



# Guidance Package

## *Undertaking a UN-Nutrition Inventory*

UN-Nutrition Secretariat

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# Introduction

The global context within which we work is continuously changing, however, the importance of nutrition continues to be centre stage in national and international forums. Government and other stakeholders have consistently called for greater coherence, efficiency and effectiveness from the UN System in terms of the support to achieving national nutrition outcomes. Decisive action is required if we are to end malnutrition in all its forms by 2030. A shared vision, a coherent approach and coordinated support by UN agencies is essential to achieving this vision.

This guidance focuses on the UN-Nutrition Inventory, an internal tool that can greatly assist UN country teams in articulating their collective nutrition objectives and identifying the best ways to collaborate on the ground. It also outlines the supporting process and tools, initially developed by the UN Network for SUN, which has since been superseded by UN-Nutrition.

Experiences have shown that conducting a common UN-Nutrition Inventory (in relation to national priorities) and collectively reviewing the results is a valuable way to stimulate an informed strategic dialogue among UN counterparts on how the UN System can maximize its contributions to nutrition. As you will see, the Inventory can also facilitate the integration of nutrition in the United Nations Sustainable Development Cooperation Framework and the development of common messaging.

The UN-Nutrition Secretariat is continually learning about how this approach and its supporting guidance, tools and templates can be improved, as each country embarks on this process. We look forward to learning with you.

# Stakeholders hold common expectations with regards to coherence, efficiency and effectiveness of the UN system in nutrition ....

## Government partners have spoken:

*Countries want **coordinated UN support** on nutrition, which transcends agency mandates, and that **speaks as one** and **moves in tandem with government**.*

## Donors are looking for:

*Partners who can deliver support that is **efficient, effective and responsive***

***Better coordinated support** to countries*

***Value for money***

***low transaction costs***

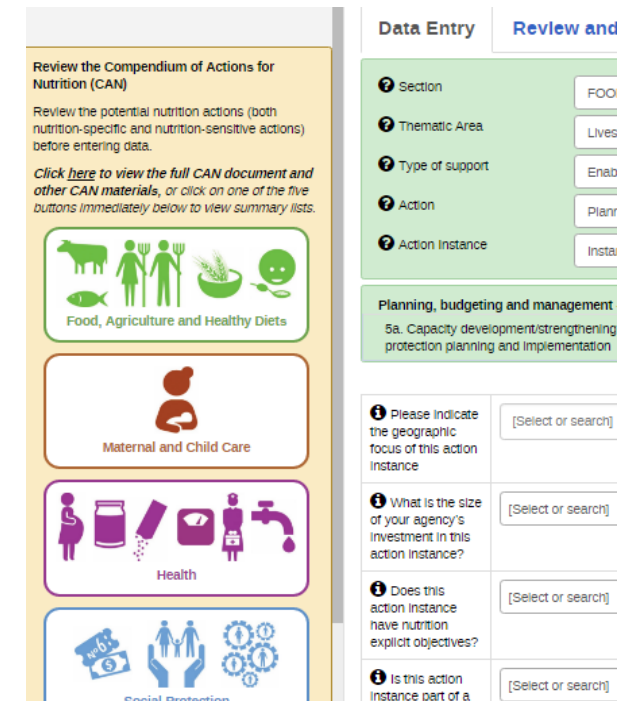
## UN leadership is asking the question:

***Are we “Fit for Purpose”?***

*This involves tough challenges and decisions, if we are to **respond as one UN system**, rather than as individual UN agencies.*

# What is the *UN-Nutrition Inventory*

- ✓ Provides a common and comprehensive framework and language for describing current UN nutrition actions
- ✓ Based on a multi-sectoral list of nutrition actions that have been included in the Compendium of Actions for Nutrition (CAN)
- ✓ Allows UN agencies in the same country to compare the focus, magnitude and location of UN nutrition contributions
- ✓ Facilitates mapping UN contributions to nutrition against the government's national nutrition priorities
- ✓ Provides an evidence base from which key strategic questions may arise
- ✓ Provides an evidence base upon which to develop the UN vision and priorities for nutrition
- ✓ Provides a common framework and language that could also be useful to governments, donors and other partners to enable a common collective strategic conversation on nutrition, developing a UN-Nutrition joint workplan/strategy, current and future UN agency responses, etc.



