



Secretariat of the Scaling Up Nutrition Movement

Annual Financial Report of Expenditures
1 January – 31 December 2018

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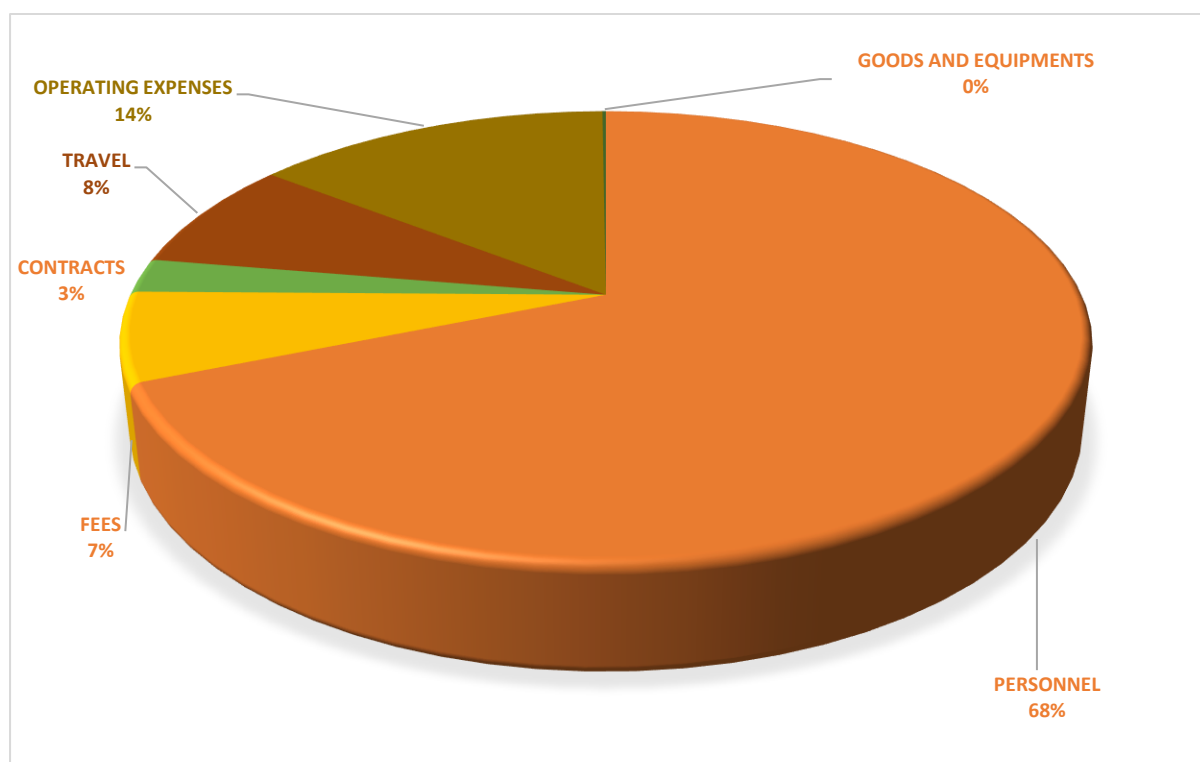
About this report

This Annual Financial Report presents expenditures for the Scaling Up Nutrition (SUN) Movement Secretariat during the period 1 January – 31 December 2018. It also includes a description of major variances with the provisional budget, a revised multi-year provisional budget until 2020 (Annex I) and an overview of all donor contributions to the Secretariat (Annex II). It complements the 2018 Annual Narrative Report¹.

This report represents an update on the Secretariat's expenditures stemming from the accounting system in the United Nations Office for Project Services (UNOPS) - the hosting agency of the Secretariat. 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.

