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

Provisional Financial Report

1 January 2015 – 31 December 2015

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About this report

This Provisional Financial Report for the SUN Movement Secretariat covers the period **1 January 2015 - 31 December 2015** and should be considered as an annex to the Annual Implementation Report for the period 1 October 2014 – 30 September 2015. It follows the previous Annual Implementation Report (1 October 2013 – 30 September 2014) and the Annual Financial Report of Expenditures (1 January 2014 - 31 December 2014).[1]

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

Evolution of the staffing and budget of the SUN Movement Secretariat in 2015

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.[2] 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*[3] 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, 54 in September 2014 and 56 in October 2015 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, has led 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 is headed by the SUN Movement Coordinator. Since the appointment of Dr. David Nabarro (former Coordinator) as UN Secretary-General's Special Envoy on Ebola in August 2014, Tom Arnold (member of the SUN Lead Group) has been appointed as the SUN Movement Coordinator *ad interim*. A new Coordinator is being recruited and is expected to assume duties by the end of the first quarter of 2016. The Chief of Staff of the Office of the Special Representative of the UN Secretary General for Food Security and Nutrition (OSRSG) is acting as the Director of the SUN Movement Secretariat. This position only appears as from October 2015 in the budget of the Secretariat as before this date it was entirely supported from funds provided for other activities of the OSRSG.

In November 2015, the Secretariat includes 13 full-time policy advisors, 1 Liaison Officer with the Executive Office of the UN Secretary General (EOSG) and a facilitation team[4].

The following staff were provisioned in the 2014 Annual Financial Report of Expenditures and their recruitment has been completed:

- Two additional **Country Trackers/Liaison Officers** have been recruited in the first quarter of 2015. It was agreed for one Country Tracker to assume duties in August 2015 and for the second Country Tracker to be in place as from January 2016.

[1] Annual and Financial Reports of the Secretariat for previous years (2011-2014) as well Foundation documents of the Secretariat can be found on the SUN Movement website

[2] 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*

[3] Note of Record: SUN Lead Group Meeting 22 September 2014

[4] For detailed elements on staffing refer to the *Inception Report (December 2012-June 2013)* – chapter 3.1 and to the *2014 Annual Financial Report of Expenditures*

Other recruitments were provisioned in the 2014 Annual Financial Report but have not been finalized. This include:

- The **Director of the Secretariat** (budgeted as Chief Operating Officer/Strategy Advisor in previous staffing plans) was initially provisioned in the second half of 2014 or first half of 2015 but this recruitment got delayed due to the multiple pressing issues that occurred over the course of 2015. The recruitment process for this position will be launched in December 2015 and the new staff is expected to join in the first quarter of 2016. The roles and responsibilities of this position have been carried out so far by the Chief of Staff of the OSRSG. Among other tasks, it is expected that the Director of the Secretariat will manage the transition of the Secretariat from its current administrative and working arrangements setting to the new ones supporting the updated Strategy of the SUN Movement (2016-2020).
- A new **Coordinator for the SUN Movement** is expected to be recruited at the Assistant Secretary General level upon appointment by the United Nations Secretary-General. The recruitment process has been launched in October 2015, and it is expected that the new Coordinator will be in position in the first quarter of 2016. The costs of this position will be covered by new contributions committed to support the Secretariat in its second phase (2016 – 2020). The SUN Movement Coordinator ad interim will continue to be in place at least until the new Coordinator's arrival and possibly during one or two months for hand-over.
- The position of Advisor on Advocacy and Communication – vacant since January 2015 following the staff's separation – was transformed into the position of **Knowledge Management Expert** and provisioned in the 2014 Annual Financial Report of Expenditures. This recruitment got postponed due to the opportunity for the Secretariat to draw upon external expertise on knowledge management, notably with the Emergency Nutrition Network being supported by the United Kingdom to support knowledge management within the SUN Movement. The resources for this position will be used in 2016 to recruit a **Functional Capacity Expert** to support the SUN Movement to strengthen the capacity of groups and individuals to function effectively across sectors, among multiple stakeholders and between many levels of government.

