

Terms of Reference

December 11

2013

Multi-sector Working Groups

Capacity
Development,
MEMIS, Advocacy &
Communication

Terms of Reference (ToR)

Multi-sector Capacity Development Working Group (CDWG)

Background:

A Multi-sector Nutrition Plan (MSNP) for the improvement of maternal and child nutrition and accelerated reduction of chronic under-nutrition has been developed by the Government of Nepal under the leadership of the National Planning Commission (NPC) and in collaboration with development partners. The MSNP was developed based on the Nutrition Assessment and Gap Analysis (NAGA) conducted in 2009/10, identifying strengths, weaknesses, and gaps, suggesting the need for national nutrition architecture and a multi-sectoral approach through an agreed nutrition determinants model.

The institutional architecture for the implementation of the MSNP includes the High Level Nutrition and Food Security Steering Committee (HLNFSSC), the Nutrition and Food Security Coordination Committee (NFSCC) and the National Nutrition and Food Security Secretariat (NNFSS). The MSNP further identifies roles & responsibilities of various sectors and ministries, including the Ministry of Health and Population (MoHP), Ministry of Education (MoE); Ministry of Agricultural Development (MoAD), Ministry of Urban Development (MoUD), Ministry of Federal Affairs and Local Development (MoFALD) and MoWCSW.

Capacity development is needed at the policy and implementation level in order to create a better understanding of importance of nutrition and why under nutrition matters including its life-cycle dimensions. This would strengthen implementation capacities across the various sectors that need to become actively involved in a well-coordinated manner if the reduction of maternal and child under-nutrition is to be accelerated.

The Multi-sector Nutrition Plan (MSNP) has 3 outcomes and 8 outputs along with 36 activities. The third outcome is “strengthened capacity of central and local governments on nutrition to provide basic services in an inclusive and equitable manner”. Achieving this outcome, the outputs are:

- a. Capacity of national and sub-national levels enhanced to provide appropriate support to improve maternal and child nutrition;
- b. Multi-sector nutrition information updated and linked at national and sub-national level.

Capacities will be enhanced at three levels:

- Policy level (encompassing both at the bureaucratic as well political entities);
- Capacities of the organizational units that are charged with carrying out the actions involved;
- Capacities of local level and individuals implementing the activities set in the MSNP.

Capacity development will require those relevant for multisectoral capacities as well as for sectoral capacities. The above mentioned third outcome aims to strengthen nutrition capacity of NPC and MSNP implementing agencies to integrate nutrition into central and local planning and monitoring. It also intends to strengthen collaboration between central level sectoral agencies and local bodies.

NPC leads in order to ensure that capacity is created simultaneously at all levels and in a way that builds commitment to change and to accelerating the reduction of maternal and child under-nutrition. As noted by the NAGA assessment, the human resource base dedicated to nutrition needs to be expanded and their capacity built at all levels. NNFSS supports multisector coordination for capacity development. A capacity assessment study at national and district level has been carried out with the support of UNICEF and World Bank, providing already a good basis on which to develop a Capacity Development Plan.

Based on the requirement for intensive efforts to address the capacity development issues in all the sectors and key development partners working in nutrition (sensitive and specific) a multisector Capacity Development Working Group (CDWG) will be formed under the leadership of NPC. The team will act to facilitate policy and technical dialogue across all sectors, international donors, partners and technical experts on nutrition in Nepal. It will comprise representatives from MoHP, MoAD, MoE, MoFALD, MoUD, MoWCSW, UN agencies, multi-lateral and bilateral agencies, international NGOs, academia, NNFSS and other members as per their expertise and the requirement of the team.

Goal of CDWG:

The overall goal of the CDWG is *to identify specific capacity development needs within as well as across sectors and to draft a plan (Master Plan) to develop capacities (technical and functional, individual and institutional) related to Nutrition and Food Security at different level.*

Objectives:

Specific objectives of the CDWG are;

- To assure the coordinated planning of multisectoral and sectoral capacity development activities based on needs identified by the relevant stakeholders
- To support implementation of capacity development activities (development of training curricula and comprehensive training packages for national, regional, district and lower levels.
- To facilitate the establishment of uniform and results based recording and reporting system of the accomplishments
- To support in the assessment and evaluation of the effectiveness of capacity development activities

Roles and Responsibilities:

The roles and responsibilities of the CDWG will be as follows:

- Identify and review the capacity development needs and opportunities at central and local level, both multisectoral and sectoral.
- Organize the development of a Capacity Development Masterplan, describing specific activities and their costs for short-, medium- and long-term implementation at all levels.
- Provide technical and managerial advice and support to key sectors on the design of policies, strategies, plans and activities in terms of capacity development ensuring MSNP concerns are adequately addressed in the curriculum (pre-service, in-service and academic).
- Supervise the implementation of capacity development activities, with special attention to scaling up priority nutrition interventions at all levels.
- Work with line ministries and partners to increase awareness, understanding and prioritization of nutrition capacity issues, considering nutrition sensitive and nutrition specific interventions and ensure adopting appropriate strategies for the capacity development of nutrition cadres at all levels.
- Ensure development of capacity development curricula and coordinating the appropriate utilization of state and non-state resources (MoF allocations, local government budgets, development partners, international funding agencies, NGOs and other stakeholders).
- Facilitate sectoral ministries and supporting organizations to develop specific sectoral capacity development plans.

- Development of coordination mechanism with the various sectors, partners and programmes for smooth operation of MSNP at all levels with common understanding on nutrition sensitive and nutrition specific activities.
- Build capacities of DDCs and VDCs on nutrition.
- Develop and mobilize experts' team for the capacity development activities.
- Guide and facilitate specialized organizations for the management nutrition sensitive and nutrition specific interventions in line with MSNP.
- Identify knowledge and skills gaps of key professionals and suggest measures to respective sectors and supporting partners to address the gaps
- Facilitate research and studies in priority areas to compliment MSNP with more effective nutrition interventions.
- Facilitating the monitoring of capacity development activities on nutrition to ensure their effectiveness and that the trained human resources are actively involved in the targeted areas.
- Provide advice and support to HLNFSMC and NNFSCC and promote partnerships for nutrition.
- Liaise closely with Advocacy & Communication, Monitoring & Evaluation and MIS working groups in order to achieve synergies.

CDWG Composition:

The Capacity Development Working Group (CDWG) will be led by the **Joint Secretary** of the Social Development Division (SDD), NPCS as **Chair** and **Joint Secretary** of the Agriculture and Rural Development Division (ARDD), NPCS as **Co-Chair**, Programme Directors (SDD/ARDD, NPCS) will serve as the *Member Secretaries* of the CDWG. The large group is considered as LEAD group supported by a core team. The working group composition will be as follows:

1. Joint Secretary, Social Development Division, NPCS – Chair
2. Joint Secretary, Agriculture and Rural Development Division, NPCS – Co-Chair
3. Nutrition Focal Person, MoHP, Department of Health Services, CHD/Nutrition Section
4. Nutrition Focal Persons, MoAD
5. Nutrition Focal Person, MoE
6. Nutrition Focal Person, MoFALD
7. Nutrition Focal Person, MoUD
8. Nutrition Focal Person, MoWCSW
9. Representative, National Health Training Center
10. Representative, Directorate of Agricultural Training
11. Representative, Local Development Training Academy
12. Planning Officer, Health Nutrition and Population Section, SDD, NPCS
13. Nutrition Focal Person, UNICEF
14. Nutrition Focal Person, WHO
15. Nutrition Focal Person, WFP
16. Nutrition Focal Person, FAO
17. Representative/Health Specialist, The World Bank
18. Representative/Nutrition Focal Person, EU Nepal Mission
19. Representative/Nutrition Focal Person, USAID Nepal
20. Representative, Save the Children or SUSAHARA Programme

21. Representative, Helen Keller International
22. Representative, Institute of Medicine, TU
23. Nutrition and Food Expert (2)
24. Programme Officer (Nutrition), NNFSS/NPC
25. Programme Director, SDD, NPC - Member Secretary
26. Programme Director, ARDD, NPC- Member Secretary

Among the entire working group a **core team** will be formulated for regular functions of capacity development. The core team comprises:

1. Programme Director, Health Nutrition and Population Section, SDD, NPC
2. Programme Director, Agriculture, Forest and Land Reform Section, ARDD, NPC
3. Representative, MoHP, DoHS, CHD/Nutrition Section and NHTC
4. Representative, MoAD
5. Representative, MoE
6. Representative, MoFALD
7. Representative, MoUD
8. Representative, NHTC
9. Representative, UNICEF
10. Representative, WFP
11. Representative, HKI
12. Representative, USAID
13. Programme Officer (Nutrition), NNFSS/NPC

The group may assign a small team or individuals for specific task regarding the MSNP and the capacity development. The group may further develop into smaller sub-groups for specific tasks regarding capacity development, training and community mobilization activities. Specialized groups can be formed as per the requirement and the expertise and experience of government and non-government sector. In addition, the working group may include/invite additional people from other ministries/partner agencies that are not mentioned as part of the above working group for any specific task that may come up in future.

