



OFFICE OF THE PRIME MINISTER

Nutrition Coordination Committee (NCC) Monitoring and Support Supervision Checklist for Lower Local Governments

Purpose of the tool

District Nutrition Coordination Committees (DNCCs) have the mandate to coordinate multi-sectoral nutrition efforts at district and lower local government (LLG) level in Uganda, including monitoring and support supervision of Nutrition Coordination Committees (NCCs). The Monitoring and Support Supervision Checklist was developed to support this task. The tool can be used by district/LLG level stakeholders (DNCC members and municipality coordination committee [MNCC] members, departments, and implementing partners) to monitor implementation of nutrition activities at the LLG level, check on the functionality of the NCCs, identify gaps, and make recommendations to the LLG.

Using the tool

The questions in the tool seek to gather information about key aspects of nutrition governance. This includes NCC composition and the thematic areas that make up NCC core roles and responsibilities. Section 1 covers NCC composition, sections 2–7 cover the six NCC 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 NCC members. NCC members should come from the following core departments: administration and planning, community development, education, health, production, trade and industry, and water. Participation of the Accounting Officer (AO) (or a representative) and the nutrition focal point officer (NFPO) should be ensured as they are key NCC 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

DNCC/MNCC members are responsible for tracking progress and performance and providing feedback to LLG NCCs. LLG NCCs will be provided with a completed version of the checklist and the summary supervision report by the DNCC/MNCC.

NUTRITION COORDINATION COMMITTEE (NCC)

Monitoring and Support Supervision

Checklist for Lower Local Governments

LLG	
Core departments represented	
Date	
Administered by (Name/Position/Institution)	

SECTION 1: NCC COMPOSITION		
No.	Questions	Responses
Q 1.1	<p>Does the NCC 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 (If yes, skip to 1.2)</p> <p><input type="checkbox"/> No</p> <p>If no, list core departments that are missing and state why they are not included</p> <p>What is being done to engage missing departments with the NCC?</p> <p><u>Means of verification</u></p> <p>- Circular on formation of NCC</p>
Q 1.2	<p>Have all members received letters of assignment from the Accounting Officer (AO)?</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>- Copies of assignment letters</p>

SECTION 1: NCC COMPOSITION

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

SECTION 2: TECHNICAL GUIDANCE

No.	Questions	Responses
Q 2.1	<p><i>For municipalities only:</i></p> <p>How many divisions does the municipality have?</p>	<p>Number of divisions:</p> <p>How many have established Division Nutrition Coordination Committees (DiNCCs)?</p> <p>What is being done to facilitate the establishment of the remaining DiNCCs?</p> <p><u>Means of verification</u></p> <ul style="list-style-type: none"> - Circular on formation of DiNCCs
Q 2.2	Has the DNCC oriented the NCC?	<input type="checkbox"/> Yes. Probe to find out if any institution supported the orientation. <input type="checkbox"/> No. Probe what is being done to orient the NCC. <u>Means of verification</u> <ul style="list-style-type: none"> - Orientation report

SECTION 2: TECHNICAL GUIDANCE

No.	Questions	Responses																								
Q 2.3	What nutrition issues were presented to the Technical Planning Committee (TPC) 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 TPC 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"> - Action memo from the TPC on nutrition issues 																								
Q 2.4	What nutrition issues were presented by the TPC to the 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 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"> - Council minutes with nutrition issues 																								
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 NCC have an approved annual coordination work plan for the LLG?	<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"> - Copy of the approved annual coordination work plan
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"> - Minutes and action memos from coordination meetings
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"> - Activity reports
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"> - Database of nutrition partners

SECTION 3: COORDINATION AND PARTNERSHIPS WITH NUTRITION STAKEHOLDERS

No.	Questions	Responses
Q 3.5	<p>What platforms did the LLG 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"> <input type="checkbox"/> Council meetings <input type="checkbox"/> Sectoral committee meetings <input type="checkbox"/> Senior management meetings <input type="checkbox"/> Technical Planning Committee meetings <input type="checkbox"/> Nutrition Coordination Committee meetings <input type="checkbox"/> Extended Technical Planning Committee meetings <input type="checkbox"/> Departmental meetings <input type="checkbox"/> School management meetings <input type="checkbox"/> Budget conferences <input type="checkbox"/> Barazas <ul style="list-style-type: none"> <input type="checkbox"/> Experience sharing events <input type="checkbox"/> Other (list) <p><i>Probe for examples of the types of information shared, the stakeholders and NCC members involved, and for what is being done to continue or improve nutrition information sharing within the LLG.</i></p> <p><u>Means of verification</u></p> <ul style="list-style-type: none"> - Minutes, reports, action memos 	
<p>Additional comments on coordination and partnership with nutrition stakeholders:</p>		