Additional changes to the staffing plan of the Secretariat include:

- The **Support Officer to the Network Advisors** has resigned from his position in October 2015. The Secretariat is planning to launch a recruitment to replace this position in 2016.
- As from January 2016 onwards, the **Liaison Officer with the EOSG** will be 100% budgeted against the OSRSG.

Annex 1 to this report presents an overview of Secretariat's staffing as of December 2015. A Senior HR Advisor has been recruited to help the management navigate through the transition and enable the Secretariat to handle future challenges and be fit to support the implementation of the SUN Movement Strategy 2016-2020. As a result of this HR project a refined staffing plan will be developed in the first quarter of 2016.

The Secretariat's budget and contributions

The total provisional expenditures and commitments for the period 1 January 2015 – 31 December 2015 amounts to approximately **USD 5.4 million (EUR 5 million).**

The total realised budget for 2015 is within the provision of **USD 5.7 million (EUR 5.2 million)** presented in the 2014 Annual Financial Report of Expenditures. The final figures of 2015 expenses will be presented in the 2015 Annual Financial Report of Expenditures to be submitted by 15 June 2016.

Over the period January 2011 – December 2015 the Secretariat incurred actual expenditures for a total cumulative realised budget of approximately **USD 17 million (EUR 14 million).**

Annex 3 to this report presents the budget of the Secretariat for the period 2011 – 2015 (both in USD and Euro)

The Secretariat is funded with generous contributions from the Bill and Melinda Gates Foundation, Canada, the European Union, France, Germany, Ireland, the Netherlands and the United Kingdom. France and Unilever provides in-kind contribution to the Secretariat. All multi-year contributions to the Secretariat have been extended to December 2016. Over the period January 2011 – December 2016 the Secretariat received or is expected to receive contributions for a total of **USD 21 million (approximately EUR 17 million).**

The Secretariat finishes 2015 and will start the 2016 budget with a positive balance of approximately **USD 5.3 million (approximately EUR 4.9 million).**

On top of this a multi-year contribution from the United Kingdom of **USD 2.6 million (approximately EUR 2.4 million)** is committed towards the second phase of the SUN Movement Secretariat (2016 – 2020). The exact amount in USD will depend on the exchange rate applied at the time a contribution (in a different currency) is received.

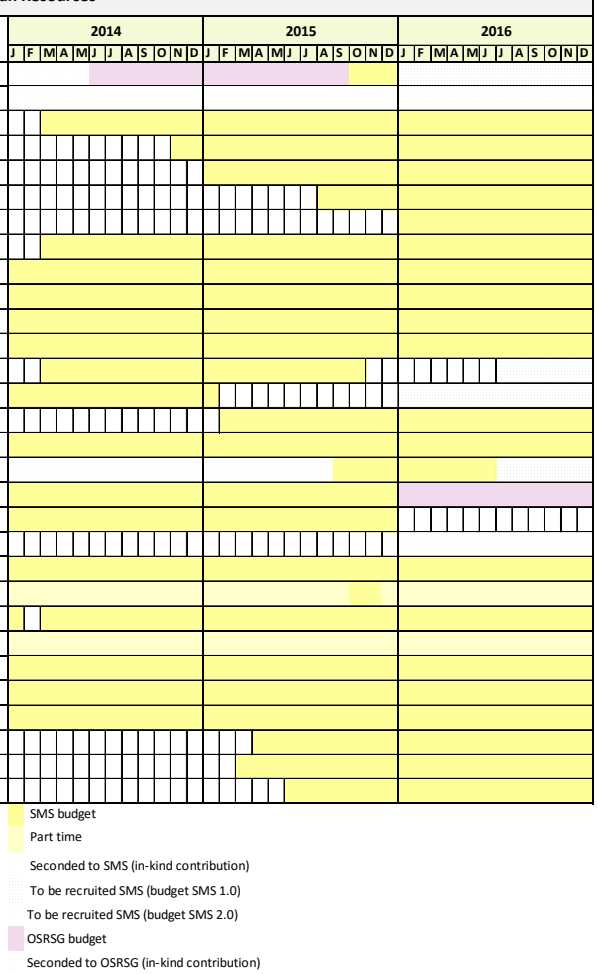
Annex 2 to this report presents an overview of Donors contributions (in USD) to the Secretariat.

