***Japan Trust Fund for Scaling Up Nutrition***

***Guidance Note***

***February 2021***

Task Team Leaders of Japan TF grants are accountable for ensuring that the Bank's fiduciary responsibilities are met with respect to trust funds under his/her management. This includes ensuring that grants are managed in accordance with all relevant Bank operational and administrative policies and processing guidelines including those set out in the Trust Fund Handbook.

Japan Trust Fund specific procedures are found below:

**Closing Date Extension Requests:** To request an extension of grant closing date, please send an email to Meera Shekar, copying Aissatou Chipkaou. Requests must include the following information:

* Country and Name of Grant
* Grant TF number
* Grant TTL
* Current grant closing date and proposed new closing date
* Reason/justification for extension
* Status of grant activities
* Status of grant deliverables: Please list the name of each deliverable, disclosure status (publicly disclosable on Japan TF website-yes/no) and original delivery date, as per the approved proposal.

Deliverables: All deliverables which have been finalized should be noted as such, with actual delivery date, and team should confirm (yes/no) if the deliverable has been sent to the Japan TF team. For any deliverables which are overdue, please indicate the proposed revised delivery date (against the original delivery date). All finalized deliverables must be provided to the Japan TF team before an extension request will be granted.

Extension requests should be submitted for review and approval no later than one month prior to the grant closing date indicated in MYTF. Grant closing dates beyond July 31, 2022 will not be approved.

**Follow up Grants**: The Japan TF Review Committee will consider follow up grants in the case of: (i) requests for additional funds for a new task related to the original grant; (ii) requests to use remaining funds for approved activities/deliverables which were not completed prior to the grant closing date; and (iii) requests to finance new activities/deliverables using funds after grant closing.

A new proposal and budget is required for all follow up grants. Proposals for follow up grants should clearly explain the linkages with the original grant under the section entitled “Linkages with ongoing and/or previous Japan TF grants”.

**Deliverables:** All products developed with Japan SUN TF support **must** include the following:

* Acknowledgements: “*Financial support for this work was provided by the Government of Japan through the Japan Trust Fund for Scaling Up Nutrition.”* The acknowledgement can be placed at any appropriate section within the deliverable; however, most deliverables have done so on the cover page where the logo appears, or at the last page where there is a listing of all partners involved in the development of the output.
* Logo: All products should include the Japanese national flag. We recommend that the logo be placed on the cover page of the deliverable. The .png and .eps versions of the flag logo have been posted under the “Trust Fund Guidance” tab. The .eps version is editable for higher resolution using design software such as InDesign.

All **finalized** (not draft) deliverables should be sent to Aissatou Chipkaou, copied to Meera Shekar. When submitting final deliverables, TTL should confirm via email: **(i)** if the deliverable can be publicly disclosed on the Japan SUN TF website; **(ii)** if the deliverable is a formal Bank product which has been submitted to Internal Documents Unit (IDU) and if so, provide the IDU link; and **(iii)** the P code to which the deliverable is linked.

While the Japan TF team will monitor receipt of deliverables, it is the responsibility of the TTL to inform the Japan TF team in a timely fashion of any impending slippages in the delivery dates of agreed deliverables or changes to agreed deliverables.  This notification should be provided prior to the delivery date of said deliverable. TTLs will be responsible for ensuring that grant financed deliverables adhere to the ADM framework for processing country, regional and global activities.

**Budgets:** Japan TF TTLs are responsible to ensure that staff time expenditures do not exceed amounts indicated in the approved proposal and should monitor their grant budgets accordingly. If there are any overruns in staff time charged to the grant, the TTL will be responsible to re-post such charges. Note that Staff includes open-ended, term appointments and ETC.