SECTION 4: PLANNING, BUDGETING, AND RESOURCE MOBILISATION

No.	Questions	Responses
Questions for new DNCCs and/or first monitoring and supervision visit:		
Q 4.1	Does the LLG have a 5-year development plan?	<p><input type="checkbox"/> Yes.</p> <p><i>If yes, list all cross-cutting issues (verify information provided from the development plan):</i></p> <p><input type="checkbox"/> No. Probe for the stage the LLG is at in the development of the development plan. What is being done to ensure its nutrition issues are included?</p> <p><u>Means of verification:</u></p> <ul style="list-style-type: none"> - Copy of the development plan
Q 4.2	Does the LLG have an approved Multi-Sectoral Nutrition Action Plan (MSNAP)?	<p><input type="checkbox"/> Yes.</p> <p><input type="checkbox"/> No. Probe for the stage the LLG is at in the development of the MSNAP. What is being done to ensure its development/approval?</p> <p><u>Means of verification:</u></p> <ul style="list-style-type: none"> - Copy of the MSNAP
Q 4.3	Does the LLG have an approved annual multi-sectoral nutrition implementation work plan and budget?	<p><input type="checkbox"/> Yes.</p> <p><input type="checkbox"/> No. Probe for the stage the LLG 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?</p> <p><u>Means of verification:</u></p> <ul style="list-style-type: none"> - Copy of the annual multi-sectoral nutrition implementation work plan and budget

SECTION 4: PLANNING, BUDGETING, AND RESOURCE MOBILISATION

No.	Questions	Responses
Q 4.4	What resources are available for nutrition in the LLG?	<p><i>Tick all that apply</i></p> <ul style="list-style-type: none"> <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?	<p>Yes. <i>Provide details of activities.</i></p> <p><input type="checkbox"/> No. <i>Probe what is being done to overcome the challenge.</i></p>
Additional comments on planning, budgeting, and resource mobilisation:		

SECTION 5: MONITORING AND REPORTING

No.	Questions	Responses
Q 5.1	<p><i>For municipalities only:</i></p> <p>Did the MNCC conduct joint monitoring and support supervision visits for the DiNCCs in the last quarter?</p>	<p><input type="checkbox"/> Yes. Probe for the report and check for composition of the monitoring team.</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 Technical Planning Committee meetings</p> <p><input type="checkbox"/> Others (list)</p> <p>What nutrition actions were taken as a result of the DiNCC monitoring and support supervision visit?</p> <p><input type="checkbox"/> No. Probe for the challenges and what is being done to facilitate this action.</p> <p><u>Means of verification</u></p> <ul style="list-style-type: none"> - Monitoring and support supervision reports
Q 5.2	<p>Did the NCC receive a joint monitoring and support supervision visit in the last quarter?</p>	<p><input type="checkbox"/> Yes. Probe for the report and check for composition of the monitoring team.</p> <p>If yes, did you receive feedback on your NCC monitoring and support supervision visit? What nutrition actions were taken as a result of the NCC monitoring and support supervision visit?</p> <p><input type="checkbox"/> No. Probe what is being done to overcome the challenge.</p> <p><u>Means of verification</u></p> <ul style="list-style-type: none"> - Monitoring and support supervision reports

SECTION 5: MONITORING AND REPORTING

No.	Questions	Responses
Q 5.3	Did the NCC 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 NCC to be included in the consolidated report</p> <p>Tick all that apply:</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>Others</p> <p><input type="checkbox"/> Implementing partners (list)</p> <p>Did the NCC 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 NCC quarterly report?</p> <p><u>Means of verification</u></p> <p>- Consolidated NCC quarterly report</p>
Additional comments on monitoring and reporting:		

SECTION 6: ADVOCACY

No.	Questions	Responses																								
Q 6.1	Does the NCC have an approved advocacy implementation plan?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. Probe for the stage the LLG is at in the development of the advocacy implementation plan. What is being done to ensure its development/approval? <u>Means of verification:</u> <ul style="list-style-type: none"> - Copy of the approved advocacy implementation plan 																								
Q 6.2	Has the NCC identified nutrition champions at LLG 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"> - Database of nutrition champions 																								
Q 6.3	What nutrition advocacy activities were conducted in the last quarter? List the activities:	<table border="1"> <thead> <tr> <th>Advocacy 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 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="292 461 569 495">Activity</th> <th data-bbox="569 461 844 495">Platform Used</th> <th data-bbox="844 461 1123 495">Target Audience</th> <th colspan="2" data-bbox="1123 461 1401 495">Results/Output</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2"></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:																																			

LLG Monitoring and Support Supervision Summary Reporting Template

LLG	
Core departments represented	
Date	
Administered by (Name/Position/Institution)	

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



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