Minutes, Reporting and Information Management:

The group will be accountable to the National Nutrition and Food Security Coordination Committee (NNFSCC). After each meeting of the CDWG, the member secretary in support of the NNFSS will prepare the meeting minutes with decisions made and shares accordingly. All the information related to the capacity development will be managed by the group and report to the NNFSCC and HLNFFSSC as required.

Schedule and Venue:

The meeting of the working group will be organized generally *once per month* at NPC. However, the group can arrange additional meetings for specific issues that can be significant in the MSNP mainstreaming based on the recommendation made by core team.

The **core team** meets more regularly for the functional accomplishment of the capacity development initiatives. The core team will be coordinated regularly by the National Nutrition and Food Security Secretariat (NNFSS).

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Multisectoral Monitoring & Evaluation and MIS Working Group (MEMISWG)

1. Background

A Multi-sector Nutrition Plan (MSNP) for the improvement of maternal and child nutrition and accelerated reduction of chronic under-nutrition has been developed by the Government of Nepal under the leadership of the National Planning Commission (NPC) and in collaboration with development partners. The MSNP was developed based on the Nutrition Assessment and Gap Analysis (NAGA) conducted in 2009/10, identifying strengths, weaknesses, and gaps, suggesting the need for a national nutrition architecture and a multi-sectoral approach through an agreed nutrition determinants model.

The institutional architecture for the implementation of the MSNP includes the High Level Nutrition and Food Security Steering Committee (HLNFSSC), the Nutrition and Food Security Coordination Committee (NFSCC) and the National Nutrition and Food Security Secretariat (NNFSS). The MSNP further identifies roles & responsibilities of various sectors and ministries, including the Ministry of Health and Population (MoHP), Ministry of Education (MoE); Ministry of Agricultural Development (MoAD), Ministry of Urban Development (MoUD) and the Ministry of Federal Affairs and Local Development (MoFALD).

The MSNP has three major outcomes to contribute towards attaining its long-term vision and mid-term goal, which are as follows:

Outcome 1: Policies, plans and multi-sectoral coordination improved at national and local levels

Outcome 2: Practices that promote optimal use of nutrition 'specific' and nutrition 'sensitive' services improved, ultimately leading to enhanced maternal and child nutritional status

Outcome 3: Strengthened capacity of central and local governments on nutrition to provide basic services in an inclusive and equitable manner.

The MSNP has identified eight outputs (results) with a set of indicative activities. All together there is a total of 137 different (process, output, outcome) indicators, with the responsibilities for their monitoring being assigned to different stakeholders. To monitor the successful and effective implementation of all relevant interventions and the related expenditures by the various stakeholders, it will be important to have a feasible M&E plan that can be implemented by those who have to be involved. Despite the fact that there is already an M&E Framework for the MSNP, the indicators, their source of verification and the responsibilities for the monitoring might need to be revised to ensure its appropriateness, feasibility and practicability.

As various different stakeholders are involved in the implementation of the MSNP and therefore in the monitoring of certain indicators, an M&E plan might need to be developed detailing their implementation. In addition, training sessions for those playing a role in monitoring and evaluation will have to be conducted in Kathmandu and the districts, for which training materials might have to be developed. Furthermore, baseline data will have to be and need to be monitored thereafter.

It is proposed to establish a multisectoral MEMIS WG, involving staff from the relevant stakeholders, in order to review and finalize the M&E framework, develop an implementation plan and support the development of training materials and the training itself. The MEMIS WG will provide guidance and supervision at all steps, from the planning to the implementation of all relevant activities related to the MSNP M&E. It is also proposed to explore options to link a tracking system of expenditures for the

MSNP activities with outcome or impact indicators and to propose modalities for such a finance/funding tracking system.