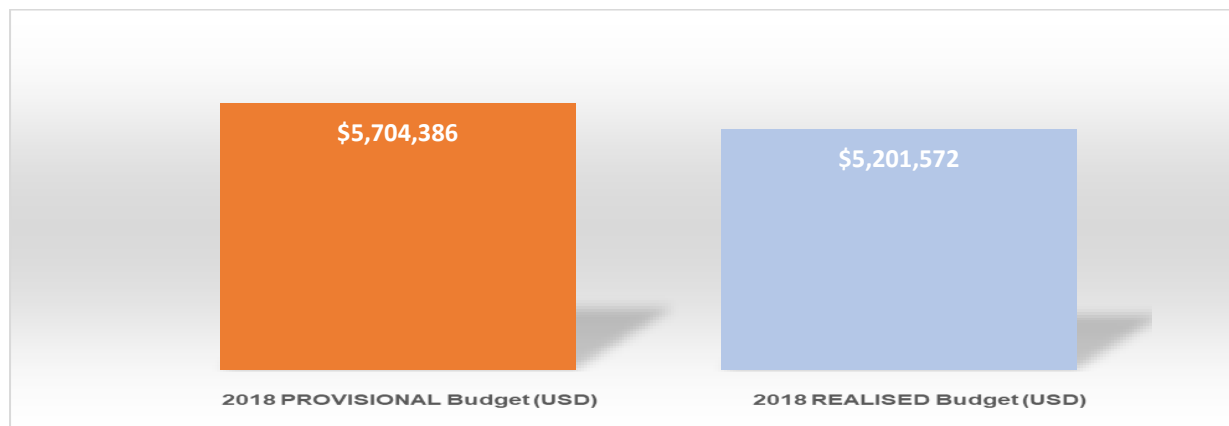
Key financial elements of the year (2018)

In 2018, the SUN Movement Secretariat's total expenditures amounted to **USD 5,201,572**: with **68%** spent for Personnel, **14%** for General Operating Expenses, **8%** for Travels, **3%** for Contracts, less than **1%** for Goods and Equipment and **7%** 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 2018 was estimated at **USD 5,704,387**. The total expenditures disbursed in 2018 in the amount of **USD 5,201,572** is 9% below the budget initially estimated.

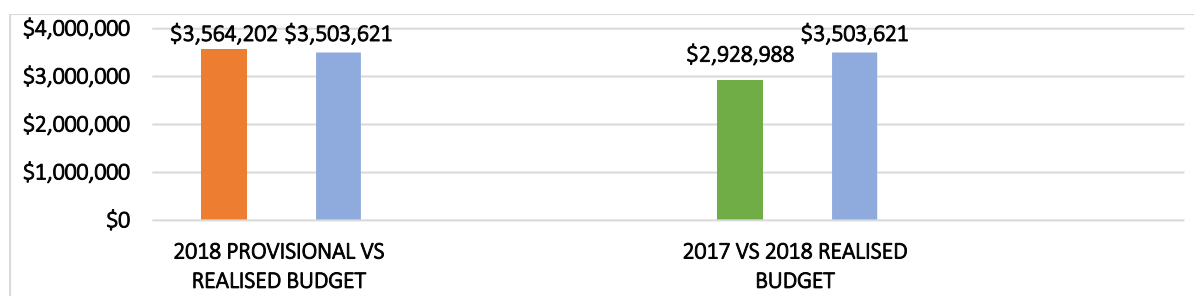


Personnel

In 2018, the Secretariat spent **USD 3,503,621** for Personnel.

The total cost for Personnel in 2018 is almost equal to the budget provision (less than 1%). Compared to [2017 realized budget](#) the total 2018 Personnel budget has increased by 21%.

PERSONNEL	2018 PROVISIONAL vs. REALISED BUDGET (USD)			2017 vs. 2018 REALISED BUDGET (USD)		
	2018 PROVISIONAL	2018 REALISED	% VARIANCE (realized vs. provisional)	2017 REALISED	2018 REALISED	% VARIANCE (2017 vs. 2018)
	\$3,564,202	\$3,503,621	0%	\$2,928,988	\$3,503,621	+21%



88% (USD 3,153,524) of the total Personnel cost is related to staff contracts. As of December 2018, the Secretariat included 25 staff members. The realised budget for Personnel in 2018 is 22% higher than what was spent in 2017 for 25 staff members. This is due to the decision endorsed by the Executive Committee to increase monthly fees in the range of 10% to 25% for personnel who joined before October 1, 2018 and whose fees were set at a level which hampered efforts by Secretariat to attract and retain the skilled staff needed to deliver the workplan and meet the needs and objectives of SUN countries.

