Ministry of Gender, Labour and Social Development

INTEGRATING FOOD AND NUTRITION SECURITY
AND EARLY CHILDHOOD DEVELOPMENT
IN COMMUNITY DEVELOPMENT PROGRAMMING

Monitoring and Supervision Tool

September 2016

Foreword

Community mobilization is such an important function that it has become an integral part of all development initiatives. It helps the communities to understand and appreciate their situation and also sets pace for action and increases demand for better service delivery. Therefore, all those involved in community mobilization are critical for increasing community uptake of services and overall participation in the development process.

Food and nutrition security have become such important components of the development agenda that their integration is paramount more than ever before. In the past, efforts aimed at improving food and nutrition security were seriously constrained in part due to the absence of appropriate reference materials for community mobilizers. This informed the development of the community mobilization guide and packages on food and nutrition security for use by community mobilizers. It was hoped that the utilization of these reference materials would help to deliver relevant food and nutrition security messages with the resultant projected effect of increasing knowledge and influencing the attitudes, beliefs and practices at community and household levels.

The development of the packages coincided with the renewed emphasis on early childhood development with a focus on *communicating and playing with children*. Thus the issues of food and nutrition security and early childhood development are now considered critical in community development programming and their integration needs to be tracked at all levels of planning and implementation. This informed the development of this monitoring and supervision tool.

I am grateful to USAID's Food and Nutrition Technical Assistance III Project (FANTA) for their technical and logistical support that made the development of this tool possible. I also commend the efforts and input of the Technical Working Group that was constituted to oversee the development of the tool.

I urge all the concerned to make use of this tool to inform better community development programming in the country.

Pius Bigirimana
PERMANENT SECRETARY

Acknowledgements

1. Introduction

1.1 Background

The Ministry of Gender, Labour and Social Development (MGLSD) developed the *Community Mobilization on Food and Nutrition Security: A Guide for Community Mobilizers* (Guide and Flip Chart) in 2015 and adopted the *Care for Child Development* packages (Participants' Manual, Facilitators' Notes and Family Counselling Cards) developed by UNICEF and the World Health Organization. The guides provide a standardized training package for District Community Development Officers and Sub-County Community Development Workers on integration of food and nutrition security and early childhood development into community development programming. It is hoped that the utilization of these reference materials and incorporation of *communicating and playing with children* issues will help mobilizers to deliver relevant food and nutrition security and early childhood development messages with the aim of increasing knowledge and positively influencing attitudes, beliefs and practices at community, household and individual levels.

This monitoring and supervision tool was largely developed to monitor the integration of food and nutrition security and early childhood development issues, with an emphasis on communicating and playing with children, into community development programming. The tool will be used by MGLSD to follow up on progress, by documenting and learning from experiences, and to help strengthen planning and implementation of community development programs.

The purpose of the tool is to enable the MGLSD to assess the process and status of integration of food and nutrition security and early childhood development into community development programming at all levels. The objectives are:

- To assess the availability of an enabling environment favouring community mobilization for food and nutrition security and early childhood development.
- To assess the status of community mobilization for food and nutrition security and early childhood development at local government and community levels.
- To identify good practices, gaps and learning opportunities to inform strengthening of community mobilization for food and nutrition security and early childhood development.

The tool is applicable at district, sub-county, parish, community and household levels. At each of these levels, the persons or offices selected to provide relevant information are based on the roles they play with respect to community development programming for promotion of food and nutrition security and/or early childhood development. The roles of relevant offices/persons, which have guided the development of the questions asked in the tool, are described in the following section 1.2.

The monitoring and supervision (MS) forms that are provided in this tool in section 3 are applicable at the respective levels:

- Form MS 1 for District Level—information to be provided by the District Community Development Office
- Form MS 2 for Sub-County Level—information to be provided by the Sub-County Community Development Office

- Form MS 3 for Parish Level—information to be provided by the Parish Development Committee
- Form MS 4 for Village Level—information to be provided by Local Council executive leadership
- Form MS 5 for Household Level—information to be provided by the head of the household, mother, care provider and/or any other adult member of the household

1.2 Levels of Monitoring and Supervision and Roles

1.2.1 District Level

The District Community Development Officer (DCDO) is expected to create an enabling environment for community mobilization—an extension-level activity. The DCDOs achieve this mainly by:

- Ensuring the department work plan and budget have activities focusing on community mobilization for food and nutrition security and early childhood development[1]
- Orienting community development staff and other extension resource persons/volunteers
- Providing support supervision
- Supporting the Chief Administrative Officer and District Council to initiate and enact ordinances on food and nutrition security and early childhood development
- Ensuring the departmental reports have information on food and nutrition security and early childhood development

The DCDO or his/her representative will provide the information for the MGLSD official to complete form MS 1 for the district level.

1.2.2 Sub-County Level

This is the critical level for community development efforts that are aimed at causing positive change at the community level. The Sub-County Community Development Officer/Worker at this level is expected to:

- Ensure planning and budgeting for food and nutrition security and early childhood development-related activities
- Orient community resource persons/volunteers and ensure their supervision
- Conduct community dialogue meetings
- Conduct home visits
- Compile relevant reports related to food and nutrition security and early childhood development
- Work closely with the Sub-County Chief and Local Council to ensure enactment of byelaws on food and nutrition security and early childhood development
- Ensure departmental reports have information on food and nutrition security and early childhood development

The Sub-County Community Development Officer/Worker will provide the information for the MGLSD official to complete form MS 2 for this level.