The sectors and ministries involved in the implementation of the MSNP operate various Management Information Systems (MIS), which collect data at specific intervals for monitoring their sectoral achievements and to guide planning of future activities. In addition studies, surveys and other types of research create valuable information that could influence planning at least in those geographic locations that they are covering. It might be beneficial to collect all the various types of information and data and present it in a web-based tool that will allow better planning based on available evidence.

A number of indicators to be monitored as part of the MSNP M&E system might already be covered in existing MIS. The remaining indicators need to be monitored separately or, if possible could be integrated into existing MIS or a newly created Nutrition Surveillance System (NSS).

In the context of a multisectoral approach, it might be beneficial to explore options and opportunities to jointly utilise data and information collected and created by the various MIS, surveys and studies, for decision making and planning of multisectoral as well as sectoral interventions in order to maximise cross-sectoral impacts and synergies. The MEMIS-WG will support piloting of joint data & information review and planning meetings at district and national levels. The working group should also define how sectoral MIS, a new NSS and the MSNP M&E system relate to each other.

2. Objectives

The objectives of the MEMIS WG will be:

- To review and revise the M&E framework and develop an implementation plan
- To support the development of training materials and the training itself as well as the implementation of the M&E plan
- To provide support at all relevant levels and to all sectors for monitoring and reporting

With regards to management information systems and planning, the general objective of the WG will be to support multisectoral utilisation of sectoral data and information as well as from other sources in order to enhance more effective and coordinated planning to scale up nutrition in Nepal. In particular, this will include:

- To identify data and information across the relevant sectoral MIS that are relevant for multisectoral planning to scale up nutrition at national and district levels
- To explore and test opportunities for more effective sectoral and multi (cross) – sectoral planning through joint utilisation of (multi)-sectoral data
- To support the most effective and rational development of a Nutrition Surveillance System with linkages to the various relevant MIS.

3. Tasks

Some specific activities might be carried out by sub-groups or with the assistance of consultants. The MEMIS WG will initiative and provide guidance to accomplish for the following tasks:

- Review the MSNP indicators and agree on a final list of indicators and their means of verification.
- Identify roles and responsibilities of various stakeholders in the monitoring, recording and reporting of the defined indicators.
- Develop a M&E plan and guidelines
- Establish the MSNP baseline and at later stages the mid-term and end line.
- Organise the training of relevant staff at ministries and in the districts in M&E
- Develop Reporting mechanism

- Conduct joint monitoring activities
- Assure the relevant inter-sectoral coordination, networking and linkage
- Explore and define finance tracking modalities linking funding and expenditures for the implementation of MSNP activities to outcome or impact indicators
- Identify the most suitable administrative and managerial “home” for the MSNP M&E
- Explore option and mechanism to link and update multi-sectoral nutrition information in the districts and at central level (HMIS, EMIS, WASH, Agriculture and Local Development) involving the key stakeholders.
- Develop mechanism for cross-sectoral utilisation of sectoral nutrition data at central and district level (DPMAS with other sectoral MIS) for planning purposes.
- Pilot joint data verification & analysis events for multisectoral/sectoral planning
- Train relevant staff at ministries and in the districts in cross-sectoral utilisation of sectoral MIS data

4. Frequency of Meetings

The MEMIS WG shall meet physically at least once a month (regular meetings) or as often as agreed by its members as per requirement (ad hoc meetings).

5. Composition

The working group will involve two main groups. A lead group (Group I) comprising high level government officials and a more technical ‘core group’ [Group IIa (M&E) and Group IIb (MIS)], consisting mainly of M&E/IM and Planning Officers from different sectors and stakeholders who will work together on the relevant technical issues. The ‘core group’ may later be divided into smaller groups for specific tasks. A coordinator will be selected from within the group to help coordinate the task.

The first official meeting of the MEMIS WG should include both groups in order to ensure that necessary decisions for the future work of the MEMIS WG can be made and that every sector and stakeholder commits to provide the most appropriate participants for the regular WG meetings.

The MEMIS WG will be led by the Joint Secretary of the Social Development Division, NPC and Co-Chair will be the Joint Secretary of Agriculture and Rural Development Division. Program Directors of Social Development Division and Agriculture and Rural Development Division, NPC will serve as the *Member Secretaries* of the MEMISWG.