A Training and development budget is made available to staff members. In 2018 6 staff members participated in learning courses. This included training on non-communicable diseases, leadership and

strategic planning, data management and analysis, writing skills, team/ project management. This corresponds to **less than 1% of the total Personnel budget (i.e. USD 9,887)**.

UNOPS Direct Costs are counted Under the Personnel budget and they represent **11% 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 securities.

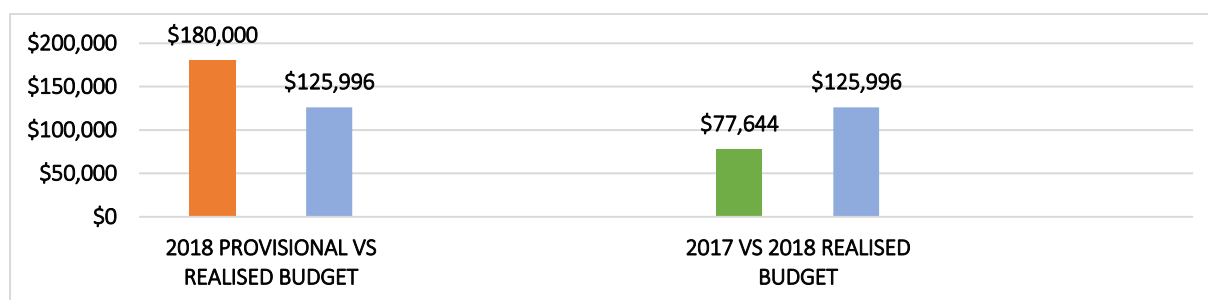
Contracts

This budget category includes contracts for advisory services that are 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 125,996** in 2018. The total cost for Contracts in 2018 is well below the initial budget provision (30% less). This variance is mainly because the Secretariat increasingly relies on external partners to deliver on key priorities of its workplan.

Compared to the [2017 realized budget](#) the total cost for Contracts in 2018 has increased by 62%. The increase is justified by the assignments undertaken in 2018 as detailed below.

CONTRACTS	2018 PROVISIONAL vs. REALISED BUDGET (USD)			2017 vs.2018 REALISED BUDGET (USD)		
	2018 PROVISIONAL	2018 REALISED	% VARIANCE (realized vs. provisional)	2017 REALISED	2018 REALISED	% VARIANCE (2017 vs. 2018)
	\$180,000	\$125,996	-30% ↓	\$77,644	\$125,996	+62% ↑



The budget category Contracts includes the costs of contracts in 2018 to:

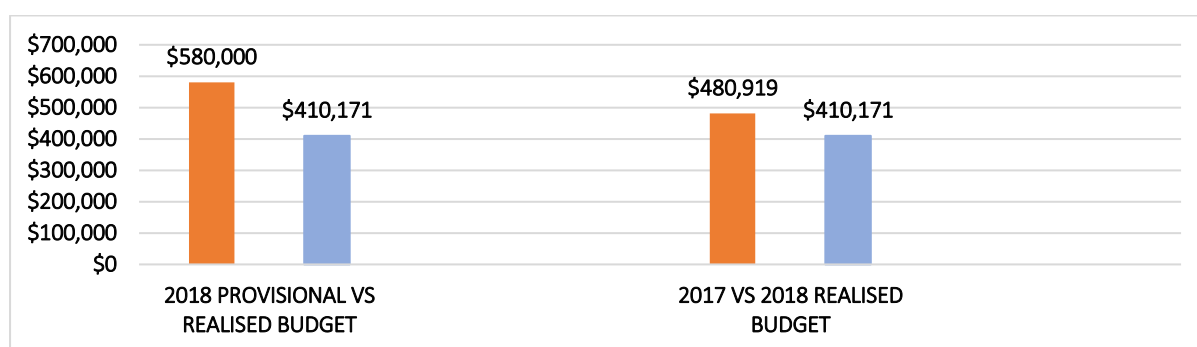
- **Two Ethic Advisors** to provide assistance to SUN partners requiring consultations on ethical dilemmas and to respond to requests from SUN countries to prevent and manage conflicts of interest in their national nutrition plan or multi-stakeholder platform. The total cost for this assignment amounted to USD 19,484 in 2018 and is expected to continue in 2019 as well.
- **Two International and three national experts to conduct in-country reviews.** The overall purpose of these in-country reviews is to identify key pathways that have contributed to the strengthening of country commitment and action to address malnutrition and learn from the experience of key stakeholders at national and sub-national level. The 2018 in-country reviews focused on three countries (Benin, Madagascar and El Salvador) and were conducted by national experts that are familiar with the SUN Movement at national level and with the sub-national context. They were conducted during the period May-August 2018. The total cost for this assignment amounted to USD 58,611 (including consultancy fees and transportation).

- In 2018, a UN Agency to UN Agency Agreement was signed with the World Food Programme (WFP) and included a provision of USD 50,000 to the UN Network Secretariat in support of the mapping of stakeholders and their actions for scaling up nutrition in 5 SUN countries. The project also included cross-country analysis of mapping results (~28 SUN countries) to be used as a foundation for the SUN Movement MEAL baseline.

Travel

Expenditures on Travel amounted to **USD 410,170** in 2018. The total cost for Travels in 2018 is below the initial budget provision (29% less). Compared to the [2017 realised budget](#) the total cost in 2018 has decreased by 15%. The Secretariat continued its cost reduction policy initiated in 2017 in accordance with the same principles, i.e. more rigorous management of missions, the number of travellers, the class of travel as well as the grouping of travels by geographical area. The relevance of the Secretariat's participation in certain events has also been considered. This leads us again this year to a reduction of travel expenses.

TRAVEL	2018 PROVISIONAL vs. REALISED BUDGET (USD)			2017 vs. 2018 REALISED BUDGET (USD)		
	2018 PROVISIONAL	2018 REALISED	% VARIANCE (realized vs. provisional)	2017 REALISED	2018 REALISED	% VARIANCE (2017 vs. 2018)
	\$580,000	\$410,171	-29% ↓	\$480,919	\$410,171	-15% ↓



In line with previous years, the Coordinator, the Director of the SUN Movement Secretariat and the rest of the Secretariat travelled in 2018 to attend several global, regional and national conferences with the objective of fostering the commitment by SUN Countries and Networks to scale 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.

The Coordinator conducted high-level country missions to twelve countries throughout the year including Viet Nam (January), Zambia (April), the Gambia (May), Malawi, Tajikistan, Kyrgyzstan (June), Chad (July), Guatemala, El Salvador, Costa Rica, Guinea (November), Niger, Indonesia (December). Globally, The Coordinator has called for stakeholders to align behind the Movement's member countries and collaborate for impact at scale at the World Economic Forum in Davos (22-26 January), the World Health Assembly in Geneva (21-25 May), the EAT Stockholm Food Forum (7-13 June) and the High-Level Political Forum for Sustainable Development in New York (9-13 July).

In addition to the Coordinator's travels, the Secretariat's staff members attended international events including: a Strategic High-Level meeting on the SUN Movement with Senior UN representatives (2-28 February), Seminar on Nutrition in Development Cooperation and Norway's role hosted by the Norwegian Ministry of Foreign Affairs and NORAD in Oslo (20-21 March), The Action Against Hunger Training for Civil nutrition's Champion in Dakar (3-5 April), The National Food and Nutrition Summit

2018 in Lusaka (23-25 April), the GAIN Partnership Council Meeting in Addis Ababa (28 May), the 8th African Nutrition Epidemiology Conference (ANEC VIII 2018) in Addis Ababa (1-5 October), and the SUN Focal Points Retreat and IFPRI conference in Bangkok (27-30 November).