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[1] Early childhood development activities revolve around four areas: communication and playing with children, prevention of illnesses, responding to child illnesses and feeding children.

1.2.3 Parish Level

Community development programming at the parish level is undertaken by Parish Development Committees (PDCs) with backstopping from Sub-County Community Development Officers/Workers. The key roles of PDCs include:

- Overseeing the development of parish and village development plans by organizing community meetings to identify needs and priorities
- Supervising and monitoring development activities in the parish
- Mobilizing the communities to participate in development initiatives

The monitoring and supervision roles of the PDC with respect to food and nutrition security and early childhood development have been developed to conform to their general roles. The Chairperson or a member of the Executive Committee of the PDC will provide the information for the MGLSD official to complete form MS 3 for this level.

1.2.4 Village Level

Community development programming at the village level is spearheaded by the Village or Local Council I (LC I) Committee. The key roles of the Village/LC I Committee include:

- Mobilizing households to participate in food and nutrition related initiatives
- Convening village meetings
- Analysing the village food and nutrition security and early childhood development situation
- Making the village food and nutrition security and early childhood development action plan
- Proposing byelaws on food and nutrition security and early childhood development
- Referring cases of malnutrition and child illnesses

The Chairperson or a member of the Executive Committee of the LC I will provide the information for the MGLSD official to complete form MS 4 for this level.

1.2.5 Household Level

The key role of the household is to participate in relevant interventions and processes and adopt good practices that will improve the quality of life of the household. The expectation is that effects of community mobilization on food and nutrition security and early childhood development should be demonstrated through changed knowledge, attitudes and practices.

The head of the household, mother, caregiver and/or any adult member of the household will provide the information related to progress towards these changes, which is recorded on form MS 5 by the MGLSD official.

2. Implementation of Monitoring and Supervision Activity

2.1 Leadership

The Ministry of Gender, Labour and Social Development, with involvement of other relevant stakeholders forming the National Monitoring and Supervision Team, will lead this quarterly monitoring and support supervision activity. Sub-teams shall be formed to cover all participating districts.

2.2 Participating Districts, Sub-Counties, Parishes, Communities and Homesteads

At the district level, MGLSD officials will solicit relevant information to complete Form MS 1 from the Community-Based Services department and thereafter co-opt relevant technical staff and travel to selected sub-counties and parishes or communities for completing the remaining forms. The selection of sub-counties to be assessed using the MS forms in section 3 will be done in consultation with the district technical staff while the selection of parishes and communities to be assessed will be done in consultation with the sub-county technical teams.

The exercise will cover at least 20 per cent of the districts in each of the nine regions[2] per quarter. It is also envisaged that at least 20 per cent of sub-counties in each district should participate while in each sub-county at least 20 per cent of the parishes will participate. In the same way, in each parish at least 20 per cent of the villages will participate while in each village at least 5 per cent of the households will participate.

2.3 Data Collection and Reporting

The MS Forms include the information collection categories listed below for the respective levels. At all levels, MGLSD officials are responsible for collecting the information, filing out the form, and compiling a report which shall be submitted to the Commissioner for Community Development and Literacy for further management and decision making. A performance improvement plan should be produced for weaknesses observed, and a narrative report compiled according to information collection categories that captures findings, strengths, weaknesses/gaps, and recommendations.

- District level
  - Work plan and budget
  - Orientation of sub-county staff and volunteers
  - Support supervision visits
  - Reporting
  - Ordinances
  - Materials
- Sub-county level

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[2] These are Buganda 1, Buganda 2, Busoga, East, Karamoja, North, South West, West, and West Nile (see section 4).

- o Work plan and budget
- o Orientation of community resource persons and volunteers
- o Support supervision visits
- o Initiation and enactment of byelaws
- o Community dialogue meetings
- o Home visits
- o Reporting
- o Reference materials
- o Stakeholders and areas/topics of their involvement
- Parish level
  - o Work plan
  - o Community dialogue meetings
  - o Community sensitization meetings
  - o Home visits
  - o Reporting
  - o Reference materials
- Village level
  - o Work plan
  - o Community dialogue meetings
  - o Home visits
  - o Referral of malnourished and/or sick child
  - o Reference materials
- Household level
  - o Participation in community dialogue meetings
  - o Steps/progress towards improvement of food and nutrition security and early childhood development situation
  - o Participation in making village/community action plans for food and nutrition security and early childhood development

On the basis of information collected at each level and weaknesses observed there should be a simple performance improvement plan agreed to with respective implementers at the district and sub-county level following the template below.

Information collection category	Weakness	Required action	Timing	Responsible person	Means of verification

At the end of the exercise a comprehensive narrative report will be made highlighting overall key findings, strengths, weaknesses/gaps and recommendations; but for ease of follow-up, key issues can be summarized using to the following template.

Information collection category	Strength	Weakness/Gap	Recommendation

The key highlights of the report will be shared with the District Community Development Officers during their National Conference. At the district level, the findings from sub-counties are to be discussed in Community Development Departmental staff meetings. The departmental staff will equally share the key highlights of the report about their sub-counties with community resource persons and volunteers. Community resource persons and volunteers will provide feedback to communities and households in appropriate fora.

3. Monitoring and Supervision (MS) Forms

Form MS 1: District Level

This form is for collecting information at the district level. The District Community Development Officer or his/her representative will provide information related to activities that are expected at this level. These activities are largely directed towards creating an enabling environment for community mobilization, which is a community-level activity. The form will collect information according to six (6) information collection areas.

