

**Support to the Scaling-up Nutrition (SUN) Movement  
Secretariat**

*Provisional Financial Report  
1 January 2014 – 31 December 2014*

## Table of Contents

About this report .....	3
Evolution of the staffing and budget of the SUN Movement Secretariat .....	3
The Secretariat's staffing .....	3
The Secretariat's budget and contributions .....	4
ANNEX 1: Staffing of the SUN Movement Secretariat .....	6
ANNEX 2: Contributions to the SUN Movement Secretariat (January 2011 – December 2016) .....	7
ANNEX 3: 2014 Provisional Financial Report and 2015&2016 Revised Budgets (USD) .....	8
ANNEX 3: 2014 Provisional Financial Report and 2015&2016 Revised Budgets (EUR).....	9

## About this report

This Provisional Financial Report for the SUN Movement Secretariat covers the period **1 January 2014 - 31 December 2014** and should be considered as an annex to the Annual Implementation Report for the period 1 October 2013 – 30 September 2014. It follows the previous [Annual Implementation Report \(1 October 2012 – 30 September 2013\)](#) and the [Annual Financial Report of Expenditures \(1 January 2013 - 31 December 2013\)](#).<sup>1</sup>

This report presents an overview of the Secretariat's provisional financial expenses and commitments for the period 1 January 2014 – 31 December 2014, of the budgets for 2015 and 2016, of the evolution of the Secretariat staffing for the same period, and of Donor contributions received and expected until 2016. The Annual Financial Report of Expenditures for the whole calendar year 2014 will be submitted by 15 June 2015.

## Evolution of the staffing and budget of the SUN Movement Secretariat

The Secretariat was set up in 2012 as a small and flexible coordination team providing overall support to the Lead Group, SUN Countries and SUN Networks to implement the SUN Movement Strategy 2012-2015. It has no operational role, but it seeks to link together countries and networks in the Movement to ensure that support requested to intensify actions and achieve nutrition objectives is received in a coordinated and coherent way.<sup>2</sup> At its September 2014 meeting, the *Lead Group asked that the SUN Movement Secretariat be extended, in its current format, to the end of 2016*<sup>3</sup> to be able to accompany the transition following the results of the Independent Comprehensive Evaluation (ICE) of the SUN Movement.

The increasing number of countries joining the Movement (30 countries in September 2012 – 41 countries in September 2013 and 54 in September 2014 together with the Indian State of Maharashtra), and the complexity of setting up a system that catalyses better response to the needs of countries to reinforce their capacity to deliver, lead to a rise in the expectations on the Secretariat. Since its foundation the Secretariat has strengthened its capacity with the growth of the Movement to respond to evolving needs and expectations of its stakeholders.

### The Secretariat's staffing

The Secretariat is headed by the SUN Movement Coordinator, Dr. David Nabarro, the Special Representative of the UN Secretary-General for Food Security and Nutrition (SRSG). Since the appointment of David Nabarro as UN Secretary-General's Special Envoy on Ebola in August 2014, Tom Arnold (member of the Lead Group) has been appointed as the SUN Movement Coordinator ad interim. The Chief of Staff of the SRSG Office is managing the SUN Movement Secretariat.

At the end of September 2014, the Secretariat includes 11 full-time policy advisors, 1 Liaison Officer within the Executive Office of the UN Secretary General and a facilitation team<sup>4</sup>.

To ensure adequate staff support to the Movement, the Secretariat has provisioned a complement to the size of the personnel.

- Three additional **Country Trackers/Liaison Officers** will be recruited in the first quarter of 2015 to reinforce capacities of the Secretariat to liaise regularly with and track progress and challenges of SUN Countries. The recruitment of two Country Trackers/Liaison Officers is to fulfil positions that were already envisaged (provisioned since 2013) but which recruitment

---

<sup>1</sup> Annual and Financial Reports of the Secretariat for previous years (2011-2013) as well Foundation documents of the Secretariat can be found on the [SUN Movement website](#)

<sup>2</sup> For detailed elements on the set up and consolidation of the SUN Movement Secretariat (2011-2012) refer to the [2011-2012 Implementation and Financial Report of the SUN Movement Secretariat](#)

<sup>3</sup> [Note of Record](#): SUN Lead Group Meeting 22 September 2014

<sup>4</sup> For detailed elements on staffing refer to the [Inception Report \(December 2012-June 2013\)](#) – chapter 3.1 and to the [2013 Annual Financial Report of Expenditures](#)

has been delayed due to some staff departure. The third recruitment corresponds to the re-deployment of the Network Advisor-Focus on Civil Society.

