DRAFT TERMS OF REFERENCE FOR THE UCCO-SUN STEERING COMMITTEE AND SUBCOMMITTES

Background:

The Uganda Civil Society Coalition on Scaling Up Nutrition (UCCO-SUN) is a platform for nutrition and Nutrition sensitive Civil Society Organizations (CSOs) in Uganda. The coalition contributes to the Global SUN initiative through advocacy and monitoring for accountability. UCCO-SUN was started in March 2011 as a follow-up to the Global Scaling Up of Nutrition (SUN) initiative under the Task Force C now Civil Society Network. It is a partnership of over twenty active national and international non-governmental organizations, the media, academia, professional bodies and other alliances relevant to nutrition. The coalition is supported by the global scaling Up Nutrition Multi Partner Trust Fund and managed by the steering committee. .

UCCO-SUN uses three strategic objectives in meeting its aims: Capacity strengthening for CSOs in policy development, monitoring and accountability; Policy engagement and campaigns at international, national and district levels; and engagement and involvement of communities in advocacy, planning, implementation, monitoring and accountability.

As per the first UCCO-SUN general meeting held on the 3rd of July 2013, a team of eleven (11) organisations were elected to constitute the steering committee. This team further agreed to have three subcommittees (programme subcommittee, finance and administration, mobilization and networking) each with terms of reference as set forth.

Terms of Reference for the Steering committee
- Strategic planning
- Policy and procurement development and guidelines
- Oversight of UCCO-SUN activities including implementation
- Manage the coordinator
- Accountability and finance (Monitoring and evaluation)
- Mobilization publicity and visibility
- Direct support in UCCO-SUN management
- UCCO-SUN representation role

.

Terms of Reference Programme Sub-Committee

The Programme Sub-Committee will among other duties execute the following responsibilities on behalf of the steering committee:

1. Shape the structure of the Steering Committee's programme events by:
   - Advising on programme structure and process and approve key components of the programmes.
   - Promoting continuous improvement and innovation.
2. Provide guidance and oversight in the implementation of activities by members towards meeting the expectations of UCCOSUN;
3. Proactively solicit specific events/partnerships as necessary;
4. Receive concepts of coalition members to review and recommend for approval to the Steering committee in line with UCCOSUN strategic plan.

Terms of Reference Finance and Administration Committee
The finance and administration committee will among other duties execute the following responsibilities on behalf of the steering committee:

1. Over see resource mobilization and reporting to UCCO-SUN and the donors';
2. Provide policy guidance on resource allocation and utilization to maximize value for money;
3. Develop systems and procedures for financial transactions and accountability;
4. Review financial and audit reports and make recommendation for action by the steering committee;
5. Manage the relationship between the focal point agency and the steering committee;
6. Keep track of commitments of UCCOSUN and ensure adherence to the constitution and MoUs signed with different parties;
7. Over see institutional development including staffing guidelines and capacity building.

Terms of Reference Mobilisation and networking committee
The mobilisation and networking committee will among other duties execute the following responsibilities on behalf of the steering committee:

1. Establish and maintain a database of Organisations that UCCO-SUN can work with to advocate for nutrition;
2. Identify Organisations that work closely with Government, establish a working relationship with them, and work with these organisations to arrange for advocacy and lobbying activities in Government (Ministers and Parliament);
3. Contribute to the development of communication strategy for UCCOSUN;
4. Maintain regular communication to UCCO-SUN Member organisations, share useful information with them, to keep the network active;
5. Attract more Organisations to UCCO-SUN;
6. Mobilisation of funds visit different organisations to attract them to participate in UCCO-SUN activities;
7. Liaise with and organize engagement activities for UCCO-SUN with media houses including ensuring that press realises.