

TERMS OF REFERENCE

SUN Civil Society Alliance Myanmar

1. Background

Despite improvements in recent years, the prevalence of undernutrition among women and children in Myanmar remains unacceptably high. An average of one in three children are stunted and about 8% are acutely malnourished.¹ Micronutrient deficiencies are common among infants, young children and pregnant women. More than 80% of children 6 to 23 months of age and 70% of pregnant women are anemic.²

In April 2013, the Government of the Union of Myanmar signed up to the Scaling Up Nutrition (SUN) Global Movement, demonstrating high-level ownership and commitment to delivering sustainable solutions for addressing the country's persistently high levels of malnutrition. After an official launch of the SUN Movement in February 2014, the Multi-Stakeholder Platform (MSP) was established and the first meeting was organized in May 2014. In February 2015, the SUN Civil Society Alliance (CSA) Myanmar officially launched, with the aim of uniting civil society organizations (CSOs) to ensure a voice is given to a range of small, independent, regional and national organizations to further the aims of the SUN Movement.

The MSP brings together the national coordinating platforms such as the Central Board for Food and Nutrition (CBFN), National Nutrition Center (NNC), and sub-national coordination mechanisms with other non-governmental actors: United Nations (UN) agencies, CSOs, development partners, and the private sector. Additionally, the President recently established the Myanmar National Committee on Food and Nutrition Security (NCFNS). The new architecture of the NCFNS presents an opportunity for sustained impact of the MSP by integrating and elevating ongoing initiatives in the country.

The National Plan of Action on Food and Nutrition (NPAFN) (2011-2015) has been reviewed by the NCFNS to inform the development of the new, multi-sectoral Myanmar National Action Plan on Food and Nutrition Security (MNAPFNS) with a 10-year vision to reduce undernutrition and food insecurity. The MNAPFNS brings together several line ministries (National Planning and Economic Development, Agriculture and Irrigation, Livestock, Fisheries and Rural Development, Health, Social Welfare and Finance) and represents the agreed-upon Common Results Framework (CRF) for nutrition, with a monitoring and evaluation framework and key indicators.

Other important policy developments include:

- Emphasis on nutrition in the National Comprehensive Development Plan (NDCP 2011-2030);
- Extension of maternity leave to six months for civil servants under the 2012 Social Security Law;
- Endorsement of the Order of Marketing of Formulated Food for Infants and Young Children (i.e. the Code) under the National Food Law (2014);

¹ Ministry of National Planning and Economic Development (MNPED) & Ministry of Health (MOH). (2011). Myanmar Malnutrition (2010). *Cluster Survey 2009-2010 Final Report*. Nay Pyi Taw, Myanmar: Ministry of Health and Sports. Retrieved from <http://www.moh.gov.mm/file/Nutrition%20Promotion.pdf>.

- Endorsement of the new Social Protection Strategy Plan (2014), which prioritizes nutrition and includes provisions for women and children.

Given the achievements at the country level and the development of a new SUN Movement Strategy for 2016-2020, it was decided that the Terms of Reference (TOR) for the SUN CSA Myanmar should be revised in order to leverage past achievements and upcoming opportunities to enhance the enabling environment for nutrition in Myanmar.

2. Purpose

The SUN CSA, as one of the networks of the SUN Movement in Myanmar, will be a catalyst for sustained public, political and financial commitment and action to address undernutrition in Myanmar through the continued development of a strong, coordinated civil society constituency that supports further development and wider implementation of the nutrition agenda.

3. Activities of the SUN CSA Myanmar

In alignment with strategic objectives of the SUN Movement 2016-2020 and building on past achievements including the formation of a functioning CSA with growing membership, the key activities of the Alliance moving forward will include:

1. Expanding and sustaining an enabling political environment, specifically:

- Continuing to grow and strengthen a sustainable civil society alliance in Myanmar that is aligned with national priorities and the global SUN movement;
- Advocate for policy coherence and that sector policies that are consistent with nutrition objectives.