The MEMIS Core Group will compose of the Programme Directors of NPC, M&E/MIS focal /planning officers of the sectoral line ministries and external development partners. Other individual members might be invited to the WG or to specific meetings as per need. The Programme Officer (Results Monitoring) of the NNFSS will provide secretarial support to the MEMIS WG. The following will be the proposed members:

<i>I. Lead Group</i>
1. Joint Secretary, Social Development Division, NPC (<i>Chair</i>)
2. Joint Secretary, Agriculture and Rural Development Division, NPC (<i>Co-Chair</i>)
3. Program Director, Social Development Division, NPC (<i>Member Secretary</i>)
4. Program Director, Agriculture and Rural Development Division, NPC (<i>Member Secretary</i>)
5. Under-Secretary, M&E Division, NPC
6. Under-Secretary, IT Section, NPC
7. Under-Secretary/Sr.PHA, M&E Division, MoHP
8. Public Health Administrator, M&E Section, Management Division/DoHS, MoHP

9. Director, HMIS Section/Management Division, Department of Health Services, MoHP
10. Under-Secretary, M&E Division/DPMAS, MoFALD(*going to be restructured*)
11. Under-Secretary Planning Division (Nutrition/Food Security), MoFALD
12. Joint Secretary, M&E Division, MoAD
13. Under-Secretary, Statistics and Agribusiness Division, MoAD
14. Under-Secretary, Department of Food Technology and Quality Control
15. Under-Secretary, M&E Section, MoE
16. Under-Secretary, REMIS Section, DoE
- 17. Under-Secretary, M&E Division, MoUD**
18. FAO
19. UNICEF
20. WFP
21. WHO
22. USAID
23. World Bank
24. EU
25. Suahaara
26. KISAN
27. Save the Children/NNG
28. Nepal Agriculture Research Council
29. Nepal Health Research Council
30. Institute of Medicine
31. Nutrition Innovation lab/Tuft's University

<i>Ia. Core Group (M&E)</i>	<i>Iib. Core Group (MIS)</i> <i>Information Management & Planning</i>
<ol style="list-style-type: none"> 1. Program Director, Social Development, NPC 2. Program Director, Agriculture and Rural Development, NPC 3. Planning Officer, Agriculture and Rural Development, NPC 4. Planning Officer, Social Development, NPC 5. M&E Officer, M&E Division, NPC 6. Officer, M&E Division, MoHP 7. Officer, M&E Section, Department of MoHP 8. NuTEC Coordinator 9. M&E Officer, M&E Division/DPMAS, MoFALD 10. M&E Officer, M&E Section, MoAD 11. Planning Officer, Food Safety Division, MoAD 12. M&E Officer, M&E Section, Department of MoE 	<ol style="list-style-type: none"> 1. Program Director, Social Development, NPC 2. Program Director, Agriculture and Rural Development, NPC 3. Planning Officer, Agriculture and Rural Development, NPC 4. Planning Officer, Social Development, NPC 5. Statistical Officer, M&E Division, NPC 6. MIS/Planning Officer, MoHP 7. NuTEC coordinator 8. Planning Officer, Planning Division (Nutrition/Food Security), MoFALD 9. MIS Officer, Statistics Division, MoAD 10. Planning Officer, National Nutrition Program, MoAD 11. Planning Officer, Food Safety Division, MoAD 12. Section Officer, Department of Food Technology and Quality Control 13. Section Officer, REMIS Division, Ministry of Education 14. Planning Officer, Planning Division (Nutrition/Food Security), MoE

13. M&E Officer, M&E Division, MoUD	15. MIS Officer, MIS Division, Ministry of Urban Development
14. M&E Officer, WFP	16. Planning Officer, Planning Division (Nutrition/Food Security), MoUD
15. Nutrition Focal Person, FAO	17. MIS Officer, WFP
16. M&E Officer, UNICEF	18. Nutrition Focal Person, FAO
17. M&E focal person, USAID	19. MIS Officer, UNICEF
18. Nutrition Focal Person ,World Bank	20. MIS focal person, USAID
19. Nutrition Focal Person, EU	21. Nutrition Focal Person ,World Bank
20. M&E Manager, Suahaara	22. Nutrition Focal Person, EU
21. M&E Manager, KISAN	23. Data Base Manager, Suahaara
	24. MIS Focal Person, KISAN

The group may further establish sub-groups for specific tasks regarding M&E and MIS. Additional individuals from other ministries/partner agencies may be invited for certain meetings or tasks and some specific activities might be carried out with the assistance of consultants or selected Nutrition and Food Security Experts.

