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DEVELOPMENT PROCESS FOR THE MULTI-SECTOR NUTRITION FINANCIAL TRACKING TOOL FOR KITUI, KISUMU, AND KAKAMEGA COUNTIES



About USAID Advancing Nutrition

USAID Advancing Nutrition is the Agency's flagship multi-sectoral nutrition project, led by JSI Research & Training Institute, Inc. (JSI) and a diverse group of experienced partners. Launched in September 2018, USAID Advancing Nutrition implements nutrition interventions across sectors and disciplines for USAID and its partners. The project's multi-sectoral approach draws together global nutrition experience to design, implement, and evaluate programs that address the root causes of malnutrition. Committed to using a systems approach, USAID Advancing Nutrition strives to sustain positive outcomes by building local capacity, supporting behavior change, and strengthening the enabling environment to save lives, improve health, build resilience, increase economic productivity, and advance development.

Disclaimer

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Photo credit: *County MSN Financial Tracking Tool group session with county planning and budgeting officers from Kisumu, Kitui and Kakamega.* Photo by Peter Milo/USAID Advancing Nutrition Kenya.

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Acknowledgments

The subnational multi-sector nutrition (MSN) Financial Tracking Tool (FTT) was developed by nutrition-specific and nutrition-sensitive departments from the county governments of Kakamega, Kitui, and Kisumu. A team of dedicated interdisciplinary professionals from the sectors of Health, Agriculture, Education, Social Protection, and Water, Sanitation and Hygiene (WASH), and Gender were involved to realize this monumental milestone to enhance accountability and advocate for increased financial allocation for nutrition. The county teams involved nutritionists, monitoring and evaluation experts, program managers/officers, planners and budgeting experts, and county information officers, among many others. Extensive consultations with the county sector representatives informed the drafting, designing, and finalization of the MSN FTT. USAID Advancing Nutrition hereby acknowledges the county MSN forum members (listed in Annex 4 and 5) for spending their time and expertise to make this FTT one that can be used by three counties and later adopted for national and wider use in the other 44 counties. We thank the respective county leadership in the MSN sectors for their commitment to pilot the MSN FTT and provide leadership oversight in its development. In addition, we wish to thank the following county planners and budget experts among others for leading the adaptation process and bringing on board practical experiences and linkages with existing county financial tools in other sectors: Alex Muthyo, Assistant Director Economic Planning (Kitui); Dr. Otieno Kennedy, Health Systems Management and Policy Specialist (Kisumu); Loreen Omwakwe, County Planner (Kakamega); James Otieno, County Health Information Officer (Kisumu); Micheal Ruto, County Health Records Information Officer, (Kakamega); Oscar Nyangweso, Economist (Kakamega); and Hanrietan Ndunge, Economist (Kitui).

The process of developing the subnational MSN financial tracking tool would not have been possible had we not undertaken comprehensive consultation and engaged stakeholders. We wish to recognize the following national-level departments and stakeholders for their invaluable insights: the national Ministry of Health (MOH)/Division of Nutrition and Dietetics (DND) and the Ministry of Agriculture, Livestock, Fisheries and Cooperatives (MOALFC) for technical support and linkages with national stakeholders. The MOH/DND provided access to the existing FTT that was developed earlier with support from UNICEF. Further, MOH/DND facilitated a training of trainers (TOT) for another tool, referred to as Optima Financial Modeling. Optima is a tool developed through a partnership of Aga Khan University and Burnet Institute—Melbourne, Australia. The Optima training brought together county stakeholders from Kisumu, Kakamega, and Kitui. This informed the strengths and weaknesses of the existing tools and helped build a case for a tool that can be used widely across all counties for routine tracking of financial expenditure for nutrition—hence laying the foundation and case for the adaptation of the county MSN FTT.

The process of developing the MSN FTT was led by USAID Advancing Nutrition staff in partnership with county counterparts. We extend our sincere appreciation to the following staff for providing technical leadership and managing the entire assignment: first, to Dr. Emily Teshome (Nutrition-Sensitive Advisor), Joyce Nyaboga (Capacity Strengthening Advisor) and Njeri Kimere (Nutrition-Specific Advisor); secondly, to Catherine Wamuyu (Monitoring, Evaluation, and Learning Coordinator), who worked alongside county planners to develop the financial dashboards and ensure linkages of related documents such as county annual operations work plans, among others. Thirdly, to our County Technical Coordinators (CTC)—Catherine Moraira (Kakamega County), Timothy Muli (Kitui County), and Phinhas Atieno (Kisumu County), who fostered continued relationships and communication in the development process for effective county participation and ownership.

Lastly, we extend our appreciation to Peter Milo—USAID Advancing Nutrition Kenya Chief of the Party and James Njiru (Senior Nutrition Advisor, Save the Children—Kenya) for their overall leadership across the levels of governments and stakeholders leading to this adapted MSN FTT for the counties.

