commodities, Materials	
3. Equipment, Vehicles and Furniture including Depreciation	
4. Contractual Services	
5. Travel**	
6. Transfers and Grants Counterparts	
7. General Operating and Other Direct Costs	
6. Indirect Support Costs ***	
TOTAL	

* International consultancies are not eligible as part of the staffing costs nor as part of the contractual services

** Per diems and other allowances are not eligible as part of events participation

***Indirect support cost should be in line with the rate of 7%, as specified in the SUN Movement MPTF TOR and MOU and SAA, Section II- Financial Matters.

E. Monitoring, evaluation, and reporting

While monitoring and reporting will be done as per agreement between the PO and the civil society alliances/platforms, it is expected that a narrative report is produced quarterly for sharing with the Members of the Management Committee and for possible publishing on the web,

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Annex 2: Submission Form and Assessment Fiche

Part A. Meeting Information <i>(To be completed by the SUN Movement Secretariat)</i>	
MC Meeting No:	
Item No:	
Date of Meeting:	
Programme / Project	

Part B: Programme² Summary <i>(To be completed by the Participating Organization)</i>	
Date of Submission:	Proposed programme, if approved, would result in: <input type="checkbox"/> New programme <input type="checkbox"/> Continuation of previous funding <input type="checkbox"/> Other (explain)
PO at the country level: <i>Head of Participating Organization(s):</i>	Contact: <i>Telephone number, email:</i>
Implementing Partner(s):	
Programme Title:	
Total Programme Budget: US\$ _____	
Amount of SUN Movement MPTF funds requested: US\$ _____	
Amount and percentage of indirect costs requested by PO (7%): US\$ _____	

² The term “programme” is used for projects, programmes and joint programmes

B. Assessment of the proposal –key criteria

1. Background

The following criteria for assessing the proposals have been provided for by the Management Committee at its first Meeting on 9th July 2012.

Criteria:

- (a) each country proposal be funded with capping at an average of 400,000 USD with variation in the cap (between \$300,000 and \$500,000) depending on the numbers of stunted children under 5 in a specific country. The Management Committee can exercise its discretion and award grants above this amount in exceptional cases;
- (b) Choosing current UN mechanisms for joint agency action –where available- is an asset as for the choice of the PO;
- (c) technical soundness (situation analysis, institutional clarity, clear deliverables, means of verification);
- (d) clear and measurable results, including results-based focus;
- (e) alignment with national policies and strategies for scaling up nutrition as shown by support of the SUN country Focal point on behalf of the national SUN multi-stakeholder platform;
- (f) support of wider membership of the Civil Society Alliances/Platforms at national level as properly demonstrated by signed letters or similar to demonstrate there will be stronger and more inclusive civil society participation in national SUN platforms as the project is implemented;
- (g) budget wise grants will normally not be used for: (i) per diems and other allowances for participation in SUN-relevant events (ii) engagement of international consultants (iii) indirect costs over 7% of the approved proposal and: and (iv) communications tools that already exist within SUN (e.g. website) and can be used at no cost to disseminate results.

Part C: Administrative Review

(To be completed by the SUN Movement Secretariat)

4. Review by the SUN Movement Secretariat

(a)	Is the programme documentation complete? <i>(all parts of annex 1)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	Is the proposal within the agreed capping?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	Is the PO chosen a UN mechanism for joint agency action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	Is the proposal technically sound (situation analysis, institutional clarity, clear deliverables, means of verification)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e)	Does the proposal have clear and measurable results, including a results-based focus?	Yes <input type="checkbox"/> No <input type="checkbox"/>

