

[Name of the District Local Government or Lower Local Government (LLG)]

Multi-Sectoral Nutrition Action Plan 20[XX]–20[XX]

**District/LLG Vision**

[District/LLG vision goes here]

**District/LLG Mission**

[District/LLG mission goes here]

[Month] [Year]

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# Map of [Name of District/LLG]

[Insert map of the district/LLG showing its location in Uganda.]

# Foreword

[Add foreword signed by District/LLG Chairperson.]

# Acknowledgements

[Add acknowledgments signed by the Accounting Officer.]

# Acronyms

[Add acronyms and abbreviations as appropriate.]

BCC behaviour change communication

DC District Council

DNCC District Nutrition Coordination Committee

DTPC District Technical Planning Committee

DiNCC Division Nutrition Coordination Committee

LLG Lower Local Government

M&E monitoring and evaluation

MNCC Municipal Nutrition Coordination Committee

MSNAP Multi-Sectoral Nutrition Action Plan

POCC Potential, Opportunity, Challenges, and Constraints Analysis

SNCC Sub-Country Nutrition Coordination Committee

TNCC Town Council Nutrition Coordination Committee

# Glossary of Terms

[Add terms and definitions as appropriate.]

# Executive Summary

[Not to exceed 2 pages.]

# Chapter 1: Introduction

## 1.1 District/LLG Profile

The introduction to the MSNAP should include a district/Lower Local Government (LLG) profile that includes information on location, land area, population, administrative units, and map of the district.

The profile should also provide demographic data for the following categories:

* Children under 18 years
* Adolescents/youth 10–24 years
* Orphans
* Infants less than 1 year
* Children under 5
* Women of reproductive age
* Expectant pregnant women

If the demographic information is not available for the district/LLG, the following percentages can be used to calculate estimates based on total district/LLG population: children under 18 years: 55.1 percent; adolescents/youth 10–24 years: 34.8 percent; orphans: 8.04 percent; infants less than 1 year: 4.3 percent; children under 5: 17.7 percent; women of reproductive age: 20.2 percent; expectant pregnant women: 5 percent. (Uganda Bureau of Statistics 2014, Population census.)

## 1.2 Nutrition Situation Analysis

This section describes the nutrition situation in the district/LLG, including the magnitude of malnutrition and its causes and consequences. Identify the vulnerable groups and LLGs that are most affected and describe the reasons for the vulnerability and actions to be taken. Summarize this information Table 1, Vulnerability Analysis Matrix.

Table 1. Vulnerability Analysis Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Nutrition Problem Identified | Immediate Causes | Root Causes | Groups Most Affected | Reasons for Group Vulnerability | Mitigation/Action Needed |
|  |  |  |  |  |  |
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## 1.3 Multi-Sectoral Nutrition Stakeholder Analysis

This section provides a description of the district/LLG nutrition stakeholders, their interests, and possible contributions to improve nutrition in the district. Documentation of these details serves to strengthen effective coordination of partner support.

This information should be summarized in Table 2, Stakeholder Analysis Matrix. When completing specific sections of the table, take into account the following guidance:

* **Duration and start date of project:** if a project is anticipated to end during the MSNAP period, consider plans to identify and fill any potential resource gaps.
* **Coverage:** this should note the LLGs where the partner is operating. It can also include specific sites (e.g., communities, facilities, schools) as appropriate to the activity.
* **Implementation mode:** A distinction should be made between partners that are providing direct financial support and those providing in-kind support (which includes technical assistance or the provision of other goods or services). Whenever possible, monetize and capture in-kind support in Table 2.

Table 2. Stakeholder Analysis Matrix

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Organization/Stakeholder | Intervention/Program area | Duration of Project | Start Date | Coverage | Target Group and Estimated Population | Implementation Mode  (complete all applicable columns) | | | Estimated Annual Support to District/LLG |
| Technical Assistance | **Direct** | **In-kind** |
|  |  |  |  |  |  |  |  |  |  |
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## 1.4 Potentials, Opportunities, Challenges, and Constraints (POCC) Analysis

Using the information from Table 2, Stakeholder Analysis Matrix, summarize the district/LLG’s potentials, opportunities, challenges, and constraints (POCC) in addressing the problems identified in Table 1, Vulnerabilities Analysis Matrix. Complete Table 3, POCC Analysis Matrix, using the guidance below:

* **Potentials** refer to *internal* factors, advantages, and resources that can enable the district/LLG to enhance its chances of achieving the selected goal and objectives.
* **Opportunities** are the *external* factors (beyond the district/LLG) that positively influence development in the district/LLG to enhance its chances of achieving the selected goal and objectives.
* **Challenges** are the *external* factors or obstacles (outside the district/LLG) that may hamper smooth development efforts.
* **Constraints** are the disadvantages emanating from *internal* factors that hinder the district/LLG from achieving the selected development goal and objectives.

