



District Nutrition Coordination Committee (DNCC) Monitoring and Supportive Supervision Checklist

Purpose of the tool

District Nutrition Coordination Committees (DNCCs) have the mandate to coordinate multi-sectoral nutrition efforts at district level. The Monitoring and Supportive Supervision Checklist was developed to support this task. This tool is to be used by nutrition stakeholders to monitor implementation of nutrition activities, assess the functionality of DNCCs, identify gaps, and make recommendations.

Using the tool

The questions in the tool seek to gather information about key aspects of nutrition governance. This includes DNCC composition and the thematic areas that make up the committee's core roles and responsibilities. Section 1 covers DNCC composition, sections 2–7 cover the six DNCC roles and responsibilities

Responses to the questions will be gathered during group discussions held with DNCC members. DNCC members should come from the following core departments: administration and planning, community development, social welfare, education, agriculture, health; environmental health and sanitation; academia, private sector and civil society organizations (CSOs). It typically takes two to three hours to complete the checklist. During the discussion, the group also agrees upon and completes the summary report.

Dissemination and feedback

The Regional Coordinating Council (RCC) in collaboration with development partners is responsible for tracking progress and performance and providing feedback to the DNCCs. The DNCCs will be provided with a summary supportive supervision report by the RCC.

DISTRICT NUTRITION COORDINATION COMMITTEE (DNCC)

Monitoring and Supportive Supervision Checklist

Name of District	
DNCC members present	
Date	
Administered by (Name/Position/Institution)	

SECTION I: DNCC COMPOSITION		
No.	Questions	Responses
Q 1.1	<p>Does the DNCC include all core departments and stakeholders?</p> <p><i>Tick all that apply</i></p> <p><input type="checkbox"/> Administration</p> <p><input type="checkbox"/> Community Development & Social Welfare</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Health/nutrition</p> <p><input type="checkbox"/> Agriculture</p> <p><input type="checkbox"/> Environmental health and sanitation</p> <p><input type="checkbox"/> Planning and budgeting</p> <p><input type="checkbox"/> Academia</p> <p><input type="checkbox"/> Private sector</p> <p><input type="checkbox"/> CSOs</p>	<p><input type="checkbox"/> Yes (If yes, skip to 1.2)</p> <p><input type="checkbox"/> No</p> <p>If no, list core departments and stakeholders that are missing and state why they are not included</p> <p>What is being done to engage missing departments with the DNCC?</p> <p><u>Means of verification:</u></p> <p>- Circular on formation of DNCC</p>
Q 1.2	<p>Have all members received letters of nomination from the District Coordinating Director?</p>	<p><input type="checkbox"/> Yes. Probe if the letters include clear terms of reference/roles and responsibilities.</p> <p><input type="checkbox"/> No. Probe for who has not received, why, and what is being done.</p> <p>Means of Verification</p> <p>- Copies of nomination letters</p>

SECTION 1: DNCC COMPOSITION		
No.	Questions	Responses
Q 1.3	Has the district formally designated a chairperson, secretary and convener for the DNCC?	<input type="checkbox"/> Yes. Probe who are the designated persons and their positions <input type="checkbox"/> No. Probe why the executives have not been designated and what is being done. <u>Means of verification</u> - Nomination letter
<u>Additional comments on DNCC composition:</u>		

SECTION 2: TECHNICAL GUIDANCE		
No.	Questions	Responses
Q 2.1	Has the DNCC been formally inaugurated?	<input type="checkbox"/> Yes (If yes, skip to 2.2) <input type="checkbox"/> No If no. What is being done to facilitate the inauguration? <u>Means of verification</u> Invitation letter and inauguration report of DNCC
Q 2.2	Have DNCC members been oriented on their roles and responsibilities?	<input type="checkbox"/> Yes. Probe to find out if any institution supported the orientation. <input type="checkbox"/> No. Probe what is being done to orient the DNCC members. <u>Means of verification</u> - Orientation Report

SECTION 2: TECHNICAL GUIDANCE

No.	Questions	Responses																				
Q 2.3	What nutrition issues were presented to the MTDP preparation team and incorporated in to the MTDP?	<p>List the nutrition issues presented:</p> <p>List the nutrition issues incorporated:</p> <p>What actions have been taken as a result of presenting nutrition issues to the Executive Committee (EXECO) and incorporated in the MTDP?</p> <p>Probe for challenges if no nutrition issues were presented. <u>Means of verification</u></p> <ul style="list-style-type: none"> - Action memo from the EXECO on nutrition issues 																				
Q 2.4	What nutrition issues were presented to the social services subcommittee for consideration and approval by the executive committee and the general assembly of the district?	<p>List the nutrition issues presented:</p> <p>What actions have been taken as a result of presenting nutrition issues to the social services subcommittee?</p> <p><i>Probe for challenges if no nutrition issues were presented.</i></p> <p><u>Means of verification</u> Social services subcommittee and general assembly meeting minutes with nutrition issues</p>																				
Q 2.5	<p>What technical guidance was provided to departments and partners in the last quarter?</p> <p>List the activities:</p> <table border="1" data-bbox="256 1503 1424 1797"> <thead> <tr> <th data-bbox="256 1503 626 1545">Activity</th> <th data-bbox="626 1503 870 1545">Platform Used</th> <th data-bbox="870 1503 1130 1545">Target Audience</th> <th data-bbox="1130 1503 1424 1545">Results/Output</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>If no technical guidance was provided, explain why.</p>		Activity	Platform Used	Target Audience	Results/Output																
Activity	Platform Used	Target Audience	Results/Output																			