2. Prioritizing effective actions that contribute to good nutrition, specifically:

- Documenting and disseminating evidence-based best practices for scaling up nutrition in Myanmar.

3. Implementing actions aligned with national common results framework (CRF), specifically:

- Building the capacity of CSOs to implement nutrition activities that contribute to national priorities and are aligned with the CRF;
- Harmonizing nutrition messages in alignment with the CRF.

4. Effectively using and significantly increasing financial resources for nutrition, specifically:

- Working closely with other SUN Networks to sensitize policy makers and opinion leaders to increase financial resources for nutrition and support the scale-up of effective nutrition policies and programs.

4. Collaboration with other networks, institutions and organizations

The SUN CSA Myanmar will continue to collaborate closely with the other SUN Networks in country, namely Government partners, the UN and Donor Networks as well as the private sector. The CSA will support the development and strengthening of other networks as well as play an active role on the MSP, in line with the requirements of the SUN country focal point.

Outside the SUN Movement, the CSA will continue to strengthen its connections with the Food Security Working Group (FSWG) and the Myanmar Nutrition Technical Network (MNTN). The CSA will also forge ties with the Myanmar Consumers Union, the Consumer Protection Association (CPA) of Myanmar, and other consumer rights agencies as they are identified. In order to strengthen the evidence base for effective nutrition interventions in Myanmar as well as increase its credibility with key actors in the government, the CSA will develop connections with academic institutions in Yangon and at the regional level. Priority institutions include:

- Department of Medical Research (Yangon);
- University of Public Health (Yangon);
- Regional academic institutions such as the University of Community Health in Magway.

Once these connections are in place, the CSA will explore the potential for forming an academic sub-committee.

In order to increase the visibility of nutrition and enhance the enabling environment for effective nutrition policies and programs, the CSA will identify and collaborate with nutrition champions within parliament as well as other opinion leaders at the national and state/regional level.

5. Membership

The SUN CSA will actively increase its membership and strengthen coordination among members through the implementation of a Membership Strategy. The following section outlines the basic criteria and commitments of SUN CSA members. A list of CSA members as of February 2016 is included in Annex 1.

5.1. Membership Criteria

Following the principle of inclusiveness of the SUN movement, membership is open to any civil society organization or institution in Myanmar wanting to link with the SUN CSA. Joining the CSA should however be an institutional choice and not an individual one. Organizations that are already members of another network of the SUN Movement will not be eligible for SUN CSA membership.

Community-based, local, regional, national and international non-governmental civil society organizations (CSOs) as well as professional associations engaged in nutrition-specific and/or nutrition-sensitive programming are eligible for membership. Membership is also open to academic institutions in Myanmar. In order to ensure that the SUN CSA contributes to a country-led effort to scale up efforts to improve nutrition, the alliance will actively work to increase membership and enhance participation of local and community-based CSOs. Each member will have an equal status and is requested to actively participate. Applications for membership will be reviewed by the CSA Secretariat and approval will be the norm except in special circumstances where an applicant's goals or interests conflict with those of the SUN Movement.

Individuals working on direct nutrition interventions as well as those from organizations for whom nutrition may not be a strategic focus are welcome to become friends of the SUN CSA to follow the efforts of the Alliance and receive regular progress updates.

5.2. Membership Commitments

By becoming a member, organizations and institutions commit to actively contributing to the objectives of the SUN Movement and to embracing and adhering to the SUN Principles of Engagement³. These principles should inform and guide all aspects of the SUN CSA Myanmar. In addition, members are expected to:

- Actively advocate and identify opportunities for pooling financial resources towards the SUN and the CSA;
- Scale up own commitments to nutrition and align own programs to the CRF;
- Based on analysis advocate for core issues related to undernutrition including such issues as women's empowerment, child rights, and agricultural investment;
- Engage in the development and formulation of government commitment to ensure that the voices of local communities are taken into account in financial, legal, programmatic, and political commitments on SUN;
- Promote the adoption of national impact indicators for nutrition program monitoring and evaluation.

Practical commitments

- Regular attendance at meetings (regional or national);
- Participation in voting for Steering Committee (SC) members;
- Input and response to information requests through meeting attendance or via email;
- Participation in experience sharing and cross-learning as relevant;
- Work on a sub-committee or regional sub-group as recommended by the CSA;
- Contribute to development and roll out of harmonized messages and tools around nutrition awareness.

6. Governance Structure

The governance structure of the SUN CSA Myanmar includes a Steering Committee that provides high level guidance and technical support to the CSA, and a Secretariat that is responsible for overseeing all day-to-day, operational aspects of the CSA. The following section will present the specific roles and responsibilities of steering committee members including the Chair and Co-chair, as well as the Secretariat and Regional Focal Points of the SUN CSA Myanmar.

³ <http://scalingupnutrition.org/about/principles-of-engagement>

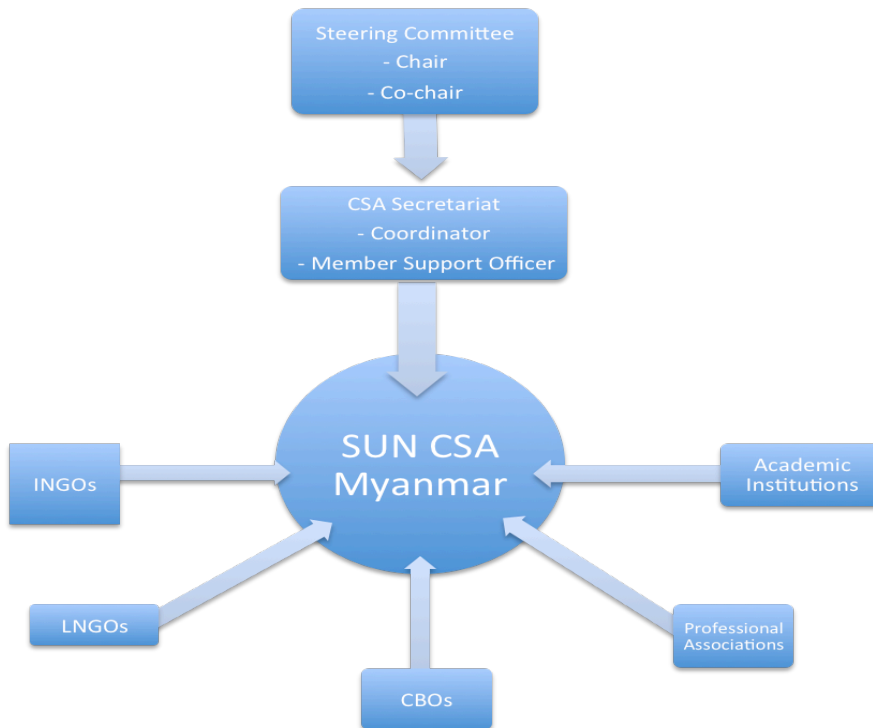


Figure 1: SUN CSA Myanmar Governance Structure

6.1. Steering Committee

The Steering Committee (SC) will be made up of roughly 10 organizations, which is subject to change based on the number of CSOs in the Alliance in order to ensure adequate representation of members. There should also be a gender balance on the SC, with men and women equally represented. Any member organization of the CSA may nominate itself to serve on the SC. SC members will be elected by the general assembly. Nominations and elections will be conducted every 24 months.

Local Representation on the SC

Appropriate representation and participation by national CSOs is a priority for the SUN CSA Myanmar. While there is no quota for the number of local CSOs that must be included on the SC, participation of local organizations with sufficient capacity, time, and motivation to contribute meaningfully to the SC will be prioritized over participation of international organizations with the same capacities.

SC meetings will be held at least every other month, with extraordinary meetings called as needed. It is the responsibility of the Secretariat to call the meetings and set the agenda. The Secretariat will share the proposed agenda to the SC at least one week in advance of the scheduled meeting. Communication between the Secretariat and SC members will normally be by email.

6.1.1. Roles and Responsibilities of Steering Committee

The role of the SC is to provide guidance and technical support to the Secretariat and the general assembly of the SUN CSA. The specific responsibilities of the SC, which are briefly described in the following section, are in line with the strategic objectives of the SUN Movement 2016-2020.

1. Expand and sustain an enabling political environment

- Advocate for policy coherence and that sector policies that are consistent with nutrition objectives;
- Together with the other SUN Networks, support and facilitate the resources to support the development of a common narrative on nutrition in Myanmar through awareness-raising, advocacy, and media engagement;
- Identify nutrition champions in country to advance the place of nutrition on the development agenda.

2. Prioritize effective actions that contribute to good nutrition

- Help to identify opportunities to build evidence and document impact of effective nutrition interventions;
- Support the consolidation of in country evidence for what works to improve nutrition outcomes, including best practice on relevant links between nutrition and gender, employment, agriculture, food etc. based on SUN practices

3. Implement actions aligned with national common results framework

- Provide guidance to the Secretariat on ways to promote mutual learning among CSA members and generate sustained commitment to SUN;
- Advocate for the adoption of national impact indicators for nutrition program monitoring and evaluation.

4. Effectively use and significantly increase financial resources for nutrition

- Advocate for resource mobilization for the SUN Movement at country level;
- Support the scale up own resources in support of country action.

Practical commitments of SC members

- Actively participate in monthly SC meetings;
- Provide guidance and technical assistance to the Secretariat;
- Provide input and response to information requests through meeting attendance or via email;
- Appoint and support the Chair and Co-Chair.

Requirements of SC members

- Adherence to commitments listed above;
- Ability to commit up to two days per month on SC responsibilities;
- Motivation to actively participate in the SC;
- HR costs covered by own organization;
- Strong English communication skills.

6.2. Chair and Co-chair

SC members will elect a Chair and Co-chair from the Steering Committee. Each organization represented on the SC will receive one vote in the election (even if multiple individuals from the same organization participate on the SC). Both positions will initially be for 12 months, at the end of which a review will be done. The SC will use the findings of the review as the basis for deciding whether to extend or terminate the two positions. The total term of office of the Chair and Co-Chair is 24 months, renewable for a two consecutive terms.

In order to ensure that the activities of the SUN CSA Myanmar both represent the unique realities in-country and are aligned with global best practices and priorities, the ideal configuration will be:

- **Chair from a local or community-based organization** and;
- **Co-Chair from an international organization.**

Representatives from local organizations with sufficient capacity, time and motivation to act as the Chair or Co-Chair of the SC will be given preference over representatives from international organizations with the same capacities.

6.2.1. Roles and Responsibilities of Chair and Co-Chair

The role of the Chair and Co-chair is to provide high-level guidance to the SC, the Secretariat and the CSA general assembly and to actively represent and advocate on behalf of the SUN CSA in country and globally as necessary. The Chair and Co-Chair will work closely with the Secretariat and form a link with the SC. In addition to fulfilling the responsibilities an SC member (Section 6.1.1), the Chair and Co-Chair will be responsible for:

- Presiding over all meetings of the SC and the CSA general assembly, with operational and administrative support from the Secretariat;
- Leading the SC in strategic planning and identifying funding opportunities;
- Representing the CSA at high-level public events, with support from the Secretariat.

The Co-chair will support the Chair in undertaking these responsibilities. In the absence of the Chair, the Co-Chair will be responsible for taking over the role of the Chair.

Requirements of the Chair and Co-Chair

- Adherence to commitments above;
- Ability and motivation to actively participate in SC and CSA-related meetings;
- HR costs covered by own organization;
- Strong English communication skills;
- Chair will ideally be from a local organization, Co-Chair from an international organization.

6.3. Secretariat

The CSA Program Manager will be supported by a Project Officer and will together perform as the Secretariat. The Secretariat will sit within the host organization. Any decision about a rotation of the host will be voted on by the Steering Committee.

6.3.1. Roles and Responsibilities of the Secretariat

The general function of the Secretariat is to coordinate the various inputs of CSA members to the national dialogue on nutrition and to support the advancement of nutrition on the development agenda for Myanmar. The Secretariat is responsible for the day-to-day operations of the SUN CSA Myanmar as well as for communication within the Alliance and within the SUN Movement at the country and global levels, including:

- Coordinating SC meetings every other month;
- Coordinating general assembly meetings annually;
- Recording and maintaining all minutes of SC and general assembly meetings;
- Ensuring that expenditure is within the limits of budget approved by the SC and is in compliance with the host organization's financial and accountability standards;
- Collecting, receiving and managing grants based on the same standards of accountability and ensure regular undertaking of annual audits;
- Providing regular financial reports to the SC;
- Facilitating timely information sharing between the Steering Committee, CSA members and the SUN Movement;
- Corresponding with other SUN networks at the country level;
- Corresponding with the SUN Civil Society Network (CSN), the SUN Secretariat, and other networks of the SUN Movement at the global level;
- Identifying appropriate member organizations for participation in CSA activities through a transparent process under the direct leadership of the SC.

The specific responsibilities of the Secretariat are briefly described in the following section.

1. Expand and sustain an enabling political environment

- Expand membership across relevant sectors, constituencies, social movements and community organizations including those focusing on women and children;
- With support from the SC, coordinate inputs of CSA members to MSP and national plan;
- With technical guidance from the SC, engage in the development and formulation of government commitments to nutrition and help ensure the voices of local communities are taken into account in financial, legal, programmatic and political commitment to SUN;
- Together with the other SUN Networks, support and facilitate the resources to support the development of advocacy tools;
- With technical guidance from the SC, sensitize nutrition champions in country to advance the place of nutrition on the development agenda;
- Advocate for multi-sectorial platforms that integrate nutrition-specific and nutrition-sensitive approaches.

2. Prioritize effective actions that contribute to good nutrition

- Conduct mapping/stock-taking of nutrition relevant programs and policies.

- With technical support from the SC, utilize opportunities to build evidence and document impact of effective nutrition interventions;
- Identify capacity-building opportunities for CBOs and support CBOs to strengthen their implementation of nutrition-specific and nutrition-sensitive programs;
- With guidance from the SC, support the consolidation of in country evidence for what works to improve nutrition outcomes, including best practice on relevant links between nutrition and gender, employment, agriculture, food etc. based on SUN practices;

3. Implement actions aligned with national common results framework

- Share nutrition-related policies with CSA members and relevant stakeholders in country and globally;
- Coordinate opportunities between CSA members and other SUN Networks for mutual learning from best practices on advocacy in order to generate sustained commitment to SUN;
- Report on CSA contributions to implementation and monitoring of CRF.

4. Effectively use and significantly increase financial resources for nutrition

- Advocate for resource mobilization for the SUN Movement at country level;
- Track current allocations to nutrition-specific spending, disaggregated by sector;
- With support from the SC, advocate for increased funding by donors to CSAs.

6.4. Regional CSAs

In order to more effectively represent and coordinate inputs from local and community-based CSOs, the SUN CSA Myanmar will establish at least two regional CSAs. The first regional CSA will be in the Delta Region, and the location of the second will be determined after a review of current membership and lessons learned from the setup of a regional CSA in the Delta. Regional CSAs will be closely linked with other SUN Networks active at the regional level, FSWG Resource Centers, and local academic institutions.

6.4.1. Regional Focal Points

The SUN CSA general assembly will elect two Regional Focal Points in each region. Any organization participating in the regional CSA can nominate itself as the Regional Focal Point. The general assembly will then elect the Regional Focal Points from the nominated organizations. These positions will initially be for 12 months year, at the end of which a review will be done. The Secretariat will use the findings of the review as the basis for deciding whether to extend or terminate the two positions. Regional Focal Points can come from either local or international CSOs with a field office in the region.

6.4.1.1. Roles and Responsibilities of Regional Focal Points

Regional focal points will play a coordination role, acting as a liaison between the Secretariat, the SC, and regional CBOs in order to ensure that there is active engagement of local, community-based organizations. Specific responsibilities include:

- Identification and engagement of interested CBOs;
- Active dissemination of information and resources to local CBOs;
- Coordination of regional CSA meetings;

- Communication between the Secretariat and community groups;
- Ensuring the voices of regional CBOs are represented at the general assembly meetings and other forums.

Requirements of the Regional Focal Points include:

- Adherence to commitments listed above;
- Ability and motivation to actively participate in the SUN CSA;
- HR costs covered by own organization;
- Strong communication skills in Myanmar and relevant ethnic language (depending on State/Region).

7. SUN CSA General Assembly

SUN CSA general assembly will be held annually. Additional general assembly meetings will be held if there is a demand and a justifiable reason to achieve concrete outputs or for consultation and decision-making purposes. Whenever possible, general assembly will be planned in coordination with other partner networks to ensure complementarity.

Regional meetings will be held once the regional networks are established.

8. Host Organization

The SUN CSA Myanmar is currently hosted by SCI and funded through the MPTF until June 2016. SCI will remain the host organization until a new source of funding is identified. At that time, the decision to change host organization or develop a partnership to host the CSA will be reached by the SC. The host organization will be represented on the SC but will not necessarily be the Chair or Co-Chair.

9. Funding

Additional sources of funding must be identified in order to ensure the sustainability of the SUN CSA Myanmar. The Secretariat, with guidance from the SC, will work to maintain the viability of the SUN CSA Myanmar through coordination with the Donor Network and the global SUN Movement as well as with potential in country funding sources such as LIFT, 3MDG, and the private sector.

10. Conflict of Interest and Termination Criteria

Organizations/individuals receiving grants or any other form of support from industries violating the Order of Marketing of Formulated Food for Infants and Young Children (i.e. the Code) may not be members of the CSA. To ensure this, disclosure forms will be used for members in order to document that human rights principles will be followed and the Code will not be violated.

Annex 1: SUN CSA Myanmar Membership List (as of February 2016)

Local Organizations

1	Rhododendron Integrated Development Association (RID)
2	Zewaka Foundation
3	Thirimay Women's Development Cooperative Society Ltd;
4	May Doe Arr Man
5	Pyin Nya Ta Zaung
6	People Hope Community Development
7	Sympathy Hands Community Development Organization
8	Swan Saung shin
9	Lin Yaung Chi
10	Pin Lae Pyar Yae Phan Tee Shin
11	Myanmar Enhancement to Empower Tribal (MEET)
12	Pann Pyoe Lett Foundation
13	Myanmar Baptist Convention (MBC)
14	Chan Myae Metta Cooperative Society (CMMCS)
15	Khumi Youth Development (KYD)
16	Nomin Woman Development Group (NWDG)
17	Green Kennedy Group
18	Green Network
19	Kyel Sin May
20	Chin Youth Organization (CYO)
21	Kyaukme District Women Development Association (KDWDA)
22	May Myanmar Women's Development Cooperative Society Ltd;
23	Youth Network (Lasio-Northern Shan State)
24	Freeland Organization
25	New Generation
26	Golden Plain Livelihood Development Services
27	Better Life Organization
28	Rhododendron Farmers Association (RFA)
29	Gold Myanmar
30	Cho Youth Development
31	Kumi Women Development

INGOs

1	FSWG*
2	PACT Myanmar*
3	Action Contre La Faim (ACF)*
4	PSI Myanmar
5	TDH-Itilia
6	Plan Myanmar*
7	World Vision Myanmar*
8	Path

9	HKI*
10	SCI*
11	German Agro Action (GAA) / Welt Hunger Hilfe
12	IOM
13	International Rescue Committee
14	CESVI

Semi-autonomous government associations

1	Myanmar Nurse and Midwife Association (MNMA)
2	Myanmar Health Assistant Association

* Indicates Steering Committee member as of March 2016