



Malawi Government

Ministry of Health

Department of Nutrition, HIV and AIDS

**MULTISECTORAL NUTRITION
GOVERNANCE AND COORDINATION
BOOKLET**

June, 2022

Foreword

Nutrition is multifaceted and multi-disciplinary which can best be addressed through a well-coordinated multi-sectoral approach. The lack of an institutionalised coordination mechanism for nutrition has been one of the main challenges for effective implementation of nutrition interventions. Realising the multi-faceted nature of malnutrition, Malawi developed the National Multi-Sector Nutrition Policy (NMNP) to guide successful implementation of the national nutrition response. To ensure effective coordination and operationalisation of the policy, the Government of Malawi has developed this Multisectoral Nutrition Governance and Coordination Booklet as part of strengthening the enabling environment for nutrition at all levels.

The Government of Malawi recognises that coordination requires clear terms of reference for various platforms to ensure synergies at all levels. This booklet therefore will guide implementing partners, line ministries, and the private sector to understand and participate in relevant platforms. It also promotes the SUN Movement philosophy to engage, inspire and invest in nutrition through a country-driven approach.

The Government is committed to continue placing nutrition high on the national development agenda. I therefore call upon all line ministries, Development Partners, Civil Society and the Private sector to join hands and participate in various coordination platforms for the successful implementation of nutrition programmes.

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1.0 INTRODUCTION

Nutrition governance and coordination are key for effective multi-sectoral programming, resource mobilisation, accountability and leveraging of resources for impactful nutrition outcomes. Globally, good nutrition governance and multi-sectoral coordination has recently received increased attention as a critical success factor both in the scientific and the implementation literature.

In Malawi, the concept of oversight, good governance, and multi-sectoral coordination is not new in Malawi it dated back in 1986 at the Senior Government Officials Symposium. It was during the symposium that malnutrition was first acknowledged as a major problem with multiple causes that required multi-sectoral solutions. It was therefore determined that coordination of nutrition activities needed to be in a central body with authority over different sectors. The overall nutrition coordination and policy integration function was therefore established in the Department of Economic Planning and Development (EP &D), then under the Office of President and Cabinet (OPC). However, in 1998, the government went through a restructuring process which transformed EP&D to a Council and later a Ministry on its own. Coordination of food and nutrition was no longer a priority under the new mandate and functions which resulted sectors operating vertically and at different levels of commitment and scope.

The vertical programming by sectors undermined the national response to nutrition characterized by inadequate multi-sectoral inputs, low resource allocation, low scope of activities and inadequate commitment and accountability by sectors as there was no authority and aggregated voice for nutrition. Nutrition programs had limited success when their coordination was housed under line ministries evidenced by lack of progress in reducing stunting which hovered around 53% over decades.

In 2004, the Department of Nutrition, HIV and AIDS (DNHA) was established and became a central arm of government responsible for providing oversight, policy and technical guidance, and high level advocacy. The Department was mandated to provide oversight, coordination and convergence of multi-sectoral and multi stakeholder efforts to implement the government nutrition agenda. The creation of the Department was a high level recognition of nutrition as key in economic growth and development of the country. Since 2004, nutrition governance improved through establishment of well-defined coordination structures at all levels and the creation of an enabling environment for the delivery of Nutrition services.

These efforts had made visible impact, which saw Malawi for the first time in history reducing most of the nutrition indicators. For instance, stunting in children reduced from 53% in 2004 to 37% in 2016, Vitamin A deficiency in children declined from 59% in 2003

to 3.6% in 2016. This period coincides with the establishment of the DNHA as a central coordination authority for nutrition.

1.1 Why the Booklet

The booklet has been developed to guide nutrition implementing partners on the scopes of work for various coordinating platforms to ensure effective implementation of nutrition interventions through multisectoral platform. It outlines various coordinating structures to catalyse a harmonised nutrition response. It also describes working modalities, leadership, composition, accountability and linkages of various coordination platforms. The coordination structures are in line with the nutrition institutional arrangements as outlined in the National Multi-Sectoral Nutrition Policy (Figure 1).

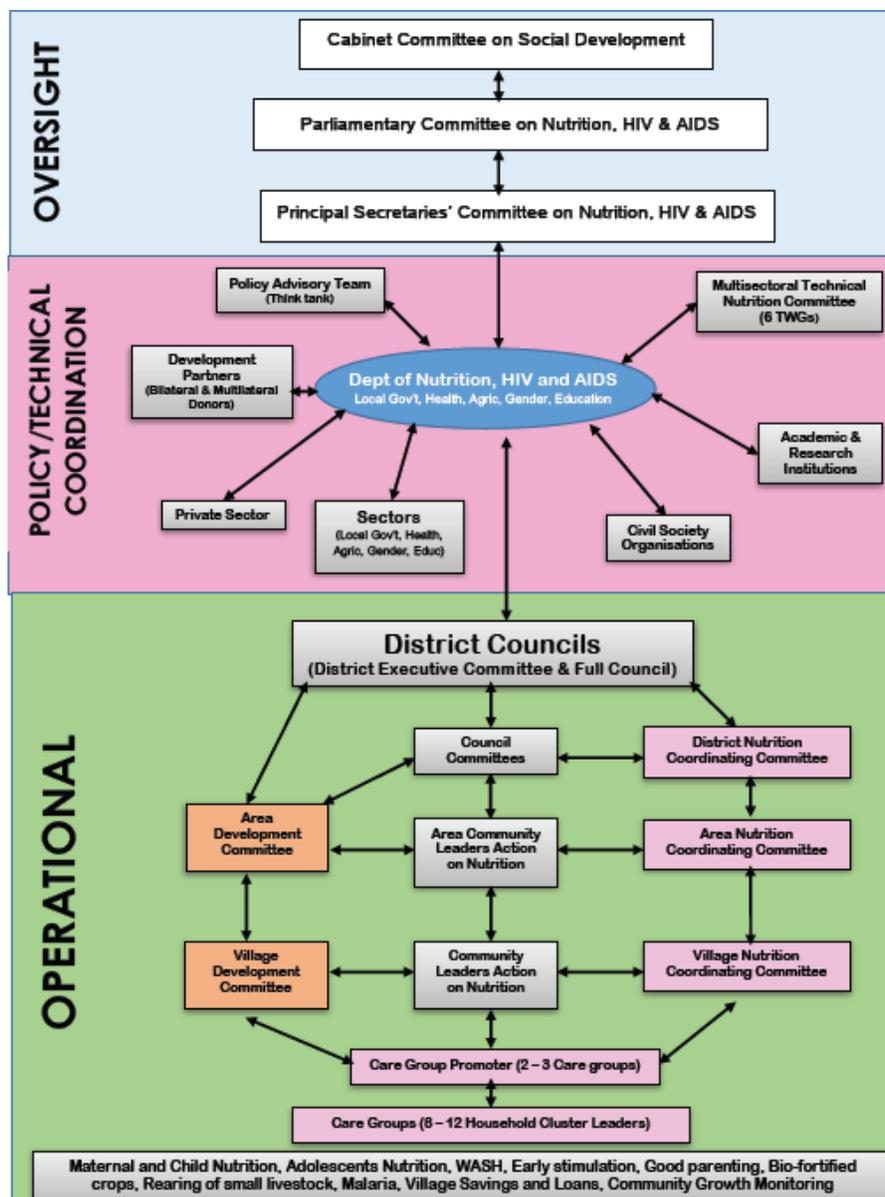


Figure 1.1; Policy implementation arrangements

Source: Malawi Government (NMNP), 2017

1.2 Objective of the Booklet

The objective of this booklet is to guide stakeholders on scope of work for different nutrition governance and coordination structures for effective implementation of nutrition programmes and accountability in line with Scaling Up Nutrition movement philosophy.

2.0 COORDINATION ARRANGEMENTS

The national level coordination of nutrition consists of several layers supported by various nutrition technical advisory committees. The Department of Nutrition act as the secretariat for all coordination structures and brings together all key stakeholders in the nutrition sector.

The district level coordination of nutrition is through the District Nutrition Coordination Committee (DNCC) which is composed of representatives from key sector departments, civil society organizations and private sector agencies implementing nutrition activities and producing food products who are operating in the district. DNCC is a sub-committee of the District Executive Committee in the Local Council and provides technical advice on matters of nutrition issues. The DNCC will work closely with lower level structures such as the Village and Area Development and Executive Committees, focusing nutrition issues. The District Council act as the secretariat for all coordination structures and brings together all key nutrition stakeholders working in the district.

The coordinating structures are categorised as (i) Oversight, (ii) Policy and technical coordination, and, (iii) Operational

2.1 Oversight

Oversight structure is composed of: Cabinet Committee on Sustainable Social Development; Parliamentary Committee on Nutrition, HIV and AIDS; Principal Secretaries' Committee on Sustainable Development; The Principal Secretaries' Technical Working Group on Nutrition, HIV and AIDS; and Government and Development Partners' Nutrition Committee. Cabinet and Parliamentary Committees are political structures which support in ensuring that nutrition is featured in government agenda. The PSs' Committees are key in endorsing all policy documents before approval. The Government Development Partners committee is a platform that convenes senior government officials and key development partners supporting nutrition.

2.2 Policy and Technical Coordination

Policy and Technical Coordination structures were put in place to support the development, review, interpretation and rolling out of the national nutrition policy, strategic plan and other related strategies to ensure effective implementation of nutrition

programmes in Malawi. In addition, they support government efforts for harmonisation of approaches in nutrition service delivery, evaluation of progress in the implementation of set plans as laid out in the nutrition policy. Furthermore, it provides technical support in different areas in line with their expertise and mandates, and validates of research findings, including its utilisation to inform policy decisions. This category includes various structures as follows:

a) Policy Advisory Team (PAT)

This is a think tank group composed of seasoned nutrition professionals drawn from different sectors. Members of this team do not represent ideologies of their institutions rather provide technical expertise on various nutrition subject matter. The PAT provides high level technical guidance to government on key policy decisions that would influence the national nutrition agenda. Recommendations made through this group are channelled to relevant institutions for decision making.

b) National Multi-sectoral Nutrition Coordinating Committee

The committee is composed of a cross section of stakeholders from various institutions namely: government ministries, departments and agencies (MDAs); Development Partners; Civil Society Organizations; Academia; Research Institutions; Private Sector; Seasoned Nutritionists; and Nutrition Freelancers. The committee has nine technical working groups which reports to it.

c) Scaling Up Nutrition Networks

The SUN Movement promotes establishment country networks to align with its philosophy of ensuring effective coordination among various stakeholders that share common agenda. These networks are in line with the global platforms of the SUN Movement. SUN countries have established networks to bring people together to illuminate the importance of nutrition as a universal agenda that requires partnerships driven by passionate leadership at the highest levels. In Malawi six SUN Networks have been established to mobilise and align its efforts to scale up country driven nutrition agenda.

d) Donor Nutrition Security Group

The Donor Nutrition Security Group (DoNUTS) brings together the SUN Donors and UN networks to influence the nutrition agenda within bilateral and multilateral development partners in the country and beyond. This group utilises existing platforms and engage with government through the Troika to influence implementation of country priority areas. It also supports in setting up the agenda for the Government Development Partners Committee meetings.

