



OFFICE OF THE PRIME MINISTER

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

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### **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

<b>District</b>	
<b>Core departments represented</b>	
<b>Date</b>	
<b>Administered by (Name/Position/Institution)</b>	

SECTION 1: DNCC COMPOSITION		
No.	Questions	Responses
Q 1.1	<p>Does the DNCC include all core departments?</p> <p><i>Tick all that apply</i></p> <p><input type="checkbox"/> Administration</p> <p><input type="checkbox"/> Community development</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Production</p> <p><input type="checkbox"/> Planning</p> <p><input type="checkbox"/> Trade and industry</p> <p><input type="checkbox"/> Water</p>	<p><input type="checkbox"/> Yes <b>(If yes, skip to 1.2)</b></p> <p><input type="checkbox"/> No</p> <p>If no, list core department missing and state why they are not included</p> <p>What is being done to engage missing sectors with the DNCC?</p> <p><u>Means of verification</u></p> <p style="padding-left: 20px;">- Circular on formation of DNCC</p>
Q 1.2	<p>Have all members received letters of assignment from the CAO?</p>	<p><input type="checkbox"/> Yes. <i>Probe if the letters include clear terms of reference/roles and responsibilities.</i></p> <p><input type="checkbox"/> No. <i>Probe for who has not received, why, and what is being done.</i></p> <p><u>Means of verification</u></p> <p style="padding-left: 20px;">- Copies of assignment letters</p>

## SECTION 1: DNCC COMPOSITION

No.	Questions	Responses
Q 1.3	Has the CAO formally designated a nutrition focal point officer (NFPO) for the DNCC?	<input type="checkbox"/> Yes. <i>Probe who is the appointed NFPO and list the position:</i>  <input type="checkbox"/> No. <i>Probe why the NFPO has not been appointed and what is being done to recruit one.</i>  <u>Means of verification</u> <ul style="list-style-type: none"> <li>- Copy of NFPO assignment letter</li> </ul>
Additional comments on DNCC composition:		

## SECTION 2: TECHNICAL GUIDANCE

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?  <u>Means of verification</u> <ul style="list-style-type: none"> <li>- Circular on formation of NCCs</li> </ul>
Q 2.2	Has the DNCC oriented the NCCs?	<input type="checkbox"/> Yes. <i>Probe how many have been oriented and the institution that supported the orientation.</i>  <input type="checkbox"/> No. <i>Probe what is being done to orient the NCCs.</i>  <u>Means of verification</u> <ul style="list-style-type: none"> <li>- Orientation report</li> </ul>

## SECTION 2: TECHNICAL GUIDANCE

No.	Questions	Responses																								
Q 2.3	What nutrition issues were presented to District Technical Planning Committee (DTPC) in the last quarter?	<p>List the nutrition issues presented:</p> <p>What actions have been taken as a result of presenting nutrition issues to the DTPC in the last quarter?</p> <p><i>Probe for challenges if no nutrition issues were presented.</i></p> <p><u>Means of verification</u></p> <ul style="list-style-type: none"> <li>- Action memo from the DTPC on nutrition issues</li> </ul>																								
Q 2.4	What nutrition issues were presented to the District Council in the last quarter?	<p>List the nutrition issues presented:</p> <p>What actions have been taken as a result of presenting nutrition issues to the District Council in the last quarter?</p> <p><i>Probe for challenges if no nutrition issues were presented.</i></p> <p><u>Means of verification</u></p> <ul style="list-style-type: none"> <li>- District Council minutes with nutrition issues</li> </ul>																								
Q 2.5	<p>What technical guidance was provided to departments and partners in the last quarter?</p> <p>List the activities:</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Platform Used</th> <th>Target Audience</th> <th>Results/Output</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>If no technical guidance was provided, explain why.</i></p>	Activity	Platform Used	Target Audience	Results/Output																					
Activity	Platform Used	Target Audience	Results/Output																							

## SECTION 2: TECHNICAL GUIDANCE

No.	Questions	Responses
Additional comments on technical guidance:		