Acronyms

AWPs	Annual work plans
CECM	County Executive Committee Members
CTC	county technical coordinator
DND	Division of Nutrition and Dietetics
FTT	Financial Tracking Tool
FY	Fiscal year
IFMIS	Integrated Financial Management Information Systems
M&E	Monitoring and Evaluation
MCA	members of the County Assembly
MOA	Ministry of Agriculture
MOALFC	Ministry of Agriculture, Livestock, Fisheries and Cooperatives
MOH	Ministry of Health
MSN	Multi-sector nutrition
PBB	programme based budgeting
Q	quarter
ROCA	Rapid Organization Capacity Assessment Tool
SOP	Standard Operating Procedure
TOT	training of trainers
WASH	water, sanitation, and hygiene
VBA	Visual Basic for Application

Chapter I: Introduction

Financial or budget tracking is a process used to track the budget progress of a specific project. Its application is important for tracking expenses, receipts, and invoices so that a project can be completed within its allotted budget. There are several types of budgeting, but the government sectors in Kenya typically use activity-based budgeting, often referred to as “program-based budgeting” (PBB). In a multi-sector setting, the budgeters or project planners from different sectors; namely Agriculture, Health, Education, Social protection and WASH, often start with a desired end result or goal then outline activities, outputs, and targets to reach and create a budget that accommodates those actions. The overall goal being to measure the effectiveness and efficiency of budget management in line with the Public Finance and Management Act, 2012 and County Government Act, 2012.

This MSN FTT will be used for reviewing, updating, and monitoring financial resources for nutrition-sensitive and specific interventions. The tool tracks the budget allocated by county governments and partners working in their geographical location against the expenditure on a quarterly basis. Its operation is continuous throughout the planning and implementation cycle to enable each sector and the county government as a whole to monitor their resources for nutrition. This tool aims to support the users in the management of county resources dedicated for nutrition as planned so as to achieve the intended development goal. This is in line with the principle of openness, accountability, public participation, prudence, responsibility, and clear fiscal reporting of public resources and those intended to contribute to public sector development as envisaged in the Constitution of Kenya (2010).

Development and Ownership

The tool has been developed by the nutrition multi-sector departments of Kakamega, Kisumu, and Kitui counties to address the gaps in financial reporting for nutrition investments. The process has been led by the respective county planning and budgeting officers from the county MSN sectors with financial and technical support from USAID Advancing Nutrition. The tool has been adapted from the existing county budget tracking tools to meet the MSN requirements.

Benefits of the MSN FTT are:

- Continuous monitoring of costs and government commitments associated with MSN interventions
- Provision of real-time records of what was spent for estimating new targets and growth of the county projects and programs.
- Informing budget advocacy and prioritization based on actual evidence with county assemblies and county executives and with communities during public participation sessions.

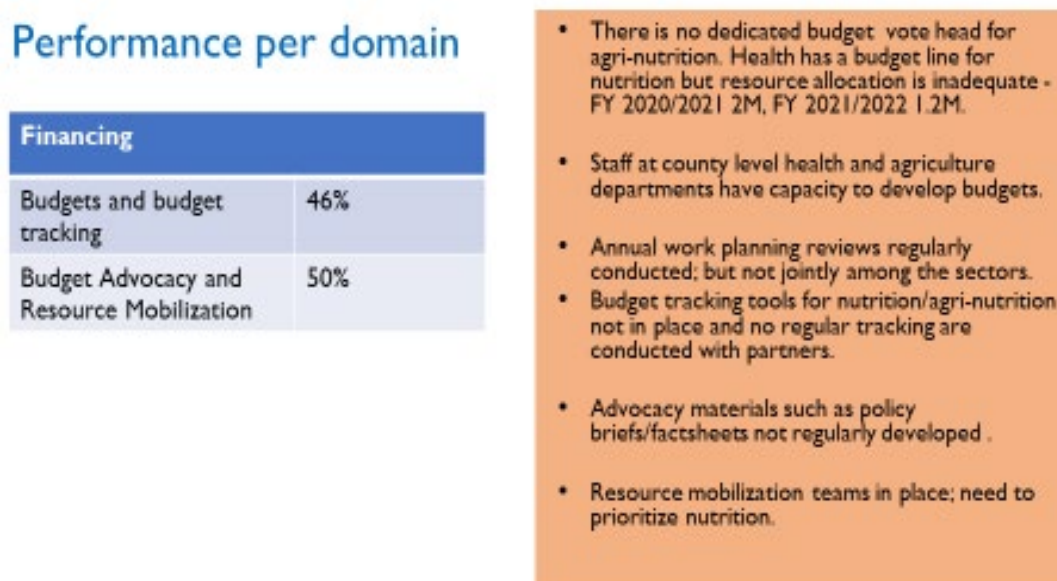
Genesis of the MSN FTT

In the initial stages of the USAID Advancing Nutrition project in FY22, a Rapid Organization Capacity Assessment (ROCA) was conducted in our three counties of Kisumu, Kakamega, and Kitui. This assessment examined the planning and mobilization of funds necessary to cover the nutrition requirements, including allocation and expenditure reviews. In general, the domain assessed the extent to which nutrition and agri-nutrition are included in the financial resource commitments, allocations, and expenditures in the counties. For example, the performance indicator under budget and budget tracking was suboptimal at 48%, 23%, and 31% in Kakamega, Kisumu, and Kitui, respectively¹.

