



TERMS OF REFERENCE

DEVELOPMENT PARTNERS GROUP FOR NUTRITION

1. Background

Nutrition is identified a vital precondition for achieving Sustainable Development Goal (SDG) 1 (poverty), 2 (hunger) 3 (health), 4(education), 5(gender equality), 8 (economic growth) and 16 (peace and justice). In addition, optimal nutrition is necessary to achieve the rest of the SDGs. At national level nutrition is identified vital for the achievement of the National Development Plans and therefore a Multisectoral approach to nutrition was noted inevitable.

In accordance with the Terms of Reference (TOR) of the overall Development Partners Group (DPG-Main) of Tanzania, the Development Partners Sub-Group on Nutrition (DPG-NUTRITION) was established in October 2010 to deal with specific issues related to nutrition and to ensure proper linkages with other sectors such as health, education, agriculture, water, sanitation and hygiene. The DPG nutrition will provide a forum for consultations and exchange of ideas and experiences between the different stakeholders involved in nutrition. The DPG nutrition will assist the Government of Tanzania to move towards a nutrition sector wide approach at subnational levels, and to monitor sector performance and output of reform activities regarding nutrition status improvement.

The DPGN was established to support the Government of Tanzania in its efforts to achieve the objectives of the National Food and Nutrition Policy, National Multisectoral Nutrition Plan (NMNAP) (previously the National Nutrition Strategic Plan (NNSP)), and the nutrition related objectives in the FYDP. To ensure coordination with DPG Main, as well as other sub-groups of DPG-Main, DPG-N shall:

- Update the DPG on the progress of implementation of the NMNAP and other issues regarding Nutrition. This will be achieved through a regular report circulated in advance to DPG meetings, and attendance by at least one leader of the DPG-Nutrition at each regular DPG meeting.
- Promote consensus on issues relating to Nutrition in both process and content terms and coordinate collective responses by the DPG to the Government in issues regarding Nutrition.
- Represent the collective views and position of the DPG in Government fora.

2. Aim and objectives of the Development Partners Group on Nutrition

The overall aim of the DPG-NUTRITION is to support the Government of Tanzania to improving nutrition status of the population through improved coordination among development partners.

The **specific objectives** of the **DPG-N**:

1. Facilitate information sharing and learning among donors and other stakeholders working in and outside of Tanzania on implementation, advocacy, coordination, research and evaluation of nutrition and related work.
2. Advocate for prioritization of nutrition in national policies, guidelines and other strategic documents including identification of knowledge gaps and research priorities to inform the design of effective nutrition interventions
3. To strengthen coordination among partners across sectors on nutrition response in line with NMNAP, national development plans. and integrated national and sectoral monitoring, evaluation and reporting systems

4. To promote linkages between and across SUN platforms with DPG Nutrition
5. To contribute to the Government of Tanzania's efforts to increase allocation and expenditure on nutrition from both domestic and external funds
6. Strategic policy engagement with Government and partners

3. Membership

Membership of the DPG-Nutrition is open to all institutional members of the Development Partners Group. DPG N members will also include Civil Society Organizations (CSOs) with interest in nutrition. CSOs are unique to this platform with presence at subnational levels to amplify nutrition agenda and interventions. Currently, DPG Nutrition has 32-member organizations with 72 members. The detailed list is included under annex 1 of this TOR. To ensure the necessary continuity and functionality of the work of the group, members will appoint one permanent representative and one substitute, which will have full authority to speak on behalf of the agency. Members of the group act solely for themselves and the agencies they represent in this. To support broader stakeholder coordination, other stakeholders may be invited to meetings or become co-opted members.

4. Leadership

To ensure ownership of the group by all institutional members, the Development Partners Group on Nutrition (DPG-NUTRITION) elects the Chair and Co-chairs yearly, where each organization is allowed one vote. To balance interest of the group, DPG-N election will emanate from and be led by the SUN structures within DPG-N networks. These include UN, Donor and CSO networks. The SUN Business Network will be considered part of the CSO network at DPG-N election process. The outgoing chair will consult with and support the network leads to ensure democratic process and engagement of partners.

One month prior to the end of the leadership term, the secretariat will inform the DPG-N networks to select aspiring leaders from their networks in a consultative manner. The elected member from the UN and Donor Network will chair the DPG-N in rotation; while co-chairs will be the elected members from the CSO, UN and Donor depending on network shift for the chair-ship. The chair and Co-chairs may be re-elected if most members in the respective networks so decides (quorum: at least 66% of registered members).