Various meetings of the SUN Networks, Executive Committee, Lead Group and other partners took place in 2018. 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 SUN Lead Group annual meeting in New York (September) where the Secretariat sponsored the travel of four Lead Group members.

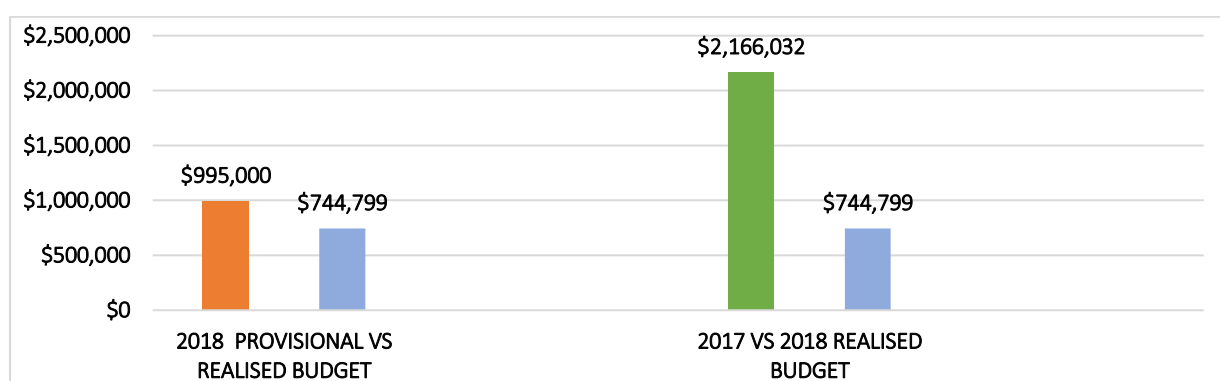
The Secretariat also sponsored the travel of SUN Country representatives to key regional or global events when no other sources of financing were available at country level. In 2018 this included:

Honorable Nahas Angula to represent the SUN Movement at the NEPAD parliamentary conference in Johannesburg on 07 March 2018, Dr. Nausheen Hamid Miraj from Pakistan to speak at a side event during the 139th Inter-Parliamentary Union (IPU) Assembly taking place in Geneva (14-18 October 2018) and Mr Abdoulaye Ka (SUN Focal Point, Senegal) and Mr Ambinintsoa Andriamboahangy Raveloharison (SUN Focal Point, Madagascar) to participate to The High-Level Political Forum in New York (9-18 July 2018).

Operating Expenses

In 2018, for Operating Expenses the Secretariat spent **USD 744,799** which is below the initial budget provision (-25% more). Compared to the [2017 realised budget](#) the total cost for Operating Expenses in 2018 has decreased by (-66%). Such a decrease is mainly imputable to the fact that no SUN Movement Global Gathering was organised in 2018 – as per the decision of the SUN Movement Executive Committee to organize a global gathering every 2 years.

OPERATING EXPENSES	2017 PROVISIONAL vs. REALISED BUDGET (USD)			2016 vs. 2017 REALISED BUDGET (USD)		
	2018 PROVISIONAL	2018 REALISED	% VARIANCE (realized vs. provisional)	2017 REALISED	2018 REALISED	% VARIANCE (2017 vs. 2018)
	\$995,000	\$744,799	-25% ↓	\$2,166,032	\$744,799	-66% ↓



Communication. The total cost for communication amounted to USD 93,549. This includes communication services provided for professional mobile devices (USD 33,111), audio and video conferences (USD 5,870), and IT support (USD 54,568).

Printing. The total cost for printing amounted to USD 21,703. The services provided by a contracted supplier includes 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 111,840**.