¹ County Government of Kisumu, Kakamega and Kitui – Rapid Organizational Capacity Assessment (ROCA) Reports (March 2022)

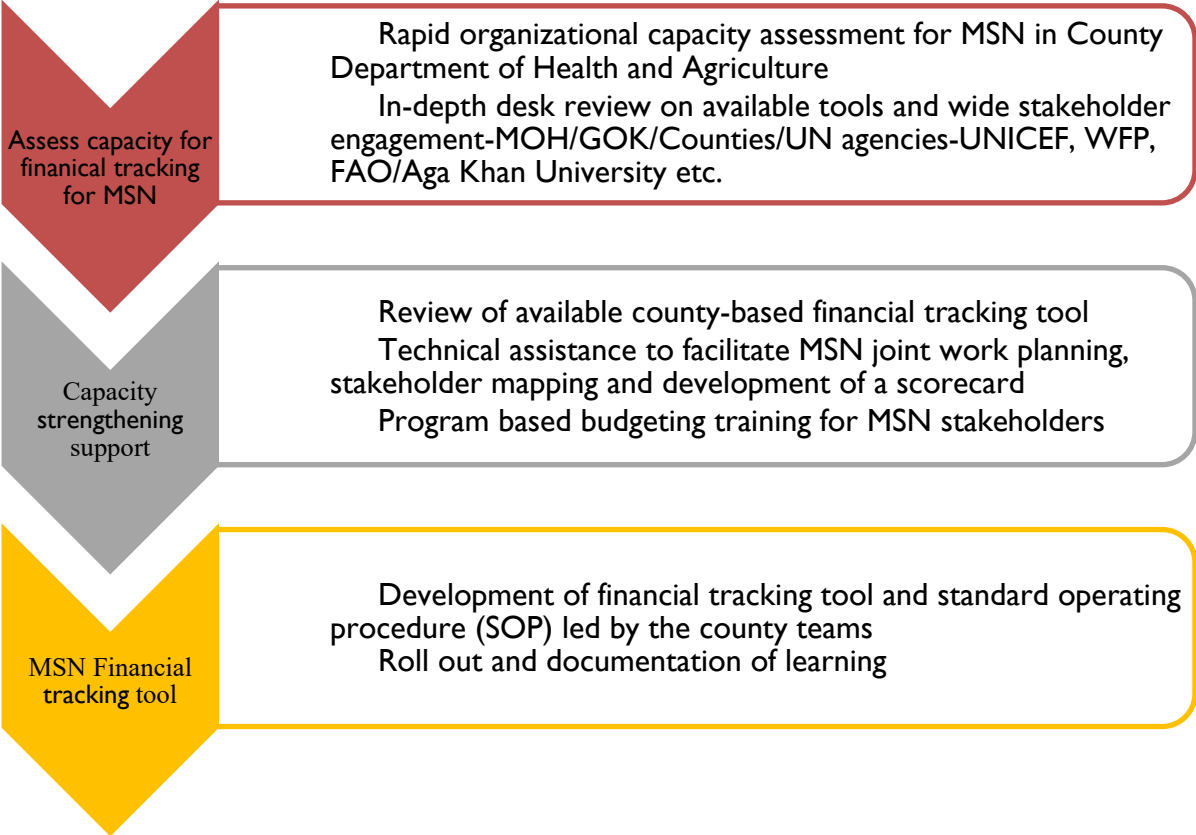
On the other hand, for the same ROCA, the Budget Advocacy and Resource Mobilization indicator performance was at 50%, 33%, and 50% in Kakamega, Kisumu and Kitui counties, respectively. This meant that counties lacked a resource mobilization plan and resources to implement planned activities. The results showed the need for developing an FTT and a system that will advance budgeting and resource mobilization at the county level.

Figure I. ROCA: Financing Domain Results for Kakamega County, February 2022



Chapter 2: MSN FTT (systems)

Development Phases



The Development Process

To develop the MSN FTT, the project adhered to the following three key stages as outlined below. In the next section, these stages have been broken into phases and steps.

Development Process of the MSN FTT

Phase 0: Co-creation phase and justification for an MSN FTT

While gauging the capacity of stakeholders in budgeting and tracking their expenses, ROCA confirmed that many challenges exist in financial tracking (including a lack of access to budget information in the finance, planning, and budget departments). County program staff in nutrition and other sectors such as agriculture indicated limited knowledge of the government budget cycles. Therefore, opportunities to influence the public budget at the most critical stages are often missed, and development partners do not always disclose information on resource envelopes available for nutrition to the county and national government. Following the results of ROCA, several engagements and a consultation were conducted by USAID Advancing Nutrition at the national level and with stakeholders. The consultation aimed to identify the existence of any FTT for nutrition that includes nutrition-sensitive sectors, their functionality, and accessibility.

Although UNICEF introduced an FTT through the MOH/DND to the country more than seven years ago, not all stakeholders had access to the tool or were familiar with its use for tracking financial resources for nutrition. Furthermore, the tool is limited to the health sector and has not been adapted for use by nutrition-sensitive sectors. In addition, other UN agencies and nutrition stakeholders renewed an interest in a specific tool that was tailored for the counties and widely accessible. Furthermore, in FY22 in Q3, USAID Advancing Nutrition facilitated MOH/DND to undertake a training of national and select county experts from Kisumu, Kakamega, and Kitui on another tool named Optima Nutrition, developed by Aga Khan University.