The screenshot shows the 'Data Entry' and 'Review and' tabs of the UN-Nutrition Inventory interface. The 'Data Entry' tab is active, displaying instructions to review the Compendium of Actions for Nutrition (CAN) and a list of five thematic areas: Food, Agriculture and Healthy Diets; Maternal and Child Care; Health; and Social Protection. The 'Review and' tab is partially visible, showing a form with fields for Section, Thematic Area, Type of support, Action, and Action Instance. Below these fields, there is a section for 'Planning, budgeting and management' with a sub-section '5a. Capacity development/strengthening protection planning and Implementation'. The form also includes several questions with '[Select or search]' dropdown menus, such as 'Please indicate the geographic focus of this action Instance', 'What is the size of your agency's investment in this action Instance?', 'Does this action Instance have nutrition explicit objectives?', and 'Is this action Instance part of a'.

## Enabling conditions that accelerate completion of the Inventory

- ***A Resident Coordinator, Head of Agency or other senior UN ‘sponsor’ on nutrition***

A senior UN official at country level, who is requesting strategic clarity regarding the UN System’s contributions on nutrition, can serve to generate momentum and support for undertaking the UN-Nutrition Inventory\*.

- ***An active UN-Nutrition group in place at the country level***

In practice, this means that there is a UN working group / nutrition team at country level, focused on ensuring that the UN is coherently, collaboratively and transparently contributing to national multi-sector nutrition strategies and programmes. This may or may not formally be called a “UN-Nutrition”, depending on existing mechanisms in each country. The UN-Nutrition group at country level has high-level leadership (e.g. a UN Head / Deputy Head of Agency, acting as the country convenor).

- ***A designated individual to facilitate and support Member Agencies through the process***

This individual facilitates and supports member contributions (e.g. facilitates data collection, performs the analysis, presents results to Member Agencies, facilitates strategic discussions and decision-making and documents outputs). This role of ‘Lead Facilitator’ could be fulfilled by a UN participating staff member, an analyst at the UN-Nutrition Secretariat or a consultant hired to fulfill the responsibility.

\*Ideally the UN-Nutrition country convenor is an active senior ‘sponsor’ on nutrition, but this may not always be the case. Additional senior ‘sponsors’ can also serve to increase both participation and quality of the process.

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# Key questions (1)

## 1. Which UN agencies are expected to participate in the Inventory?

All UN agencies actively contributing to nutrition outcomes at country level are welcome to participate in the Inventory. At a minimum, this should include the respective Member Agencies at country level. This typically includes FAO, UNICEF, WFP, WHO and IFAD (where present), and sometimes other UN agencies such as UNFPA, UNHCR and UNAIDS.

## 2. How frequently is the UN-Nutrition group recommended to complete the exercise?

The UN-Nutrition Inventory is recommended to be completed, ideally before the development of the United Nations Sustainable Development Cooperation Framework (UNSDCF) and potentially as an input to the UN-Nutrition country workplan/strategy/agenda. Then, it may be updated either as part of the mid-point review or if the key players / type of nutrition actions the UN is contributing have significantly changed. The timing for completing the Inventory should also consider the national government planning cycle, so that when the national government is reviewing their nutrition policy/strategies/programmes the UN can respond accordingly.

## 3. Who supports UN-Nutrition in completing the Inventory?

Before undertaking the Inventory, it is envisioned that an active UN-Nutrition\* group is in place at country level. It is also recommended that an individual be identified to take responsibility for facilitating and supporting members with their contributions (e.g. facilitates data collection, performs the analysis, presents results to Member Agencies, facilitates strategic discussions and decision-making and documents outputs). This role of 'Lead Facilitator' could be fulfilled by a UN participating staff member, an analyst at the UN-Nutrition Secretariat or a consultant hired to fulfill the responsibility.

\*NOTE: FAQs regarding UN-Nutrition can be found at <https://www.unnutrition.org/faqs>



## Key questions (2)

### 5. **How is the UN-Nutrition Inventory different from the Nutrition Stakeholder and Action Mapping exercise?**

The UN-Nutrition Inventory uses a common set of nutrition actions as the unit of analysis for all participating UN agencies. This provides a comparable and full picture of UN contributions to nutrition (but not aggregated intervention coverage unlike the mapping). It explicitly looks at how these actions align with current national government priorities, where they are geographically concentrated, as well as the relative investment level across actions and national priorities. The tool is lighter and easier to update than past mapping tools.

