



Secretariat of the Scaling Up Nutrition (SUN) Movement

Annual Financial Report of Expenditures

1 January 2017 – 31 December 2017

Contents

About this Report.....	3
Key financial elements of the year (2017)	3
Personnel.....	4
Contracts	5
Travel	6
Goods and Equipment.....	8
Fees.....	9
Provisional Multiyear Budget (2016 – 2020)	9
ANNEX I – SUN Movement Secretariat Provisional Multiyear Budget (2016 – 2020)	10
ANNEX II - Donor contributions to the SUN Movement Secretariat (2016 – 2020).....	11
ANNEX III - SUN Movement Secretariat’s Human Resources (2016 – 2020)	12

About this Report

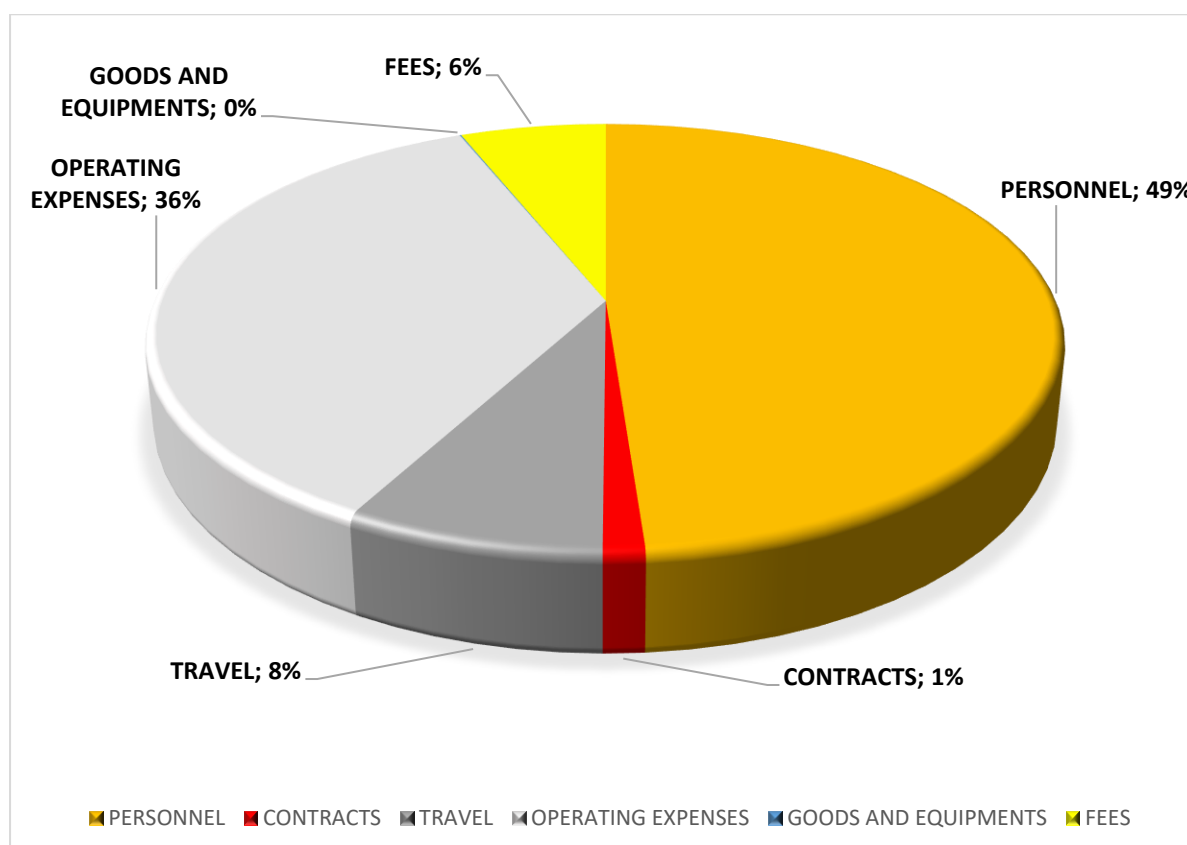
This Annual Financial Report presents expenditures for the Scaling Up Nutrition (SUN) Movement Secretariat during the period 1 January – 31 December 2017. It also includes a description of major variances with the provisional budget, the multi-year provisional budget until 2020 and an overview of all donor contributions to the Secretariat. It complements the 2017 Annual Narrative Report¹.