Optima Nutrition is a qualitative tool that can provide practical advice to the government to assist with the financial allocation of current or projected expenditures across nutrition programs. The tool considers the allocative efficiency of spending across interventions that can impact malnutrition. The model has three main uses: optimizing investment for best health/nutrition and economic outcomes, projecting future scenarios, and setting targets. Despite the robustness of Optima, it was determined to be inadequate for day-to-day tracking of expenses and was only utilized to measure the impact in the long term; to be nutrition specific, it relied upon external expertise resident outside Kenya (Burnet Institute), and the adaptation rights of the tool were restricted. Lastly, it was not linked to other existing systems such as the Kenya Government Integrated Financial Management Information Systems (IFMIS) that counties use to receive and report government resources.

Phase I: Identification of existing FTT at the county level

The county tool identified for adoption was from the Kitui County-integrated nutrition tracking tool. The tool comprised 25 different data entries, including program, subprogram, activities/indicators, outputs, approved budgets, allocated budgets, duration per quarter, cumulative outputs, absorption rates, and details/status of funding and aligned well with the Annual Operations Work plans (AWPs) (see Annex 2). The tool has been in use for the last three years and has provided information for government expenditure to enhance accountability. The MSN FTT task force from across the three counties was established with support of USAID Advancing Nutrition, and wider MSN members reviewed the tool and made the following assessment:

- The tool is simple and easy to use but lengthy, and certain columns may not be useful for the MSN financial tracking system.
- The tool can easily be modified to accommodate the integrated planning, budgeting, and expenditure for monitoring MSN budgeting.
- The tool can be adopted to include budgets and expenditures for partners.
- The tool can be modified to include a drop-down menu to allow for multiple users.
- The tool can be modified to include data analysis and present results as charts (dashboard) based on user needs.
- One main challenge of the tool is that it is manual.

The task force discussed some key questions that would guide the operationalization of the MSN FTT. These questions included:

- How frequent will the tool be used (monthly or quarterly)?
- Who will be the key users of the tool?
- Will the partners be willing to share budget lines/activity information and provide a monetary value for in-kind support to government stakeholders?

- Will the tool be accessible to the subcounty team?

To answer these questions, the task force recommended a 4- to 5-day workshop that included representatives (mainly, sector leads, monitoring and evaluation (M&E), budgeting and planning experts and information systems officers) from Health, Agriculture, and Education sectors. The workshop was conducted on September 12–16, 2022. The due processes of adaptation are covered in phases 2–4 of this report.

Phase 2: Consultation process of developing the MSN FTT

USAID Advancing Nutrition supported a five-day workshop to commence the process of adopting the Kitui County MSN FTT. Workshop objectives included:

- To adapt or develop an FTT for MSN
- Pilot the MSN FTT using FY 2021/2022 county AWP financial data
- Utilize the tool for FY 2022/2023 financial tracking for county government QI (July-September).

By the end of the workshop, the following deliverables were expected:

1. An adapted MSN FTT from the draft tool provided by the County Department of Health for Kitui
2. A system of MSN data entry into the tool for purposes of editing, updating, and deleting data for authorized officers
3. A system of displaying the MSN FTT to stakeholders, either through a dedicated web portal, an Excel-based dashboard, or other agreed-upon system.

To achieve the deliverables above, county participants reviewed and built consensus on what should be added or omitted to make the existing tool simple, verifiable, accountable, and clear. Key questions that enabled them to conduct the reviews were:

1. Are all the columns necessary?
2. How can the data be entered?
3. Can the tool be linked to sector plans such as the AWP's budget, MSN joint plan and MSN scorecards, and coding system?
4. Can the tool be linked to a list of partners in the county (to verify source of funding)?
5. How do we and who will report the status of each financially tracked item?
6. How do we analyze and present data (need for dashboards, Visual Basic for Application)?
7. What kind of instructions should accompany the tools?
8. What information should be included in the drop-down menu to aid standardization across departments and counties?

Subsequently, through a consultative and facilitated workshop, the county stakeholders led by county planners from each county developed the MSN FTT. The following 10 steps were undertaken:

Step 1: The County Planners designed a joint FTT that combined the three counties into a joint worksheet. This was an online tool shared between the three counties. However, the tool was not functioning as intended because 1) it was losing some functionalities and the dashboard could not be displayed as intended, and 2) the counties had no control over their data entry and this was likely to compromise the security of the data.

Step 2: The County Planning & Design team commenced the process of separating the worksheets of the respective counties from the initial FTT joint worksheet. They configured the worksheets with conditions to permit only a high-integrity database for the county worksheets. In addition, they included functions that enable respective dashboards to be automatically generated with each data entry.

Step 3: The planning team finally developed a Microsoft Excel template of the FTT that contains the County, Department Activity Code, Activity Name, Budget, Proportions Contribution, and Expenditure columns, with quarters divided into months and a column on the balances (variances) and status of implementing the activity categorized as “ 1=completed, 2=ongoing, 3=not completed, and 4=stalled.”

Step 4: Activity codes were derived from the letters of the county, department, and activity serial number—e.g. KSA001 means Kisumu (KS), Agriculture (A), activity 1(001)—and that applied to all the three counties in the tool.

Step 5: Appropriate cell referencing, formula setting and hyperlinking was done to connect cells, tabs, and tables as required, and a pivot table was constructed. Alongside this, dashboards were constructed to reference the pivot table and were designed to reflect the counties, departments, aggregate activities, and budgets. This ensured linkages to other resources that the tool will utilize.