Table 3. POCC Analysis Matrix

|  |  |
| --- | --- |
| Potentials | Opportunities |
| 1.  2.  3.  4. | 1.  2.  3.  4. |
| Challenges | Constraints |
| 1.  2.  3.  4. | 1.  2.  3.  4. |

## 1.5 Alignment with Existing Legal and Policy Frameworks

Describe the MSNAP’s linkages to the national/district policies and planning frameworks as they relate to nutrition (e.g., District Development Plan, National Development Plan, Uganda Nutrition Action Plan).

# Chapter 2: Multi-Sectoral Nutrition Results Framework

The results framework presents the strategies that will be used to achieve the goal and objectives. In this section, describe the nutrition problem to be addressed in the results framework and the logic of the goal, objectives, strategies, and activities (e.g., how activities contribute to strategies, how strategies support objectives, and how objectives lead to the achievement of the overall goal). The objectives, strategies, and activities should then be summarized in Table 4, Multi-Sectoral Nutrition Results Framework.

## 2.1 MSNAP Goal

List the goal and describe the main nutrition problem in the district/LLG to be addressed.

## 2.2 MSNAP Objectives (Governance, Nutrition specific, Nutrition Sensitive)

List the objectives and describe how they will help to achieve the MSNAP goal.

Table 4. Multi-Sectoral Nutrition Results Framework

|  |  |  |  |
| --- | --- | --- | --- |
| Objective 1: | | | |
| Strategies | Activities | Outputs | Responsible Department |
| 1.1. | 1.1.1 |  |  |
| 1.1.2 |  |  |
| 1.2 | 1.2.1 |  |  |
| 1.2.2 |  |  |
| **Objective 2:** | | | |
| **Strategies** | **Activities** | **Outputs** | **Responsible Department** |
| 2.1 | 2.1.1 |  |  |
| 2.1.2 |  |  |
| 2.2 | 2.2.1 |  |  |
| 2.2.2 |  |  |
| Objective 3: | | | |
| Strategies | Activities | Outputs | Responsible Department |
| 3.1. | 3.1.1 |  |  |
| 3.1.2 |  |  |
| 3.2 | 3.2.1 |  |  |
| 3.2.2 |  |  |

# Chapter 3: MSNAP Implementation and Coordination

This section of the MSNAP provides an overview of how the plan will be implemented and coordinated at the district/LLG level to achieve its goal and objectives. Consider each stakeholder’s role, both governmental and non-governmental, and the linkages (see Figure 1, below) between the levels of government and various district/LLG committees.

Figure : Linkages between LLG Nutrition Coordination Committees (NCCs) and the District

District Council (DC)

Sub-County Nutrition Coordination Committee (SNCC)

District Technical Planning Committee (DTPC)

District Nutrition Coordination Committee (DNCC)

Municipal Nutrition Coordination Committee (MNCC)

Division Nutrition Coordination Committee (DiNCC)

Town Council Nutrition Coordination Committee (TNCC)

# Chapter 4: Financing and Resource Mobilisation

Because nutrition is not funded through a particular central government grant, nutrition activities need to be budgeted for within individual department budgets. Implementing partners and other stakeholders may also have monetary or in-kind contributions (review available stakeholder resources in Table 2, Stakeholder Analysis Matrix).

Once the budget is completed, complete a resource gap analysis to assist with developing a plan to mobilise additional resources.

Complete Table 5, Budget Template, including any needed budget notes for each line item.

Table 5: Budget Template

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | UGX millions | | | | | | Source of Funding |
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Objective 1: | | | | | | | |
| Strategy 1.1 | | | | | | | |
| Activity 1.1.1 |  |  |  |  |  |  |  |
| Activity 1.1.2 |  |  |  |  |  |  |  |
| **Objective 2:** | | | | | | | |
| **Strategy 2.1** | | | | | | | |
| Activity 2.1.1 |  |  |  |  |  |  |  |
| Activity 2.1.2 |  |  |  |  |  |  |  |
| **Objective 3:** | | | | | | | |
| **Strategy 3.1** | | | | | | | |
| Activity 3.1.1 |  |  |  |  |  |  |  |
| Activity 3.1.2 |  |  |  |  |  |  |  |

Budget notes:

# Chapter 5: Monitoring and Evaluation (M&E) Plan

**Developing an M&E plan ensures that** planned activities are measured on an ongoing basis, determines its performance over time, and measures the extent to which change occurs that is in support of the selected goal and objectives. Consider the data requirements for the selected MSNAP activities before developing a data collection and analysis plan. Also consider how information will be shared with stakeholders. Finally, complete Table 6, the Multi-Sectoral Nutrition M&E Framework, which shows how progress towards the achievement of objectives, strategies, and activities will be monitored. It includes the indicators that will be used for monitoring and assessing results at output, outcome, and impact levels, as well as the annual and total targets. When developing the M&E plan, remember that targets and intermediate milestones need to be consistent with the MSNAP implementation timeframe. As much as possible, try to identify indicators that can be collected as part of routine programme implementation.