2.3 Operational level

The District and Community level nutrition committees established to bring people together to illuminate the importance of nutrition as a district and community level agenda that requires partnerships. The committees are driven by passionate leadership to mobilise partners that influences nutrition outcomes at district and community levels. The committees have been established to mobilise and align its efforts to scale up nutrition interventions within the district and communities. The Committees are also responsible for providing technical support, capacity building, planning and monitoring, and leveraging resources coming into the district and communities to ensure synergy and complementarity in implementing nutrition interventions.

3.0 TERMS OF REFERENCE FOR GOVERNANCE STRUCTURES

3.1 OVERSIGHT STRUCTURES

3.1.1 The Cabinet Committee on Sustainable Social Development

The Cabinet committee on Sustainable Social Development is responsible for providing leadership and direction on all matters pertaining to sustainable social development and poverty eradication including nutrition.

3.1.1.1 Scope of work

The committee initiates and consider policy issues and other strategies that relate but not limited to: -

- a) Social development issues including Nutrition, Health, Education, Gender, Child welfare, the Elderly, Community services, Disability, Youth, Sports and Culture;
- b) Assessing the extent to which social sector interventions including nutrition are mainstreamed and complement Government economic policies;
- c) Monitoring and overseeing progress of Nutrition and HIV responses;
- d) Monitoring and reviewing safety net programmes including nutrition; and
- e) Consider progress reports on the 2063 and 2030 agenda for inclusive wealth and sustainable development goals.

3.1.1.2 Operational modalities

The committee meets based on need to address specific agenda for social development including nutrition. Meetings are arranged by the Cabinet Office in the Office of the President and Cabinet. The Cabinet Office is responsible for communicating the decisions made by Cabinet to relevant ministries for action.

3.1.1.3 Leadership

The Committee on Sustainable Social Development is chaired by Minister of Agriculture as appointed by the President.

3.1.1.4 Composition

The committee is supported by the Clerk to Cabinet in the Office of the President and Cabinet and is comprised of the following;

- a) Minister of Agriculture (Chairperson)
- b) Minister of Tourism, Culture and Wildlife
- c) Minister of Gender, Community Development and Social Welfare
- d) Minister of Civic Education and National Unity

- e) Minister of Youth and Sports
- f) Deputy Minister of Local Government
- g) Deputy Minister of Lands

3.1.1.5 Accountability and reporting

The Committee reports to the office of the President and the Cabinet.

3.1.1.6 Linkages with other committees

The Committee coordinates with other committees within the Cabinet and the National Assembly.

3.1.2 Parliamentary Committee on Nutrition, HIV and AIDS

Parliamentary Committee on Nutrition and HIV was established to analyse, advocate for nutrition financing and lobby for passing of nutrition legislations in parliament. The Committee runs for a period of 5 years and is re-established after each general election. The membership comprises of ruling party, opposition party and independents. Members of Parliament to serve on the Committee are elected in line with Parliamentary procedures of the Malawi National Assembly. The National Assembly provides secretariat services to the committee through provision of a Secretary who also serves as a focal point and liaison officer for the committee.

3.1.2.1 Scope of work

The role of the Committee is to provide a platform for Members of Parliament to effectively carry out their respective functions of oversight, advocacy, and representation of Nutrition and HIV issues. It also advocates for passing of legislations as well as resource mobilization in parliament. Specifically, the committee is responsible for:

- a) Representing the National Assembly in high level meetings and advocacy activities for Nutrition and HIV.
- b) Providing high level political visibility on Nutrition and HIV.
- c) Analysing issues on relevant bills and motions required for addressing malnutrition and HIV.
- d) Analysing and making recommendations on issues pertaining to nutrition for parliamentary consideration.
- e) Lobby with fellow MPs for passing of nutrition and HIV related legislations. Advocating and lobbying for funding for nutrition and HIV. Ensuring that Nutrition and HIV are adequately addressed in legislation and policies debated or presented in the National Assembly
- f) Receiving reports from the Executive arm of Government, judiciary, Civil Society Organizations and local Government to enforce accountability in the implementation of Nutrition and HIV policies.

- g) Monitoring the country's performance on global commitments Malawi signed on nutrition and HIV.
- h) Monitor implementation of legislation and policies on Nutrition and HIV by the public sector, local government, private sector, civil society and others.
- i) Conducting public hearings and inquiring on topical issues on Nutrition and HIV.
- j) Establishing and maintaining partnerships with civil society and lobby groups on Nutrition and HIV.
- k) Resource Mobilization for the Committee's activities.
- l) Submitting reports to the National Assembly on delivery of Nutrition and HIV services.
- m) Conduct monitoring of implementation of nutrition activities.

3.1.2.2 Operational modalities

The committee meets quarterly for one (1) week as determined by parliamentary standing orders. Ad hoc meetings shall be held on need basis. Information is shared through reports, parliamentary proceedings and lobbying with other committees for support.

3.1.2.4 Leadership

The Committee on Nutrition and HIV is led by a Chairperson with support from the Vice Chairperson. Who are elected by the committee in line with parliamentary standing orders. The chair collates issues proposed for the agenda, follow up on action plans and present committee reports to the National Assembly through the Speaker's Office.

3.1.2.5 Composition

The committee on Nutrition and HIV comprises of 20 elected members of Parliament as elected by members of the National Assembly. Cabinet Ministers are not members of the committee. The committee is supported by three (3) parliamentary clerks. The Department of Nutrition, HIV and AIDS provides the link between the committee and other partners.

3.1.2.6 Accountability and reporting

The Committee reports to the National Assembly through the Office of the Speaker.

3.1.2.7 Linkages with other coordinating committees

The Parliamentary Committee has linkages with the following:

- a) Other Parliamentary Committees
- b) Malawi Partnership Forum on HIV
- c) National Multisectoral Technical Nutrition Coordinating Committee
- d) Department of Nutrition, HIV and AIDS

- e) SADC Parliamentary Forum on Nutrition and HIV
- f) Pan African Parliamentary Committee on HIV

3.1.3 Principal Secretaries' Steering Committee on Sustainable Social Development

The Committee shall provide technical advice on policy and social development issues including nutrition to contribute to the economic development of the country and wellbeing of Malawian citizens.

3.1.3.1 Scope of work

The Committee shall specifically be responsible for the following: -

- a) Reviewing Government policy on issues pertaining to social development including nutrition and HIV.
- b) Assessing the extent to which social sector interventions including nutrition are mainstreamed and complement Government economic policies.
- c) Reviewing mechanisms for ensuring equitable access to relevant and quality services and advocating for adequate resources i.e Education, Health, Nutrition, HIV e.t.c
- d) Ensuring that social sector interventions are holistic, comprehensive and involve all relevant stakeholders.
- e) Reviewing and consolidating social development plans including nutrition for collaborative interventions, in order to minimize duplication and redundancies.
- f) Ensuring that Nutrition and HIV programmes are monitored.
- g) Liaising with the Principal Secretaries Committee on Public Service Management, Economy and Public Sector Reforms on budgetary and financial issues pertaining to social development including nutrition and HIV.
- h) Advising on the mechanism for promoting the role of NGOs and Civil Society in social development including nutrition and HIV.
- i) Analyzing social development policies and plans including nutrition and HIV for Cabinet approval.
- j) Reviewing safety nets programmes and make recommendations.

3.1.3.2 Operational modalities

The committee meets on need basis depending on agenda to be presented. Meetings are arranged by the Office of the Secretary to the President and Cabinet. The Office of the Secretary to the President and Cabinet is responsible for the following:

- a) Managing invitations, confirmations, meeting logistics, producing minutes and write ups/papers, and follow up of issues requiring action.
- b) Circulating documents for the meetings to members and providing a brief to the chair at least 14 Days prior to the meeting.

- c) Produce and circulate minutes including action points for follow up within a period of 5 days after the meeting.
- d) Communicate the decisions made by the committee and inform relevant ministries.

3.1.3.3 Leadership

The committee is chaired by the Secretary responsible for Gender, Community Development and Social welfare with Secretary for Health as Vice chair. The chair and vice chair are responsible for confirmation of meeting dates and ensuring participation of all members.

3.1.3.4 Composition

The PSs committee comprises of the following:

- a) Secretary responsible for Defence
- b) Secretary responsible for Trade
- c) Clerk to Cabinet
- d) Secretary responsible for Industry
- e) Secretary responsible for Youth and Sports
- f) Secretary for Lands, Housing and Urban Development
- g) Secretary for Tourism, Culture and Wild Life
- h) Controller of Printing Services
- i) Secretary for Forestry and Natural Resources
- j) The Ombudsman
- k) Executive Secretary of Malawi Human Rights
- l) Secretary responsible for Local Government
- m) Secretary responsible for Health (Vice chair)
- n) Secretary responsible for Education Science and Technology.
- o) Secretary Responsible for Gender, Community Development and Social Welfare (Chair)

3.1.3.5 Accountability and reporting

The committee reports to the Cabinet committee on Sustainable Social Development through the Chair and OPC.

3.1.3.6 Linkages with other coordinating committees

The committee will establish and maintain linkages with the following committees:

- a) Principal Secretaries TWG on Nutrition and HIV
- b) Principal Secretaries and Joint Sector Review Committees in the Ministry of Agriculture
- c) Health Donor Group
- d) Parliamentary committee on Nutrition, HIV and AIDS

- e) Education Sector Review Group
- f) Joint Sector Group on Gender and Youth
- g) Malawi Partnership Forum for HIV
- h) Government and Development Partners' nutrition committee

3.1.4 Principal Secretaries' Technical Working Group on Nutrition and HIV

The technical working group (TWG) facilitates coordination of nutrition programmes within the public sector. The TWG provides a platform for Principal Secretaries in key line nutrition ministries and departments to deliberate and share information on Nutrition and HIV policies, plans, programmes and reports.