Step 6: Again, testing of the tool for live data entry was piloted on Google Drive; however, some functionalities (slice) were lost. Upon hosting on an alternative platform such as the Save the Children/USAID Advancing Nutrition secure platform, there was a return of integrity of the functionality. It was proposed that additional coding was required to design the data entry form using Visual Basic for Application (VBA), and additional coding to successfully host the tool in the respective county web portals will be explored—but only after testing the tool offline. Meanwhile, the tool will be shared and utilized as an offline version. The next steps proposed are for hosting of the tool in respective county systems and websites.

Step 7: To ensure optimal utilization of the tool, the team advised synchronizing the budgeting-cycle calendar with the county’s supplementary budget timelines, often done in November of each year. This will allow for advocacy for additional resources, using evidence of the utilization of allocated resources or lack of thereof. In addition, there was a need for it to be synchronized with the MSN scorecard so that it tells the story of funds utilization and change of MSN indicators. This way, the technical team will be able to share the activity status vs. expenditures and to strengthen MSN advocacy evidence.

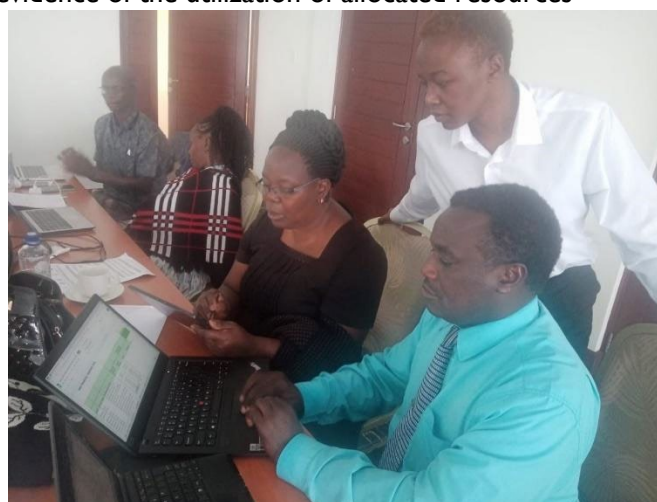


Figure 2: Left: Kitui County Presents MSN Financial tracking tool; Right: Kakamega County MOALFC populate Financial AWP data; Photo credit Dr.Emily Teshome (USAID Advancing Nutrition)

Step 8: To ensure the categorization of activity status, county participants with support from USAID Advancing Nutrition deliberated and agreed upon the content for the other related tools, tabs, and sections. For example, an introduction noted a Standard Operating Procedure (SOP) to the tool and an activity description based on two parameters: funds utilization and activity stage of implementation.

Step 9: To ensure smooth implementation, county stakeholders agreed on broad-based training and sensitization based on stakeholders needs and level of utilization. The participants proposed a physical workshop for county planners, M&E, thematic heads and information communication and technology (ICT) officers from respective counties to work on the use, and whenever possible, hosting of the tool in the respective county web portals. It is only upon successful hosting that passwords will be generated and issued to respective authorized offices for regular update of the tool. County stakeholders agreed also that the tool is a management and advocacy tool for increased budget allocation. The tool doesn't serve as an audit tool to demotivate county staff from using it with fear of retaliatory consequences.

Step 10: USAID Advancing Nutrition technical staff will continue to backstop the counties in their utilization and advocacy, with other stakeholders for wider utilization. This includes formatting, branding, and ensuring consistency across the tool. In addition, the counties are to consider investments in supporting the next steps.

Phase 3: Piloting and operationalization of the tool at the county level

A three-month period for piloting the tool was proposed with monthly check-ins by the technical team. The county MSN FTT technical task force team will comprise the planner/budget experts, sector lead, M&E, information officer, and a representative from USAID Advancing Nutrition or any other member as suggested by the MSN secretariat. The persons responsible for data entry will be county officers in the department of planning and budgeting. Departmental sector leads will be responsible for providing all activity financial data and supporting evidence of activities supported in the county and outside government funding; for example, those delivered through partners. In addition, the participants proposed a quarterly review meeting to increase the utilization and efficiency of the tool. During the piloting period, sensitization meetings will be held for different categories of leadership and related stakeholders at both the county and national level. This will enable them to intensify their commitment in resource mobilization and accountability.

Table 1. Category of Leaders to be Sensitized

Category	Reason/Rationale	Information to be provided
County Leadership—Directors, Chief Officers, County Executive Committee Member (CECM), Members of the County Assembly (MCAs)	<ul style="list-style-type: none"> • Policy formulation and resource allocation 	<ul style="list-style-type: none"> • Overview of the MSN FTT and MSN scorecard
National/County Administration and Nutrition Champions	<ul style="list-style-type: none"> • Social accountability and nutrition advocacy 	<ul style="list-style-type: none"> • Overview of the MSN FTT and MSN scorecard

Specific responsibility of the task force

- Backstop the process of utilizing the tool and deal with any challenges that may occur
- In collaboration with the MSN Secretariat, organize a training for other sector representatives (social protection, WASH, plus other relevant staff) that missed the development process of the tool

- In collaboration with the MSN Secretariat, organize sensitization workshops for the leaders, decision makers, Nutrition Champions, etc. at the county level.

