

**Draft**

**Government of Nepal**  
**National Planning Commission**



**Multi-Sectoral Nutrition Plan**  
**Implementation Guidelines**

July 2012  
Kathmandu

# **Multi-Sectoral Nutrition Plan Implementation Guidelines**

**Submitted to:  
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Prepared by:

Kapil Ghimire  
Communication and Management Institute (COMAT)  
Maharajgunj, Kathmandu

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## 1. Background

Forty-one per cent of children in Nepal suffer from chronic malnutrition (DHS, 2011). The process of stunting occurs between the conception period and two years of age, and is irreversible afterwards. Furthermore, the population of Nepal, especially the most vulnerable - women and children, are affected by all the major micronutrient deficiencies.

With regards to the underlying causes of chronic malnutrition, there have been some encouraging improvements over the years towards reducing poverty levels in Nepal, but 25 per cent of the population is still below poverty line (NLSS, 2011). Plus, ensuring food security for an estimated 3.5 million (Initiative on Soaring Food Prices – FAO) of the population in food deficit areas throughout the year is an uphill task. Access to health services have improved including child immunization, contraceptives prevalence rates, maternal care practices – both antenatal and post natal. But, there is still a wide gap in sanitation services; 38 per cent of the population is still defecating in the open (DHS, 2011). More than one quarter (33 per cent) of the population lives in single roomed dwellings, and over half of the households (66 per cent) use earth and sand as flooring material.

The 2009 NAGA outlined the key recommendations to step up progress on nutrition within the country, with a call to establish the national nutrition architecture and to mobilize all the key sectors to tackle the prevailing high rates of malnutrition in a sustained manner through a multi-sectoral approach. For that reason, the National Planning Commission (NPC) revitalized the national nutrition steering committee. The National Nutrition Seminar was held in October 2010, where the need for a multi-sectoral nutrition plan was reiterated, and a technical working group to oversee the development of the plan was formed by the NPC. As of May 2011, the process of meetings of reference groups and sectoral reviews was initiated and continued through the months of June and July, leading to the development of the initial multi-sectoral nutrition plan.

Sector reviews on which the plan was based were the results of a very intense period of consultation and deliberation involving the reference groups for each sector. The selected sector interventions, costing were undertaken in August and September. During subsequent series of meetings with the respective sectoral teams, prioritization exercise was undertaken to finalize the costing and to develop a more detailed plan of action. The monitoring and evaluation framework was developed in October 2011. The consolidated draft report including evidence-based detailed plan of action, costs, monitoring & evaluation framework, and institutional arrangement was further disseminated to all the key stakeholders for review and comments. The revised version was then officially submitted to and endorsed by the NPC board in March 2012. Finally, the monitoring & evaluation framework was further refined based on the review of existing multi-sectoral nutrition information system from March to April 2012.

Nutrition specific and nutrition sensitive interventions require different approaches. Nutrition sensitive interventions are largely aimed at the underlying level of causality, which is at the community or family level, and are nearly all in the domain of non-health sectors. For example, most of the nutrition specific programmes are implemented by Ministry of Health and Population. Improving the access to sanitation lies with the Ministry of Urban Development and access to adequate foods (in terms of quality, quantity and safety) is essentially the collective responsibility of Ministry of Agriculture Development, (MoAD), Ministry of Federal Affairs and Local Development ( MoFALD), Ministry of Health and Population ( MoHP) and Ministry of Commerce and Supplies (MoCS). More long lasting behaviour change to try to

prevent or reduce growth faltering of the upcoming generation lies with the Ministry of Education (MoE). These ‘indirect’ nutrition interventions are not specifically tailored to impact on the window of growth faltering; however, they are vital for improvements in targeting and complementary activities to ensure impact. These non-health sectors may have little “nutrition” capacity and might not see their role in nutrition as a priority. Taking these different sectoral approaches to scale in a coordinated way will demand considerable energy and technical capacity at the local level. This is the potential Achilles Heel of multi-sectoral programmes.

The Multi-sectoral Nutrition Plan formulated for the improvement of maternal and child malnutrition has been endorsed by Government of Nepal in June 2012. Various ministries will be involved in the implementation of the MSNP. This Implementation Guideline has been prepared with the consideration that it will help to create common understanding among the agencies involved in the MSNP implementation.

### **1.1 Objective of the Guidelines**

The objectives of the Guidelines are:

- Create common understanding among the implementing agencies for the transformation of the MSNP in practice, and
- Implementation of the planned programmes jointly or individually by the implementing agencies to produce desired outputs, outcomes and impact of the MSNP.

Part II of the MSNP consists of sectoral logical framework and action plans for all the sectors. All the sectors have expressed their commitments for its implementation. Consequently, this guideline illustrates steps and institutional roles for the implementation of the actions that requires coordinated and joint efforts for the practical transformation of the MSNP in the field.

### **1.2 Methodology**

- The outline of the Guidelines was presented to the key MSNP stakeholders for consensus.
- Interaction meetings were held with the National Planning Commission and relevant ministries.
- Draft of the Guidelines was presented in Parsa and ..... districts and their comments and suggestions were incorporated in the final Guidelines.

### **1.3 Procedure**

Overall results and outcomes attained by the centre and districts can be measured by the Results-based Monitoring and Evaluation of the MSNP implementation. Therefore, operation and management of all the budgetary and other financial resources received for nutrition programmes as government programme/budget, development partners support, conditional and unconditional grants, and internal income of the local bodies shall be carried out according to the procedures illustrated in this Guideline.

## 2. Highlights of the MSNP

### 2.1 Objectives

The vision of the multi-sectoral nutrition plan, over the next ten years, is to embark the country towards significantly reducing chronic malnutrition so that it no longer becomes an impeding factor towards enhancement of human capital and for overall socio-economic development. **The goal, over the next five years, is to improve maternal and child nutrition, which will result in the reduction of Maternal Infant and Young Child (MIYC) under-nutrition, in terms of maternal BMI and child stunting, by one third.** The main purpose is to strengthen capacity of the NPC and the key Ministries to promote and steer the multi-sectoral nutrition programme for improved maternal and child nutrition at all the key levels of society.

### 2.2 Outcomes

MSNP will contribute towards attaining its long-term vision and mid-term goal by achieving three major Outcomes:

- 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 plan focuses on the narrow window of growth falter, the first 1,000 days of life, with an urgent set of essential interventions. It will complement other relevant sectoral policies and strategies, such as the health sector’s National Nutrition Policy and Strategy (2004/08) and agriculture sector’s upcoming Food and Nutrition Security Plan as part of Agriculture Development Strategy.

### 2.3 Key Outputs and Programme

<i>Outputs</i>	Programmes
<b>Output 1:</b> Policies and plans updated/reviewed, and incorporate a core set of nutrition specific and sensitive indicators at national and sub-national levels. NPC and sector ministries (local development, health, education, agriculture, physical planning and	<ul style="list-style-type: none"><li>1.1 Raise high nutrition profile among sectoral Ministries;</li><li>1.2 Advocate with Ministries for prioritizing nutrition in their plan and for including core nutrition specific and sensitive indicators;</li><li>1.3 Update National Nutrition Policy and Strategy, including Monitoring and Evaluation (M&amp;E) framework in line with the MSNP;</li><li>1.4 Incorporate nutrition in the national sectoral plans, including nutrition specific and sensitive M&amp;E framework; and</li><li>1.5 Incorporate nutrition aspects in local plans and planning process,</li></ul>