3.1.4.1 Scope of Work

The following are the roles of the PSs TWG on Nutrition and HIV:

- a) Receiving annual plans, reports, research findings, policies and procedures for Nutrition and HIV Programmes.
- b) Participate in the Government Development Partners' nutrition committee meetings
- c) Ensuring that Nutrition and HIV policies and strategies are aligned with relevant sector policies and strategies.
- d) Vetting draft policies and strategic documents on Nutrition, and HIV prior to submission to PSs committee on sustainable social development.
- e) Ensuring that Nutrition and HIV interventions adhere to sector norms, standards, accountability.
- f) Conduct Monitoring and Evaluation of Nutrition and HIV programmes and projects
- g) Support resource mobilization for nutrition and HIV.
- h) Participating in review meetings and other fora on Nutrition and HIV.
- i) Ensuring that nutrition and HIV are integrated and mainstreamed into all sectors including the public sector through planning, budgeting and capacity building processes.
- j) Conduct high level advocacy on nutrition and HIV to ensure prioritization in high level strategic government agenda.
- k) Advocate for prioritization of Nutrition and HIV in District Development Plans (DDP) with a clear budget line.
- l) Receive updates on the new projects and programmes.
- m) Serve as steering committee for government nutrition projects and programmes

3.1.4.2 Operational modalities

The TWG will meet twice a year (biannual) and on need basis. The DNHA as the Secretariat will support the PSs TWG as follows:

- a) Planning dates of meetings in liaison with the office of the Secretary to the President and Cabinet.
- b) Managing invitations, confirmations, meeting logistics, producing minutes and write ups/papers, and follow up of issues requiring action.
- c) Circulating documents for the meetings to members and providing a brief to the chair at least 5 Days prior to the meeting.
- d) Produce and circulate minutes including action points for follow up within a period of 5 days after the meeting.
- e) Ensuring that where a Principal Secretary delegates an Officer from their Ministry, the DNHA follows up with the respective Principal Secretary on actions requiring in their ministry.
- f) Receive and discuss report from sector ministries. Respective Ministries and/or Departments will submit reports on respective sectoral plans and implementation status of Nutrition and HIV interventions at least 5 days prior to the meeting.

3.1.4.3 Leadership

The TWG is chaired by the office secretary to the President and Cabinet to ensure accountability among all implementing sectors.

3.1.4.4 Composition

The PSs TWG comprises of the following members:

- a) Office of the SPC, chair
- b) Secretary responsible for Health
- c) Secretary responsible for Agriculture
- d) Secretary responsible for Local Government
- e) Secretary responsible for Education.
- f) Secretary responsible for Finance, Economic Planning and Development
- g) Secretary responsible for Gender, Community Development and Social welfare
- h) Secretary responsible for Information
- i) Secretary responsible for Civic Education
- j) Secretary for Department of Human Resource Management and Development
- k) Secretary responsible for Disaster Management Affairs
- l) Secretary responsible for Nutrition and HIV-Secretariat
- m) Executive Director, National AIDS Commission - Ex Officio

3.1.4.5 Accountability and reporting

The TWG reports to the Principal Secretaries committee on Sustainable Social Development through the Secretary responsible for Nutrition and HIV.

3.1.4.6 Linkages with other coordinating committees

The TWG will establish and maintain linkages with the following committees:

- a) Principal Secretaries and Joint Sector Review Committees in the Ministry of Agriculture
- b) Local Government
- c) Education Sector Review Group
- d) Joint Sector Group on Gender and Youth
- e) Malawi Partnership Forum for HIV
- f) Government and development partners

3.1.5 Government-Development Partners' Nutrition Committee

The Government-Development Partners' Nutrition Committee is a high-level platform for interface between government and development partners for sustained prioritization of nutrition on the country's development agenda. The primary role of the committee is to influence partner and government investments and commitments for nutrition whilst promoting accountability. Accountability includes commitments to global, regional and national initiatives.

3.1.5.1 Scope of work

The Committee is responsible for supporting creation and strengthening of enabling environment for sustained quality nutrition service delivery that is country driven and owned through:

- a) Ensuring government is prioritizing nutrition in the national development agendas
- b) Support implementation of the Malawi national development agenda through inclusion of nutrition in the agency plans (e.g. UNDAF-UN Development Assistance Framework); and donor strategies.
- c) Promoting mutual accountability on financing, nutrition commitments, and implementation of nutrition programmes.
- d) Support government of Malawi through joint resource mobilization.
- e) Advocating for funding for nutrition in Malawi within their institutions.

3.1.5.2 Operational modalities

The Committee shall meet bi-annually and on an adhoc basis as needs arise. The Department of Nutrition and the Co-chair are the secretariat for the committee and are responsible for setting up the agenda, dates for the meeting and documenting meeting minutes and other relevant actions.

3.1.5.3 Leadership

The Government and Development Partners' Nutrition Committee will be led by the Minister responsible for nutrition and Co-chaired by the SUN Donor Network. Both Chair and Co-Chair will be responsible for chairing committee meetings and following up on decisions and agreed actions.

3.1.5.4 Composition

Membership to this committee is at ministerial level for government and heads of missions/ co-operations for development partners and comprises the following:

- a) Minister responsible for Nutrition - Chairperson
- b) SUN Donor Network Convenor - Co-Chairperson
- c) Ministers responsible for: Agriculture, Gender, Education, Local Government, Finance, Economic Planning
- d) UN Resident Coordinator
- e) Country Representatives from UNICEF, WFP, FAO, WHO
- f) Heads of co-operation for Bilateral donors (European Commission, Germany Cooperation, Embassy of Ireland, USAID, Japan Embassy)
- g) Heads of co-operation for Multilateral donors (WB and ADB)

3.1.5.5 Accountability and reporting

The Chair will be responsible for submitting reports to the Cabinet and PS' committees on Sustainable Social Development.

3.1.5.6 Linkages with other coordinating committees

The Committee has linkages with the following committees:

- a) Principal Secretaries' committee on sustainable social development
- b) Principal Secretaries' TWG on Nutrition
- c) National Nutrition Coordination Committee
- d) Donor Nutrition Security Group (DoNUTS)
- e) Donor Committee in Agriculture and Food Security (DCAFS)
- f) HIV and AIDS Development Partners Group
- g) Health Donor Group

3.2 POLICY AND TECHNICAL COORDINATION STRUCTURES

3.2.1 Policy Advisory Team (PAT)

The Policy Advisory Team (PAT) is a think tank group from academia, senior government officials and seasoned Nutritionists. It aims at supporting government decisions based on evidence and providing policy guidance on key nutrition emerging issues before policy

decisions are made. PAT also provides a platform for critical analysis of global, regional and national issues based on evidence to inform country nutrition response and policies. The team receives agenda items only from DNHA and the agenda items are cleared before deliberations by the selected members of the committee. The membership for the team is by nomination and on personal capacity. Each member does not represent or affiliate their opinion to any organization or institution they are working for.

3.2.1.1 Scope of work

The scope of work for the team include the following:

- a) Critically analyses policies, strategies, and other strategic documents before approval and use.
- b) Share and discuss evidence on emerging issues that have high impact on nutrition programming to guide government on policy decisions.
- c) Critical analysis of data from periodic surveys such as DHS, MICS, MNS, IHS to identify potential implications on programme planning and guide government in its policy decisions based on the findings.
- d) Suggest and support critical research areas for collaboration with the Research technical working group on matters that have direct impact on National Nutrition response.
- e) Support in advocacy for nutrition based on evidence and implications on the social economic development.
- f) Providing strategic and technical guidance to government, including implementation of global commitments that Malawi signed.

3.2.1.2 Operational modalities

The team meets on needs basis with DNHA as secretariat and responsible for:

- a) Planning dates of meetings, invitations, confirmations, producing and circulating of minutes.
- b) Consolidating presentations, reports and relevant documents prior to the meetings as per agenda items
- c) Following up on issues requiring action.
- d) Updating a database of current and potential members.

3.2.1.3 Leadership

The team nominates the chair responsible for deliberations of the day. DNHA as secretariat is responsible for following up on decisions and actions.

3.2.1.4 Composition

The team is comprised of up to 15 individuals drawn from the nutrition community based on their technical expertise. Membership shall be reviewed every 2 years. Other members can be temporarily co-opted based on the agenda to be discussed.

3.2.1.5 Reporting

DNHA is responsible for providing feedback and updates to all other relevant committees, TWGs and stakeholders who presented their agenda.

3.2.2 The Donor Nutrition Security Group

The Donor Nutrition Security Group (DONUTS) is a platform for dialogue, coordination and cooperation for the development partner (DP) nutrition response in Malawi. Its aim is to support coordination and harmonization of DP efforts to government of Malawi. It also promotes leveraging of resources in the operationalisation of the national nutrition policy and strategy in line with existing development frameworks. The group further serves to bridge implementing partner efforts with DP efforts at heads of cooperation level in efforts to ensure nutrition is a priority even within the different member agencies. The DONUTS will serve as a link between the donor network and the UN network. To ensure effective coordination among the UN, donors and government, the Troika shall be instituted comprising of the donor, the UN and government representatives with chairmanship rotating on annual basis.

3.2.2.1 Scope of work

The Donor Nutrition Security Group is responsible for:

- a) Identifying opportunities for advancing joint cooperation, coordination and co-funding between development partners in nutrition.
- b) Identifying emerging issues for consultation with Government and other stakeholders.
- c) Support Government in operationalisation of resource mapping
- d) Tracking DP financing towards nutrition
- e) Consolidate key lessons and gaps in the response for consultations with the government
- f) Promoting a common approach to nutrition response among development partners
- g) Support nutrition joint reviews, learning forums and research dissemination for effective nutrition response
- h) Sharing information, experiences, and concerns within the DPs for mutual understanding Establishing and presenting a joint DP position and coherent messages for engagement with the Government and other stakeholders

- i) Providing technical support in translating high level national development agendas into actions
- j) Supporting inter-sector coordination within Government to ensure effective and coordinated delivery of nutrition services
- k) Track DP activities of national interest for collective action (e.g development and harmonisation of materials)
- l) Ensuring a common approach in the prioritizing and harmonizing DP's investment in nutrition in accordance with DP-GOM priorities and plans.
- m) Providing technical and financial support to SUN networks for an effective nutrition response
- n) From time to time, the DONUTS will appoint a member to represent it in other Donor Sector Groups (Health, HIV and AIDS, Gender, Agriculture and Education) for information sharing and coordination.

3.2.2.2 Operational modalities

The DONUTS meetings will be quarterly, with ad hoc meetings as deemed necessary. 50% plus one of the total actual membership (organizations) of the DONUTS shall constitute a quorum. In the absence of a quorum, a meeting shall proceed for agenda items that do not necessitate decision making responsibilities.

3.2.2.3 Leadership

The Chair and Co-Chair assume their positions voluntarily on rotational basis, Co-chair assumes the Chair position after a 12-month period. If there is more than one nominee for a position, consultations will be organized by the DONUTS Chair to seek agreement on way forward. If no agreement can be reached, a vote will be organized. In addition to their roles, the Chair and/or Co-Chair represent DoNUTS in Troika and are also nominated to speak on behalf of DONUTS at key meetings with the Government.

Together, the Chair and Co-Chair with support from a coordinator, shall be responsible for:

- a) Coordinating members of the DoNUTS
- b) Preparing and circulating the agenda and minutes of meetings
- c) Encouraging DP representation in nutrition Technical Working Groups and other sector working groups
- d) Establishing and maintaining networking contact with relevant stakeholders and institutions
- e) Sharing information of wider interest to the DONUTS as necessary.

3.2.2.4 Composition

Members of the DONUTS include representatives from bilateral and multilateral donors and UN agencies supporting implementation of nutrition programmes. Depending on agenda, however, the group could invite other resource organizations and/or foundations as deemed appropriate. Membership includes;

- a) European Union (EU)
- b) German cooperation (Germany/GIZ and KfW)
- c) Embassy of Ireland
- d) USAID
- e) World Bank
- f) JICA
- g) FCDO
- h) UN Agencies (UNICEF, FAO, WFP, WHO, UNFPA)

The above is a non-exhaustive list of membership

3.2.2.5 Accountability and reporting

Key issues related to the SDN and UN networks will be isolated for discussion and action within the respective network platforms at least quarterly or on needs basis. On a quarterly basis, through the Troika, the DoNUTS will share updates on their ongoing work and plans and any other emerging issues of interest. Each member of the DONUTS will provide reports within their agency.