Specific responsibility of the USAID Advancing Nutrition and Partners

- Provide technical support on the tool utilization on a need basis; in particular, sharing relevant MSN budgets and expenditures to sector leads for updating
- Facilitate convening of joint regular review meetings of the MSN FTT and scorecard tools at the end of F23 (Q1), which will ensure monitoring of funds utilization and sector performance
- Encourage participation of other sector staff to mitigate the risk of eventual transfers of staff likely to occur due to new county leadership and transition.

Guiding principles of the utilization of the tool

The FTT is a management tool that should be utilized alongside other management tools such as MSN Scorecard, Kenya Nutrition Scorecard, and sector performance reports. There are key steps in use of the tool:

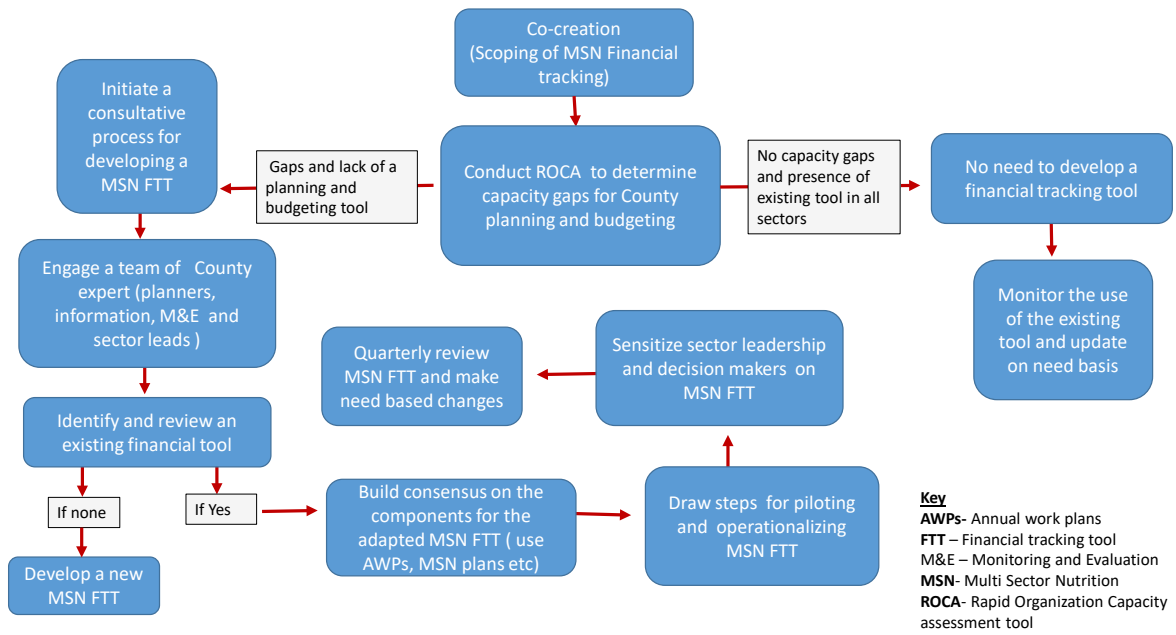
- At the beginning of the financial year (fiscal), the planning officer should update the approved work plan and budget.
- The expenditures should be populated on a monthly basis.
- Analysis and reviews should be conducted on a quarterly basis.
- An annual financial report should be generated at the end of the financial year.
- The reporting currency is Kenya Shillings (KES), and the reporting period is the Government of Kenya fiscal year (July 1 to June 30 of following year).
- Partner budget allocation and expenditures for county activities/interventions will be reported through the sector leads by official correspondence from respective sectors.
- At a minimum, a review of the tool and process will be undertaken every year to inform learning and improvement.
- The FTT is aligned and informed with other county management tools that include AWP, approved budgets, sector performance reports, partner work plans with budget/details of expenditure, and MSN joint plans.

Phase 4: Way forward and the use of the tools

The following were agreed upon as the next steps:

- Facilitate a quarterly review of the tool and make adjustments if needed.
- Following utilization of the tool, the stakeholders document lessons learned from the sectors and counties as a whole. This will be shared with the national multi-sector stakeholders, ideally 6–9 months after piloting of the tool.
- The utilization of the tool is to be linked to the MSN investment case development. The tool provides a rich source of information to support the assignment and inform recommended advocacy interventions. Lastly, Figure 2 demonstrates the logic map and process of developing the MSN FTT and feedback loop for continuous improvement.

Figure 3. Process of Developing an MSN FTT



Annex 2: Description of the end-users for the FTT

Who are the users of the FTT?		
Category	Reason	Training Package
Technical Officers (Health, Education, Agriculture, Water, Social Protection)	<ul style="list-style-type: none"> • Project implementation and resource mobilization 	<ul style="list-style-type: none"> • Overview of the FTT • Utilization of the tool
Sector Leads and Planners	<ul style="list-style-type: none"> • Financial planning, budgeting, and reporting and playing an advocacy role • Resource allocation • Custodians of the tool, updating the FTT 	<ul style="list-style-type: none"> • Overview of the FTT • Utilization (updating) of the tool
M&E Officers	<ul style="list-style-type: none"> • Participation in continuous monitoring and evaluation of programs and projects 	<ul style="list-style-type: none"> • Overview of the FTT • Review of the tool
County Leadership (Directors, Chief Officers, CECMs)	<ul style="list-style-type: none"> • Policy formulation and resource allocation 	<ul style="list-style-type: none"> • Overview of the FTT • MSN policy formulation and implementation
Accountants/Auditors/ Procurement Officers/ Partners/Donors	<ul style="list-style-type: none"> • Management of payments/accounts (status of payments) • Financial control 	<ul style="list-style-type: none"> • Overview of the FTT • Utilization of the tool