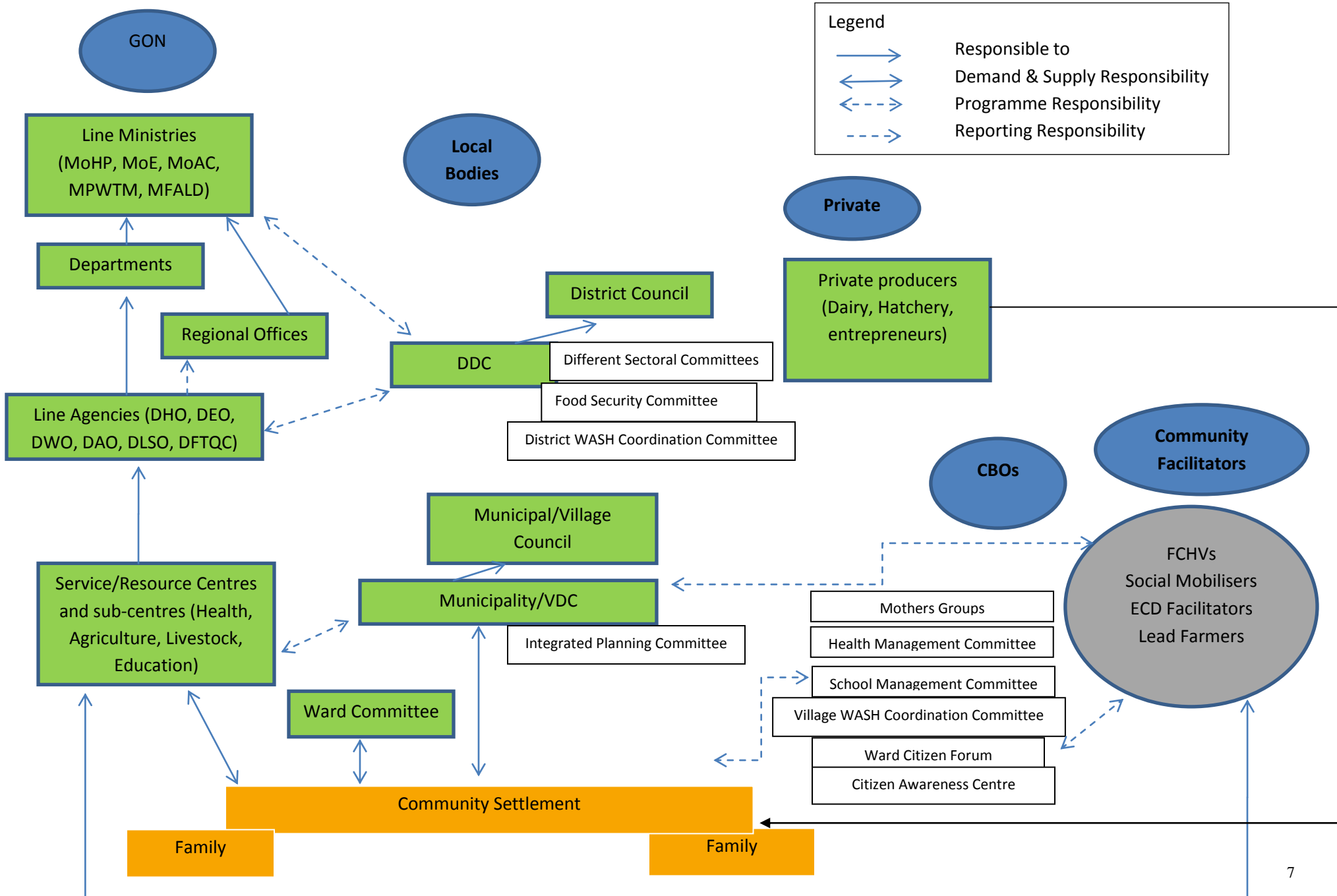
<b>Outputs</b>	<b>Programmes</b>
works) will be responsible to attain this result.	including nutrition specific and sensitive M&E framework.
<b>Output 2.0:</b> Multi-sectoral coordination mechanisms functional at national and sub-national levels. <i>NPC and local bodies will be responsible to attain this result.</i>	<p>2.1 Establish/ strengthen secretariat for supporting the nutrition and food security initiatives within the NPC;</p> <p>2.2 Establish effective communications to improve coordination; and</p> <p>2.3 Form multi-sectoral nutrition coordination committees at local level in line with the national level nutrition architecture and governance.</p>
<b>Output 3:</b> Maternal and child nutritional care service utilization improved, especially among the unreached and poor segment of the society. <i>The health sector will be responsible to attain this result.</i>	<p>3.1 Implement/scale up maternal infant and young child feeding through a comprehensive approach;</p> <p>3.2 Maintain/expand programmes to improve maternal infant and young child micronutrient status, with a particular focus on the hard to reach population groups and the most affected districts;</p> <p>3.3 Scale-up and manage infant and child severe and moderate acute malnutrition especially in the most affected districts;</p> <p>3.4 Update health sector nutrition related acts, regulations, strategies, and standards; and</p> <p>3.5 Support institutional strengthening of the health sector.</p>
<b>Output 4:</b> <i>Adolescent girls' parental education, life-skills and nutrition status enhanced.</i> The education sector will be responsible to attain this result.	<p>4.1 Support nutrition integration into like-skills education to adolescent girls, with a focus on improving maternal and child nutrition, and reduction of chronic malnutrition (create an enabling environment);</p> <p>4.2 Raise adolescent girls' knowledge and skills on reduction of chronic malnutrition;</p> <p>4.3 Prepare/update resource materials on parenting education for improved maternal and child care and feeding practices;</p> <p>4.4 Organise programmes to enhance parental knowledge on maternal and child care and feeding practices;</p> <p>4.5 Develop mid-day meals to adolescent girls especially for the most food-insecure and disadvantaged areas (grades 5 to 8); and</p> <p>4.6 Provide nutritional support to adolescent girls (iron folic acid with de-worming to all and mid-day meals in the targeted areas) to increase their educational participation and performance (grades 5-8).</p>

<b>Outputs</b>	Programmes
<p><b>Output 5:</b> Diarrheal diseases and ARI episodes reduced among young mothers, adolescent girls, infants and young children. <i>The physical planning and works sector will be responsible to attain this result.</i></p>	<p>5.1 Organize promotional campaigns to increase practices on hand washing with soap at critical times especially among adolescents, and mothers with infants and young children;</p> <p>5.2 Conduct Open Defecation Free campaigns, with a particular focus on the most affected districts; and</p> <p>5.3 Raise awareness on water safety plan and use of safe water at the point of use, with a particular focus on the most affected areas.</p>
<p><b>Output 6:</b> <i>Availability and consumption of appropriate foods (in terms of quality, quantity, frequency and safety) enhanced and women's workload reduced.</i> The Agriculture, environment and local development sectors will be responsible to attain this result.</p>	<p>6.1 Provide targeted support to make MN rich food, including animal source foods, available at households and community levels;</p> <p>6.2 Support recipe development and promotion of MN rich minor/indigenous crops;</p> <p>6.3 Link up programs to increase income and consumption of MN rich foods among adolescent girls, pregnant and lactating mothers with children less than 3 years age from lowest quintile; and</p> <p>6.4 Provide support for clean and cheap energy to reduce women's workload; and</p> <p>6.5 Revise existing child cash grants mechanism (from pregnancy to U2 year children) to reduce maternal malnutrition and child stunting, based on the review of latest existing global and Nepal evidence.</p>
<p><b>Output 7:</b> <i>Capacity of national and sub-national levels enhanced to provide appropriate support to improve maternal and child nutrition.</i> NPC, health, education, physical planning and works, agriculture and local development sectors will be responsible to attain this result.</p>	<p>7.1 Build/facilitate for staff multi-sectoral nutrition capacity development at central and local level;</p> <p>7.2 Carry out organisation and management assessment of the sectors for organisational strengthening;</p> <p>7.3 Establish uniform and results based reporting system;</p> <p>7.4 Review indicators in Poverty Monitoring and Analysis System (PMAS) and District PMAS (DPMAS) to incorporate MSNP key indicators;</p> <p>7.5 Carry out routine and joint sectoral monitoring of implementation;</p> <p>7.6 Establish monitoring and evaluation framework and mechanisms at local levels (DDC and other line agencies); and</p> <p>7.7 Allocate institutional responsibilities for nutrition at all levels.</p>

<b><i>Outputs</i></b>	<b>Programmes</b>
<p><b><i>Output 8: Multi-sectoral nutrition information updated and linked both at national and sub-national levels.</i></b> NPC, health, education, physical planning and works, agriculture and local development sectors will be responsible to attain this result.</p>	<p>8.1 Link/Update multi-sectoral nutrition information in PMAS at central level (HMIS, EMIS, WASH, Agriculture and Local Development) involving the key stakeholders; and</p> <p>8.2 Link/update nutrition information in DPMAS at local levels, involving health, education, WASH, agriculture and NGOs.</p>