Multi-sector Advocacy and Communication Working Group

1. Background

The Government of Nepal has developed a Multi-sector Nutrition Plan (MSNP) 2013-2017 under the leadership of the National Planning Commission (NPC) in collaboration with external development partners and other stakeholders. The plan has been developed to further improve maternal and child nutrition and accelerate reduction of chronic malnutrition in children. The MSNP has been developed based on the Nutrition Assessment and Gap Analysis (NAGA) held in 2009/10 that identified strengths, weaknesses, and gaps; suggested need for a national nutrition architecture; and a multi-sectoral approach through an agreed nutrition determinants model. Recognizing the need for strengthened multi-sectoral policy guidance and coordination, a high level National Nutrition and Food Security Steering Committee (NNFSSC) has been established.

The steering committee is the highest Government authority formed to provide guidance for addressing nutrition and food security problems in Nepal. Chaired by the Vice-Chairperson of NPC and the Secretary of NPC Secretariat serving as the Member Secretary, it has representation from various ministries related to nutrition and food security at the secretary level in addition to selected experts on nutrition and food. The committee has responsibility to provide policy level guidance to programmes on nutrition and food security, raise awareness on significance of nutrition and food security for national social and economic growth through continuous advocacy. It will ensure adequate allocation of resources to implement nutrition and food security programmes across the key sectors, and also monitor the progress achieved against targets. To further strengthen the efforts of the high level committee a National Nutrition and Food Security Secretariat (NNFSS) was established at the NPC, which is instrumental in ensuring linkages and coordination between the various ministries, development partners and the stakeholders. The Secretariat will work under the general guidance of the National Nutrition and Food Security Coordination Committee (NNFSSC).

The MSNP has 3 major outcomes to contribute towards attaining its long-term vision and mid-term goal, which are as follows:

Outcome 1: Policies, plans and multi-sectoral coordination improved at national and local levels

Outcome 2: Practices that promote optimal use of nutrition 'specific' and nutrition 'sensitive' services improved, ultimately leading to enhanced maternal and child nutritional status

Outcome 3: Strengthened capacity of central and local governments on nutrition to provide basic services in an inclusive and equitable manner.

Advocacy and communication is important to bring about changes at the policy level and changing behavior of people so that they lead a better life. To achieve success a multi-sector approach needs to be adopted for effective implementation of the MSNP. Advocacy and Communication activities need to be implemented at the local, district, regional and central level. It will require involvement from various ministries, UN agencies, external development partners, academia, private/corporate sector and civil society and media. It is recommended that a 'Multi-sector Advocacy and Communication Working Group' (MAC WG) be formed to work along with the 'National Nutrition and Food Security Secretariat (NNFSS)'. The MAC WG will not duplicate work on sectoral advocacy or communication strategies. However, it will identify what kind of additional support the sectoral strategies might require to develop their advocacy and communication capacities with regards to nutrition.

2. Objectives of the Multi-sector Working Advocacy and Communication Group:

- To provide guidance on the overall multisectoral and sectoral advocacy and communication strategy for scaling up nutrition in Nepal
- To identify multisectoral as well as sectoral advocacy and communication programmes leading to behavior change for ensuring nutritional status among people of Nepal
- To discuss and propose measures to be planned and implemented together or by different sectors in 2013 and 2017

- To support planning and coordination of advocacy and communication programmes (For example: poster, pamphlet, radio & TV programme, awareness/sensitization, behavior change etc.) at the district, regional and central level
- To jointly or in coordination implement advocacy and communication campaigns for nutrition with special focus to the first 1000 days
- To jointly identify among the agencies/partners/stakeholders measures to improve the implementation process in future

3. Roles and Functions

The roles and functions of the MAC WG are as follows:

- Provide technical/financial (based on the need) support to identify advocacy and communication activities that can be implemented jointly
- Coordinate integration and harmonization of messages and approaches among stakeholders
- Provide support to key sectors on design, production and dissemination of communication materials including the 1000 Days campaign
- Provide support in the planning, implementation and monitoring of the different advocacy and communication activities/campaigns relating to the MSNP at all levels
- Sharing of information from their respective sectors to be included in the quarterly NNFSS newsletter and help in dissemination of the same
- Advocate on behalf of nutrition with appropriate governmental line ministries and partners to increase awareness, understanding and prioritization of nutrition issues to increase investment for nutrition sensitive and nutrition specific interventions
- Facilitate sharing of information on nutrition both within and between sectors, including data on nutrition, best practices and lessons learned
- Form sub-groups to address specific issues related to advocacy and communication for each concerned sectors and take necessary actions to address it
- Provide support to engage with the media to build the capacity of journalists on nutrition sensitive and nutrition specific issues
- Engage with the media and provide information to them for effective reporting on nutrition
- Provide information to be included in a ‘Nepal Nutrition Portal’
- Provide technical support (and advocate for financial resources in their organizations if needed) to implement advocacy and communication activities leading to behavior change at the local, district and central level

4. Schedule and Venue for Meetings

In the beginning the group will meet once per month at the NPC. However, ad hoc meetings will be held based on the need and the venue will be decided and information shared with the group. The meetings will be co-chaired by the Joint Secretaries of the Social Development Division and the Agriculture and Rural Development Division, National Planning Commission and facilitated by the NNFSS. After each meeting of the working group, the working group with support by the NNFSS will prepare the minutes which will be shared.

5. Composition

The MAC WG will involve two main groups. A lead group (Group 1) comprising high level government officials and members from the development partners and a more technical ‘core group’ (Group 2), consisting mainly of Advocacy and Communication Officers from different sectors and stakeholders who will work together on the relevant technical issues. The ‘core group’ may later be divided into smaller groups for specific tasks. A coordinator will be selected from within the group to help coordinate the task.

The MAC WG will be led by the Joint Secretary of the Social Development Division as chair and co-chaired by the Joint Secretary of the Agriculture and Rural Development Division, NPC and the

Program Directors, of the same divisions will serve as the Member Secretaries. The large group is considered as lead group supported by a core team. The first official meeting of the MAC WG should include both groups in order to ensure that necessary decisions for the future work of the MAC WG can be made and that every sector and stakeholder commits to provide the most appropriate participants for the regular WG meetings. The following will be the proposed members:

I. Lead Group

1. Joint Secretary, Social Development Division, NPC - Chair
2. Joint Secretary, Agriculture and Rural Development Division, NPC – Co-Chair
3. Director, NHEICC, MoHP Member
4. Under Secretary, Education Section, SDD, NPC Member
5. Under Secretary, MSNP Focal Person, MoFALD Member
6. Under Secretary, MSNP Focal Person, MoAD Member
7. Under Secretary, MSNP Focal Person, MoE Member
8. Under Secretary, MSNP Focal Person, MoUD Member
9. Under Secretary, MSNP Focal Person, MoWCSW Member
10. Under Secretary, MSNP Focal Person, MoIC Member
11. Nutrition Focal Person, WHO Member
12. Nutrition Focal Person, FAO Member
13. Nutrition/Communication Focal Person, USAID Nepal Member
14. Communication/Nutrition Focal Person, EU Member
15. Representative, IOM Member
16. Head of Nutrition, UNICEF Member
17. Nutrition Focal Person-WFP Member
18. Under Secretary, Health Nutrition & Population Section, SDD, NPC- Member Secretary
19. Under Secretary, Agriculture and Rural Development Division, NPC- ,, ,,

II. Core Group

1. Under Secretary, Social Development Division, NPC
2. Under Secretary, Agriculture and Rural Development Division, NPC
3. Communication Focal Person, NHEICC
4. Coordinator, NuTEC, MoHP, Department of Health Services, CHD/Nutrition Section
5. Communication Officer, AICC, MoAD
6. Advocacy and Communication Specialist, NNFSS/NPC
7. MSNP Coordinator, NNFSS/NPC
8. Communication/Nutrition Focal Person, UNICEF
9. Communication/Nutrition Focal Person, WFP
10. Health Specialist, World Bank
11. Communication Focal person, SUHAARA
12. Communication Focal person, KISAN
13. Communication Focal Person, Health for Life (H4L)
14. Communication Focal Person, Save the Children/CSO project
15. Communication Focal Person, Helen Keller International

The group may further establish sub-groups for specific tasks regarding advocacy and Communication activities and campaigns. Additional individuals from other ministries/partner agencies may be invited for certain meetings or tasks and some specific activities might be carried out with the assistance of consultants. For specific campaigns or any media activities Media Representative maybe invited to the meetings as an observer.