3.2.2.6 Links to other coordinating structures

The DONUTS will have linkages with the following (list non- exhaustive):

- a) Development Cooperation Group
- b) Government Development Partners Nutrition committee
- c) National Nutrition Coordinating Committee
- d) Sector Working Group (Health, Gender, Social Protection, Agriculture and Education)
- e) SUN Networks
- f) National Fortification Alliance
- g) Humanitarian response groups

3.2.3 National Multi-sectoral Nutrition Coordinating Committee (NMNCC)

The National Multi-sectoral Nutrition Committee (NMNCC) aims at strengthening coordination and networking among stakeholders in the national response. The committee receives updates and reports from technical working groups. The committee provides a platform for information sharing and dissemination. It also receives updates from different projects across the country. The committee also validates strategic

documents such as policies, strategies, guidelines, counselling cards, IEC materials, manuals among others

3.2.3.1 Scope of work

The of scope of work for the committee include the following:

- a) Providing a platform for coordination, accountability, alignment and harmonization amongst partners supporting nutrition.
- b) Facilitating linkages, dialogue and information sharing amongst national and international stakeholders working in nutrition.
- c) Through DNHA, provide feedback to and from the district nutrition coordinating committee (DNCC) on emerging issues.
- d) Providing strategic and technical guidance to the DNHA and other organizations in the operationalization of nutrition policy and programmes.
- e) Provide technical support to the development of national strategic documents
- f) Participate in annual reviews meetings, sun learning forums, research dissemination and other national nutrition events
- g) Receive reports and updates from the Nutrition Technical Working Groups
- h) Receive reports and updates from nutrition projects and programmes
- i) Share lessons and emerging issues for actions
- j) Track progress in implementation of global commitments that Malawi signed to
- k) Participate in joint bi-annual monitoring of nutrition projects and programmes
- l) Share country performance on achievement of key indicators in M&E framework
- m) Supporting advocacy activities for nutrition

3.2.3.2 Operational modalities

The committee meets every quarter with DNHA as secretariat and responsible for:

- a) Planning dates of meetings, invitations, confirmations, producing and circulating of minutes.
- b) Consolidating presentations, reports and relevant documents prior to the meetings as per agenda items
- c) Following up of issues requiring action.
- d) Updating a database of current and potential members

3.2.3.3 Leadership

The Committee is led by DNHA with support from the DoNUTS and is responsible for chairing committee meetings and following up on decisions and actions.

3.2.3.4 Composition

The Committee is comprised of a cross section of stakeholders including: ministries, departments and agencies (MDAs); development partners; civil society organizations; private sector; media; and academia.

3.2.3.5 Accountability and reporting

DNHA is responsible for submitting committee reports to all other relevant committees for action

3.2.3.6 Linkages with other coordinating committees

The Committee has linkages with the following committees:

- a) Principal Secretaries' TWG on nutrition
- b) Parliamentary Committee on Nutrition, HIV and AIDS
- c) SUN networks
- d) Donor Nutrition Security Group
- e) Government and Development Partners Committee
- f) DNCC

3.2.4 Technical Working Groups

Background

The Technical Working Groups (TWGs) are expert's groups that provides strategic guidance in operationalization of policies and strategies. It also provides technical support in program implementation, capacity building, development and review of strategical documents, guidelines, monitoring, research, and surveillance.

Membership of the TWGs are drawn from a cross section of stakeholders including Ministries, Donors, United Nations family, Civil Society Organisations, Private Sector and the Academia. The TWGs include: Adolescent, Maternal, Infant and Young Child Feeding; Micronutrient; Monitoring, Evaluation, Surveillance and Research; Targeted Nutrition Programmes; Capacity Building and Continued Professional Development; Agriculture Nutrition; Nutrition Cluster, School Health and Nutrition, Nutrition Related NCD, Nutrition sensitive and social protection. The TWGs meet at least quarterly.

3.2.4.1 Adolescent, Maternal, Infant and Young Child Nutrition TWG

This TWG aims at leveraging programs to improve adolescent, maternal infant and young child nutrition for survival, growth and development. The TWG participate in reviewing Adolescent MIYCF strategic documents such as policies, strategies, guidelines, counselling cards, manuals IEC among others before submission to the national nutrition coordinating committee. It provides platform for critical information sharing and learning.

(i) Scope of Work

The of scope of work for the TWG include the following:

- a) Providing a forum for dialogue and information sharing.
- b) Participate in the development, review and dissemination of policies, strategies, guidelines and other strategic documents.
- c) Providing technical support and guidance to districts in the implementation of activities and capacity building initiatives.
- d) Conduct interface meetings with DNCC on specific areas and emerging issues.
- e) Addressing emerging issues in various thematic areas as stipulated in the Adolescent and MIYCN strategies.
- f) Development of work plans and reporting on progress
- g) Participate in national events like joint monitoring, joint annual reviews, learning forums, research dissemination among others.
- h) Identifying and disseminating best practices.
- i) Participate in reviewing and developing advocacy and IEC materials
- j) Facilitate the standardization and harmonization of adolescent and MIYCN IEC materials
- k) Mobilize resources for the TWG
- l) Participate in monitoring of code of marketing of infant formula and breast milk substitute
- m) Participate in Baby Friendly Health Initiative
- n) Conduct supportive supervision and monitoring of Adolescent and MIYCN programme implementation.

(ii) Operational Modalities

The TWG meets every quarter with DNHA as secretariat and responsible for:

- a) Planned dates for the meetings, invitations, confirmations, providing and circulating of minutes
- b) Consolidating presentations, reports, and relevant documents prior to the meetings as per agenda items
- c) Following up on issues requiring action
- d) Updating database of current and potential members of TWG

(iii) Leadership

The Chair of the TWG shall be nominated from the CSOs and members shall elect a Chairperson. The chair shall solicit the agenda items from the members two weeks before the meeting and the secretariat shall circulate the agenda and the minutes. The chair shall appoint one member of the TWG to take minutes of the meetings.

(iv) Composition

The TWG is comprised of stakeholders including ministries, departments, agencies (MDAs); partners, civil society organisations, private sector and academia working in areas of adolescent, maternal, infant and young child feeding.

(v) Accountability and reporting

The TWG report to the National Nutrition Committee and all relevant stakeholders.

(vi) Linkages with other TWGs

The TWG has linkages with the following:

- a) Other TWGs
- b) Other relevant international bodies working in the same area e.g. IBFAN

3.2.4.2 Micronutrient Technical Working Group

This TWG aims to facilitate and provide guidance in implementation of Micronutrient interventions in line with the micronutrient strategy. It provides a platform for information sharing and learning. The TWG participate in reviewing micronutrient strategic documents such as policies, strategies, guidelines, counselling cards, manuals IEC among others before submission to the National Nutrition Coordinating Committee.

(i) Scope of Work

The of scope of work for the TWG include the following:

- a) Providing a forum for dialogue and information sharing.
- b) Participate in the development, review and dissemination of policies, strategies, guidelines and other strategic documents.
- c) Providing technical support and guidance to districts in the implementation of activities and capacity building initiatives.
- d) Conduct interface meetings with DNCC on specific areas and emerging issues
- e) Addressing emerging issues in various thematic areas as stipulated in the micronutrient strategy
- f) Development of work plans and reporting on progress
- g) Participate in national events like joint monitoring, joint annual reviews, learning forums, research dissemination among others.
- h) Identifying and disseminating best practices.
- i) Participate in reviewing and developing advocacy and IEC materials
- j) Facilitate the standardization and harmonization of micronutrient materials
- k) Mobilize resources for the micronutrient TWG
- l) Conduct supportive supervision and monitoring of micronutrients programmes implementation
- m) Facilitate participation in National Fortification Alliance meetings.

(ii) Operational Modalities

The TWG meets every quarter with DNHA as secretariat and responsible for:

- a) Planned dates for the meetings, invitations, confirmations, providing and circulating of minutes
- b) Consolidating presentations, reports, and relevant documents prior to the meetings as per agenda items
- c) Following up on issues requiring action
- d) Updating database of current and potential members of TWG

(iii) Leadership

The Chair of the TWG shall be the UN and they will nominate an institution within the UN to chair on rotational basis. The chair shall solicit the agenda items from the members two weeks before the meeting and the secretariat shall circulate the agenda and the minutes. The chair shall appoint one member of the TWG to take minutes of the meetings.

(iv) Composition

The TWG is comprised of stakeholders including: ministries responsible for Agriculture, Trade and Industry, Health; MBS; CAMA; Academia (LUANAR, UNIMA, KUHeS); Research Institutions (DARS, Harvest Plus, CIAT); UN (FAO, UNICEF, UNDP, WFP, WHO); civil society organisations; and private sector.

(v) Accountability and reporting

The TWG report to the National Nutrition Coordinating Committee and all relevant stakeholders.

(vi) Linkages with other TWGs

The TWG has linkages with the following:

- a) National Fortification Alliance
- b) Other TWGs
- c) Other relevant international bodies working in the same area

3.2.4.3 School Health and Nutrition (SHN)

School health and Nutrition (SHN) focuses on all children aged 2-18, both in and out of school. SHN has a wide variety of topics for different ages and settings within a variety of partners and sector policies and guidelines, which require its own coordination and collaboration. In the last National Nutrition coordination plans, SHN was combined with other Nutrition Education and Training initiatives and became lost as a result. SHN will now return to being a coordination topic on its own.

(i) Scope of Work

The of scope of work for the TWG include the following:

- a) Providing a forum for dialogue and information sharing.
- b) Participate in the development, review and dissemination of policies, strategies, guidelines and other strategic documents.
- c) Providing technical support and guidance to districts in the implementation of activities and capacity building initiatives.
- d) Conduct interface meetings with DNCC on specific areas and emerging issues
- e) Addressing emerging issues in various thematic areas as stipulated in the SHN strategy
- f) Development of work plans and reporting on progress
- g) Participate in national events like joint monitoring, joint annual reviews, learning forums, research dissemination among others.
- h) Identifying and disseminating best practices.
- i) Participate in reviewing and developing advocacy and IEC materials
- j) Facilitate the standardization and harmonization of SHN materials
- k) Mobilize resources for the School Health and Nutrition TWG
- l) Conduct supportive supervision and monitoring of SHN programmes implementation
- m) Liaising with National Council for Higher Learning to assure SHN is integrated appropriately into Nutrition Training institutions
- n) Consolidating, creating and updating a data bank for the existing nutrition guidelines, manuals, IEC and other resource materials on nutrition education and trainings.