A new budget is being developed to support a Secretariat that is fit to support the implementation of the SUN Movement Strategy 2016-2020. The budget of the Secretariat 2016 – 2020 including the staffing plan, the workplan and the organization of work will be finalized by April 2016 together with the Roadmap of the SUN Movement (2016 – 2020) and the workplans and budgets of the SUN Networks.

ANNEX 1: Staffing of the SUN Movement Secretariat

SUN Movement Secretariat: Evolution of Human Resources

FUNCTIONS			2014	2015	2016
Professional Staff	Head of the Secretariat				
	Policy Advisors	Country Tracker/Liaison Office			
		Country Tracker/Liaison Officer			
		Country Tracker/Liaison Officer			
		Country Tracker/Liaison Officer			
		Country Tracker/Liaison Officer			
		Country Tracker/Liaison Officer			
		Support officer to the Country Trackers/Liaison Officers			
		Senior Nutrition Data Analyst			
		Data Manager			
		Advisor to the Lead Group			
		Network Advisor			
		Support officer to the Network Advisors			
		Knowledge Management Expert/Functional Capacity Expert			
		Policy and Strategy Advisor on Advocacy and Communication			
		Advisor on Website and Communication			
		Advisor on Branding			
	Liaison Officer with EOSG				
	SUN Coordinator (Secretariat 1.0)				
	SUN Coordinator (Secretariat 2.0)				
Administrative Staff	Assistants in Geneva	Personal assistant			
		Admin assistant			
		Admin assistant			
	Assistant in New York				
	Administrator in Geneva				
	Administrator in New York				
	Additional support staff	IT support			
		Support Officer to the Administrator			
		Support Officer to the Chief of Staff			
		Support Officer on Trilingual Communication			



ANNEX 2: Contributions to the SUN Movement Secretariat

SUN MOVEMENT SECRETARIAT 1.0: 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**	16.22%
European Union: COFIN/ECG/66/HLTF		$132,347					**$132,347**	0.62%
European Union: GCP/INT/130/EC			$155,440				**$155,440**	0.73%
European Union: DCI Food/2012/284-051		$2,082,076	$2,269,583	$1,813,375	*$90,668*		**$6,255,702**	29.28%
France		$159,363	$92,838	$95,109	$78,300		**$425,609**	1.99%
			1 senior staff	**1 senior staff**	**1 senior staff**	**1 senior staff**	**$0**	
Germany			$13,245	$1,251,564	$1,105,830		**$2,370,639**	11.09%
Ireland	$877,325	$496,894	$596,026	$615,595	$433,369		**$3,019,211**	14.13%
Micronutrient Initiative			$48,356				**$48,356**	0.23%
The Netherlands		$425,000	$430,700	$430,000			**$1,285,700**	6.02%
Unilever			**1 staff**	**1 staff**	**1 staff**		**$0**	
United Kingdom	$140,575	$712,025		$401,929	$352,000		**$1,606,530**	7.52%
Bill&Melinda Gates Foundation				$1,028,287	$698,838	*$875,000*	**$2,602,125**	12.18%
TOTAL per year SMS 1.0 - cash (received and expected)	**$1,017,900**	**$5,678,456**	**$3,606,189**	**$7,431,192**	**$2,759,005**	**$875,000**		
TOTAL cumulative SMS 1.0 - cash (received and expected)	**$1,017,900**	**$6,696,356**	**$10,302,545**	**$17,733,737**	**$20,492,742**	**$21,367,742**		