Additional comments on technical guidance:

SECTION 3: COORDINATION AND PARTNERSHIP WITH NUTRITION

STAKEHOLDERS

No.	Questions	Responses
Q 3.1	Does the DNCC have an approved annual action plan?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. Probe what is being done to develop an annual action plan. <u>Means of verification</u> - Copy of the approved annual action plan
Q 3.2	Were any nutrition coordination meetings held in the last quarter?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. Probe what is being done to overcome the challenge. <u>Means of verification</u> - Minutes and action memos from coordination meetings
Q 3.3	Were any joint activities undertaken with stakeholders in the last quarter?	<input type="checkbox"/> Yes. Provide details of activities. <input type="checkbox"/> No. Explain why no joint activities undertaken with stakeholders. <u>Means of verification</u> - Activity reports
Q 3.4	Is there an up-to-date nutrition partner database?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. Probe what is being done to develop or update the database. <u>Means of verification</u> - Database of nutrition partners

SECTION 3: COORDINATION AND PARTNERSHIP WITH NUTRITION

STAKEHOLDERS (cont)

No.	Questions	Responses
Q 3.4	<p>What platforms did the DNCC use in the last quarter to share nutrition information (e.g., reports, presentations, results) with relevant stakeholders?</p> <p><i>Tick all that apply</i></p> <ul style="list-style-type: none"><input type="checkbox"/> General Assembly meetings<input type="checkbox"/> Social services subcommittee meetings<input type="checkbox"/> Community Durbars and Sensitization meetings<input type="checkbox"/> District Planning and Coordinating Unit meetings<input type="checkbox"/> Nutrition Coordination Committee meetings<input type="checkbox"/> Departmental meetings<input type="checkbox"/> Annual planning and budget review meetings<input type="checkbox"/> Executive committee meetings<input type="checkbox"/> Experience sharing events<input type="checkbox"/> DMTDP performance review meetings<input type="checkbox"/> Other (list) <p><i>Probe for examples of the types of information shared, the stakeholders and DNCC members involved</i></p> <p><u>Means of verification</u></p> <p>Minutes, reports, action memos</p> <p>Additional comments on coordination and partnership with nutrition stakeholders:</p>	

SECTION 4: PLANNING, BUDGETING, AND RESOURCE MOBILISATION

Questions for new DNCCs and/or first monitoring and supervision visit:

No.	Questions	Responses
Q 4.1	Does the MMDA has a 4-year MTDP and AAP?	<p><input type="checkbox"/> Yes.</p> <p>If yes, list all cross-cutting issues (verify information provided from the development plan):</p> <p><input type="checkbox"/> No. Probe for the stage the district is at in the development of the plan.</p> <p><u>Means of verification:</u></p> <p>- Copy of the development plan</p>
Q 4.2	Does the MTDP and AAP contain Multi-Sectoral Nutrition interventions?	<p><input type="checkbox"/> Yes.</p> <p><input type="checkbox"/> No. Probe for the stage the DNCC is at in the development of the MSNAP. What is being done to ensure its development/approval?</p> <p><u>Means of verification:</u></p> <p>- Copy of the MSNAP</p>
Q 4.3	Does the DNCC have an approved annual multi-sectoral nutrition implementation work plan and budget?	<p><input type="checkbox"/> Yes.</p> <p><input type="checkbox"/> No. <i>Probe for the stage the DNCC is at in the development of the annual multi-sectoral nutrition implementation work plan and budget. What is being done to ensure its development/approval?</i></p> <p><u>Means of verification:</u></p> <p>- Copy of the annual multi-sectoral nutrition implementation work plan and budget</p>

SECTION 4: PLANNING, BUDGETING, AND RESOURCE MOBILISATION

No.	Questions	Responses
Q 4.4	What resources are available for the DNCC?	<p><u>Tick all that apply</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Internally Generated Fund <input type="checkbox"/> Central government transfers <input type="checkbox"/> Development partner's support <input type="checkbox"/> In-kind (logistics, equipment, etc.) <input type="checkbox"/> Private sector <input type="checkbox"/> Others (list) <p>Which of the above resources are currently being used for nutrition?</p> <p>Is there a resource gap (provide % if known)? What is being done to mobilize additional resource for nutrition?</p>
Q 4.5	Were activities undertaken to mobilize additional resources in the last quarter?	<ul style="list-style-type: none"> <input type="checkbox"/> Yes. Provide details of activities. <input type="checkbox"/> No. Probe what is being done to overcome the challenge.
Additional comments on planning, budgeting, and resource mobilization:		