With 2016 characterized as a year of transition for the administration of the SUN Movement Secretariat, 2017 marked the first year of new hosting arrangements with the United Nations Office for Project Services (UNOPS – Geneva office) as the sole provider for administrative and financial support. The new hosting arrangements have been developed to strengthen the capacity of the Secretariat to support the implementation of the Movement’s strategy in its second phase and adapt to its evolving needs.

This report represents an update on the Secretariat’s expenditures stemming from the accounting system in UNOPS. Bilateral annual certified financial statements as of 31 December every year are submitted to each donor as per the terms and conditions set in the bilateral agreements.

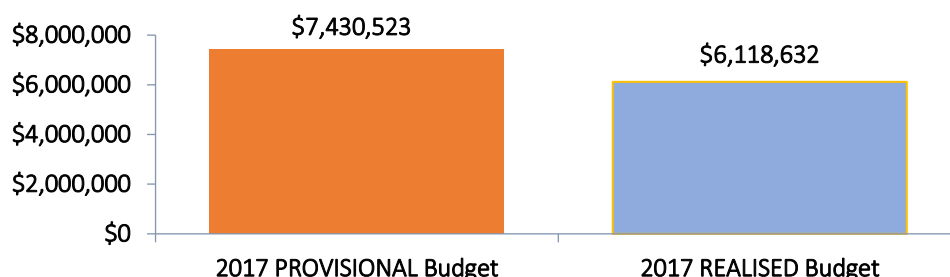
Key financial elements of the year (2017)

In 2017, the SUN Movement Secretariat’s total expenditures amounted to **USD 6,118,632**: with **49%** spent for Personnel, **36%** for General Operating Expenses, **8%** for Travel, **1%** for Contracts, less than **1%** for Goods and Equipment and **6%** for Fees.



¹ All narrative and financial reports of the SUN Movement Secretariat are available on the SUN Movement [website](#).

The provisional budget of the Secretariat for 2017 was estimated at **USD 7,430,523**. The total expenditures disbursed in 2017 in the amount of **USD 6,118,632** is 18% below the budget initially estimated.

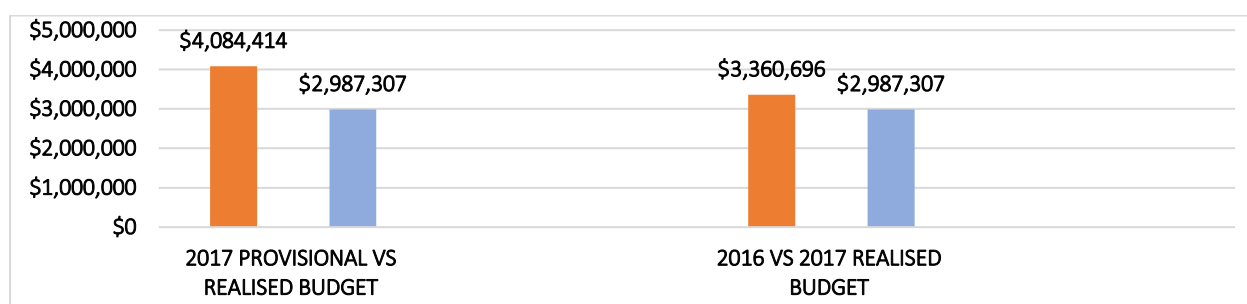


Personnel

In 2017, the Secretariat spent **USD 2,987,307** for Personnel.

The total cost for Staff in 2017 is 27% below the initial budget provision. Compared to the [2016 realized budget](#), the total 2017 Personnel budget has decreased by 11%.

