Petauke District Nutrition Coordinating Committee [DNCC]

Report of the District Level Self - Capacity Assessment

Compiled by the M&E Technical Working Group (Katete) with Support from GIZ

October 2020

1.0 BACKGROUND AND CONTEXT

The FANSER Project

The Food and Nutrition Security, Enhanced Resilience (FANSER) project implemented in Petauke and Katete districts of Eastern Province of Zambia is part of a special initiative "One World-No hunger" funded by the German Federal Ministry of Economic Cooperation and Development (BMZ). The special initiative addresses one of the greatest global challenges, ending hunger and ensuring access to safe, nutritious and sufficient food for vulnerable groups.

The overall objective of FANSER project is to improve the food and nutrition security and dietary diversity of women of reproductive age (15-49 years) particularly pregnant and lactating women and children under the age of two years. This is to tackle malnutrition during the 1000 critical window, to end the vicious cycle of stunting.

GIZ is part of the Scaling Up Nutrition (SUN) Movement, a global initiative working with governments, civil society, businesses, and citizens in a worldwide effort to end under-nutrition. The government of Zambia and cooperating partners embarked on the next phase, SUN 2.0, which is being implemented in 30 priority districts across all 10 provinces of Zambia. The SUN 2.0 seeks to reduce stunting among children under two years of age by 14 percentage points over 7 years (2% reduction a year) from the estimated baseline of 40 percent of children.

THE OVERVIEW OF THE DNCCS IN PETAUKE

With the rollout of the FANSER Project in 2015 and in response to the commitment of promoting a multi-sector response in nutrition programming and implementation in line with National Food and Nutrition Commission (NFNC) Strategic plan and the First 1000 Most Critical Days Programme (MCDP) II approach, the MCDP seeks to address the nutrition challenges in the country through a package of interventions that prevent stunting in children less than two years of age, and at the same time aims to improve the general nutrition and health of Zambians and the nation in general.

GIZ, in collaboration with NFNC facilitated the formation and orientation of the Petauke and DNCCs in 2016. Since then, GIZ has been supporting the DNCC technically and financially for them to be able to conduct annual multi-sector planning sessions for the generation of the annual multi-sector workplans and to report to NFNC through the provincial level. In order to improve their operations, DNCC members are expected to have capacity covering the following areas outlined in the MCDP II:

1. General coordination, structure and the strategy development
2. Program implementation, management and reporting;
3. Communication and advocacy; and
4. Daily operations and office supplies

2.0 OBJECTIVE OF THE ASSESSMENT

GIZ in collaboration with DNCC Monitoring and Evaluation Technical working group conducted a Capacity Needs Assessment for Petauke DNCC from 2nd -6th June 2020. The main objective of the assessment was to determine the capacity needs of the DNCC members needed for the effective implementation and management of the MCDP II in the district. To achieve this objective, the specific objectives of the assessment were to:

1. Collect data on the current skills and capacity amongst the DNCC members both at individual and at institution level on the 4 key areas of operation
2. Identify the gaps amongst the DNCC members both at individual and at institution level on the 4 key areas of operation

3.0 METHOD AND SCOPE OF THE ASSESSMENT

A self-administered questionnaire was used for data collection from DNCC members covering questions on the 4 key areas of operation.

Sample size

There were a total of 27 participants from the DNCC membership in Petauke district out of 30 members that participated in the survey.

Data collection

Data was collected digitally using Kobo Tool box to reduce errors during data capture as well as eliminating the need for data entry (which is another source of error) and therefore improve efficiency.

Data analysis

Data cleaning was done by the DNCC M&E Technical working group using excel and analysed using excel pivot tables.

4.0 PRESENTATION OF FINDINGS

The presentation of findings is guided by the specific objectives which included identifying the current skills and capacity as well as gaps amongst the DNCC members both at individual and at institution level on the 4 key areas of operation which are:

1. General coordination, structure and the strategy development
2. Program implementation, management and reporting;
3. Communication and advocacy; and
4. Daily operations and office supplies

4.1   Current skills and capacity amongst the DNCC members

4.1.1 Individual level

DNCC organisational representation: A total number of 27 respondents participated in the survey out of which 13 (48%) are Government line ministries and departments and 14 (52%) are cooperating partners representing various Non-Governmental Organisations (NGOs). Further, all the 27 respondents confirmed that their position are responsible for SUN activities in their Organisations.

**Figure 1: DNCC organisational representation**
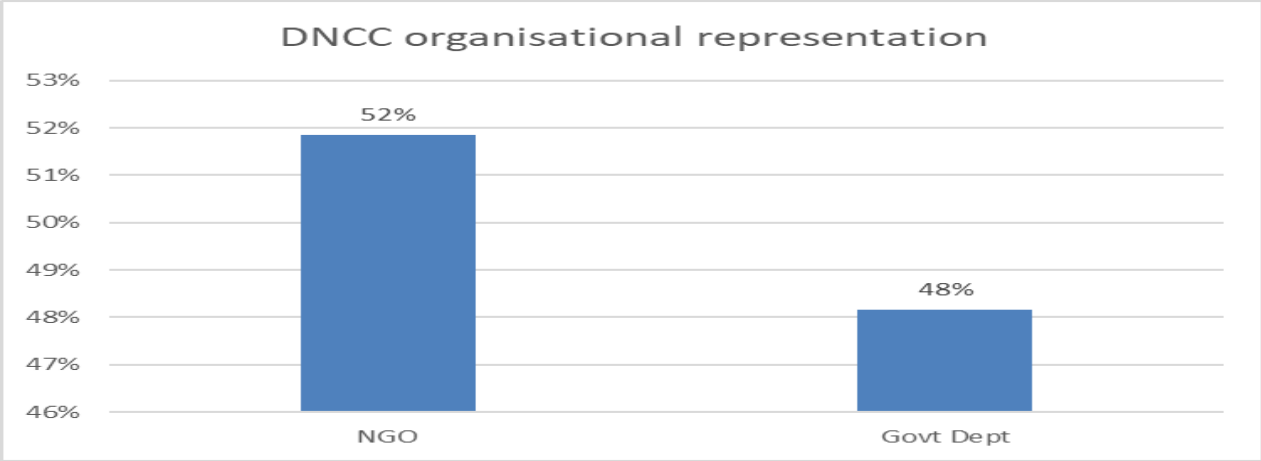
DNCC membership status: Out of the 27 respondents, 20 (74%) were permanent members, 6 (22%) were stand in members while 1 (4%) was found to be a member of technical working group only.

**Figure 2**: **DNCC membership status**
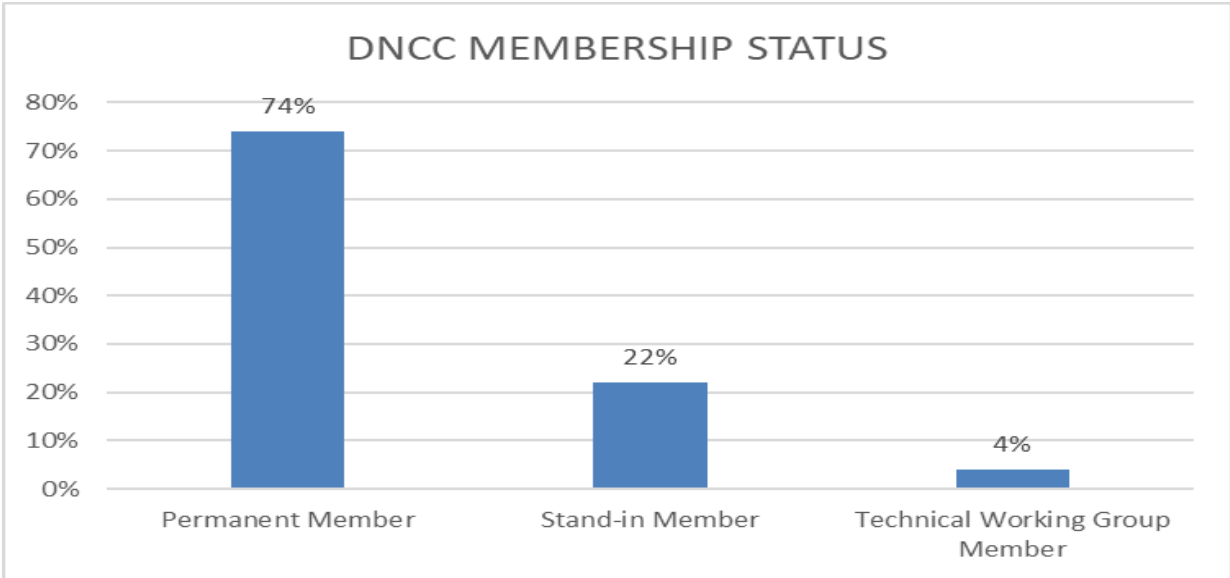
Orientation on DNCC roles and responsibilities: Out of 27 respondents, it was found that 12 (44%) had not received any orientation on DNCC roles and responsibilities as of October 2019. 15 (56%) out of the 27 respondents indicated that they had received an orientation on the DNCC roles and responsibilities as of October 2019

Figure 3: Orientation on DNCC on roles and responsibilities
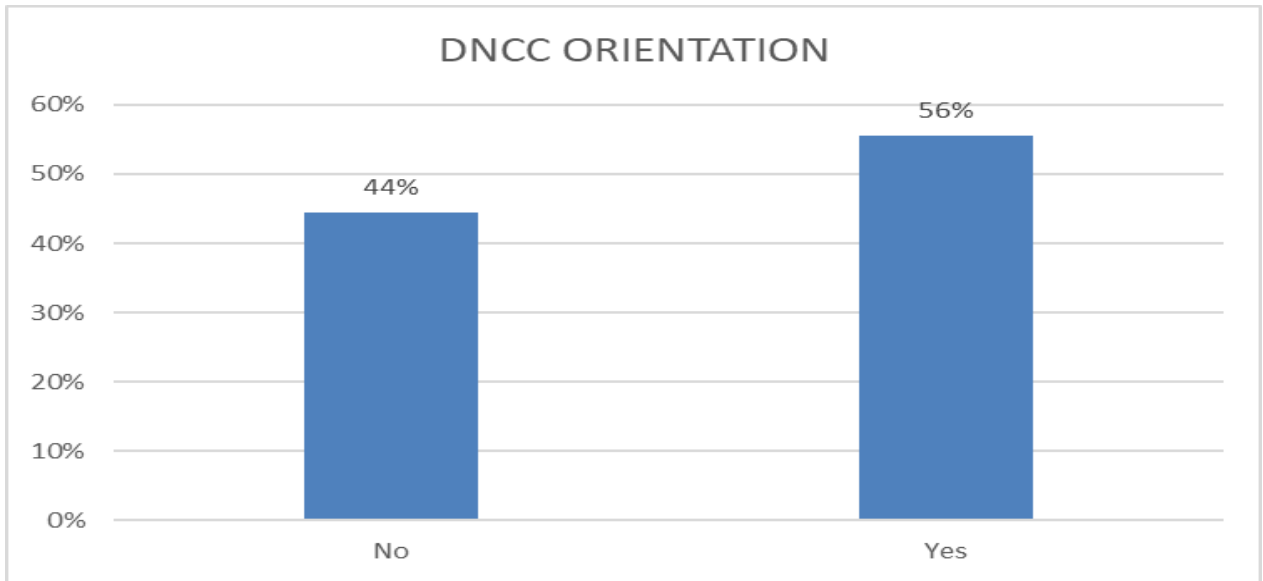
Topics on orientation: Out of 15 who had indicated to have had received some orientation on DNCC roles and responsibilities, 3(20%) indicated that they received orientation on Data base preparation, 7 (47%) had received orientation on MCDP, 3 (20%) had received orientation on Monitoring and Evaluation (M&E) while 2 (13%) had received orientation on other topics.

Figure 4: Topics on orientation
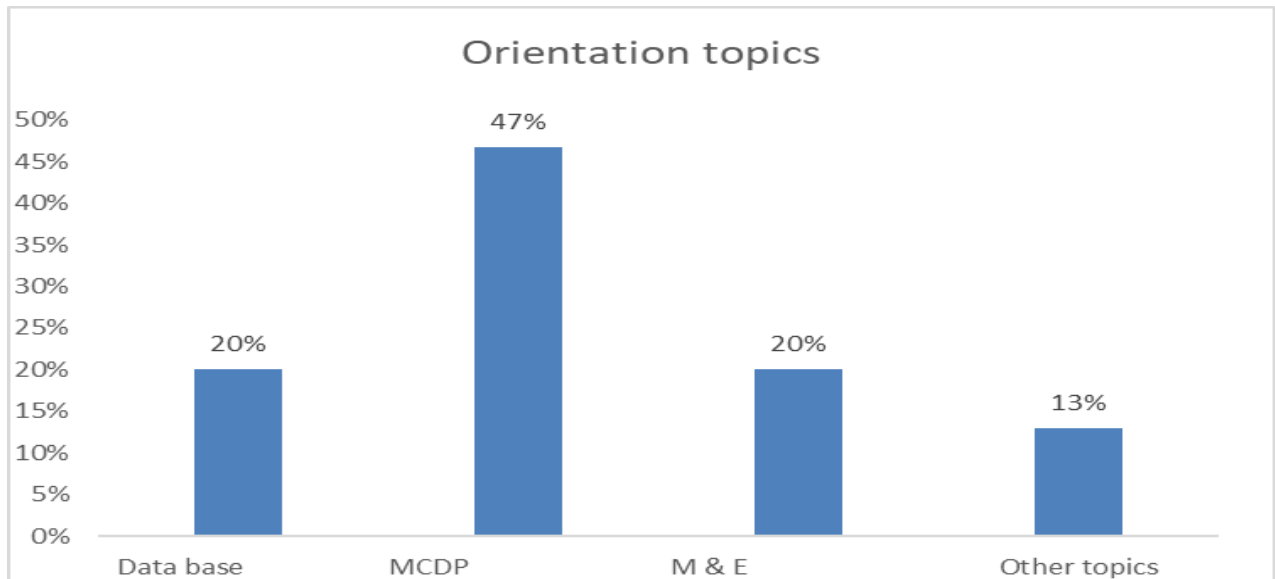
Understanding roles and responsibilities of DNCC members: Out of 27 respondents, 20(74%) indicated that they understood their roles and responsibilities in the DNCC while 7 (26%) indicated that they did not understand their roles and responsibilities in the DNCC.

**Figure 5: Understanding roles and responsibilities of DNCC members**

Understanding DNCC roles

No — 26%
Yes — 74%
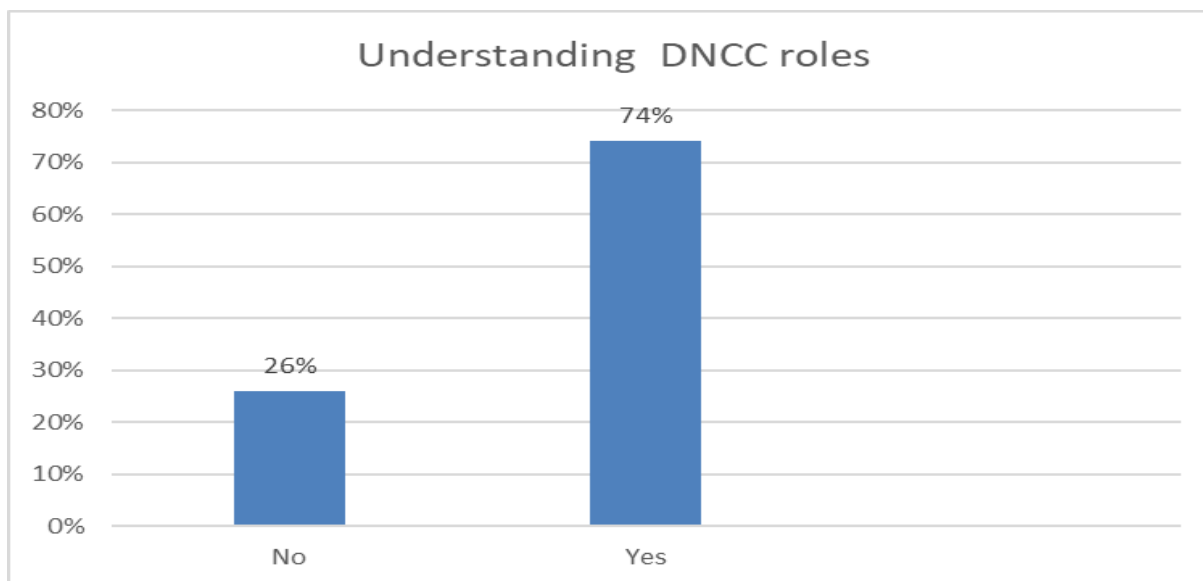
Roles/responsibilities/tasks contributed to the DNCC: Roles and responsibilities to the DNCC for all the 27 respondents representing various organisations indicated contributing to the DNCC. 81% of the members indicated that their contribution was through implementation of nutrition related activities, 78% indicated attending monthly /quarterly meetings, 78% indicated generation and implementation multi-sectoral plan and 74% indicated providing progress reports as tabulated below.

Figure 6: **contribution to the DNCC by members**

DNCC roles & responsibilities

Attending monthly /quarterly meetings — 78%
Implementation Nutrition related activities — 81%
Prodiving progress reports — 74%
Generation and implementation multisectoral plan — 78%
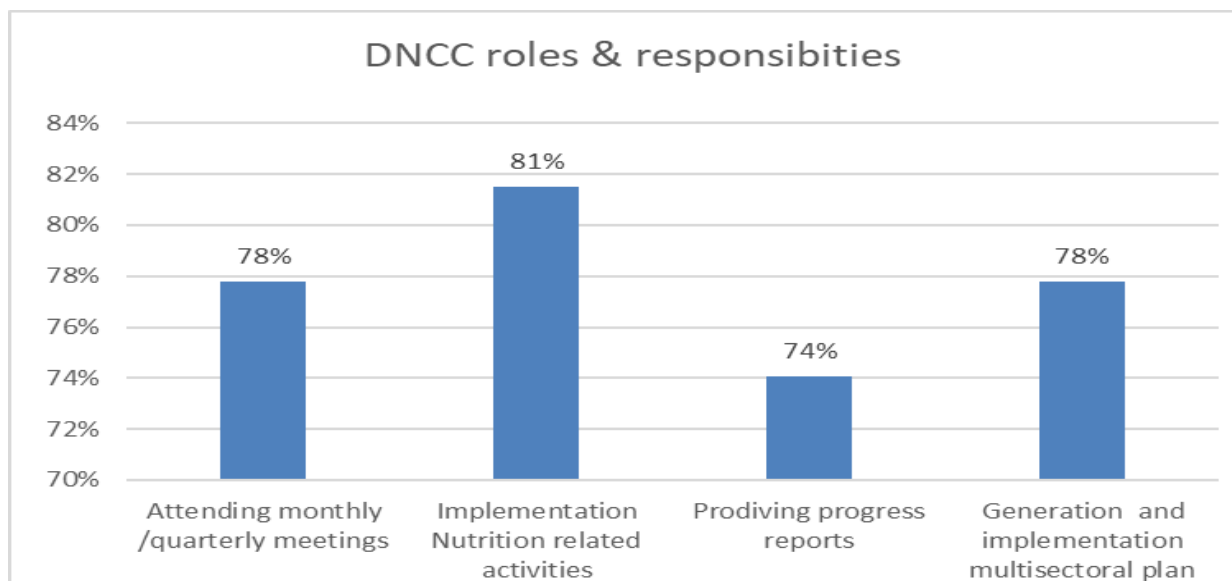
Main purpose of the DNCC: The main purpose of DNCC according to all the 27 respondents representing various organisations can be summarised as tabulated below

Figure 7: Main purpose of the DNCC
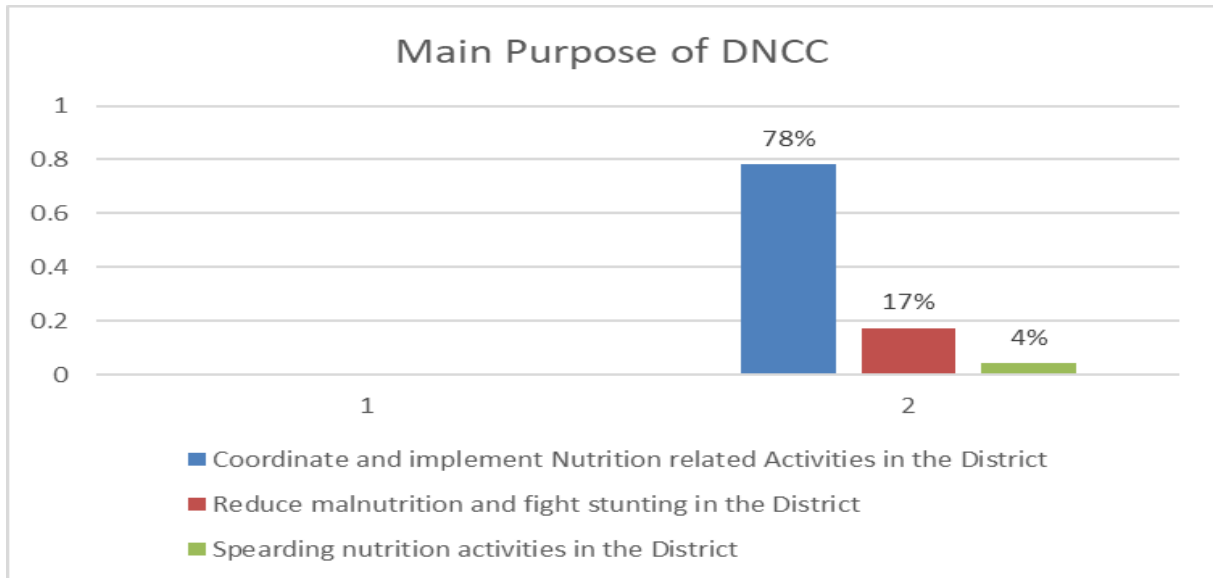
Main Purpose of DNCC

- Coordinate and implement Nutrition related Activities in the District
- Reduce malnutrition and fight stunting in the District
- Spearding nutrition activities in the District

Required knowledge and competencies to carry out these roles and responsibilities: Out of 23 respondents,16 (70%) indicated that they had the required knowledge and competences to carry out the DNCC roles responsibilities while 7 (30%) indicated that they did not have the required knowledge and competences to carry out DNCC roles and responsibilities.

Figure 8: Required knowledge and competencies

Required knowledge and Competence
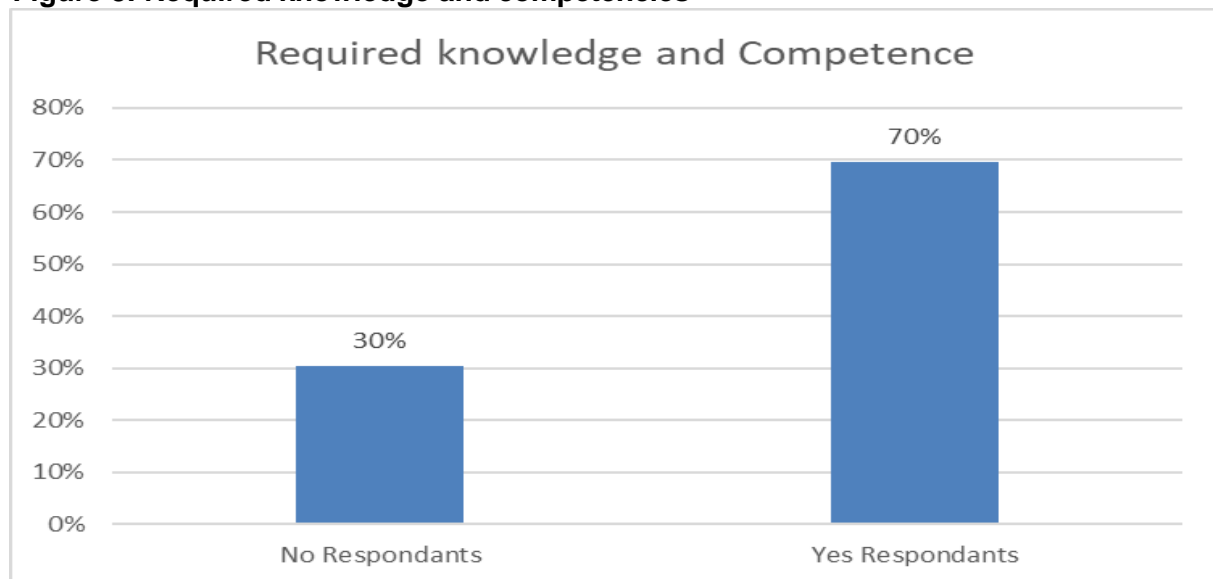
Type of knowledge/competency to develop or strengthen: Out of the 26 respondents, 8 (31%) indicated that they had knowledge and competence gaps on a wide range of topic, while the question was none applicable to 18 (69%) respondents

**Figure 9: Type of knowledge/competency**

Knowledge and Compentence

69%

31%

■ N/A respondants ■ Knowledge gap Respondants

1
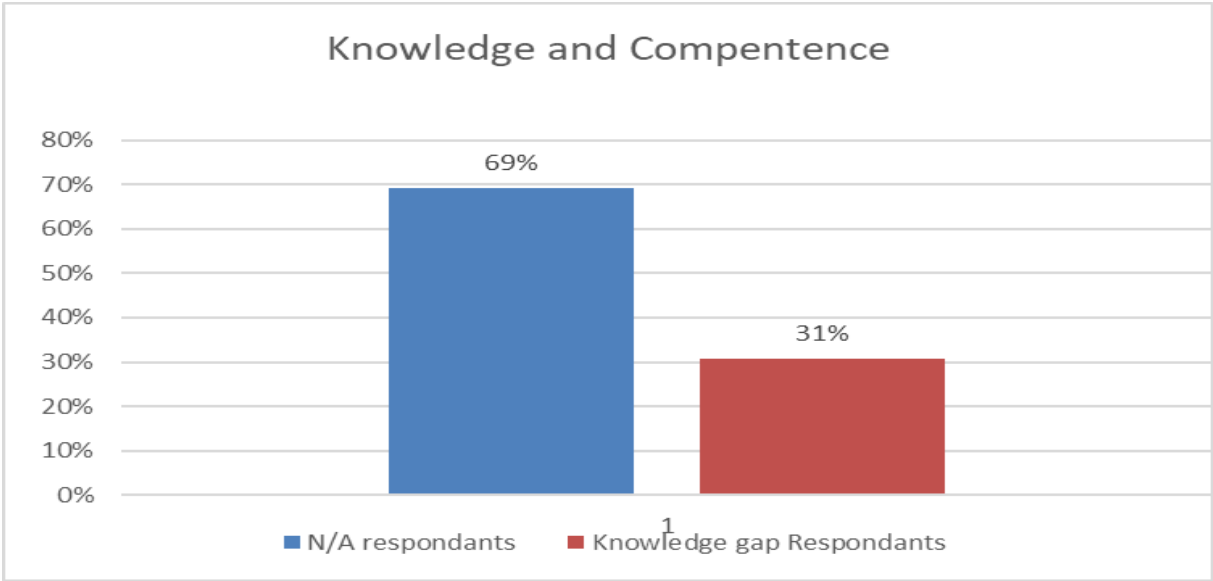
Usefulness in participation of DNCC activities: Respondents were asked if they found it useful to participate in DNCC activities. In response, all the 27 respondents indicated that they find it useful to participate in DNCC activities. The main reasons stated included, Knowledge/information acquisition and dissemination which was highest (56%, members), Multi-sectoral Approach of planning and implementing activities (52%) while 19% indicated other responses such as…………………………

Figure 10: **Usefulness in participation of DNCC activities**

Usefulness in dncc participation

100%

0%

No respondants   Yes respondants
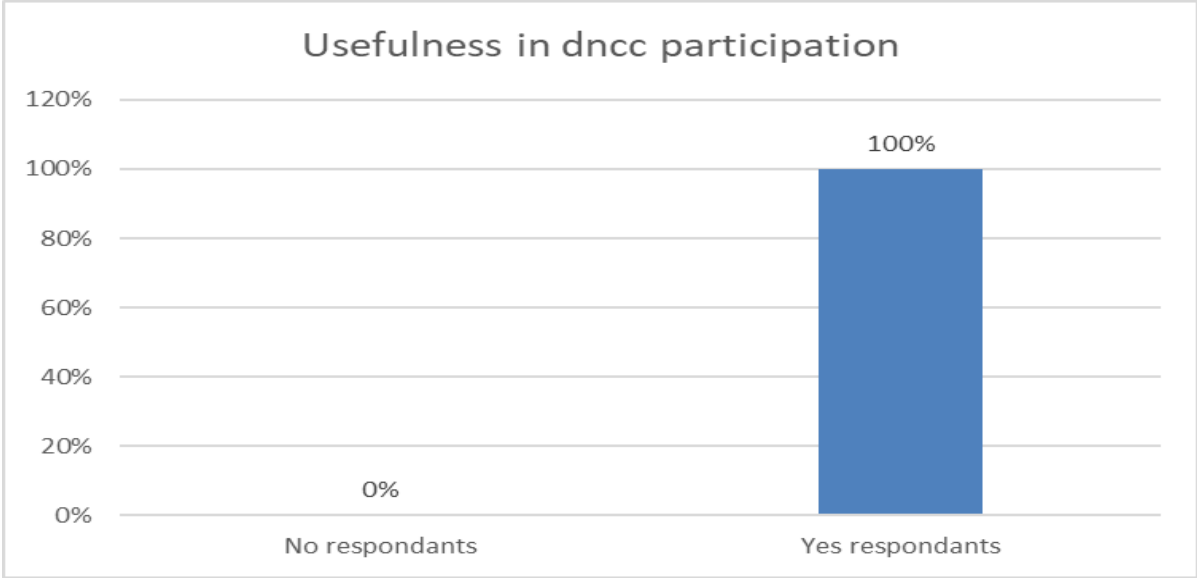
Competence enhancement: Respondents were asked to state in their opinions how best the competencies of individual DNCC members developed and enhanced. Majority of the

respondents (80%), indicated capacity building, 8% Financial and material support while 12% indicated other forms of support….

Figure 11: Competence enhancement.
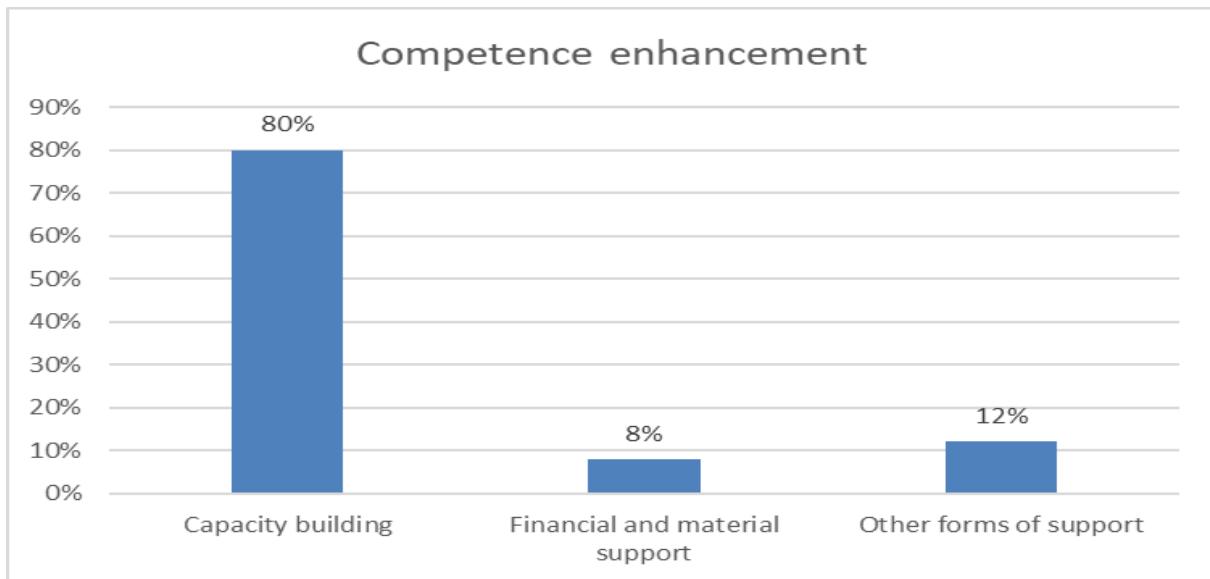
DNCC Multi-Sectoral Structure: In the assessment, respondents were asked how they felt about the statement; *"The DNCC is an established multi-sectoral structure (government sectors and NGOs working together) is the responsibility for the implementation of nutrition programs in the district".* Out of 27 respondents, 4 (15%) agreed, 1(4%) disagreed, 20(74%)strongly agreed, while 2(7%) strongly disagreed that DNCC is an established multi-sectoral structure that is responsible for implementation of nutrition programs in the district.

Figure 12: DNCC Multi-Sectoral Structure
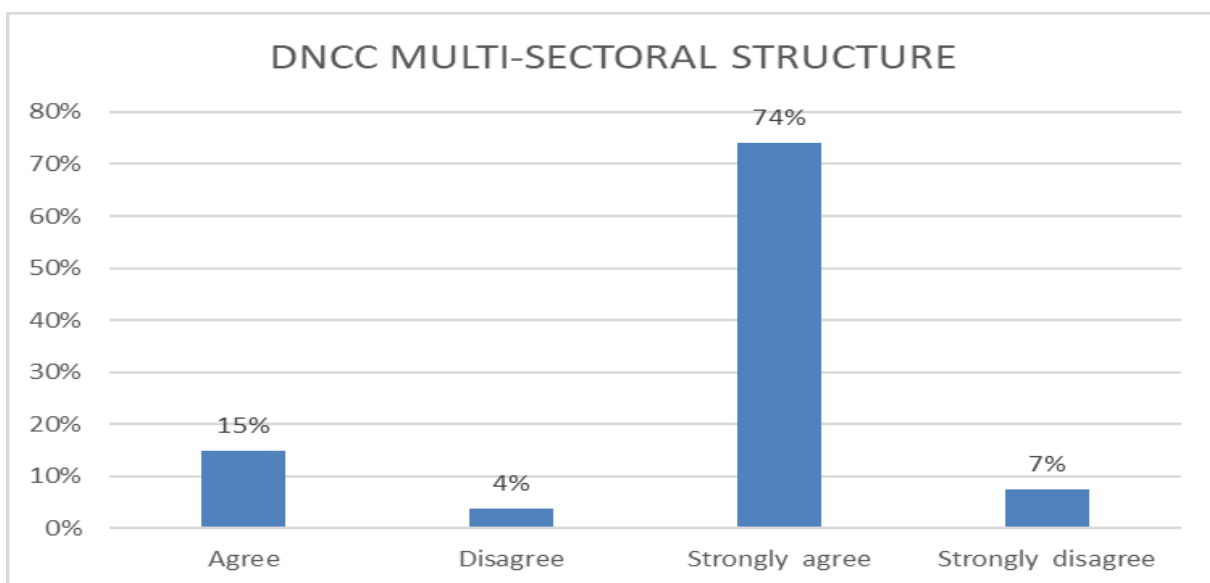
The coordination function of the DNCC is going well: On the coordination function of the DNCC going well, out of 27 respondents, 7 (26%) strongly agreed, 16 (56%) agreed with the

9

statement presented to them while 2(7%) disagreed, 2(7%) Neither agreed nor disagreed, that the coordination of DNCC in the district is going on well.

Figure 13: Status of DNCC Coordination function

STATUS OF DNCC COORDINATION FUNCTION
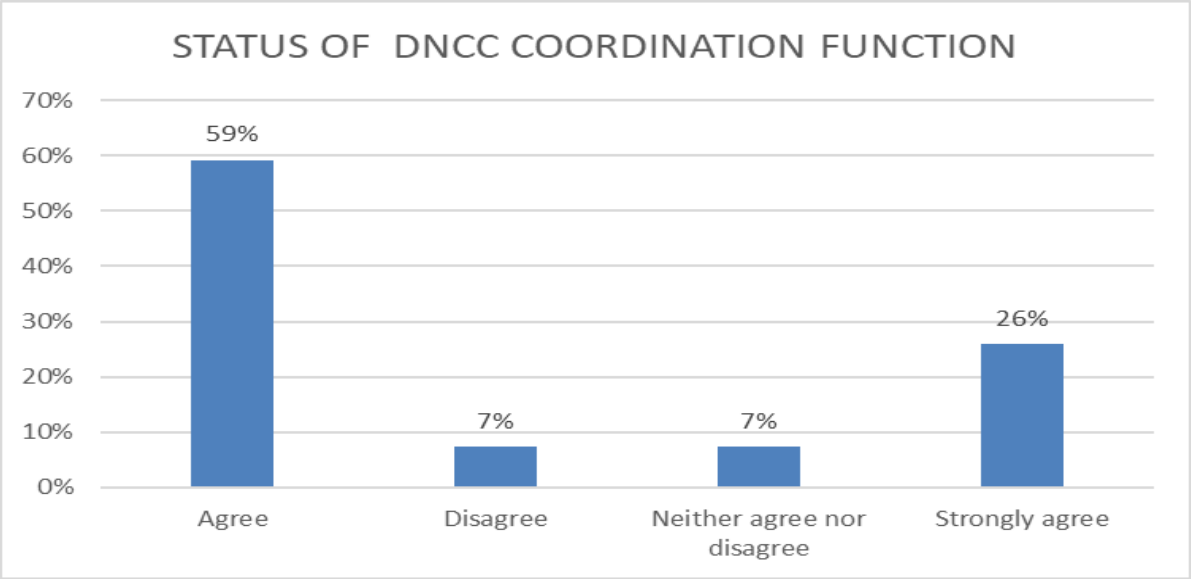
Availability of relevant documents: On the statement that "*The DNCC can easily make available relevant documents and minutes of key meetings and activities*", out of 27 respondents, 7 (26%) strongly agreed that DNCC can easily make available relevant documents and minutes of key meetings and activities, 17 (63%) agreed, while 1(4%) disagreed, and 2(7%) Neither agreed nor disagreed, with the statement.

Figure 14: Availability of relevant documents

Availability of relevant documents
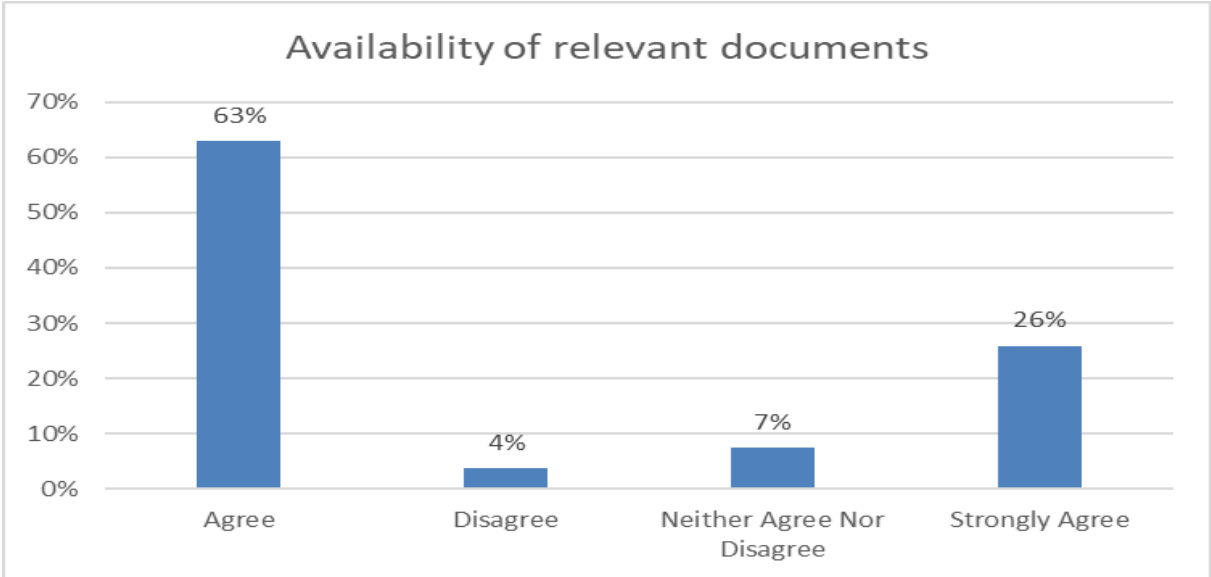
4.1.2 Institutional level

4.1.2.1 General Coordination, Structure, Vision, Mission and Strategy

The coordination function of the DNCC: 59% of the respondents agreed and 26% of the respondents strongly agreed that the coordination in the DNCC was going on well. However, 7% of the respondents neither agreed nor disagreed that coordination in the DNCC was going on well.

Figure 15: Coordination function of the DNCC
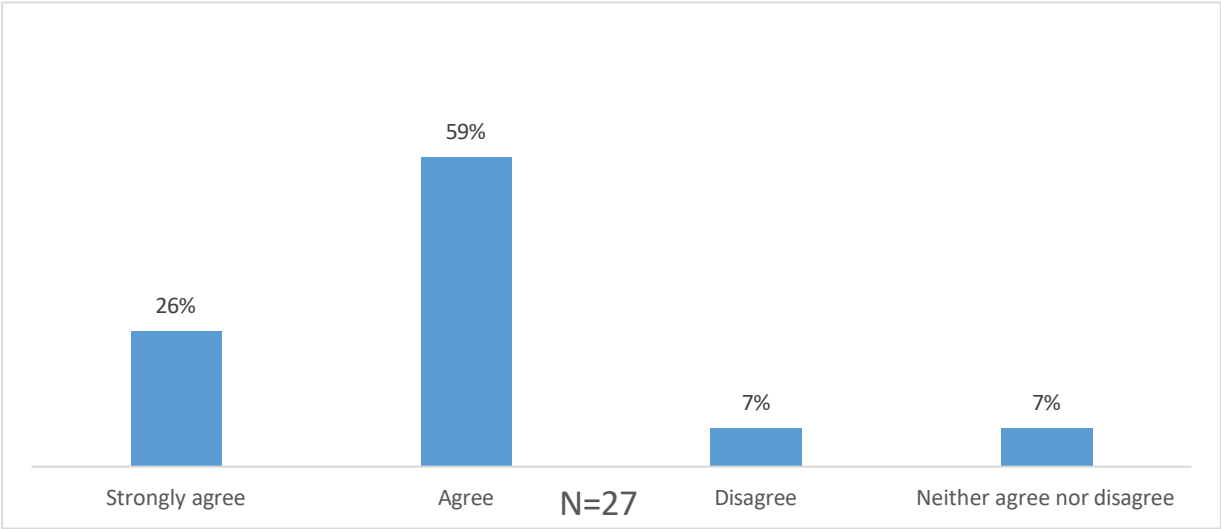
DNCC documentation available of key meetings and activities:63% of the respondents agreed and 26% of the respondents strongly agreed that the DNCC could easily make relevant documents and minutes of key meetings and activities available, while 4% of the respondents disagreed.

Figure 16: DNCC documentation available of key meetings and activities
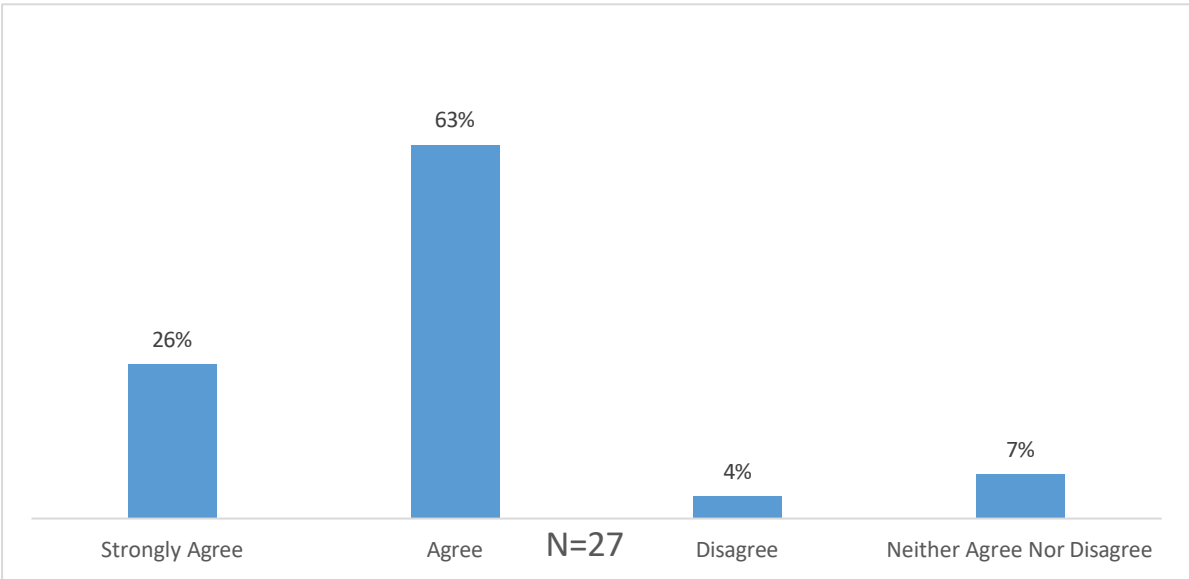
The Vision of DNCC has been clearly defined: The chart above shows that 93% of the respondents agreed that the vision of the DNCC had been clearly defined where as 4% of the respondents were not sure.

Figure 17: The Vision of DNCC has been clearly defined:
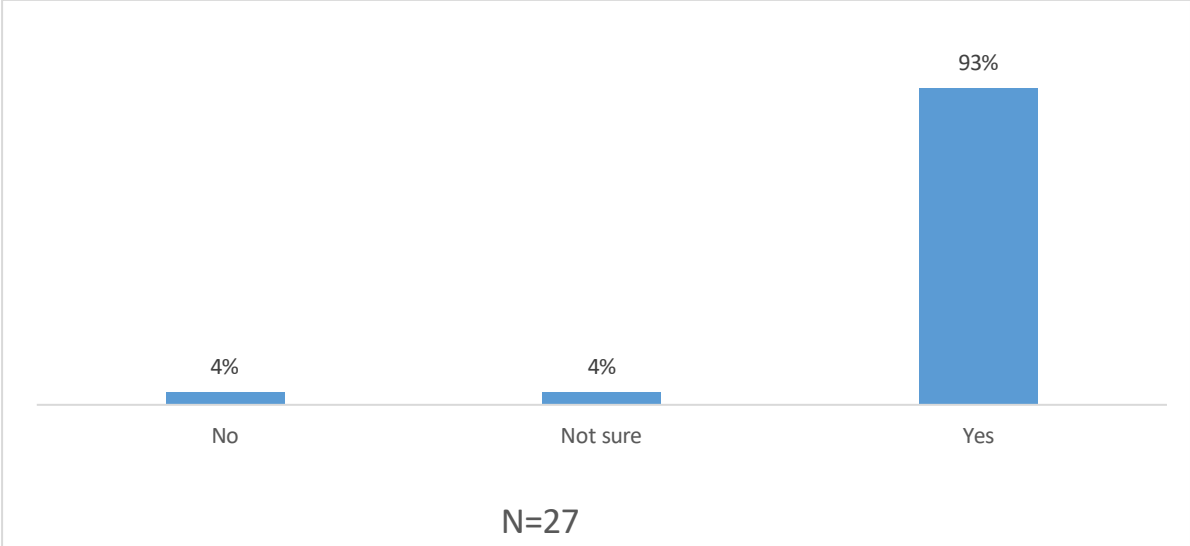
The mission of the DNCC has been clearly defined: The chart above shows that 89% of the respondents said agreed that the mission of the DNCC had been clearly defined where as 7% of the respondents were not sure. 4% of the respondents disagreed.

Figure 18: The mission of the DNCC has been clearly defined
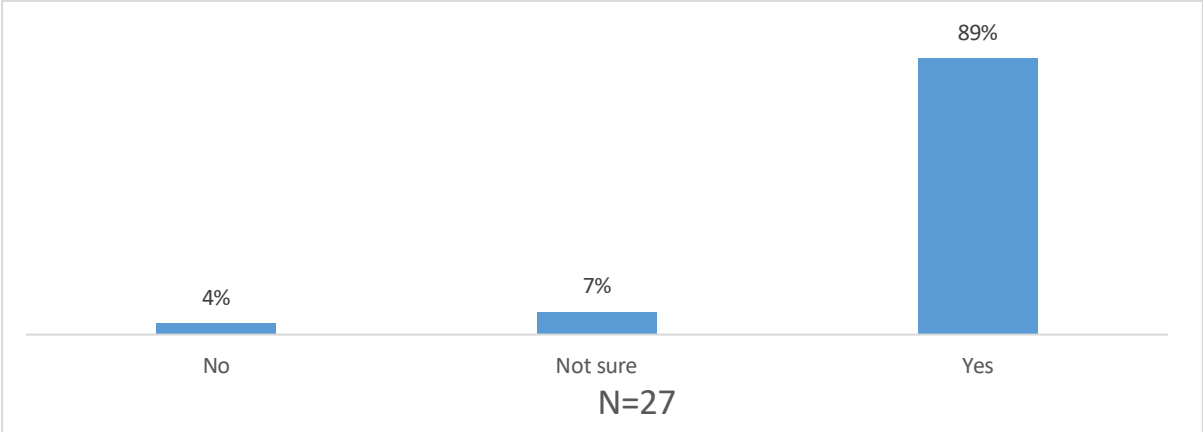
The values of the DNCC have been clearly defined: 70% of the respondents agreed that the values of the DNCC had been clearly defined where as 22% of the respondents were not sure.

Figure 19: The values of the DNCC have been clearly defined
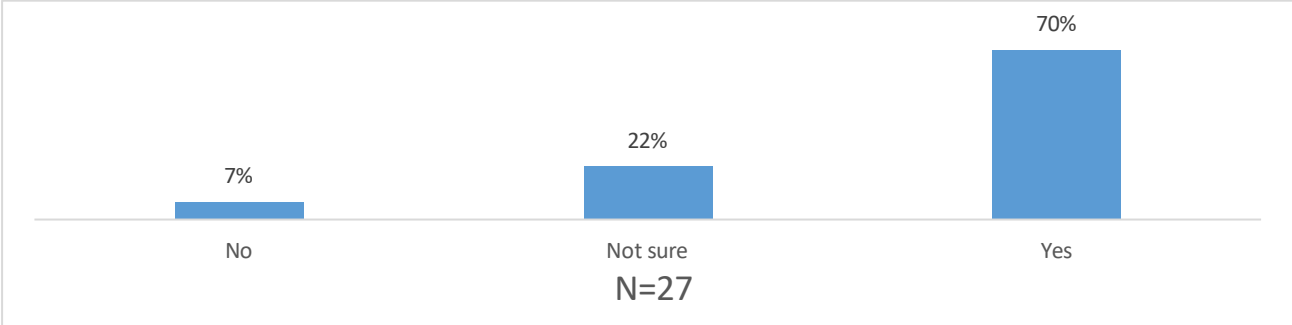
Institutions is clear about our roles and responsibilities in the DNCC: 63% of the respondents agreed that their institution clearly states their roles and responsibilities in the DNCC.

Figure 20: Institutions is clear about our roles and responsibilities in the DNCC
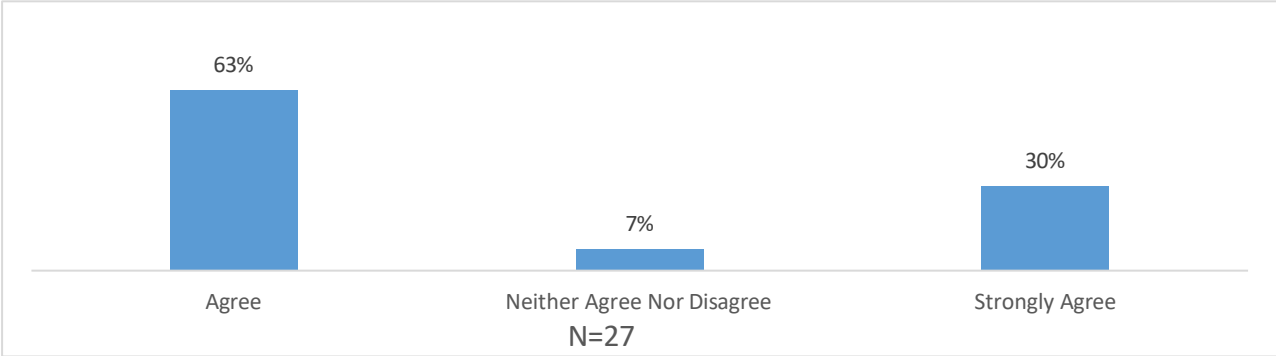
Institutions participates consistently in DNCC initiatives through our representative: 52% of the respondents strongly agreed and 33% of the respondents agreed that their

institutions participated consistently in the DNCC initiatives through their representatives. However, only 4% of the respondents disagreed.

Figure 21: Institutions participates consistently in DNCC initiatives through our representative
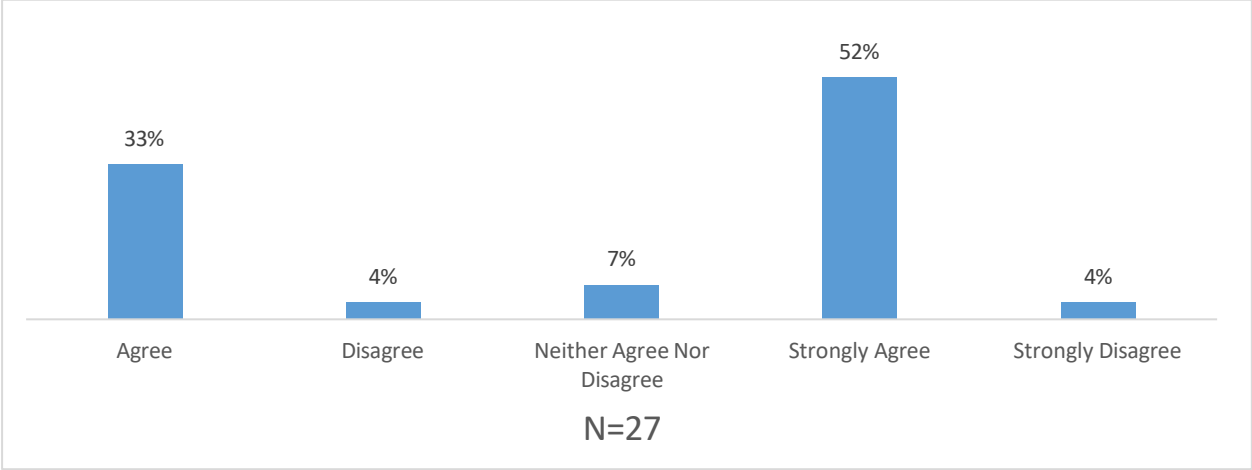
Other DNCC members appreciate our institution's commitments and obligation to the DNCC: 44% respectively strongly agreed and agreed that other DNCC members appreciated their institutional commitments and obligation to the DNCC. Whereas 7% neither agreed nor disagreed.

Figure 22: Other DNCC members appreciate our institution's commitments and obligation to the DNCC
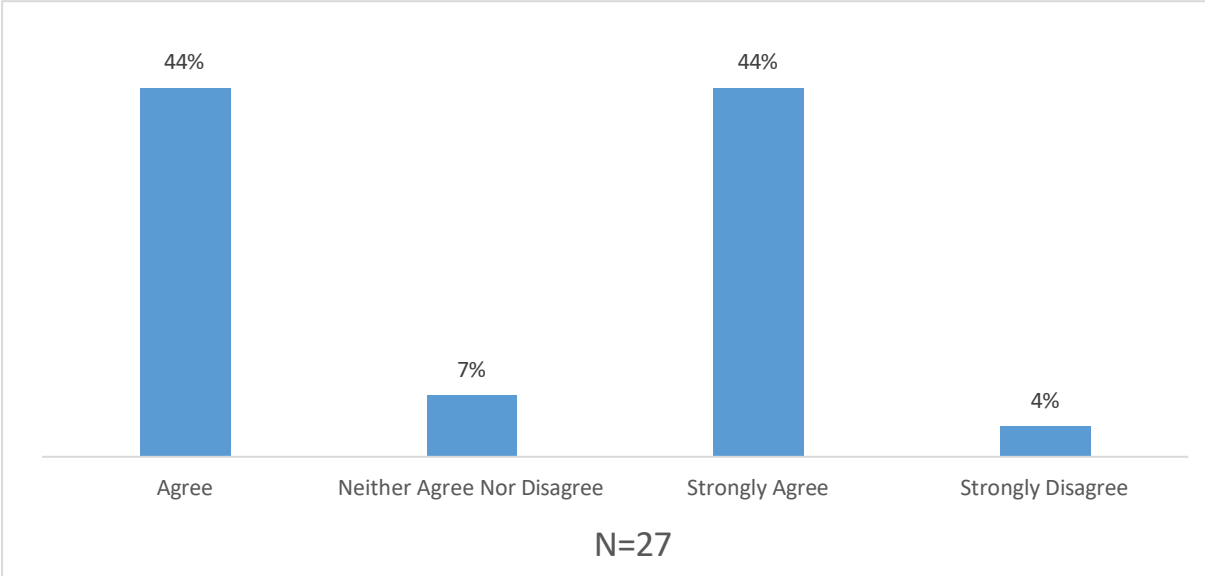
The purpose of the DNCC matches with the normal mandate/role of my organisation: 59% of the respondents agreed and 33% strongly agreed that the purpose of the DNCC matched with the normal mandate/role of their organisations. 4% however, neither agreed nor disagreed.

Figure 23: The purpose of the DNCC matches with the normal mandate/role of my organisation

Agree 59%
Strongly agree 33%
Disagree 4%
Neither agree nor disagree 4%

N=27
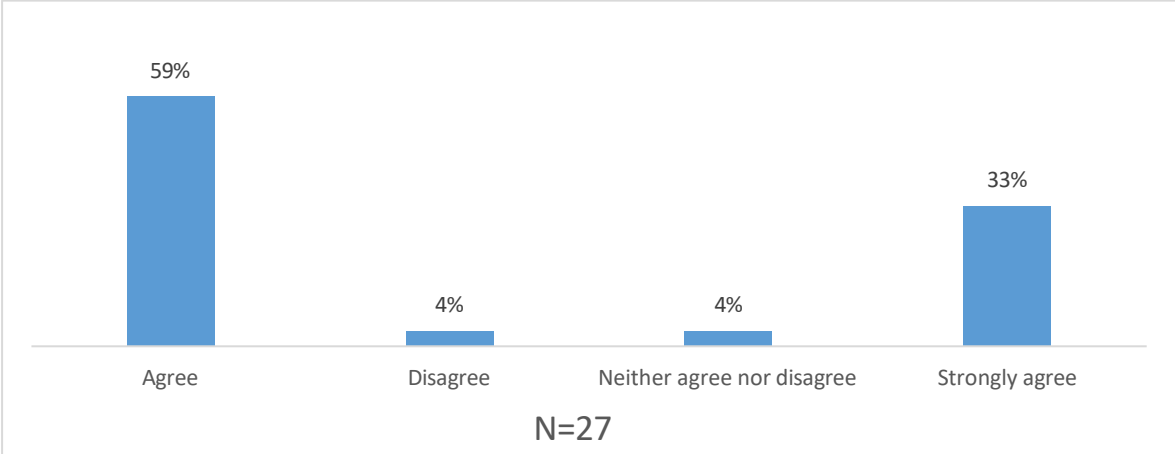
Invitation to other oganisations to participate in our activities in the context of DNCC: 48% of the respondents agreed that their organisations invited colleagues from other organisations more easily to participate in their activities in the context of the DNCC and 15% of the respondents strongly agreed, while 19% respectively disagreed and neither agreed nor disagreed

Figure 24: Invitation to other oganisations

Agree 48%
Disagree 19%
Neither agree nor agree 19%
Strongly agree 15%

N=27
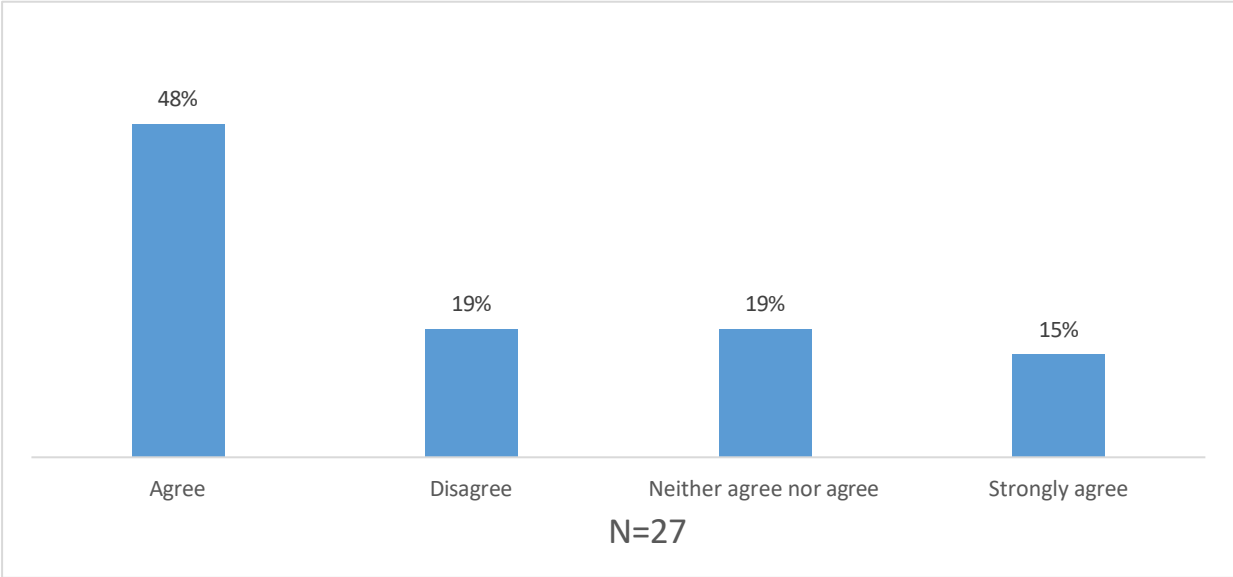
Participation in joint activities for nutrition: 41% of the respondents responded that their organisations participated in two or more activities for nutrition with other organisations in 2019. On the other hand, 7% of the respondents responded that their organisations did not participate in any activity.

Figure 25: Participation in joint activities for nutrition

41%	41%	7%	11%
2 activities	More than 2 activities	No activity	One activity

N=27
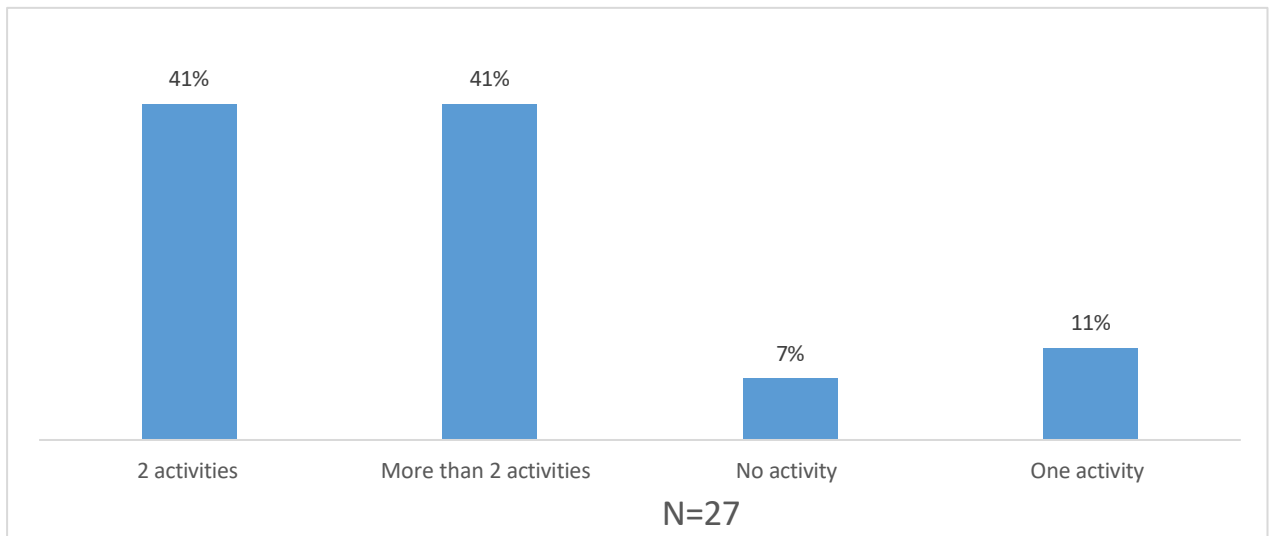
Our institution participates in the DNCC annual multi-sector planning: 56% of the respondents agreed that their institutions participated in the DNCC annual multi-sectoral planning and 44% of the respondents strongly agreed.

Figure 26: Participation in the DNCC annual multi-sector planning

56%	44%
Agree	Strongly agree

N=27
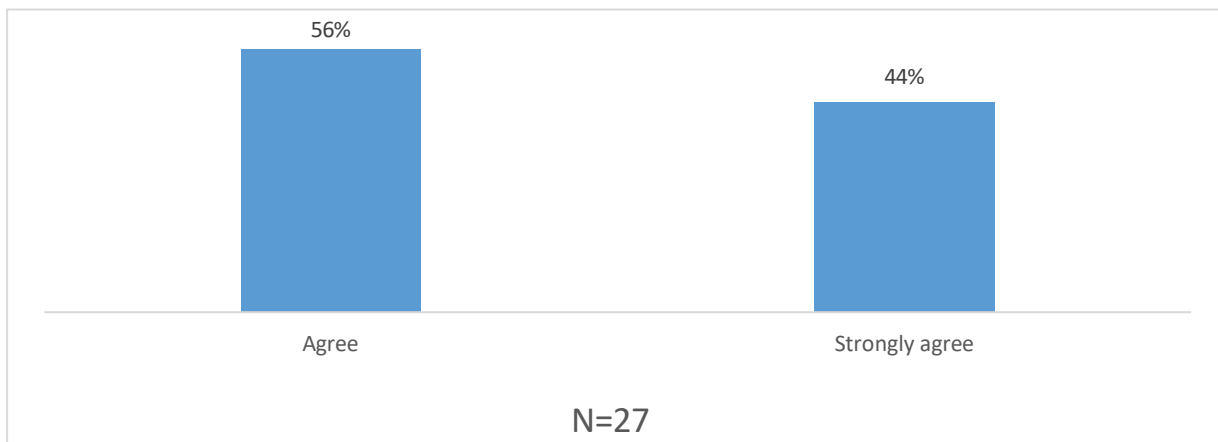
The DNCC activities are implemented in line with the annual multi-sector plans: 56% of the respondents agreed and 26% of the respondents strongly agreed that the DNCC activities were being implemented in line with the annual multi-sectoral plan, while 11% disagreed.

Figure 27: DNCC activities are implemented in line with the annual multi-sector plans
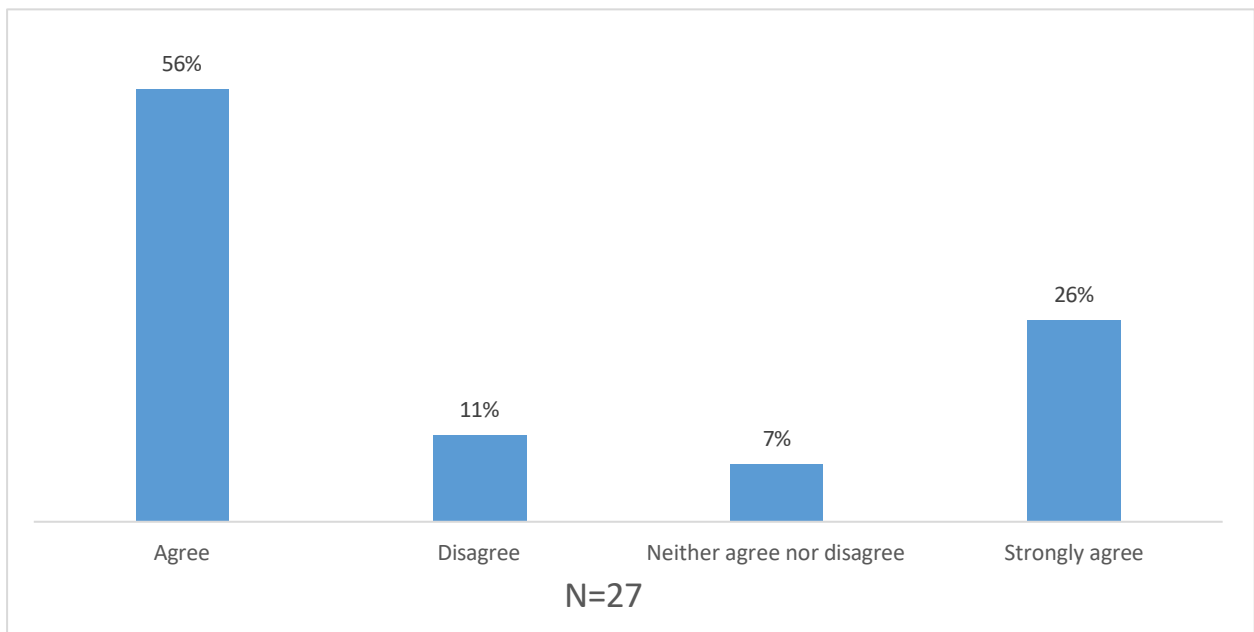
Integration of DNCC activities into institutional workplans: 56% of the respondents agreed and 22% of the respondents strongly agreed that their institutions integrated the DNCC activities in their institutional work plans. 19% however, neither agreed nor disagreed and 4% of the respondents disagreed.

Figure 28: Integration of DNCC activities into institutional workplans
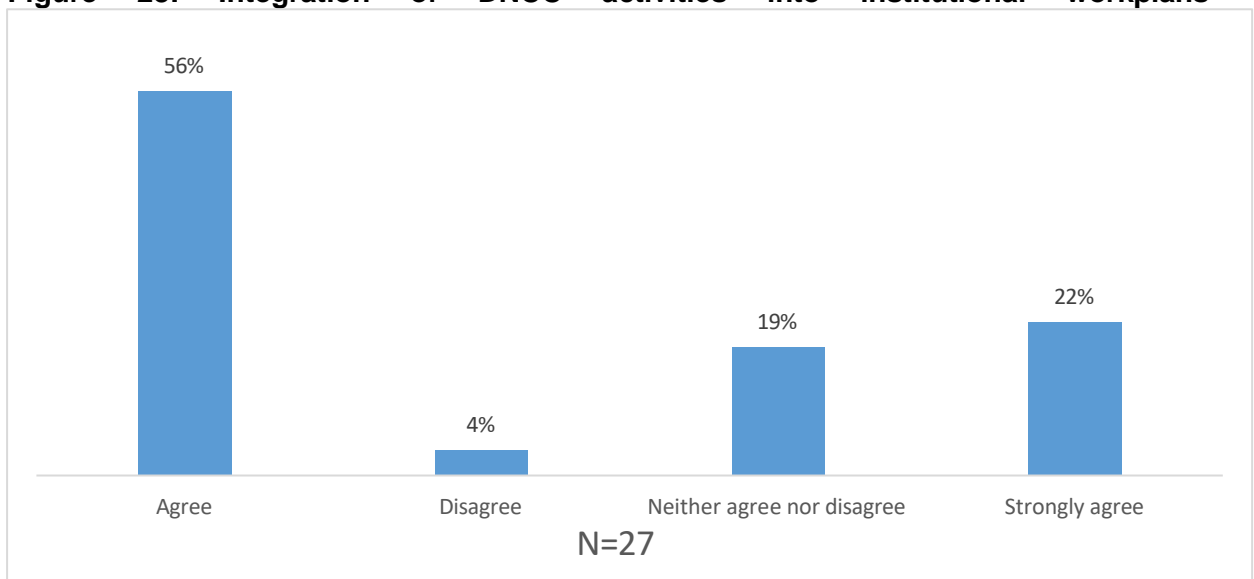
Contribution to the DNCC budget: 44% of the respondents disagreed that their institutions contributed to the DNCC budget and 22% only agreed, while 26% of the respondents neither agreed nor disagreed. Furthermore, 7% of the respondents strongly disagreed that their institutions contributed to the DNCC budget.

Figure 29: Contribution to the DNCC budget

Figure 30: Effective communication and information sharing
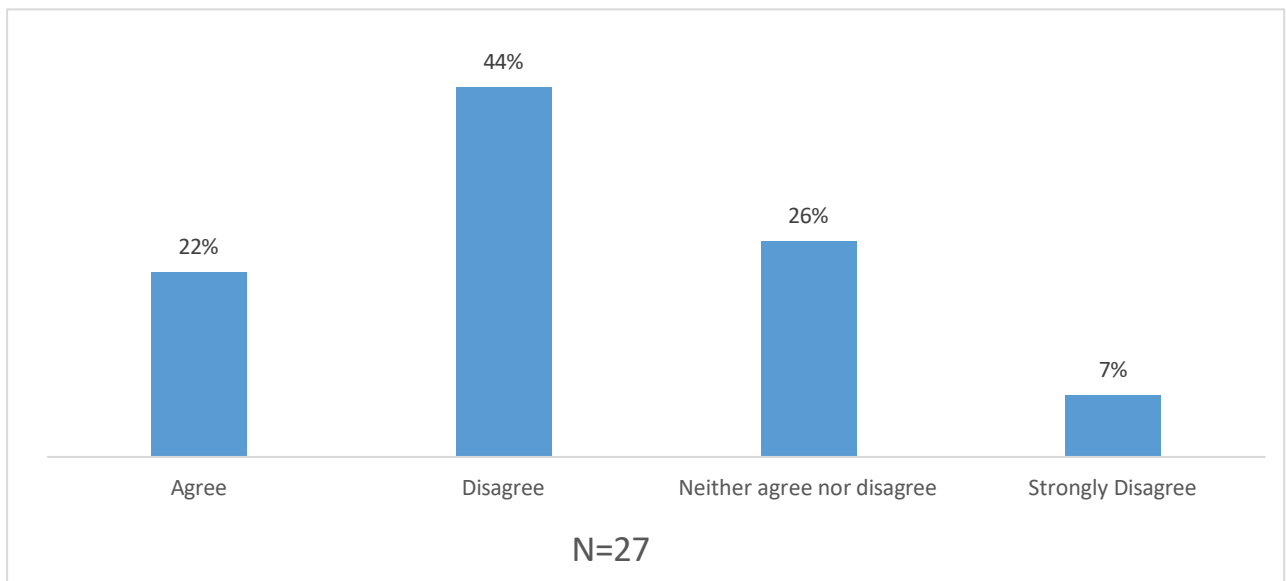
Effective communication and information sharing within the DNCC: 59% of the respondents agreed and 30% of the respondents strongly agreed that the DNCC structure allowed for effective communication and information sharing within the DNCC. On the contrary, 7% of the respondents disagreed and 4% neither agreed nor agreed that the DNCC structure allowed for effective communication and information sharing within the DNCC. Some of the examples provided by the respondents included the formation of the whataspp group from quick information dissemination, joint implementation/monitoring of activities, formation of Ward Nutrition Coordinating Committee.

Figure 30: Effective communication and information sharing
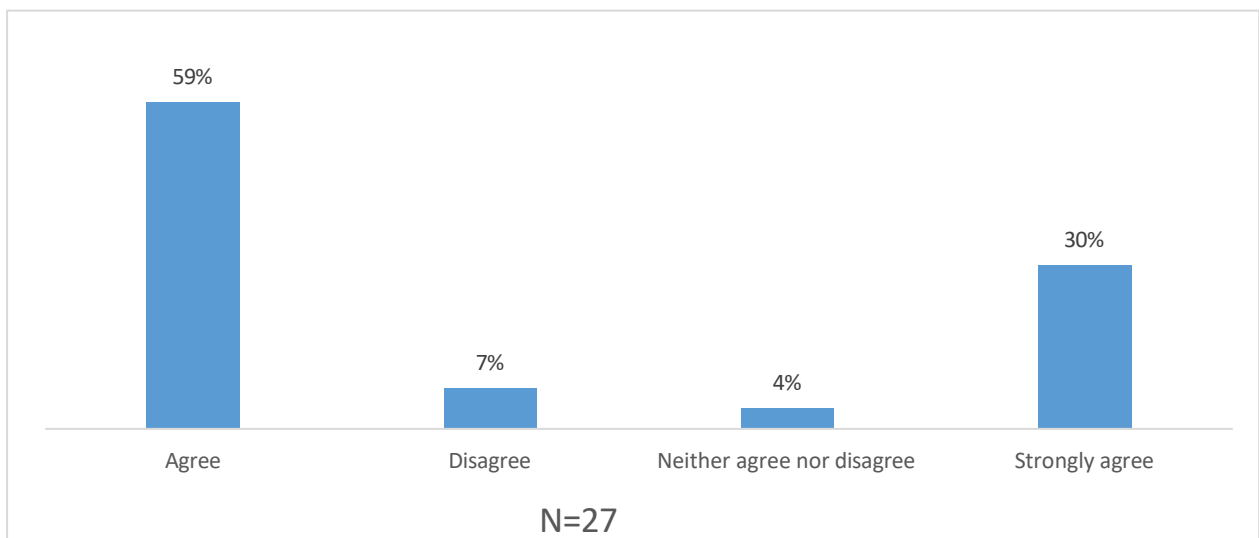
Figure 31: Evidence of effective communication and information sharing

The labels along the x-axis read (each bar = 4%):

- formation of WNCC in the…
.They give minutes on…
1) monthly meetings…
1)any time there is a meeting…
1, all the DNCC members…
1. DNCC has a Whatsapp…
1. DNCC Self Assessment…
1. Election of new WNCC…
1. Formation of WNCCs…
1.As member we all invited…
1.Community trainings…
1.Quiet a good number of…
1.The reports for every…
Breastfeeding week…
Conducting outreach…
Creation of a whasapp group…
DNCC has a WhatsApp group…
Doing field work activities…
Drama group performance,…
Formation of a what's up…
Information sharing on the…
Just by response to this…
-monthly reports…
N/A
This is during the monthly…
We have a WhatsApp group,…

N=26

Established relations/partnerships: 60% of the respondents responded that DNCC has established relations/partnerships outside itself with private, public and civil society organisations.

Figure 32: Established relations/partnerships

I don't know	No	Yes
24%	16%	60%

N=25

Partner and purpose of the relationship:

19
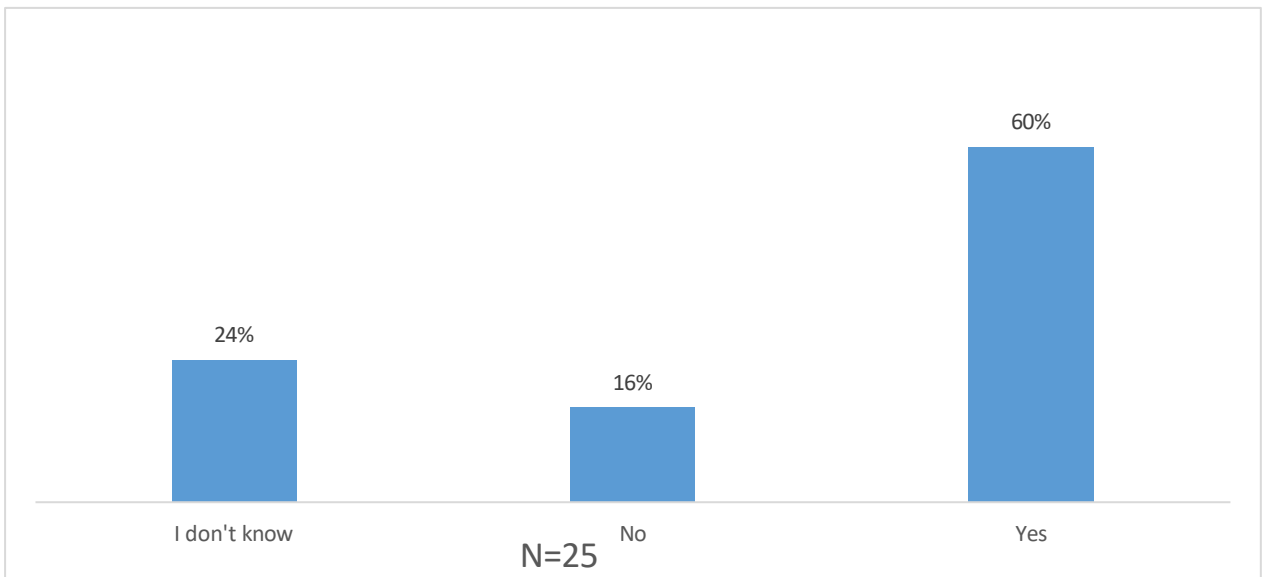
Figure: Partner and purpose of the relationship:
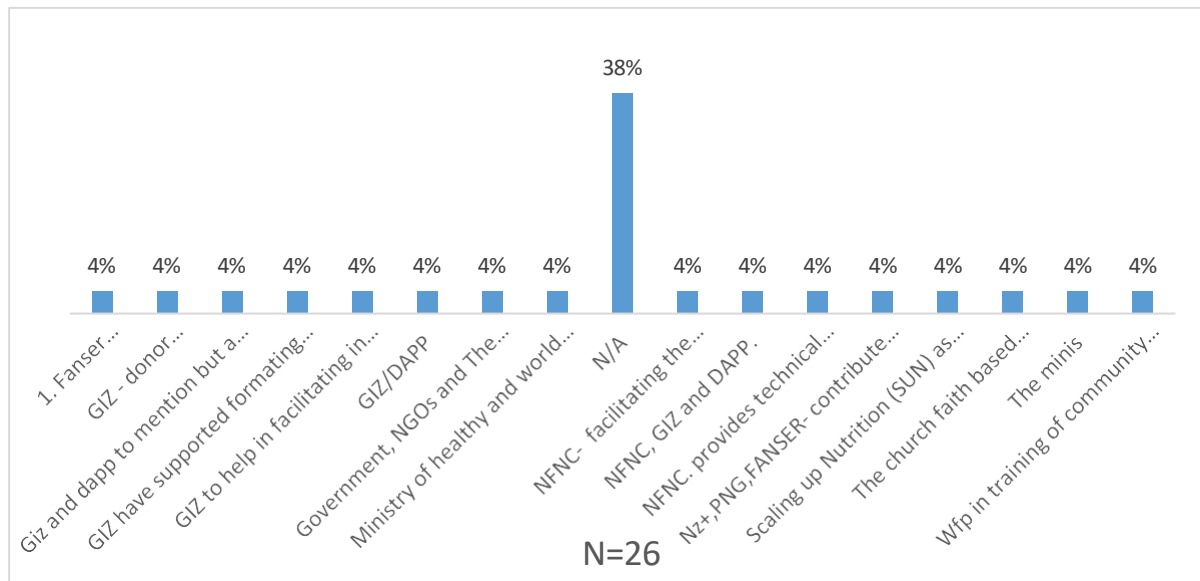
Alliances and partnerships guided by signed MoUs/ToRs of the MCDP: 75% of the respondents said that they didn't know that the alliances and partnerships guided by signed MoUs/ToRs clarified roles and obligations in the context of the MCDP, 10% said they know while the other 10% said that they disagreed that there were alliances and partnerships guided by signed MoUs/ToRs clarified roles and obligations in the context of the MCDP.

Figure: Alliances and partnerships guided by signed MoUs/ToRs of the MCDP:
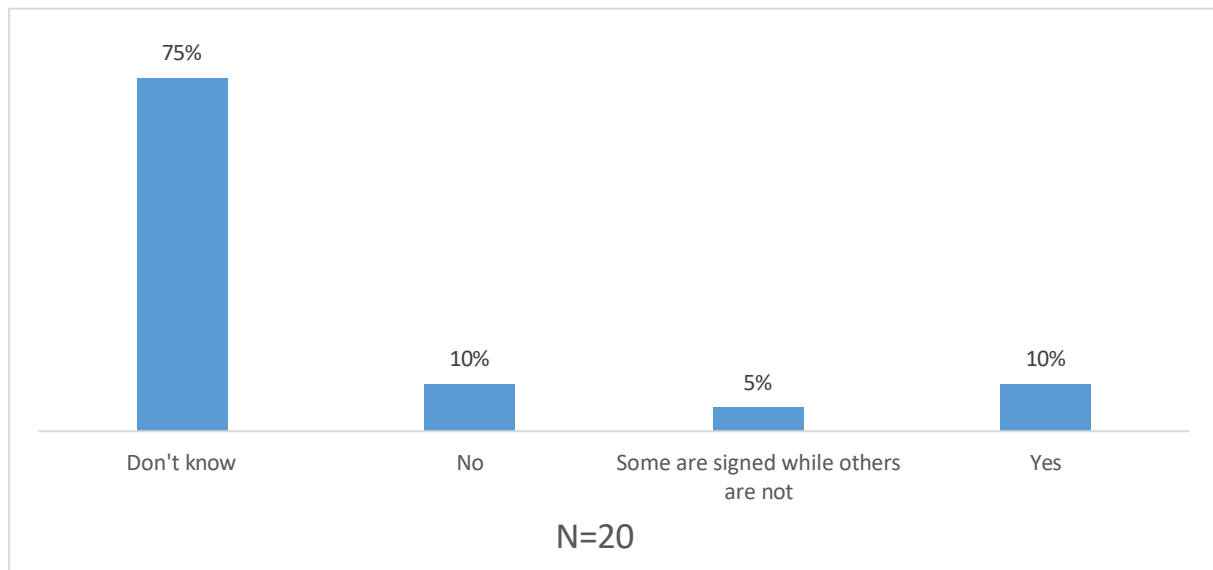
ToRs/MoUs are respected/followed: 60% of the respondents neither disagreed nor agreed that the ToRs/MoUs were respected/followed, while only 25% agreed and 5% strongly agreed.. However, 10% of the respondents felt that ToRs/MoUs were respected/followed.

Figure: ToRs/MoUs are respected/followed:

20
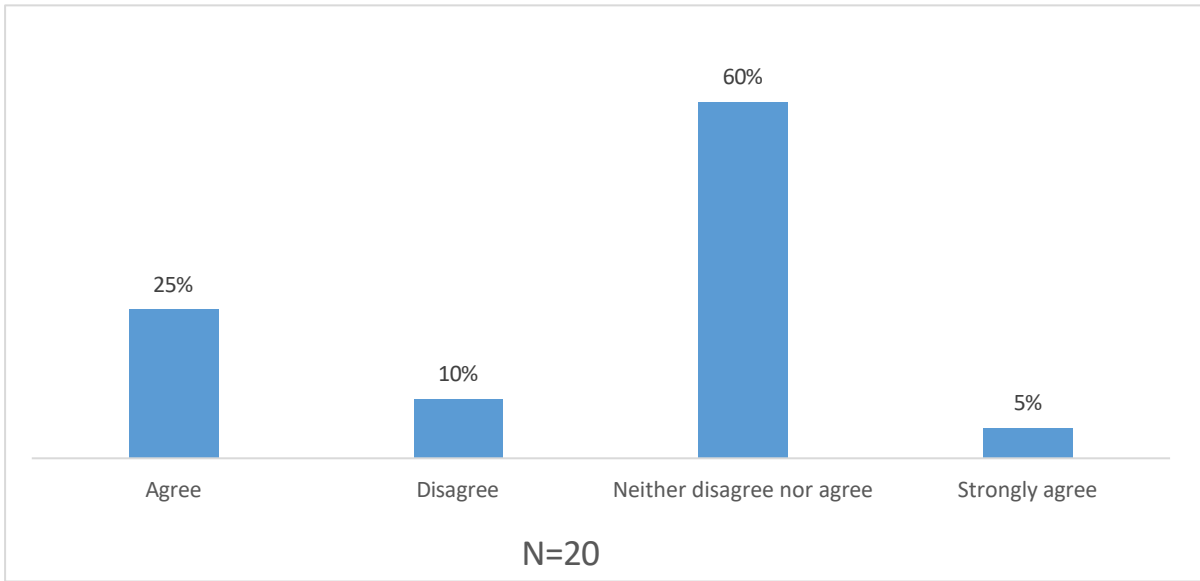
Partnerships useful: 70% of the respondents agreed and 20% of the respondents strongly agreed that the partnership so far was useful in the DNCC, while 10% neither agreed nor disagreed.

Figure: Partnerships useful
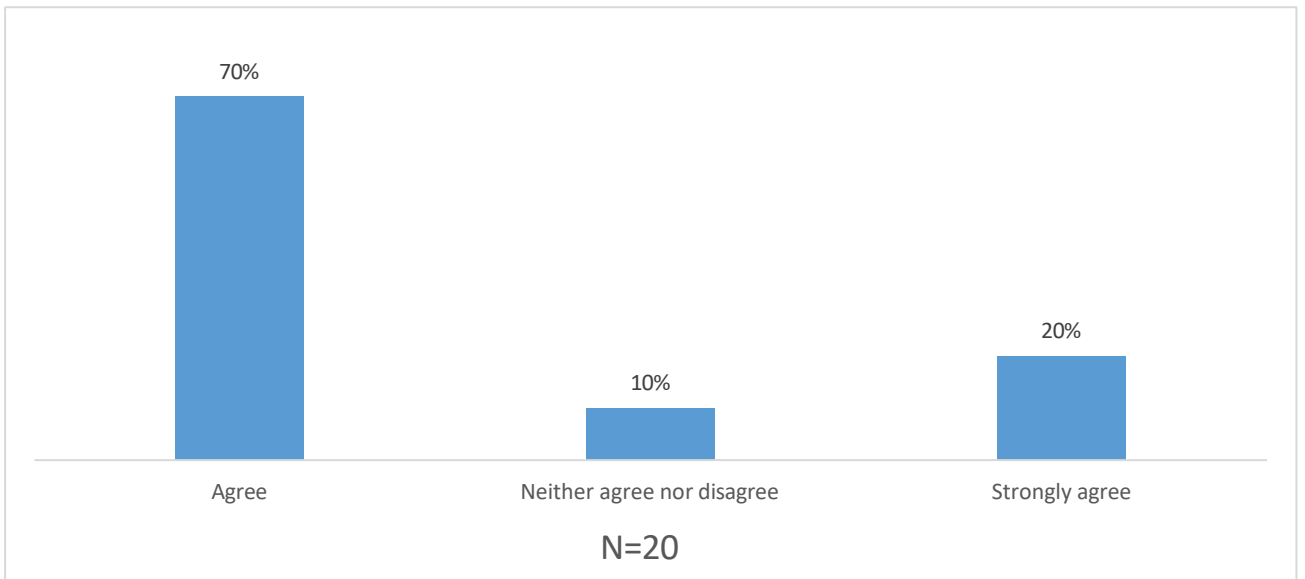
Please provide a few explanations to your answer in 15.

Chart title: N=27

Bar chart categories (left to right) with values:
- GIZ has facilitated the… — 4%
- I don't know much about it — 4%
- I know there such such… — 4%
- I think transparency and… — 4%
- It is useful because the… — 4%
- N/A — 44%
- NFNC and GIZ facilitated… — 4%
- Partnership is very useful,… — 4%
- The partnership is good… — 4%
- These organizations, they… — 4%
- They provide capacity… — 4%
- This is the more reason as… — 4%
- ToR have been outlined but… — 4%
- We have Been in the field… — 4%
- We help each other sharing… — 4%
- Yes the partnerships are… — 4%

If you think that the DNCC should try to establish more/new alliances or partnerships, please state below why and with what type of partner (or with whom if you have specific ideas)

Bar chart categories (left to right) with values:
- 1. Currently most… — 4%
- DNCC needs just to… — 4%
- DNCC should also… — 4%
- DNCC should establish… — 4%
- Eastern water,because it… — 4%
- In order to implement… — 4%
- N/A — 48%
- One that comes to mind is… — 4%
- Partners who are… — 4%
- Partnerships that are… — 4%
- There is need for more… — 4%
- We need more partners… — 4%
- Yes in production — 4%
- Yes it should because I… — 4%

Chart title: N=25
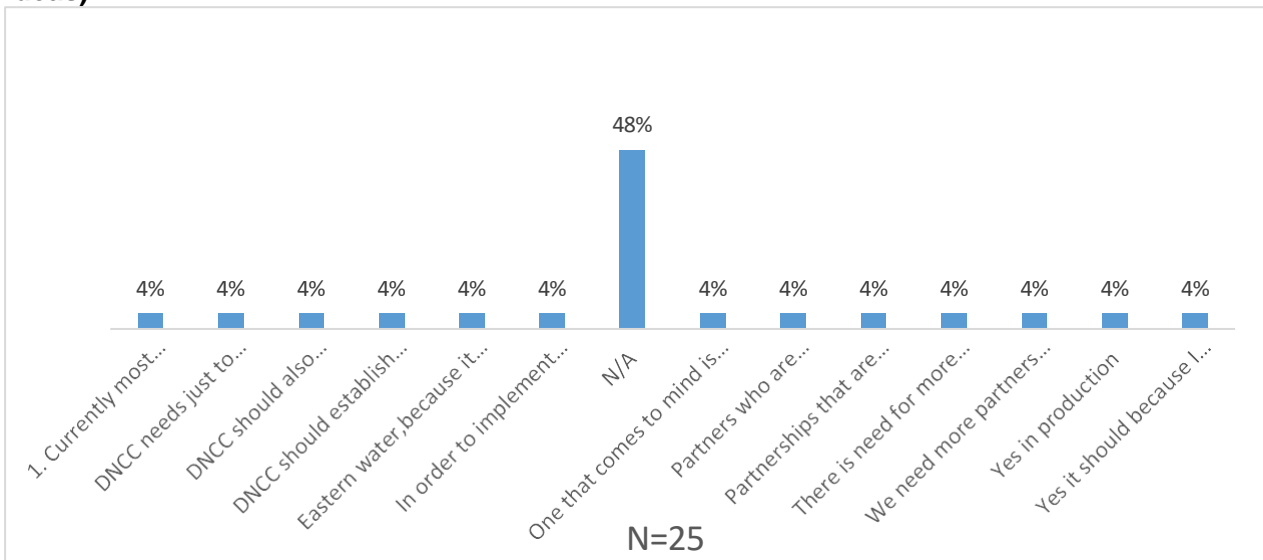
What actions you think would need to be taken to improve the existing coordination mechanisms?
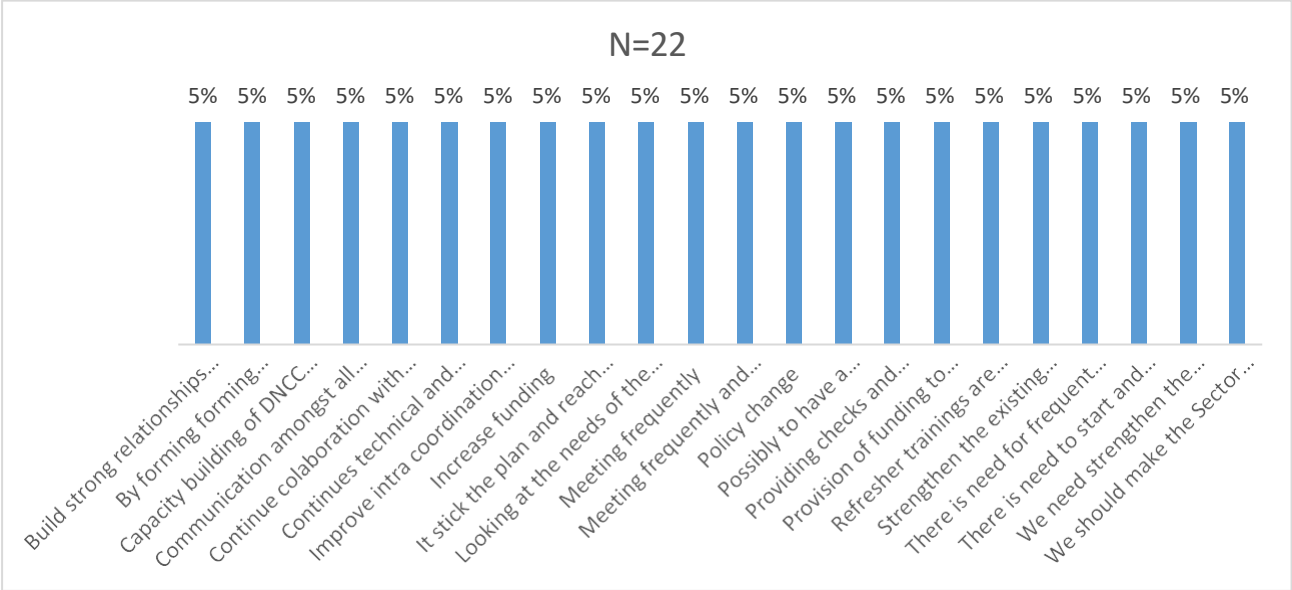
4.1.2.2 Program implementation, management and reporting

Involvement of stakeholders in programme management cycle: Respondents were asked to state how they felt about the following statement, *"The DNCC involves partners and other stakeholders at all stages of the programme management cycle (design, planning, implementation, monitoring and evaluation)"*. Out of 27 respondents, 59% agreed and 33%strongly agreed while 7% neither agreed nor disagreed.

Figure: Involvement of stakeholders in programme management cycle
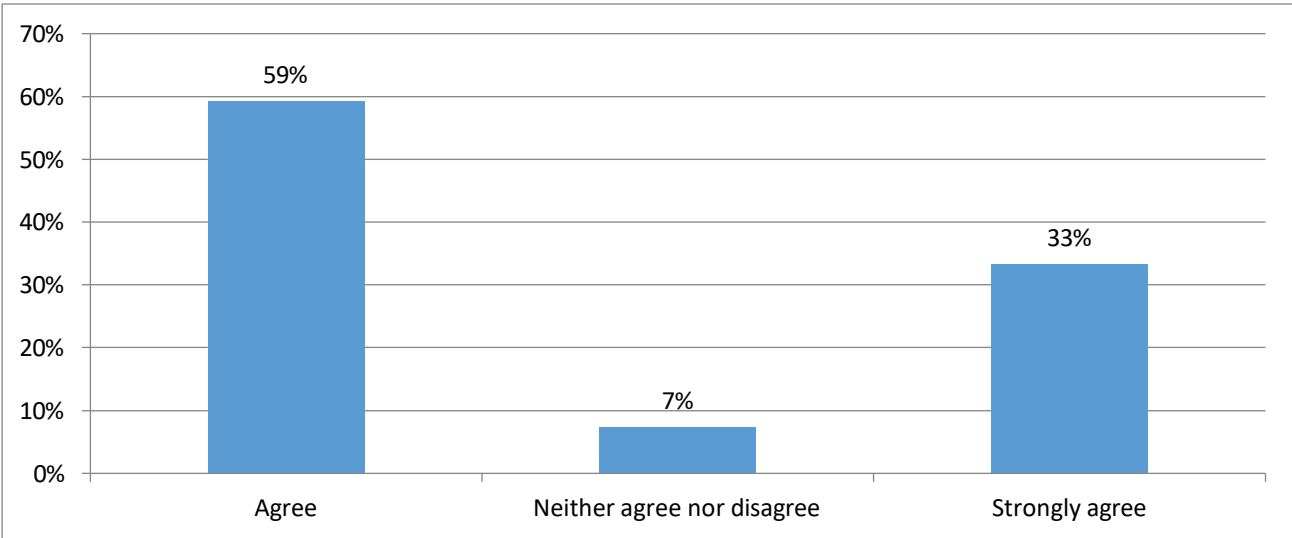
The respondents highlighted the stages the members were at in the programme management cycle which were as follows:

Table 1: Stage in the Programme management cycle

Name of stakeholder	Stage in the Programme management cycle
GIZ	Designing, planning, implementation and Monitoring
CSO FBO	Planning and implementation
WNCC	Designing, planning, implementation and Monitoring
ZANIS	Planning, Implementation and Monitoring Communication
MoF	Implementation and Monitoring
MOH, DAPP, MLGH, MCDSW, MOGE, MOA, MLF, COMACO, Send a Cow, radio PASME, DIACONIA.1, CRS, MFL MCDSS, NZP+	Planning and implementation
NFNC	Strategic planning
NGOs and government ministries, churches,	Designing, planning, implementation, monitoring and evaluation

Information flow on planned activities: The respondents were also asked to state how they felt about the following statement, *"The DNCC ensures that all members are informed of the planned activities and meetings through invitation".* Out of 27 respondents, 41% strongly agree and 56% agreed while 4 strongly disagreed.

Figure: Information flow on planned activities and meetings
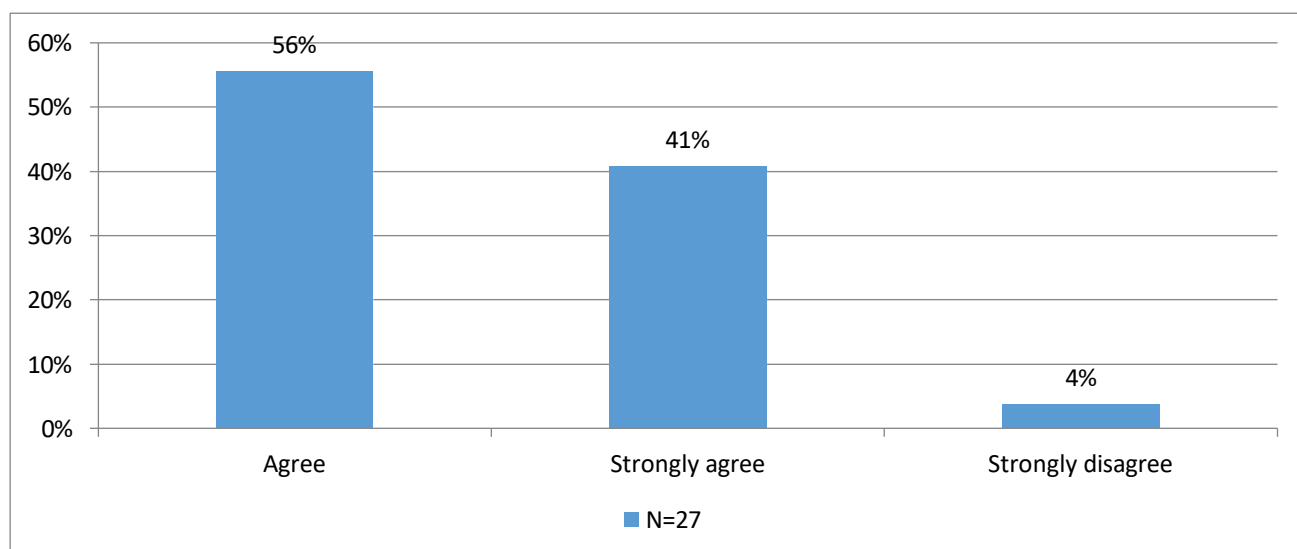
Communication channels used for inviting DNCC members: Out of 27 respondents that participated in the assessments, 78% of the respondents indicated use social media for

invitation such as WhatsApp, 56% indicated letters, 44% indicated emails and 33% indicated phone calls/ SMS.

Figure: Communication channels used for inviting DNCC members
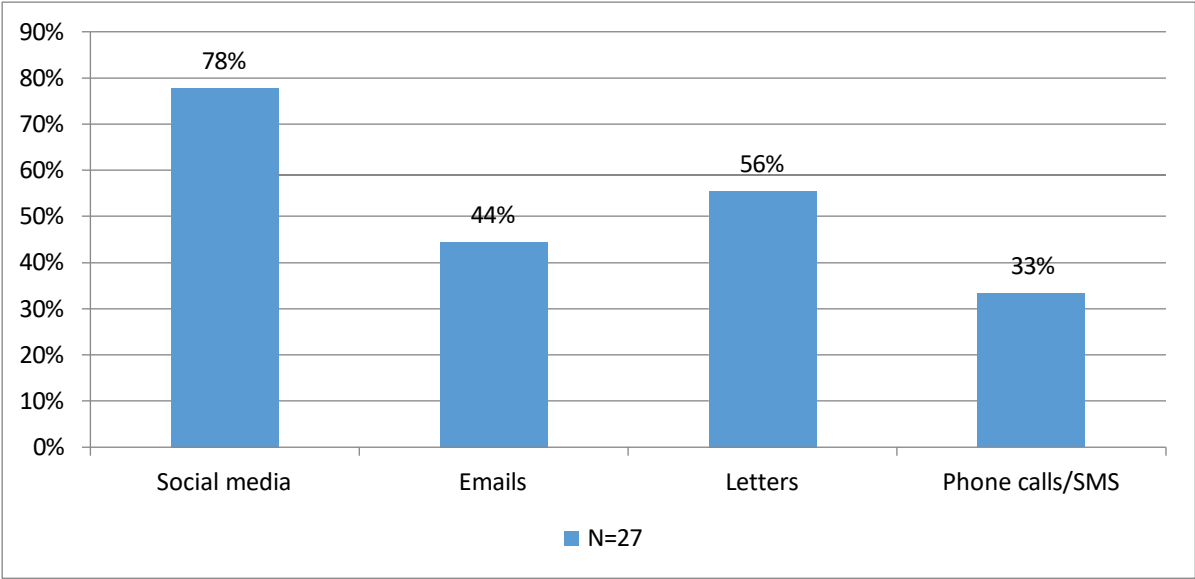
Mechanisms DNCCs use to measure progress against output targets: With regards to the mechanisms DNCCs use to measure progress against output targets, out of 27 respondents, 56% agreed and 19% strongly agreed while 4 % disagreed and 22% neither agreed nor disagreed.

Figure: Mechanisms DNCCs use to measure progress against output targets
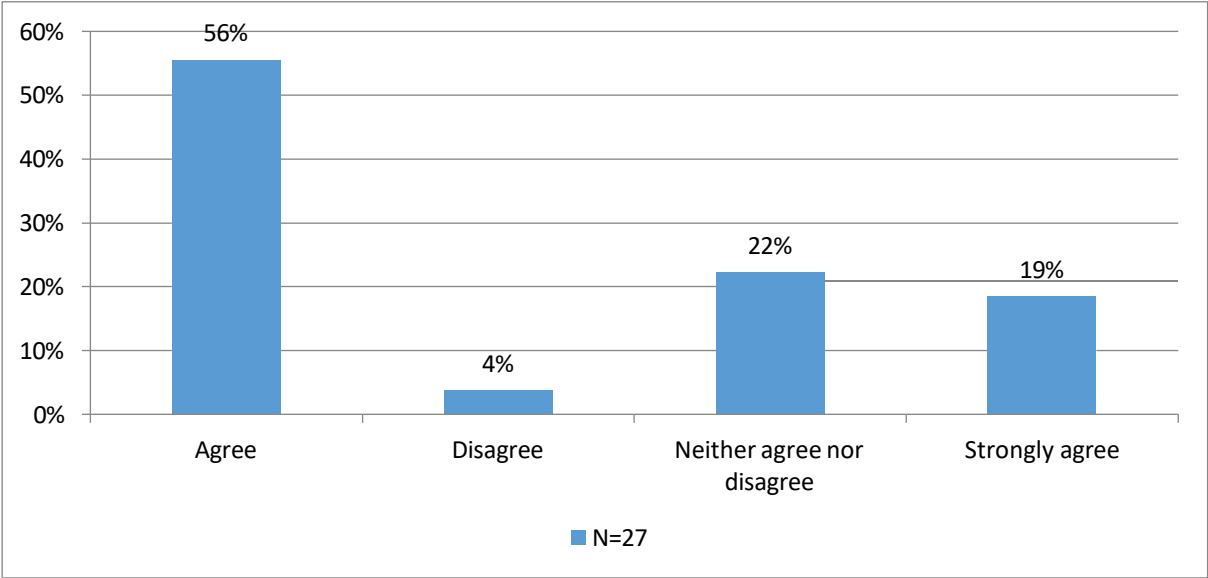
Strengths and positive outcomes from the M&E TWG: Out of 25 respondents, 44% mentioned of having done the review meetings, 24% said they do reporting, 20% did database analysis and 12% were not sure.

Figure: Strengths and positive outcomes from the M&E TWG:
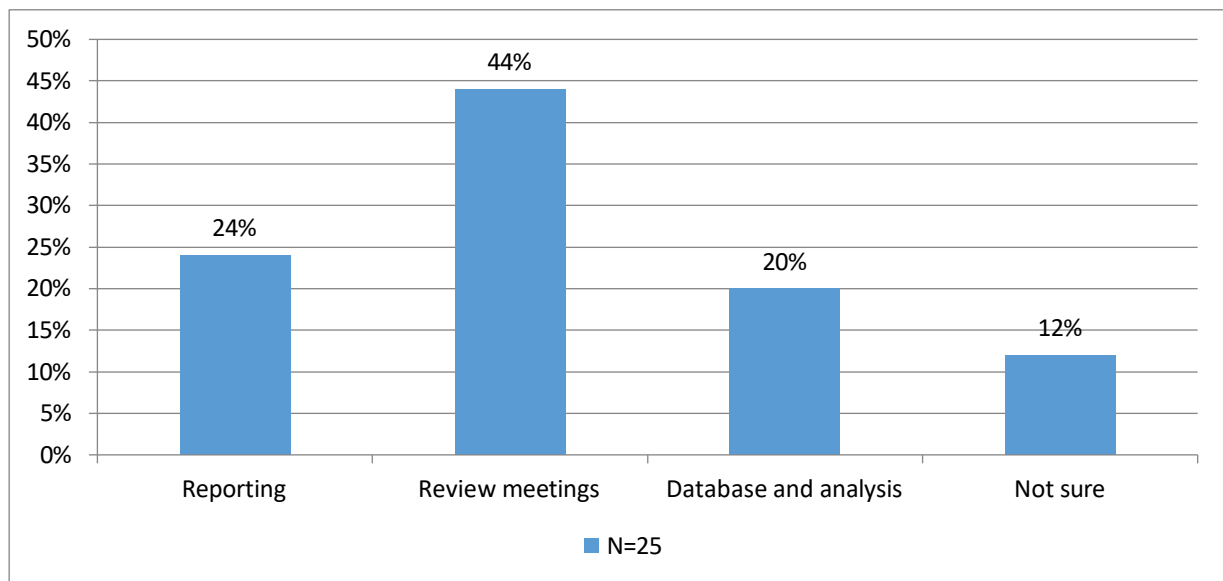
DNCC monthly meetings: In order to determine whether DNCC holds monthly meetings regularly to discuss progress of implementation, the respondents were asked to state how the felt about the following statement, *"DNCC holds monthly meetings regularly to discuss progress of implementation"*. Out of 27 respondents, 52% agreed, 30% strongly agreed while 7% disagreed and 11% neither agreed nor disagreed

Figure: DNCC monthly meetings
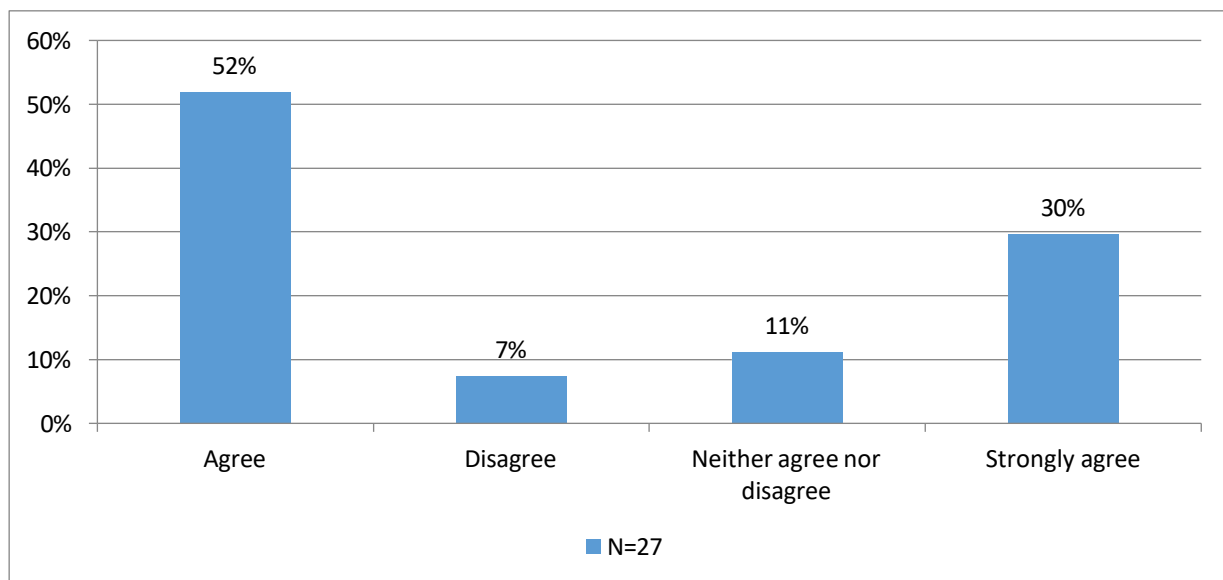
Assessment of the level of implementation against the planned activities in 2019: Respondents were asked to provide their assessment on the level of implementation against the DNCC plan in 2019. Out of 27% respondents, 11% of respondents were very satisfied,

41% were satisfied while 26% were unsatisfied, 4% were not at all satisfied and 19% did not know.

Figure: Assessment of the level of implementation against the planned activities
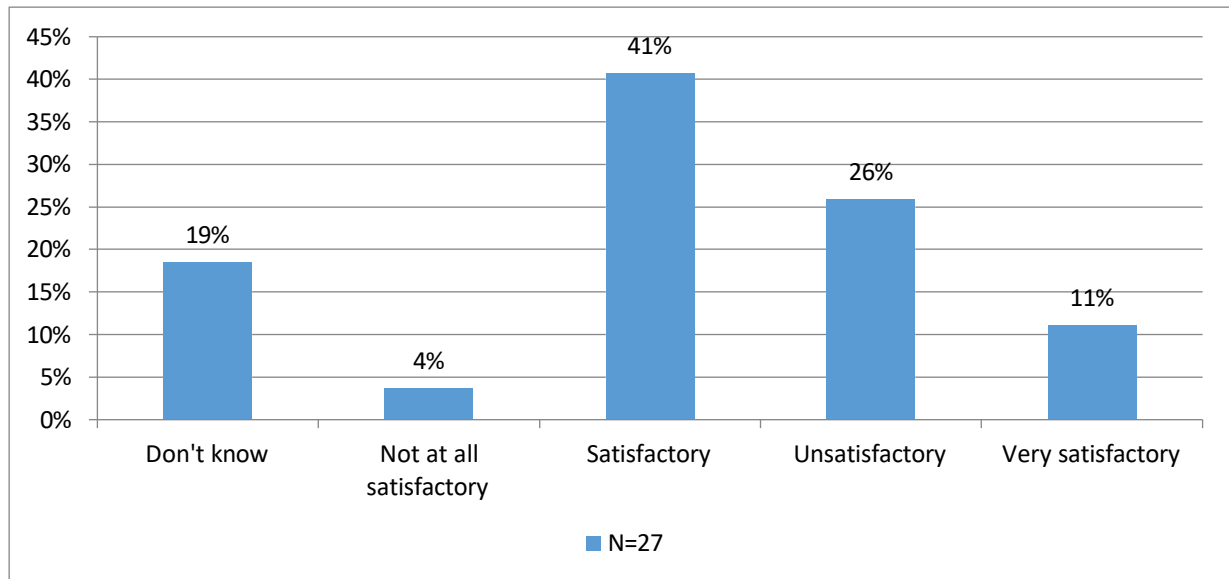
Functionality of the M&E Technical Working Group (TWG): Respondents were asked to state how they felt about the following statement, *"The M&E Technical Working Group (TWG) is functional".* Out of 27 respondents, 70% agreed and 15 strongly agreed while 15% neither agreed nor disagreed.

Figure: Functionality of the M&E Technical Working Group
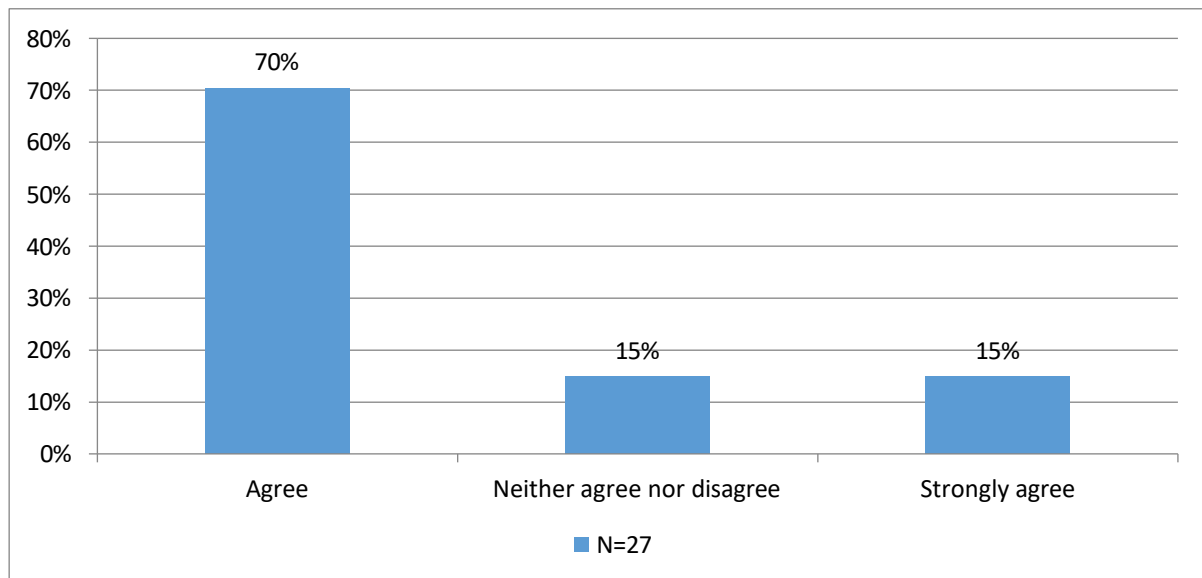
Strengths and positive outcomes from the M&E TWG: In order to determine the strengths and positives of the M&E TWG, respondents were asked to state some strengths and positive outcomes they observed from the M&E TWG. Out of 25 respondents, 32% said that data base

has been developed, 28% said reporting was done, 28% said monthly meetings were held and 12% were not sure.

Figure: Strengths and positive outcomes from the M&E TWG
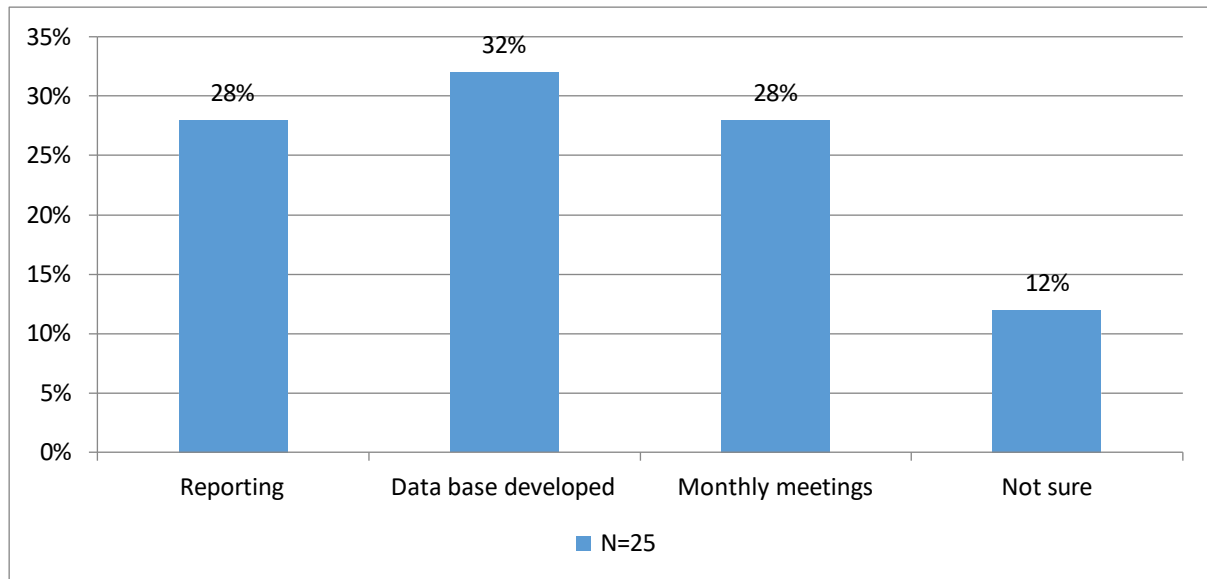
Ideas to improve the functionality of the M&E TWG: In the assessment, respondents were asked to provide ways in which the M&E TWG would be improved. Out of 20 respondents, 35% said they needed capacity building, 30% data collection and analysis, 10% funding, 10% update on the membership and 15% were not sure

Figure: Improving the functionality of the M&E TWG
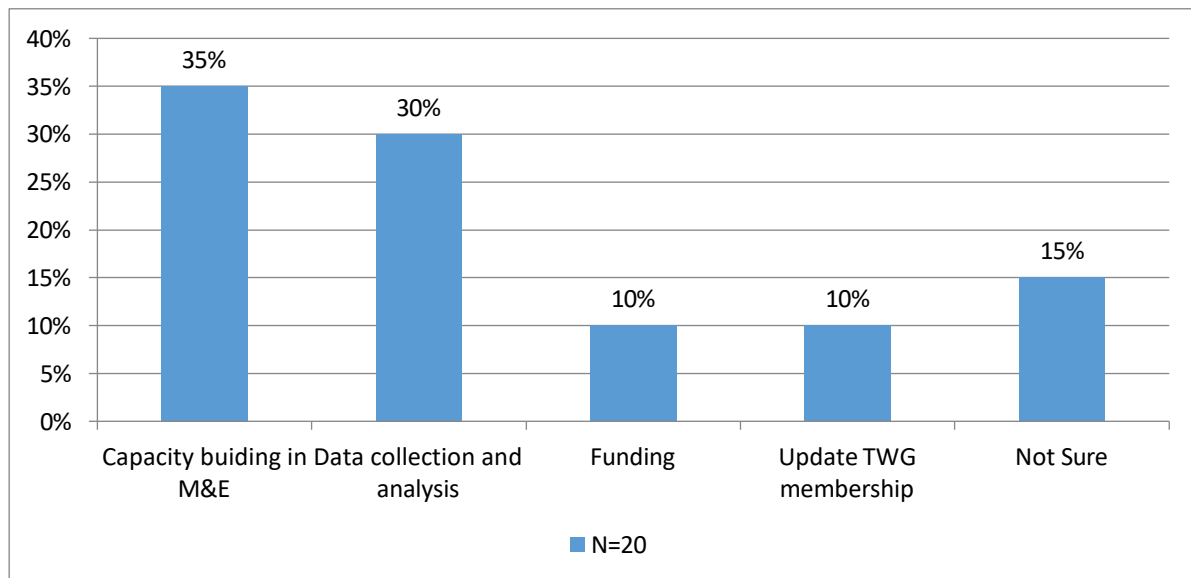
DNCC has adequate expertise (in M&E TWG): On the statement that *"The DNCC has adequate expertise (in M&E TWG) to measure progress against output targets using verifiable indicators",* **o**ut of 27 respondents, 48% agreed and 19% strongly agreed while 7% disagreed, 4% strongly disagreed and 22% neither agreed nor disagreed

Figure: DNCC has adequate expertise in M&E TWG
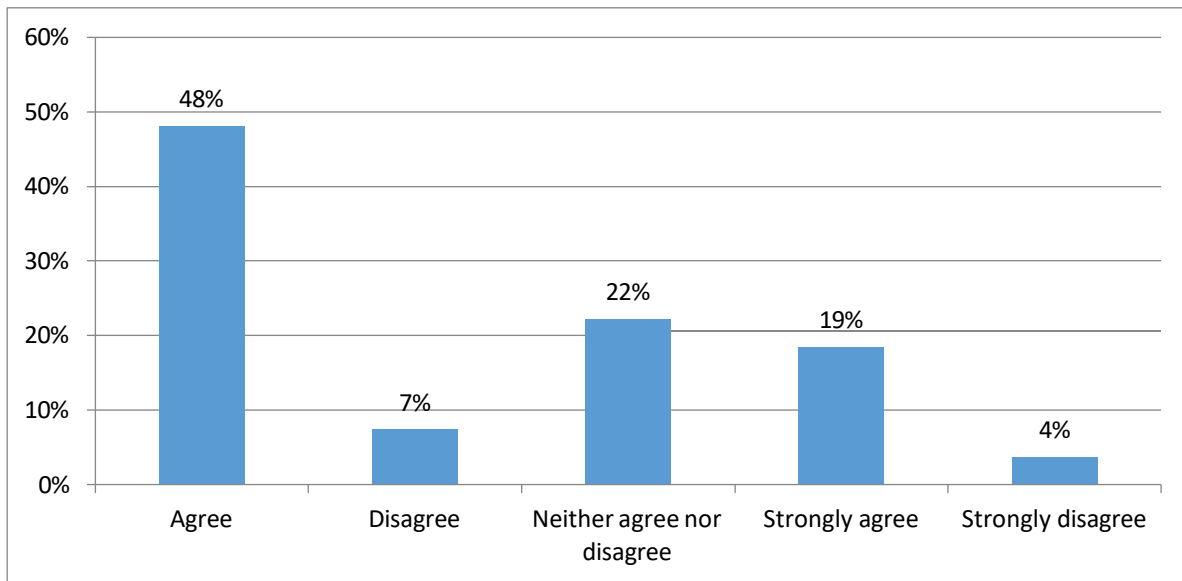
The respondents who disagreed with the statement, "*The DNCC has adequate expertise (in M&E TWG) to measure progress against output targets using verifiable indicators*" proposed the areas of expertise that needed development in the M&E TWG which included, 56% data analysis suggested by 56% of the respondents and orientation on M&E by 44% of the respondents.

Figure: Proposed the areas of expertise that needed development
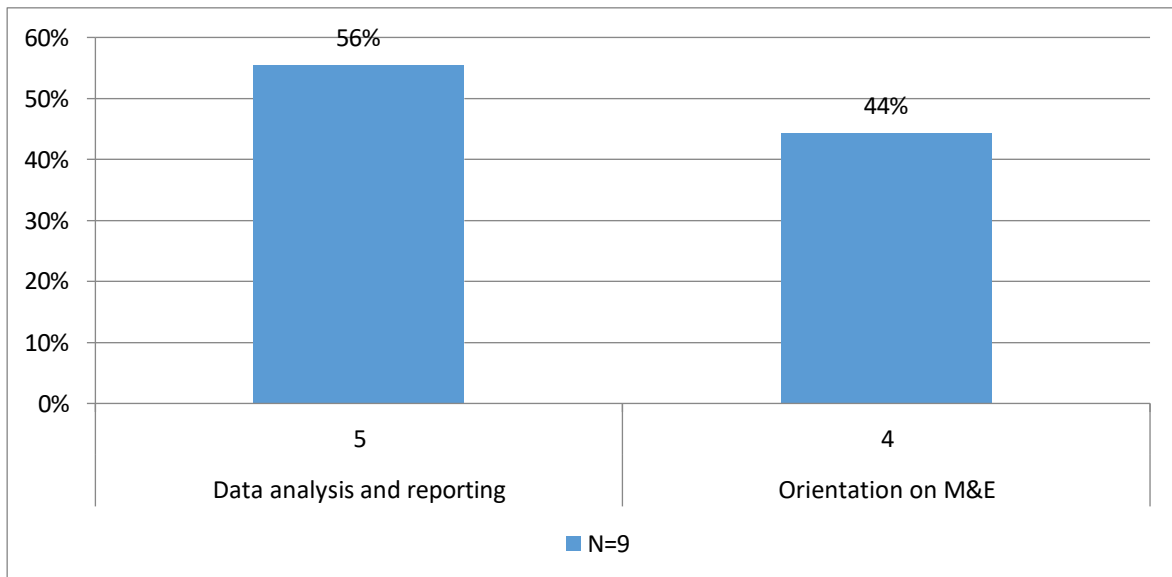
Quantitative tools available for data collection and analysis: When posed with the statement, *"The DNCC has a range of quantitative tools to systematically collect and analyse data during programme implementation".* Out of 26 respondents, 11% strongly agreed with the statement, 30% agreed while 19% disagreed, 11% strongly disagreed, and 33% neither agreed nor disagreed with the statement.

Figure: Quantitative tools available
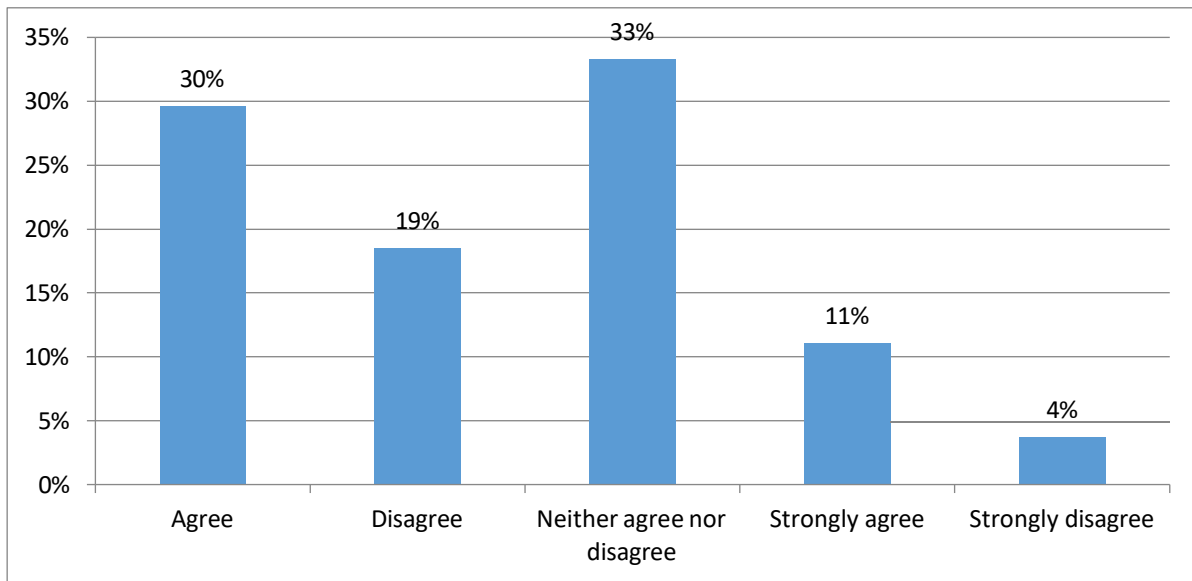
Qualitative tools available for data collection and analysis: On the statement that "The DNCC has a range of qualitative tools to systematically collect and analyze data during programme implementation", out of 26 respondents, 4% strongly agreed and 35% agreed with the statement while 19% disagreed and 42% neither agreed nor disagreed with the statement.

Figure: Qualitative tools available
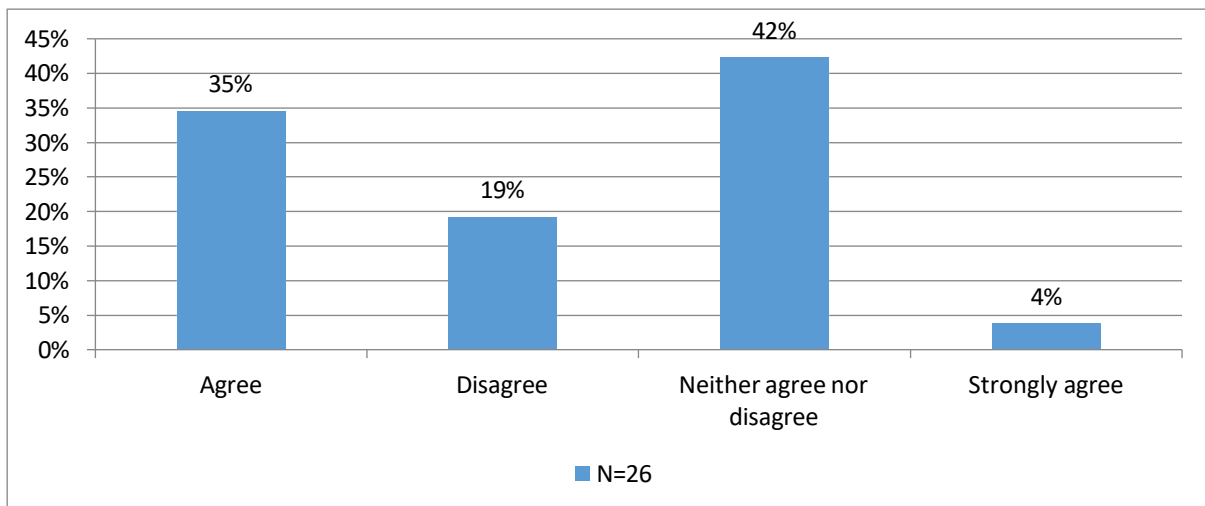
Availability of an M&E framework: In the assessment, the respondents were asked if the DNCC had an M&E framework: Out of 27 respondents, majority of the respondents (56%) said it was available while 7% said no and 37% were not sure about the availability of the M&E framework.

Figure: Availability of an M&E framework
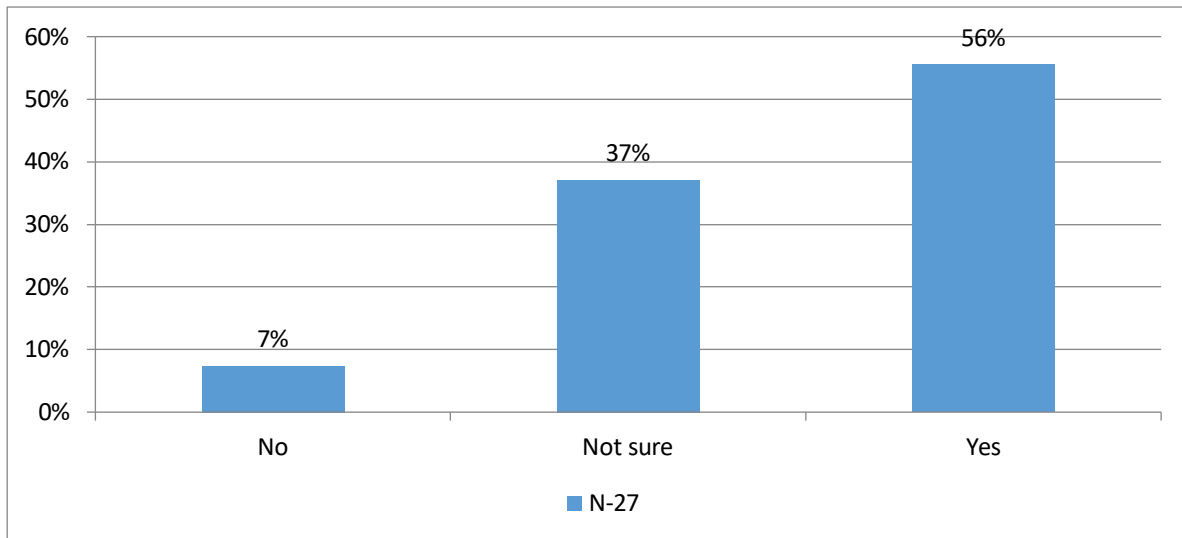
Tools for monitoring and evaluation of the DNCC activities: In order to determine if they understand the tools use for M&E, respondents were asked to mention some of the tools the DNCC used for M&E. Out of 27 respondents, 48% mentioned correct M&E tools, 7% wrong tools and 7% were not sure while 37% did not respond.

Figure: Tools for monitoring and evaluation of the DNCC activities
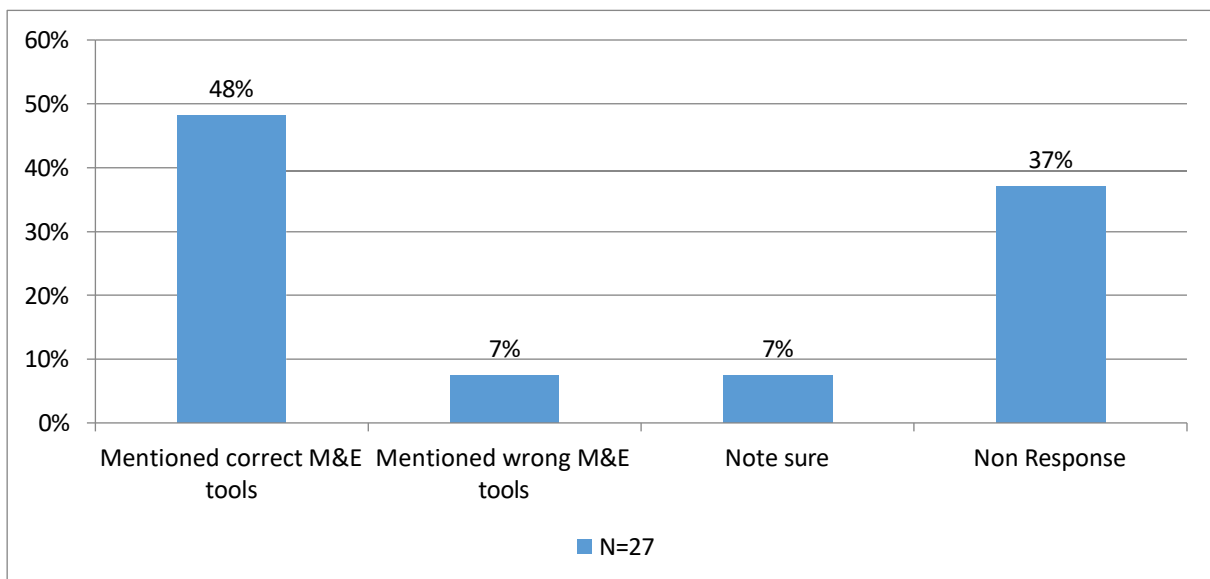
Quarterly reviews based on the M&E plan: On the statement, "Every quarter, work plans and activities are reviewed and compared against targets set in the monitoring and evaluation plan". Out 27 respondents, 70% were in agreement while 15% were not and 15% were not sure about whether every quarter, work plans and activities are reviewed and compared against targets set in the monitoring and evaluation plan.

Figure: Quarterly reviews based on the M&E plan
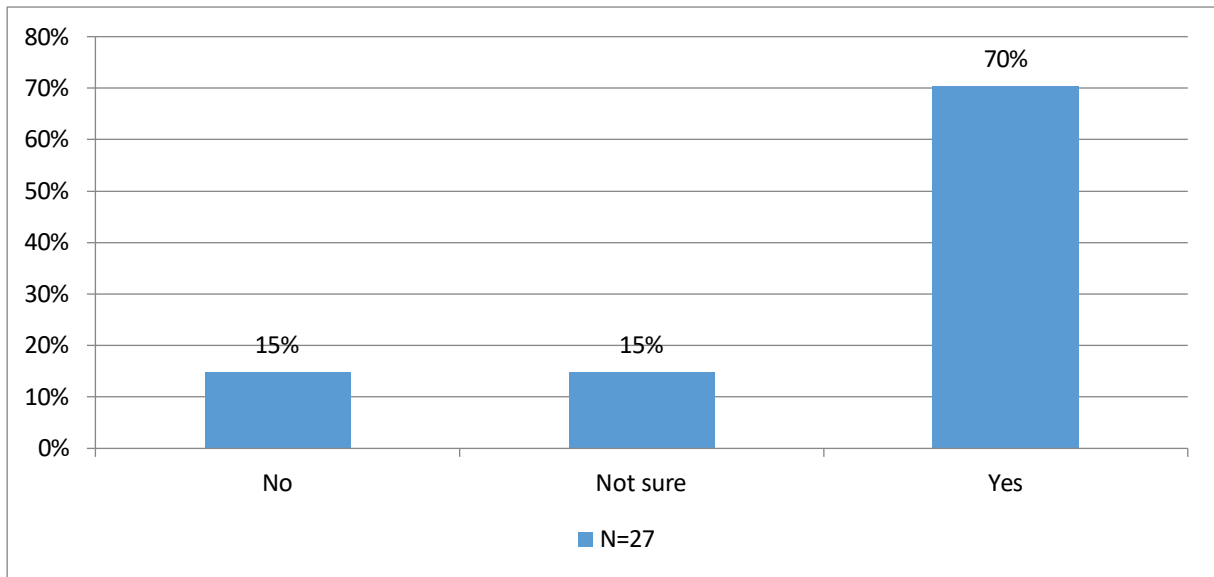
DNCC quarterly reports are always completed on time and shared within the DNCC: On the statement, "DNCC quarterly reports are always completed on time and shared within the DNCC during review meetings", out of 27 respondents, 4% strongly agreed, 52% agreed with the statement while 15% disagreed, 4% strongly agreed and 26% neither agreed nor disagreed.

Figure: DNCC quarterly reports completed and shared timely
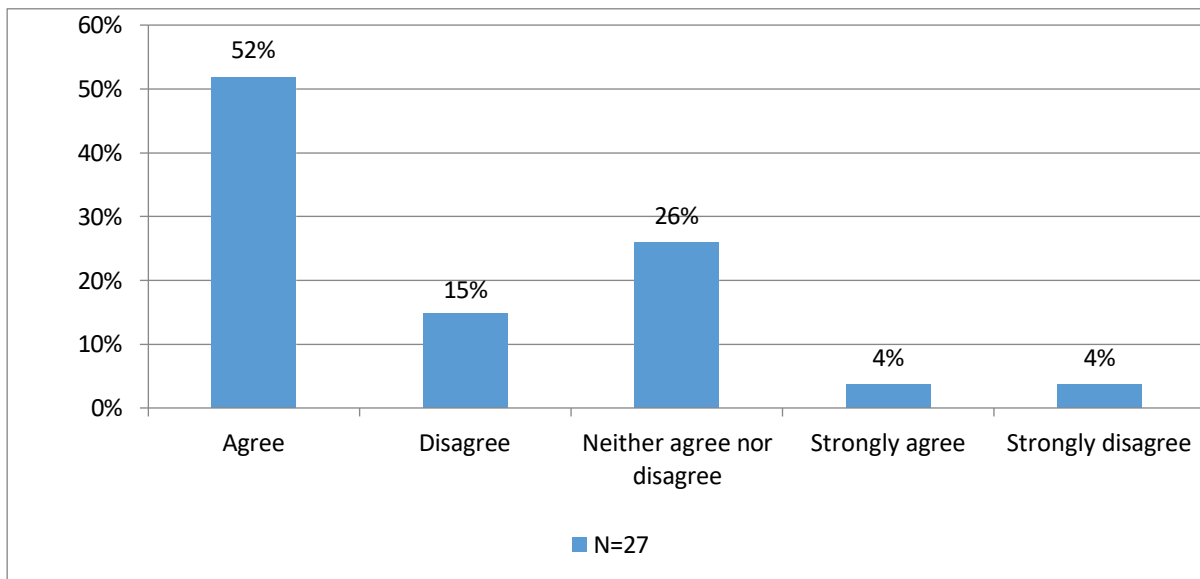
M&E results are utilized for planning and strategizing activities: The statement "*The M&E results are utilized for planning and strategizing activities for the DNCC",* was tabled among respondents in the assessment. Responses gather out of 27 respondents were that 15% strongly agreed, 56% agreed with the statement while 4% disagreed and 26 neither agreed nor disagreed.

Figure M&E results are utilized
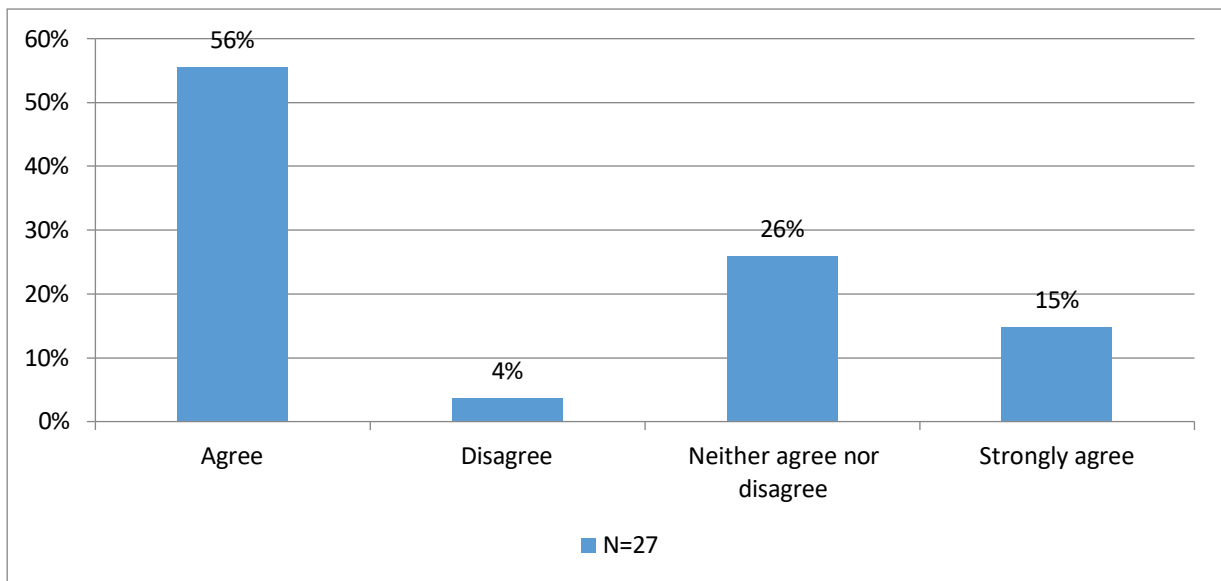
Ideas on how to improve monitoring and data use: Respondents were further asked to provide ideas on how to improve the monitoring and data use. In response, the majority (46%), indicate timely use of data for adjustment of their plans, 31% indicated involvement of all members while 23% indicated technical support.

Figure: **Ideas on improving monitoring and data use**
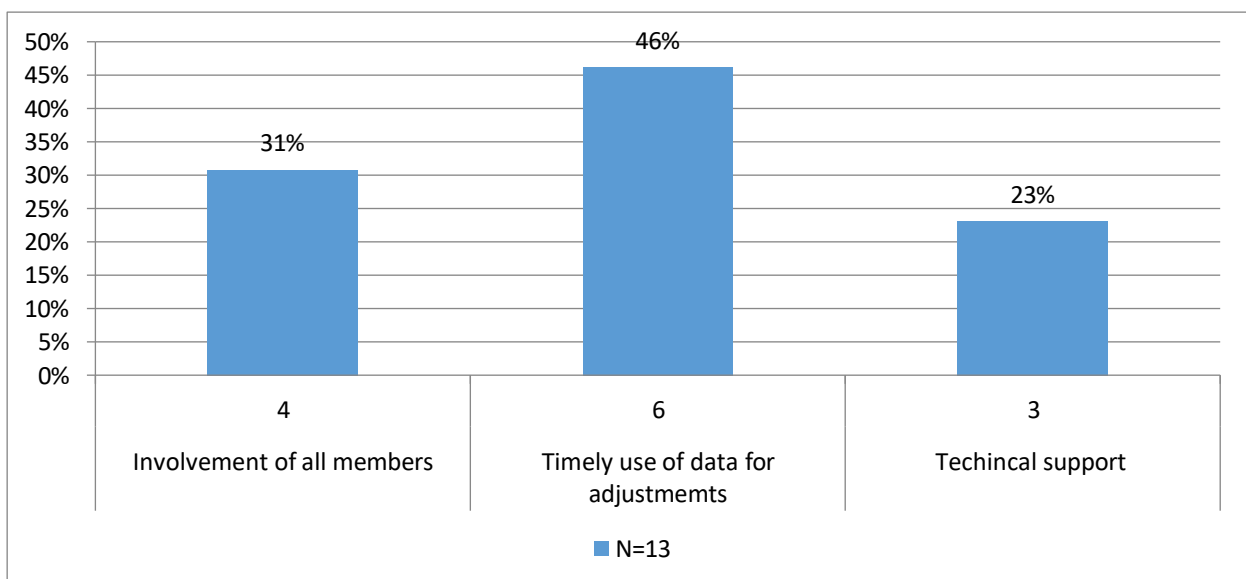
4.1.3 Communication and Advocacy

Communication and advocacy strategy: 59% of the respondent stated that DNCC has a communication and advocacy strategy and 30% were Not Sure whereas 11% said no.

Figure: Communication and advocacy strategy
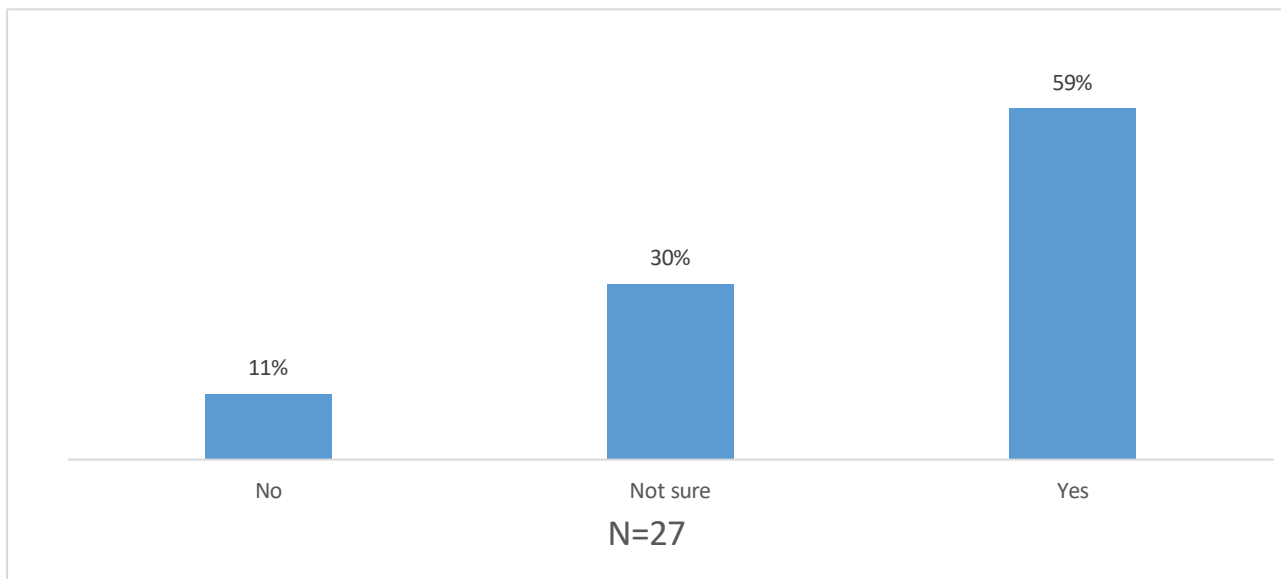
Key elements of communication and advocacy strategy: 4% was the uniform response for different key elements of communication and advocacy strategy and 44% was not applicable.

Figure: Key elements of communication and advocacy strategy
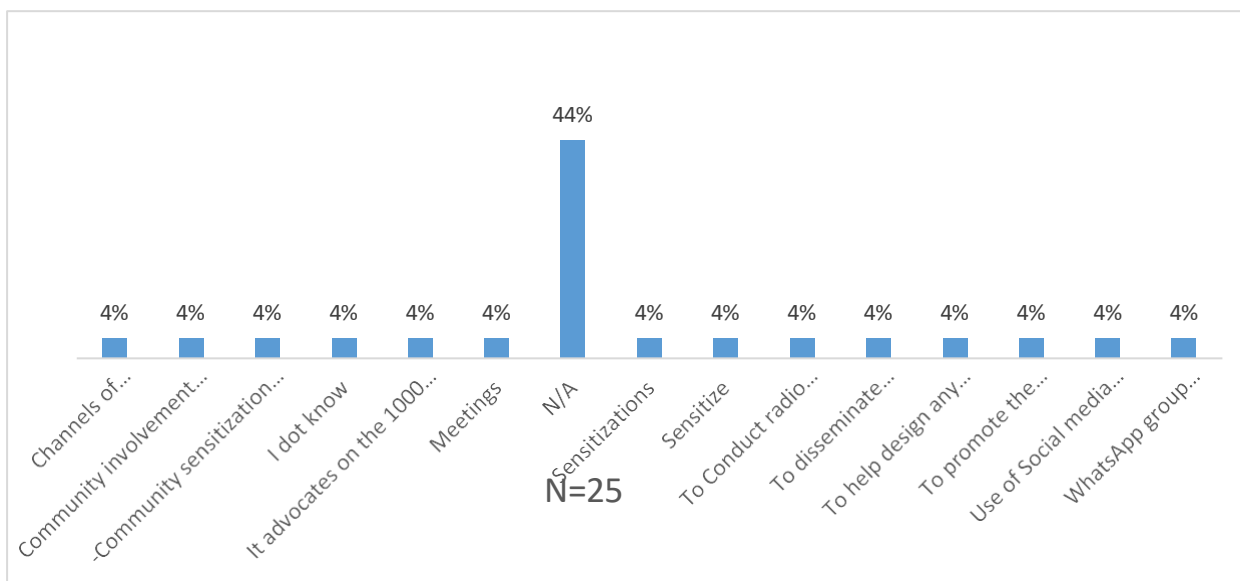
The communication and advocacy committee established to implement the communication and advocacy strategy: 78% of the respondents indicated that the communication and advocacy committee (CATWG) has been established to implement the communication and advocacy strategy whereas 26% were not sure.

Figure: implement the communication and advocacy strategy by the committee
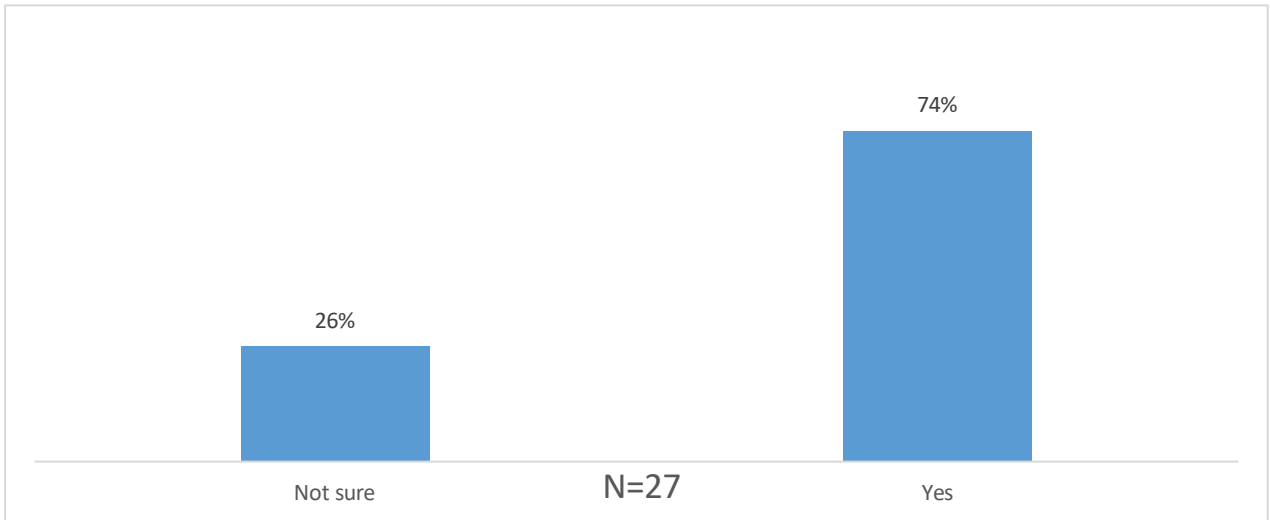
Functionality of the Communication and Advocacy Committee (CATWG): 15% and 56% of the respondents strongly agreed and agreed respectively that CATWG is functional and 4% of the respondent strongly disagreed.

Figure: Functionality of the Communication and Advocacy Committee
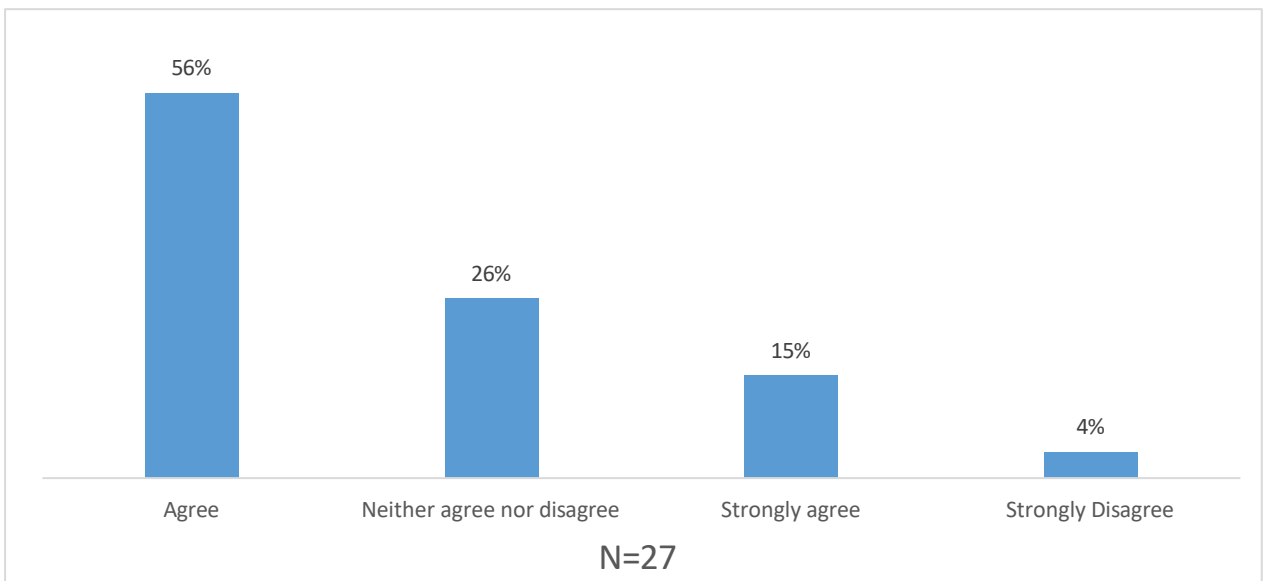
Strengths/positive outcomes observed from the CATWG: 5% of the respondents observed that CATWG had strengths/positive in a number of outcomes

Figure: Strengths/positive outcomes observed from the CATWG:

The chart shows bars at 5% for each category, with N=20:
Any latest gathering activities is…, -committed and permanent…, Community behavioral change, Creation of a Logo, Due to expert involved, Every information is seculated, Its is united and when you call for…, Made a log for petauke, No very sure, Reports, The committee is available…, The committee is well…, The DNCC has conducted…, The group is using various fora…, There is the flow of information, They advocate on the 1000…, They all competency to the task…, They designed a flare about…, They participate actively during…, Weak competencies…

Improving the functionality of the CATWG: 7% of the almost respondents provided various ideas to improve the functionality of the CATWG whereas 13% of the respondent did not provide any ideas.

Figure: Improving the functionality of the CATWG
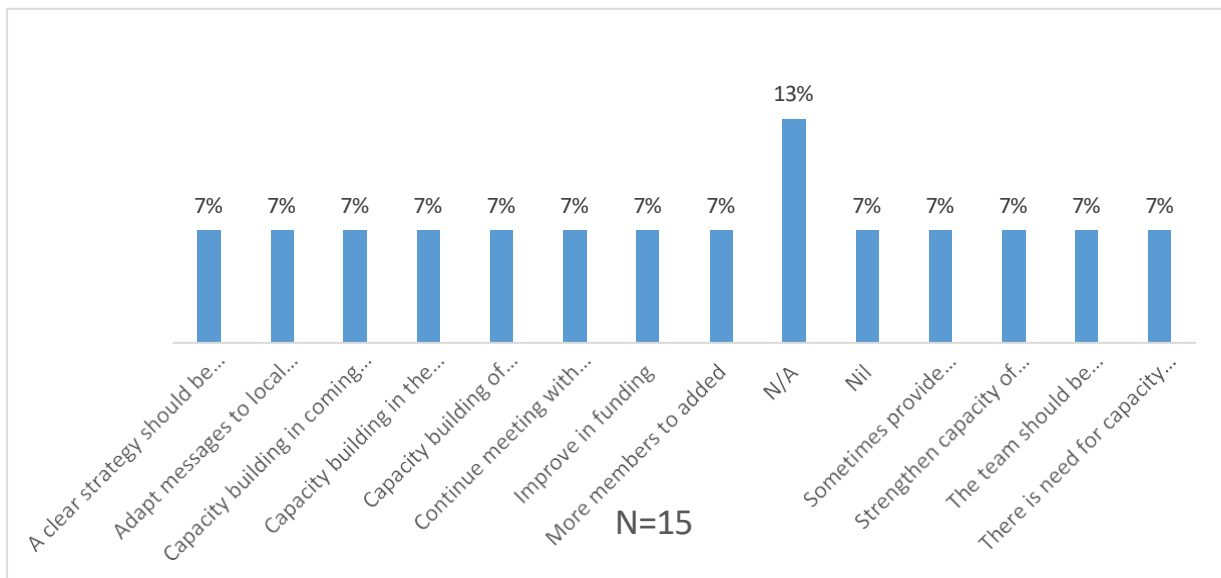
The chart shows mostly 7% bars with one 13% bar (N/A), with N=15:
A clear strategy should be…, Adapt messages to local…, Capacity building in coming…, Capacity building in the…, Capacity building of…, Continue meeting with…, Improve in funding, More members to added, N/A (13%), Nil, Sometimes provide…, Strengthen capacity of…, The team should be…, There is need for capacity…

Capacity to develop and disseminate key messages in appropriate formats targeting diverse stakeholders exists in the DNCC: 52% of the respondents agreed that DNCC has the capacity to develop and disseminate key messages in appropriate formats targeting diverse stakeholders whereas 30% of the respondents neither agreed nor disagreed and 4% of the respondents strongly disagreed.

Figure: capacity to develop and disseminate key messages
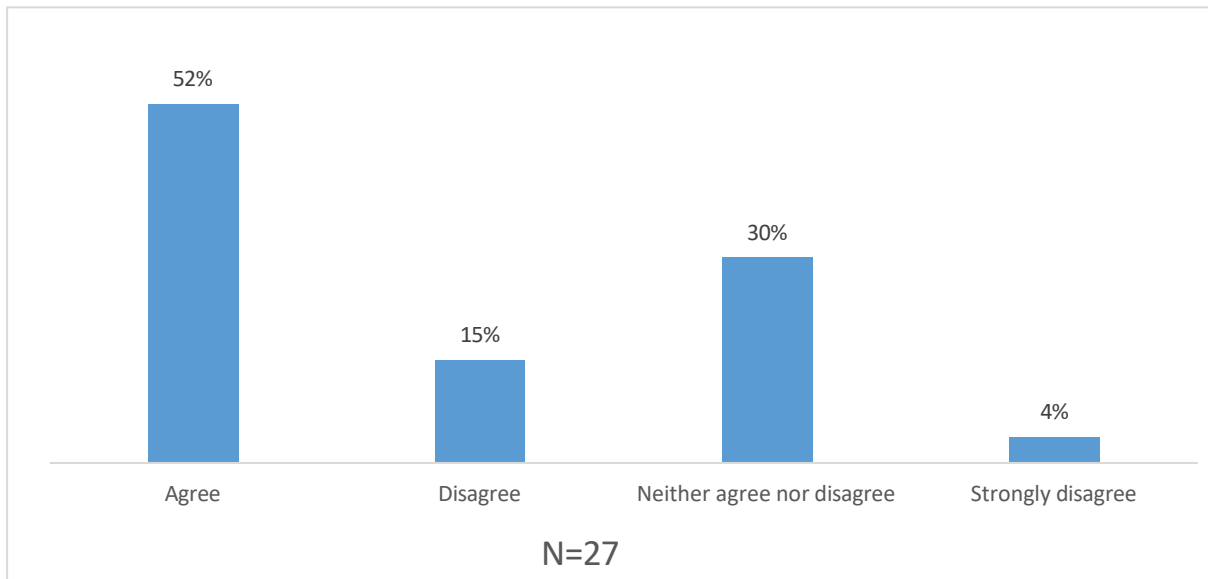
Improving DNCC to disseminate key messages in appropriate formats: 5% of almost respondents proposed various ideas to improve the capacity within the DNCC to disseminate key messages in appropriate formats to target diverse stakeholders and 40% of the respondents did not proposed any ideas.

Figure: Improving DNCC to disseminate key messages in appropriate formats
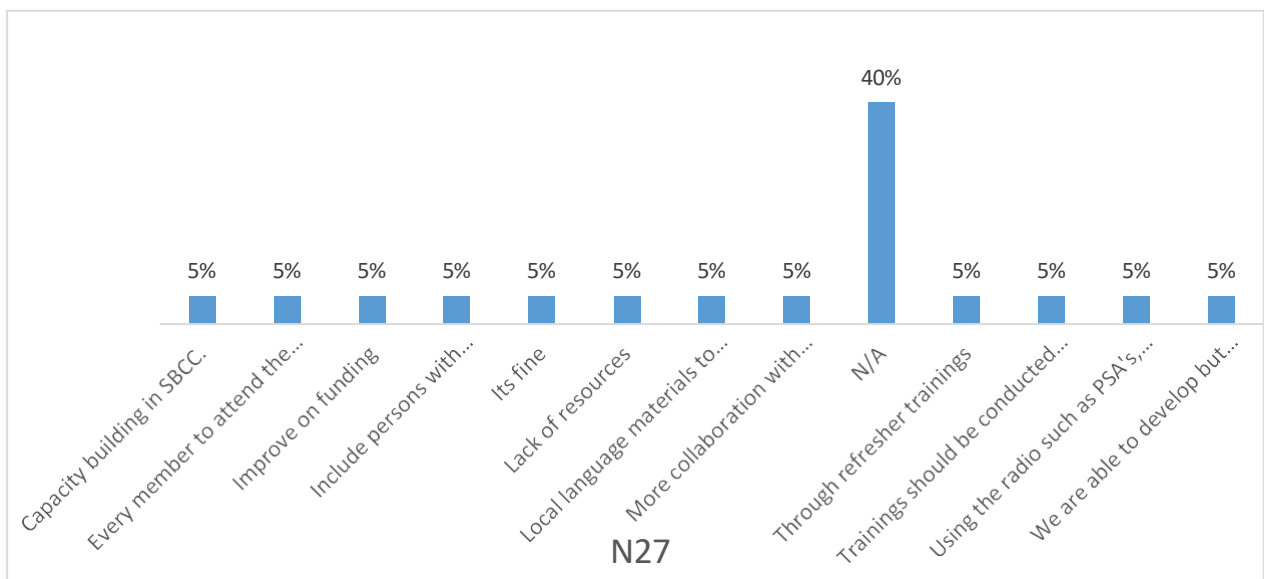
Mechanisms to follow to develop and disseminate key nutrition messages: 70% of the respondents agreed that there were mechanisms to follow to develop and disseminate key nutrition messages whereas 26% of the respondents neither agreed nor disagreed that there were mechanisms to follow to develop and disseminate key nutrition messages.

Figure: Responses on whether mechanisms to develop and disseminate key nutrition messages existed

N=27
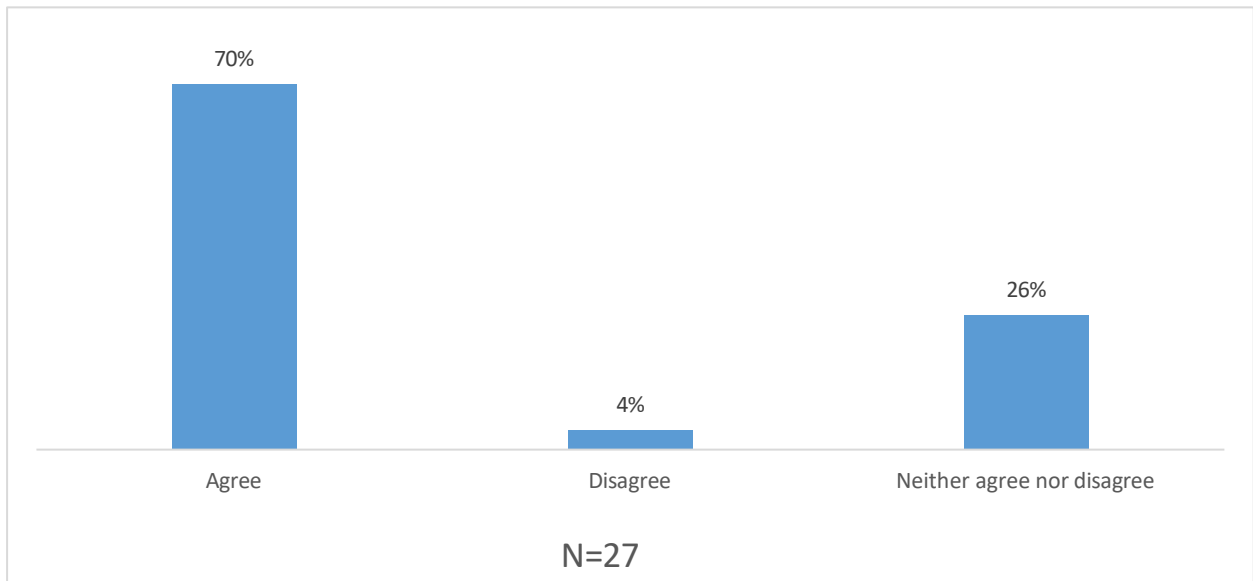
Types of mechanisms to develop and disseminate key nutrition messages: 5% of almost all respondents mentioned some of the mechanisms while 10% of the respondents never provided any mechanisms.

Figure: Types of mechanisms to develop and disseminate key nutrition messages

N=20
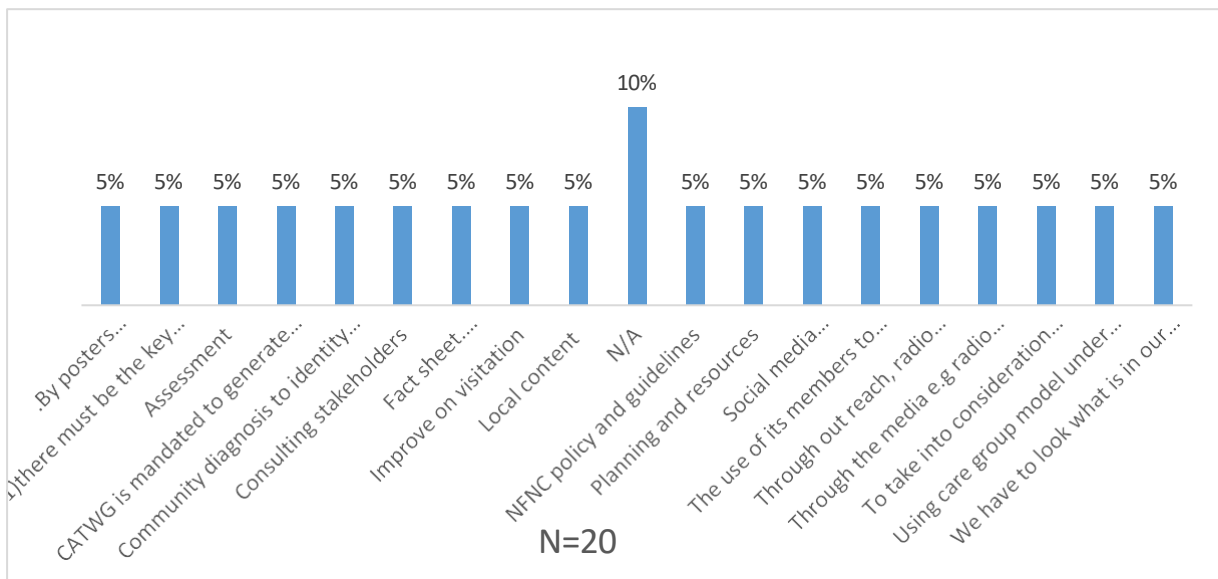
Effectiveness of mechanisms in supporting on-going information dissemination and advocacy initiatives: 4% of the respondents stated that the mechanisms were effective in supporting on-going information dissemination and advocacy initiatives whereas 78% of the respondents agreed and 19% neither agreed nor disagreed.

Figure: Responses on the Effectiveness of mechanisms

N=27
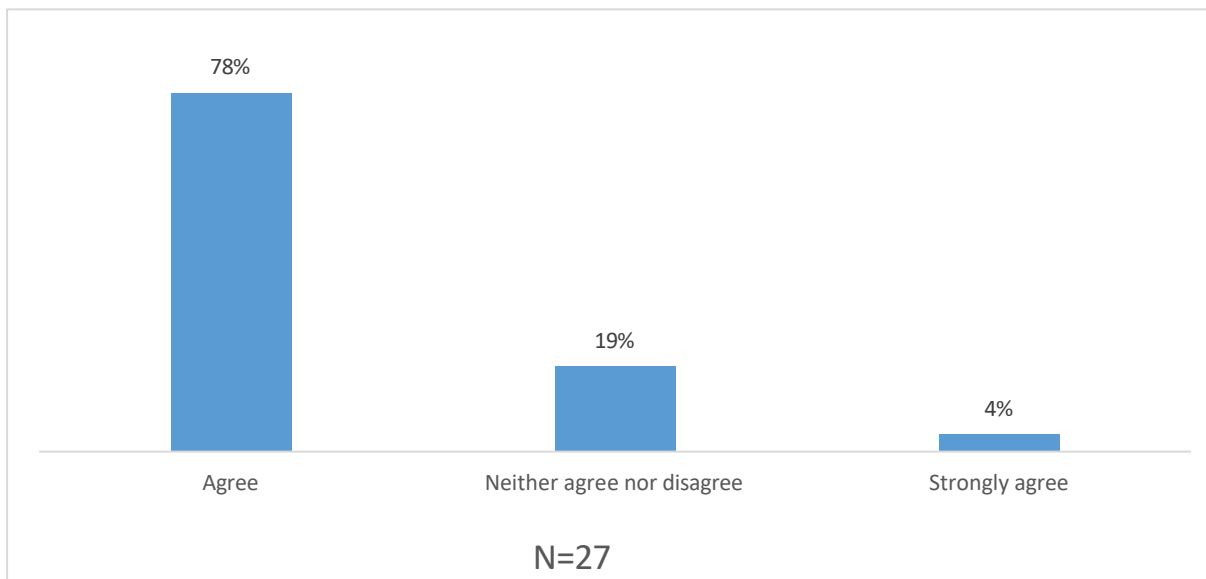
Ideas on improving the mechanisms for dissemination and advocacy initiatives: 5% of almost all respondents shared various ideas on how mechanisms of the DNCC can support information dissemination and advocacy initiatives could be improved whereas 38% of the respondents did not share any ideas.

Figure: Ideas on improving the mechanisms dissemination and advocacy initiatives

N=21
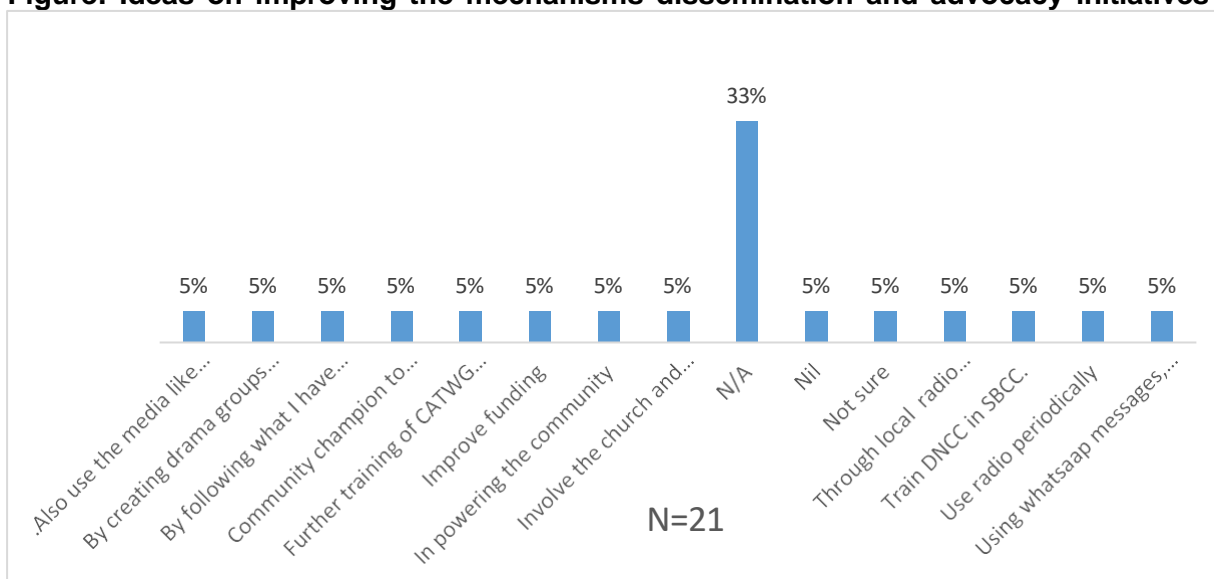
The DNCC has set-up platforms for information sharing, networking and influencing policy: 4% of the respondents indicated that DNCC has set-up platforms for information sharing, networking and influencing policy whereas 63% of the respondents agreed and 4% of the respondents disagreed. 30% of the respondents neither agreed nor disagreed.

Figure: Platforms for information sharing, networking

N=27
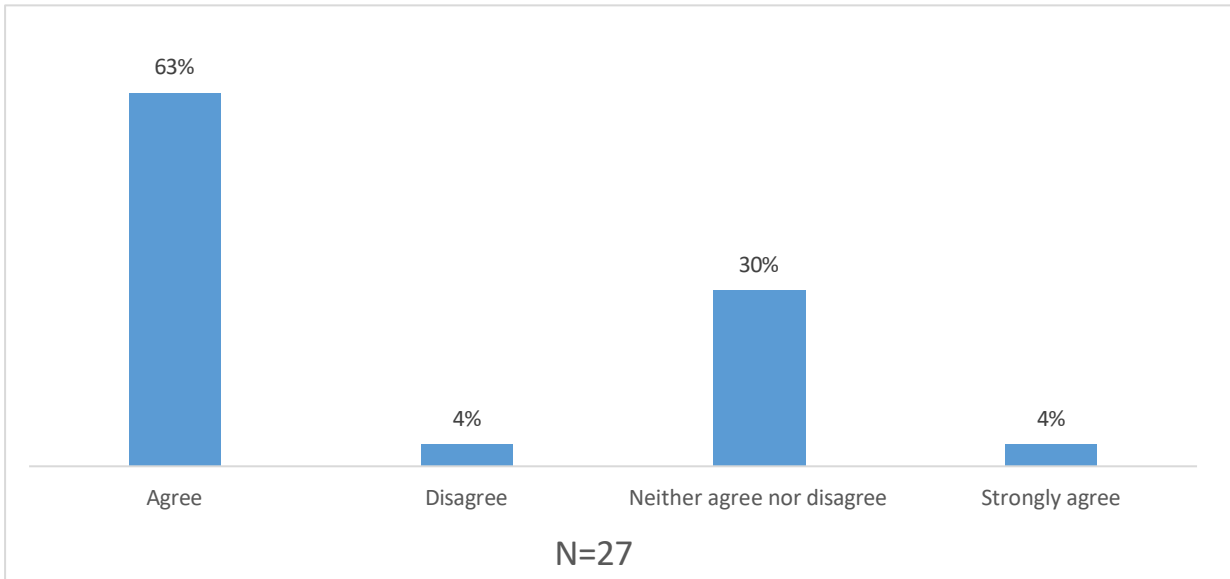
Examples of the platforms used for information sharing: 4% of almost all respondents mentioned various platforms whereas 7% mentioned WhatsApp. and 22% of the respondents did not mentioned any platforms.

Figure: Examples of the platforms used for information sharing

N=27
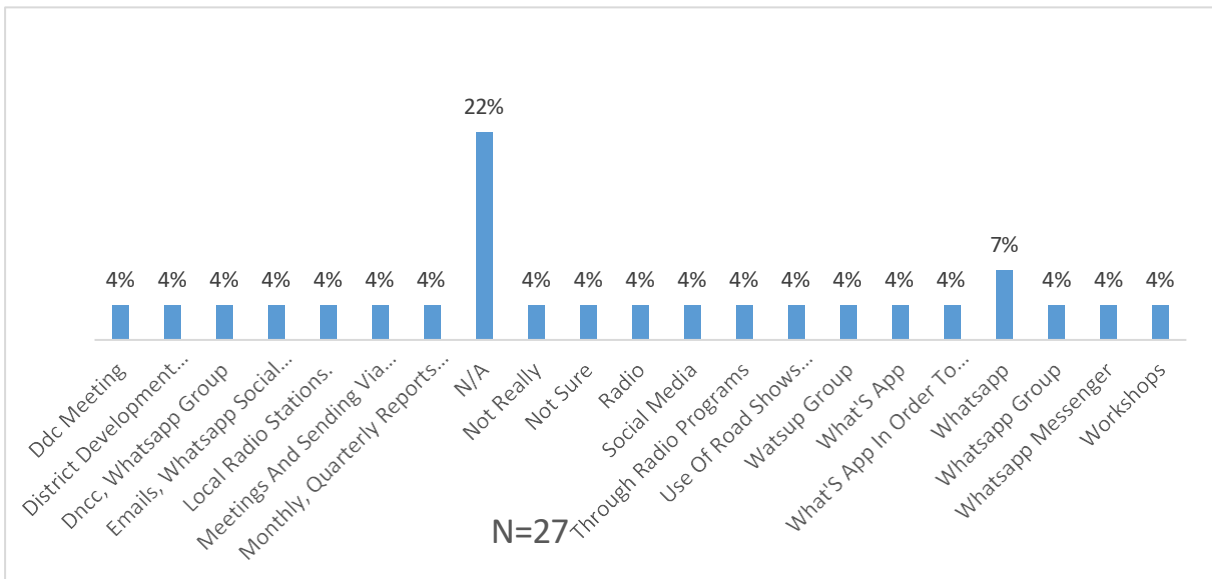
Existence of the DNCC Advocacy plan: Respondents in the assessment were asked to state if the an advocacy plan for the DNCC existed: 44% of the respondents indicated that they

were not sure an advocacy plan exists whereas 41 said that the advocacy plan exists and 15% of the respondents said no.

Figure: Existence of the DNCC Advocacy plan
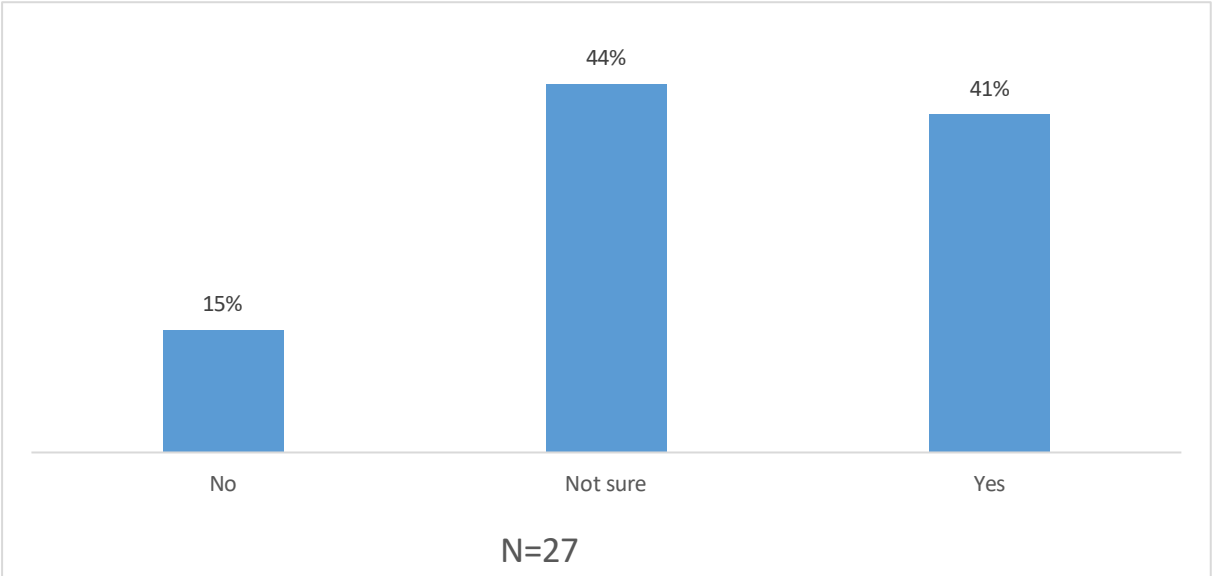
Usage of the Advocacy plan: 44% of the respondents indicated that the advocacy plan was used to engage different stakeholders in dialogue and /or debates to identify gaps whereas 37% did not provide any answer and 19% said no.

Figure: Usage of the Advocacy plan
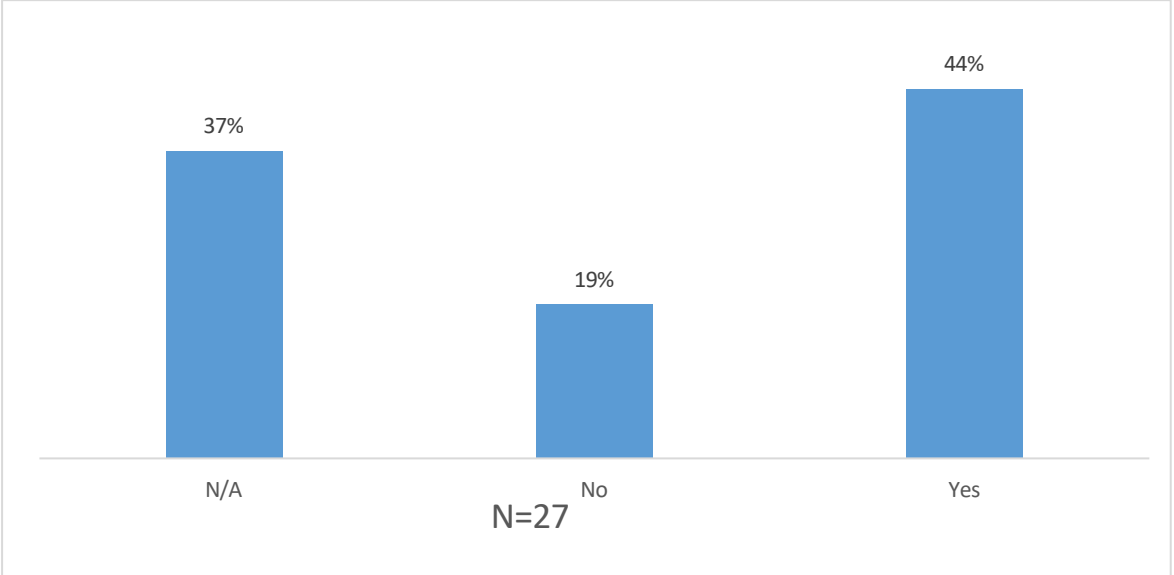
Stakeholders that were engaged: 33% of respondents stated various examples of stakeholders that were engaged.

Figure: Stakeholders that were engaged

N=27

| | 56% |
| 4% 4% 4% 4% 4% 4% | 4% 4% 4% 4% 4% 4% |

Chiefs (mcdp, priority... | CSO's and the media | Giz | Government ministries... | Heads of departmens | Ministry of health, and... | N/A | NFNC(lobbying for support... | No | Non | Not sure | Stakeholders meetings... | The community was...
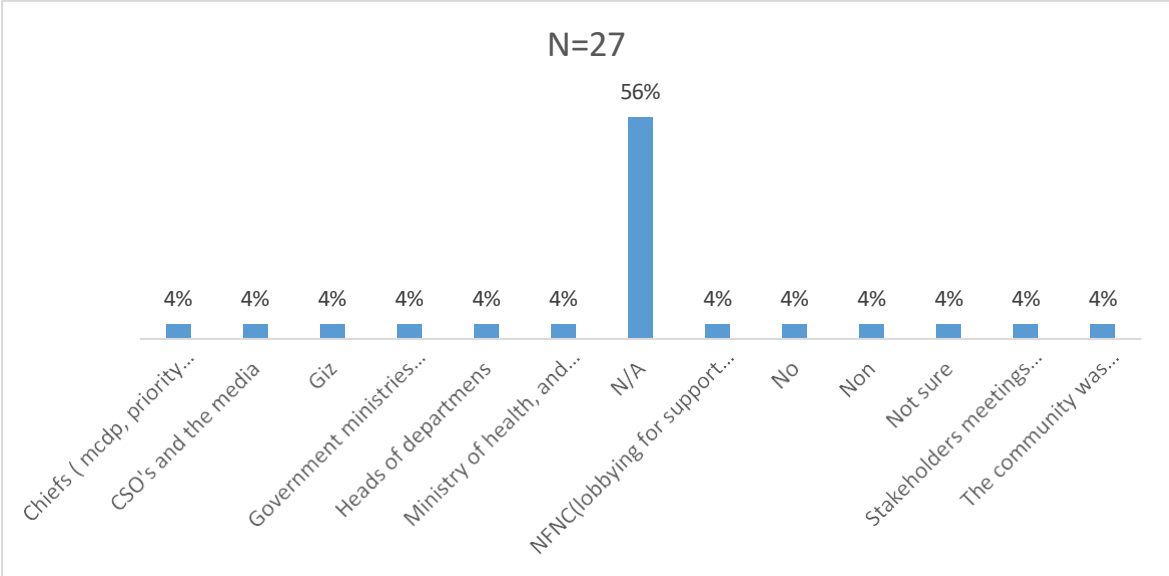
4.1.4 Daily operations and office supplies

In the assessment, a number of questions were asked to DNCCs on their capacity to mobilise the resources for their daily operations focusing mainly on office supplies.

Office space: On whether the DNCC had a separate office for DNCC operations, majority of the members (41%) indicated that they were not sure, 37% said DNCC did not have its own separate office while 22% indicated that the DNCC had their own separate office for DNCC operations.

Figure: …Own separate office for DNCC daily operations

| No | Not sure | Yes |
| 37% | 41% | 22% |

N=27
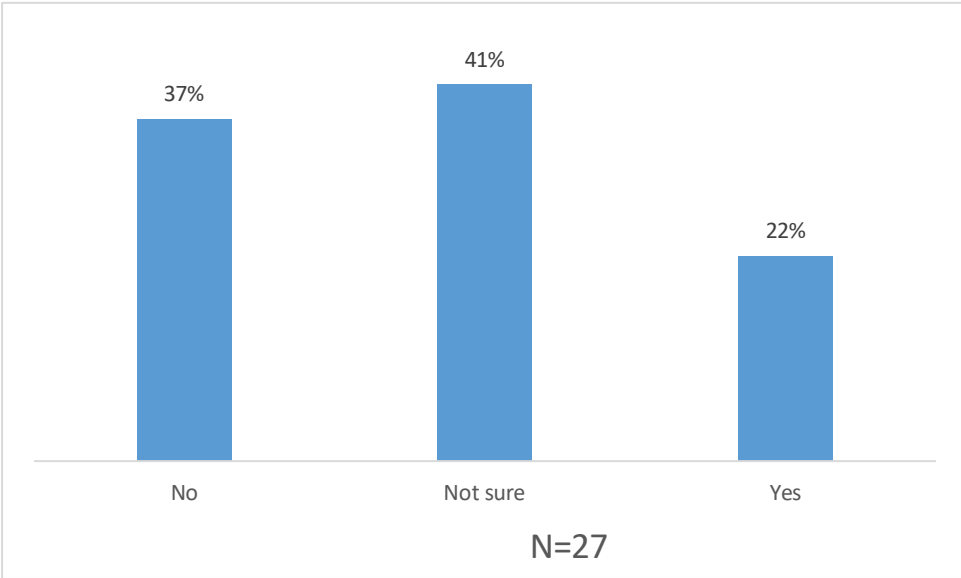
DNCC Assets: For DNCC operations, a question was asked as to whether the DNCC had its own assets, assessment results revealed that 67% were in agreement while 22% were not sure and 11% said no. The assets listed by the DNCC members included laptop, printer and a motorbike.

Figure: DNCC had its own assets
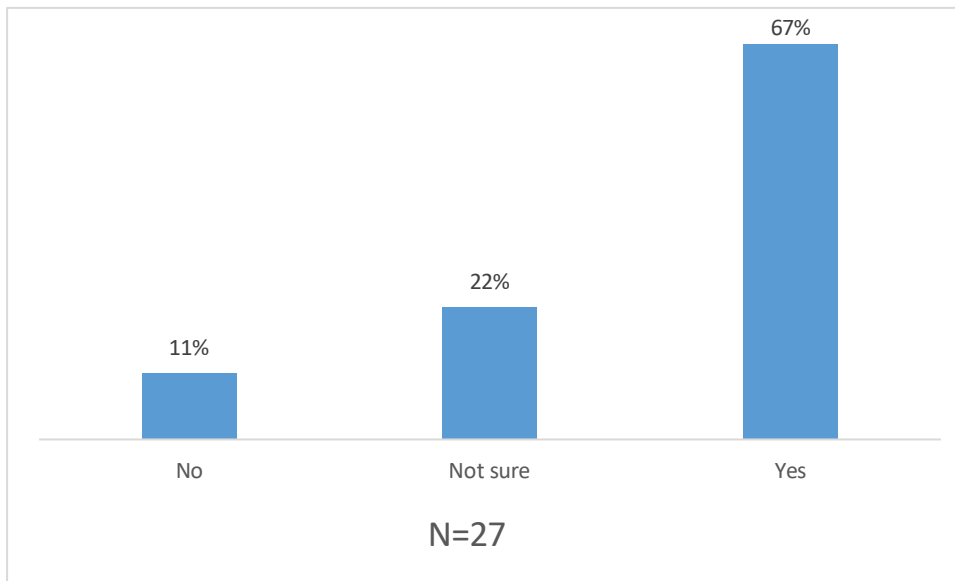
Meeting running costs: On DNCC's ability to meet the running costs of their daily expenses, majority of the responses was in the negative 30% and 37% disagreed and strongly disagreed with the statement.

Figure: DNCC able to meet all the running costs on its own
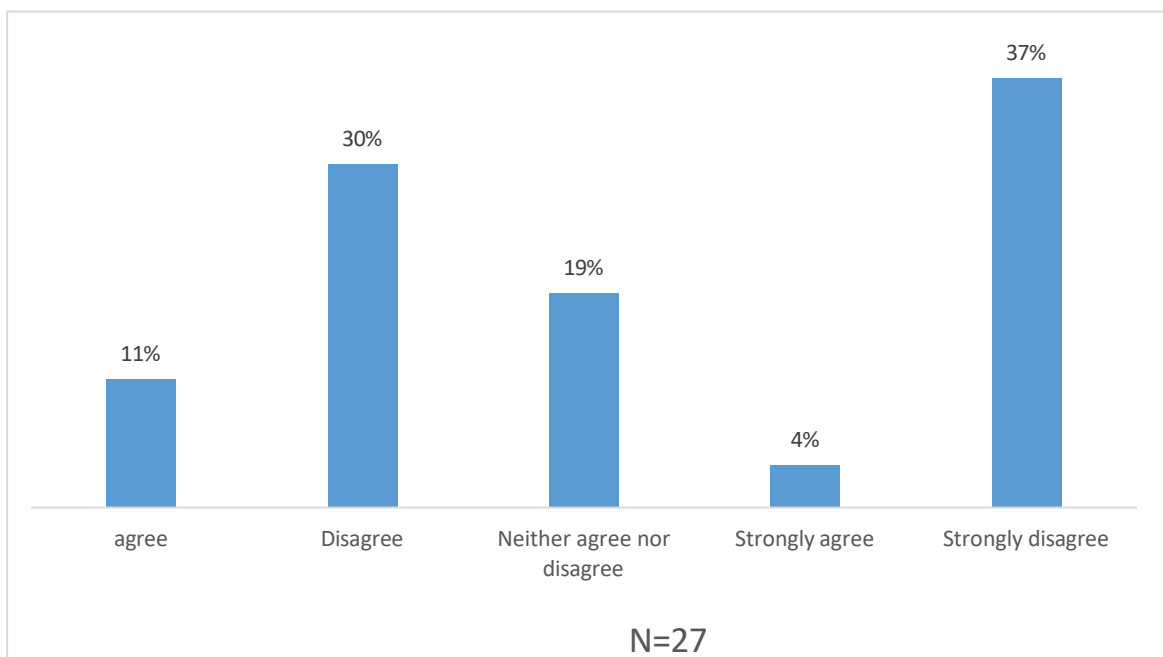
Administrative support required for daily operations: On administrative support required for DNCC's daily operations, majority of the respondents indicated that they would need office space (44%), followed by funding (41%), transportation ranked third at 33%. Other areas for support mentioned included office stationery, equipment and employing a permanent staff to run the DNCC operations.

N=26
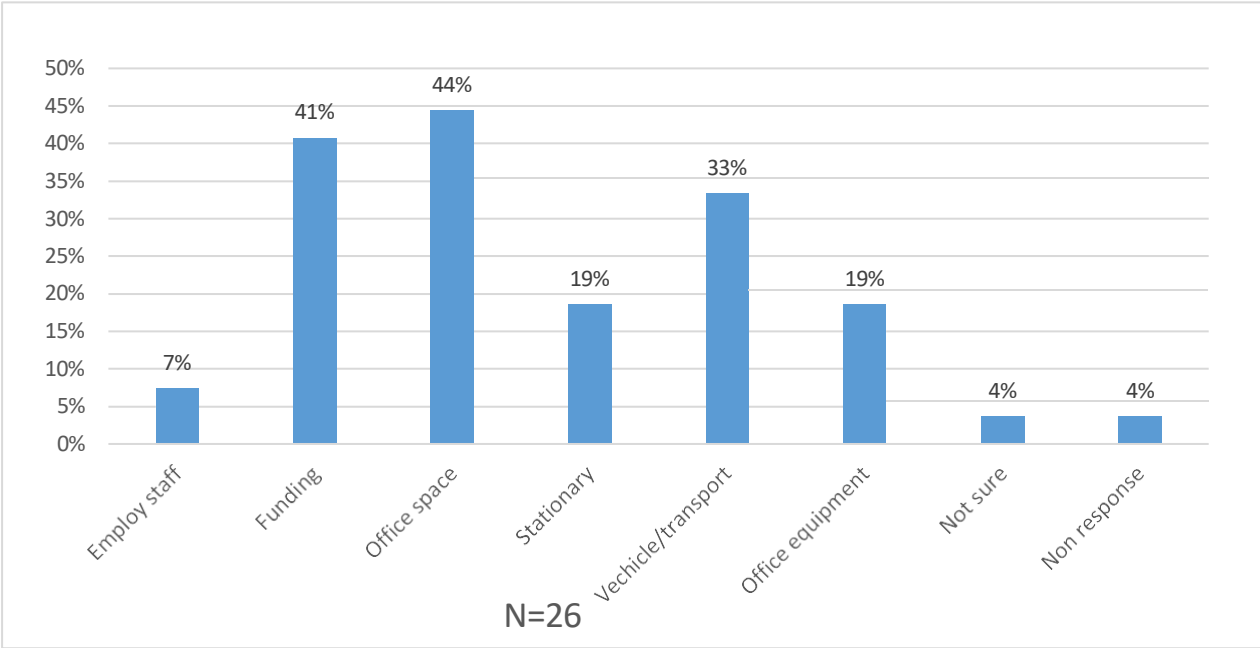
5.0   DISCUSSION OF FINDINGS

5.1   Current skills and capacity amongst the DNCC members

5.1.1 Individual level

Petauke DNCC has a total representation of 27 members representing various government line ministries/Department and Non -Governmental Organisation. Out of this number,74% are permanent members, and 22% are stand in members. However, the ideal scenario is to have two (02) members per organisation (one permanent member and one stand in member). This huge and diverse representation in the DNCC implies that there is massive collaboration among stakeholders implementing nutrition related activities in the district.

All the 27 members of the DNCC confirmed that, there position are responsible for Scaling Up Nutrition in their respective organisation and are able to carry out various roles/responsibilities/tasks of the DNCC as may be required or tasked. This therefore implies that there is easy collaboration between individual institutions and the DNCC. Additionally, 78% of respondents indicated that they do understand the main purpose of DNCC which is to coordinate all nutrition related activities in the District. However, the survey also reviewed that not all members have received orientation on the roles and responsibilities of the DNCC

Majority of the respondent acknowledged that the DNCC is a multi-sectoral structure (20 respondents and that the coordination function is going on well.

It was also noted that the majority of members believe that the DNCC can easily make available relevant documents and minutes of key meetings and activities

5 .1.2 Institutional level

General coordination, structure and the strategy development

On coordination, the findings show that the DNCC is well organized at institution level, able to make available relevant documents and minutes of key meetings and activities. The mission, vision and values has been clearly defined and fully understood by the DNCC members. The DNCC has established relations/partnership outside itself with private and public organizations the MoUs and ToRs were signed in the context of MCDP. Our institution participates consistently in DNCC initiatives through our representatives, other DNCC members appreciate our institution commitment and obligations of the DNCC, the purpose of the DNCC matches with the normal mandate/role of our organizations' organizations invites more easily colleagues from other organizations to participate in our activities in the context of DNCC our institutions participate in the dncc annual multi-sector planning. Our organizations participated at least in two joint activities for nutrition in 2019.the dncc activities are implemented in line with the annual multi-sector plans. Our institutions integrate dncc activities into our institutional plan

however, our institution does not contribute to the dncc budget for some activities. The DNCC structure allows effective communication and information sharing within the dncc

Daily operations and office supplies

On the current capacity of the DNCC to meet their daily operations and office supplies, the assessment results revealed that the DNCC had its own assets even though 19% recommended support in this area.

5.2 Current capacity gaps amongst the DNCC members

5.2.1 Individual level

All the members of the DNCC indicated that their competences need to be developed and enhanced mainly through capacity building and financial/ material support.

Based on the findings of the survey, it is very clear that a good number of the DNCC members do not have a clear understanding of the roles and responsibilities of the DNCC. This is because only 15 (56%) out of the 27 respondents indicated to have been oriented on the roles and responsibilities of the DNCC including other topics that would enhance capacities of DNCC members. It was indicated that a gap exists among DNCC members when it comes to understanding their roles and responsibilities in the DNCC (only 74% of the respondents indicated that they understand their roles and responsibilities against the ideal scenario of having all members i.e. 100% membership understanding their roles and responsibilities in the DNCC).

5.2.2 Institutional level

General coordination, structure and the strategy development

Daily operations and office supplies

On the capacity of the DNCC to meet their daily operations and office supplies, the assessment results revealed that the DNCC did not have its own separate office for DNCC operations which was confirmed by majority (37%) of the respondents. In addition, the respondents indicated that they were not in the capacity to meet their daily running costs for DNCC activities and suggested to be supported with a permanent office, transportation, meeting their operational costs such as well as office equipment and stationery but the number was as low as 19% for each respectively. Only 7% suggested to have a permanent staff to manage the DNCC office.

6.0 CONCLUSIONS AND RECOMMENDATIONS

1. There is need to conduct a lot of capacity building among all DNCC members through activities such as orientations, meetings and conducting exchange visits with other successful DNCCs
2. There is need to normalise and fill up all the gaps in the DNCC membership list (both permanent and stand in members)
3. To have a permanent office for DNCC operations
4. To support the DNCC with transportation e.g. vehicle or motorbike

ANNEX: QUESTIONNAIRE

Dear respondent,

The National Food and Nutrition Commission (NFNC) is leading the implementation of the 1ˢᵗ 1000 Most Critical Days (MCDP) program on behalf of the Zambian government since 2013 when Zambia joined the Scaling Up Nutrition (SUN) Movement. This program hinges on a coordinated multi-sector response that draws all nutrition players together in a coordination platform called the District Nutrition Coordinating Committee (DNCC) whose key role is to coordinate all nutrition related activities in the district. It is, therefore, the goal of NFNC to ensure that partners implementing nutrition initiatives support the establishment and operations of such structures. This is in response to the MCDP II Strategic Objective 3 which aims at enhancing capacity development and institutional strengthening.

It is in response to this government mandate that GIZ – FANSER has been supporting the District Nutrition Coordinating Committees (DNCCs) in Katete and Petauke since 2016 when these structures were formed. This support included the establishment of the DNCCs and ensuring that they remain functional and operational for a more coordinated multi-sector response and effective programming, implementation and reporting of nutrition activities in the district.

In order to determine the strengths of the DNCC and identify areas that still need capacity strengthening for the DNCC's effective participation in the implementation and management of the First 1000 Most Critical Days (MCDP) programme in the district, the DNCC with support from GIZ has embarked on conducting a self-capacity assessment. This will be done in the form of a questionnaire to be uploaded on Kobo toolbox, an online application used for data collection. Every DNCC member is expected to participate in the assessment.

As a DNCC member, you are one of the respondents that have been identified to provide credible information that would help us to assess the DNCC capacity development status and also generate ideas for a capacity development plan to the DNCC, that could possibly be supported by GIZ and/or other donors.

The assessment is about the capacities of the DNCC, so answers will be analysed at DNCC level. This questionnaire will be handled completely __confidential and anonymous__. The questions are about your opinion and therefore, there are no right or wrong answers.

*Kindly respond to the questions below. Note that where the box is provided you will just indicate an **X** in the appropriate box reflecting our answer. Where you are required to provide a narrative response, kindly provide as much information as is necessary.*

PART A: INDIVIDUAL MEMBER ASSESSMENT

1. What Sector/organization do you represent?

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……………………………………

2. Is your position responsible for Scaling Up Nutrition (SUN)/nutrition activities in your sector/organization?

Yes ☐   No ☐

3. DNCC Membership Status

What is your membership status in the DNCC?			
1	**2**	**3**	**4**
Permanent member	**Standing member**	**Technical Working Group member**	**Other**

If   Other,   please   specify:
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4. Orientation on DNCC roles and Responsibilities

Where you adequately oriented in your roles and responsibilities as a DNCC member?		
1	**2**	**3**
Inadequately oriented	**Not oriented**	**Adequately oriented**

5. **Understanding Respo**nsibilities

If you were oriented, do you understand your roles and responsibilities to the DNCC?		
1	**2**	**3**
Barely understand	**Moderately understand**	**Clearly understand**

6. Competency: Do you feel you have all the required knowledge and competencies to carry out these roles and responsibilities through initiating and facilitating nutrition related programmes in your sector?

Yes ☐   ☐

Please specify what type of knowledge/competency you would like to develop or strengthen

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7. Benefits of Participating in DNCC activities

Do you find it useful to participate in DNCC activities?				
1	**2**	**3**	**4**	**5**
Very Unuseful	**Unuseful**	**Neither useful nor unuseful**	**useful**	**Very useful**

If you wish, kindly specify:

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8. Competency Development: As a follow up to the above, how best can your competencies be developed and enhanced?

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PART B INSTITUTIONAL ASSESSMENT

1. GENERAL COORDINATION, STRUCTURE, VISION, MISSION AND STRATEGY

This category seeks to analyse the institutional arrangements in place, how DNCC members relate as they work together, the effectiveness of their strategies that generate expected outcomes and results, including coordination.

Respond to the following by indicating an X in the box reflecting your response.

1. Clear Structure

The DNCC has a clear multi-sectoral structure (sectors and NGOs working together) that makes it accountable for the implementation of nutrition programs in the district.				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

2. Vision, Mission and Values of the DNCC

The vision, mission and values of the DNCC are clearly defined				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

Kindly specify which one is not clear:

……

……

……

3. Clear roles and responsibilities

Each member of the DNCC clearly understands their roles and responsibilities				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, kindly specify below:

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4. Adherence to Roles and Responsibilities

Roles and responsibilities between different implementers such as MOH, MOGE, MCDSS MLGH) within the DNCC are adhered to				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

5. Institutional role alignment

Our Sector/Organization is comfortable with our role in the DNCC e.g. we participate in joint activities with other sectors as opposed to working in silos				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

6. Consistent participation

Our institution participates consistently in DNCC initiatives through our representative				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

7. Others clear about our contribution.

Arising from our interaction and participation in the DNCC, I think other DNCC members appreciate our institution's commitments and obligations to the DNCC				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

8. Work plans and budgets

Our institution integrates DNCC activities into our institutional workplan				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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9. Effective communication and information sharing

The DNCC structures allows for effective communication and information sharing within the DNCC				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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10. Coordination of initiatives

The coordination structures of the MCDP initiatives of the district in the district is going well				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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11. Strategic alliances and partnerships

The DNCC has established relations/partnerships outside itself such as strategic alliances and relevant partnerships with private, public and civil society organisations				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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12. MOUs and TORs agreed

The above alliances and partnerships are guided by signed MoUs/TORs that clarify roles and obligations in the context of the MCDP				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

13. Required Support under General Coordination, Structure, Vision Mission and Strategy

Mention specific support that DNCC needs to effectively function and manage its operations.

a. ……………………………………………………………………………………………………
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b. ……………………………………………………………………………………………………
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2. Programme Implementation, Management, and Reporting

This category seeks to analyse the programme implementation, management and reporting arrangements in place, whether the DNCC has mechanisms to involve partners in the programme management cycle and the existing monitoring and evaluation systems.

*Respond to the following by indicating an **X** in the box reflecting your response.*

1. Mechanisms to involve stakeholders

The DNCC involves partners and other stakeholders at all stages of the programme management cycle (design, planning, implementation, monitoring and evaluation).				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

2. Mechanisms to measure progress against targets

The DNCC has mechanisms to measure progress against output targets				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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3. There is Expertise to implement the program

The DNCC has adequate expertise (in the M&E Technical Working Group) to measure progress against output targets using verifiable indicators				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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4. Research tools to collect and analyse data

The DNCC has a range of quantitative tools to systematically collect and analyse data during programme implementation				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

5. Qualitative Research Tools

The DNCC has a range of qualitative tools to systematically collect and analyse data during programme implementation				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

6. Framework in place

The DNCC has an M&E framework				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

7. Quarterly review calendar in place

Every quarter, work plans and activities are reviewed and compared against targets set in the monitoring and evaluation plan				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

8. M&E reports shared

Programme Quarterly reports are always completed on time and shared within the DNCC during review meetings				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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9. Reports are results and evidenced based

Programme reports are always results-based and can be used as evidence of progress or otherwise against the planned targets and for accountability				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

10. Use of M&E results

The M&E results are utilized for planning and strategizing activities for the DNCC				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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11. Mechanisms and expertise to carry out research

The DNCC holds its monthly meetings regularly to track progress of implementation.				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

12. Documentation and meeting minutes

The DNCC can easily make available relevant documents and minutes of key meetings				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

13. Required Support under Program Implementation, Management and Reporting

Mention specific support that DNCC needs to effectively function and manage its operations.

a. ……………………………………………………………………………………………………
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3. Communication and Advocacy

This category seeks to analyse the communication and advocacy framework of the programme. It focuses on assessing whether the DNCC has a localised communication and advocacy strategy for the nutrition action and whether they have the capacity to develop and disseminate key messages for diverse stakeholders, among other things, to enable advocacy and behaviour change in the district.

*Respond to the following by indicating an **X** in the box reflecting your response.*

1. Advocacy and Communication strategy

The DNCC has a communication and advocacy strategy				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

2. Platforms for information sharing

The DNCC has set-up platforms for information sharing, networking, and influencing policy				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

3. Capacity to develop/disseminate in appropriate formats

Capacity to develop and disseminate key messages in appropriate formats targeting diverse stakeholders exists in the DNCC				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

4. Mechanisms to Disseminate Ky Messages

There are mechanisms to follow to develop and disseminate key nutrition messages				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

5. Effectiveness of mechanisms to support on-going initiatives

The mechanisms are effective in supporting on-going information dissemination and advocacy initiatives				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

If you wish, you can provide further explanation to your answer below:

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6. Advocacy plan is used

An advocacy plan exists and is used to engage different stakeholders in dialogue and/or debates to identify gaps.				
1	**2**	**3**	**4**	**5**
Strongly disagree	**Disagree**	**Neither agree nor disagree**	**Agree**	**Strongly agree**

7. Required Support under this Communication and Advocacy

Mention specific support that DNCC needs to effectively function and manage its operations.

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4. Daily Operations and Office Supplies

This category seeks to analyse DNCC's capacity to mobilise resources for its daily operations especially the office supplies.

Respond to the following by indicating an X in the box reflecting your response. Where you are required to provide a narrative response, kindly provide as much information as is necessary.

1. DNCC Office
   Does the DNCC have its own separate office? *(Indicate your answer by putting an X in the appropriate box)*

   Yes [   ]   No [   ]

2. DNCC Assets

   Does the DNCC have its own assets?   Y[   ]   No [   ]

If yes list the assets that DNCC has and their source *(If it's a donation, kindly indicate the organization that donated).* below:

Kindly indicate below how DNCC acquired the named assets (If it's a donation, kindly indicate the organization that donated).

S/N	ASSET	SOURCE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

3. Office Running Costs

The DNCC office is able to meet all the running costs on its own. [   ]   [   ]

Explain   your   answer   :

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4. Needed Support for Effective DNCC function and operation

Mention specific support that DNCC needs to effectively function and manage its operations.

k. ……………………………………………………………………………………………………
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l. ……………………………………………………………………………………………………
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m. ……………………………………………………………………………………………………
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Thank you for your responses!