# logo of the Uganda Office of the Prime Minister

# District Nutrition Coordination Committee (DNCC) Monitoring and Support Supervision Checklist

Purpose of the tool

The Office of the Prime Minister (OPM) Nutrition Secretariat has the mandate to coordinate multi-sectoral nutrition efforts in Uganda, including monitoring and support supervision of District Nutrition Coordination Committees (DNCCs). The Monitoring and Support Supervision Checklist was developed to support this task. The tool can be used by national level stakeholders (OPM, sectors, and implementing partners) to monitor implementation of nutrition activities in the districts, check on the functionality of the DNCCs, identify gaps, and make recommendations to the district.

Using the tool

The questions in the tool seek to gather information about key aspects of nutrition governance. This includes DNCC composition and the thematic areas that make up DNCC core roles and responsibilities. Section 1 covers DNCC composition, sections 2–7 cover the six DNCC roles and responsibilities, as stated in OPM circular ADM/133/01 dated 17 June 2015.

Responses to the questions will be gathered during group discussions held with DNCC members. DNCC members should come from the following core departments: administration and planning, community development, education, health, production, and water. Participation of the Chief Administrative Officer (CAO) (or a representative) and the district nutrition focal person should be ensured as they are key DNCC informants. It typically takes the group two to three hours to complete the checklist. During the discussion, the group also agrees upon and completes the summary report.

Dissemination and feedback

OPM and the Multi-Sectoral Nutrition Technical Committee (MSNTC) are responsible for tracking progress and performance and providing feedback to DNCCs. DNCCs will be provided with a completed version of the checklist and the summary supervision report by OPM.

**DISTRICT NUTRITION COORDINATION COMMITTEE (DNCC)**

**Monitoring and Support Supervision Checklist**

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| **District** |  |
| **Core departments represented** |  |
| **Date** |  |
| **Administered by (Name/Position/Institution)** |  |

| **SECTION 1: DNCC COMPOSITION** | | |
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| **No.** | **Questions** | **Responses** |
| Q 1.1 | Does the DNCC include all core departments?  *Tick all that apply*  Administration  Community   development  Education  Health  Production  Planning  Trade and industry  Water | Yes **(If yes, skip to 1.2)**  No  If no, list core department missing and state why they are not included  What is being done to engage missing sectors with the DNCC?  Means of verification   * Circular on formation of DNCC |
| Q 1.2 | Have all members received letters of assignment from the CAO? | Yes. *Probe if the letters include clear terms of reference/roles and responsibilities.*  No. *Probe for who has not received, why, and what is being done.*  Means of verification   * Copies of assignment letters |
| Q 1.3 | Has the CAO formally designated a nutrition focal point officer (NFPO) for the DNCC? | Yes. *Probe who is the appointed NFPO and list the position:*  No. *Probe why the NFPO has not been appointed and what is being done to recruit one.*  Means of verification   * Copy of NFPO assignment letter |
| Additional comments on DNCC composition: | | |

| **SECTION 2: TECHNICAL GUIDANCE** | | | | | |
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| **No.** | **Questions** | | **Responses** | | |
| Q 2.1 | How many LLGs does the district have? | | Number of LLGs:  How many have established Nutrition Coordination Committees (NCCs)?  What is being done to facilitate the establishment of the remaining NCCs?  Means of verification   * Circular on formation of NCCs | | |
| Q 2.2 | Has the DNCC oriented the NCCs? | | Yes. *Probe how many have been oriented and the institution that supported the orientation.*  No. *Probe what is being done to orient the NCCs.*  Means of verification   * Orientation report | | |
| Q 2.3 | What nutrition issues were presented to District Technical Planning Committee (DTPC) in the last quarter? | | List the nutrition issues presented:  What actions have been taken as a result of presenting nutrition issues to the DTPC in the last quarter?  *Probe for challenges if no nutrition issues were presented.*  Means of verification   * Action memo from the DTPC on nutrition issues | | |
| Q 2.4 | What nutrition issues were presented to the District Council in the last quarter? | | List the nutrition issues presented:  What actions have been taken as a result of presenting nutrition issues to the District Council in the last quarter?  *Probe for challenges if no nutrition issues were presented.*  Means of verification   * District Council minutes with nutrition issues | | |
| Q 2.5 | What technical guidance was provided to departments and partners in the last quarter?  List the activities: | | | | |
| **Activity** | **Platform Used** | | **Target Audience** | **Results/Output** |
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| *If no technical guidance was provided, explain why.* | | | | |
| Additional comments on technical guidance: | | | | | |

| **SECTION 3: COORDINATION AND PARTNERSHIPS WITH NUTRITION STAKEHOLDERS** | | |
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| **No.** | **Questions** | **Responses** |
| Q 3.1 | Does the DNCC have an approved annual coordination work plan for the district? | Yes.  No. *Probe what is being done to develop an annual coordination work plan.*  Means of verification:   * Copy of the approved annual coordination work plan |
| Q 3.2 | Were any nutrition coordination meetings held in the last quarter? | Yes.  No. *Probe what is being done to overcome the challenge.*  Means of verification   * Minutes and action memos from coordination meetings |
| Q 3.3 | Were any joint activities undertaken with stakeholders in the last quarter? | Yes. *Provide details of activities.*  No. *Explain.*  Means of verification   * Activity reports |
| Q 3.4 | Is there an up-to-date nutrition partner database? | Yes.  No. *Probe what is being done to develop or update the database.*  Means of verification   * Database of nutrition partners |
| Q 3.5 | What platforms did the district use in the last quarter to share nutrition information (e.g., reports, presentations, results) with relevant stakeholders?  *Tick all that apply*  District Council meetings  Sectoral committee meetings  Senior management meetings  District Technical Planning Committee meetings  District Nutrition Coordination Committee meetings  Extended District Technical Planning Committee meetings  Departmental meetings  School management meetings  Budget conferences  Barazas  Experience sharing events  Other (list)  *Probe for examples of the types of information shared, the stakeholders involved,  and for what is being done to continue or improve nutrition information sharing  within the district.*  Means of verification   * Minutes, reports, action memos | |
| Additional comments on coordination and partnerships with nutrition stakeholders: | | |

| **SECTION 4: PLANNING, BUDGETING, AND RESOURCE MOBILISATION** | | |
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| **No.** | **Questions** | **Responses** |
| **Questions for new DNCCs and/or first monitoring and supervision visit:** | | |
| Q 4.1 | Does the LLG have a 5-year District Development Plan? | Yes. *If yes, list all cross-cutting issues* *(verify information provided from the District Development Plan)*:  No. *Probe for the stage the district is at in the development of the development plan. What is being done to ensure its nutrition issues are included?*  Means of verification:   * Copy of the District Development Plan |
| Q 4.2 | Does the district have an approved District Multi-Sectoral Nutrition Action Plan (DMSNAP)? | Yes.  No. *Probe for the stage the district is at in the development of the DMSNAP. What is being done to ensure its development/approval?*  Means of verification:   * Copy of the DMSNAP |
| Q 4.3 | Does the district have an approved annual multi-sectoral nutrition implementation work plan and budget? | Yes.  No. *Probe for the stage the district is at in the development of the annual multi-sectoral nutrition implementation work plan and budget. What is being done to ensure its development/approval?*  Means of verification:   * Copy of the annual multi-sectoral nutrition implementation work plan and budget |
| Q 4.4 | What resources are available for nutrition in the LLG? | *Tick all that apply*  Local revenue  Central government grants  Implementing partners  In-kind  Direct support  Private sector  Other (list)  Which of the above resources are currently being used for nutrition?  Is there a resource gap (provide % if known)? What is being done to mobilize additional resource for nutrition? |
| Q 4.5 | Were activities undertaken to mobilise additional resources in the last quarter? | Yes. *Provide details of activities.*  No. *Probe what is being done to overcome the challenge.* |
| Additional comments on planning, budgeting, and resource mobilisation: | | |

| **SECTION 5: MONITORING AND REPORTING** | | |
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| **No.** | **Questions** | **Responses** |
| Q 5.1 | Did the DNCC conduct joint monitoring and support supervision visits for the NCCs in the last quarter? | Yes. *Probe for the report and check for composition of the monitoring team.*  Which platforms were used to share the reports?  DNCC meetings  NCC meetings  Extended District Technical Planning committee meetings  Others (list)  What nutrition actions were taken as a result of the NCC monitoring?  No. *Probe for the challenges and what is being done to facilitate this action.*  Means of verification   * Monitoring and support supervision reports |
| Q 5.2 | Did the DNCC receive a joint monitoring and support supervision visit in the last quarter? | Yes. *Probe for the report and check for composition of the monitoring team.*  If yes, did you receive feedback on your DNCC monitoring and support supervision visit? What nutrition actions were taken as a result of the DNCC monitoring and support supervision visit?  No. *Probe what is being done to overcome the challenge.*  Means of verification   * Monitoring and support supervision reports |
| Q 5.3 | Did the DNCC prepare a consolidated quarterly coordination report last quarter? | Yes  No. *Probe for the challenges and what is being done.*  If yes, which departments submitted written reports  to the DNCC to be included in the consolidated report  Tick all that apply:  Administration  Community development  Education  Health  Production  Planning  Trade and industry  Water  **Others**  Implementing partners (list)  Did the DNCC share the consolidated quarterly report? *Probe who they shared the report with*.  What actions were taken as a result of the DNCC quarterly report?  Means of verification   * Consolidated DNCC quarterly report |
| Additional comments on monitoring and reporting: | | |

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| **SECTION 6: ADVOCACY** | | | | | |
| **No.** | **Questions** | | **Responses** | | |
| Q 6.1 | Does the DNCC have an approved advocacy and communication plan? | | Yes.  No. *Probe for the stage the district is at in the development of the advocacy and communication plan. What is being done to ensure its development/approval?*  Means of verification:   * Copy of the approved advocacy and communication plan | | |
| Q 6.2 | Has the DNCC identified nutrition champions at district level? | | Yes.  No. *Probe for the challenges and what is being done.*  Means of verification:   * Database of nutrition champions | | |
| Q 6.3 | What nutrition advocacy activities were conducted in the last quarter?  List the activities: | | | | |
| **Advocacy Activity** | **Platform Used** | | **Target Audience** | **Results/Output** |
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| *If advocacy activities were not conducted, probe for what is being done to strengthen nutrition advocacy.* | | | | |
| Additional comments on advocacy: | | | | | |

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| **SECTION 7: NUTRITION BEHAVIOUR CHANGE COMMUNICATION AND SOCIAL MOBILISATION** | | | | | |
| **No.** | **Questions** | | **Responses** | | |
| Q 7.1 | What nutrition behaviour change communication and social mobilisation activities were conducted in the last quarter?  List the activities: | | | | |
| **Activity** | **Platform Used** | | **Target Audience** | **Results/Output** |
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| *If activities were not conducted, probe for what is being done to strengthen nutrition behaviour change communication and social mobilisation.* | | | | |
| Additional comments on nutrition behavior change communication and social mobilisation: | | | | | |

**DNCC Monitoring and Support Supervision   
Summary Reporting Template**

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| --- | --- |
| **District** |  |
| **Core departments represented** |  |
| **Date** |  |
| **Administered by (Name/Position/Institution)** |  |

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| **Focus Area** | **Strengths** | **Challenges** | **Proposed Actions/ Recommendations** | **Time Frame for Response/ Improvement** | **Person  Responsible for Follow-up Action** |
| **DNCC Composition** |  |  |  |  |  |
| **Technical Guidance** |  |  |  |  |  |
| **Coordination and Partnerships with Nutrition Stakeholders** |  |  |  |  |  |
| **Planning, Budgeting, and Resource Mobilisation** |  |  |  |  |  |
| **Monitoring and Reporting** |  |  |  |  |  |
| **Advocacy** |  |  |  |  |  |
| **Nutrition Behaviour Change Communication and Social Mobilisation** |  |  |  |  |  |

