

Nutrition-Sensitive Agriculture Design Guide Community of Practice

Community Charter – Last Updated December 5, 2020

1. Introduction

The Nutrition-Sensitive Agriculture Design Guide community charter documents the goals, activities, and resources required to successfully launch and cultivate a sustainable community of practice (CoP). The community charter includes six sections: community overview; scope; community participation; assumptions, risks, and constraints; and community organization. The intended audience for this charter is USAID, USAID Advancing Nutrition, and community members.

2. Community Overview

The *Designing Effective Nutrition-Sensitive Agriculture Activities Workshop* was developed under the Strengthening Partnerships, Results, and Innovations in Nutrition Globally (SPRING) project and finalized by USAID Advancing Nutrition. It provides the materials and resources needed to facilitate a three-day workshop and support activities in developing contextually appropriate, nutrition-sensitive agriculture outcomes, interventions, and indicators.

USAID and USAID Advancing Nutrition conceptualized the CoP as a way to foster uptake and use of the guide. It aims to support members in facilitating the workshop for their activity teams and using the Design Guide and materials to inform activity design and implementation. Community discussions provide a forum for knowledge sharing between activity teams around technical problems, potential solutions, and shared professional experiences and challenges. USAID Advancing Nutrition provides tailored technical assistance in nutrition-sensitive agriculture and facilitation to respond to member needs. Ultimately, this community will serve as a knowledge repository of guidance, best practices, and experiences related to the Design Guide.

3. Scope

Mission

Justification

The *Designing Effective Nutrition-Sensitive Agriculture Activities Facilitator's Guide* was developed to help users facilitate a peer-led workshop; at least two participants are required to prepare and facilitate the workshop for their team. During the workshop, facilitators guide their teams in discussing the key outcomes of their activities and how they ultimately may lead to improved nutritional status. Teams then develop interventions to target the underlying contributors to malnutrition in the activity's target area.

Given the complexity of designing nutrition-sensitive agricultural interventions, the facilitators for this workshop must complete significant advance preparation. They need an understanding of good program design, including how to develop results frameworks, activity interventions, and outcomes, as well as expertise in nutrition-sensitive agriculture, agriculture, nutrition, food security, or some combination of these knowledge areas. They should have basic facilitation skills to effectively adapt the guide to their context, deliver the sessions, and guide their team through the exercises.

During a pilot of the workshop in Rwanda, we discerned that many activity teams need support in effectively preparing and delivering the workshop. We designed a training of trainers focusing on basics in facilitation, which we plan to deliver with a small group of prospective facilitators. We also identified a CoP as another mechanism that could assist facilitators in the longer term. Continued engagement through a CoP enables USAID Advancing Nutrition and USAID to provide tailored, ongoing support to respond to activity teams' unique challenges in delivering the workshop and using the guide, while fostering peer-to-peer exchange. The CoP will provide a platform for the activity team to share examples of challenges and opportunities from the application of the Design Guide in the field. After developing the idea for the CoP, we conducted a survey to see if there was interest and demand to participate and received significant positive feedback.

Audience and Approach

The community of practice will target two key groups:

- Activity teams interested in facilitating the Design Guide workshop for their activity teams.
- Activity teams who have already participated in the Design Guide workshop and are seeking additional support in adjusting interventions, results frameworks, or performance monitoring plans.

The community of practice will use multiple approaches to support community members in using the guide to conduct the workshop.

1. We will cultivate a community with shared interest in using the guide. We will facilitate discussion between members to encourage them to share experiences and lessons learned.
2. We will provide ongoing technical support to activities in facilitating the workshop and applying the guide to design and adjust activities. This may include developing introductory facilitation materials, case study examples, and frequently asked questions and responses. We will also provide targeted technical expertise for members via email or office hours with USAID Advancing Nutrition team members.
3. We will frequently reassess our approach, mission, and goals to ensure the community of practice meets members' needs.

Goals

The goals of this community of practice are as follows:

- Encourage knowledge-sharing between activity teams using the guide to conduct the workshop.
- Support activity teams in applying the guide to their specific context and needs.
- Identify challenges activity teams are facing in delivering and using the guide and provide tailored guidance and support to address their concerns.
- Support activity teams in developing the facilitation skills required to deliver an effective and useful workshop for their activity teams.
- Evaluate the success of the CoP on a regular basis.