SUN MOVEMENT SECRETARIAT 2.0: DONOR CONTRIBUTIONS RECEIVED & EXPECTED (2016 - 2020) - in USD							
Donor	**2016**	**2017**	**2018**	**2019**	**2020**	**TOTAL Cash (received and expected)**	**SHARE in Total Cash (received and expected)**
United Kingdom	*$656,250*	*$656,250*	*$656,250*	*$656,250*	*$0*	**$2,625,000**	100.00%
TOTAL per year SMS 2.0 - cash (received and expected)	**$656,250**	**$656,250**	**$656,250**	**$656,250**	**$0**		
TOTAL cumulative SMS 2.0 - cash (received and expected)	**$656,250**	**$1,312,500**	**$1,968,750**	**$2,625,000**	**$2,625,000**		

	SUN MOVEMENT SECRETARIAT 1.0: REALISED BUDGET - in USD					
	2011	**2012**	**2013**	**2014**	**2015**	**2016**
TOTAL per year SMS 1.0	**$619,410**	**$1,366,118**	**$4,588,180**	**$4,669,787**	**$5,436,699**	
TOTAL cumulative SMS 1.0	**$619,410**	**$1,985,528**	**$6,573,708**	**$11,243,496**	**$16,680,194**	
2016 STARTING BALANCE						**$5,343,797**

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

- SMS 1.0: direct secondment
- SMS 1.0 contribution received in Rome bank account
- SMS 1.0: contribution received in New York bank account
- SMS 1.0: expected contribution
- SMS 2.0: contribution received
- SMS 2.0: expected contribution

ANNEX 3: 2011 – 2015 Secretariat Budget (USD)

SECRETARIAT'S BUDGET in USD	2011 REALISED BUDGET	2012 REALISED BUDGET	2013 REALIZED BUDGET	2014 REALIZED BUDGET	*2015 PROVISIONAL REALISED BUDGET*
Head of the Secretariat			$0	$0	*$54,000*
Policy Advisors			$933,824	$1,034,226	*$999,351*
EOSG liaison			$133,641	$220,443	*$178,872*
SUN Coordinator			$424,726	$487,083	*$115,500*
TOTAL Professional Staff	$255,626	$662,565	$1,510,347	$1,741,752	*$1,347,723*
Assistants GVA			$315,285	$388,528	*$320,544*
Assistant NY			$12,485	$21,792	*$21,792*
Administrator GVA			$99,228	$137,195	*$137,216*
Administrator NY			$300,306	$358,779	*$521,238*
Additional support staff			$180,902	$197,983	*$323,107*
TOTAL Administrative Staff	$44,520	$74,067	$908,206	$1,104,277	*$1,323,897*
TOTAL STAFF	**$300,146**	**$736,632**	**$2,418,553**	**$2,846,029**	***$2,671,620***
TOTAL ADVISORY SERVICES	**$239,026**	**$165,394**	**$139,657**	**$215,921**	***$276,234***
TOTAL TRAVEL	**$61,848**	**$180,928**	**$532,948**	**$307,622**	***$456,992***
External Evaluation			$0	$45,475	*$33,933*
Communication			$78,968	$54,504	*$41,605*
Printing			$3,478	$27,067	*$10,481*
Translation			$173,679	$104,989	*$207,921*
Equipment & Consumables			$31,719	$20,581	*$25,424*
Rent Offices			$200,008	$231,400	*$232,636*
Website Services			$295,317	$163,889	*$207,667*
Visibility			$29,001	$24,459	*$44,258*
Special events			$499,992	$439,823	*$998,825*
Miscellaneous direct costs			$8,393	$8,422	*$20,000*
TOTAL GENERAL OPERATIONS	**$0**	**$66,350**	**$1,320,554**	**$1,120,609**	***$1,822,750***
SUB-TOTAL	**$601,020**	**$1,149,304**	**$4,411,712**	**$4,490,180**	***$5,227,595***
INDIRECT COSTS	**$18,390**	**$216,814**	**$176,468**	**$179,607**	***$209,104***
TOTAL	**$619,410**	**$1,366,118**	**$4,588,180**	**$4,669,787**	***$5,436,699***
CUMULATIVE BUDGET	**$619,410**	**$1,985,528**	**$6,573,708**	**$11,243,496**	***$16,680,194***