A: Work Plan and Budget

This part collects information on whether the Community-Based Services department's quarterly work plan has activities directed towards community mobilization for food and nutrition security as well as early childhood development. While there is no limit to the activities that could be included in the work plan, potential activities include orientation of sub-county staff and volunteers, support supervision targeted to the sub-county level, reporting on relevant activities, and support to development of ordinances. In addition, information on challenges faced in integrating food and nutrition security and early childhood development issues in the work plan and budget should be collected.

B: Orientation

This part collects information on whether orientation of staff and volunteers has been conducted; and if so, how many events and how many participants participated by respective categories and sex.

C: Support Supervision

This part collects information on whether support supervision during the quarter was carried out and areas that were focused on. In practice, support supervision at this level is targeted to sub-county staff and should be informed by the activities expected at this level.

D: Reporting

Reporting is monitored in its own right as evidence of activities having been undertaken. The purpose of reviewing the reports is to verify/cross-check the information collected through verbal interviews. Issues discussed related to the reports should correspond to the activities expected at this level.

E: Ordinances

Though the ordinances are part of the political decision making process, the District Community Development Officer plays a key role in bringing issues to the attention of the politicians, thus the need to track the officer's efforts at this level in terms of the ordinances initiated and the status of their development.

F: Reference Materials

At the district level, materials may have been developed or acquired from other sources. The information on available specific reference materials needs to be collected.

Ministry of Gender, Labour and Social Development

Integrating Food and Nutrition Security and Early Childhood Development into Community Development Programming

MONITORING AND SUPERVISION TOOL – FORM MS 1: DISTRICT LEVEL

FORM MS 1: District level (Interview District Community Development Officer or his/her representative)	
District	
Department	Community-Based Services
Date	

No	Questions	Answer category
Work plan and budget		
A1	Does the department have updated data on food and nutrition and early childhood development to inform planning?	☐ Yes ☐ No **(Skip to A3)**
A2	How does the department get the data?	
A3	What activities related to food and nutrition security and early childhood development are included in the work plan? (Ask if these activities are included and tick accordingly.)	☐ Orientation of community development staff and volunteers ☐ Support supervision for community mobilization ☐ Support supervision for early childhood development ☐ Other (specify):
A4	Who are the service providers in food and nutrition security and early childhood development that support implementation of the work plan?	
A5	For each of the service providers, indicate the type of support given.	
A6	Does the department collaborate with other departments on issues of food and nutrition security and early childhood development?	
A7	If yes, for each department indicate areas of collaboration.	
A8	What are the challenges related to integrating community mobilization for food and nutrition security activities in the work plan and budget?	
A9	What are the challenges related to integrating early childhood development activities in the work plan and budget?	

	Orientation			
A10	Has the DCDO been oriented on community mobilization for food and nutrition security and early childhood development in the last year?	☐ Yes ☐ No **(Skip to A13)**		
A11	Who conducted the orientation?			
A12	What specific areas were covered in the orientation? (Ask which of these were covered and tick appropriately.)	☐ Meaning of community mobilization ☐ Principles of community mobilization ☐ Planning for community mobilization ☐ Stakeholders in mobilizing for food and nutrition security ☐ Community dialogue ☐ Meaning and signs of food security ☐ Meaning and signs of food insecurity ☐ People most at risk of food insecurity ☐ Consequences of food insecurity ☐ Meaning and signs of good nutrition ☐ Meaning and signs of malnutrition ☐ People most at risk of malnutrition ☐ Consequences of malnutrition ☐ Conducting home visits ☐ Infant and young child feeding ☐ Play and communication with infants and young children ☐ Prevention of infant and young child illnesses ☐ Responding to infant and young child illnesses ☐ Others (specify):		
A13	How many orientation events have been conducted for other cadres in the district during the quarter?	Number _____ **If none, skip to A15**		
A14	What categories of people were oriented by sex and numbers? (Obtain from training reports.)	**Cadre**	**Male**	**Female**
		Community Development Officers		
		Agriculture Officers		
		Health Assistants/Officers		
		Assistant Community Development Officer		
		Functional Adult Literacy Instructors		
		Parish Development Committee Members		
		Centre Coordinating Tutors		
		Community-Based Informal Group[3] Leaders		
		Others:		

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[3] These include youth groups, women groups, groups of people living with HIV, the elderly and groups of persons with disabilities.

	Support Supervision	
A15	Did you conduct support supervision visits on food and nutrition security and early childhood development during the quarter?	☐ Yes ☐ No
A16	What areas were covered in support supervision	☐ Work plans and budgets ☐ Orientations ☐ Community dialogue meetings ☐ Food production ☐ Food storage ☐ Food processing ☐ Hygiene facilities ☐ Exclusive breastfeeding ☐ Food demonstration gardens ☐ Others (specify):
	Reporting	
A17	Are there departmental activity reports related to community mobilization on food and nutrition security?	☐ Yes ☐ No
A18	Are there departmental activity reports related to early childhood development activities during the quarter?	☐ Yes ☐ No
A19	Are there reports from other stakeholders? If yes, list the stakeholders.	☐ Yes (list stakeholders): ☐ No
A20	What reports related to community mobilization for food and nutrition security and early childhood development are being kept/captured? (Ask if these are some of the reports.)	☐ Orientation of community development staff and volunteers ☐ Support supervision ☐ Other (specify):
A21	Are the reports shared in any forum/platform?	☐ Yes ☐ No
A22	If yes, indicate the forum/platform.	☐ District Management Meetings ☐ Technical Planning Committee Meetings ☐ Review Meetings ☐ Other (specify):
A23	What are the challenges related to reporting on community mobilization for food and nutrition security?	
A24	What are the challenges related to reporting on early childhood development?	
A25	How have the various challenges been addressed?	