Rent Offices. The cost for office rent in Geneva amounted to **USD 237,522**. Compared to the [2017 realised budget](#) the total cost for office rent in 2018 has decreased by 31%. This decrease is explained by the fact that in July 2018 a new agreement has been signed between UNOG (United Nations Office in Geneva) and UNOPS on behalf of the Secretariat. This agreement includes the same services provided in past years (office rental, procurement support for office supplies, office equipment including photocopier maintenance, sundry, and network support) but at a more competitive price.

Website Services. The total cost for website services amounted to **USD 121,537**. A specialised company works 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 137,305**. This comprises three major events:

1. **The SUN Nutrition Hub at the World Health Assembly (21-25 May 2018).** The World Health Assembly (WHA) brings together Ministers of Health from across the world, SUN Focal Points and key global health stakeholders from governments, United Nations, academia and civil society to discuss and make decisions around global health issues. The Secretariat decided to organize a series of meetings in the margin of the WHA with the objective of enabling constructive dialogues and exchange of experience between individuals and groups, focusing on joint action and results for nutrition at country level. Mix of bilateral meetings for SUN Country delegations, including with the SUN coordinator, SUN Movement secretariat staff, other Country delegations (7 bilateral meeting with Officials from Niger, Congo, Afghanistan, Madagascar, Somalia, Cote d'Ivoire and Lesotho) and 20 events including side-events open to the public and broadcasted live (up to 75 people), Closed-door dialogue sessions tackling challenging topics (up to 30 people), regional dialogues for SUN countries to exchange experiences and learn from each other (up to 30 people), working breakfast, lunch and light cocktail were organized during these dates for a total amount of **USD 58,405**. This covered cost for catering, interpretation in English, French and Spanish and audio-visual services.
2. **The SUN Movement Champions training in Stockholm (8-10 June).** The SUN Movement Secretariat in partnership with the EAT Stockholm Food Forum organized a 3-day training for 17 SUN champions prior to the EAT Stockholm Food Forum from 8-10 June 2018. These champions are comprised of members of government, civil society, the media, parliament, a former First Lady of Ethiopia, and a Minister of Agriculture from the Republic of Gabon. The objective of the training was to further strengthen their capacity as advocates for nutrition and prepare their engagement in a) potential plenary opportunities b) disruptive dialogues c) networking and exchange at the EAT Stockholm Food Forum. The total cost for the organization of this event amounted to **USD 62,500**. This covered cost for the Facilitator, whispered and Consecutive Interpretation Services in English, French, Spanish and Russian, venue, Audi-visual services and per-diem to delegates.
3. **Meeting of the SUN Movement Lead Group during the United Nations General Assembly in New York (18 September).** In September 2018, 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 28,513**.

In addition to these three major events, the Secretariat has also organized other activities such as the SUN Movement Executive Committee retreat (16-17 January), the Network retreat (14-15 February and

29-31 October), the SMS team retreat (10 October), a side event during the Ibero-American Summit in Guatemala “Climate change resilience and food systems” (12 November), and the Anglophone SUN Government Focal Point training in Bangkok (23-27 November).

Miscellaneous. The total cost for this category amounted to **USD 21,343**. This budget line includes expenses related to catering services and logistics for various small meetings, minor translation services, office supplies, petty cash and other small value invoices.

Goods and Equipment

The total cost for this category amounted to **USD 7,031**. This budget line includes expenses related to the purchase of 3 laptops and associated accessories (including monitor, keyboard, mouse, docking station, external memory, usb key, and headset), three business phones for new staff members and other consumable to support the Secretariat’s activities.

Fees

The total indirect costs charged by UNOPS in 2018 across all contributions amounted to **USD 371,706** i.e. 7% of the total contributions received as stated in the agreements with donors.

SUN Movement Secretariat Revised Multiyear Budget

The revised budget of the Secretariat (July 2019 version) is approximately USD 5 million in 2016, USD 6.2 million in 2017 and USD 5.2 million as realized expenditures, and as provisional budget USD 9.5 million in 2019 and USD 9.2 million in 2020: i.e. a **total of approximately USD 35 million for the period 2016 – 2020**. This reflects an increase of 3.5% compared to the provisional budget endorsed by the SUN Movement Executive Committee in January 2019 (i.e. a total of USD 33.8 million for 2016-2020).