ANNEX 3: 2011 – 2015 Secretariat Budget (EUR)

SECRETARIAT'S BUDGET in EURO	2011 REALISED BUDGET	2012 REALISED BUDGET	2013 REALIZED BUDGET	2014 REALIZED BUDGET	*2015 PROVISIONAL REALISED BUDGET*
	(0.754 exchange rate US$/EUR - Dec 2012)	*(0.754 exchange rate US$/EUR - Dec 2012)*	*(0.754 exchange rate US$/EUR - Dec 2012)*	*(0.799 exchange rate US$/EUR - Dec 2014)*	*(0.918 exchange rate US$/EUR -June 2015)*
Chief Operating Officer/Strategy Advisor			€ 0	€ 0	*€ 49,572*
Policy Advisors			€ 704,103	€ 826,346	*€ 917,404*
EOSG liaison			€ 100,765	€ 176,134	*€ 164,204*
SUN Coordinator			€ 320,243	€ 389,180	*€ 106,029*
TOTAL Professional Staff	**€ 192,742**	**€ 499,574**	**€ 1,138,802**	**€ 1,391,660**	***€ 1,237,209***
Assistants GVA			€ 237,725	€ 310,434	*€ 294,259*
Assistant NY			€ 9,414	€ 17,412	*€ 20,005*
Administrator GVA			€ 74,818	€ 109,619	*€ 125,965*
Administrator NY			€ 226,431	€ 286,664	*€ 478,496*
Additional support staff			€ 136,400	€ 158,189	*€ 296,612*
TOTAL Administrative Staff	**€ 33,568**	**€ 55,847**	**€ 684,787**	**€ 882,318**	***€ 1,215,338***
TOTAL STAFF	**€ 226,310**	**€ 555,421**	**€ 1,823,589**	**€ 2,273,977**	***€ 2,452,547***
TOTAL ADVISORY SERVICES	**€ 180,226**	**€ 124,707**	**€ 105,301**	**€ 172,520**	***€ 253,583***
TOTAL TRAVEL	**€ 46,633**	**€ 136,420**	**€ 401,843**	**€ 245,790**	***€ 419,518***
External Evaluation			€ 0	€ 36,335	*€ 31,150*
Communication			€ 59,542	€ 43,548	*€ 38,194*
Printing			€ 2,623	€ 21,627	*€ 9,622*
Translation			€ 130,954	€ 83,886	*€ 190,872*
Equipment & Consumables			€ 23,916	€ 16,445	*€ 23,339*
Rent Offices			€ 150,806	€ 184,889	*€ 213,560*
Website Services			€ 222,669	€ 130,947	*€ 190,638*
Visibility			€ 21,867	€ 19,543	*€ 40,629*
Special events			€ 376,994	€ 351,419	*€ 916,921*
Miscellaneous direct costs			€ 6,328	€ 6,729	*€ 18,360*
TOTAL GENERAL OPERATIONS	**€ 0**	**€ 50,028**	**€ 995,698**	**€ 895,367**	***€ 1,673,284***
SUB-TOTAL	**€ 453,169**	**€ 866,575**	**€ 3,326,431**	**€ 3,587,654**	***€ 4,798,932***
INDIRECT COSTS	**€ 13,866**	**€ 163,478**	**€ 133,057**	**€ 143,506**	***€ 191,957***
TOTAL	**€ 467,035**	**€ 1,030,053**	**€ 3,459,488**	**€ 3,731,160**	***€ 4,990,889***
CUMULATIVE BUDGET	**€ 467,035**	**€ 1,497,088**	**€ 4,956,576**	**€ 8,687,736**	***€ 13,678,626***