



OFFICE OF THE PRIME MINISTER

Nutrition Coordination Committee Quarterly Reporting Template

General Reporting Guidance

Reporting by Nutrition Coordination Committees (NCCs) should follow normal government reporting procedures. Sub-county Nutrition Coordination Committees (SNCCs) and Town Council Nutrition Coordination Committees (TNCCs) should forward their reports to the District Nutrition Coordination Committee (DNCC) on a quarterly basis. DNCCs consolidate these reports into a quarterly district nutrition coordination report. This report is submitted by the Chief Administrative Officer (CAO) to the Ministry of Finance, Planning and Economic Development (MoFPED), Ministry of Local Government (MoLG), and Office of the Prime Minister (OPM). Similarly, Division Nutrition Coordination Committees (DiNCCs) submit reports quarterly to the Municipal Nutrition Coordination Committee (MNCC) for consolidation of the municipal quarterly nutrition coordination report. The Town Clerk submits the municipal quarterly report to MoFPED, MoLG, and OPM.

OPM will review DNCC and MNCC quarterly reports and provide feedback and action points to the districts and municipalities during quarterly monitoring and support supervision visits. The DNCCs and MNCCs provide feedback and action points to the LLG NCCs during support supervision visits and through the established structures.

Copies of the detailed reports for the NCCs should be retained by the DNCCs and MNCCs. Summaries of these reports should also be included in the narrative section of the Output Budget Tool (OBT).

The NCC reporting template has two parts. Part 1 is the quarterly update on the NCC annual coordination work plan. Part 2 details quarterly progress made towards achieving the objectives of the NCC's annual Multi-Sectoral Nutrition Implementation Work Plan.

Part 1: Quarterly Update on NCC Nutrition Coordination Work Plan

This section of the report is a narrative that describes activities undertaken as part of the nutrition coordination work plan. NCCs should provide updates on activities planned for and completed during the quarter and activities anticipated for the upcoming quarter. Examples of the types of activities to be reported on under each section of the report are detailed below. The reporting template is provided in Table 1.

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.

Additional comments: Describe general NCC achievements; nutrition innovations from community members, partners, or stakeholders; and any upcoming opportunities the NCC hopes to pursue. Detail any support required from the national level to achieve these efforts.

Table 1: Part 1—Coordination Work Plan Quarterly Report

District/LLG: Reporting period (Quarter, Year): Report compiled by:			
Responsibility area	Planned activities for quarter	Activities conducted this quarter	Planned activities for the next quarter
Technical Guidance			
Coordination and Partnerships with Nutrition Stakeholders			
Planning, Budgeting, and Resource Mobilization			
Monitoring and Reporting			
Advocacy			
Nutrition Behaviour Change Communication and Social Mobilization			

Additional comments:

Part 2: Quarterly Progress on the Annual Multi-Sectoral Nutrition Implementation Work Plan and Budget

The NCC should refer to the annual Multi-Sectoral Nutrition Implementation Work Plan and Budget and the Multi-Sectoral Nutrition M&E Framework from the MSNAP to report on quarterly progress towards each activity's annual target. NCCs should call upon partners and sectors to provide updates and data to complete this section of the report. The reporting template is provided in Table 2.

Table 2: Part 2—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													