PERSONNEL	2017 PROVISIONAL VS REALISED BUDGET (USD)			2016 VS 2017 REALISED BUDGET (USD)		
	2017 PROVISIONAL	2017 REALISED	% VARIANCE (realized vs. provisional)	2016 REALISED	2017 REALISED	% VARIANCE (2016 vs. 2017)
	\$4,084,414	\$2,987,307	-27% ↓	\$3,360,696	\$2,987,307	-11% ↓



- 87% (USD 5,590,204) of the total Personnel cost is related to staff contracts.** As of December 2017, the Secretariat included 25 staff members (including the SUN Movement Coordinator, the Director, Professional Staff and a Facilitation Team). The Secretariat registered the arrival of five new team members in 2017. However the total cost for personnel contracts is well below the initial budget forecast (USD 3,661,069). This occurred because four new positions were budgeted for 12 months, while new contracts were issued for six months (or less) due to delays in the recruitment process. Two vacant positions (Coordinator of the Country Liaison team and one Policy Specialist) were not filled throughout 2017. Furthermore the provisioned budget for personnel contracts is based on the UN proforma cost which is higher than the real individual contract cost.

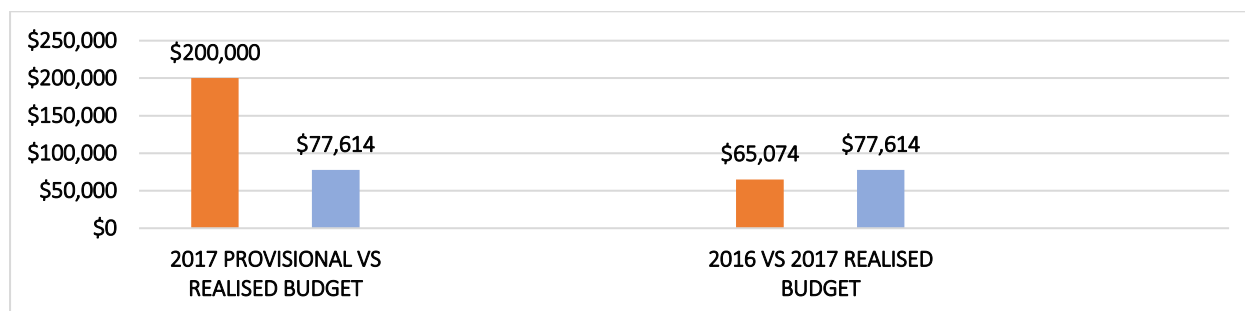
- **Training and development** budget is made available to personnel. In 2017 6 staff members participated in learning courses specifically public speaking training and languages, etc. This corresponds to **less than 1% of the total Personnel budget (i.e. USD 8,758)**.
- Under the Personnel budget, **UNOPS Direct Costs** are counted in and they represent **13% of the total (i.e. USD 388,346)**. Direct costs include various costs directly incurred by UNOPS to host the SUN Movement Secretariat: these are operating costs of the Portfolio management team, a ratio of costs of the Corporate management team (Director, Deputy, Finance, HR, Admin), office spaces, utilities and security.

Contracts

This budget category includes contracts for advisory services awarded to individual consultants or companies following [UNOPS policies and procedures](#) and that contribute to different outcomes of the work of the Secretariat.

For Contracts the Secretariat spent **USD 77,614** in 2017. The total cost for Contracts in 2017 is well below the initial budget provision (61% less). This variance is mainly because the Secretariat increasingly relies on external partners to deliver on key priorities of its workplan. Compared to the [2016 realised budget](#) the total cost in 2017 has increased by 19%.

CONTRACTS	2017 PROVISIONAL VS REALISED BUDGET (USD)			2016 VS 2017 REALISED BUDGET (USD)		
	2017 PROVISIONAL	2017 REALISED	% VARIANCE (realized vs. provisional)	2017 REALISED	2017 PROVISIONAL	% VARIANCE (2016 vs. 2017)
	\$200,000	\$77,614	-61% ↓	\$65,074	\$77,614	+19% ↑



Expenditures on Contracts include:

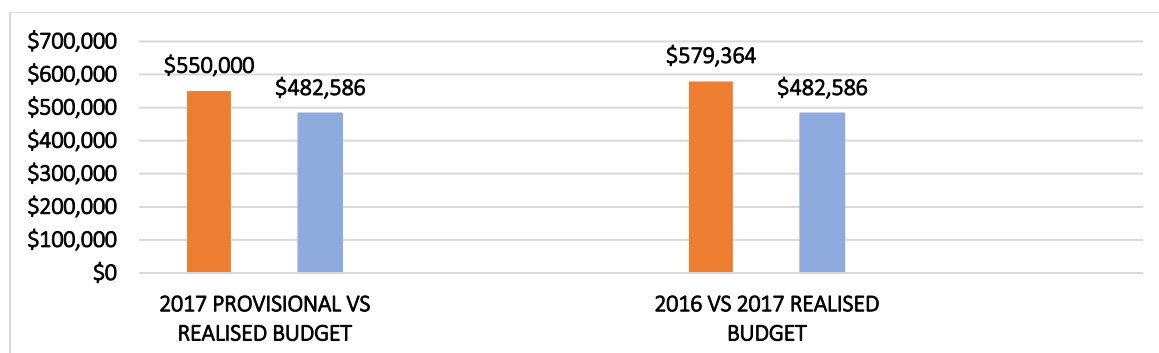
- **SUN Movement Lead Group Engagement Advisor** to support the development of the Lead Group communication and engagement plan. The total cost for this consultancy amounted to USD 11,466.
- **Consultant to support the costing of the 2016-2020 National Plan of Actions for Nutrition (NPAN) in Viet Nam.** The total cost for this assignment amounted to USD 10,000.
- **Two Ethic Advisors** to help SUN partners requiring consultations on ethical dilemmas and to respond to request from SUN countries to prevent and manage conflict of interest in their national nutrition plan or multi-stakeholder platform. The total cost for this assignment amounted to USD 2,100 in 2017 and is expected to continue in 2018 as well.

- **Travel Assistant** to support the organization of travels for 64 delegates to the 2017 SUN Movement Global Gathering. The total cost for this assignment amounted to USD 19,901.
- **Intergovernmental Affairs Specialist** to support the engagement of the SUN Movement Lead Group, SUN Movement Coordinator and the Secretariat in key intergovernmental development processes relevant to nutrition such as the Committee on World Food Security and the United Nations General Assembly. The total cost for this assignment amounted to USD 34,144.

Travel

Expenditures on Travel amounted to **USD 482,586** in 2017. The total cost for Travels in 2017 is 12% below the initial budget provision. Compared to the [2016 realised budget](#), the total cost in 2017 has decreased by 17%. This important variation is attributable to the fact that the Secretariat has put in place a more rigorous management of the missions, the number of travellers, the class of travel as well as the grouping of travels by geographical area.

TRAVEL	2017 PROVISIONAL VS REALISED BUDGET (USD)			2016 VS 2017 REALISED BUDGET (USD)		
	2017 PROVISIONAL	2017 REALISED	% VARIANCE (realized vs. provisional)	2016 REALISED	2017 REALISED	% VARIANCE (2016 vs. 2017)
	\$550,000	\$482,586	-12% ↓	\$579,364	\$482,586	-17% ↓



During 2017 the Coordinator, the Director and the rest of the SUN Movement Secretariat travelled to attend several global, regional and national conferences with the objective of fostering the commitment by SUN Countries and Network for scaling up their efforts for nutrition. This included several country missions to work with SUN Government Focal Points to support them to access the capacity and resources they need to deliver scaled up nutrition.

Some of the travels by the Coordinator or other members of the team to international events in 2017 include: SUN/Sanitation and Water for All/ACF Meeting (January), 4th International Conference on Nutrition and Growth in Amsterdam and 15th African Nutrition Leadership Programme in South Africa (March), 136th Assembly of the Inter-Parliamentary Union (with a nutrition side-event) in Dhaka, Bangladesh (May), EAT Food Forum in Stockholm (June), the UN High Level Policy Conference in New York (July), The Sweden World Water Week in Stockholm (August), the SUN Movement Global Gathering in Cote d'Ivoire (November).

As a member of the Lead Group, the Coordinator of the SUN Movement acts as a powerful advocate for nutrition. In 2017, Ms. Verburg visited 15 countries, two Indian State members and met with high-level officials in a visit to Fiji. Travels to SUN Countries were grouped by geographical area and the

allowed us to make significant savings on the travel budget. For instance: Southeast Asia - Vietnam, Indonesia (February), Bangladesh, Nepal, Pakistan (March), Africa - Lesotho, South Africa, Mozambique, Madagascar (April). The Coordinator also visited India, Uttar Pradesh and Maharashtra States (May), Kyrgyzstan and Burkina Faso (June), Afghanistan and Côte d'Ivoire (October), Gabon and Fiji (December).