The 3.5% increase in the Secretariat’s budget reflects the decision by the SUN Movement Executive Committee to offer United Nations Temporary Appointments (TA) to Secretariat personnel in response to uncertainties associated with the contract modality offered to most staff – the Individual Contractor Agreement (ICA) – These uncertainties have hampered efforts by the Secretariat to attract and retain the skilled staff needed to deliver the workplan and meet the needs and objectives of SUN countries.

While the conversion of ICA contracts into UN temporary appointment contracts has stabilised the entire Secretariat in the short term, this approach presents further challenges in the medium term. In line with the rules governing Temporary Appointments, the contracts of all SMS and Pooled Fund personnel on TA will terminate in the first half of 2021 with no possibility of further extension and an obligatory 3 months contract break. This situation, while it stabilizes the SMS and the Pooled Fund until December 2020, forces us to anticipate well in advance the new hosting arrangements and contract modality for phase 3 of the Movement.

If all donors’ verbal commitments are confirmed (USD 3.8 million), currently the Secretariat has sufficient funding to cover this revised budget until December 2020. If new agreements are signed with these donors, the current estimated gap is USD 300,000.

Pending decision by the SUN Movement Lead Group to proceed with phase 3 of the Movement, a further USD 4.8 million will have to be raised to cover the transition period of 6 months to initiate phase 3. Once there is a final decision from the Lead Group that the SUN Movement will have a 3rd phase, SMS will produce a provisional budget identifying the full financing gap for the entire phase 3 of the Secretariat.

ANNEX I – Revised Provisional Budget of the SUN Movement Secretariat (2018 – 2020) – revision July 2019

BUDGET ACCOUNTS	SMS CATEGORIES	2019 headcount	2020 headcount	Realized Budget 2016	Realized Budget 2017	Realized Budget 2018	Provisional Budget 2019 (revision July19)	Provisional Budget 2020 (revision July19)	Total Budget 2016 - 2020 (revision July19)	Provisional Budget 2021 - 6 months
PERSONNEL*	Human Resources	34.00	34.00	\$3,356,191	\$2,987,307	\$3,541,870	\$5,391,480	\$6,577,127	\$21,853,976	\$3,288,564
CONTRACTS*	Advisory Services			\$69,579	\$77,614	\$125,996	\$200,000	\$200,000	\$673,189	\$100,000
TRAVEL*	Travel			\$579,364	\$482,586	\$410,170	\$550,000	\$550,000	\$2,572,120	\$275,000
	Communication and IT Support					\$93,549	\$150,000	\$150,000		
	Translation					\$111,840	\$200,000	\$200,000		
	Printing & Visibility					\$21,703	\$50,000	\$30,000		
	Office Rent (Geneva)					\$237,522	\$375,000	\$375,000		
	Website Services					\$121,537	\$150,000	\$150,000		
	Miscellaneous direct costs & contingency reserve					\$21,343	\$60,000	\$60,000		
	Special Events					\$137,305	\$1,200,000	\$250,000		
	External Evaluation						\$500,000			
OPERATING EXPENSES*	General Operations			\$731,995	\$2,194,825	\$744,799	\$2,685,000	\$1,215,000	\$7,571,618	\$607,500
GOODS/EQUIPMENT	Equipment			\$9,207	\$3,590	\$7,031	\$60,000	\$30,000	\$109,828	\$15,000
SUBTOTAL	SUBTOTAL			\$4,746,336	\$5,745,922	\$4,829,866	\$8,886,480	\$8,572,127	\$32,780,732	\$4,286,064
FEES	Indirect Costs			\$332,244	\$372,710	\$371,706	\$622,054	\$600,049	\$2,298,762	\$300,024.45
	TOTAL			\$5,078,580	\$6,118,632	\$5,201,572	\$9,508,534	\$9,172,176	\$35,079,494	\$4,586,088