(ii) Operational Modalities

The TWG meets every quarter with DNHA as secretariat and responsible for:

- a) Planned dates for the meetings, invitations, confirmations, providing and circulating of minutes
- b) Consolidating presentations, reports, and relevant documents prior to the meetings as per agenda items
- c) Following up on issues requiring action
- d) Updating database of current and potential members of TWG

(iii) Leadership

The Chair of the TWG shall be MoE SHN department. The chair shall solicit the agenda items from the members two weeks before the meeting and the secretariat shall circulate the agenda and the minutes. The chair shall appoint one member of the TWG to take minutes of the meetings.

(iv) Composition

The TWG is comprised of stakeholders including Ministries, Departments, Agencies (Ministries of Education, Health; Gender; Agriculture; Youth, sports and culture); partners, civil society organisations, private sector and academia working in areas of school health and nutrition.

(v) Accountability and reporting

The TWG report to the National Nutrition Coordinating Committee and all relevant stakeholders.

(vi) Linkages with other TWGs

The TWG has linkages with the following:

- a) Other TWGs
- b) Donor Health group
- c) Donor Education group
- d) SUN Network Coordinating Committee
- e) SUN CSO network – Mary’s meals
- f) SUN Business network
- g) SUN Youth network
- h) SUN UN network - WFP
- i) SUN Donor network – GIZ; EU; USAID
- j) SUN Media network

3.2.3.4 Nutrition-Related Non-Communicable Diseases (NCDs)

Non-Communicable Diseases (NCDs) are continuing to rise in Malawi despite various programmes that have been put in place to address the problems. NCDs are conditions that are not infectious or transferable between people; they are primarily lifestyle and/or genetic related diseases. The major four chronic NCDs are: Cardiovascular diseases (CVDs; such as high blood pressure, heart attack and stroke), diabetes, cancers, and chronic respiratory (lung) conditions. NCDs are expensive and destructive when not addressed by policies, budgets, and programs. Optimal nutrition can help with both NCD prevention and treatment when working in partnership with the health and community structures such as health centres, extension staff, schools, businesses, religions, etc. Increased coordination and collaboration is needed if NCDs are going to be prevented and treated, therefore in 2022 the Nutrition-Related NCD TWG was instituted.

(i) Scope of work

The scope of work for the committee is to:

- a) Providing a forum for dialogue and information sharing.
- b) Participate in the development, review and dissemination of policies, strategies, guidelines and other strategic documents.

- c) Providing technical support and guidance to districts in the implementation of activities and capacity building initiatives.
- d) Conduct interface meetings with DNCC on specific areas and emerging issues.
- e) Addressing emerging issues in various thematic areas as stipulated in the NCD strategies.
- f) Development of work plans and reporting on progress
- g) Participate in national events like joint monitoring, joint annual reviews, learning forums, research dissemination among others.
- h) Identifying and disseminating best practices.
- i) Participate in reviewing and developing advocacy and IEC materials
- j) Facilitate the standardization and harmonization of non-communicable diseases IEC materials
- k) Mobilize resources for the NCD TWG
- l) Conduct supportive supervision and monitoring of NCD programme implementation.

(ii) Operational Modalities

The TWG meets every quarter with DNHA as secretariat and responsible for:

- a) Planned dates for the meetings, invitations, confirmations, providing and circulating of minutes
- b) Consolidating presentations, reports, and relevant documents prior to the meetings as per agenda items
- c) Following up on issues requiring action
- d) Updating database of current and potential members of TWG

(iii) Leadership

The Nutrition-related NCD TWG is chaired by MoH preventive health services and NCD Coalition as co-chair. The chair in liaison with co-chair shall solicit the agenda items from the members two weeks before the meeting and the secretariat shall circulate the agenda and the minutes. The chair shall appoint one member of the TWG to take minutes of the meetings.

(iv) Composition

The TWG is comprised of:

- a) Ministry of Health – Clinical services – Co-Chair
- b) NCD Coalition – Co-Chair
- c) Department of Nutrition
- d) Ministry of Health – health promotion

- e) Ministries of Gender; Agriculture; Local Government; Education (School Health); Industry; Information, Tourism & Civic Education; Finance; Youth, sports and culture.
- f) SUN Network Coordinating Committee
- g) SUN CSO network – SHA CSONA
- h) SUN Business network
- i) SUN Youth network
- j) SUN UN network - WHO
- k) SUN Donor network
- l) SUN Media network

(v) Accountability and reporting

The TWG report to the National Nutrition Committee and all relevant stakeholders.

(vi) Linkages with other TWGs

The Nutrition related NCD TWG has linkages with the following committees and key stakeholders:

- a) Other NNCC TWGs: SHN, Capacity building, adolescent/maternal/infant
- b) Nutrition Society of Malawi
- c) Association of Dietitians in Malawi
- d) Donor Health group
- e) Relevant academia (LUANAR, KUHES)
- f) HRDM
- g) National Planning Commission
- h) Directors of Central Hospitals and district hospitals
- i) Malawi Health Equity Network
- j) Medical Council of Malawi

3.2.3.5 Nutrition Capacity Building and Development

This capacity building TWG involves developing and strengthening skills, abilities, processes and resources needed for attainment of nutrition outcomes. It also aims at improving skills, changing attitudes and behaviours for carrying out key functions, solving problems, defining and achieving objectives.

The National Multi-Sector Nutrition Policy has emphasized capacity building at all levels for effective delivery of nutrition services. Realising the multi-faceted nature of nutrition, and, the emerging issues that arise as new evidence is generated, capacity building is critical to ensure skills are up to date with current developments in service delivery. Additionally, nutrition service providers need adequate capacity for evidence generation,

policy interpretation and use of large data for decision making. Therefore, creation of platforms for continued learning and professional development will provide opportunities for nutrition professionals to acquire relevant skills and knowledge to deliver services effectively. The academic institutions provide a platform for offering various preservice, mid-level, and advanced career development training opportunities.

The Nutrition Capacity Building and Development TWG will serve as a structure to discuss and provide technical advisory and support to institutions, implementing NGOs and government towards building of a strong and sustained work force to deliver quality nutrition services at all levels.

(i) Scope of work

The TWG is responsible for:

- a) Support identification of capacity needs
- b) Identifying emerging technical areas for training
- c) Update the stakeholders on the on-going capacity building programmes including internships.
- d) Support development, standardization and harmonization of training packages
- e) Participate in developing and reviewing nutrition curricula at all levels.
- f) Support the documentation and update training data base for nutrition including trainers.
- g) Support in resources mobilisation for Nutrition Capacity
- h) Participate in the development, review and dissemination of policies, strategies, guidelines and other strategic documents.
- i) Providing technical support and guidance to districts in capacity building initiatives.
- j) Develop annual work plans and reporting on progress of the TWG
- k) Participate in national events like joint monitoring, joint annual reviews, learning forums, research dissemination among others.

(ii) Operational Modalities

The TWG meets every quarter with DNHA as secretariat and responsible for:

- a) Planned dates for the meetings, invitations, confirmations, providing and circulating of minutes
- b) Consolidating presentations, reports, and relevant documents prior to the meetings as per agenda items
- c) Following up on issues requiring action
- d) Updating database of current and potential members of TWG

(iii) Leadership

The Capacity building and development TWG is chaired by the Academic institutions on rotational basis every 2 years. In liaison with co-chair, the Chair shall solicit the agenda items from the members two weeks before the meeting and the secretariat shall circulate the agenda and the minutes. The chair shall appoint one member of the TWG to take minutes of the meetings.

(iv) Composition

The TWG is comprised of:

- a) Academic institutions (LUANAR, KUHES, MUBAS, UNIMA, MUST, MZUNI)
- b) Representatives from line ministries
- c) Department of Nutrition
- d) Two representatives from civil society
- e) One representative from each of the SUN Networks

(v) Accountability and reporting

The TWG report to the National Nutrition Committee and all relevant stakeholders

(vi) Linkages with other TWGs

The Capacity Building and development shall link with all the TWGs.

3.2.3.5 Targeted Nutrition Programme

This TWG aims to facilitate and provide guidance in treatment and control of acute malnutrition with focus on timely identification, treatment, and follow-up of acutely malnourished children through a community and facility based approach. In addition, the TWG also provides guidance on nutrition care support and treatment (NCST) which aims at addressing malnutrition among adolescent and adults with chronic illness such as TB, HIV and AIDS. The TWG participate in reviewing CMAM and NCST strategic documents such as guidelines, counselling cards, manuals IEC among others before submission to the National Multi-sectoral Nutrition Coordinating Committee.

(i) Scope of work

The of scope of work for the TWG include the following:

- Providing a forum for dialogue and information sharing on CMAM and NCST.
- Participate in the development, review and dissemination of policies, strategies, guidelines and other strategic documents.
- Providing technical support and guidance to districts in the implementation of activities and capacity building initiatives on CMAM and NCST.
- Conduct interface meetings with DNCC on specific areas and emerging issues on CMAM and NCST.

- Development of work plans and reporting on progress on CMAM and NCST
- Participate in national events like joint monitoring, joint annual reviews, learning forums, research dissemination among others.
- Identifying and disseminating best practices.
- Facilitate the standardization and harmonization of CMAM and NCST guidelines and training materials including job aids in line with the WHO standard operating procedures.
- Mobilize resources for the TWG
- Conduct supportive supervision and monitoring on CMAM and NCST programme implementation.
- Facilitate review and development of monitoring and evaluation tools for CMAM and NCST programme
- Conduct capacity needs assessment on CMAM and NCST.

(ii) Operational Modalities

The TWG meets every quarter with MoH - Curative and Medical Rehabilitation Department as secretariat and responsible for:

- e) Planned dates for the meetings, invitations, confirmations, providing and circulating of minutes
- f) Consolidating presentations, reports, and relevant documents prior to the meetings as per agenda items
- g) Following up on issues requiring action
- h) Updating database of current and potential members of TWG

(iii) Leadership

The TNP TWG is chaired by MoH, Curative and Medical Rehabilitation Department and co-chaired by UNICEF. The chair in liaison with co-chair shall solicit the agenda items from the members two weeks before the meeting and the secretariat shall circulate the agenda and the minutes. The chair shall appoint one member of the TWG to take minutes of the meetings.

(iv) Composition

The TWG is comprised of stakeholders including relevant government ministries, departments, and agencies (MDAs); CHAM, MBS, WHO, UNICEF, WFP, USAID, DFID, EU, World Vision, CRS and other relevant CSOs, Academic Institutions: KUHES, LUANAR, Mzuzu University, CHAM Training Colleges and Universities.

The membership will regularly be updated based on emerging issues and focus of partners.

(v) Accountability and Reporting

The TWG report to the National Multi-sectoral Nutrition Coordinating Committee and all relevant stakeholders.

(vi) Linkages with other TWGs

The TWG has linkages with the following:

- a) Other TWGs
- b) Donor Health Group
- c) Essential Health Package TWG

3.2.3.7 Nutrition Monitoring and Evaluation, Research and Surveillance

Nutrition monitoring, evaluation, research, and surveillance TWG is a platform for measuring and tracking progress and impact of programmes. Its aim is to provide information on the implementation progress and to trigger corrective actions for nutrition planning. It further helps in generation of evidence for decision making. Nutrition surveillance is a system established to continuously monitor the dietary intake and nutritional status of a population or selected population groups using various data collection methods for policy decision and action.