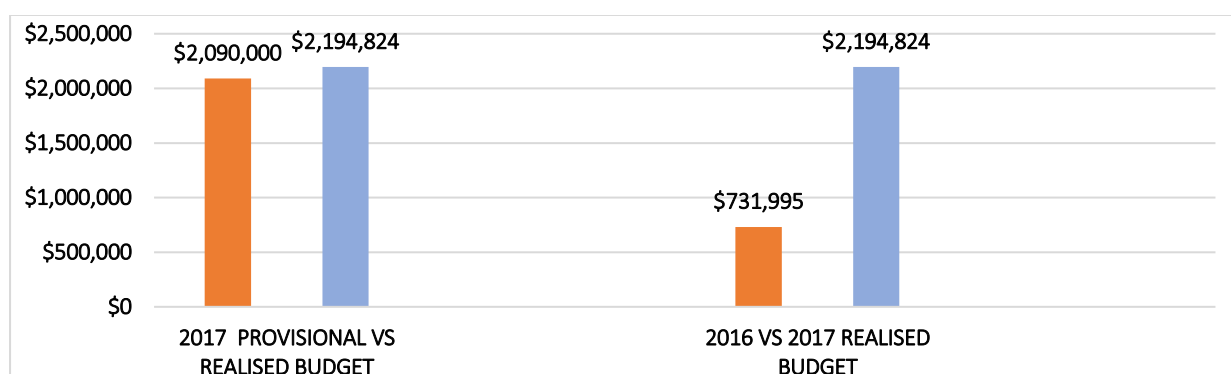
In response to country needs, various meetings were also held by the SUN Networks, Executive Committee, Lead Group and other partners in 2017. While most of the meetings were by phone, some took place in person and were hosted by the Secretariat. The main face-to-face meeting was the one of the SUN Lead Group in New York (September) where the Secretariat sponsored the travel of 7 Lead Group members.

The Secretariat also sponsored the travel of SUN Country participants to key regional or global events when they were unable find any alternative financing at country level. In 2017 this included: the former Ambassador to Italy and Permanent Representative of the Government of the Republic of Zimbabwe to UN Agencies to attend the Agriculture and Food Day organised by IAFN in New York (July); a representative from Action contre la Faim to attend the SDG 2 Advocacy Hub meeting in Washington DC (July); and the Government Focal Point from Madagascar and Nepal to attend the Sweden World Water Week conference in Stockholm (August-September).

Operating Expenses

In 2017, for Operating Expenses the Secretariat spent **USD 2,194,824** which is 5% above the initial budget provision. Compared to the [2016 realised budget](#) the total cost for Operating Expenses in 2017 almost doubled. Such an increase is mainly imputable to the fact that in 2016 no SUN Movement Global Gathering was organized and to the decision to organize the 2017 Global Gathering in a SUN Country (Côte d'Ivoire) bringing together over the 1'000 participants.

OPERATING EXPENSES	2017 PROVISIONAL VS REALISED BUDGET (USD)			2016 VS 2017 REALISED BUDGET (USD)		
	2017 PROVISIONAL	2017 REALISED	% VARIANCE (realized vs. provisional)	2016 REALISED	2017 REALISED	% VARIANCE (2016 vs. 2017)
	\$2,090,000	\$2,194,824	+5% ↑	\$731,995	\$2,194,824	+200% ↑



Communication. The total cost for communication amounted to USD 104,935. This includes communication services provided for professional mobile devices (USD 45,469), audio and video conferences (USD 44,372), and IT support (USD 15,093).

Printing. The total cost for printing amounted to USD 25,054. The services provided by a contracted supplier includes the printing support for all communications materials produced by the SUN Movement Secretariat.

Translation. The total cost for translation in English, French, Spanish, Portuguese, Russian and Arabic amounted to USD 107,142. Compared to 2016 (USD 76,928), the total cost for translation has increased by 39% due to translation services provided for the 2017 Movement SUN Global Gathering.

Rent Offices. The cost for office rent in Geneva amounted to USD 342,800. The Secretariat is based in Geneva and is hosted by UNCTAD within the Palais des Nations. Services provided by UNCTAD include office rental, procurement support for office supplies, office equipment including photocopier maintenance, sundry, and network support.

