


SCALING UP NUTRITION MULTI-PARTNERS TRUST FUNDS (SUN MPTF) FOR CIVIL SOCIETY MOBILIZATION

MPTF OFFICE GENERIC ANNUAL PROGRAMME¹ NARRATIVE PROGRESS REPORT – YEAR 2014

REPORTING PERIOD: 1 JUNE– 31 DECEMBER 2014

PROJECT IMPLEMENTATION PERIOD: 1 JUNE – 31 DECEMBER 2014

<p>Programme Title & Project Number</p> <p>Programme Title: Establishing Coordinated Rwandan Civil Society Engagement in Scaling Up Nutrition</p> <p>Programme Number (if applicable) : SUN02/RWA/024</p> <ul style="list-style-type: none"> MPTF Office Project Reference Number:³ 00090332 – SUN02/RWA/024 – coordinated CSO 	<p>Country, Locality(s), Priority Area(s) / Strategic Results²</p> <p>(if applicable) Country/Region: RWANDA</p> <hr/> <p>Priority area/ strategic results</p> <p>Civil Society</p>
<p>Participating Organization(s)</p>  <p>World Food Programme</p> <p>United Nation World Food Programme Office of Rwanda</p>	<p>Implementing Partners</p> <ul style="list-style-type: none"> National counterparts (government, private, NGOs & others) and other International Organizations: CATHOLIC RELIEF SERVICES (CRS) as lead NGO & Society for Family Health (SFH) as Implementing Partner to CRS
<p>Programme/Project Cost (US\$)</p> <p>Total approved budget as per project document: MPTF /JP Contribution⁴: 240,742 US\$</p> <ul style="list-style-type: none"> by Agency (if applicable) 	<p>Programme Duration</p> <p>Overall Duration (months): 18 Months</p>

¹ The term “programme” is used for programmes, joint programmes and projects.
² Strategic Results, as formulated in the Strategic UN Planning Framework (e.g. UNDAF) or project document;
³ The MPTF Office Project Reference Number is the same number as the one on the Notification message. It is also referred to as “Project ID” on the project’s factsheet page the [MPTF Office GATEWAY](#)
⁴ The MPTF or JP Contribution, refers to the amount transferred to the Participating UN Organizations, which is available on the [MPTF Office GATEWAY](#)

Agency Contribution • <i>by Agency (if applicable)</i>	Start Date ⁵ (<i>dd.mm.yyyy</i>)	1st June 2014
Government Contribution (<i>if applicable</i>) -	Original End Date ⁶ (<i>dd.mm.yyyy</i>)	30 November 2015
Other Contributions (donors) 50,527 US\$ NGO contribution (<i>if applicable</i>)	Current End date ⁷ (<i>dd.mm.yyyy</i>)	30 November 2015
TOTAL: 291,269 US\$	Report Submitted By	
Programme Assessment/Review/Mid-Term Eval. Assessment/Review - if applicable <i>please attach</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: <i>dd.mm.yyyy</i> Mid-Term Evaluation Report – <i>if applicable please attach</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: <i>dd.mm.yyyy</i>	<input type="checkbox"/> Name: Marie Noëlle Senyana-Mottier <input type="checkbox"/> Title: Country Manager, Catholic Relief Services <input type="checkbox"/> Participating Organization (Lead): WFP <input type="checkbox"/> Email: MarieNoelle.senyana@crs.org	

⁵ The start date is the date of the first transfer of the funds from the MPTF Office as Administrative Agent. Transfer date is available on the [MPTF Office GATEWAY](#)

⁶ As per approval of the original project document by the relevant decision-making body/Steering Committee.

⁷ If there has been an extension, then the revised, approved end date should be reflected here. If there has been no extension approved, then the current end date is the same as the original end date. The end date is the same as the operational closure date which is when all activities for which a Participating Organization is responsible under an approved MPTF / JP have been completed. As per the MOU, agencies are to notify the MPTF Office when a programme completes its operational activities.

NARRATIVE REPORT FORMAT

EXECUTIVE SUMMARY

Catholic Relief Services (CRS), in collaboration with Society for Family Health (SFH) and the Rwandan Nutritionists Society (RNS) and financial support from SUN Secretariat Multi-Partner Trust Fund, is implementing various community-based activities under the Scaling Up Nutrition (SUN) project to contribute to the government's effort to fight malnutrition in Rwanda. The objective of this project is **Establishing Coordinated Rwandan Civil Society Engagement in Scaling Up Nutrition**.

This report presents the status and performance of Catholic Relief Services and partners in the Scaling Up Nutrition project, including all achievements to date (from June to December 2014).

The most notable achievements are:

1. Mapping of Civil Society Organizations and other nutrition stakeholders

The process of mapping civil society organizations and other nutrition stakeholders is ongoing. A core group from the Food and Nutrition Technical Working Group (FNTWG) has been established and has had meetings to discuss what core nutrition actions to be mapped in Rwanda and also to discuss and suggest other components needed in the preparation phase e.g. geographical level of mapping, target groups, delivery mechanisms,...The mapping will be done using the REACH Scaling Up Nutrition Planning & Monitoring tool, which has been elaborated and adapted to the Rwandan situation. Both geographical coverage and beneficiary coverage for the core nutrition actions are intended to be mapped. Once suggested core nutrition actions are approved, data collection will start. These are under discussion and refinement with Ministry of Health (MOH) and the FNTWG. An orientation meeting to prepare district focal points to conduct mapping has already been organized, and they are ready to conduct this exercise.

2. Launching event of the SUN platform

- The event was held on 30th October 2014 and gathered about 150 participants from a diverse range of organizations like: civil society organizations, local and international NGOs representatives, research institutes, Government representatives, UN agencies, Donors, Private sector, religious leaders, Community Health Workers and key nutrition stakeholders in Rwanda. The objective of the platform launching event was to:
 - Inform civil society organizations, as well as other stakeholders in nutrition, on the objective of the SUN Movement and the creation of the SUN Civil Society Alliance.
 - Sensitize civil society organizations, as well as other stakeholders in nutrition, on the importance of acting together to improve the outcome of nutrition in Rwanda.
 - Present the Rwanda SUN Project, including the strategy for mobilization and advocacy for the Alliance, the Terms of Reference, and request both their commitment to membership in the Alliance and their support in mobilizing other CSOs and actors in nutrition.

3. Elaboration of Terms of Reference

The SUN template was adapted to the Rwandan context and sent to all organizations that participated in the launching event with a request for feedback. The feedback received was integrated, and the final document will be approved /signed during the SUN meeting planned for February 2015.

4. Engaging with communities and the private sector in promoting nutrition

Sensitization meetings about the SUN movement and planned community-based activities to complement the first 1,000 days campaign were organized for local leaders and nutrition stakeholders at the district and sector levels. Subsequently, CBO partners sensitized the general population regarding the SUN Movement and the first 1,000 days campaign through Interpersonal Communication (IPC) sessions, printed materials distribution, and mobile video units (MVUs). The target groups for these activities were caregivers of U5 children and pregnant & lactating women.

I. Purpose

The goal of the Rwanda SUN Project is that “**Nutrition civil society actors are mobilized to effectively support the Government in scaling up nutrition in Rwanda**”.

The project pursues this goal across three strategic objectives:

- Strategic Objective 1: A Rwandan Civil Society Alliance for nutrition is established.
- Strategic Objective 2: Rwandan civil society actors contribute to scaling up nutrition.
- Strategic Objective 3: Rwanda nutrition civil society actors are linked to SUN stakeholders.

Each objective will be furthered via the following outcomes:

- Outcome 1.1: Inclusive map of civil society stakeholders by district established and updated
- Outcome 1.2 CS Alliance coordinating mechanisms established and functional
- Outcome 1.3: Civil Society Alliance with action plan developed and monitored
- Outcome 2.1: CS Alliance strengthen national and multisectoral partnership towards scaling up nutrition
- Outcome: 3.1: Alliance members participate in SUN Learning Network with other SUN CSAs

II. Results against the strategic Objectives

Strategic Objective 1: A Rwandan civil society alliance for nutrition is established.

1.1. Inclusive map of CS stakeholders by district established and updated

1.1.1. Preparation of the implementation of SUN activities

After the signature of the Sub award with WFP, CRS acted as lead organization to prepare and sign different Sub awards with other partners (SFH and RNS). After signature between the partners, two coordination meetings were organized with objective to plan and orient activities.

The first meeting took place on August 5th, 2014, which aimed to orient partners on SUN project activities and the implementation plan. This helped partners to have the same understanding of the project, its implementation, and expected results.

The second meeting was held on August 8th, 2014, and aimed to elaborate priorities and plan activities until December 2014. During the meeting, quarterly priorities for each partner were adopted and used to make the request for funds. It was also discussed that the stakeholder mapping would be the first activity conducted by the Rwanda Nutrition Society, and representatives were educated on how to conduct the inclusive mapping. The mapping will require coordination with World Food Program/REACH. During this meeting we adopted that technical meetings will be held once a month to evaluate progress and challenges.

1.1.2. Identification of Civil Society Organizations and other nutrition stakeholders by district via mapping

With the support of WFP/REACH, a consultant has been hired to support the process of mapping nutrition stakeholders. The REACH Scaling Up Nutrition Planning & Monitoring Tool (SUNPMT) was adapted for use. The tool has been introduced and discussed with CRS, and with civil society organizations/stakeholders at FNTWG in meetings held on November 4th, 2014 and December 8th, 2014. The discussion focused on adaptation of the tool to the Rwandan situation, and selecting actions and indicators to be mapped.

At this time, the actions/indicators to be mapped have been suggested by the core team for approval by the FNTWG members and MOH, and the organization and preparation of data collection has been adopted. Sensitization of stakeholders to participate in the mapping is currently being facilitated.

The implementation of SUN activities will involve nutritionists at the district level, all of whom have been identified as Focal Points by RNS. To prepare them on their support in SUN activities, specifically the mapping, an orientation meeting was conducted on November 21st, 2014. During the meeting, participants were oriented on SUN activities and roles and responsibilities of the nutrition Focal Point in the implementation of SUN activities.

1.1.3. Organization of national launching of SUN civil society platform

On October 30th, 2014, a launching of the SUN platform was organized at the national level. Around 150 key nutrition stakeholders participated in the meeting, including civil society organizations, private sector companies, religious institutions, researchers/academics, etc.

The objective of this event was to:

1. Inform civil society organizations, as well as other stakeholders in nutrition, on the objective of SUN Civil Society Alliance.

2. Sensitize civil society organizations, as well as other stakeholders in nutrition, on the importance of acting together to improve the outcome of nutrition in Rwanda.
3. Present the Rwanda SUN Project, including the strategy for mobilization and advocacy for the alliance, the Terms of Reference, and request both their commitment to membership in the alliance and their support in mobilizing other CSOs and actors in nutrition.

The achievements were:

1. Participating civil society organizations understand the objective of SUN movement, including strategies for mobilization.
2. Participating organizations understand the importance of engaging in the civil society alliance to act together to improve the outcome of nutrition in Rwanda
3. Civil society was sensitized on their commitment to be member of the Rwanda Civil Society Alliance and the next step of establishing this alliance.

During the meeting, participants raised a lot of questions related to nutrition and SUN movement and the sustainability of the SUN Civil Society Alliance. They mentioned the lack of nutritionists in the country.

All questions were responded via a panel composed by representatives from government, WFP, CRS, SFH and RNS. Participants committed to support SUN movement activities.

1.2 CS Alliance coordinating mechanisms established and functional

1.2.1. Elaboration of Terms of reference that incorporate membership criteria, roles and responsibilities

The Terms of Reference have been elaborated by adapting the template provided by SUN Secretariat to the Rwandan situation. The draft was presented at the launching event, and then sent to participants of the launching event for feedback. The feedback from civil society and other nutrition stakeholders has been integrated, and is ready to be approved and signed during the first Civil Society Alliance general assembly meeting.

Strategic Objective 2: Rwandan civil society stakeholders contribute to scaling up nutrition

2.1. Nutrition related discussion and presentations organized at the community level

2.1.1. Printing IEC material to support 1000 days

The program conducted all procurement process of printing 5000 IEC materials to support the distribution of the first 1,000 days Posters and Fliers. The appropriate messages to support the first 1,000 days have been provided by the Ministry of Health.

2.1.2. Organization of Interpersonal Communication (IPC) sessions at community level through

CBO cooking demonstrations

In order to increase the impact of nutrition interventions, 20 IPC sessions were organized in this period.

The target groups for these activities were caregivers of U5 children and pregnant & lactating women. Key messages conveyed were (i) Eating a balanced diet during pregnancy (ii) Exclusive breastfeeding for six months (iii) Keeping proper hygiene (iv) Immunizing your child against preventable diseases (v) Balanced diet and composition of complete diet (Vi) Knowing how to prepare nutritious food for your child.

2.1.3. Mobile Video Units (MVU) And Community Mobilization

Six MVU sessions were conducted, each in a different district (Kayonza, Rwamagana, Nyamasheke, Gisagara, Burera and Kamonyi). These sessions reached an estimated 7,500 people. The success of these activities was a result of featuring local celebrities in the material, as well as fostering a strong partnership with all stakeholders and district authorities. All the above achievements were appreciated by the district authorities present at the events, especially the focus on eliminating malnutrition.

2.2. Conduct advocacy meetings at community level

2.2.1. Meeting for Civil Society Organizations on scaling up nutrition

During this period, a total of 26 meeting sessions were organized at district and community level. These meetings, attended by a total of 422 participants, were implemented in ten different districts (Rwamagana, Nyamagabe, Rutsiro, Nyabihu, Nyarugenge, Gisagara, Ruhango Rulindo, Kayonza and Bugesera), and targeted alliance members, CBO leaders from the district, FBO, women's organizations, and Right Food Groups on scaling up nutrition. In addition, the participants of those sessions included local leaders in charge of nutrition at both the health center and at hospital level.

Messages communicated during these meetings were the SUN Movement in efforts in scaling up nutrition.

Sensitization workshop with Catholic Church on nutrition

On July 9th, 2014, an awareness workshop was organized with Catholic Church representatives. Participants were all members of Catholic Church, and were involved in activities related to nutrition and health (Bishops, Caritas staff, Health centers, and heads of nutrition centers). The workshop focused on the engagement of Catholic Church in Nutrition, and participants were informed on:

- The nutrition situation in Rwanda,
- Responses and strategies of Rwanda Government to fight malnutrition;
- SUN movement and the creation of SUN Civil Society Alliance

At the end of the workshop, the Church committed to supporting the government's efforts in fighting malnutrition and to be part of the SUN Civil Society Alliance.

Strategic Objective 3: Rwanda nutrition civil society actors are linked to SUN stakeholders

3.1. Alliance members participate in SUN Learning Network with other SUN CSAs

3.1.1. Participate in the workshop on Social mobilization, Advocacy and Communication

Three civil Society representatives participated in a regional workshop held from the 22nd to the 25th September, 2014 in Dar es salaam-Tanzania. The overall purpose of the workshop was to strengthen the capacity of SUN countries in nutrition Social Mobilization Advocacy and Communication (SMAC).

Participants from Rwanda were:

- BUTERA Mugabe Robert, SFH Corporate Communication Manager
- MUGENZI Jean-Népo, RNS Nutrition Advisor
- TETELI Cecile, CRS Nutrition Team Leader

The Outcomes of this workshop were:

- Creation of a nutrition SMAC ‘community of practice’ in Africa;
- Comprehensive mapping of SMAC goals, strategies, actions and gaps in countries at the workshop;
- On-site, tailored support and guidance to specific SUN countries from one supplier and a commitment to sustained support from that provider if needed.

The group set an advocacy objective as “a permanent, cross-sectoral working group of CSOs that focuses on integration of nutrition into their broader health agenda is established by 2014.” At the end the workshop, each country determined three key strategies actions that it would like to advance in the next 6 months.

For Rwanda, the following activities were selected:

- SUN Civil Society Alliance events will be launched by October 2014 at national level, and by December 2014 at district level
- A comprehensive Stakeholder Mapping will be conducted by December 2014
- A strategic plan will be developed and shared by April 2015
- SUN communication and media strategy (IEC materials- such as flyers, flipcharts, small books, videos, leaflets) will be developed by January 2015

3.1.1. Participation in the SUN Global Gathering Meeting

From 16th to 18th November, 2014, CRS Rwanda Country Manager participated in the SUN global gathering meeting held in Rome, Italy.

III. Delays in implementation, challenges, lessons learned & best practices

a. Delay in implementation and challenges

The implementation of the Rwanda SUN Project was delayed by three months (June & August 14) after receiving funds on June 26th, 2014. This was a result of a delay in signing partnership agreements with SFH and RNS. Due to the fact that RNS is an association, CRS also conducted a thorough financial

capacity assessment prior to signing with them on August 1st, 2014. Activities began in September 2014.

b. Lessons learned and best practices

- Civil Society Organizations seemed very eager to learn about the SUN Movement, especially since child malnutrition is such a priority for the government of Rwanda.
- It is important to thoroughly sensitize organizations (national, international and other stakeholders) in order to engage them in participating and leading the SUN Civil Society Alliance, and messages must be tailored to the audience (local and international organizations).

c. Qualitative assessment:

Even at the six month mark, the level of achievement regarding program implementation is interesting. This can be seen through the following achievements:

- The organization of the platform launching event, which gathered around 150 participants including government representatives, donors, researchers, Civil Society Organizations, private sector members, and academics. Participants were curious to know about SUN and how it will support in fighting malnutrition.
- The organization of district and community meetings to create the awareness of the first 1,000 days campaign. This is a big support from SUN to the government priorities in reducing and preventing cases of stunting.

d. Key partnerships

- Collaboration with WFP and REACH in mapping nutrition stakeholders. Through this partnership, a consultant was hired, and a tool to help recap the nutrition situation and key stakeholders was put in place.
- The SUN Secretariat supported participation in the workshop on Mobilization, Advocacy and Communication (SMAC), which strengthened the capacity of country participants. Participants were also able to share knowledge and practices between countries that have different level of implementation of activities, and to elaborate on top priorities for the next six months.

ii) Indicator Based Performance Assessment:

	<u>Achieved</u> Indicator Targets	Reasons for Variance with Planned Target (if any)	Source of Verification
<p>Outcome 1⁸1.1 Inclusive map of CS stakeholders by district established and updated</p> <p>Output 1.1.1: CS stakeholders by district identified <i>Indicator: % of CS Stakeholders consciously supporting/implementing nutrition actions</i> <i>Baseline: 0</i> <i>Planned Target: 30 Districts</i></p> <p>Output 1.1.2: Terms of reference that incorporate membership criteria, roles and responsibilities <i>Indicator 1.1.2: Charter signed by CS actors dedicating commitment to SUN</i> <i>Baseline: 0</i> <i>Planned Target: 1</i></p>	<p>40%</p> <p>50%</p>	<p>The mapping will require coordination with World Food Programme/REACH and the consultant hired to conduct it. After identification of actions and indicators to be mapped, the activity will be approved by MOH before implementation.</p> <p>The terms of reference to be signed by CS actors were elaborated. The TOR will be approved/ signed during the general assembly planned to be held in February 2015.</p>	<p>Copy of Map</p> <p>Copy of the charter Annual report</p>
<p>Outcome 1.2 CS Alliance coordinating mechanisms established and functional</p>		<p>Platform event conducted at national level</p>	<p>Annual report , Meetings minutes</p>

⁸ Note: Outcomes, outputs, indicators and targets should be as outlined in the Project Document so that you report on your actual achievements against planned targets. Add rows as required for Outcome 2, 3 etc.

<p><i>Indicator: plan is updated inclusive, costed and with an M&E framework</i> <i>Baseline: 0</i> <i>Target: 1</i></p> <p>Output 1.3.2: Joint statements on nutrition policies, strategies and laws</p> <p><i>Indicator: 1.3.2 # of joint statements drafted by the alliance and submitted to government</i> <i>Baseline: 4</i> <i>Target: 1</i></p>			
<p>Outcome 2 CS Alliance strengthen national and multisectoral partnership toward scaling up nutrition</p> <p>Output 2.1.1 Nutrition related discussion activities and presentations take place at the community level</p> <p><i>Indicator 2.1.1: # printed IEC material to support 1000 days</i> <i>Baseline: 0</i> <i>Planned Target: 5000</i></p>	<p>100%</p>		<p>Annual report , Meetings, IEC materials printed</p>

<p>Indicator 2.1.2: interpersonal communication (IPC) sessions at community level through (CBOs cooking demonstrations) Baseline: 0 Planned target :40</p>	50%	20 sessions planned for the 2 quarters have been organized. The remaining sessions will be conducted during Q3 and Q4	
<p>Indicator 2.1.3 # of mobile video unit produced Baseline: 0 Planned Target: 6</p>	100%		
<p>Output 2.1.3. Advocacy sessions are held</p>			
<p>Indicator 2.1.3: # meetings at community level to engage CBO's, FBOs, women's organization and Right Food Groups on scaling up nutrition Baseline: 40 Planned target</p>	50%	Other sessions are planned for Q3 and Q4	
<p>Indicator 2.1.4 Alliance conduct district meetings to coordinate members engaged in promoting nutrition Baseline: 0 Planned Target: 30</p>		Planned to be done in February 2015	
<p>Output 2.2: CS stakeholders engage private sector in promoting nutrition</p>		Planned to be done in March 2015	Annual report

<p><i>Indicator 2.2.1: Private sector members participate in the cooking demonstrations at community level</i> <i>Baseline: 0</i> <i>Planned Target: 1</i></p>			
<p>Outcome: 3.1 Alliance members participate in SUN Learning Network with other SUN CSAs</p> <p>Output 3.1 Learning network system established <i>Indicator # Exchange visit with a regional SUN CSA (Uganda)</i> <i>Baseline: 0</i> <i>Planned Target: 1</i></p> <p>Output 3.2 Participation in National Nutrition Networks <i>Indicator 3.2: # of Rwanda CSA statements/report shared to the SUN collective</i> <i>Baseline:</i> <i>Planned Target: TBD</i></p> <p>Output: 3.3. Rwanda Nutrition CS alliance coordinates with SUN UN and donor networks. <i>Indicator 3.3 % attendance to SUN meetings/conference calls</i> <i>Baseline: 0</i></p>	<p>100%</p>		<p>Compilation of good practices/lessons learned</p> <p>Copies of statements</p> <p>Minutes of SUN meetings</p>

<i>Planned Target:1</i>			
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IV. Resources (Optional)

Provide any information on financial management, procurement and human resources for the period.

- Funds disbursed : 93,461 \$
- Cost share: 29,439.79 \$
- The burn rate was 84% on the grant and 20% on the cost share

Indicate if the program mobilized any additional resources or interventions from other partners.

No other resources have been mobilized from other partners.