### 6. **How does the UN-Nutrition Inventory link to the in-country UNSDCF? Will this exercise not create a duplicative process?**

The UN-Nutrition Inventory is a means for UN-Nutrition to clearly articulate not just what the UN System can contribute to nutrition outcomes, but also how. When done well, it aids the preparation and/or review for UNSDCF discussions and helps UN-Nutrition to advocate for the appropriate inclusion of nutrition in the UNSDCF.\* It also serves as a support tool to optimize UN agency implementation of the UNSDCF, in relation to nutrition.

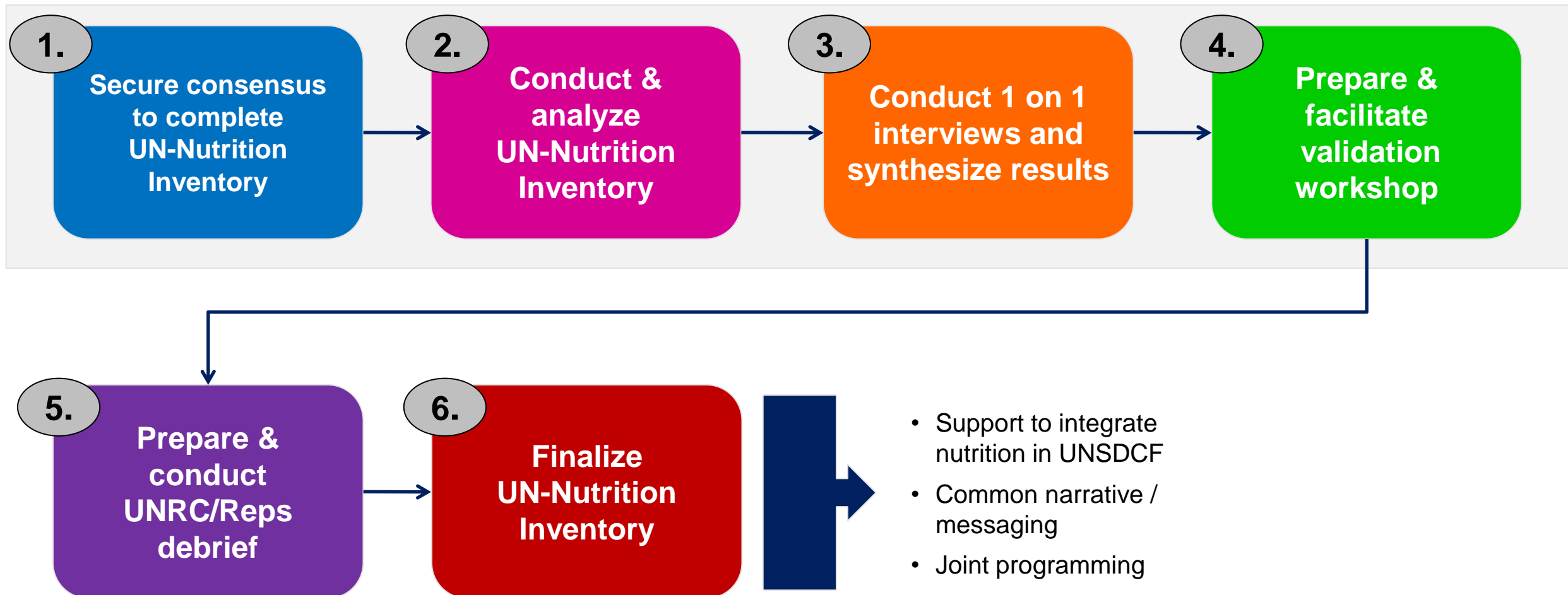
### 7. **When and how should other stakeholders be involved (e.g. government counterparts, SUN networks, NGOs significantly contributing to nutrition outcomes)?**

This depends very much on the context and the aims of the UN-Nutrition group in the country. The findings from the UN-Nutrition Inventory are powerful outputs to share with key counterparts for informational, advocacy and accountability purposes.

\*NOTE: UN-Nutrition has developed a guidance note on integrating nutrition into the UNSDCF for UN country teams, their government counterparts and other stakeholders, which is available at <https://doi.org/10.4060/cc4357en>

# Key steps

6 key steps have been identified to date, as critical to completing the UN-Nutrition Inventory at the country level. The first four apply to conducting and validating the UN-Nutrition Inventory.



### Purpose

To develop a common understanding of the UN-Nutrition Inventory (and the expected benefits) and to generate buy-in / ownership for active participation in the exercise among the UNRC and all agencies\* engaged in nutrition at country level.