Ordinances

A26	Are there ordinances on food and nutrition security initiated as a result of your efforts?	☐ Yes ☐ No **(If no, skip to A28)**	

A27	If yes, name the ordinance/s and state which stage[4] of development it is in.	Ordinance	Stage of development/status

A28	Are there ordinances on early childhood development initiated as a result of your efforts?	☐ Yes ☐ No **(If no, skip to A30)**	

A29	If yes, name the ordinance/s and state which stage of development it is in.	Ordinance	Stage of development/status

Reference materials

A30	Are there reference materials to support community mobilization for food and nutrition security?	☐ Yes ☐ No
A31	Are there reference materials to support community mobilization for early childhood development?	☐ Yes ☐ No
A32	What materials are available for both food and nutrition security and early childhood development? (Ask if these are some of the available materials.)	☐ Community Mobilization Guide on Food and Nutrition Security ☐ Community Mobilization Flip Chart on Food and Nutrition Security ☐ Early Childhood Development Facilitators' Manual ☐ Counselling cards for Community Mobilizers ☐ Food and Nutrition Handbook for Extension Workers ☐ Guidelines for Integrating Nutrition in Agriculture Enterprise Mixes ☐ National Nutrition Planning Guidelines ☐ National Handbook for Community Development Officers and Stakeholders in Community Development Work ☐ Others (specify):
A33	What is the source of these materials?	

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[4] The stages of ordinance development are: appointment of law committee, analysis of the problem, examination of existing laws, consultations with stakeholders, drafting, introduction of bill to council, publication and dissemination of copies of the draft, debating the bill, certification by the Minister, signing by the District Chairperson, and publication.

Form MS 2: Sub-County Level

This form is for collecting information at the sub-county level. The Sub-County Community Development Officer or his/her representative will provide information related to activities that are expected at this level. These activities are largely directed towards causing positive change at the community level either directly through their efforts or indirectly through community resource persons and/or volunteers. The form will collect information according to nine (9) information collection areas.

A: Work Plan and Budget

This part collects information on whether the department's quarterly work plan has activities directed towards community mobilization for food and nutrition security as well as early childhood development. While there is no limit to the activities that could be included, the minimum set should include orientation of community resource persons and volunteers, community dialogue meetings, home visits and support supervision directed towards community resource persons and volunteers.

B: Orientation

This part collects information on if orientation has been conducted and what categories of people were oriented, disaggregated by sex. This is for both food and nutrition security and early childhood development. Further information sought is related to the specific areas/topics that the orientation focused on.

C: Support Supervision

This part collects information on whether support supervision during the quarter was carried out and areas that were focused on with respect to the activities of community-based resource persons and volunteers at the parish and community level.

D: Initiation and Approval of Byelaws

Byelaws are part of the political decision making process. The Sub-County Community Development Officer plays a key role in bringing issues to the attention of politicians, thus the need to track the officer's efforts at this level in terms of the byelaws initiated and the status of their development.

E: Community Dialogue Meetings

Information collected relates to the number of meetings with respect to food and nutrition security and early childhood development and the number of people that participated.

F: Home Visits

This section collects information on the number of home visits conducted, issues focused on and challenges with respect to food and nutrition security and early childhood development.

G: Reporting

This section collects information on whether reports are made. Reviewing the reports, if available, will corroborate or verify some of the information on respective activities expected at this level. In addition, if there are challenges to reporting they will be captured.

H: Reference Materials

The strength of community mobilization is, in part, informed by the existence of appropriate reference materials. This part seeks to find out if such materials are available and if so, which ones.

I: Participation of Stakeholders

Considering that the sub-county is the implementation/operational level for all interventions, this is where the activities of stakeholders can be appropriately assessed. Thus, there is a need to identify the stakeholders involved in community mobilization for food and nutrition security and early childhood development and the specific areas/issues that they focus on.

Integrating Food and Nutrition Security and Early Childhood Development into Community Development Programming

MONITORING AND SUPERVISION TOOL – FORM MS 2: SUB-COUNTY LEVEL

FORM MS 2: Sub-county level (Interview the Sub-County Community Development Officer/Worker)	
District	
Sub-county	
Department	Community-Based Services
Date	

No	Questions	Answer category
Work Plan and Budget		
B1	Is the Sub-County Nutrition Coordination Committee established?	☐ Yes ☐ No **(If no, skip to B3)**
B2	Has it been oriented?	☐ Yes ☐ No
B3	Does the department's quarterly work plan and budget have activities explicitly focusing on community mobilization for food and nutrition security	☐ Yes ☐ No
B4	Does the department's quarterly work plan and budget have activities explicitly focusing on early childhood development?	☐ Yes ☐ No
B5	Have you received funding for food and nutrition and early childhood development activities in the quarter?	☐ Yes ☐ No
B6	If so, how much?	
B7	Does the department have updated data on food and nutrition and early childhood development to inform planning?	☐ Yes ☐ No
B8	How does the department get the data?	
B9	What are the activities that are included in the work plan (tick all that apply) with respect to community mobilization for food and nutrition security and early childhood development?	☐ Orientation of community resource persons ☐ Community dialogue meetings on food and nutrition security ☐ Community dialogue meetings on early childhood development ☐ Home visits ☐ Support supervision ☐ Other (specify):

B10	Who are the service providers in food and nutrition security and early childhood development that support implementation of the work plan?	
B11	For each of the service providers, indicate the type of support given.	
B12	Does the department collaborate with other departments on issues of food and nutrition security and early childhood development?	
B13	If yes, for each department indicate areas of collaboration.	
B14	What are the challenges related to integrating community mobilization for food and nutrition security activities in the work plan and budget?	
B15	What are the challenges related to integrating community mobilization for early childhood development activities in the work plan and budget?	