Website Services. The total cost for the website services amounted to USD 112,458. A specialised company work with the Secretariat to ensure the update, improvement and maintenance of the scalingupnutrition.org website and of our communication materials.

Special Events. The total cost for this category amounted to USD 1,478,177. Two major events essentially compose this category:

Meeting of the SUN Movement Lead Group during the United Nations General Assembly in New York (18 September)

In September 2017, in the margins of the UN General Assembly, the Secretariat organised the meeting of the SUN Movement Lead Group in New York which was attended by 20 SUN Lead Group members in person. The organization of this meeting involved the acquisition of services such as audio and visual system, printing, catering and other logistics. The meeting took place in UNICEF premises and did not represent any renting cost for the Secretariat. The total cost for the organization of this event amounted to USD 22,875.

SUN Movement Global Gathering in Abidjan, Cote d'Ivoire (7-9 November)

The SUN Movement Global Gathering took place in November 2017 in Abidjan, Côte d'Ivoire. It was the first time that it was taking place in a SUN country and for the first time in Africa. Over the 1'000 participants from 70 countries joined. 53 Focal Points (or appointed representatives) which represents 88% of SUN government focal points participated in the SUN Global Gathering. The total cost for the organization of this event amounted to USD 1,455,302.

The large number of participants attending this event explains the high cost for its organization. Comparing the average cost per participant between the SUN Movement Global Gathering in 2015 (Milano, Italy) and 2017 (Abidjan, Cote D'Ivoire), we find that the unit cost is lower in 2017. The 2015 Global Gathering brought together approximately 500 people from 55 SUN Countries with a unit cost per delegate of USD 1,898, while for the 2017 Global Gathering (1'000 participants from 70 countries) the unit cost is USD 1,455.

Miscellaneous. The total cost for this category amounted to USD 24,258. This budget line includes expenses related to catering services and logistics for various small events (including the SUN Business Network meeting in February, the workshop on Knowledge Management in Support of SUN Countries in March and the team retreat in May), office supplies, business cards, petty cash and other small value invoices.

Goods and Equipment

The total cost for this category amounted to USD 3,590. This budget line includes expenses related to purchase of 5 laptops and associated accessories (including monitor, keyboard, mouse, docking station, and headset) and other consumable to support of the Secretariat's activities.

Fees

The total of indirect costs paid by the Secretariat in 2017 across all donor contributions amounted to **USD 372,710**.

Provisional Multiyear Budget (2016 – 2020)

The revised provisional budget of the Secretariat (June 2018 version) is approximately USD 5 million in 2016 and USD 6 million in 2017 as realized expenditures, and as provisional budget USD 6.7 million in 2018, USD 8.5 million in 2019, USD 7 million in 2020; **i.e. a total of approximately USD 33.3 million for the period 2016 – 2020** [see Annex I].

Staff costs and operations to fulfil the Secretariat's workplan are fully funded until December 2018 and partially funded for 2019. The position of the SUN Movement Coordinator is funded until July 2020. One SUN Movement Global Gathering is budgeted till 2020. The Independent Evaluation is provisioned as well.

Over the period 2018 – 2020, some slight complements to the staff are envisaged; this will bring the headcount from 25 in 2017 to 28 in 2018, 30 for 2019 and 29 for 2020 [see Annex III].

The SUN Movement Secretariat must raise an additional USD 9 million to cover the 2019 and 2020 budget. Discussions are currently ongoing with few donors for potential financial contributions to the multi-year activity plan and budget of the Secretariat till 2020. If new agreements are signed with these donors, the expected financial gap for the period until 2020 would decrease to approximately **USD 3 million** [see Annex II].