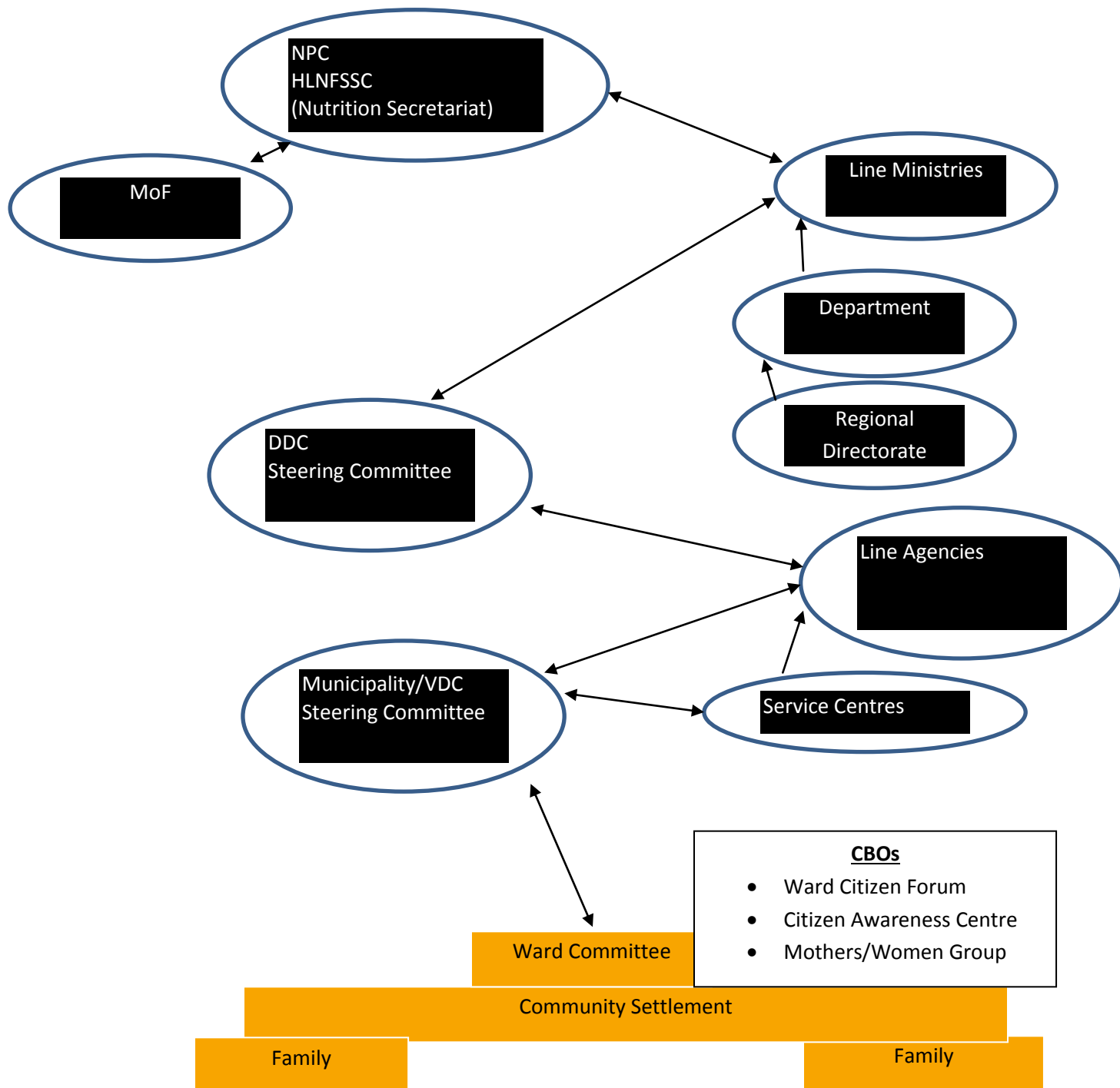


**2.4 Nutrition Programmatic Model (for the implementation of MSNP)**

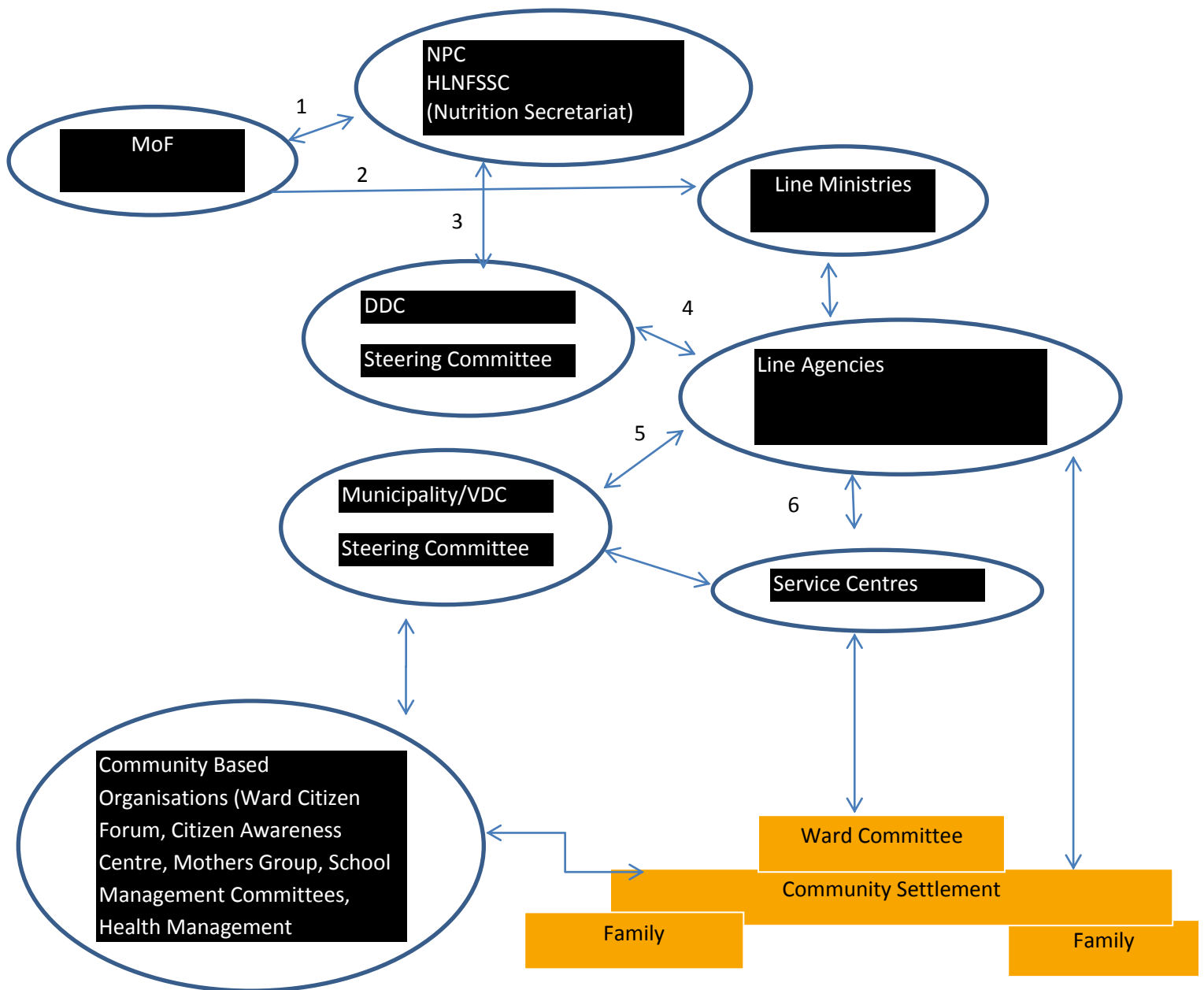


## 2.5 Programme and Budget

### 2.5.1 Programme/Budget Approval and Monitoring



### 2.3.2 Budget Allocation and Implementation



1. Ministry of Finance will allocate and release budget to the National Planning Commission Secretariat (Nutrition Secretariat) as per approved district level nutrition sensitive programme and budget (education, WASH, agriculture and local development sector) as conditional grants.
2. Programme and budget of the sectoral ministries and nutrition specific programme and budget of the Ministry of Health and Population will be released through their regular budget heads.
3. National Planning Commission will provide total lump sum budgetary grants to each district as conditional grants to the DDF to implement nutrition sensitive programmes at the district level.
4. District Development Committee will allocate funds from the DDF to the line agencies (education, WASH, and agriculture) as per their approved action plan to implement programmes at the community level especially at the ward level according to the nutrition menu prepared by the Ward Citizen Forum/Citizen Awareness Centre.
5. Line agencies will implement the programmes at the ward level by self or service centres or local bodies in collaboration with the CBOs or through the CBOs

## 2.5 Organisation - Central Level

### 2.5.1 National Level: High Level Nutrition and Food Security Steering Committee

Hon. Vice Chairman, National Planning Commission (NPC)	Chairperson
Hon. Members (3-Health, Agriculture, Commerce), NPC	Member
Secretary Ministry of Agriculture and Cooperatives	Member
Secretary Ministry of Health and Population	Member
Secretary Ministry of Local Development	Member
Secretary Ministry of Commerce and Supplies	Member
Secretary Ministry of Finance	Member
Secretary Ministry of Education	Member
Secretary Ministry of Physical Planning and Works	Member
Secretary Ministry of Women Children and Social Welfare	Member
Experts 4 (Nutrition, Food Security and Commerce & Supply)	Member
Member Secretary, National Planning Commission	Member Secretary
Joint Secretary, Social Development Division, NPC	Co-Member Secretary

#### 2.5.1.1 National Nutrition and Food Security Coordination Committee

Hon Member (Health and Nutrition Sector), NPC	Coordinator
Hon Member (Agriculture Sector), NPC	Co-coordinator
Joint Secretary (JS), Policy Planning and International Coordination Division, MoHP	Member
JS, Drinking Water Division, MoPPW	Member
JS, Budget Division, Ministry of Finance	Member
JS, Adm. Corporation and Supplies Division, MoCS	Member
JS, Planning and Foreign Aid Coordination Division, MoLD	Member
JS, Planning Division, Ministry of Agriculture and Cooperatives	Member
Director General, Department of Agriculture	Member
Director General, Department of Livestock Services	Member
Director General, Department of Food Technology and Quality Control	Member
Director General, Department of Irrigation	Member
Director General, Department of Education	Member
Director General, Department of Women and Children	Member
Director, Family Health Division, Department of Health Services	Member
Director, Child Health Division, Department of Health Services	Member
Executive Director, Nepal Agriculture Research Council	Member
Nutrition and Food Security Sectoral Experts - 4, nominated by the Coordinator (Nutrition 2, Food Security 2)	Member
JS, Agriculture and Rural Development Division, NPC	Member
JS, Social Development Division, NPC	Member Secretary

The Committee may invite development Partners UNICEF, WB, WFP, FAO, USAID & HK International as observer members in the regular meeting and other partners as deemed necessary.

## 2.5.2 Sub-national Level

### 2.5.2.1 District Level: Nutrition and Food Security Steering Committee

DDC Chair	Chairperson
District Health Officer/District Public Health Officer	Co-chair
Local Development Officer	Member
Chief, Line Agencies (Agriculture, Livestock, Education, Drinking Water)	Members
Women Development Officer, Women development Office	Member
Executive Officer, Municipality	Member
Chair, District Chamber of Commerce and Industry	Member
Chair, District NGO Federation	Member
Representative, development partners and I/NGOs working at district level	Member
Information & Documentation Officer, DDC	Member
Programme Officer, Social Development Section, DDC	Member
Representative, District Chamber of Commerce, Industry and Trade	Member
Planning Officer, DDC	Member Secretary

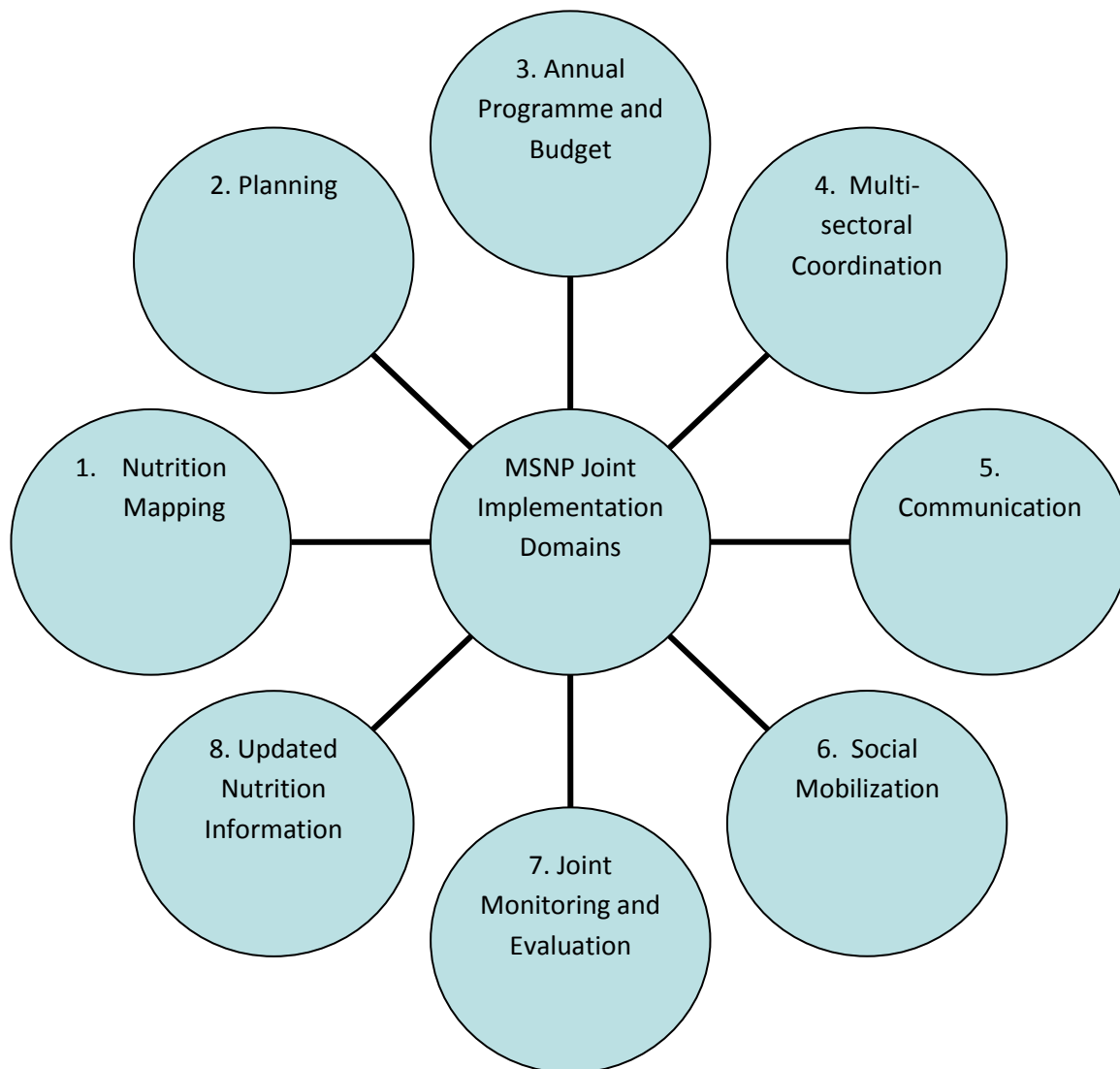
### 2.5.2.2 Municipal Level: Nutrition and Food Security Steering Committee

Mayor	Chairperson
District Health Officer/District Public Health Officer	Co-chair
Executive Officer, Municipality	Member
Chief, Line Agencies (Agriculture, Livestock, Education, and Drinking Water)	Members
Planning Officer, DDC	Member
Chief, Urban Health Centre of the municipality (if exists)	Member
Chair, District NGO Federation	Member
Representative, development partners and I/NGOs working at district level	Member
Planning Officer, Planning Section of the Municipality	Member
Officer, Social Development Section of the Municipality	Member Secretary

### 2.5.2.3 VDC Level: Nutrition and Food Security Steering Committee

VDC Chair	Chairperson
Chief, Agriculture Service Centre, Livestock Service Centre and Health Facility	Members
Representative, Health Facility Management Committee	Member
Chair, School Management Committee	
<i>(Selected 1 – if there are more than one committee)</i>	Member
Representative, Ward Citizen Forum	Member
VDC Secretary	Member Secretary

### 3. MSNP Joint Implementation Domains



### 4. Programmes and Institutional Roles

#### 4.1 Nutrition Mapping

<b>Institutional Roles</b>
Step 1: Incorporate nutrition in the central and local (district) level Poverty Monitoring and Information System.
Step 2: Assess information need for the measurement of nutrition indicators.
Step 3: Include nutrition related questions in the Disadvantaged Group (DAG) mapping questionnaire as per identified information gaps.
Step 4: Carry out nutrition mapping jointly with the DAG mapping.
Step 5: Prepare district nutrition index.

#### 4.1.1 Institutional Roles

Institution	Roles
NPC	<p>Incorporate nutrition indicators in the PMAS</p> <p>Determine indicators to be included in the DPMAS</p>
Sectoral Ministries	<p>Identify indicators to be included in their DPMAS</p> <p>Include nutrition in the local bodies classification policies (DDC, Municipality and VDC)</p> <p>Update DAG mapping criteria and circulate to the local bodies. Clearly list down criteria for categorization of DAG VDCs 1, 2, 3 and 4 (MoFALD)</p>
DDC	<p>Compile nutrition index from health, education, WASH and agriculture sectors (from line agencies and NGOs working in the district)</p> <p>Incorporate the nutrition index of all relevant sectors in the district development indicators</p> <p>Prepare current information system inventory to assist monitoring of MSNP outputs, outcomes and impact.</p> <p>Identify information gaps at district level</p> <p>Compile questions from all the sectors as per the identified information gaps to collect baseline information</p> <p>Insert questions developed by all the sectors into DAG mapping questionnaire to generate baseline information at district level</p> <p>Carry out DAG mapping at district level ( at least two VDCs in in the first six months of the first year, and at least fifty percent of the VDCs at the end of the first year)</p> <p>Process/analyse nutrition information from the DAG mapping survey</p> <p>Prepare district nutrition index (DDC, municipal and VDC level)</p> <p>Determine nutrition indicators to measure attainment of nutrition index</p> <p>Incorporate nutrition information to be collected in the results-based monitoring system of the district</p>
Line agencies	<p>Incorporate district nutrition index into the sectoral district index</p> <p>Determine indicators to measure attainment of sectoral district nutrition index</p> <p>Prepare list information to be collected for the monitoring of indicators</p>

	<p>Provide nutrition index and questions to be included in the district mapping</p> <p>Incorporate the nutrition information to be collected in the sectoral district information system and reporting format of the DPMAS</p> <p>Provide support to the DDC in the preparation of nutrition mapping questions</p> <p>Provide support to the nutrition mapping team</p>
Municipality	<p>Incorporate district nutrition index into the municipal nutrition index</p> <p>Determine indicators to measure attainment of municipal nutrition index</p> <p>Prepare list information to be collected for the monitoring of indicators</p> <p>Provide support to the nutrition mapping team</p>
VDC	Provide support to the nutrition mapping team
CBOs	Provide support to the nutrition mapping team
Community Workers	Provide support to the nutrition mapping team

## 4.2 Planning

<b>Institutional Roles</b>
Step 1: Incorporate nutrition indicators in the Periodic Plan and sectoral Master Plans.
Step 2: Incorporate nutrition indicators in the District Periodic Plan and District Sectoral Master Plans.
Step 3: Include nutrition in the central and district annual plan, Programme and Budget
Step 4: Update District Periodic Plan

### 4.2.1 Institutional Roles

<b>Institution</b>	<b>Roles</b>
NPC	<p>Incorporate nutrition programmes and indicators in the Periodic Plan</p> <p>Inform the sectoral ministries to incorporate nutrition programmes and indicators in their sectoral plans</p>
Sectoral Ministries	<p>Incorporate nutrition programmes and indicators in the sectoral plans</p> <p>Inform the sectoral line agencies at the district level to incorporate nutrition</p>



<b>Institution</b>	<b>Roles</b>
	programmes and indicators in their district plans
Department	Incorporate nutrition programmes and indicators in the plans
Regional Directorates	Incorporate nutrition programmes and indicators in the plans
DDC	Prepare/update District Periodic Plan and incorporate nutrition in the plan Incorporate nutrition programmes and indicators in the plans
Line Agencies	Incorporate nutrition programmes and indicators in the plans
Municipality	Incorporate nutrition programmes and indicators in the plans
VDC	Incorporate nutrition programmes and indicators in the plans
CBOs	Provide support to the local bodies and government service centres to incorporate nutrition into their annual plan Participate in the local bodies' planning meeting and ensure that nutrition is included in the plan
Community Workers	Participate in the local bodies' planning meeting and make sure that nutrition is included in the local bodies and line agencies' annual plan Provide information to the CBOs about nutrition plan of the village and role of the CBOs in the implementation process

### 4.3 Annual Programme and Budget

<b>Steps</b>
Step 1: Prepare nutrition programme menu at the municipal/VDC ward level and submit it to the service centres and municipality/VDC.
Step 2: organize participatory discussion on the nutrition programme menu at the Municipality/VDC.
Step 3: Prepare nutrition programme and budget as per nutrition programme menu and discuss it at the Municipal/VDC Integrated Planning Committee.
Step 4: Prepare integrated nutrition programme and budget of the Municipality/VDC
Step 5: Submit the integrated nutrition programme and budget in the Municipal/VDC Nutrition and Food Security Committee for endorsement.
Step 6: Submit the integrated nutrition programme and budget in the Municipal/VDC Council for approval.
Step 7: Submit integrated nutrition programme and budget of the Municipality/VDC to the relevant line

<b>Steps</b>
<p>agency.</p> <p>Step 8: Compile sector nutrition programmes and budget from the Municipal/VDC programme budget and prepare sectoral nutrition programme and budget by the line agencies.</p> <p>Step 9: Submit sectoral nutrition programme and budget to the District Nutrition and Food Security Steering Committee for endorsement by the line agency.</p> <p>Step 10: Prepare district nutrition programme and budget by the DDC.</p> <p>Step 11: Submit district nutrition programme and budget in the District Council for approval.</p> <p>Step 12: DDC to submit district nutrition programme and budget to the Regional Directorates, Departments and sectoral Ministries.</p> <p>Step 13: Sectoral ministries to integrate sectoral nutrition programme and budget received from the DDCs and prepare sectoral nutrition programme and budget under conditional grants (central level programmes under regular budget heads and district level programmes under conditional grants).</p> <p>Step 14: Submit their nutrition programme and budget to the HLNFSSC by the sectoral ministries for endorsement.</p> <p>Step 15: Integrate the sectoral nutrition programme budget and submit the National Nutrition Programme and Budget to the Ministry of Finance by the Nutrition Secretariat, NPC as per HLNFSSC decisions.</p>

#### 4.3.1 Institutional Roles

<b>Institution</b>	<b>Roles</b>
NPC	<ul style="list-style-type: none"> <li>• Integrate National Annual Nutrition Programme and Budget as submitted by the sectoral ministries</li> <li>• Submit the Integrated National Annual Nutrition Programme and Budget to the HLNFSSC for approval</li> <li>• Submit the Integrate National Annual Nutrition Programme and Budget as per HLNFSSC decisions</li> <li>• Release annual budget of the approved district level annual nutrition programmes, allocated under the NPC budget heads, through the District Development Fund to the DDC as conditional grants</li> <li>• Monitor district level nutrition programme implementation</li> </ul>
Line Ministries	<ul style="list-style-type: none"> <li>• Collect/compile annual nutrition plan as recommended by the DDCs</li> <li>• Include nutrition programmes in the annual programme and budget of the ministry (central level programme and budget under regular budget heads and nutrition sensitive programme and budget that will be implemented at the district level under</li> </ul>

<b>Institution</b>	<b>Roles</b>
	<p>conditional grants)</p> <ul style="list-style-type: none"> <li>• Submit the annual nutrition programme and budget to the HLNFSSC, through the Nutrition Secretariat, for endorsement</li> <li>• Monitor district level nutrition programme implementation</li> </ul>
Department	<ul style="list-style-type: none"> <li>• Collect/compile District Annual Nutrition Programme and Budget from the Regional Directorate or DDCs</li> <li>• Include nutrition programmes in the annual programme budget of the department (nutrition sensitive programme and budget that will be implemented at the district level - for monitoring)</li> <li>• Submit the annual nutrition programme and budget of the department to the ministry</li> <li>• Monitor district level nutrition programme implementation</li> </ul>
Regional Directorate	<ul style="list-style-type: none"> <li>• Collect/compile District Annual Nutrition Programme and Budget from the DDCs</li> <li>• Include nutrition programmes in the annual programme budget of the Regional Directorate (nutrition sensitive programme and budget that will be implemented at the district level - for monitoring)</li> <li>• Submit the annual nutrition programme and budget of the Regional Directorate to the department or to the ministry</li> <li>• Monitor district level nutrition programme implementation</li> </ul>
DDC	<ul style="list-style-type: none"> <li>• Collect/compile Sectoral Nutrition Annual Programme and Budget from the line agencies</li> <li>• Prepare Integrated District Annual Nutrition Programme and Budget</li> <li>• Submit Integrated District Annual Nutrition Programme and Budget in the District Nutrition and Food Security Steering Committee for endorsement</li> <li>• Submit District Annual Nutrition Programme and Budget in the District Council for approval</li> <li>• Submit the integrated nutrition plan to relevant Regional Directorates, Departments and line Ministries</li> <li>• Allocate and release annual nutrition programmes and the budget received under conditional grants to the line agencies for implementation</li> <li>• Coordinate and monitor district level nutrition programme implementation</li> </ul>
Line Agencies	<ul style="list-style-type: none"> <li>• Prepare sectoral nutrition annual program and budget on the basis of VDC/Municipal level annual nutrition programme and budget</li> </ul>

<b>Institution</b>	<b>Roles</b>
	<ul style="list-style-type: none"> <li>• Submit the sectoral nutrition programme and budget in the District Nutrition and Food Security Steering Committee</li> <li>• Implement annual nutrition programmes and the budget as allocated from the DDF as conditional grants from the DDC</li> </ul>
Municipality	<ul style="list-style-type: none"> <li>• Mobilise social mobilisers to discuss nutrition agendas in the Ward Citizen Forum and Citizen Awareness Centre meetings and to support for the preparation of nutrition menu at the ward level</li> <li>• Mobilise Social Mobilizers to organise participatory discussion forums to prepare nutrition menu of all the wards for next year</li> <li>• Compile nutrition menus from all the wards (from WCF/CAC) through social mobilisers</li> <li>• Integrate nutrition menu and prepare municipal nutrition programme and budget</li> <li>• Submit municipal nutrition programme and budget in the Integrated Planning Committee</li> <li>• Submit municipal level Annual Nutrition Programme and Budget in the Municipal level Nutrition and Food Security Steering Committee for endorsement</li> <li>• Submit the Annual Nutrition Programme and Budget in the Municipal Council</li> <li>• Submit the Annual Nutrition Programme and Budget to relevant line agencies</li> <li>• Coordinate and monitor ward level nutrition programmes implemented by the line agencies</li> </ul>
VDC	<ul style="list-style-type: none"> <li>• Mobilise social mobilisers to discuss nutrition agendas in the Ward Citizen Forum and Citizen Awareness Centre meetings and to support for the preparation of nutrition menu at the ward level</li> <li>• Mobilise Social Mobilizers to organise participatory discussion forums to prepare nutrition menu of all the wards for next year</li> <li>• Compile nutrition menus from all the wards (from WCF/CAC) through social mobilisers and from the government service centres</li> <li>• Integrate nutrition menu and prepare village nutrition programme and budget</li> <li>• Submit village nutrition programme and budget in the Integrated Planning Committee</li> <li>• Submit village level Annual Nutrition Programme and Budget in the village level Nutrition and Food Security Steering Committee for endorsement</li> </ul>

<b>Institution</b>	<b>Roles</b>
	<ul style="list-style-type: none"> <li>• Submit the Annual Nutrition Programme and Budget in the Village Council</li> <li>• Submit the Annual Nutrition Programme and Budget to relevant line agencies</li> <li>• Coordinate and monitor ward level nutrition programmes implemented by the line agencies or service centres</li> </ul>
CBOs	<ul style="list-style-type: none"> <li>• Participate in the participatory discussion forum organized by the Social Mobilizer</li> <li>• Prepare nutrition menu to implement at the ward level</li> <li>• Submit the ward nutrition menu to the VDC through Social Mobilizer</li> <li>• Implement nutrition programmes or provide necessary support to the nutrition programme implementing agency at the ward level</li> </ul>
Community Workers	<ul style="list-style-type: none"> <li>• Provide support for the preparation of nutrition menu at the ward level</li> <li>• Collect nutrition menu from ward citizen forums and citizen awareness centres and submit it to the municipality/VDC</li> <li>• Provide necessary support to the nutrition programme implementing agency at the ward level</li> </ul>

#### 4.4 Multi-sectoral Coordination

<b>Institutional Roles</b>
<p>Step 1: Form institutional mechanisms for multi-sectoral coordination in the centre and district level.</p> <p>Step 2: Identify nutrition responsible persons in all the agencies</p> <p>Step 3: Carry-out coordination functions</p>

##### 4.4.1 Institutional Roles

<b>Institutions</b>	<b>Roles</b>
NPC	<ul style="list-style-type: none"> <li>• Set-up Nutrition Secretariat at NPC</li> <li>• Identify nutrition responsible persons with their TOR (job descriptions)</li> <li>• Make a decision in the HLNFSSC to delegate district level nutrition programme coordination to the DDC and request sector ministries to delegate accordingly</li> <li>• Issue directives to the local bodies (DDC) to merge nutrition and food security committees and form Nutrition and Food Security Steering Committee at all levels</li> </ul>

	<p>(DDC, Municipality and VDC)</p> <ul style="list-style-type: none"> <li>• Urge the line ministries to identify nutrition responsible persons with their TOR (job descriptions) in all the ministries</li> <li>• Organise meeting of the HLNFSMC, at least one in a trimester</li> <li>• Circulate decisions of the HLNFSMC to all the ministries for implementation</li> <li>• Follow-up implementation of the HLNFSMC decisions</li> <li>• Provide support to the line ministries to implement the HLNFSMC decisions, in case of any impediments</li> </ul>
	<ul style="list-style-type: none"> <li>• Identify nutrition responsible persons and Include nutrition functions in their job description (job descriptions)</li> <li>• Issue directives to their district level lines agencies to participate in the local level Nutrition and Food Security Steering Committee (DDC, Municipality and VDC) meetings and implement the decisions of the meeting</li> <li>• Participate in the HLNFSMC meetings</li> <li>• Delegate authorities to the DDC for district level coordination of their district level nutrition programmes</li> <li>• Implement decisions of the HLNFSMC</li> <li>• Provide Information to the Nutrition Secretariat in writing about any programmes that could not be implemented</li> </ul>
DDC	<ul style="list-style-type: none"> <li>• Form Nutrition and Food Security Steering Committee at district level</li> <li>• Identify nutrition responsible persons with their TOR (job descriptions) at the DDC within available human resources</li> <li>• Organise at least one steering committee meetings bi-monthly and as necessary</li> <li>• Circulate decisions of the steering committee to all the relevant agencies for implementation</li> <li>• Follow-up implementation of the steering committee meeting decisions</li> <li>• Provide support to the line agencies to implement the steering committee decisions, in case of any impediments</li> </ul>
Line Agencies	<ul style="list-style-type: none"> <li>• Identify nutrition responsible persons with their TOR (job descriptions) within available human resources</li> <li>• Participate in the Nutrition and Food Security Steering Committee meetings</li> <li>• Implement decisions of the steering committee that are relevant to the sectoral line agency</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide Information to the DDC in writing about any programmes that could not be implemented</li> <li>• Implement the community level nutrition programmes, as far as possible, through community based organisations</li> </ul>
Municipality	<ul style="list-style-type: none"> <li>• Form Nutrition and Food Security Steering Committee at the municipal level</li> <li>• Identify nutrition responsible persons with their TOR (job descriptions) at the municipality within available human resources</li> <li>• Organise at least one steering committee meetings bi-monthly and as necessary</li> <li>• Circulate decisions of the steering committee to all the relevant agencies for implementation</li> <li>• Discuss progress of the nutrition programmes in the steering committee meetings and apply corrective measures to the programmes that could not be implemented in time</li> <li>• Follow-up implementation of the steering committee meeting decisions</li> <li>• Provide support to the agencies to implement the steering committee decisions, in case of any impediments</li> </ul>
VDC	<ul style="list-style-type: none"> <li>• Form Nutrition and Food Security Steering Committee at the village level</li> <li>• Organise at least one steering committee meetings bi-monthly and as necessary</li> <li>• Circulate decisions of the steering committee to all the relevant agencies for implementation</li> <li>• Discuss progress of the nutrition programmes in the steering committee meetings and apply corrective measures to the programmes that could not be implemented in time</li> <li>• Minute the steering committee meeting decisions through the Social Mobilizer and report it to the district line agencies and DDC</li> </ul>
CBOs	<ul style="list-style-type: none"> <li>• Provide necessary support to the nutrition programmes implementing agencies to implement programmes at the community level <ul style="list-style-type: none"> <li>○ Whether work plans are prepared, if not ask to prepare</li> <li>○ Provide all supports needed from community for programme implementation</li> <li>○ Encourage the communities and family members to be involved in the programme implementation process</li> </ul> </li> <li>• Discuss implementation progress of the nutrition programmes and its observed effects to the community in their monthly meeting and minute it</li> </ul>

Community Workers	<p>Provide necessary support in the implementation of nutrition programmes at the community level</p> <p>Provide support to the Ward Citizen forum and Citizen Awareness Centre to discuss implementation progress of the nutrition programmes in their monthly meeting and minuting the meeting decisions</p>
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### Format of the Work Plan

Activity	Sub-activity	Responsible Person	Supporting Agency	Time (Trimester)			Resources required			Remarks
				1	2	3	Human resource	Equipment Tools	Others	

### 4.5 Communication

Steps
<p>Step 1: identify communication programmes of the line agencies that can be implemented jointly or through one agency</p> <p>Step 2: Integrate the communication programmes (For example: Poster, Pamphlet, radio &amp; TV programme, Awareness/Sensitization, behavior change etc.)</p> <p>Step 3: Prepare Integrated Communication Work Plan</p> <p>Step 4: Provide resources to the integrated communication programme implementing agency by other line agencies or divert such resources as per Integrated Communication Work Plan to the implementing agency from the DDF for the implementation of the communication programmes</p> <p>Step 5: Implement integrated communication programmes through the responsible agency</p> <p>Step 6: Post implementation, held joint discussion among the agencies to identify improvement measures to improve the implementation process in the future and incorporate corrective measures in the Integrated Communication Work Plan</p> <p>Step 7: Send progress report to all the line agencies by the programme implementing agency</p>



#### 4.5.1 Institutional Roles

Institution	Roles
NPC	Discuss progress of the Integrated Communication Programmes in the HLNFSSC
Line Ministries	<ul style="list-style-type: none"> <li>• Issue directive to the line agency to integrate nutrition related communication programmes with other relevant agencies and implement through one agency as decided in the District level Nutrition and Food Security Steering Committee</li> <li>• Review progress</li> <li>• Provide backstopping support as necessary</li> </ul>
Department	<ul style="list-style-type: none"> <li>• Ensure receipt of the 'integrated communication work plan'</li> <li>• Review progress</li> <li>• Provide backstopping support as necessary</li> </ul>
Regional Directorate	<ul style="list-style-type: none"> <li>• Ensure receipt of the 'integrated communication work plan'</li> <li>• Review progress</li> <li>• Provide backstopping support as necessary</li> </ul>
DDC	<ul style="list-style-type: none"> <li>• Discuss nutrition related communication programs of the line agencies in the steering committee as per their annual nutrition plan</li> <li>• Prepare an 'integrated communication work plan' by integrating relevant programs that can be implemented jointly or through one agency</li> <li>• Determine responsible agency for each integrated communication programme and assign implementation responsibility to one line agency including support functions of other line agencies in the Integrated Communication Work Plan</li> <li>• Provide a copy of the communication work plan to the Regional Office, Department and Line Ministry</li> <li>• Review progress of the integrated communication programmes in the steering committee</li> <li>• Include corrective measures for implementation in the Integrated</li> <li>• Communicate Work Plan and solicit the implementing line agency to implement accordingly</li> </ul>
Line Agencies	<ul style="list-style-type: none"> <li>• Submit the doable communication programs that can be implemented jointly in the district to the steering committee for discussion</li> <li>• Participate in the discussions held by the steering committee</li> </ul>

<b>Institution</b>	<b>Roles</b>
	<ul style="list-style-type: none"> <li>• Provide support to prepare 'Integrated Communication Work Plan'</li> <li>• As per decision of the steering committee, provide resources needed for the implementation of the communication programme to the Integrated Communication Programme implementing agency</li> <li>• Provide technical and other services to the programme implementing agency as per their demand</li> <li>• Prepare lists of contributions and lapses from the integrated communication programmes to your organization, and participate in the progress review discussion organized by the steering committee.</li> <li>• Provide suggestions to the steering committee for the improvements in programme implementation</li> </ul>
Municipality	<ul style="list-style-type: none"> <li>• Discuss integrated communication programmes that will be implemented in the municipality</li> <li>• Review progress of the nutrition communication programmes</li> <li>• Submit progress report to the DDC and line agencies</li> </ul>
VDC	<ul style="list-style-type: none"> <li>• Discuss integrated communication programmes that will be implemented in the municipality</li> <li>• Review progress of the nutrition communication programmes</li> <li>• Submit progress report to the DDC and line agencies</li> </ul>
CBOs	<ul style="list-style-type: none"> <li>• Provide necessary support in the implementation of nutrition programmes at the community level</li> </ul>
Community Workers	<ul style="list-style-type: none"> <li>• Provide necessary support in the implementation of nutrition communication programmes at the community level</li> <li>• Provide support to the Ward Citizen forum and Citizen Awareness Centre to discuss implementation progress of the nutrition communication programmes in their monthly meeting and minuting of the meeting decisions</li> </ul>

## 4.6 Social Mobilization

Steps
Step 1: Incorporate nutrition in the job descriptions of the Social Mobilizer and other community workers.
Step 2: Include nutrition in the training curriculum of the Social Mobilizer.
Step 3: Provide training on nutrition to the Social Mobilisers and other community workers.
Step 4: Include nutrition in the reporting format of the Social Mobiliser.
Step 5: Provide work plan and other details of the nutrition programme that will be implemented in the Municipality/VDC to the Social Mobilizer and other community workers.
Step 6: Inform the line agencies and service centres at the VDC level about the services and facilitation of the Social Mobilizer for the implementation of the nutrition programmes at the VDC level.
Step 7: Inform the CBOs at ward level (WCF, CAC, M/WG etc.) about the nutrition programmes that will be implemented at the ward level.
Step 8: Discuss implementation and progress of nutrition programmes and prepare minute of the monthly meeting of the WCF/CAC.
Step 9: Prepare nutrition menu (programmes that will be implemented at the ward level in the next fiscal year) by the CBOs once a year.
Step 10: Compile the nutrition menu received from the ward level at the VDC and send it to the line agencies for programme and budget planning for next fiscal year.
Step 11: Integrate the nutrition menu and submit the integrated nutrition programme and budget of the VDC to the DDC.
Step 12: Provide support for the implementation of the nutrition programme at the ward level.
Step 13: Review implementation progress at the monthly meeting of the WCF/CAC, minute it and send progress to the Municipality/VDC.
Step 13: Social Mobilizer to provide support prepare minutes of the VDC level Nutrition and Food Security Steering Committee meeting and submission of progress report to the line agencies and DDC.

### 4.6.1 Institutional Roles

Institution	Roles
DDC	<ul style="list-style-type: none"> <li>• Incorporate nutrition in the job descriptions of the Social Mobilizer and other community workers.</li> <li>• Include nutrition in the training curriculum of the Social Mobilizer.</li> <li>• Provide training on nutrition to the Social Mobilisers and other community</li> </ul>

	<p>workers.</p> <ul style="list-style-type: none"> <li>• Include nutrition in the reporting format of the Social Mobiliser.</li> <li>• Inform the line agencies and service centres at the VDC level about the services and facilitation of the Social Mobilizer for the implementation of the nutrition programmes at the municipal/village level.</li> </ul>
Line Agencies	<ul style="list-style-type: none"> <li>• Give directives to the programme implementation team and service centres to implement the nutrition programmes in coordination with the Social Mobilizer and CBOs (WCF and CAC)</li> </ul>
Municipality	<ul style="list-style-type: none"> <li>• Provide work plan and other details of the nutrition programmes that will be implemented in the Municipality to the Social Mobilizer and other community workers</li> <li>• Inform the line agencies about the services and facilitation of the Social Mobilizer for the implementation of the nutrition programmes</li> </ul>
VDC	<ul style="list-style-type: none"> <li>• Provide work plan and other details of the nutrition programme that will be implemented in the VDC to the Social Mobilizer and other community workers</li> <li>• Inform the line agencies and service centres about the services and facilitation of the Social Mobilizer for the implementation of the nutrition programmes</li> </ul>
CBOs	<ul style="list-style-type: none"> <li>• Prepare nutrition menu for the implementation at ward level</li> <li>• Provide support to the implementation agency for the implementation of the nutrition programme at the ward level.</li> </ul>
Social Mobilizer	<ul style="list-style-type: none"> <li>• Inform the CBOs at ward level (WCF, CAC, M/WG etc.) about the nutrition programmes that will be implemented at the ward level</li> <li>• Provide support to the WCF/CAC to discuss implementation and progress of nutrition programmes in their monthly meeting and preparation of minute</li> <li>• Coordinate with the service centres, located at the VDC, on behalf of the VDC</li> <li>• Provide support to the WCF/CAC to prepare nutrition menu</li> <li>• Compile the nutrition menu received from the ward level at the VDC and send it to the line agencies for programme and budget planning for next fiscal year.</li> <li>• Integrate the nutrition menu and submit the integrated nutrition programme and budget of the VDC to the DDC.</li> <li>• Provide support for the implementation of the nutrition programme at the ward level.</li> <li>• Compile minutes of the monthly meeting of the WCF/CAC and submit it to the Municipality/VDC.</li> </ul>

	<ul style="list-style-type: none"> <li>Provide support prepare minutes of the VDC level Nutrition and Food Security Steering Committee meeting and submission of progress report to the line agencies and DDC.</li> </ul>
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#### 4.7 Joint Monitoring

Steps
Step 1: Prepare Monitoring Framework in the centre as well as district level*
Step 2: Prepare Monitoring Plan in the centre as well as district level^
Step 3: Form Joint monitoring mechanism (centre and district level)
Step 4: Carry out regular trimester review of programme implementation
Step 5: Carry our joint monitoring of programme implementation at the district level
Step 6: Submit progress report ( CBOs, Service Centre, VDC, Line Agencies, DDC, Line Ministries, NPC)

\* Monitoring Framework

Results Chain	Indicators	Baseline Data	Means of Measurement	What to measure	Who to measure	Timeframe for measurement	Whom and when to report
Goal							
Objective							
Outcome							
Output							
Activities							
Inputs							

^ Monitoring Plan

Results Chain	Indicators	Programme / Activities	Baseline data	Time for monitoring	Responsible authority / person for monitoring	Source of data	Authority to analyse	Remarks
Goal								
Objective								
Outcome								
Output								
Activities								
Inputs								

#### 4.7.1 Institutional Roles

NPC	<ul style="list-style-type: none"> <li>• Prepare monitoring framework of the MSNP</li> </ul>
Sectoral Ministries	<ul style="list-style-type: none"> <li>• Prepare sectoral monitoring framework of the MSNP</li> <li>• Provide the monitoring framework to the district line agencies and DDC and inform them to prepare district level monitoring framework as per the framework</li> <li>• Prepare monitoring plan</li> <li>• Monitor nutrition programs and budget implementation</li> <li>• Provide technical backstopping and other services to the DDC and implementing agencies as per demand and needs</li> <li>• Submit review and monitoring reports to the HLNFS</li> </ul>
Department	<ul style="list-style-type: none"> <li>• Prepare monitoring plan</li> <li>• Monitor nutrition programs and budget implementation</li> <li>• Provide technical backstopping and other services to the DDC and implementing agencies as per demand and needs</li> <li>• Submit review and monitoring reports to the ministry</li> </ul>
Regional Directorate	<ul style="list-style-type: none"> <li>• Prepare monitoring plan</li> <li>• Monitor nutrition programs and budget implementation</li> <li>• Provide technical backstopping and other services to the DDC and implementing agencies as per demand and needs</li> <li>• Submit review and monitoring reports to the department and ministry</li> </ul>
DDC	<ul style="list-style-type: none"> <li>• Prepare monitoring plan of the district nutrition programmes</li> <li>• Provide the monitoring plan to the line agencies and communicate them to carry out monitoring of nutrition programmes as per the plan</li> <li>• Monitor nutrition programmes and budget implementation</li> <li>• Submit review and monitoring reports to the district Nutrition and Food Security Steering Committee</li> <li>• Submit nutrition programme progress report to the Regional Directorate, Department and sectoral Ministry</li> </ul>
Line Agencies	<ul style="list-style-type: none"> <li>• Prepare monitoring plan</li> <li>• Provide the monitoring plan to the service centres and communicate them to carry</li> </ul>

	<p>out monitoring of nutrition programmes as per the plan</p> <ul style="list-style-type: none"> <li>• Monitor nutrition programs and budget implementation</li> <li>• Submit review and monitoring reports to the district Nutrition and Food Security Steering Committee</li> <li>• Submit nutrition programme progress report to the DDC</li> </ul>
Municipality	<ul style="list-style-type: none"> <li>• Prepare monitoring plan</li> <li>• Monitor nutrition programs and budget implementation in the municipality</li> <li>• Submit review and monitoring reports to the municipal Nutrition and Food Security Steering Committee</li> <li>• Submit nutrition programme progress report to the sectoral line agencies</li> </ul>
VDC	<ul style="list-style-type: none"> <li>• Prepare monitoring plan</li> <li>• Monitor nutrition programs and budget implementation in the VDC</li> <li>• Submit review and monitoring reports to the village Nutrition and Food Security Steering Committee</li> <li>• Submit nutrition programme progress report to the sectoral line agencies</li> </ul>
CBOs	<ul style="list-style-type: none"> <li>• Provide support for nutrition programme monitoring</li> <li>• Submit nutrition programme progress to the VDC through Social Mobilizer</li> </ul>
Community Worker	<ul style="list-style-type: none"> <li>• Provide support for nutrition programme monitoring</li> <li>• Collect nutrition programme implementation progress from ward Citizen Forum and Citizen Awareness Centre and submit it to the VDC</li> </ul>

## 4.8 Updated nutrition information

<b>Steps</b>
<p>Step 1: Incorporate MSNP outcome indicators in the PMAS and in its data collection format.</p> <p>Step 2: Incorporate necessary data in the information system of the sectoral ministries to attain the nutrition indicators that are included in the PMAS and the outcome indicators of the sectoral Logframe of the relevant sectoral ministries in the MSNP.</p> <p>Step 3: Incorporate nutrition information in the information collection software of the DPMAS.</p> <p>Step 4: Incorporate nutrition information in the information collection forms of the District Information and Documentation Centre, DDC.</p> <p>Step 5: Incorporate nutrition information in the information collection forms of the line agencies at district level.</p> <p>Step 6: Collect and analyse information in the central and district level.</p> <p>Step 7: Send information compiled by the line agencies to the DDC and the relevant ministries.</p> <p>Step 8: Publish nutrition information in their annual publications by the relevant central and district level agencies.</p>

### 4.8.1 Institutional Roles

<b>Institution</b>	<b>Roles</b>
NPC	<ul style="list-style-type: none"> <li>• Incorporate indicators expected to achieve/improve by the MSNP in the PMAS</li> <li>• Collect and analyse information</li> <li>• Publish nutrition information</li> </ul>
Sectoral Ministries	<ul style="list-style-type: none"> <li>• Incorporate necessary data in the information system of the sectoral ministries to attain the nutrition indicators that are included in the PMAS and the outcome indicators of the sectoral Logframe of the relevant sectoral ministries in the MSNP.</li> <li>• Incorporate nutrition information in the information collection software of the DPMAS.</li> <li>• Collect and analyse information</li> <li>• Publish nutrition information</li> </ul>
Department	<ul style="list-style-type: none"> <li>• Collect and analyse information</li> <li>• Publish nutrition information</li> </ul>
Regional	<ul style="list-style-type: none"> <li>• Collect and analyse information</li> </ul>



<b>Institution</b>	<b>Roles</b>
Directorate	<ul style="list-style-type: none"> <li>• Publish nutrition information</li> </ul>
DDC	<ul style="list-style-type: none"> <li>• Incorporate nutrition information in the information collection software of the DPMAS.</li> <li>• Incorporate nutrition information in the information collection forms of the District Information and Documentation Centre.</li> <li>• Collect and analyse information</li> <li>• Publish nutrition information</li> </ul>
Line Agencies	<ul style="list-style-type: none"> <li>• Incorporate nutrition information in the information collection forms of the line agencies</li> <li>• Collect and analyse nutrition information</li> <li>• Send collected and analysed information to the DDC and ministries</li> <li>• Publish nutrition information</li> </ul>
Municipality	<ul style="list-style-type: none"> <li>• Collect and analyse nutrition information</li> <li>• Send collected and analysed information to the DDC and ministries</li> <li>• Publish nutrition information</li> <li>• Discuss with the Ward Citizen Forum and Citizen Awareness Centre to prepare nutrition menu for the next year on the basis of the nutrition information</li> </ul>
VDC	<ul style="list-style-type: none"> <li>• Discuss with the Ward Citizen Forum and Citizen Awareness Centre to prepare nutrition menu for the next year on the basis of the nutrition information</li> </ul>