Orientation

B16	Have community-based resource persons and volunteers been oriented on community mobilization for food and nutrition security and early childhood development during the last quarter?	☐ Yes ☐ No **(Skip to B19)**

B17	What categories and how many were oriented?		**Male**	**Female**
		Functional Adult Literacy Instructors		
		PDC Members		
		Centre Coordinating Tutors		
		Community-Based Informal Group[5] Leaders		
		Community-Based Facilitators		
		VHT Members		
		Chairperson/Head of Teachers' Association		
		Other (specify):		

B18	What specific areas were covered in the orientation? (Ask to confirm which of these were covered.)	☐ Meaning of community mobilization ☐ Principles of community mobilization ☐ Planning for community mobilization ☐ Stakeholders in mobilizing for food and nutrition security ☐ Community dialogue ☐ Meaning and signs of food security

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[5] These include youth groups, women groups, groups of people living with HIV, the elderly and groups of persons with disabilities.

		☐ Meaning and signs of food insecurity
		☐ People most at risk of food insecurity
		☐ Consequences of food insecurity
		☐ Meaning and signs of good nutrition
		☐ Meaning and signs of malnutrition
		☐ People most at risk of malnutrition
		☐ Consequences of malnutrition
		☐ Conducting home visits
		☐ Infant and young child feeding
		☐ Play and communication with infants and young children
		☐ Prevention of infant and young child illnesses
		☐ Responding to infant and young child illnesses
		☐ Other (specify):
B19	How many food and nutrition security and early childhood development orientation events has the department conducted during the quarter?	State number _____ **(if none, proceed to B21)**

B20	What cadre and how many were trained?	Cadre	Male	Female
		Functional Adult Literacy Instructors		
		PDC Members		
		Centre Coordinating Tutors		
		Community-Based Informal Groups Leaders		
		Community-Based Facilitators		
		VHT Members		
		Other (specify):		

Support Supervision

B21	Did you carry out support supervision visits on food and nutrition security and early childhood development during the quarter?	☐ Yes ☐ No
B22	What areas were covered during the visits?	☐ Work plans and budgets ☐ Orientations ☐ Community dialogue meetings ☐ Home visits ☐ Food production ☐ Food storage ☐ Food processing ☐ Hygiene facilities ☐ Exclusive breastfeeding ☐ Food demonstration gardens ☐ Other (specify):

	Byelaws			
B23	Are there byelaws on food and nutrition security that have been initiated as a result of your efforts?	☐ Yes ☐ No **(If no, skip to B25)**		
B24	If yes, name the byelaw/s and state which stage[6] of development it is in.	**Byelaw**		**Stage of development/status**
B25	Any byelaws on early childhood development that have been initiated as a result of your efforts?	☐ Yes ☐ No **(If no, skip to B27)**		
B26	If yes, name the byelaw/s and state which stage of development it is in.	**Byelaw**		**Stage of development/status**
	Community Dialogue Meetings			
B27	How many community dialogue meetings on food and nutrition security have been conducted during the quarter?	Number _____ **(If none, skip to B29)**		
B28	How many people participated by sex?	**Total Number**	**Male**	**Female**
B29	How many community dialogue meetings on early childhood development have been conducted during the quarter?	Number _____ **(If none, skip to B31)**		
B30	How many people participated by sex?	**Total Number**	**Male**	**Female**

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[6] The stages of byelaw development are: appointment of law committee, analysis of the problem, examination of existing laws, consultations with stakeholders, drafting, introduction of bill to council, publication and dissemination of copies of the draft, debating the bill, certification by the Minister, signing by the local political leadership and publication.

B31	How many home visits on food and nutrition security and early childhood development have been conducted during the quarter?	Number _____ **(If none, proceed to B33)**
B32	What issues were focused on during the home visit? (Ask to find out which of these areas were focused on and tick as appropriate.)	☐ General cleanliness around the homestead ☐ Personal hygiene ☐ Availability and use of latrines ☐ Availability and use of drying racks ☐ Availability of food storage facilities/granaries ☐ Availability of clean water storage facilities ☐ Availability of food/backyard gardens ☐ Rubbish disposal facilities availability/practices ☐ Foods produced by the homestead ☐ Infant and young child feeding practices ☐ Child immunization ☐ Availability of materials (including locally made[7]) that encourage play and promote learning ☐ Appearance of children ☐ Other (specify):
B33	What challenges to planning and conducting home visits on food and nutrition security and early childhood development did you encounter in the quarter?	

Reporting

B34	Are there reports related to community mobilization on food and nutrition security and early childhood development?	☐ Yes ☐ No **(If none, skip to B36)**
B35	What reports related to community mobilization for food and nutrition security and early childhood development are being kept/captured? (Review available reports.)	☐ Orientation ☐ Community dialogue meetings ☐ Home visits ☐ Other (specify):
B36	What are the challenges related to compilation of community mobilization reports on food and nutrition security? (Discuss the causes of the challenges and how they can be best addressed.)	
B37	What are the challenges related to compilation of community mobilization reports on early childhood development? (Discuss the causes of the challenges and how they can be best addressed.)	

