Management and Operational Guidelines of Initiative for Food and Nutrition Security in Africa (IFNA)

I. Objective

1. In collaboration with a variety of other stakeholders, the IFNA aims to establish a framework for collaboration with African governments in order to accelerate the implementation of their food and nutrition security policies on the ground with a view to contributing to a comprehensive improvement in the nutrition status of the African continent, in line with the Second Sustainable Development Goal and the Malabo Declaration.

2. Starting in 2016, IFNA activities are planned for ten years.

II. Principles of the IFNA and Major Activities

3. The principles of IFNA are following:
   (1) To accelerate the implementation of people-centred nutrition policies, programmes, and activities on the ground, which are nutrition specific and/or nutrition sensitive;

   (2) To emphasise the inclusion and empowerment of women, youths, small-scale farmers and other marginalised groups;

   (3) To coordinate and produce genuinely synergistic impacts among multiple sectors, such as health, agriculture, education, social protection, water, sanitation, hygiene and among various stakeholders;

   (4) To strengthen the monitoring and evaluation of interventions, as well as analytical work on enabling environment and policy framework;

   (5) To support sustainable systems for nutritional improvement and the prevention of malnutrition with the aim of enhancing the resilience of the community through coordination among short-, mid-, and long-term interventions;

4. In line with the principles above, IFNA particularly supports the following activities in the Target Countries:
   (1) Advocacy and education on nutrition;

   (2) Design and revision of government strategies and programmes for accelerating nutritional improvements in line with the principles of the IFNA, as stipulated above;

   (3) Acceleration and scale-up of nutrition-specific interventions on the ground;

   (4) Promotion and revision of nutrition-sensitive interventions, such as for agriculture including strengthening of the whole food system with due attention to the linkage between local production and consumption, rural development, education, safe water and sanitation, to enhance the nutritional impact.
(5) Collection and analysis of data and lessons, as well as the sharing of information

(6) Improvement of the framework for the nutrition policy

III. IFNA Target Countries

5. Target countries will be selected based on the individual country's nutritional situation, its relative situation to ongoing interventions and the national priorities of its government.

The lessons learned and identified good practices shall be shared through a mutual learning process for the benefit of all African countries.

IV. Management and Operational Structures

6. Partners Meeting
   (1) The Partners Meeting is an advisory function of IFNA that has the following aims:
       • To share good practices, lessons and results of monitoring and evaluation on nutrition specific and sensitive interventions.
       • To discuss the operations of the IFNA.
       The Partners Meeting may provide advice on the management and/or operations of IFNA, if necessary.

   (2) The Partners Meeting meets biennially. Ad-hoc Partners Meetings could convene when it is deemed necessary.

   (3) The chairperson(s) of the Partners Meeting is assumed by one(s) of the IFNA Partners as appropriate.

   (4) Representatives of the “IFNA Partners” will be invited to the Partners Meeting by the chairperson(s). The IFNA Partners are composed of the following:
       • National and local governments of the African countries
       • International organisations
       • Bilateral development agencies
       • Civil society organizations
       • Private corporations
       • Academic and research Institutes

   (5) Non-IFNA Partners may be invited to the Partners Meeting, based on necessity.

   (6) The administrative costs of the Partners Meetings shall be kept at the barest minimum, and borne by the IFNA Secretariat budget as well as voluntary contributions from the IFNA Partners. The IFNA Partners shall bear the travel and other expenses of their respective attendees.
(7) The Conclusion of the Partners Meetings shall be summarised in the Chairperson’s Summary.

7. Steering Committee
   (1) The Steering Committee is the decision making body of the IFNA, which deals the following matters:
   - Review and approv of an annual work plan
   - Review and approv of an annual report
   - Review of the list of the Target Countries
   - Amendment of the IFNA Management and Operational Guidelines, if necessary

   The Steering Committee member organisations exchange views and opinions regarding effective implementation of the IFNA. Decisions are made by consensus of the Steering Committee member organisations.

   (2) The initial Steering Committee member organisations include the following:
   - African Development Bank (AfDB)
   - Food and Agriculture Organization (FAO)
   - International Fund for Agricultural Development (IFAD)
   - Japan International Cooperation Agency (JICA)
   - Japan International Research Center for Agricultural Sciences (JIRCAS)
   - NEPAD Planning and Coordinating Agency (NPCA)
   - United Nations Children’s Fund (UNICEF)
   - World Bank (WB)
   - World Food Programme (WFP)
   - World Health Organization (WHO)

   The Steering Committee membership may be revised and/or expanded subsequent to the decision of the existing Steering Committee.

   (3) The Steering Committee meets annually. Ad-hoc Steering Committee sessions could convene when it is deemed necessary.

   (4) The chairperson(s) of the Steering Committee is assumed by one of the Steering Committee member organisations as appropriate.

   (5) The administrative costs of the Steering Committees shall be borne by the IFNA Secretariat budget as well as voluntary contributions from the member organisations. The Steering Committee member organisations shall bear the travel and other expenses of their respective representatives.

   (6) The Memorandum of the Steering Committees shall be circulated among the Steering Committee member organisations.

8. Secretariat
1. The role of the IFNA Secretariat is to ensure effective and efficient implementation of the IFNA and is responsible for the following tasks in particular:
   - Functioning as the secretariat of the Partners Meeting and the Steering Committee including the organisation of such meetings
   - Coordination among the IFNA Partners including resource mobilisation
   - Technical support to the implementation of nutrition policies, programmes, and activities in the Target Countries, as well as monitoring and evaluation
   - Preparation of an annual operational (including monitoring and evaluation) and budgetary plan of the IFNA Secretariat
   - Preparation of an annual report (including the results of monitoring and evaluation)
   - Monitoring and evaluation of IFNA activities in the Target Countries in coordination with the respective governments
   - Data and knowledge management
   - Advocacy and public relations
   - Other necessary tasks relevant to the implementation of the IFNA

2. The IFNA Secretariat will be located at the NEPAD Agency Headquarters in Midrand, South Africa.

3. Financial and in-kind contribution to the administration costs of the IFNA Secretariat shall be made by JICA, NEPAD Agency and the other IFNA Partners.

V. Amendment of the Guidelines