(f)	Is the proposal aligned with national policies and strategies for scaling up nutrition as shown by support of the SUN country Focal point?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(g)	Is the proposal supported by wider membership of the Civil Society Alliances/Platforms at national level as properly demonstrated by signed letters or similar?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(h)	Is the proposal inducing participation to SUN-relevant events with per diems and/or other cash allowances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(i)	Is the proposal minimizing the utilization of international consultancies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(l)	Are communications costs referring to any communication tools (including SUN website) that could otherwise be provided at no cost?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(m)	Is the Indirect Support Cost of the CS Alliances within the approved rate of 7%?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(n)	Is the Progress Report included? <i>(for supplementary funding only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part E: General Criteria for Prioritising	
(a)	Please indicate the 2 key strength of the proposal with respect to the SUN movement?
(b)	Please indicate the 2 key weaknesses –if any- of the proposal with respect to the SUN movement?
(c)	Please indicate the key areas where budget would benefit revision/refinement if any?
(d)	Please indicate any other documentation that might be required for final recommendation(s) by the Secretariat –if any?
<input type="checkbox"/> <i>Overall review of programme submission</i> <i>please indicate final recommendations by the Secretariat including on amount.</i>	

Part F: Decision of the Management Committee <i>(To be completed by the SUN Movement Secretariat)</i>	
5. Decision of the SUN Movement MPTF Management Committee	
<input type="checkbox"/> Approved for a total budget of US\$_____	
<input type="checkbox"/> Approved with modification/condition	

- Deferred/returned with comments for further consideration
- Rejected

Comments/Justification

David Nabarro
Coordinator of the SUN Movement
Chair of the SUN Movement MPTF Management Committee

.....
Signature **Date**

Part G: Administrative Agent Review

(To be completed by the MPTF Office)

6. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office, UNDP

- Programme consistent with provisions of the SUN Movement MPTF Memorandum of Understanding with the Participating Organizations and the Standard Administrative Arrangement with donors.

Bisrat Aklilu
Executive Coordinator,
Multi-Partner Trust Fund Office, UNDP

.....
Signature **Date**

Additional information/instructions to the MPTF Office regarding allocation decision:

[If applicable, provide any additional information/instructions to the MPTF Office regarding the allocation decision, including specific requests regarding the timing of transfers, tranches etc. To ensure the efficiency in processing the transfers, it is advisable to review such requests with the MPTF Office prior to the submission of this Form.]

Mandatory Enclosures / Supporting Documentation:

- Minutes of Management Committee Meeting, dated and signed by the Chair
- Programmatic Document
- List of Heads and focal points of Participating Organization for transfer notification purposes
- Other: (Specify) _____

Confirmation of allocation decision by High Level Steering Committee:

In my capacity as Chair of the Management Committee, I hereby request the MPTF Office as the Administrative Agent of SUN Movement MPTF, to make the above transfers to Participating Organizations within 3-5 working days of the receipt of this Fund Transfer Request Form.

I confirm that (a) all above-mentioned Participating Organizations concur with receiving the amounts indicated; and (b) the indirect support costs of Participating Organizations have been approved at 7%, in accordance with the SUN Movement MPTF MOU.

On behalf of the Management Committee

Signature: _____

Name/Title: _____

Place/Date: _____

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ANNUAL NARRATIVE PROGRESS REPORT

REPORT COVER PAGE

Participating Organization:	Priority Sector covered:
Programme¹ No. and Programme Title:	Report Number:
Reporting Period:	Programme Budget:
List Implementing Partners: <ul style="list-style-type: none"> • <i>Participating UN or Non-UN Organization</i> • <i>Other International Organizations</i> • <i>National (government, private, NGOs & CSOs)</i> 	Programme Coverage/Scope: <i>Specify in which region and/or national coverage/scope of the programme</i>
Abbreviations and acronyms: <i>List the main abbreviations and acronyms that are used in the report.</i>	Programme Duration/Closed Programme: <ul style="list-style-type: none"> • <i>Provide the programme duration.</i> • <i>Report on budget revisions and extensions and provide the new dates.</i> • <i>Indicate if the programme has been operationally closed during the reporting period.</i>

Report Formatting Instructions

Kindly review the instructions below and follow them in the preparation of your report

- Do not put the narrative text into boxes and do not incorporate boxes, graphs, etc into the narrative report.
- Add additional information including charts, graphs, etc. as annexes to the report and clearly reference the annexes using footnotes or endnotes within the body of the narrative.
- Number all sections and paragraphs as indicated below.
- Format the entire document using the following font: 12point Times New Roman & do not use colours.

NARRATIVE REPORT FORMAT

I. Purpose

- Provide the main outcomes and outputs of the programme implementation.
- Indicate the main implementing partners, their roles and responsibilities, and their interaction with the Participating UN or Non-UN Organization.

II. Resources

Financial Resources:

- Provide information on other funding resources available to the programme, if applicable.
- Provide details on any budget revisions approved by the appropriate decision-making body, if applicable.

III. Implementation and Monitoring Arrangements

- Summarize how national alliances and/or other governance mechanisms are being primarily utilized and how they are adapted to achieve maximum impact given the operating context.
- Provide an update on risk factors the alliance/governance structure faces in implementing the proposal and how they interface with the theory of change underpinning the original proposal.
- Provide details on alert/monitoring/tracking system(s) that are being used to identify and possibly mitigate risks factors and how you identify and incorporate lessons learned into the ongoing programme.
- Report on any assessments, evaluations or studies undertaken.

IV. Results

Information in this section includes:

- An assessment of the extent to which the programme component is progressing in relation to the outcomes and outputs expected for the reporting period.
- Main activities undertaken and achievements.
- Implementation constraints, lessons learned from addressing these and knowledge gained in the course of the reporting period.
- Key partnerships and inter-agency collaboration: impact on results.
- Other highlights and cross-cutting issues pertinent to the results being reported on.

V. Future Work Plan

Information in this section includes:

- Priority actions planned for the following reporting period to overcome constraints, build on achievements and partnerships, and use lessons learned during the previous reporting period.
- Indication of any major adjustments in the strategies, targets or key outcomes and outputs planned in the programme.
- Estimated Budget required (including any major funding shortfalls).

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Submission Form for Programme¹/Budget Revision to the SUN Movement MPTF Management Committee

Part A: Programme Summary <i>(To be completed by the Participating UN Organization)</i>				
Date of Submission:				
From the Participating UN Organization:				
Contact:				
Programme Number:				
Programme Title:				
Total Approved Programme Budget:	US\$ _____			
Amount and percentage of indirect costs requested:	US\$ _____ %			
MC Approval Date:				
Programme Duration:		Starting Date:		Completion Date:

1. Type of Programme/Budget Revision Requested

- Increase in programme budget.^a **Amount requested: US\$** _____
- Extension of programme duration. **New completion date:** _____
- Change of programme scope (*submit revised programme document*)

^aFor any change in the budget, provide revised budget

¹ The term "programme" is used for projects, programmes and joint programmes.

2. Programme Expenditure to date: as of [insert date]

Total Commitments US\$ _____

Total Disbursements US\$ _____

3. Reason revision is being requested:

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4. Documents Attached:

- Revised Budget *(for change in programme budget)*
- Revised Programme Document *(for change in programme scope)*

Part B: Signature <i>(To be completed by the Participating UN Organization)</i>			
On behalf of Participating UN or Non-UN Organization:	Signature	Date	Name/Title

Part C: Administrative Review <i>(To be completed by the SUN Movement Secretariat)</i>
5. SUN Movement Secretariat Comments:
6. SUN Movement Secretariat Recommendation:

Part D: Decision of the SUN Movement MPTF Management Committee <i>(To be completed by the SUN Movement Secretariat)</i>

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

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PROGRAMME¹ QUARTERLY PROGRESS UPDATE *as of [insert date]*

Participating UN Organization:					
Implementing Partner(s):					
Programme Number:					
Programme Title:					
Total Approved Programme Budget:	US\$ _____				
Location:					
MC Approval Date:					
Programme Duration:		Starting Date:		Completion Date:	
Funds Committed:	US\$ _____			Percentage of Approved:	
Funds Disbursed:	US\$ _____			Percentage of Approved:	
Expected Programme Duration:		Forecast Final Date:		Delay (Months):	

Outcomes:	Achievements/Results:	Percentage of planned:

Qualitative achievements against outcomes and results:

¹ The term “programme” is used for projects, programmes and joint programmes.