(i) Scope of work

The TWG is responsible for:

- a) Support roll out and operationalization of the national information systems
- b) Provide technical support in the development and reviewing the national nutrition monitoring and evaluation plan; ;
- c) Support in tracking the implementation of research, M&E and surveillance activities in the Joint Annual Work Plan;
- d) Support establishment of cost-effective and doable multisectoral nutrition and surveillance system.
- e) Provide checks and balances on the implementation of NNIS and DNHA website at district and national level.
- f) Validate nutrition survey, evaluation, and monitoring tools before implementation.
- g) Support in capacity needs assessment for M&E, research, surveillance and resource tracking.
- h) Identifying and reviewing priority areas for nutrition research agenda;
- i) Participating in the Joint Annual Work Plan development processes;
- j) Track implementation of the research agenda
- k) Facilitating the development and review of the nutrition research, M&E and surveillance database including list of ongoing research;

- l) Organizing research dissemination symposia once every two years;
- m) Package research findings to inform policy and programming;
- n) Facilitate use of large data for evidence generation to inform policy decisions
- o) Conducting quarterly nutrition research, M&E and surveillance meetings;

(ii) Operational modalities

The committee meets quarterly. Ad hoc meetings shall be held on need basis.

(iii) Leadership

The members shall elect the Chairperson and co-chairperson on rotational basis within the academia while DNHA shall be the Secretariat for the TWG.

(iv) Composition

The TWG composition shall include the following;

- a) Academic and research institutions
- b) Government line ministries
- c) Civil society networks
- d) One representative from each of the SUN networks
- e) The International Research Institutes (CGIAR, CIAT, IFPRI, Harvest plus)

(v) Accountability and reporting

Secretariat will consolidate reports from members for submission to the NNCC on a quarterly basis.

(vi) Linkages

The network will link with other technical working groups.

3.2.5 SUN Networks Coordinating Committee (SNCC)

Background

The SUN Networks Coordinating Committee (SNCC) was set up in 2021 following launch of the SUN 3.0 strategy in Malawi. It aims at enhancing coordination among the various SUN networks namely: Public sector; Civil Society; United Nations; Donors; Private Sector and Media. This is in line with the SUN 3.0 strategy which Malawi adopted. This committee will provide a platform for cross learning, information exchange, and collaboration between the networks while strengthening linkages with the SUN country focal point and SUN structures outside Malawi, for a more effective and coordinated nutrition response.

(i) Scope of work

The committee is responsible for the following;

- a) Convening meetings for the different networks for information exchange on plans and activities, including interface with any of the members
- b) Sharing, tracking, and reviewing progress on achievement of SUN indicators, including the country assessment findings, and network commitments
- c) Participating in the joint country SUN assessment including identification of key lessons and best practices
- d) Sharing information and communication on upcoming SUN events at national, regional and global levels
- e) Receiving quarterly updates on network activities
- f) Organising exchanges and cross learning with other networks within the region and globally
- g) Supporting the organization of national learning platforms including the SUN learning forum
- h) Facilitate participation of network members in SUN global gatherings and related activities
- i) Ensuring coordination in advocacy efforts on critical matters related to nutrition

(ii) Operational modalities

The committee will meet on a quarterly basis but may also convene on an ad-hoc basis. Agenda items for meetings will be set by the network leads and consolidated by the Chairperson. The agenda will be shared with members prior to the meeting for inputs.

(iii) Leadership

The SNCC will be chaired by the Government as country SUN focal point and co-chaired by the SUN Donor convener (Embassy of Ireland) with the Civil Society lead as secretariat. All positions except the Chair position will be on a 2-year rotational basis.

(iv) Composition

The SNCC will be composed of Chairpersons, Co-chairpersons and Secretariate of each of the networks, without delegation, for continuity purpose.

(v) Accountability and reporting

Network leads will share reports from the various networks with the secretariat who consolidates the same for submission to the SUN focal point, and sharing with the National Nutrition Coordinating Committee meetings, where necessary.

(vi) Linkages

The SNCC will have linkages with the following.

- a) National Multi-sectoral Nutrition Coordinating Committee
- b) SUN structures elsewhere

3.2.5.1 SUN Business Network (SBN)

Background

The SBN provides a platform for private sector engagement in nutrition. SBN aims to improve and strengthen the Public Private Partnership (PPP) towards improving nutrition in Malawi. The Network also aims to engage, mobilize business at national level to act and invest responsibly in improving nutrition in a collective way to end malnutrition in all its forms. The SBN in Malawi works alongside partners from government, Civil society, UN agencies and Donors to contribute to the economic growth and development. The SBN also facilitate the creation of awareness on production and consumption of nutritious foods along the agricultural value chain.

(i) Scope of work

SBN is expected to support Government of Malawi nutrition agenda through DNHA through the following priority area;

- a) Membership Platform and Advocacy
 - Recruit and retain active private sector members to SBN Malawi.
 - Link SBN Malawi with other policy and technical coordination structures working towards improved nutrition in Malawi, including the SUN multi-stakeholder platform.
 - Act as a platform or forum for policy dialogue for the private sector on nutrition.
- b) Increase business engagement in the nutrition sector
 - Support both food and non-food companies including Small and Medium Entrepreneurs (SMEs) with guidance, tools and information to support improved nutrition within their operations or markets.
- c) Increase the demand for nutritious foods
 - Increase consumer awareness of nutritious foods through collaboration with other stakeholders on social behavioural communication change (SBCC) campaigns on nutrition.
 - Facilitate and promote innovations which will enable hard to reach areas to receive nutrition information and products.
 - Act as a one stop centre for businesses to access data on opportunities in nutrition and provide capacity building to SMEs to interpret nutrition data.
- d) Improve nutrition sensitivity along the agricultural value chain
 - Create awareness among the SMEs working on the agricultural value chains on cost implications of post-harvest losses.

- Promote workforce nutrition programmes in businesses working along the agricultural value chain.
- Build capacity of women producer groups working along the agricultural value chain to add value to their products to enhance nutrition and increase profitability.
- Encourage businesses to include nutrition in their Corporate Social Responsibility (CSR) programmes.

(ii) Operational modalities

The SBN will meet on a quarterly basis. Agenda items for meetings will be set by the Secretariat and shared with members prior to the meeting.

(iii) Leadership

The leadership for the SBN is in two categories.

- a) At national level, SBN Malawi will be led through a National Executive Committee composed of a Chairperson; a Vice Chairperson; Secretary; 1 Regional Focal Person (North), 1 Regional Focal Person (Centre); 1 Regional Focal Person (South); 6 Regional Committee members (2 from each region); SBN Coordinator based at World Food Programme; 1 Representative from Ministry of Industry; and 1 Representative from DNHA.
- b) At regional level, each region will be led through a Regional Committee composed of a Chairperson (the Regional Focal Person), a Vice Chairperson and Secretary.

(iv) Composition

The SBN will be composed of Private sector, that is; large, medium, and small food and non-food businesses (except those that engage in the production of armaments, tobacco or pornography).

(v) Accountability and reporting

The SBN will compile and submit reports to the Sun Nutrition Coordinating Committee.

(vi) Linkages

The SBN will have linkages with other SUN Networks and technical working groups.

3.2.5.2 SUN Media Network

Background

The SUN Media Network is a platform that brings together all media houses to support in advocating and dissemination of nutrition for public awareness. It also enhances

collaboration and strengthening the media's contribution towards improving nutrition in Malawi. The SMN is convened by the Media Council of Malawi (MCM). MCM registered under the *Trustees Incorporation Act* of the Laws of Malawi is an independent, non-profit, non-political and media self-regulating organization with the mandate to promote professionalism and accountability in the media industry by setting standards in the interest of the public in Malawi.

(i) Scope of work

The network is responsible for the following;

- a) Mobilizing media to carry out advocacy campaign on nutrition issues.
- b) Conduct awareness campaigns and sensitization on relevant nutrition subjects, including addressing misinformation.
- c) Identifying information gaps on nutrition issues affecting the general population.
- d) Document and disseminate best practices in nutrition at community level.
- e) Support advocacy for increased resource allocation for nutrition.
- f) Allocate airtime and space for nutrition messaging.
- g) Facilitate creation of platforms for knowledge and experience sharing on nutrition at all levels

(ii) Operational Modalities

The National Executive Committee of the network shall meet on quarterly basis and when need arises from time to time. Agenda items for meetings will be set by the network leaders. The agenda will be shared with members prior to the meeting for inputs.

(iii) Leadership

The members shall elect the Chairperson and co-chairperson on rotational basis whereas the Media Council of Malawi shall be the Secretariat for SMN.

(iv) Composition

The Network shall have a National Executive Committee composed of a Chairperson and Vice, Secretary (MCM), and representatives from Media houses representing all 4 regions of Malawi as committee members. Representation to the committee will be by institutions to ensure sustainability and smooth role transfers in case of staff movements. However, at national level SMN shall have technical representation from DNHA. Term of office for all office bearers shall be 3 years, with a maximum of two consecutive terms if re-elected into office at the end of the first term.

(v) Accountability and Reporting

The network with technical support from the committee shall provide quarterly reports to the SNCC on activities rendered in the stated period to ensure effective project delivery and timely outcomes. It is from those reports where lessons and challenges will be taken into consideration for the next quarter.

(vi) Linkages

The network will link with other SUN Networks and technical working groups.

3.2.5.3 Civil Society Nutrition Alliance (CSONA)

Background

The Civil Society Nutrition Alliance (CSONA) is a platform that brings together international and local non-governmental organisations to better organize, coordinate and share best practices in nutrition. CSONA aims to support formation, effective and efficient operation of strong, critical and influential national alliances for long-term nutrition response. It leads in coordinating, influencing and supporting national nutrition efforts through meaningful dialogue and advocacy with stakeholders including government, donors and the private sector.

(i) Scope of work

The network is responsible for the following;

- a) Strategic review and mapping of existing CSOs, alliances and networks.
- b) Capturing and disseminating lessons learned on civil society engagement in nutrition and food security including initiatives in other sectors
- c) Annual monitoring and reporting on the inclusion of nutrition into District Development Plans
- d) Advocacy through social mobilization and campaigning to raise awareness of the impact of malnutrition.
- e) Participate in development and review of policies, strategies and other strategic documents.
- f) Advocate for increased resource allocation for nutrition.
- g) Support government in resource mobilization
- h) Monitoring nutrition spending, collecting data to ensure no one is left behind and holding government accountable for its promises
- i) Support in implementing programmes reaching the affected communities through delivering of nutrition specific and sensitive interventions
- j) Advocate for government to prioritize nutrition in the national development agenda
- k) Participate in all the nutrition multi-stakeholder platforms.

(ii) Operational modalities

The alliance will meet on monthly basis and hosting of meetings and taking of minutes will rotate among alliance members. Planning, timing and agenda of the meetings will be organized by the chair and supported by the facilitator.

