



## Southern Africa Regional CAADP Nutrition Capacity Development Workshop

Gaborone, Botswana, September 9<sup>th</sup>-13<sup>th</sup> 2013

### GUIDANCE FOR COUNTRY LEVEL PREPARATION, WORKSHOP ENROLLMENT AND FOLLOW-UP PROCESS

The effectiveness and impact of the CAADP Nutrition Capacity Development workshops, in terms of mainstreaming nutrition within CAADP investment plans and processes, will be enhanced with optimal engagement of all stakeholders prior to the workshop, during the workshop, and in the follow-up. The following note proposes guidance for the country-level process.

#### **Main activities to be coordinated**

##### *Before the workshop*

##### **Logistical preparation:**

- Select participants according to the criteria presented in the guiding note
- Gather / provide the necessary information for the arrangement of participants' travel

##### **Technical preparation:**

- Gather all relevant policies and documents that can support discussions during the workshop, (e.g. CAADP Compact / CAADP Investment Plan and/or relevant Agriculture / Food Security Development Strategy / Policy, Food and / or Nutrition Policy, Nutritional and food security surveys / Nutrition country profiles, National nutrition strategy, SUN progress report, etc.)
- Prepare a **Nutrition Country Paper** by synthesizing key nutrition problems and challenges from the different sectors, using the Nutrition Country Paper template which will be provided to teams (drawing from/feeding the nutrition country papers being prepared by countries for the Second International Conference on Nutrition (ICN2) <http://www.fao.org/ICN2>).
- Identify examples of country case studies or projects linking agriculture and nutrition, including lessons learnt (challenges, successes factors), to be shared during the workshop.
- Gather relevant documents, leaflets, communication support documents, etc. to illustrate nutrition challenges, projects and good practices in your country. There will be booths available at the workshop venue to exhibit these documents. This offers a great opportunity to share with participants from other countries your experiences and good practices.
- **"Get ready" for the follow-up** by planning / setting up proper mechanisms to ensure follow up after the workshop

##### *During the workshop*

Through mixed-country and country group work, country team will have to:

- Agree upon actionable recommendations for integrating nutrition into agriculture investment plans, following *guiding principles, questions and tips* provided during the workshop
- Prepare a country road map including a workplan with broad categories of activities, timeline and indicators, to initiate implementation of the recommendations

##### *Workshop follow-up*

- Country teams ensure recommendations and roadmaps agreed upon during the workshop are shared and acted upon at the country level.
- After 1, 3 and 6 months, NEPAD and the Regional Economic Communities (RECs) follow-up with countries using a questionnaire to track progress, identify what constraints were met in efforts to apply recommendations and discuss on remedial action as needed
- Technical partners coordinate themselves in order to leverage opportunities to support capacity development for the implementation of the roadmaps.

## How to do it

- **The lead person for coordinating the country-level process is the CAADP focal point or the appropriate focal point dealing with CAADP issues.**
- It is strongly recommended that the CAADP focal point identify a **volunteer who would be able to dedicate time as “country workshop support person” and assist her/him and the country team with in-country preparations, group work during the workshop, and follow-up after the workshop.** This person should be available for dedicating part of his/her time from now to the end of December to coordinate workshop preparation and follow-up activities and may be identified amongst development partners currently supporting the integration of nutrition and agriculture. In countries where FAO nutrition focal point and/or REACH facilitators and/or SUN focal points are present, they could be approached to play this role. Ideally, the country support person should have :
  - Good knowledge and experience of national coordination mechanisms
  - Good knowledge of the food and nutrition situation, and linkages between agriculture and nutrition
  - Ability to attend the workshop, and willingness to support the group work during the workshop
  - Willingness to commit significant time before and after the workshop for preparation and follow-up
- The CAADP focal point and country support person should work through and liaise with the appropriate nutrition coordination mechanisms and focal points (e.g. SUN and/or REACH, Food Security / Nutrition Working groups) and the agriculture coordination mechanisms (e.g. CAADP Country team /donor group).

### Guidance for the CAADP Focal point

The CAADP focal point should play an important role in ensuring the following tasks are carried out:

#### *Before the workshop*

- Share information about the workshop with the relevant officials and partners, through the appropriate coordination mechanisms
- Identify participants following the attached criteria and finalize the list of participants in consultation with the relevant partners through a meeting
- Collect relevant documents that will be necessary for the group work, and in particular, ensure that all participants receive and have read the latest version of the CAADP Compacts and/or investment plans or related nutrition, agriculture and food security policy documents.
- Facilitate the collation of key information on the nutrition and the agricultural situation using the Nutrition Country Paper template provided by the organization team
- Discuss / Plan with the team the setting up of proper mechanisms to ensure follow up after the workshop

#### *During the workshop:*

- Participate actively in the discussions and group work, ensuring discussions build on the CAADP process as it is unfolding in the country

#### *After the workshop:*

- Ensure the results of the workshop are shared in the appropriate coordination and policy-making forums
- Supervise and monitor the implementation of the road-map developed during the workshop
- Report progress to NEPAD/RECs at regular intervals (filling out questionnaire to be sent out by NEPAD)

### Guidance for the Country Workshop support person

The support person shall be responsible for assisting the CAADP focal point throughout the entire country level process. With the CAADP Focal Point (s)he will act as the main focal point for the workshop. (S)he will liaise directly with the workshop organizing team and will keep them regularly informed of progress on the workshop preparation process. (S)he shall ensure that all the tasks listed above are completed in a timely manner. In particular, (S)he will help ensure that:

#### *Before the workshop*

- Support the CAADP focal point in organizing consultative meetings (bilateral, multi-sectoral)
- Keep all stakeholders and identified participants informed of the workshop preparation process.
- Ensure all relevant documents are collated and shared with participants.
- Ensure the Nutrition Country Paper template is completed in a timely manner, by summarizing key information that is necessary for the workshop.
- Collect all documents to be exhibited during the workshop.

#### *During the workshop:*

- Participate actively in the discussions and group work, ensuring that the group work template is filled in as per the guidance provided
- Liaise with the “guiding team” to ensure technical support is provided as required

#### *After the workshop:*

- Support the CAADP focal point in organizing the debriefing meeting(s), monitoring immediate follow-up and reporting progress to NEPAD.