Annex 3: FTT Adaptation Workshop Programme



MSN FINANCING TRACKING WORKSHOP 12 – 16 SEPTEMBER 2022

Workshop Objectives:

- Adapt/develop an FTT for MSN
- Pilot the MSN FTT using FY 2021/2022 data
- Utilize the tool for FY 2022/2023 financial tracking for Q1

Deliverable:

- FTT for MSN
- Estimates of MSN investments for FY 2021/2022
- MSN FTT for FY 2022/2023

References:

- AWP's FY 2021/2022 and FY 2022/2023
- Budget estimates FY 2021/2022 and FY 2022/2023
- Sector performance reports
- Partner inputs – interventions and budgets
- MSN joint plans

TIME	ACTIVITY	FACILITATOR
Day 1: Monday, 12 Sep 2022		Chair: Kakamega County
0830 – 0900	Climate setting and introductions: <ul style="list-style-type: none"> • Workshop objectives by • Opening remarks by County Representatives and Chief of Party, USAID Advancing Nutrition 	Chair Dr Emily Teshome Dr. Jacob Kitari (Kakamega) Rose Achieng (Kisumu) Roy Aseka (Kitui) Peter Milo (USAID- Advancing Nutrition)

TIME	ACTIVITY	FACILITATOR
0900 – 1030	Objective of financial tracking for MSN	Dr Kennedy Otieno, Kisumu County
	Presentation of the draft FTT <ul style="list-style-type: none"> Broad discussions on what the tool needs to bring out 	Alex Muthyoi, Kitui County
Tea Break		
1100 – 1215	Group work to interact with draft tool and provide feedback	Teams
1215 – 1300	Plenary discussions and consensus on the fields for the financial tracking	Alex, Loreen, Dr Kennedy
Lunch Break		
1400 – 1530	Group work to develop the instructions for each field	Alex, Loreen, Dr Kennedy
1530 – 1630	Plenary presentations	
Tea Break & End of Day 1		
Day 2: Tuesday, 13 Sep 2022		Chair: Kisumu County
0800 – 0830	Climate setting & recap	Chair
0830 – 1030	Presentation of the complete draft tool and refinement	Alex, Loreen, Dr Kennedy
10.30 – 11.00 Tea Break		
1100 – 1300	Group work – pilot test the tool FY 2021/2022 data	Team
1.00 – 2:00 p.m. Lunch Break		
1400 – 1630	Group work – pilot test the tool FY 2021/2022 data	Team
Tea Break & End of Day 2		
DAY 3: Wednesday, 14 Sep 2022		Chair: Kitui County
0830 – 0900	Ice breaker and recap	Chair
0900 – 1030	Group work presentations and areas of improvement	Team
Tea Break		
1100 – 13:00	Refinement of tool by the planners and budget officers Technical officers gather data for FY 2022/2023	Team
Lunch Break		
1400 – 1500	Presentation of final tool	Alex, Loreen and Dr Kennedy
1500 – 1630	Input for FY 2022/2023 data	
Tea Break and end of Day 3		
DAY 4: Thursday, 15 Sep 2022		Chair: Kakamega County
0830 – 1130	Input for FY 2022/2023 data	Teams
Tea break		

TIME	ACTIVITY	FACILITATOR
1130 – 1300	Input for FY 2022/2023 data	Teams
Lunch Break		
1400 – 1630	Group presentation for FY 2022/2023 budgets	Teams
Tea Break and end of Day 4		
DAY 5: Friday, 16 September 2022		Chair: Kisumu County
0830 – 1000	Group presentation for FY 2022/2023 budgets	Team
1000 – 11:00	Group discussion on tool operationalization at county level (<i>Who?, How?, and possible challenges</i>)	
Tea break		
1130 – 12:30	Group presentation on tool operationalization	Team
1:00 – 2:00 p.m.	Lunch Break	
1400 – 15:00	Summary of next steps Closing remarks by Kitui County Rep and USAID Advancing Nutrition	Chair
Tea Break and end of Day 5		
DAY 6: Saturday – Participants leave to their various stations		

Annex 4: MSN FTT Workshop Attendees and Adaptation Experts; 12 – 16 SEPTEMBER 2022

No.	Participant Name	Designation	County	Department
1	James Otieno	County Health Records And Information Officer	Kisumu	Health
2	George Opiyo	Subcounty Social Development Officer	Kisumu	Social Protection
3	Daniel Wamunga	Agro-Processing Officer	Kisumu	Agriculture
4	Janathan Mulei Makau	County Home Economics Officer	Kakamega	Agriculture, Livestock and Fisheries
5	Henry Okello	Assistant WASH Coordinator	Kisumu	Water
6	Thadius O.Omollo	County Teacher Management Officer	Kisumu	Education
7	Rael Mwando	County Nutrition Coordinator	Kisumu	Health
8	Rose Achieng	County Agri-Nutrition Coordinator	Kisumu	Agriculture
9	Thaddeus A.Ouko	Budget Officer Agriculture	Kisumu	Agriculture
10	Dr.Otieno Kennedy	Senior Assistant Director Medical Services	Kisumu	Health
11	Margaret K. Oyugi	County Nutrition Coordinator	Kakamega	Health Services
12	Michael Ruto	County Health Records Information Officer, Kakamega	Kakamega	Health Services