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[7] Locally made/available materials including balls, dolls, dummy vehicles, ropes, rattles, etc.

	Reference Materials	
B38	Are there materials to support community mobilization for food and nutrition security and early childhood development?	☐ Yes ☐ No **(If none, skip to B41)**
B39	What materials are available? (Ask which of these are available and tick.)	☐ Community Mobilization Guide (and Packages) on Food and Nutrition Security ☐ Food and Nutrition Handbook for Extension Workers ☐ Early Childhood Development Facilitators' Manual ☐ Counselling Cards for Community Mobilizers ☐ Participants Manual on Integrated Childhood Illnesses ☐ Guidelines for Integrating Nutrition in Agriculture Enterprise Mixes ☐ National Nutrition Planning Guidelines ☐ National Handbook for Community Development Officers and Stakeholders in Community Development Work ☐ Other (specify):
B40	What are the sources of these materials? (List sources.)	
	Stakeholders	
B41	Who are the key stakeholders involved in community mobilization for food and nutrition security and early childhood development in your sub-county? (Ask which of these are involved and tick as applicable.)	☐ Centre Coordinating Tutors ☐ School Personnel (specify)[8] ☐ Community-Based Informal Groups ☐ Community Leaders (specify): ☐ PDC ☐ Civil Society Organizations ☐ Religious Leaders ☐ Cultural Leaders ☐ Herbalists ☐ Extension Workers (specify): ☐ Health Centre Management Committee ☐ Community Resource Persons ☐ Other (specify):
B42	For each stakeholder ticked above, what do they usually talk about?	
	Centre Coordinating Tutors	
	School Personnel	
	Community-Based Informal Groups	
	Community Leaders	
	PDC	

[8] Need to specify who is involved in schools, such as Teachers, Parents Teachers Association (PTA), School Management Committee and School Council.

Civil Society Organizations
Religious Leaders
Cultural Leaders
Herbalists
Extension Workers
Health Centre Management Committee
Community Resource Person
Other (specify):

Form MS 3: Parish Level

This form is for collecting information at the parish level. The chairperson of a member of the Executive of the Parish Development Committee will provide information related to these functions. With respect to food and nutrition security and early childhood development, information is to be collected according to six (6) information collection areas.

A: Work Plan

This part collects information on whether the Parish Development Committee work plan has activities directed towards community mobilization for food and nutrition security as well as early childhood development. While there is no limit to the activities that should be included, the minimum set should include community dialogue meetings, community sensitization meetings, and home visits. If there are challenges to integration of food and nutrition security and/or early childhood development, these should also be captured here, and their causes and possible solutions discussed.

B: Community Dialogue Meetings

This section collects information on the number of dialogue meetings and the number of participants by sex in addition to the challenges met in planning and executing the meetings.

C: Community Sensitization Meetings

Information collected here relates to the number of meetings, number of participants by sex and the challenges associated with planning and executing these meetings.

D: Home Visits

This section collects information on the number of home visits conducted, issues focused on and challenges with respect to food and nutrition security and early childhood development.

E: Reporting

The reports sought here relate to the activities that are expected at this level which are: community dialogue meetings, community sensitization meetings, food and nutrition situation analysis, child care and protection situation analysis, participatory planning and home visits.

F: Reference Materials

This section seeks to find out which materials are utilized at this level.

Integrating Food and Nutrition Security and Early Childhood Development into Community Development Programming

MONITORING AND SUPERVISION TOOL - FORM MS 3: PARISH LEVEL

FORM MS 3: Parish level (Interview the PDC Chairperson or a member of the PDC Executive)	
District	
Sub-County	
Parish	
Date	

No	Questions	Answer category
Work Plan		
C1	Does the PDC have a work plan?	☐ Yes ☐ No
C2	What are the activities that are included? (Ask which of these are included and tick all that apply.)	☐ Community dialogue meetings ☐ Community sensitization meetings ☐ Home visits ☐ Other (specify):
C3	Do the planned activities receive funding?	☐ Yes ☐ No
C4	If so, what were the sources of funding?	
C5	What are the challenges related to integration of food and nutrition and early childhood development in the parish work plan? (Discuss the challenges, their causes and how best they can be realistically overcome.)	
Community Dialogue Meetings		
C6	How many community dialogue meetings on food and nutrition security have been conducted in the quarter?	Number _____

C7	How many people participated disaggregated by sex?	**Total Number**	**Male**	**Female**

C8	How many community dialogue meetings on early childhood development were conducted in the quarter?	Number _____

C9	How many people participated disaggregated by sex?	**Total Number**	**Male**	**Female**

| C10 | What are the challenges to planning and conducting community dialogue meetings on food and nutrition and early childhood development? | | | |

Community Sensitization Meetings

C11	Did you conduct community sensitization meetings on food and nutrition security in the quarter?	☐ Yes ☐ No		
C12	How many people participated disaggregated by sex?	**Total Number**	**Male**	**Female**
C13	Did you conduct community sensitization meetings on early childhood development in the quarter?			
C14	How many people participated disaggregated by sex?	**Total Number**	**Male**	**Female**
C15	What are the challenges to planning and conducting community sensitization meetings on food and nutrition and early childhood development?			