## SECTION 3: COORDINATION AND PARTNERSHIPS WITH NUTRITION STAKEHOLDERS

No.	Questions	Responses
Q 3.1	Does the DNCC have an approved annual coordination work plan for the district?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <i>Probe what is being done to develop an annual coordination work plan.</i> <u>Means of verification:</u> <ul style="list-style-type: none"> <li>- Copy of the approved annual coordination work plan</li> </ul>
Q 3.2	Were any nutrition coordination meetings held in the last quarter?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <i>Probe what is being done to overcome the challenge.</i> <u>Means of verification</u> <ul style="list-style-type: none"> <li>- Minutes and action memos from coordination meetings</li> </ul>
Q 3.3	Were any joint activities undertaken with stakeholders in the last quarter?	<input type="checkbox"/> Yes. <i>Provide details of activities.</i> <input type="checkbox"/> No. <i>Explain.</i> <u>Means of verification</u> <ul style="list-style-type: none"> <li>- Activity reports</li> </ul>
Q 3.4	Is there an up-to-date nutrition partner database?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <i>Probe what is being done to develop or update the database.</i> <u>Means of verification</u> <ul style="list-style-type: none"> <li>- Database of nutrition partners</li> </ul>

### SECTION 3: COORDINATION AND PARTNERSHIPS WITH NUTRITION STAKEHOLDERS

No.	Questions	Responses
Q 3.5	<p>What platforms did the district use in the last quarter to share nutrition information (e.g., reports, presentations, results) with relevant stakeholders?</p> <p><i>Tick all that apply</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> District Council meetings</li> <li><input type="checkbox"/> Sectoral committee meetings</li> <li><input type="checkbox"/> Senior management meetings</li> <li><input type="checkbox"/> District Technical Planning Committee meetings</li> <li><input type="checkbox"/> District Nutrition Coordination Committee meetings</li> <li><input type="checkbox"/> Extended District Technical Planning Committee meetings</li> <li><input type="checkbox"/> Departmental meetings</li> <li><input type="checkbox"/> School management meetings</li> <li><input type="checkbox"/> Budget conferences</li> <li><input type="checkbox"/> Barazas                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Experience sharing events</li> </ul> </li> <li><input type="checkbox"/> Other (list)</li> </ul> <p><i>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.</i></p> <p><u>Means of verification</u></p> <ul style="list-style-type: none"> <li>- Minutes, reports, action memos</li> </ul>	
Additional comments on coordination and partnerships with nutrition stakeholders:		

### SECTION 4: PLANNING, BUDGETING, AND RESOURCE MOBILISATION

No.	Questions	Responses
<b>Questions for new DNCCs and/or first monitoring and supervision visit:</b>		
Q 4.1	<p>Does the LLG have a 5-year District Development Plan?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes. <i>If yes, list all cross-cutting issues (verify information provided from the District Development Plan):</i></li> <li><input type="checkbox"/> No. <i>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?</i></li> </ul> <p><u>Means of verification:</u></p> <ul style="list-style-type: none"> <li>- Copy of the District Development Plan</li> </ul>

## SECTION 4: PLANNING, BUDGETING, AND RESOURCE MOBILISATION

No.	Questions	Responses
Q 4.2	Does the district have an approved District Multi-Sectoral Nutrition Action Plan (DMSNAP)?	<input type="checkbox"/> Yes.  <input type="checkbox"/> No. <i>Probe for the stage the district is at in the development of the DMSNAP. What is being done to ensure its development/approval?</i>  <u>Means of verification:</u> - Copy of the DMSNAP
Q 4.3	Does the district have an approved annual multi-sectoral nutrition implementation work plan and budget?	<input type="checkbox"/> Yes.  <input type="checkbox"/> No. <i>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?</i>  <u>Means of verification:</u> - Copy of the annual multi-sectoral nutrition implementation work plan and budget
Q 4.4	What resources are available for nutrition in the LLG?	<p><i>Tick all that apply</i></p> <input type="checkbox"/> Local revenue <input type="checkbox"/> Central government grants <input type="checkbox"/> Implementing partners <input type="checkbox"/> In-kind <input type="checkbox"/> Direct support <input type="checkbox"/> Private sector <input type="checkbox"/> Other (list)
		<p>Which of the above resources are currently being used for nutrition?</p> <p>Is there a resource gap (provide % if known)? What is being done to mobilize additional resource for nutrition?</p>
Q 4.5	Were activities undertaken to mobilise additional resources in the last quarter?	Yes. <i>Provide details of activities.</i>  <input type="checkbox"/> No. <i>Probe what is being done to overcome the challenge.</i>
Additional comments on planning, budgeting, and resource mobilisation:		