- The position of Nutrition Analyst has been transformed into a position of **Policy and Strategy Advisor on Advocacy and Communication** to provide support to the development of the Community of Practice on Social Mobilisation, Advocacy and Communication. This recruitment is planned for mid-February 2015.
- A **Reporting Officer** was provisioned for the second half of 2014 to support the preparation of the activities and financial reports of the Secretariat and providing editorial support to the Secretariat staff. The roles and responsibilities of this function have been adjusted to the position of **Support Officer to the Chief of Staff**. In addition to the support to the preparation of reports, the incumbent will provide direct support, both substantive and administrative, to the Chief of Staff on the full range of matters under her purview, and relevant to the smooth functioning and management of the Secretariat. The recruitment process has been launched at the end of 2014 and the new staff is expected to join in the first quarter of 2015.
- In light of the increasing volume of work on the Secretariat's facilitation team and to secure a smooth implementation of the Independent and Comprehensive Evaluation (ICE) recommendations, a **Support Officer to the Administrator** will be recruited to provide direct support and assistance to the Administrator in the functioning and management of the administration (including budget and HR management and relations with donors). The recruitment process has been launched at the end of 2014 and the new staff is expected to join in the first quarter of 2015.
- The recruitment of one **Chief Operating Officer** (budgeted as Strategy Advisor in the initial plan) was provisioned in the second half of 2014 or first half of 2015. For the time being the roles and responsibilities of this position are being carried out by the Chief of Staff.

**Annex 1 to this report presents an overview of Secretariat's staffing until December 2016.**

### **The Secretariat's budget and contributions**

The annual budget<sup>5</sup> for staffing and operations of the Secretariat has evolved with the growth of the Movement.<sup>6</sup> As presented in the [2013 Annual Financial Report of Expenditures](#), the Secretariat started the 2014 budget year with a balance of approximately USD 3.7 million (EUR 2.8 million) as a result of contributions entering the operational budget in 2014 and carry over from other contributions.

Over the period January 2011 – December 2013 the Secretariat received contributions for a total of USD 10.3 million (EUR 7.8 million). **Additional USD 4.7 million (EUR 3.6 million) were received between January and December 2014** (including an early disbursement of a contribution expected in 2015). Additional resources for approximately USD 5.7 million (EUR 4.3 million) are expected to be received between January 2015 and December 2016.

**Annex 2 to this report presents an overview of Donors contributions (in USD) to the Secretariat until December 2016.**

Over the period January 2011 – December 2013 the Secretariat incurred actual expenditures for a total cumulative realised budget of USD 6,573,708 (EUR 4,956,576).

**The total provisional expenditures and commitments for the period 1 January 2014 – 31 December 2014 amounts to USD 4,896,335 (EUR 3,691,837).** The total realised budget for 2014 is lower than the *June 2014 Updated Budget* provision of USD 6,920,567 (EUR 5,218,108). This substantial variance is mainly due to: a) the non-utilization of the 2014 contingency provision, b) several recruitments that were foreseen in 2014 and will be effective from first quarter of 2015 and to some staff departure, c) unused separation entitlements of UN fixed term contract holders that were budgeted in 2014 and are now carried to next year budget, d) a lower amount spent on advisory

<sup>5</sup> For detailed elements on budget refer to the Inception Report (December 2012-June 2013) – chapter 3.2 and Annex VII

<sup>6</sup> For detailed elements on the launch of the SUN Movement and the evolution of its stewardship arrangements see [2011-2012 Implementation and Financial Report of the SUN Movement Secretariat](#)

services (because of the Secretariat being able to draw upon the support of consultants made available to the Movement) and e) a lower amount spent on travels (following the nomination of David Nabarro as UNSG's Special Envoy on Ebola which reduced considerably the utilization of the budget allocated for travels of the Coordinator). The final figures of 2014 expenses will be presented in the Annual Financial Report of Expenditures to be submitted by 15 June 2015.

To comply with the decision of the Lead Group to extend the SUN Movement Secretariat, in its current format, to the end of 2016, the provisional budget of the Secretariat has been revised<sup>7</sup>. The budget breakdown for 2015 has been slightly adjusted to better reflect modification in staffing and operations and demands on the Secretariat.

Following this reforecasting the 2015 Secretariat is of approximately USD 6.3 million (EUR 4.7 million), 16% lower compared to the initial budget provision for 2015. This variance is due to the 2015 reforecasting on staff (approx. minus USD 400,000), a reforecasting on travel (minus USD 100,000) and the removal of the budget line on contingency cost for 2015 (minus USD 657,800) which was initially foreseen as to anticipate any major variation in the workplan. The budget initially allocated to this contingency will be allocated to the 2016 budget. The revised 2015 budget is aimed at enabling the Secretariat to fulfil its workplan in 2015 while rapidly adapting to possible evolutions in environment, needs and expectations.