### Suggested activities

- Share performance expectations of the participating UN agencies and confirm consensus on the need for the UN to work more effectively together on nutrition
- Communicate the vision of UN-Nutrition and its goals, priority areas and joint areas of work, drawing upon the UN-Nutrition Strategy 2022–2030 and the role of the UN to support countries in this multi-sectoral discipline
- Explain the UN-Nutrition Inventory
- Explain what the UN-Nutrition Inventory looks like – in practice – and the expected benefits of undertaking the exercise
- Assess how the UN-Nutrition Inventory could complement current UNSDCF processes and/or other plans / policies / practices influencing nutrition
- Secure a senior ‘sponsor’ to support efforts to complete the Inventory, and galvanize commitment across Member Agencies, including the UN-Nutrition country convenor
- Outline a proposed approach for moving forward / completing the Inventory (*e.g. key steps, timing, resources required*), using the TOR template as a reference when identifying a ‘Lead Facilitator’
- Meet with UN-Nutrition focal points from the Member Agencies and/or UN representatives to discuss proposed approach and secure buy-in / go-ahead

### Who’s involved (*lead indicated in bold*)

- **UN’-Nutrition country convenor**
- **Lead Facilitator** (*e.g. UN staff supporting the process, UN-Nutrition analyst or hired consultant.*)
- UN-Nutrition focal points
- UN agency country representatives and/or delegate
- UNRC / Other potential senior ‘sponsor’

### Tools / Templates

- Inventory tool (web-based)
- TOR template for Lead Facilitator supporting the UN-Nutrition Inventory

### Good practices

- Ensure awareness and consensus is built at the Heads of Agency level (e.g. CD/DCD) and technical level (e.g. UN-Nutrition focal points) across all UN agencies that are engaged in nutrition at country level (this includes currently active and potential Members in the country)
- Ensure UN stakeholders understand why and how an Inventory will benefit them, as well as where the request for these deliverables is originating from (*i.e. from their own UN Agency Principals*)
- Emphasize that the Inventory is intended to be a light but rigorous tool to help sharpen UN System performance vis-à-vis nutrition
- Use existing recommendations / calls for change as additional rationale as to why the Inventory will add value (*i.e. proactively position nutrition within the next UNSDCF; assist UN to respond to government requests / recent mid-term review recommendations / evaluation findings*)
- Ensure the approach proposed is realistic and complements UNSDCF processes, government planning process and/or other strategic nutrition-related dialogues
- Secure senior level sponsor(s) as early as possible in the process
- Engage one nutrition focal point (*technical expert*) and ideally one more senior programmatic / managerial leader (*CD, DCD, Programme Head*) from each agency, as active participants in the process
- Be opportunistic, creative, persistent and patient as developing understanding / building consensus requires ongoing efforts throughout the process
- Use a combination of UN-Nutrition (group) meetings and one on one meetings to secure consensus

### Estimated timing

- 4 – 6 weeks
- *Estimated timing depends on: (a) the current level of effectiveness of and participation in UN-Nutrition; (b) UN leadership; and (c) where the UN and/or national government are in terms of their planning processes.*

### Outputs

- Agreement on human and financial resources necessary to facilitate and support the completion of the Inventory
- Agreed contact point in each agency to complete the Inventory and timeframe for completion
- Agreed interviewees for each agency and timeframe for conducting interviews
- In principle agreement for a validation workshop

### Purpose

To take stock of and analyze all significant UN nutrition actions, relative to national priorities, and to inform strategic discussions and decisions on UN country efforts vis-à-vis nutrition.

### Suggested activities

- Review the instructions of the inventory tool and its supporting frameworks/templates\*. Consult the CAN if further guidance is needed.
- Insert your country's list of current national plan priorities on nutrition and/or core nutrition actions into the tool
- Circulate the inventory tool (including applicable login credentials) to nutrition focal points at participating agency for completion (with one-on-one follow-up as necessary to ensure they fully understand the tool)
- Review the aggregated data across all participating agencies and perform additional quality assurance, if needed.
- Develop a PPT presentation – using the results template as a guide – to develop a comprehensive picture of UN geographic presence, magnitude of actions, alignment with national plans/priorities, etc.
- Share and present the draft PPT presentation of inventory results to the UN-Nutrition focal points and address any data discrepancies/corrections
- Identify key strategic questions and/or future opportunities the inventory analysis raises and highlight these as key messages and titles in the PPT

### Who's involved (*lead indicated in bold*)

- **Lead Facilitator** (e.g. UN staff supporting the process, UN-Nutrition analyst or hired consultant)
- **UN-Nutrition focal points**
- UN-Nutrition Secretariat

### Tools / Templates

- Inventory tool  
(Including instructions, accompanying Nutrition Action Framework and results template)

#### Additional Data Required:

- Latest DHS or MICS or any other relevant national survey with prevalence and absolute numbers of stunting/wasting; latest census or population projections

\* The Inventory tool consists of three elements: A data collection instrument; supporting Nutrition Action Framework (PPT); and an inventory results template (PPT).