13	Eunice Amlega	Planner	Kakamega	Agriculture, Livestock and Fisheries
14	Oscar Simon Nyangweso	Economist/Planner	Kakamega	Education
15	Josephine Wanyama	Monitoring & Evaluation Officer	Kakamega	Agriculture, Livestock and Fisheries
16	Loreen Omwakwe	Planner	Kakamega	Health Services
17	Dr. Jacob W. Kitari	Subcounty Program Officer	Kakamega	Education
18	Victor S. Matakaya	Monitoring & Evaluation Officer	Kakamega	Education
19	Jackson Matheka	County Nutrition Coordinator	Kitui	Health
20	Roy Aseka	Principal Fisheries Officer	Kitui	Livestock And Fisheries
21	Patrick Ndovoi	Chief Livestock Production Officer	Kitui	Agriculture, Water and Irrigation
22	Charles Kyutu	County Agri-Nutrition Officer	Kitui	Agriculture, Water and Irrigation
23	Lucy Kitongi	Agricultural Officer	Kitui	Agriculture, Water and Irrigation
24	Hanrietan Ndunge	Economist	Kitui	Ministry Of Health
25	Peter Maluki Kimwele	Subcounty Education Officer	Kitui	Basic Education, ICT, and Youth Development
26	Alex Muthyoi	Assistant Director	Kitui	Economic Planning
27	Emmanuel Kalunda	Assistant Director	Kitui	Basic Education, ICT and Youth Development
28	Francisca Kavini	Monitoring And Evaluation Officer	Kitui	Ministry Of Health
29	Diana Mugo	County Disability Support Officer	Kitui	National Council Of Persons with Disabilities

Annex 5: MOH/DND Optima Nutrition FTT TOT Attendees

Location: Nakuru-Sarova Woodland Hotel

Dates: 25-28, July 2022

No.	Participant Name	Designation	Department	National/County
1	Karen Achieng	Nutrition Officer	Division of Nutrition and Dietetics	National Ministry of Health
2	Ascah Kemunto	Nutrition Officer	Division of Nutrition and Dietetics	National Ministry of Health
3	Rahab Nyaboke	Nutritionist	Division of Nutrition and Dietetics	National Ministry of Health
4	Zachary Ndegwa	Nutritionist	Universal Health Coverage	National Ministry of Health
5	Florence Mugo	Program Manager	Division of Nutrition and Dietetics	National Ministry of Health
6	Mary Nyagah	Program Officer	National TB Program	National Ministry of Health
7	Jane Wambugu	Deputy Director, Agriculture	Agri-Nutrition Unit	National MOLFC
8	Veronica Kirogo	Director	Division of Nutrition and Dietetics(DND)	National Ministry of Health
9	Grace Gichohi	Program Manager	Division of Nutrition and Dietetics	National Ministry of Health
10	Kennedy Otieno Ouma	Senior Irrigation Water Management Officer	Department of Irrigation and Water management	Directorate of Irrigation
12	Rael Mwando	County Nutrition Coordinator	MOH-Kisumu	Kisumu County
13	John Mwai	Program Manager	Division of Nutrition and Dietetics	National MOH

14	Margaret Muli	Program Officer	MOH-NASCOP	National AIDS and STI Control Program (NASCOP)
15	Julia Rotich	Program Manager	Division of Nutrition and Dietetics	National Ministry of Health
16	Faith Mukami	MOH-M&E	Division of Nutrition and Dietetics	National MOH
17	Salome Osita	Office Assistant	Division of Nutrition and Dietetics	National MOH
18	Njuguna David	Health Economist	Planning	National MOH
19	Jimnah Ngugi	Senior Irrigation Water Management Officer	Department of Irrigation Water Management	Directorate of Irrigation
20	Samuel Kamau	Health Record Information Manager	Division of Nutrition and Dietetics	National MOH
21	Alexander Muthyoi	Assistant Director, Planning	Kitui County	Kitui County
22	Loreen Omwakwe	Economist	MOH	Kakamega County
23	Mary Njeri	Meal Manager	MOA-FL	National MOALFC
24	Esther Nona	Nutritionist	Division of Nutrition and Dietetics	National MOH
25	James J Gatangu	Program Manager	National Information Platform for Food Security and Nutrition	Kenya National Bureau of Statistics
27	Leila Odhiambo	Coordinator - Healthy Diets	Division of Nutrition and Dietetics	National MOH
28	Morris Ogeno	Statistician	RKU/OPTIMA	University of Agha Khan, Nairobi

29	Simon Kinyanjui	Nutritionist	Division of Nutrition and Dietetics	National MOH
30	Amos Njoroge Githinji	Driver	MOH-SD	National MOH
31	Dr .Kennedy Ochieng Otieno	Senior Assistant Director, Medical Services	Health	Kisumu County
32	Rose Achieng	County Agri-Nutrition Officer	Agriculture	Kisumu County
33	Millicent Ochola	Assistant Director of Education	School Health, Meals and Nutrition Unit	Ministry of Education



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USAID Advancing Nutrition is the Agency's flagship multi-sectoral nutrition project, addressing the root causes of malnutrition to save lives and enhance long-term health and

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