(iii) Leadership

The members shall elect the Chairperson and co-chairperson on rotational basis whereas the CSONA shall be the Secretariat for the network.

(iv) Composition

Membership of the Civil Society Organisation Nutrition Alliance will include NGOs implementing nutrition, health and food security projects.

(v) Accountability and reporting

Secretariat will consolidate reports from members for submission to the SUN SNCC on a quarterly basis.

(vi) Linkages

The network will link with other SUN Networks and technical working groups.

3.2.5.4 SUN Donor Network

Background

The SUN donor network provides a forum where donors within the country work together and in collaboration with other SUN networks to help improve nutrition for all Malawians. The network promotes high level commitment for nutrition, evidence-based policies and action, more and better financing, align implementation within the country's nutrition framework, monitoring of progress and impact, and sharing lessons. The network promotes leveraging of resources within the donor community for better nutrition response.

The network is also instrumental in tracking specific, measurable, achievable, relevant and time bound nutrition commitment. For instance, the nutrition for growth commitment, the SDGs, the Malawi 2063 agenda and other in-country political commitments that have impact on nutritional outcomes. It also provides policy and technical support to government on global emerging issues that have demonstrated to improve nutrition status of the general population. Collectively, the donor community through the network, enable donors to take a deep look at the level of integration of nutrition to the national wider programmes based on existing evidence

(i) Scope of work

The network is responsible for the following;

- a) Support the roll out of the SUN initiatives

- b) Track financial support for specific programmes to identify potential gaps for more engagement with government through the Government Development Partners platform for more financing
- c) Support government of Malawi with resource mobilisation for effective and efficient scale up of nutrition interventions that have shown to have impact.
- d) Advocate and ensure nutrition is adequately addressed in all key government policies, plans, and development agendas
- e) Advocate for local resource investments in nutrition for sustainability
- f) Advocate for capacity needs assessment (financial and human) at all levels from time to time to ensure adequate resources for effective delivery of nutrition services across all sectors.
- g) Liaise with the SUN focal person from time to time to identify key government annual priorities that needs support.
- h) Track progress on implementation of national annual priorities.
- i) Support the functionality of the Monitoring and Evaluation systems including NNIS and financial tracking systems.
- j) Conduct donor resource mapping to identify gaps and areas of support.
- k) In liaison with the SUN focal person, facilitating the annual Government Development Partners committee meetings.
- l) Advocate for nutrition in Malawi through international platforms such as the G7 and G20 forums
- m) Advocate for representation of nutrition officers in key international meetings such as N4G, SUN global gathering, the UN general assembly, WHA and other regional gatherings.
- n) Identification of opportunities for advancing joint cooperation, coordination (especially mission planning, monitoring and evaluation including surveys), and co-funding between development partners in nutrition.

(ii) Composition

Membership is open to bilateral and multilateral donor organizations that are actively engaged in Malawi and are involved in supporting nutrition investments for specific and/or nutrition sensitive programmes. The membership therefore includes but is not limited to;

- a) European Union
- b) Germany
- c) Iceland
- d) Ireland
- e) Japan
- f) Norway
- g) United Kingdom
- h) United States of America

- i) World Bank

(iii) Leadership

The network is led by 2 conveners namely; the Embassy of Ireland and USAID. The members may review the leadership as deemed appropriate. Conveners will be agreed among the donors in consultation with SUN focal person. Candidate donors are those actively engaged in the country, with a country presence and involved in financially supporting nutrition programmes.

To ensure ownership of the group by all members, the leadership roles (chair, co- chair) shall be elected on rotational basis with a commitment to fund the processes of the group by all members. For ease of communication with the SUN global network and the government, the convenors will be standing secretariats for the group. Positions could be retained by the previous holders only by a majority vote. Outgoing leaders shall make written handovers on the network's current activities and plans to the incoming leaders to enable continuity of the network activities.

(iv) Operational modalities

The network shall meet quarterly and on exceptional basis when required. The ToRs shall be reviewed on an annual basis

(v) Accountability and reporting

The network will on a quarterly basis report to the SNCC. In addition, bi-monthly updates will be shared by the network to the DoNUTS group.

(vi) Linkages

The network will have linkages with other SUN networks and work hand in hand with the SUN Focal Point.

3.2.5.5 United Nations Network (UNN)

The UN Network for SUN brings together all United Nations agencies working in nutrition to support SUN Countries with breaking the cycle of malnutrition across generations, leaving no one behind. The UN Network (UNN) elevates the nutrition dialogue through its senior leadership and helps to leverage the collective strengths of the UN agencies, to foster innovations, find efficiencies and enhance complementarity across agencies and with government and SUN networks.

The main objective of the UN Network for SUN is to ensure high-level support for the best possible coordination between all UN entities and international intergovernmental bodies linked to the UN System in-country supporting nutrition. It draws on normative and

knowledge management capacities of Network members at global and regional levels to support the Government of Malawi on nutrition specific and sensitive actions with a strong focus on capacity strengthening and learning, system strengthening, and operation of multi-stakeholder platforms, advocacy, the development of multi-sectoral national strategies.

(i) Scope of work

The network is responsible for the following;

- a) Convene the dialogue of the UN system agencies and international technical organizations (international intergovernmental bodies that are linked to the UN System) on nutrition and on how to interact as a group with the SUN Movement and its stakeholders,
- b) Support Government's nutrition agenda as part of the overall national development plan for Malawi.
- c) Advocate and provide technical support for scaling up nutrition as well as wider mobilization around nutrition
- d) Facilitate sustained and coherent implementation of nutrition activities.
- e) Harmonize the response of the UN system in terms of coherent policy and technical guidance on nutrition,
- f) Foster and contribute implementable solutions and guidance on nutrition – both nutrition specific actions as well as nutrition sensitive development approaches,
- g) Document lessons learnt and knowledge gaps in SUN countries and others,
- h) Develop capacity within governments and in collaboration with partners to effectively design and implement direct nutrition and nutrition sensitive strategies, policies, plans and programs,
- i) Influence International Forums and coordinate input on nutrition related issues into intergovernmental mechanisms such as the World Health Assembly (WHA), the Committee on World Food Security (CFS) and international forums such as the G8 or G20.
- j) Foster Multi-sectoral engagement on Nutrition in the Country,
- k) Support joint resource mobilization for scaling up nutrition.

(ii) Operational modalities

The Network has two main committees:

- a) The Steering Committee (SC)
- b) The Technical Committee (TC)

The technical committee meets once a quarter convened by the Chair and reports regularly to UNCT members through the Chair of the steering committee. The steering committee meets twice a year. In the first quarter of every year to approve the annual

work plan and the last quarter of the year to assess work plan implementation and guide on strategic direction. Ad hoc meeting can be conveyed by both SC and TC Chair based on need or request from members.

(iii) Leadership

Members of the Steering Committee include Representative or Deputy Representative Program from UN agencies. This will be chaired by the Representative or Deputy Representative programme from one of the participating UN agencies on a rotational basis. A Co-chair will be also identified using the same process. The chair of the SC will be supported by a Secretariat represented by the Chair of the Technical committee. The steering committee will play an oversight role by providing overarching guidance on nutrition. They will also approve the joint annual work plan developed by the technical committee and link with government officials on nutrition related subject matters.

The Technical Committee members are nutrition focal persons from member UN agencies. The TC is coordinated by UNICEF while WFP will co-chair for the first two years and rotates between members for the subsequent years. The technical committee is in charge of developing the joint work plan and ensure its implementation. The TC ensures technical oversight and link with Government counterparts and partners at technical level for smooth implementation of agreed actions.

(iv) Composition

Membership in the UN Network for SUN is open to all in-country UN agencies and international intergovernmental bodies that are linked to the UN System and are engaged in Nutrition Specific or Nutrition Sensitive programming.

(v) Accountability and reporting

The network will on a quarterly basis report to the SNCC. In addition, bi-monthly updates will be shared by the network to the DoNUTS group.

(vi) Linkages

The network will have linkages with other SUN networks.

3.2.5.6 SUN Public Sector Network

The SUN Public Sector Network (SPSN) was established to strengthen coordination among line ministries for effective implementation and operationalization of National Multi Sectoral Nutrition policy. The network also aims at operationalising the global commitments made by the Government such as the SGDs, N4Gs, SUN, CADAAP, AU Summit, The MALABO declarations among others. The Network is also key in facilitating the translation of the 2063 agenda into doable actions for its attainment. Realising that

districts are key in service delivery, the Network shall support the districts in translating policies into meaningful actions.

(i) Scope of work

The network is responsible for the following;

- a) Facilitate the operationalization of SUN strategy and related strategies.
- b) Facilitate the translation of the 2063 agenda into doable actions for its attainment
- c) Operationalise and track progress in the global commitments made by the Government
- d) Support Ministries, Departments and Agencies (MDAs) to adopt a common understanding of SUN nutrition approaches, activities, and priorities
- e) Facilitate the development and utilization of harmonized SUN messages, and advocacy materials.
- f) Participate in National events such as Joint Monitoring, Joint Annual Review, SUN Learning Forum among others.
- g) Share progress among line ministries.

(ii) Operational modalities

The network meets every quarter and on need basis and the agenda will be circulated to the members before the meeting for inputs.

(iii) Leadership

The SPSN Chair is Department of Nutrition.

(iv) Composition

The SPSN membership is composed of Public service nutritionist in all ministries.

(v) Accountability and reporting

The SPSN reports to the SUN National Nutrition Coordinating Committee.

(vi) Linkages

The SPSN has linkages with the following.

- a) National Nutrition Coordinating Committee
- b) SUN Networks

3.3 OPERATION STRUCTURE

3.3.1 District Nutrition Coordinating Committee (DNCC)

The District Nutrition Coordinating Committee (DNCC) aims at strengthening coordination and networking among stakeholders in the district response. It provides oversight in implementation of nutrition interventions in the district and also receives updates and reports from all sectors and implementing partners working in the district. The committee provides a platform for all stakeholders working in the district to share information and disseminate strategic documents including results from programme assessments.