### Good practices

- Ensure UN-Nutrition focal points in the participating agencies understand the purpose and process for completing the Inventory and how to link their agency’s work to national priorities and core nutrition actions
- Ensure UN-Nutrition focal points understand all definitions as reflected in the Inventory
- Encourage UN-Nutrition focal points to include ALL nutrition-related activities which have an impact on / can reduce malnutrition in all its forms being conducted by their agency (i.e. they may need to speak to colleagues from other units or departments in their agency to have all relevant data for inclusion)
- Be available to answer questions / queries as UN-Nutrition focal points complete the exercise
- When reviewing data, check accuracy for common errors (e.g. double counting of actions or investments). Wait until all data has been reviewed before carrying out analysis.
- Complete a preliminary analysis and present among only the UN-Nutrition focal points first in order to verify all the data, identify additional questions / potential issues and agree upon key messages and next steps. If data is found to be incomplete, invite UN-Nutrition focal points to edit their data in the tool and update the presentation accordingly.
- Encourage focal points to share Inventory results with senior management of their agency prior to the validation workshop and before presenting to another audience

### Estimated timing

- 2-4 weeks to conduct
- 1-2 weeks for analysis
- *Estimated timing depends on: (a) speed of UN-Nutrition focal points in completing the inventory; (b) number of data reviews and edits required to ensure data is accurate; (c) available time of the individual conducting the inventory analysis; and (d) availability of support from the UN-Nutrition Secretariat*

### Outputs

- Inventory data submission in online platform (*one per participating UN agency*)
- Inventory results presentation (PPT)
- ✓ **UN-Nutrition Inventory – first draft COMPLETED**

#### Purpose

Gather further insights on how UN-Nutrition is functioning in the country, where it is performing well and where there are weaknesses; as well as initial ideas on key opportunities for enhancing the relevance efficiency, and effectiveness of UN system contributions.

#### Suggested activities

- Revise interview guide template, to customize for your country context, and share with participating agencies in advance of conducting interviews
- Conduct 30–45-minute interviews with the UN-Nutrition focal point from each participating agency, and with a senior counterpart who is engaged in / informed about nutrition issues at a strategic level (e.g. CD, DCD, Head of Programme)
- Consolidate inputs received for each question, by each agency, into one document
- Review sample facilitation slides (to see how interview feedback can be aggregated and shared as part of the validation workshop).
- Generate slides to summarize/share initial insights on key topics, based on the interview responses provided

#### Who's involved (*lead indicated in bold*)

- **Lead Facilitator** (e.g. UN staff supporting the process, UN-Nutrition analyst or hired consultant)
- UN-Nutrition focal points
- Senior UN country representatives (e.g. CD, DCD, Head of Programme), including senior 'sponsor'
- UNRC

#### Tools / Templates

- Interview guide template (Word)
- Sample facilitation slides (PPT)

#### Good practices

- Provide the interview questions in advance, if asked for by participants
- Schedule sufficient time during interviews to cover all questions
- Prioritize face to face interviews, as this provides an opportunity to build relationships and probe key issues in greater depth, as necessary
- If face to face and/or phone interview is not feasible, request that the UN-Nutrition focal point or senior representative responds to the interview questions via e-mail (i.e. it is better to have remote input than no input)
- Input from senior agency representatives (e.g. CD, DCD, Head of Programme) is essential to ensure strategic / leadership level perspectives are well reflected from the outset
- Where possible, conduct an interview with the UN Resident Coordinator (UNRC) to include expectations regarding the future direction of UN contributions to nutrition
- Inform interviewees that the input they provide will be consolidated with that of the other interviewees, and ultimately, shared with all participating agencies, along with the results obtained through the Inventory tool

#### Estimated timing

- 2 weeks to conduct interviews
- 1 week for analysis
- *Estimated timing depends on:*
  - (a) availability of UN-Nutrition focal points / senior reps for interview; and
  - (b) available time of the designated individual conducting the interviews and analysis

#### Outputs

- Consolidated interview results / Summary slides



### Purpose

To design and facilitate a participative, data-based\* dialogue that will enable the UN-Nutrition participants to better understand: (1) current UN contributions and UN comparative advantage in nutrition; (2) UN vision for nutrition and key priorities in the country; and (3) key strategic opportunities to enhance performance for further elaboration. The outputs from the workshop can serve as valuable inputs for the UNSDCF.