## SECTION 5: MONITORING AND REPORTING

No.	Questions	Responses
Q 5.1	Did the DNCC conduct joint monitoring and support supervision visits for the NCCs in the last quarter?	<p><input type="checkbox"/> Yes. <i>Probe for the report and check for composition of the monitoring team.</i></p> <p>Which platforms were used to share the reports?</p> <p><input type="checkbox"/> DNCC meetings</p> <p><input type="checkbox"/> NCC meetings</p> <p><input type="checkbox"/> Extended District Technical Planning committee meetings</p> <p><input type="checkbox"/> Others (list)</p> <p>What nutrition actions were taken as a result of the NCC monitoring?</p> <p><input type="checkbox"/> No. <i>Probe for the challenges and what is being done to facilitate this action.</i></p> <p><u>Means of verification</u></p> <p>- Monitoring and support supervision reports</p>
Q 5.2	Did the DNCC receive a joint monitoring and support supervision visit in the last quarter?	<p><input type="checkbox"/> Yes. <i>Probe for the report and check for composition of the monitoring team.</i></p> <p>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?</p> <p><input type="checkbox"/> No. <i>Probe what is being done to overcome the challenge.</i></p> <p><u>Means of verification</u></p> <p>- Monitoring and support supervision reports</p>



**SECTION 5: MONITORING AND REPORTING**

No.	Questions	Responses
Q 5.3	Did the DNCC prepare a consolidated quarterly coordination report last quarter?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. <i>Probe for the challenges and what is being done.</i></p> <p>If yes, which departments submitted written reports to the DNCC to be included in the consolidated report</p> <p><b>Tick all that apply:</b></p> <p><input type="checkbox"/> Administration</p> <p><input type="checkbox"/> Community development</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Production</p> <p><input type="checkbox"/> Planning</p> <p><input type="checkbox"/> Trade and industry</p> <p><input type="checkbox"/> Water</p> <p><b>Others</b></p> <p><input type="checkbox"/> Implementing partners (list)</p> <p>Did the DNCC share the consolidated quarterly report? <i>Probe who they shared the report with.</i></p> <p>What actions were taken as a result of the DNCC quarterly report?</p> <p><u>Means of verification</u></p> <p>- Consolidated DNCC quarterly report</p>
Additional comments on monitoring and reporting:		

**SECTION 6: ADVOCACY**

No.	Questions	Responses																								
Q 6.1	Does the DNCC have an approved advocacy and communication plan?	<input type="checkbox"/> Yes.  <input type="checkbox"/> 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?  <u>Means of verification:</u> <ul style="list-style-type: none"> <li>- Copy of the approved advocacy and communication plan</li> </ul>																								
Q 6.2	Has the DNCC identified nutrition champions at district level?	<input type="checkbox"/> Yes.  <input type="checkbox"/> No. Probe for the challenges and what is being done.  <u>Means of verification:</u> <ul style="list-style-type: none"> <li>- Database of nutrition champions</li> </ul>																								
Q 6.3	What nutrition advocacy activities were conducted in the last quarter? List the activities:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Advocacy Activity</th> <th style="width: 17%;">Platform Used</th> <th style="width: 17%;">Target Audience</th> <th style="width: 33%;">Results/Output</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><i>If advocacy activities were not conducted, probe for what is being done to strengthen nutrition advocacy.</i></p>	Advocacy Activity	Platform Used	Target Audience	Results/Output																				
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Additional comments on advocacy:																										

**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:	<table border="1"> <thead> <tr> <th data-bbox="624 461 847 495">Activity</th> <th data-bbox="847 461 1007 495">Platform Used</th> <th data-bbox="1007 461 1126 495">Target Audience</th> <th data-bbox="1126 461 1401 495">Results/Output</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="292 792 1401 864"><i>If activities were not conducted, probe for what is being done to strengthen nutrition behaviour change communication and social mobilisation.</i></p>			Activity	Platform Used	Target Audience	Results/Output																				
Activity	Platform Used	Target Audience	Results/Output																									
Additional comments on nutrition behavior change communication and social mobilisation:																												

# DNCC Monitoring and Support Supervision Summary Reporting Template

<b>District</b>	
<b>Core departments represented</b>	
<b>Date</b>	
<b>Administered by (Name/Position/Institution)</b>	

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



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