Home Visits

C16	How may home visits were conducted in the quarter?	Number _____ (**If none, skip to C18**)
C17	What issues were focused on? (Tick all that apply.)	☐ General cleanliness around the homestead ☐ Personal hygiene ☐ Availability and use of latrines ☐ Availability and use of drying racks ☐ Availability and use of food storage facilities/granaries ☐ Availability of clean water storage facilities ☐ Availability of food/backyard gardens ☐ Rubbish disposal facilities availability/practices ☐ Foods produced by the homestead ☐ Foods eaten in the home ☐ Infant and young child feeding practices ☐ Appearance of children ☐ Communication and play with children ☐ Others (specify):
C18	What are the challenges related to planning and conducting home visits for food and nutrition security and early childhood development?	

Reports		
C19	Does the PDC compile reports?	☐ Yes ☐ No **(If no, skip to C21)**
C20	If the reports capture issues of food and nutrition security and early childhood development, point them out.	☐ Community dialogue meetings ☐ Community sensitization meetings ☐ Home visits ☐ Food and nutrition situation analysis ☐ Child care and protection situation analysis ☐ Participatory planning ☐ Other (specify):
C21	What are the challenges related to compilation of food and nutrition security and early childhood development related reports? (Discuss the causes of the challenges and how they can be best addressed.)	
Reference Materials		
C22	Are there materials to support community mobilization for food and nutrition security and early childhood development?	☐ Yes ☐ No **(If no, end of Form MS 3 questions)**
C23	What materials are available? (Tick as appropriate.)	☐ Community Mobilization Guide (and Packages) on Food and Nutrition Security ☐ Food and Nutrition Handbook for Extension Workers ☐ Guidelines for Integrating Nutrition in Agriculture Enterprise Mixes ☐ National Nutrition Planning Guidelines ☐ National Handbook for Community Development Officers and Stakeholders in Community Development Work ☐ Early Childhood Development Facilitators' Manual ☐ Counselling Cards for Community Mobilizers ☐ Others (specify):
C24	Identify sources of these materials.	

Form MS 4: Village Level

This form is for collecting information at the community or village level. Through the Local Council system, the LC I Chairperson or a member of the Executive Committee will provide information related to these functions. The form will be used to collect information on five (5) information collection areas:

A: Work Plan

This part collects information on whether the village has plans for food and nutrition security and early childhood development and what specific activities are included.

B: Community Dialogue Meetings

This section collects information on participation of the village residents in community dialogue meetings on food and nutrition security and early childhood development; the numbers should be disaggregated by sex.

C: Home Visits

The village leadership is expected to organize and/or participate in home visits. Information expected from them includes the number of visits, the issues of focus and the challenges faced in planning and executing them.

D: Referrals

The village leaders are expected to provide information on whether they have made referrals, the reasons for such referrals and the office or health facility they were referred to.

E: Reference Materials

This section seeks to find out which materials are utilized at this level.

Integrating Food and Nutrition Security and Early Childhood Development into Community Development Programming

MONITORING AND SUPERVISION TOOL – FORM MS 4: VILLAGE LEVEL

FORM MS 4: Village level (Interview the LC I Chairperson or Member of LC I Executive Committee)	
District	
Sub-County	
Parish	
Village	
Date	

No	Questions	Answer category
Work Plan		
D1	Does the village have a work plan?	☐ Yes ☐ No **(If no, skip to D3)**
D2	What activities for promotion of food and nutrition security and early childhood development are included?	☐ Home visits ☐ Community/dialogue meetings ☐ Other (specify):
Community Dialogue Meetings		
D3	Has this village participated in community dialogue meetings?	☐ Yes ☐ No **(If no, skip to D6)**

D4	How many village members participated?	**Total Number**	**Male**	**Female**

D5	What issues/topics/areas concerning food and nutrition and early childhood development were discussed? (Tick as appropriate.)	☐ Food security ☐ Food insecurity ☐ Signs of food insecurity ☐ Causes of food insecurity ☐ Consequences of food insecurity ☐ Nutrition ☐ Malnutrition ☐ Signs of malnutrition ☐ Causes of malnutrition ☐ Consequences of malnutrition ☐ Prevention of childhood illnesses ☐ Management/responding to childhood illnesses ☐ Infant and young child feeding ☐ Communicating and playing with children ☐ Other (specify):

	Home Visits	
D6	How many home visits were conducted?	Number of visits: _____ **(If none, skip to D9)**
D7	What issues were focused on? (Ask which of these were focused on and tick.)	☐ General cleanliness around the homestead ☐ Personal hygiene ☐ Availability and use of latrines ☐ Availability and use of drying racks ☐ Availability and use of food storage facilities/granaries ☐ Availability of clean water storage facilities ☐ Availability of food/backyard gardens ☐ Rubbish disposal facilities availability/practices ☐ Foods produced by the homestead ☐ Foods eaten in the home ☐ Infant and young child feeding ☐ Availability of materials (including locally made[9]) that encourage play and promote learning ☐ Appearance of children ☐ Antenatal visits ☐ Postnatal visits ☐ Others (specify):
D8	What are the challenges related to planning and conducting home visits? (Discuss the causes of the challenges and how they can be best addressed.)	

	Referrals	

D9	Have you made any referrals during the quarter?	☐ Yes ☐ No **(If no, skip to D11)**	
D10	What were the reasons for the referrals? And to which offices or health facility were the referrals made?	**Reason for Referral**	**Referral Made to**

	Reference Materials	
D11	Are there materials to support community mobilization for food and nutrition security and/or early childhood development?	☐ Yes ☐ No **(If no, end of Form MS 4 questions)**
D12	What materials are available? (List)	
D13	Identify sources of these materials.	