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

SUN MOVEMENT SECRETARIAT 2.0: DONOR CONTRIBUTIONS (January 2016 - December 2020) - in USD							
DONOR	2016	2017	2018	2019	2020	TOTAL	SHARE %
United Kingdom	\$622,683	\$525,000	\$563,759	\$563,759	\$517,000	\$2,792,201	8.86%
Canada	\$1,556,224		\$794,913			\$2,351,137	7.46%
France	\$60,000	\$106,724	\$73,620	\$73,000		\$313,344	0.99%
	1 staff	1 staff					
Germany	\$1,068,500	\$1,184,834	\$1,184,834	\$1,169,591	\$1,169,591	\$5,777,350	18.32%
United States	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	7.93%
European Union	\$98,455		\$1,433,692	\$3,106,332	\$238,949	\$4,877,428	15.47%
Bill&Melinda Gates Foundation	\$575,000			\$300,000		\$3,875,000	12.29%
	\$1,600,000	\$1,000,000		\$400,000			
The Netherlands		\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$4,400,000	13.96%
				1 staff	1 staff		
Ireland	\$746,170		\$401,837	\$429,448	\$429,448	\$2,006,903	6.37%
World Food Programme	1 staff						
Norway			\$878,117	\$878,117	\$878,117	\$2,634,351	8.36%
TOTAL per year	\$6,827,033	\$4,416,558	\$6,930,771	\$8,520,247	\$4,833,105		
TOTAL cumulative	\$6,827,033	\$11,243,591	\$18,174,362	\$26,694,609	\$31,527,714		

SMS/UNOPS in discussion with donor - no signed agreement yet

ANNEX III - 2016 – 2020 SUN Movement Secretariat's Human Resources evolution (version July 2019)

Title	2016 headcount	2017 headcount	2018 headcount	2019 headcount	2020 headcount
Coordinator SUN Movement	1.00	1.00	1.00	1.00	1.00
Director SUN Movement Secretariat	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
Special Assistant to Director	1.00	1.00	1.00	1.00	1.00
Senior Strategist - Stewardship	1.00				
Policy and Strategy Specialist	1.00	1.00	1.00	1.00	1.00
<i>Senior Nutrition Analyst and Strategy Advisor</i>	1.00	1.00	1.00	1.00	1.00
<i>Policy and Strategy Specialist</i>	1.00	1.00	1.00	1.00	1.00
Data Manager	1.00	1.00	1.00	1.00	1.00
Finance Country Expert				1.00	1.00
Equity Focal Point	1.00				
Political Affairs Specialist			1.00	1.00	1.00
<i>Policy Support Officer (JPO)</i>				1.00	1.00
Coordinator Country Liaison Team	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	1.00	1.00
Policy Specialist - Country Liaison				1.00	1.00
<i>Policy Specialist - Country Liaison</i>				1.00	1.00
Pooled Fund Coordinator			1.00	1.00	1.00
Senior Policy and Strategy Advisor - Advocacy and Communication	1.00	1.00	1.00	1.00	1.00
Communication and Advocacy Officer	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		1.00	1.00	1.00	1.00
Communication and Advocacy Officer		1.00	1.00	1.00	1.00
<i>Proofreader and Editor</i>				1.00	1.00
Subtotal - Professional Staff	19.00	19.00	21.00	26.00	26.00
Administrative Staff / Facilitation Team					
Senior Operations Officer	1.00	1.00	1.00	1.00	1.00
Administrative and Operations Officer	1.00		1.00	1.00	1.00
Administrative and Finance Officer	1.00	1.00	1.00	1.00	1.00
Financial Assistant	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
<i>Events Manager / Admin Assistant</i>	1.00	1.00		1.00	1.00
Subtotal - Administrative Staff	8.00	5.00	5.00	6.00	6.00
Human Resources	29.00	26.00	28.00	34.00	34.00

[*] Positions to be recruited