(i) Scope of work

The of scope of work for the committee include the following:

- a) Providing a platform for coordination, accountability, alignment and harmonization amongst partners supporting nutrition.
- b) Facilitating linkages, dialogue and information sharing amongst district stakeholders working in nutrition.
- c) Providing strategic and technical guidance to District Executive Committee (DEC) in the operationalization of nutrition policy and programmes.
- d) Participate in the development of national strategic documents
- e) Participate in annual reviews meetings, sun learning forums, research dissemination and other national nutrition events
- f) Receive reports and updates from all sectors and implementing partners
- g) Clear nutrition projects on entry into the district and present to DEC for endorsement.
- h) Conduct stakeholder mapping to ensure effective coverage of nutrition interventions in the district
- i) Conduct district level joint annual reviews and learning forums
- j) Facilitate joint exchange visits
- k) Mobilise resources for nutrition programmes within the district including monitoring of activities
- l) Facilitate harmonisation in implementation of activities across the sectors to ensure effective services delivery and accountability
- m) Conduct routine monitoring of nutrition projects and programmes
- n) Ensure that sectors and stakeholders are adhering to nationally agreed standards, protocols and guidelines
- o) Conduct monitoring of code of marketing, salt iodisation, fortification of centrally processed foods to ensure adherence to the standards
- p) Share district performance on achievements of key indicators in the M&E framework

- q) Conduct advocacy activities for nutrition, including filling in of vacant positions in the district
- r) Facilitate identification, training and support activities for nutrition champions at community and district level.
- s) Oversee district level capacity building activities in nutrition including needs assessments
- t) In collaboration with the Directors of: Planning and Development (DPD); Health and Social Services; Education, Youth and Sports; and Agriculture Environment and Natural Resources, advocate for inclusion of nutrition in the district Social Economic Profile, District Development Plans and District Implementation Plan
- u) Facilitate nutrition commemoration events such as World Breastfeeding Week, World Food Day, and African Food and Nutrition Day
- v) Participate in food and nutrition related campaigns such as health campaigns, and Agriculture Open Days
- w) Conduct district nutrition cluster meetings during emergencies for action

(ii) Operational modalities

The committee meets on a **bi-monthly** and on needs basis

(iii) Leadership

The Committee is led by DPD with support from the PNHAO who also serves as secretariat for the committee.

(iv) Composition

The Committee is comprised of a cross section of stakeholders including: departments, civil society organizations, faith-based organisations, UN representatives, Nutrition Champion representative, media representatives, and private sector, among others.

(v) Accountability and reporting

DNCC is responsible for submitting reports to the DEC for action.

(vi) Linkages with other coordinating committees

The Committee has linkages with the following committees:

- a) District Executive Committee
- b) District committees responsible for Monitoring and Evaluation; Disaster; Agriculture Extension and Services among others

3.3.2 Area Nutrition Coordination Committee (ANCC)

The Area Nutrition Coordinating Committee (ANCC) aims at strengthening coordination and networking among stakeholders at TA level for an effective nutrition response. It provides technical guidance in implementation of nutrition interventions and also receives updates and reports from all sectors and implementing partners working within the TA. The committee provides a platform for all stakeholders working within the TA to share information and disseminate strategic documents including results from programme assessments.

(i) Scope of work

The scope of work for the committee includes;

- a) Facilitate development and implementation of Area level nutrition action plan
- b) Facilitate the selection and orientation of CLANs at ADC and VDC level
- c) Conduct capacity needs assessment for frontline workers, volunteers, promoters and other related village cadres
- d) Support the training of the VNCC using agreed training packages
- e) Conduct supportive supervision, monitoring, and mentoring of the VNCC and caregroups
- f) Support data collection and other research activities at TA level, including research findings dissemination
- g) Participate in the organisation of food and nutrition related events and campaigns e.g. open days, agriculture fairs, health campaigns.
- h) Conduct review meetings
- i) Consolidate and submit reports of the VNCC to DNCC
- j) Support the identification of community level nutrition champions
- k) Share performance on the achievement of key indicators within the TA, utilising novel tools such as the score card
- l) Represent the ANCC in relevant structures such as the ACLAN

(ii) Operational modalities

The committee meets on a **bi-monthly** and on needs basis

(iii) Leadership

The Committee members will elect a chairperson and the secretariat on rotational basis

(iv) Composition

The Committee is comprised of a cross section of stakeholders working at TA level including AEDCs, AEHOs, PEAs, ACDOs, CSO representatives

(v) Accountability and reporting

ANCC is responsible for submitting reports to the DNCC for consolidation and action.

(vi) Linkages with other coordinating committees

The Committee has linkages with the following committees among others:

- a) District Nutrition Coordination Committee
- b) Area Development Committee
- c) Area Stakeholder Panel

3.3.3 Area Community Leaders Action on Nutrition (ACLAN)

The ACLAN is a community leaders group aimed at raising awareness and advocating for behaviour change for improved nutrition at TA level.

(i) Scope of work

ACLAN is responsible for:

- a) Advocating for nutrition activities in their area
- b) Mobilising their communities to participate in various nutrition activities
- c) Mobilise community resources for community nutrition activities e.g cooking demonstrations
- d) Facilitating community to community learning activities e.g. exchange visits, open days and agriculture fairs
- e) Monitoring CLANs and Care groups on bi-annual basis
- f) Facilitate coordination and review meetings for the CLANs
- g) Facilitate community action to address issues emanating from ANCC performance assessments on key indicators
- h) Support the identification of community level nutrition champions

(ii) Operational modalities

The committee meets on a bi-monthly and on needs basis

(iii) Leadership

The committee is led by the TA with support from the ANCC. The group will elect a secretary from among the members.

(iv) Composition

The Committee is comprised of SGVH/GVH, a representative of the ANCC, and other influential community leaders as deemed appropriate.

(v) Accountability and reporting

ACLAN shares updates and reports to the Area Development Committee.

(vi) Linkages with other coordinating committees

The Committee has linkages with the following;

- a) Area Nutrition Coordination Committee
- b) Area Development Committee
- c) Area Stakeholder Panel

3.3.4 Community Leaders Action on Nutrition (CLAN)

The CLAN is a community leaders group aimed at raising awareness and advocating for behaviour change for improved nutrition at village level.

(i) Scope of work

CLAN is responsible for:

- a) Support establishment of the care groups and selection of care group promoters
- b) Support documentation of community nutrition information, feedback and response
- c) Follow up on vital statistics e.g. maternal and child deaths, disease outbreak for people, animals and crops
- d) Facilitate the development of village nutrition By Laws, model gardens etc
- e) Facilitate community action to address issues emanating from ANCC performance assessments on key indicators
- f) Advocating for nutrition activities in their area
- g) Mobilising their communities to participate in various nutrition activities
- h) Mobilise community resources for community nutrition activities e.g. cooking demonstrations
- i) facilitate community to community learning activities e.g. exchange visits, open days, agriculture fairs
- j) Monitoring Care group promoters and care group activities
- k) Support the identification of community level nutrition champions
- l) Settling disputes arising from care groups and promoters.

(ii) Operational modalities

The committee meets on a bi-monthly and on needs basis

(iii) Leadership

The committee is led by the Group Village Headman with a secretary elected from among the members.

(iv) Composition

CLAN is composed of Village Heads, Faith Leaders, and other Prominent People in the village as deemed appropriate, including a representative from the VNCC.

(v) Accountability and reporting

CLAN shares updates and reports with the VNCC and VDC.

(vi) Linkages with other coordinating committees

The Committee has linkages with the following;

- a) Village Nutrition Coordination Committee
- b) Village Development Committee
- c) Village Stakeholder Panel

3.3.5 Village Nutrition Coordination Committee (VNCC)

The Village Nutrition Coordinating Committee (VNCC) is a technical committee aimed at strengthening coordination and networking among stakeholders at village level for an effective nutrition response. It supports the implementation of nutrition interventions and also receives updates and reports from all sectors and implementing partners working within the village. The committee provides a platform for information sharing on key nutrition issues including results from programme assessments.

(i) Scope of work

The VNCC is responsible for:

- a) Facilitate development and implementation of village level nutrition action plan
- b) Ensure the inclusion of nutrition into existing village level action plans
- c) Receiving and compiling reports of care group activities from care group promoters.
- d) Supervising and providing guidance to care groups, CLANs and care group promoters.
- e) Providing guidance to the GVH in establishing village By Laws, model gardens etc.
- f) Submitting monthly reports to Area Nutrition Coordinating Committee
- g) Conduct capacity needs assessment for care group promoters and volunteers,
- h) Support the training of the care groups using agreed training packages
- i) Conduct supportive supervision, monitoring, and mentoring of the care groups
- j) Supporting the identification of nutrition champions at village level
- k) Support data collection and other research activities at village level, including research findings dissemination
- l) Participate in the organisation of food and nutrition related events and campaigns e.g. open days, agriculture fairs, health campaigns.
- m) Conduct review meetings from time to time

(ii) Operational modalities

The committee meets on a monthly and on needs basis

(iii) Leadership

The Committee members will elect a chairperson and the secretariat on rotational basis from the members

(iv) Composition

The Committee is comprised of a cross section of stakeholders working at village level including front line workers from various sectors, CSO representatives, School Health and Nutrition teachers and other relevant village level field workers.

(v) Accountability and reporting

VNCC is responsible for submitting reports to the ANCC for consolidation and action, with regular updates to the VDC.

(vi) Linkages with other coordinating committees

The Committee has linkages with the following committees among others:

- a) Area Nutrition Coordination Committee
- b) Village Development Committee
- c) Village Stakeholder Panel

3.3.6 CARE GROUP

A Care Group is a platform for promoting behaviour change interventions for optimal nutrition. This is achieved through training, mobilization, education and monitoring of health and nutrition interventions at village level. Care Group is formed by mobilizing communities on model followed by household listing and formation of clusters within the GVH level. A cluster is a group of 8-12 households with target beneficiaries that are close to each other. Formation of Care Group depends on the size of the village, availability of volunteers, distances between houses, population density and topography. In each cluster, one member (female or male) is selected as a cluster leader. Cluster leader and promoter are supervised and trained by promoter and frontline worker respectively.

3.3.6.1 Role of Care Group Promoter

Care group Promoters are responsible for 2 to 3 care groups to provide the following;

- a) Provide support and supervision to care group and CLAN governance and activities

- b) Bridging front line worker and care groups ensuring existence of good relationships
- c) Providing technical backstopping when frontline workers are not around
- d) Conduct household spot-checks to ensure care groups are doing the right things
- e) Participate in coordinating meetings e.g CLAN meeting, village meetings
- f) Documenting and updating vital statistics in the community register
- g) Organize care group review meetings
- h) Collects, consolidate and submit care group reports to front line worker
- i) Participate in the organisation of food and nutrition related events and campaigns e.g. open days, agriculture fairs, health campaigns

3.3.6.2 Role of Cluster Leader

Cluster leader will be responsible for 8 to 12 households to provide the following services and functions:

- a) Conduct door to door visits to provide education and counselling on a trained topic
- b) Participate in all care group meetings.
- c) Conduct community mobilizations and sensitizations targeting caregivers during campaigns such as Health campaigns, agriculture open days among others.
- d) Counsel households on appropriate nutrition during pregnancy, lactation, and infant and young child feeding including feeding for People living with HIV and AIDS
- e) Keeping records of all her/his activities and report to the care group leader.
- f) Conduct nutrition and health talks, songs, dances during campaigns
- g) Conduct rapid screening for identification and referral of malnourished and other health conditions among children at household level
- h) Conduct follow up visits on children discharged from hospital and those on CMAM programme.
- i) Managing teaching aids and other relevant materials provided to them
- j) Facilitate adoption of behaviours, knowledge, attitudes and practices that promote improved nutrition by communities.
- k) Participate in emergency response interventions e.g nutrition screening, food distribution, nutrition counselling and WASH activities.
- l) Participate in the organisation of food and nutrition related events and campaigns e.g. open days, agriculture fairs, health campaigns
- m) Document and register all the beneficiaries