The Secretariat is currently fully funded to cover the staff and operation costs until December 2015 with generous support by the Bill and Melinda Gates Foundation, Canada, the European Union, France, Germany, Ireland, the Netherlands and the United Kingdom.

A first provisional budget for 2016 has been developed but will be further refined and presented in the upcoming 2014 Annual Financial Report of Expenditures to be released by 15 June 2015.

**Annex 3 to this report presents the provisional financial report of the Secretariat for the period 1 January - 31 December 2014 as well as the revised 2015&2016 budgets (both in USD and Euro).**

---

<sup>7</sup> *June 2014 Updated Budget* presented in the [2013 Annual Financial Report of Expenditures](#)



## ANNEX 2: Contributions to the SUN Movement Secretariat (January 2011 – December 2016)

DONOR CONTRIBUTIONS RECEIVED & EXPECTED (January 2011 - December 2016) - in USD								
Donor	2011	2012	2013	2014	2015	2016	TOTAL Cash (received and expected)	SHARE in Total Cash (received and expected)
Canada		\$1,670,751		\$1,795,332			\$3,466,083	16.73%
European Union: COFIN/ECG/66/HLTF		\$132,347					\$132,347	0.64%
European Union: GCP/INT/130/EC			\$155,440				\$155,440	0.75%
European Union: DCI Food/2012/284-051		\$2,082,076	\$2,269,583	\$2,271,024	\$113,551		\$6,736,234	32.51%
France		\$159,363	\$92,838	\$95,109			\$347,309	1.68%
			1 senior staff	1 senior staff	1 senior staff	1 senior staff		
Germany			\$13,245	\$1,200,000			\$1,213,245	5.85%
Ireland	\$877,325	\$496,894	\$596,026	\$615,595	\$542,741		\$3,128,582	15.10%
Micronutrient Initiative			\$48,356				\$48,356	0.23%
The Netherlands		\$425,000	\$430,700	\$430,000			\$1,285,700	6.20%
Unilever			1 staff	1 staff				
United Kingdom	\$140,575	\$712,025		\$401,929	\$352,000		\$1,606,530	7.75%
Bill&Melinda Gates Foundation				\$1,028,287	\$1,573,838		\$2,602,125	12.56%
<b>TOTAL per year SMS - cash received by December 2014</b>	<b>\$1,017,900</b>	<b>\$5,678,456</b>	<b>\$3,606,189</b>	<b>\$4,366,252</b>	<b>\$352,000</b>	<b>\$0</b>		
<b>TOTAL per year SMS - cash expected by December 2016</b>				<b>\$3,471,024</b>	<b>\$2,230,130</b>	<b>\$0</b>		
<b>TOTAL per year SMS - cash (received and expected)</b>	<b>\$1,017,900</b>	<b>\$5,678,456</b>	<b>\$3,606,189</b>	<b>\$7,837,276</b>	<b>\$2,582,130</b>	<b>\$0</b>		
<b>TOTAL cumulative SMS - cash (received and expected)</b>	<b>\$1,017,900</b>	<b>\$6,696,356</b>	<b>\$10,302,545</b>	<b>\$18,139,821</b>	<b>\$20,721,951</b>	<b>\$20,721,951</b>		

in italic = contribution under negotiation or subject to adjustment at closure of grant or to official exchange rate applied by Treasury

### ANNEX 3: 2014 Provisional Financial Report and 2015&2016 Revised Budgets (USD)

SECRETARIAT'S REVISED BUDGET - December 2014 Update (USD)							
SECRETARIAT'S BUDGET in USD	2011 REALISED BUDGET	2012 REALISED BUDGET	2013 REALIZED BUDGET	2014 PROVISIONAL REALIZED BUDGET	2015 REVISED BUDGET - REFORECAST (December 2014 Update)	2016 REVISED BUDGET - PROVISIONAL (December 2014 Update)	2013-2014-2015-2016 REVISED BUDGET - PROVISIONAL TOTAL (December 2014 Update)
Chief Operating Officer/Strategy Advisor			\$0	\$0	\$0	\$224,639	\$224,639
Policy Advisors			\$933,824	\$1,056,135	\$1,500,856	\$1,571,145	\$5,061,960
EOSG liaison			\$133,641	\$293,658	\$309,894	\$233,136	\$970,329
SUN Coordinator			\$424,726	\$484,893	\$507,081	\$583,550	\$2,000,250
<b>TOTAL Professional Staff</b>	\$255,626	\$662,565	\$1,510,347	\$1,834,686	\$2,317,831	\$2,612,470	\$8,275,334
Assistants GVA			\$315,285	\$379,958	\$378,398	\$388,193	\$1,461,834
Assistant NY			\$12,485	\$22,019	\$22,561	\$22,561	\$79,626
Administrator GVA			\$99,228	\$151,010	\$186,529	\$193,445	\$630,212
Administrator NY			\$300,306	\$351,688	\$446,667	\$461,000	\$1,559,661
Additional support staff			\$180,902	\$210,364	\$402,143	\$419,328	\$1,212,736
<b>TOTAL Administrative Staff</b>	\$44,520	\$74,067	\$908,206	\$1,115,039	\$1,436,298	\$1,484,527	\$4,944,069
<b>TOTAL STAFF</b>	<b>\$300,146</b>	<b>\$736,632</b>	<b>\$2,418,553</b>	<b>\$2,949,725</b>	<b>\$3,754,129</b>	<b>\$4,096,996</b>	<b>\$13,219,403</b>
<b>TOTAL ADVISORY SERVICES</b>	<b>\$239,026</b>	<b>\$165,394</b>	<b>\$139,657</b>	<b>\$301,823</b>	<b>\$355,000</b>	<b>\$275,000</b>	<b>\$1,071,480</b>
<b>TOTAL TRAVEL</b>	<b>\$61,848</b>	<b>\$180,928</b>	<b>\$532,948</b>	<b>\$311,182</b>	<b>\$400,552</b>	<b>\$400,552</b>	<b>\$1,645,234</b>
External Evaluation			\$0	\$39,404	\$67,843	\$0	\$107,247
Communication			\$78,968	\$51,673	\$75,000	\$75,000	\$280,641
Printing			\$3,478	\$28,067	\$30,000	\$30,000	\$91,546
Translation			\$173,679	\$104,708	\$275,000	\$275,000	\$828,387
Equipment & Consumables			\$31,719	\$17,033	\$16,888	\$33,921	\$99,561
Rent Offices			\$200,008	\$231,400	\$284,996	\$284,996	\$1,001,400
Website Services			\$295,317	\$153,655	\$200,000	\$200,000	\$848,972
Visibility			\$29,001	\$24,362	\$47,490	\$47,490	\$148,343
Special events			\$499,992	\$488,379	\$505,000	\$505,000	\$1,998,370
Miscellaneous direct costs			\$8,393	\$6,602	\$35,000	\$35,000	\$84,995
<b>TOTAL GENERAL OPERATIONS</b>	<b>\$0</b>	<b>\$66,350</b>	<b>\$1,320,554</b>	<b>\$1,145,284</b>	<b>\$1,537,217</b>	<b>\$1,486,407</b>	<b>\$5,489,462</b>
<i>Contingency provision</i>				\$0	\$0	\$0	\$0
<b>SUB-TOTAL</b>	<b>\$601,020</b>	<b>\$1,149,304</b>	<b>\$4,411,712</b>	<b>\$4,708,014</b>	<b>\$6,046,898</b>	<b>\$6,258,955</b>	<b>\$21,425,579</b>
<b>INDIRECT COSTS</b>	<b>\$18,390</b>	<b>\$216,814</b>	<b>\$176,468</b>	<b>\$188,321</b>	<b>\$241,876</b>	<b>\$250,358</b>	<b>\$857,023</b>
<b>TOTAL</b>	<b>\$619,410</b>	<b>\$1,366,118</b>	<b>\$4,588,180</b>	<b>\$4,896,335</b>	<b>\$6,288,774</b>	<b>\$6,509,314</b>	<b>\$22,282,603</b>

### ANNEX 3: 2014 Provisional Financial Report and 2015&2016 Revised Budgets (EUR)

SECRETARIAT'S REVISED BUDGET - December 2014 Update (EUR)							
SECRETARIAT'S BUDGET in EURO (0.754 exchange rate US\$/EUR - Dec 2012)	2011 REALISED BUDGET	2012 REALISED BUDGET	2013 REALIZED BUDGET	2014 PROVISIONAL REALIZED BUDGET	2015 REVISED BUDGET - REFORECAST (December 2014 Update)	2016 REVISED BUDGET - PROVISIONAL (December 2014 Update)	2013-2014-2015-2016 REVISED BUDGET - PROVISIONAL TOTAL (December 2014 Update)
Chief Operating Officer/Strategy Advisor			€ 0	€ 0	€ 0	€ 169,378	€ 169,378
Policy Advisors			€ 704,103	€ 796,326	€ 1,131,645	€ 1,184,643	€ 3,816,718
EOSG liaison			€ 100,765	€ 221,418	€ 233,660	€ 175,784	€ 731,628
SUN Coordinator			€ 320,243	€ 365,609	€ 382,339	€ 439,996	€ 1,508,188
<b>TOTAL Professional Staff</b>	<b>€ 192,742</b>	<b>€ 499,574</b>	<b>€ 1,138,802</b>	<b>€ 1,383,353</b>	<b>€ 1,747,645</b>	<b>€ 1,969,802</b>	<b>€ 6,239,602</b>
Assistants GVA			€ 237,725	€ 286,488	€ 285,312	€ 292,698	€ 1,102,223
Assistant NY			€ 9,414	€ 16,602	€ 17,011	€ 17,011	€ 60,038
Administrator GVA			€ 74,818	€ 113,861	€ 140,643	€ 145,858	€ 475,180
Administrator NY			€ 226,431	€ 265,173	€ 336,787	€ 347,594	€ 1,175,984
Additional support staff			€ 136,400	€ 158,614	€ 303,216	€ 316,173	€ 914,403
<b>TOTAL Administrative Staff</b>	<b>€ 33,568</b>	<b>€ 55,847</b>	<b>€ 684,787</b>	<b>€ 840,739</b>	<b>€ 1,082,969</b>	<b>€ 1,119,333</b>	<b>€ 3,727,828</b>
<b>TOTAL STAFF</b>	<b>€ 226,310</b>	<b>€ 555,421</b>	<b>€ 1,823,589</b>	<b>€ 2,224,093</b>	<b>€ 2,830,613</b>	<b>€ 3,089,135</b>	<b>€ 9,967,430</b>
<b>TOTAL ADVISORY SERVICES</b>	<b>€ 180,226</b>	<b>€ 124,707</b>	<b>€ 105,301</b>	<b>€ 227,575</b>	<b>€ 267,670</b>	<b>€ 207,350</b>	<b>€ 807,896</b>
<b>TOTAL TRAVEL</b>	<b>€ 46,633</b>	<b>€ 136,420</b>	<b>€ 401,843</b>	<b>€ 234,631</b>	<b>€ 302,016</b>	<b>€ 302,016</b>	<b>€ 1,240,507</b>
External Evaluation			€ 0	€ 29,710	€ 51,154	€ 0	€ 80,864
Communication			€ 59,542	€ 38,962	€ 56,550	€ 56,550	€ 211,604
Printing			€ 2,623	€ 21,163	€ 22,620	€ 22,620	€ 69,025
Translation			€ 130,954	€ 78,950	€ 207,350	€ 207,350	€ 624,604
Equipment & Consumables			€ 23,916	€ 12,843	€ 0	€ 25,576	€ 62,336
Rent Offices			€ 150,806	€ 174,476	€ 214,887	€ 214,887	€ 755,056
Website Services			€ 222,669	€ 115,856	€ 150,800	€ 150,800	€ 640,125
Visibility			€ 21,867	€ 18,369	€ 35,807	€ 35,807	€ 111,851
Special events			€ 376,994	€ 368,238	€ 380,770	€ 380,770	€ 1,506,771
Miscellaneous direct costs			€ 6,328	€ 4,978	€ 26,390	€ 26,390	€ 64,086
<b>TOTAL GENERAL OPERATIONS</b>	<b>€ 0</b>	<b>€ 50,028</b>	<b>€ 995,698</b>	<b>€ 863,544</b>	<b>€ 1,146,328</b>	<b>€ 1,120,751</b>	<b>€ 4,126,321</b>
<i>Contingency provision</i>				€ 0	€ 0	€ 0	€ 0
<b>SUB-TOTAL</b>	<b>€ 453,169</b>	<b>€ 866,575</b>	<b>€ 3,326,431</b>	<b>€ 3,549,843</b>	<b>€ 4,546,628</b>	<b>€ 4,719,252</b>	<b>€ 16,142,153</b>
<b>INDIRECT COSTS</b>	<b>€ 13,866</b>	<b>€ 163,478</b>	<b>€ 133,057</b>	<b>€ 141,994</b>	<b>€ 181,865</b>	<b>€ 188,770</b>	<b>€ 645,686</b>
<b>TOTAL</b>	<b>€ 467,035</b>	<b>€ 1,030,053</b>	<b>€ 3,459,488</b>	<b>€ 3,691,837</b>	<b>€ 4,728,493</b>	<b>€ 4,908,022</b>	<b>€ 16,787,839</b>