- Look for collaboration points between activity teams to facilitate networking.

High-Level Requirements

The following table presents the requirements the community must meet for its goals to be satisfied.

#	Requirement
1	Launch Community; invite members
2	Disseminate the community to relevant networks
3	Develop guidance and materials to generate community discussion
4	Encourage participation and collaboration between community members
5	Evaluate community effectiveness and adaptability manage over time

4. Community Participation

Individual and Organizational Benefits

Through the sharing, creation, and management of knowledge around the *Designing Effective Nutrition-Sensitive Agriculture Activities Facilitator's Guide*, the community enables individuals to—

- continue learning and developing skills needed to implement effective nutrition-sensitive agriculture interventions
- learn and refine facilitation skills needed to effectively deliver the Design Guide workshop
- access expertise as needed
- communicate with peers to share experiences.

Rules for Being a Member

Members will be required to—

- adhere to the governing principles of participation, transparency, responsiveness, consensus, equity and inclusiveness, effectiveness and efficiency, and accountability
- foster a respectful and kind community environment
- encourage the ongoing education of members and the deepening of expertise among members.

Steering Committee

- Once the CoP is launched, USAID Advancing Nutrition and USAID will establish a steering committee. The committee will meet on a quarterly basis to assess progress, identify successes and challenges, and develop recommendations and action items to improve moderation and management of the CoP.
- The first steering committee meeting will be held in FY 2021 and will include members of USAID and USAID Advancing Nutrition. We will assess community engagement and discuss if and how to engage community members interested in joining the committee. If we decide to expand membership to include community members, we will collaboratively develop and finalize a process before the second quarterly meeting in 2021.

5. Assumptions, Constraints, and Risks

Assumptions

Organizers from USAID and USAID Advancing Nutrition took the following assumptions into consideration in the development of this community. If any of these assumptions proves to be invalid, the community could face a possible risk.

- There is interest in receiving long-term support in using the *Designing Effective Nutrition-Sensitive Agriculture Activities Facilitator's Guide*.
- Activity teams have the time and resources to prepare and deliver a three-day workshop and participate in community practice discussions.
- There is an interest among implementing partner activity teams in forming informal and formal connections.
- There may be CoP members who take increasing responsibility for stewarding the success of the community in the long term.

Risks and Mitigation

Risk	Mitigation
Limited availability of members to participate collectively	Reassess our approach to the community of practice. We may respond by providing more targeted technical assistance (via Zoom and email) to a fewer number of activities vs. posting more general guidance.
Community does not draw interest	Reassess our dissemination strategy to more effectively target interested stakeholders.
Community members do not actively participate in discussions	Reassess the focus of the content being posted on the platform by the moderator. Conduct a survey or key informant interviews to get input from members on how to adjust the content to more effectively engage more members. Consider changing the conversation frequently to keep the conversation interesting and engage different groups.
Community leaders do not emerge	USAID Advancing Nutrition will continue to moderate the discussion. If community members do not emerge who want to manage the platform in the long term, the community may have a shorter shelf life.

6. Community Organization

Roles and Responsibilities

Organization	Community Role	Community Responsibilities	Level of Effort
USAID Advancing Nutrition	Moderator and manager	Moderate the platform, lead discussions, generate conversations, prepare materials and guidance	When the platform is launched in early 2021, USAID Advancing Nutrition will spend an estimated 6 hours per week developing content and managing the

Organization	Community Role	Community Responsibilities	Level of Effort
		to post to the platform.	platform (this LOE will be divided among the team members). If we determine that more resources are required to successfully manage the platform, USAID Advancing Nutrition and USAID will discuss and develop a solution.
USAID	Technical oversight and direction	Meets with USAID Advancing Nutrition on a biweekly basis to discuss progress and ways to improve content and member engagement.	<p>USAID Advancing Nutrition will engage in biweekly meetings with USAID, ad hoc meetings as required, and participate in quarterly steering committee meetings.</p> <p>USAID will review the activity summary, charter, and deliverables for this activity but will not need to review content posted to the community of practice.</p>
USAID and USAID Advancing Nutrition	Provide input on the management and vision for the CoP	Meet quarterly to review the performance of the community of practice, discuss how to adjust the content or focus to better engage members, and revisit the scope and vision to ensure it still aligns with member needs.	



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