## 5.1 Data Requirements and Purpose

Describe the M&E data users and their data needs.

## 5.2 Data Collection and Analysis Plan

Identify stakeholders involved in data collection, the frequency of collection, and the type of analysis required.

## 5.3 Data Communication and Dissemination Plan

Describe how the data will be used and shared with stakeholders at various levels (e.g., community, parish, sub-county, town council, municipality, district, national).

## 5.4 M&E Framework

Summarize the M&E plan in Table 6, the Multi-Sectoral Nutrition M&E Framework.

Table 6: Multi-Sectoral Nutrition M&E Framework

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sn | Indicator | Data Collection Method | Frequency of Collection | Department/Partner Responsible for Collection | Baseline | Annual Targets | | | | | Total Target |
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|  |  |  |  |  |  |  |  |  |  |  |  |
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Note: Indicator numbering must match the numbering in the results framework so that the indicators can be linked to specific objectives, strategies, and activities.

# Annex 1: Annual Work Plan Requirements

Following the approval of the MSNAP by the Local Government Council, NCC members must develop their annual coordination work plan and annual multi-sectoral nutrition implementation work plan and budget. These work plans are not part of the MSNAP but should be completed by all NCCs as soon as the MSNAP is approved. Updates on both work plans should be provided on a quarterly basis.

**Annual Coordination Work Plan**

The annual coordination work plan tracks specific nutrition governance activities to be undertaken by the NCC over the course of the year, planned by quarter. It should include items from the six NCC role and responsibility areas. The list below provides sample items for consideration. The template is provided in Table A1.

**Technical Guidance:** Nutrition guidance provided by the NCC to departments and partners, including capacity strengthening activities; issues presented to the Technical Planning Committee (TPC) during the quarter and the resulting actions.

**Coordination and Partnerships with Nutrition Stakeholders:** Number of coordination meetings and joint activities conducted with stakeholders, detailing those involved and platforms used; results of stakeholder coordination efforts; and planned next steps.

**Planning, Budgeting, and Resource Mobilisation:** Efforts made to align department and partner plans with MSNAP activities; challenges implementing plans; budgetary challenges; and resource mobilisation activities.

**Monitoring and Reporting:** Frequency and types of data provided to the NCC by departments and partners; description of supervision activities undertaken; actions taken as a result of monitoring, supervision, and reporting.

**Advocacy:** Advocacy efforts undertaken by the NCC during the quarter and actions taken by stakeholders as a result of advocacy efforts. NCCs should also refer to their advocacy implementation plan when completing this section.

**Nutrition Behaviour Change Communication (BCC) and Social Mobilisation:** Messages shared and platforms used; efforts undertaken or needed to harmonize BCC messaging and social mobilisation activities within the district/LLG.

Table A1: NCC Annual Coordination Work Plan and Budget Template

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NCC CORE RESPONSIBILITY AREA** | **Planned Activities** | **Quarterly Targets** | | | | **Annual Target** | **Department/ Partner Responsible for Collection** | **Quarterly Budget** | | | | **Cumulative Budget** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| Technical Guidance |  |  |  |  |  |  |  |  |  |  |  |  |
| Coordination and Partnerships with Nutrition Stakeholder |  |  |  |  |  |  |  |  |  |  |  |  |
| Planning, Budgeting, and Resource Mobilization |  |  |  |  |  |  |  |  |  |  |  |  |
| Monitoring and Reporting |  |  |  |  |  |  |  |  |  |  |  |  |
| Advocacy |  |  |  |  |  |  |  |  |  |  |  |  |
| Nutrition Behaviour Change Communication and Social Mobilization |  |  |  |  |  |  |  |  |  |  |  |  |

**Annual Multi-Sectoral Nutrition Implementation Work Plan**

The Annual Multi-Sectoral Nutrition Implementation Work Plan and Budget Template (Table A2) should detail which MSNAP activities will be undertaken by the local government during the year. Updates on progress should be made on a quarterly basis.

Table A2: Annual Multi-Sectoral Nutrition Implementation Work Plan and Budget Template

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activities** | **Indicator** | **Quarterly Targets** | | | | **Annual Target** | **Department/ partner responsible for collection** | **Quarterly Budget** | | | | **Cumulative budget** |
| Q1 | Q2 | Q3 | Q4 | **Q1** | **Q2** | **Q3** | **Q4** |
| 1.0 | **Objective 1** | | | | | | | | | | | | |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.0 | **Objective 2** | | | | | | | | | | | | |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.0 | **Objective 3** | | | | | | | | | | | | |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |