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**SUN Scaling Up Nutrition**

**NARRATIVE progress report**

**REPORTING PERIOD: 1 July – 30 September 2015**

|  |  |  |
| --- | --- | --- |
| Programme Title & Project Number |  | Country, Locality(s), Priority Area(s) / Strategic Results[[1]](#footnote-1) |
| * Programme Title: Scaling Up Nutrition Civil Society Alliance (SUN CSA) in Laos
 | *(if applicable)**Country/Region* Lao PDR/Southeast Asia  |
| *Priority area/ strategic results*  |
| Participating Organization(s) |  | Implementing Partners |
| * Plan International
 | * National counterparts (government, private, NGOs & others) and other International Organizations
 |
| Programme/Project Cost (US$) |  | Programme Duration |
| Total approved budget as per project document:  |  |  | Overall Duration *(months)*January 2014 – 31 December 2015  |
| TOTAL: $ 267,000 |  |  |  |  |
| Programme Assessment/Review/Mid-Term Eval. |  | Report Submitted By |
| Assessment/Review - if applicable *please attach* Yes No Date: *dd.mm.yyyy*Mid-Term Evaluation Report *– if applicable please attach* Yes No Date: *dd.mm.yyyy* | * Name: Banthida Komphasouk
* Title: SUN CSA manager
* Participating Organization (Lead): Plan International
* Email address: banthida.komphasouk@plan-international.org
* Please note that Ms Vanhlee Lattana ended her contract at the end of August 2015.
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NARRATIVE REPORT FORMAT

# EXECUTIVE SUMMARY

One of the key activities in this reporting period include SUN CSA’s involvement and participation with the National Nutrition Committee (NNC) to organize the First National Nutrition Conference at the Electricity Conference Room held in Thalath, in Vientiane province from 30-31st July 2015. The event was funded by the Swiss Agency for Development and Cooperation (SDC) with a grant of USD18, 000. It was the first of its kind in Laos where all relevant government were brought together around the topic of nutrition to review the implementation of nutrition programmes past to present, identify the main achievements in the previous years, as well as identify progress, challenges, lessons, and the way forward. A highlight of the conference was to present the progress of the National Nutrition Action Plan (2010-2015), and allow for a fully participative review of the new National Nutrition Strategy Action Plan (NNSAP) (2016-2020) by national and sub-national engagement, relevant Departments/Centres in Ministry of Health, other key ministries and development partners, including civil society.

Another achievement was the agreement of changes to the SUN CSA Terms of Reference (TOR) by the project management committee (MC) based on the implementation experience from the last year, as well as contextual relevance and members’ feedback. To endorse the agreed changes to the TOR, an amendment of the original TOR needed to be approved by a majority of two-thirds of members. As a result, an online survey was created and sent out to all members late September to inform them of the changes in the TOR and to ask for their votes either to approve or reject the changes put forward in the TOR. The results from the online survey are expected mid-October, thus would be presented in the next reporting period.

Furthermore, as part of the SUN CSA’s commitment to strengthening members’ capacity on all nutrition related issues, a needs assessment survey was also added to the online SUN TOR survey sent to all members. Results from the survey will help identify topics of interest and needs from members to better assist SUN CSA in developing and/or linking capacity building opportunities and/or programs that would strengthen skills building for CSAs to improve their program and activity implementation, and contribute to the overall improved nutrition outcomes in Laos.

Lastly, SUN CSA Laos was selected as one of the SUN country field visits for the SUN Movement Multi-Partner Trust Fund (MPTF) Evaluation. Nick Norvell, who is the support expert for the SUN MPTF Evaluation visited Laos at the end of September 2015 for 4 days (29/9/2015 – 2/10/2015). During that time, SUN CSA Laos organized meetings with 1) Plan International Country Director (MPTF grant holder); 2) SUN CSA manager; 3) SUN CSA Management Committee members; 4) CSA member beneficiaries such as those members that went on the study tour and recipients of the small grants program; 5) SUN movement country focal person, Dr. Chandavone Phoxay; 6) bilateral partners and donors including the EU, UNICEF and FAO; and 7) UNOPS (UN operation partner) for the SUN MPTF evaluator. Discussions with Nick on initial analysis from the interviews showed the value of SUN CSA for its members, the benefits of having a collaborative effort in addressing nutrition in Laos, as well as the strong collaboration within its members and partners to support SUN CSA beyond the MPTF and 2015.

During this reporting period the SUN CSA achieved:

Outcome 1: output 1.3 and 1.6

Outcome 2: output 2.1

Outcome 3: output 3.4

Outcome 4: output 4.1.

It partly achieved outcome 1 (output 1.1, and 1.12); Outcome 3 (output 3.5); and outcome 5 (output 5.1). The details of each output achievement will be provided in the section of indicator based performance assessment below.

# Purpose

**Goal**: To sustainably improve the nutritional status of the people of Lao PDR

**Objective**: To develop a sustainable, effective Civil Society Alliance (CSA) for SUN, that contributes to the development and implementation of the country’s commitments to food and nutrition security

**Outcomes**:

1. A well-functioning CSA is established with a secretariat inclusive of local and international CSOs and a sustainable post project funding plan
2. Support to project mapping and strategic planning in targeted areas including gender mainstreaming and inclusion dimensions
3. Support to and influence of GOL food and nutrition security policy and Priority Interventions.
4. Support to Capacity Development
5. Support to Management, Monitoring and Evaluation of the FNSAP

# Results

1. **Narrative reporting on results:**

**Outcome 1: A well-functioning CSA is established with a secretariat inclusive of local and international CSOs and a sustainable post-project funding plan**

**Output 1.1:**

SUN CSA’s TOR final draft was developed with detailed roles and governance structure in September 2014. However, after a more in-depth revision by the project Management Committee (MC), feedback from members, and experience from implementation in the past year, suggestions on changes to the current TOR have been put forward to our members to vote to amend the original TOR. See Annex A for changes to the TOR. An online survey was developed and sent to all 35 members to vote, advertised on the SUN CSA website, as well as followed-up with phone calls to sure that members without internet access were also captured. A majority agreed vote of two thirds (23 members) is needed to approve the changes. The voting period was from the end of September until mid-October 2015. Results from this survey will be discussed in the next reporting period.

**Output 1.3:**

The previous SUN CSA secretariat manager, Ms. Vanhlee Lattana, ended her contract at the end of August 2015 and a new SUN CSA secretariat manager was hired in September. Ms. Banthida Komphasouk started the position mid-September 2015 and due to the gap with the handover process and having to quickly learn the work requirements and pending tasks, there have been some small delays in the continuity of work.

**Output 1.6:**

During this reporting period two consultation meetings with the project MC team and CSA members was carried out at the Plan International office on 10/8/2015 and 1/9/2015. Key discussions points from the two meetings included small grant approval for three CSA members, changes in the SUN CSA TOR, progress on the five-year strategy, inclusion of gender mainstreaming and advocacy, SUN CSA funding mechanisms after 2015, and SUN CSA involvement in the national nutrition mapping exercise.

**Output 1.10:**

Completed seven quarterly narrative reports to date:

* Year 1: Four narrative reports: 1st (start of program to March 2014), 2nd (April-June 2014), 3rd (July-Sept 2014) and 4th (Oct – Dec 2014) quarterly narrative report.
* Year 2: Two narrative reports: 5th (Jan- Mar 2015), 6th (Apr – Jun 2015) and current 7th (Jul – Sept 2015) quarterly narrative report.

**Output 1.12:**

Cord has been sub-contracted to provide technical assistance to SUN CSA in developing a five year strategy. Focus group discussions and key informant interviews with members, donors and partners have been strategically divided between Cord and SUN CSA. Since the last reporting period, most of the interviews have been completed and the first strategic planning workshop including results from initial analysis of interviews will be held late October 2015 due to delays in some key informant availability for interviews and Cord’s internal restructuring and management for this project. Progress on the five-year strategy will be discussed in the next reporting period.

**Outcome 2: Support to project mapping and strategic planning in targeted areas including gender mainstreaming and inclusion dimensions**

**Output 2.1:**

EU, UNICEF, SUN CSA and MoH are collaborating to conduct a national nutrition mapping exercise using the REACH method of all INGOs, CSAs, bilateral donors and government offices that are currently working on health, nutrition, education and agriculture projects and that are contributing to the 22 National Food and Nutrition Security Action Plan (NFNSAP) priority interventions. To contribute to the national nutrition mapping exercise, SUN CSA has provided a database of its members (INGOs and CSOs) that meet the minimum $100,000 activity fund and are working on nutrition related projects nationwide contributing to the 22 NFNSAP. SUN CSA also hired a local consultant to work with the international technical mapping consultant and government team to interview all sectors for the mapping exercise. Work plan discussions and finalizing the tools on nutrition mapping started from the 23/9/2015 onwards. Training and data collection will commence from 6/10/2015 until 30/10/2015. Results from the national nutrition mapping exercise is expected to help the government, donors, international and local organizations understand the what is already being implemented and who is doing which activities to help reduce duplication of efforts and identify the gaps in geographical area, activity, and funding. Nutrition mapping results will be included in the next reporting period.

**Outcome 3: Support to and influence of GOL food and nutrition security policy and Priority Interventions**

**Output 3.4:**

The National Nutrition Committee (NNC) organized the First National Nutrition Conference held at the Electricity Camp Conference Room in Thalad, Vientiane province on 30-31st July 2015. The logistics of the event were mainly funded by the Swiss Agency for Development and Cooperation/SDC with a grant of USD 18, 000 and provided by the SUN CSA secretariat and two committee members. SUN CSA provided support with agenda development and delivered an opening speech. The event had approximately 145 people from national level ministries and representatives from all provinces. At the national level there were representatives from the Ministry of Health, Education and Sports, Agriculture and Forestry, Planning an Investment, and the Lao Women’s Union, along with four representatives from each province, including the Provincial Health Office and the Nutrition and MCH Focal Point. This conference was the first conference that all government actors have been brought together around this topic. The meeting objectives were:

1. To enhance the visibility of the mandates, roles and responsibility of National Nutrition Centre
2. To identify and assign a focal point of each province working specifically on Nutrition task to achieve the MDG
3. To review the implementation of nutrition programmes in the past, and identify the main achievements, challenges, lessons and the way forward
4. To share the nutrition survey results as conducted in the last year
5. To share the draft of the improved National Nutrition Strategy (2016-2025) and five year National Nutrition Action Plan for 2016-2020
6. To provide a venue for networking and gathering of national nutritionists and staff working on the nutrition sensitive programs
7. To brainstorm, discuss and agree on how to implement programs effectively

The first National Nutrition Conference supported participants to better understand the background and roles of the NNC, the progress of the NNSAP to date and the various studies and research being implemented by the NNC under the Department of Health and Hygiene Promotion. Agreements were made at the conference were to have similar gatherings in the future, a clear line of communication, and reporting and collaboration is needed to better align each sector’s efforts to achieve the NFNSAP.

**Output 3.5:**

A total of seven articles/ press releases on nutrition in the Lao media in Lao and English language were uploaded to the SUN CSA website during this reporting period.

**Outcome 4: Support to Capacity Development**

**Output 4.1:**

SUN CSA created an online needs assessment survey sent out to all CSA members for them to vote on the various nutrition related topics and skills that they are interested in and/or need capacity building on. CSA members can select up to three topics of interest and/or skills with a section to write other interests if not listed. List of topics are in Annex B. The online survey was sent out in late-September and will close mid-October. For CSA members who do not have Internet access, needs assessment interviews were conducted over the phone. The purpose is to identify the topics of interest and needs of the CSA members to find opportunities, linkages and programs to better support capacity development of the members. Results from the online survey will be presented in the next reporting period.

**Output 4.8:**

SUN CSA have contracted ‘Chillax’ to develop a gender and nutrition promotional video by early November 2015. The story line and script approval by the SUN CSA technical team was expected to be completed by the end of September 2015. However, due to personal delays (maternity leave) with Chillax’s main production and narrative director, the timeline has been postponed by one month. Thus, the final video will now be expected to be completed by late November 2015.

**Outcome 5: Support to management, monitoring and evaluation of the FNSAP**

**Output 5.1**:

During this reporting period, the SUN CSA Secretariat Manager and CSA members had an opportunity to participate in a USAID nutrition roundtable meeting with the Director of USAID's Regional Development Mission for Asia and EU’s Joint Programing on food and nutrition security meeting. From these meetings during this reporting period, SUN CSA gained two additional members, bringing the total to 36 members (16 NPAs and 20 INGOs).

* **Describe any delays in implementation, challenges, lessons learned & best practices:**

During this reporting period, there has been a change in the SUN CSA secretariat manager position leading to some delays in the continuity of work due to the half month break before the new manager started, and the timeline period of when the new manager started which was at the end of the quarterly reporting period (mid-September) when many reports are due. Nevertheless, most of the work was able to be delivered on time according to the work plan/schedule with only one week delay in this reporting period.

Due to some changes in the activities since the last reporting period when the budget revision was submitted in August 2015, SUN CSA will be applying for a new budget revision approval that would cover the expected expenditure from September to December 2015 and will be submitting a no cost extension for remaining funds to be carried forward for financial year 2016 with cost sharing from SUN CSA members. The no cost extension with revised 2015 and 2016 budget is expected to be finalized and submitted by mid-November, before the closing date 30th November 2015.

**ii) Indicator Based Performance Assessment:**

Using the **Programme Results Framework from the Project Document** - provide an update on the achievement of indicators at both the output and outcome level in the table below. Where it has not been possible to collect data on indicators, clear explanation should be given explaining why, as well as plans on how and when this data will be collected.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Achieved Indicator Targets** | **Reasons for Variance with Planned Target (if any)** | **Source of Verification** |
| **Outcome 1[[2]](#footnote-2)****Indicator:****Baseline:****Planned Target:** | Output1: A well-functioning CSA is established with a secretariat inclusive of local and international CSOs and a sustainable post-project funding plan |  |  |
| **Output 1.1:** Develop project management committee TOR to establish the SUN CSA governance structure**Indicator 1.1.1****Baseline:****Planned Target:** | * CSA TOR draft completed but awaiting member approval of finalized version in mid-October 2015
 | * TOR draft approval needs majority vote (2/3) from 35 members to be finalized. Thus awaiting majority votes from members to be submitted by mid-October.
 | Management Committee meeting minutesDraft work plan |
| **Output 1.2**: Establish SUN CSA management structures- includes financial procedures and conflict of interest guideline (these are component in the SUN CSA TOR)**Indicator 1.2.1****Baseline:****Planned Target:** | -Established SUN management structure in the TOR – awaiting final approval from majority members in mid-October 2015  | - Awaiting majority approved votes from members to be submitted by mid-October.  | ToR document Management Committee meeting minutes |
| **Output 1.3** Complete secretariat staffing **Indicator 1.3.1****Baseline:****Planned Target:** | * 2 full-time staff (CSA secretariat Manager and communications officer)
* New CSA secretariat Manager was hired by mid-September, Banthida Komphasouk, who replaced previous manager, Vanhlee Latthana.
 | * Initial 5-month delay in starting activities due to difficulty in finding a suitable manager.
* ½ month delay in replacing the previous CSA manager Vanhlee with new manager Banthida
 | Management Committee meeting minutes |
| **Output 1.4:** Develop SUN CSA annual work plan**Indicator 1.4.1****Baseline:****Planned Target:** | Completed SUN CSA annual work plan (2014-2015) | None | SUN CSA annual work plan document  |
| **Output 1.5:** Develop SUN CSA work plans with national and local National Nutrition Committee/NNC**Indicator 1.5.1****Baseline:****Planned Target:** | SUN CSA annual work plan was developed with discussions with NNC | None  | SUN CSA annual work plan document |
| **Output 1.6:** Quarterly consultation meetings between the Project Management Committee and CSA members (General Assembly/GA)**Indicator 1.6.1****Baseline:****Planned Target:** | SUN CSA management committee with CSAs are organized monthly if possible to quarterly* This reporting period 2 CSA MC and CSA meetings were organized on 1/9/2015 and 6/10/2015
 | None | Management Committee meeting minutes |
| **Output 1.7:** Develop project M&E framework **Indicator 1.7.1****Baseline:****Planned Target:** | A project M&E frame work was developed  | None  | M&E document  |
| **Output 1.8:** SUN CSA soft launch **Indicator 1.8.1****Baseline:****Planned Target:** | Completed SUN CSA soft launch on 19 June 2014 with 30 participants attended  | None  | -Previous narrative report -Management committee meeting minutes  |
| **Output 1.9 :** SUN CSA formal launch**Indicator 1.9.1****Baseline:****Planned Target:** | SUN CSA formal launch on 30th of October 2014-There were two media coverage, Lao and English newspapers - Increased membership to 23 members after the official Launch  | None |  |
| **Output 1.10** Quarterly Narrative reporting **Indicator 1.10.1****Baseline:****Planned Target:** | Completed 6 quarterly narrative report to date: -Year 1: 4 narrative reports -Year 2: 2 narrative reports  | 1 week delay for the 7th narrative report due to gap in handover period for the new SUN CSA manager | -Quarterly narrative reports |
| **Output 1.11** Semi-annual Financial report**Indicator 1.11**.1**Baseline:****Planned Target** | Completed 3 semi-annual financial report to date:-Year 1: 2 financial reports -Year 2: 1 financial report | None | Semi-annual Financial report |
| **Output 1.12** Develop 5-year strategy – with 1 advocacy priority, working with lead NGO**Indicator 1.12**.1**Baseline:****Planned Target** | CORD has been subcontracted to provide technical assistance (TA) to SUN CSA in developing a 5 year strategyExpected first strategy planning workshop with Project Management Committee and CSA members in October 2015 | No variance, as planned 5-year strategy to be complete by December 2015 |  |
| **Output 1.13**: Develop 3-year funding plan- post 2014-2015; approved by SUN CSA members **Indicator 1.13.1****Baseline:****Planned Target:** | Drafts of the funding mechanism have been discussed with CSA members though agreed that after 5 year strategy plan draft, a 3-year funding post 2015 would be finalized.  | Draft of a 3-year funding plan post 2015 would be developed by December 2015 |  |
| **Output 1.14:** Purchase motorbike**Indicator 1.14.1****Baseline:****Planned Target:** | Motorbike was purchased in March 2015 | None |  |
| **Output 1.15:** Produce SUN CSA brochure**Indicator 1.15.1****Baseline:****Planned Target:** | SUN CSA brochures have been produced:-500 copies each of Lao and English language brochures were printed and are currently being distributed at key forums | None | -SUN CSA brochures -Management committee meeting minutes - Narrative reports |
| **Outcome 2****Indicator:****Baseline:****Planned Target:** | Outcome 2: Support to project mapping and strategic planning in targeted areas including gender mainstreaming and inclusion dimensions |  |  |
| **Output 2.1** Map CSA members contributions to the 22 NFNSAP priority interventions in all target districts, and identify areas of duplication or gaps**Indicator 2.1****Baseline:****Planned Target:** | EU, UNICEF, SUN CSA and MoH are currently conducting a national nutrition mapping exercise of all organizations including CSAs, contributing to 22 NFNSAP priority intervention. Data collection is from September to November. Expected report by December 2015.  | The nutrition mapping was delayed until September due to government’s availability and international consultant hire leading the mapping exercise.  | -Management committee meeting minutes  |
| **Output 2.2** Develop a database of SUN CSA members' activities on agriculture, health, nutrition, education and WASH, as related to NFNSAP**Indicator 2.2****Baseline:****Planned Target:** | Awaiting nutrition mapping final data collection database to be finalized before uploading to SUN CSA website.  | After nutrition mapping database exercise is complete and report is finalized we can upload the files onto the SUN CSA website | -Management committee meeting minutes  |
| **Output 2.3:** Gender and inclusion audit of the new NFNSAP- with specific recommendations to NNC and the SUN CSA members for improving approaches (e.g. make them gender sensitive; ensure that women and girls are not adversely affected with implementation of the FNSAP)**Indicator 2.3****Baseline:****Planned Target:** | -Completed gender research on best practice approach of members and disseminated it through gender and nutrition workshop-Conducted gender and nutrition workshop I March with a total of 54 participants from local NPAs and INGOs -Completed the dissemination plan of gender analysis for 2015 -Conducted second gender workshop on 4th June, 2015- SUN CSA members provided technical advice to the revision of the country’s National Nutrition Strategy and Action Plan 2016 – 2020 | None |  |
| **Outcome 3** **Indicator:****Baseline:****Planned Target:** | Output 3: Support to and influence of GOL food and nutrition security policy and Priority Interventions | None | -Management Committee meeting minutes-advocacy task force meeting note  |
| **Output 3.1:** Identify CSA priority interventions in database and adapt into SUN CSA priorities **Indicator 3.1.1****Baseline:****Planned Target:** | -Represent civil Society at Round Table meeting-SUN CSA represent at international workshop on SUN conflict of interest in Jakarta, Indonesia  | None | -Management Committee meeting minutes |
| **Output 3.2:** Identify M&E indicators within CSA PIs that support the FNSAP M&E Plan**Indicator 3.2.1****Baseline:****Planned Target:** | -Expected nutrition mapping exercise would assist in identifying M&E indicators within CSA members  | None |  |
| **Output 3.3:** Support CSA members to identify advocacy opportunities, and a collective and coordinated approach **Indicator 3.3.1****Baseline:****Planned Target:** | -Temporary advocacy task force was established in August-2 meetings were held (first meeting was on 29th August 2014 and second meeting was on 20th November 2014) -One advocacy priority was selected  | None | -Management Committee meeting minutesLIWG report |
| **Output 3.4:** Quarterly meeting with the NNC**Indicator 3.4.1****Baseline:****Planned Target:** | Participated in the National Nutrition Center (NNC) annual work plan discussion and planning -Supported and attended the First National Nutrition Meeting on 30-31/July/2015  | None | NNC report |
| **Output 3.5:** Write 4 articles/press releases per year and publish in Lao and English media**Indicator 3.5.1****Baseline:****Planned Target:** | A total of 7 articles/ press release on nutrition in Lao and English were uploaded to the SUN CSA website  | None | SUN CSA website |
| **Output 3.6:** Develop 4 Lao and ethnic language radio spots per year**Indicator 3.6.1****Baseline:****Planned Target:** | Produced two radio spots and developed an airing schedule. SUN CSA developed two radio spots aimed to promote knowledge of nutrition. We consulted with NNC closely during the development of the script writing to make sure that the contents are accurate and follow the national nutrition standards | The radio production was delayed due to the various communication processes that it needs to go through between NNC, SUN CSA and the radio production house. | -Management Committee meeting minutes- SUN CSA Jingle CD |
| **Outcome 4****Indicator:****Baseline:****Planned Target:** | Outcome 4: Support to Capacity Development |  | Management Committee report |
| **Output 4.1:** Capacity development needs assessment of CSA members; e.g. Conduct a survey monkey with NPAs and INGOs to identify training and learning priorities **Indicator 4.1.1****Baseline:****Planned Target:** | Created an online needs assessment survey sent out to all SUN CSA members for them to vote and provide input on interested topics for learning and training  | Online data collection started late September until mid-October 2015. | Online survey monkey surveySUN CSA website |
| **Output 4.2:** Create a skills development program to teach and train on best practices – budget only for printing of materials none for TA**Indicator 4.2.1****Baseline:****Planned Target:** | Results from the online survey on topics of interest and need will assist in designing the upcoming skills training nutrition workshop in November funded by Save the Children.  | Expected results from online survey mid-October 2015 | Nutrition workshop report |
| **Output 4.3:** Implement skills/training development **Indicator 4.3.1****Baseline:****Planned Target:** | Skills training for members will be carried out during the nutrition workshop in November 2015  | Skills training workshop will be held in November 2015  | Nutrition workshop report |
| **Output 4.4:** Develop SUN CSA study visit travel grant guidelines**Indicator 4.4.1****Baseline:****Planned Target:** | Developed study visit travel grant guidelines-Grant is manage by Save the children  | None | Management Committee report  |
| **Output 4.5** Conduct NPA study tours and cross visits through small study tour grants**Indicator 4.5.1****Baseline:****Planned Target:** | Conducted one study tour on nutrition projects in Luang Prabang from 31st March to 4th April 2015 Another study tour planned for in December 2015 | Another study tour planned for in December 2015 | Management Committee report  |
| **Output 4.6** Peru learning trip (supported by SUN CSA Global)**Indicator 4.6.1****Baseline:****Planned Target:** | -Share Peru experience | None | Management Committee report |
| **Output 4.7:** Develop video for Year 1: what is nutrition and gender equality**Indicator 4.7.1****Baseline:****Planned Target:** | -Develop 15 minute video on what is nutrition-Develop 15 minute video on first 1000 days of life | The video was delayed due to many reviews need to be done in each stage of production  | Management Committee report  |
| **Output 4.8:** Develop video for Year 2: case studies of successful ‘convergence interventions’ with gender mainstreaming**Indicator 4.8.1****Baseline:****Planned Target:** | -Develop 15 minute video on nutrition and gender | The video was delayed due to many reviews need to be done in each stage of production, expected to be finished by December 2015 | Management Committee report |
| **Outcome 5****Indicator:****Baseline:****Planned Target:** | Output 5.1: Promote SUN CSA  |  |  |
| **Output 5.1:** Promote SUN CSA in various sector working group meetings **Indicator 5.1.1****Baseline:****Planned Target:** | -Brochures of SUN CSA were distributed during the government high level round table meeting in Saravanh province by World Vision -Brochures of SUN CSA were distributed during the NGO Health and Nutrition Working Group meeting -SUN CSA manager presented at the Development Partners Nutrition Working Group meeting at the UNICEF in October-Represented SUN CSA at the task force on development partner workshop planning - Represented SUN CSA at NNC annual work plan discussion-SUN CSA manager attended, supported and distributed SUN CSA bags at the first national nutrition conference in July 2015 | None | -Management committee meeting minutes  |
| **Output 5.2:** Develop website integrated in the INGO network **Indicator 5.2.1****Baseline:****Planned Target:** | -SUN CSA website is developed and will be introduced at the SUN CSA official launch at the end of Oct 2014 | None  | -Management committee meeting minute -SUN CSA website concept note  |
| **Output 5.3:** Support dissemination of FNSAP key M&E tools/processes at provincial and district levels via CSA members**Indicator 5.2.1****Baseline:****Planned Target:** | Key M&E tools is expected to be disseminated during the nutrition workshop to CSA members in November 2015 | None |  |
| **Output 5.4:** Submit annual report to the NNC Secretariat**Indicator 5.2.1****Baseline:****Planned Target:** | -Updated NNC about progress of SUN CSA work and its members as well as the progress of the mapping development Report on the first annual nutrition conference is to be submitted to NNC in October 2015 | None |  |
| **Output 5.5:** Work with Lao media to disseminate articles and radio spots **Indicator 5.2.1****Baseline:****Planned Target:** | None during this reporting period | Delays in finalizing articles and no funding assigned for radio spot dissemination  | SUN CSA website |

1. **A Specific Story (Optional)**
* This could be a success or human story. It does not have to be a success story – often the most interesting and useful lessons learned are from experiences that have not worked. The point is to highlight a concrete example with a story that has been important to your Programme in the reporting period.
* In ¼ to ½ a page, provide details on a specific achievement or lesson learned of the Programme. Attachment of supporting documents, including photos with captions, news items etc., is strongly encouraged. The MPTF Office will select stories and photos to feature in the Consolidated Annual Report, the GATEWAY and the MPTF Office Newsletter.

|  |
| --- |
| **Problem / Challenge faced:** Describe the specific problem or challenge faced by the subject of your story (this could be a problem experienced by an individual, community or government).**Programme Interventions:** How was the problem or challenged addressed through the Programme interventions? **Result (if applicable):** Describe the observable ***change*** that occurred so far as a result of the Programme interventions. For example, how did community lives change or how was the government better able to deal with the initial problem? **Lessons Learned:** What did you (and/or other partners) learn from this situation that has helped inform and/or improve Programme (or other) interventions? |

**Annex A: Changes to the SUN CSA Terms of Reference (TOR)**

**Section 8: Responsibilities of SUN CSA Members**8.1 Meetings are expected to be held once **quarterly** change to **biannually

Section 11: Meetings**11.1 The SUN CSA will host meetings **quarterly** change to **biannually

Section 12: Governance Structure of SUN CSA Laos**12.2.  A Management Committee (MC) of **five (5) individuals** will be formed as the leadership body for the SUN CSA change to **seven (7) individuals.**12.4 The Chair and Deputy Chair, **delete** one from a local CSO and one from an INGO

**Section 13: Management Committee (MC) of SUN CSA Laos**13.1. The MC consists of **five (5)** individuals who are from organisations that are members of the SUN CSA. change to **seven (7) individuals**
13.2. **Add "with a focus of continued participation of NPAs"** after previous sentence.

13.3. **Delete sentence:**"Of these five members, no more than 3 shall be members of INGOs and no more than 3 shall be members of national/local CSOs."

13.4. Elections will be held **bi-annually** and when vacancies arise. **change to "every two years"

Section 15: Responsibilities for MC meetings**15.1 The Chair will also call a SUN CSA meeting **quarterly** and an AGM. change to **biannually

Section 18: Amendments to this ToR**18.1.**Delete sentence:** "The MC Agreement may be amended at any time by majority vote of the MC members"
18.2. **Add sentence**" Proposed amendments to the approved TOR by MC members can only be blocked with a majority (at least more than half) member voting against the proposed changes"

**Annex B: Topics of interest for Nutrition Workshop and study tour. Participants vote top for their top three topics.**

Gender roles and Ethnicity Involvement

Malnutrition Causes and Concepts (global to local approach)

How to assess feeding practices and dietary intake in communities

Agriculture and Nutrition Integration (e.g. LANN program etc.)

Income Generation and Nutrition Integration

Water, Sanitation and Hygiene (e.g. CLTS, SanMark)

Monitoring and Evaluation of Programs

How to conduct nutrition screenings and other anthropometric surveys in communities

National Strategy and Approach to Nutrition in Laos (progress from the government and perspective)

CSO and NPA roles to tackle malnutrition in Laos (from the Government's perspective)

1000 Days Approach to Nutrition (from conception until the child is 2 years of age)

Breastfeeding (how, when, why, e.g. early initiation, positions, myths and methods)

Infant Young Child Feeding and Cooking Demonstrations

Other topics (please specify)

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1. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)