SECTION 5: MONITORING AND REPORTING

No.	Questions	Responses
Q 5.1	Has the DNCC conducted joint monitoring and supportive supervision visits with other decentralized departments in the last quarter?	<ul style="list-style-type: none"> <input type="checkbox"/> Yes. Probe for the report and check for composition of the monitoring team. <p>Which platforms were used to share the reports?</p> <ul style="list-style-type: none"> <input type="checkbox"/> DNCC meetings <input type="checkbox"/> DPCU meetings <input type="checkbox"/> Others (list) <p>What nutrition actions were taken as a result of the supportive supervision visit?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No. Probe for the challenges and what is being done to facilitate this action. <p><u>Means of verification</u></p>

		- Monitoring and supportive supervision reports
Q 5.2	Has the DNCC received a joint monitoring and supportive supervision visit in the last quarter?	<input type="checkbox"/> Yes. Probe for the report and check for composition of the monitoring team. If yes, what was the feedback given by the monitoring team? What nutrition actions were taken as a result of the monitoring and supportive supervision? <input type="checkbox"/> No. Probe what is being done to overcome the challenge. <u>Means of verification:</u> - Visitors' book and list of actions to be taken
Q 5.3	Has the DNCC prepared a quarterly coordination report?	<input type="checkbox"/> Yes <input type="checkbox"/> No. Probe for the challenges and what is being done. What actions were taken as a result of the DNCC quarterly coordination report? <u>Means of verification:</u> - DNCC quarterly report
Additional comments on monitoring and reporting:		

SECTION 5: ADVOCACY

No.	Questions	Responses																				
Q 6.1	Does the DNCC have an approved advocacy implementation plan?	<input type="checkbox"/> Yes. Probe for the advocacy issues identified <input type="checkbox"/> No. Probe for the stage the DNCC is at in the development of the advocacy implementation plan. What is being done to ensure its development/approval? <u>Means of verification:</u> - Copy of the approved advocacy implementation plan																				
Q 6.2	Has the DNCC identified nutrition champions at the substructure level?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. Probe for the challenges and what is being done. <u>Means of verification:</u> - Database of nutrition champions																				
Q 6.3	What nutrition advocacy activities were conducted in the last quarter? List the activities:	<table border="1" data-bbox="256 1213 1458 1518"> <thead> <tr> <th data-bbox="256 1213 581 1266">Activity</th> <th data-bbox="581 1213 873 1266">Platform Used</th> <th data-bbox="873 1213 1166 1266">Target Audience</th> <th data-bbox="1166 1213 1458 1266">Results/Output</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="256 1549 1458 1612">If advocacy activities were not conducted, probe for what is being done to strengthen nutrition advocacy.</p>	Activity	Platform Used	Target Audience	Results/Output																
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Additional comments on advocacy:																						

Q
7.1

What nutrition behavior change communication and social mobilization activities were conducted in the last quarter?

List the activities:

Activity	Platform Used	Target Audience	Results/Output

If activities were not conducted, probe for what is being done to strengthen nutrition behavior change communication and social mobilization.

Additional comments on nutrition behavior change communication and social mobilization:

DNCC Monitoring and Supportive Supervision Summary Reporting Template

Name of District	
DNCC members present	
Date	
Administered by (Name/Position/Institution)	

Area Focus	Strengths	Challenges	Proposed Actions and Recommendations	Time Frame for Response/Improvement	Person Responsible for Follow up Actions
DNCC Composition					
Technical Guidance					
Coordination and Partnership with Nutrition Stakeholders					
Planning, Budgeting and Resource Mobilization					
Monitoring and Reporting					
Advocacy					
Nutrition Behaviour Change Communication and Social Mobilization					

PERFORMANCE RATING OF DNCC BASED ON MONITORING AND SUPPORTIVE SUPERVISION

Responses (Yes or No) to questions will determine the performance rating of the DNCC

Performance Rating	Rating Characteristics	Current Rating and Reasons
<p>Getting Started <i>(Response score of 40% and below)</i></p>	<ul style="list-style-type: none"> - DNCC members have been nominated and inaugurated, - Leadership put in place, - Oriented DNCC members on their roles and responsibilities - Action Plan developed but yet to start implementation. - Held their maiden meeting but seems to be stacked - Poor leadership and coordination - Not visible or recognized by nutrition stakeholders 	
<p>Moving Along <i>(Response score of 40% and 69%)</i></p>	<ul style="list-style-type: none"> - Holding quarterly and adhoc meetings to discussion nutrition issues - Started implementing a few of the activities in the Action Plan - Some level of teamwork - Some of level of recognition by nutrition stakeholders - Some level of good leadership and coordination - Some level of resource mobilization and advocacy engagements 	
<p>High Performance <i>(Response score of 70% and above)</i></p>	<ul style="list-style-type: none"> - Frequently hold quarterly and adhoc meetings to discussion nutrition issues - Implementing activities in Action Plan - Exhibit strong teamwork - Recognition by nutrition stakeholders at community and district levels - Strong leadership and coordination - Great efforts in resource mobilization - Evidence of advocacy engagements to influence policy and investment in nutrition 	