ANNEX I – SUN Movement Secretariat Provisional Multiyear Budget (2016 – 2020)

2016 - 2020 Provisional Budget / USD (version June 2018)

BUDGET ACCOUNTS	Realized 2016	Realized 2017	Provisional 2018	Provisional 2019	Provisional 2020	Total 2016 - 2020
PERSONNEL*	\$3,356,191	\$2,987,307	\$4,302,809	\$4,533,209	\$4,535,359	\$19,714,876
CONTRACTS*	\$69,579	\$77,614	\$200,000	\$200,000	\$200,000	\$747,193
TRAVEL*	\$579,364	\$482,586	\$550,000	\$550,000	\$550,000	\$2,711,950
OPERATING EXPENSES*	\$731,995	\$2,194,825	\$1,165,000	\$2,665,000	\$1,165,000	\$7,921,819
GOODS/EQUIPMENT	\$9,207	\$3,590	\$20,000	\$20,000	\$10,000	\$62,797
SUBTOTAL	\$4,746,336	\$5,745,922	\$6,237,809	\$7,968,209	\$6,460,359	\$31,158,635
FEES	\$332,243.54	\$372,710.00	\$436,646.63	\$557,774.63	\$452,225.13	\$2,151,600
	\$5,078,580	\$6,118,632	\$6,674,456	\$8,525,984	\$6,912,584	\$33,310,235

2016 - 2020 Provisional Budget / EUR (version June 2018)

BUDGET ACCOUNTS	Realized 2016	Realized 2017	Provisional 2018	Provisional 2019	Provisional 2020	Total 2016 - 2020
PERSONNEL	€ 2,846,050	€ 2,533,237	€ 3,648,782	€ 3,844,161	€ 3,845,984	€ 16,718,215
CONTRACTS*	€ 59,003	€ 65,817	€ 169,600	€ 169,600	€ 169,600	€ 633,620
TRAVEL*	€ 491,301	€ 409,233	€ 466,400	€ 466,400	€ 466,400	€ 2,299,734
OPERATING EXPENSES*	€ 620,731	€ 1,861,211	€ 987,920	€ 2,259,920	€ 987,920	€ 6,717,703
GOODS/EQUIPMENT	€ 7,808	€ 3,044	€ 16,960	€ 16,960	€ 8,480	€ 53,252
SUBTOTAL	€ 4,024,893	€ 4,872,542	€ 5,289,662	€ 6,757,041	€ 5,478,384	€ 26,422,523
FEES	€ 281,743	€ 316,058	€ 370,276	€ 472,993	€ 383,487	€ 1,824,557
	€ 4,306,636	€ 5,188,600	€ 5,659,938	€ 7,230,034	€ 5,861,871	€ 28,247,079

Personnel*

A portion of the total cost for personnel covers UNOPS direct costs

Contracts*

Individual and company consultancies to support specific themes of the Roadmap such as: accountability of the Movement, functional capacity, equity, financial tracking, capacity to deliver, and any additional consultancy needs as these might arise over the course of the year.

Travel*

Travels for Secretariat's staff and sponsored delegates to engage in relevant political intergovernmental and multi-stakeholder processes. Travels are to enhance the capacity of the Secretariat to support SUN Countries, SUN Networks, Lead Group and Executive Committee during the period of implementation of the SUN Movement Strategy. This will include several country missions to work with SUN Country Focal Points to support them accessing the capacity and resources they need to deliver scaled up nutrition.

Operating Expenses*

Communication, Printing and visibility, Translation, Website services, Office rent, Miscellaneous, Special events, external evaluation (2019), contingency provision

ANNEX II - Donor contributions to the SUN Movement Secretariat (2016 – 2020)

SUN MOVEMENT SECRETARIAT 2.0: DONOR CONTRIBUTIONS RECEIVED & EXPECTED (January 2016 - December 2020) - in USD							
Donor	2016	2017	2018	2019	2020	TOTAL Cash (received and expected)	SHARE in Total Cash (received and expected)
United Kingdom	\$622,683	\$525,000	\$554,090	\$554,090		\$2,255,863	11.42%
Canada	\$1,556,224		\$794,913			\$2,351,137	11.90%
France	\$60,000	\$106,724	\$73,620			\$240,344	1.22%
	1 staff	1 staff					
Germany	\$1,068,500	\$1,161,440				\$2,229,940	11.29%
United States	\$500,000	\$500,000	\$500,000			\$1,500,000	7.59%
European Union	\$98,455		\$1,433,692	\$687,106	\$238,949	\$2,458,202	12.44%
Bill&Melinda Gates Foundation	\$575,000					\$575,000	2.91%
	\$1,600,000	\$1,000,000		\$400,000		\$3,000,000	15.18%
The Netherlands		\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$4,400,000	22.27%
Ireland	\$746,170					\$746,170	3.78%
World Food Programme	1 staff						
TOTAL per year SMS 2.0 - cash (received and expected)	\$6,827,033	\$4,393,164	\$4,456,314	\$2,741,196	\$1,338,949		
TOTAL cumulative SMS 2.0 - cash (received and expected)	\$6,827,033	\$11,220,197	\$15,676,511	\$18,417,707	\$19,756,656		
	signed agreements						