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[9] Locally made/available materials including balls, dolls, dummy vehicles, ropes, rattles, etc.

Form MS 5: Household Level

This form is for collecting information at the household level. Preference should be given to households with young children. As much as possible the head of the household, wife and caregiver should all participate. The form has three (3) information collection areas.

A: Participation in Community Dialogue Meetings

This part collects information on whether members of the household participated in community dialogue meetings. The members participating in community dialogue meetings should be categorized in terms of males and females.

B: Steps Taken to Improve Food and Nutrition Security and Early Childhood Development

This collects information on whether the knowledge acquired through community dialogue meetings or any other source is put into practice. The checklist for this is based on the practices expected of an ideal or model homestead.

C: Participation in Making Village/Community Action Plans for Food and Nutrition Security and Early Childhood Development

This assesses whether the household participated in making community food and nutrition security and early childhood development plans.

Integrating Food and Nutrition Security and Early Childhood Development into Community Development Programming

MONITORING AND SUPERVISION TOOL – FORM MS 5: HOUSEHOLD LEVEL

FORM MS 5: Household level (Interview the head of the household, mother, care provider and/or any adult member of the household)	
District	
Sub-County	
Parish	
Village	
Date	

No	Questions	Answer category		
E1	Has the household participated in community dialogue meetings?	☐ Yes ☐ No **(If no, skip to E4)**		
E2	How many male and female household members participated?	**Total Number**	**Male**	**Female**
E3	What issues concerning food and nutrition security and early childhood development were discussed? (Tick as appropriate.)	☐ Food security ☐ Food insecurity ☐ Signs of food insecurity ☐ Causes of food insecurity ☐ Consequences of food insecurity ☐ Nutrition ☐ Malnutrition ☐ Signs of malnutrition ☐ Causes of malnutrition ☐ Consequences of malnutrition ☐ Growth monitoring ☐ Deworming ☐ Immunization ☐ Vitamin A supplementation ☐ Sleeping under a mosquito net ☐ Signs of common illnesses ☐ Management/responding to childhood illnesses ☐ Infant and young child feeding ☐ Communicating and playing with children ☐ Other (please specify):		
E4	What foods are produced by the household?			

E5	Does the household have food stored from previous season(s)?	☐ Yes ☐ No
E6	What foods are bought by the household?	
E7	How many meals do children have a day?	
E8	Do you have materials that encourage children to play?	☐ Yes ☐ No
E9	If so, specify the available materials.	☐ Balls ☐ Ropes ☐ Dummy vehicles ☐ Dolls ☐ Rattles ☐ Others (specify):
E10	Which of these facilities and/or practices do you have/are you currently engaged in?	☐ Drying rack ☐ Food storage ☐ Water chain handling ☐ Food/vegetable gardens ☐ Rubbish disposal pit ☐ Production of varieties of food ☐ Eating varieties of food ☐ Toilet and hand washing facility ☐ Immunization of children under 5 years ☐ Compound cleanliness ☐ Seeking extension services ☐ Raring small livestock ☐ Participation in Child/Family Days ☐ Making antenatal visits ☐ Making postnatal visits ☐ Exclusive breastfeeding for 6 months ☐ Continuation of breastfeeding up to 2 years after introduction of supplementary feeding ☐ Taking sick children to health centres ☐ Involvement of men and women in food and nutrition security activities ☐ Involvement of men and women in early childhood development activities ☐ Non-farming income-generating activities ☐ Making play materials for children ☐ Buying play materials for children ☐ Other (specify):
E11	Has any household member participated in making village/community plans for food and nutrition security?	☐ Yes ☐ No
E12	Has any household member participated in making village/community plans for early childhood development?	☐ Yes ☐ No

4. District Clusters

West Nile

Adjumani	Moyo
Arua	Nebbi
Koboko	Yumbe
Maracha	Zombo

North

Agago	Kole
Alebtong	Lamwo
Amolatar	Lira
Amuru	Nwoya
Apac	Otuke
Dokolo	Oyam
Gulu	Pader
Kitgum	

Karamoja

Abim	Moroto
Amudat	Nakapiripirit
Kaabong	Napak
Kotido	

Buganda 1

Buikwe	Mityana
Buvuma	Mubende
Kayunga	Mukono
Kiboga	Nakasongola
Kyankwanzi	Wakiso
Luweero	

Buganda 2

Bukomansimbi	Lyantonde
Butambala	Masaka
Gomba	Mpigi
Kalangala	Rakai
Kalungu	Sembabule
Lwengo	

South West

Buhweju	Mbarara
Bushenyi	Mitooma
Ibanda	Ntungamo
Isingiro	Rubirizi
Kabale	Rukungiri
Kanungu	Sheema
Kiruhuura	
Kisoro	

West

Buliisa	Kibaale
Bundibugyo	Kiryandongo
Hoima	Kyegegwa
Kabarole	Kyenjojo
Kamwenge	Masindi
Kasese	Ntoroko

East

Budaka	Kibuku
Bududa	Kumi
Bugiri	Kween
Bukedea	Manafwa
Bukwo	Mbale
Bulambuli	Ngora
Busia	Pallisa
Butaleja	Sironko
Buyende	Serere
Kaberamaido	Soroti
Kapchorwa	Tororo
Katakwi	

Busoga

Iganga	Luuka
Jinja	Mayuge
Kaliro	Namayingo
Kamuli	Namutumba