Roles of the Chair and Co-chairs

The chairs and co-chairs will work as team to strike a balance on the discussions and execution on nutrition resources, technical capacities, implementation and learning. To create balance and focus specific roles are identified to be led by the chair and the co-chairs. Also those that may need joint follow ups are listed as shown below;

	Specific to the chair		Specific to co-chairs
1.	Lead structured (preferably quarterly) reporting to the Government coordinating and implementing ministries (PMO and PORALG)	1	Lead structure (preferably quarterly) reporting and discussions with Ministry Departments and Agencies (MDAs)
2	Presenting/sharing the progress and emerging nutrition related issued in DPG main	2	Coordinate with agencies participating in DPG sector meetings to ensure adequate representing/sharing of the progress and emerging issues in nutrition in strategic DPG sector groups.
3	Represent DPGN in formal high-level face to face strategic meetings	3	Consult with MDAs and DPs on routine matters in reflection of priority areas and follow ups
4	It is the responsibility of the out-going chair and co-chairs to ensure proper handover to the in-coming leaders	4	Follow up on actions proposed in DPGN meetings and provide feedback to the group as needed.
5	Is the spokesperson for the Development Partners Group (DPG) to the Government regarding the nutrition sector	5	Support the chair on matters identified on need basis

Joint responsibilities involving both chair and co-chairs

1. The chair and co-chairs will review and advice on the meeting agenda and facilitating meetings.
2. Oversee implementation of the DPG-N annual action plans.

5. Secretariat:

The Secretariat for the Development Partners Group on Nutrition (DPG-Nutrition) will be convened by UN agency with rotational funding support from the donor group. The secretariat will work to support DPGN leadership to execute their roles. The secretariat will perform the following roles;

1. Maintain DPGN members' registration database, while updating agency's focal persons' contacts regularly.
2. Manage the DPGN project information database, liaising with focal persons to update the projects information on regular` basis.
3. Prepare agenda for the monthly DPGN meetings in consultation with the chair and co-chairs.
4. Compile action points identified from the meeting and keeping track of their progress and feedback.
5. Prepare relevant resource materials needed for the monthly DPGN meetings;
 - Prepare and circulate agenda as approved by chair/co-chairs

- Produce and circulate minutes, on timely manner as agreed by chair/co-chairs
 - Liaise with members before the meeting to ensure that presentations are ready and of the required quality and structure.
6. Coordinating partners inputs; compile and consolidate DPGN's responses and comments and inputs required from the group and circulate to the DPGN.
 7. Information sharing;
 - Collate and circulate bi-monthly list of relevant global, regional and country publications and reports that members need to be aware of and uploaded onto the website.
 - ensure that DPG-nutrition information is adequately uploaded onto the DPG health website
 - Coordinate with co-chair of NMNAP TWG to ensure key information, from the TWGs is shared to the Secretariat for circulation to the DPGN.
 8. Through liaison with Government lead teams, update and compile monthly and annual calendar for various meetings, events and important deadlines within the NMNAP implementation and coordination structures, updating the calendar regularly and on quarterly basis.
 9. Coordinate with Government and other stakeholders for ad-hoc meetings and requests as needed and approved by chair/co-chair
 10. Coordinate joint DPGN missions, reviews and analytical work.
 11. Facilitate implementation of the DPG -N action plan
 12. Act as point of contact for internal and external communications with DPG-N

6. Schedule of meetings, planning, reporting and information sharing

The DPG-NUTRITION will meet on a monthly basis on the second Tuesday of the month, at 14:00hrs. The group will establish an annual work plan in relation to interventions relevant to the Nutrition in Tanzania. The Group, represented by the Chair, will report monthly on progress and bottlenecks in the Nutrition Sector to the regular DPG meetings, incl. recommends joint high-level decisions/actions as appropriate.

Members are requested to share information on upcoming events, missions, studies and their results, projects etc. in the earliest stage possible. The Chair and Secretariat will share all necessary information to all members. DPG Nutrition priorities are normally set on annual basis at the beginning of the financial year. Monthly meetings will normally cover the standing agenda items which reflects:

Matters pertaining to policy: The agenda set in every month will consider a topic for special in-depth discussions on overarching policy matters. The topic would relate to forthcoming key national/sector meetings/events including budget and public expenditure reviews relating to nutrition, consultation meetings with identified key Government contacts for nutrition including ministry PS in ministries spearheading NMNAP implementation and coordination, Sector Reviews covering MTR and JNR, etc. Specific topics will be derived from the annual workplan or by request from DPG Nutrition members. Such discussions should relate to the achievement of the groups' objectives and allow for deliberations on any collaborative action that may be desirable.

Matters pertaining to harmonization: This would cover discussions on process that require joint DPG Nutrition feedback such as progress on Key Result Areas (KRA) of the NMNAP

implementations, multisectoral/sectoral policy/plan/strategy reviews and/or development, identified intervention guidelines and tools, monitoring and evaluation of major national plans.

Information Sharing: During the monthly meetings and or through email communication; information of events and current developments in nutrition will be shared.

7. DPGN Annual Work plan:

Starting FY 2019/20, the group will develop its annual work plan that conform to the Government fiscal calendar and budget cycle; as accomplished during the group retreat.

8. Working Principles

- All members of the DPG N will work together in a spirit of transparency, openness, and consultation. The DPG N will strive for consensus in all decision-making.
- Information sharing is critical, as is constructive engagement.
- Discussions will take place in the context of mutual respect and under the principle of accountability for statements and actions.
- It is assumed that the representative of a development partner is authorized to represent their agency and will be explicit on the limits of their mandate.
- All funding requests to stakeholders will be shared with DPGN
- All communications/sharing will be communicated through the secretariat.

Annex1

List of DPG Nutrition member organization and representative names and contacts

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