SUN MOVEMENT SECRETARIAT 2.0 : BUDGET AND FINANCIAL GAP (2016 - 2020) - in USD					
	2016	2017	2018	2019	2020
BUDGET	\$5,078,580	\$6,118,632	\$6,674,456	\$8,525,984	\$6,912,584
AVAILABLE FINANCIAL RESOURCES			\$9,107,312	\$2,741,196	\$1,338,949
FINANCIAL GAP per year 2018-20 (signed contributions)			\$2,432,856	-\$5,784,787	-\$5,573,636
FINANCIAL GAP cumulative 2018-20 (signed contributions)			-\$8,925,567		
FINANCIAL GAP cumulative 2018-20 (with contributions under discussion)			-\$2,814,343		
	2016 & 2017 are realised budgets		no SUNGG	one SUNGG + one SUN evaluation	no SUNGG

ANNEX III - SUN Movement Secretariat's Human Resources (2016 – 2020)

2016 - 2020 Human Resources evolution (version June 2018)

	2016 headcount	2017 headcount	2018 headcount	2019 headcount	2020 headcount
Coordinator	1.00	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00	1.00
Professional Staff					
Special Assistant to Coordinator	1.00	1.00	1.00	1.00	1.00
Senior Strategist - Stewardship	1.00				
Policy and Strategy Advisor - team project management	1.00	1.00	1.00	1.00	1.00
Senior Nutrition Analyst and Strategy Advisor	1.00	1.00	1.00	1.00	1.00
Policy and Strategy Advisor - multi-stakeholder partnering	1.00	1.00	1.00	1.00	1.00
Support Officer - Data Management	1.00	1.00	1.00	1.00	1.00
Equity Focal Point	1.00				
Political Affairs Specialist			1.00	1.00	1.00
Coordinator Country Liaison Team	1.00		1.00	1.00	1.00
Policy Specialist - Country Liaison	1.00	1.00	1.00	1.00	1.00
Policy Specialist - Country Liaison	1.00	1.00	1.00	1.00	1.00
Policy Specialist - Country Liaison	1.00	1.00	1.00	1.00	1.00
Policy Specialist - Country Liaison	1.00	1.00	1.00	1.00	1.00
Policy Specialist - Country Liaison	1.00	1.00	1.00	1.00	1.00
Policy Specialist - Country Liaison	1.00	1.00	1.00	1.00	1.00
Policy Specialist - Country Liaison			1.00	1.00	1.00
Policy Specialist - Country Liaison				1.00	1.00
Senior Advisor - communication & advocacy	1.00	1.00	1.00	1.00	1.00
Support Officer - trilingual communication	1.00	1.00	1.00	1.00	1.00
Digital Media Specialist	1.00	1.00	1.00	1.00	1.00
Communication Specialist - Publication & Design	1.00	1.00	1.00	1.00	1.00
Advocacy Specialist - champions engagement		1.00	1.00	1.00	1.00
Advocacy Specialist - public relations		1.00	1.00	1.00	1.00
Headcount - Professional Staff	18.00	17.00	20.00	21.00	21.00
Administrative Staff / Facilitation Team					
Administrator	1.00	1.00	1.00	1.00	1.00
Support Officer - HR management	1.00		1.00	1.00	1.00
Administrative and Finance Officer	1.00	1.00	1.00	1.00	1.00
Financial Assistant (LICA4)	1.00				
Executive Secretary	1.00	1.00	1.00	1.00	1.00
IT Support	1.00				
Team Assistant	1.00	1.00	1.00	1.00	1.00
Events Manager	1.00	1.00		1.00	
Executive Assistant to the Director / Pooled Fund Coordinator	1.00	1.00	1.00	1.00	1.00
Headcount - Administrative Staff / Facilitation Team	9.00	6.00	6.00	7.00	6.00
Total Headcount	29	25	28	30	29

[*] Positions to be recruited