### Suggested activities

- Review the sample agenda and sample facilitation slides
- Define the main objectives for your validation workshop. Propose workshop participants, primary roles / contributions and agree on the process for decision-making during the workshop. Validate with UN-Nutrition members and senior sponsor in-country
- Draft the agenda for your workshop (e.g. session descriptions, timing, who's involved) and finalize collaboratively with the UN-Nutrition group and senior sponsor
- Draw on Inventory and interview analysis already completed, available government and UNSDCF data, as well as sample facilitation slides for the development of the presentation content and group work for each workshop session
- Rehearse the flow, timing and presentations for each workshop session as a way to validate and finalize workshop approach / materials
- Facilitate the workshop, aiming to create a data-rich, open and stimulating environment for participants to exchange ideas and identify future requirements
- Summarize key decisions and outstanding issues for validation by workshop participants before closing the workshop

### Who's involved (*lead indicated in bold*)

- **UN-Nutrition country convenor**
- **Lead Facilitator** (e.g. UN staff supporting the process, UN-Nutrition analyst or hired consultant)
- UN-Nutrition focal points
- Senior UN country representatives (e.g. CD, DCD, Head of Programme), including senior 'sponsor'
- UNRC (or delegate from UNRC's office)
- UN-Nutrition Secretariat and/or experienced UN-Nutrition facilitators (Support)

### Tools / Templates

- Sample workshop agenda (Word)
- Sample facilitation slides (PPT)

## Good practices

- It is recommended that 1 full day be dedicated to this workshop to allow sufficient time for absorption of information, in depth discussion and for achieving consensus among participants
- Ensure the UNRC and the country representatives of each participating UN agency (or their delegate) participate in the opening of the workshop and the sharing of the results of the Inventory exercise  
*(Note: Ideally the UNRC or senior sponsor will set the expectations and tone during the opening day.)*
- When drafting the agenda, clearly outline the desired outputs and outcomes you hope to generate during each workshop session. This is very helpful to refining the overall agenda and the detailed approach for each session (e.g. plenary vs. group work, key content to present).
- Since the results of the inventory analysis provide a significant amount of information for stakeholders to absorb, it is recommended that these be shared and reviewed with UN-Nutrition focal points prior to the workshop. A summary of main findings can then be presented at the workshop, allowing more time to be dedicated to discussion instead of data absorption. Where prior sharing is not possible, sufficient time should be built into the workshop agenda for presentation/Q&A/discussion.
- It is recommended that workshop facilitators be well informed on what other significant players in nutrition are doing in country, as an input to strategic discussions.
- It is recommended that time be dedicated to jointly agree on how to approach/organize the UNRC/Country Reps debrief and key messages prior to the conclusion of the workshop.
- Secure workshop dates, location and necessary workshop support as early as possible (e.g. co-facilitator, note-taker)
- Proactively seek guidance (and possibly co-facilitation support) from UN-Nutrition Secretariat or another facilitator who has had experience with this process

## Estimated timing

- 2-4 weeks to prepare
- 1 day to facilitate

## Outputs

- Key elements for the nutrition component of the UNSDCF
- Key insights to help UN-Nutrition support government in implementing its N4G commitments and national food systems pathway
- Identification of key issues / questions for further elaboration
- Agreement on next steps for UN-Nutrition group in country to move forward on

#### Purpose

To share key insights and findings of UN-Nutrition Inventory, if UNRC and senior UN country representatives were not able to attend the workshop session where findings were presented; and to secure senior endorsement on the next steps / way forward.

#### Suggested activities

- Agree on the participants to be invited to the debrief (typically the UNRC and the CD's from each UN agency participating in the workshop) and confirm availability
- Determine the key topics to include in your debrief agenda and outline your planned debrief presentation (e.g. 4-5 key slides from the inventory analysis; 4-5 key slides expected as outputs from the workshop; 1-2 slides on key decisions and/or next steps)
- Finalize your debrief agenda and presentation based on actual workshop outcomes / outputs
- Validate key decisions / points of feedback being requested of senior managers with the UN-Nutrition country convenor and senior sponsor, and agree on roles during the debrief
- Deliver the debrief

#### Who's Involved (*lead indicated in bold*)

- **UN-Nutrition country convenor**
- **Lead Facilitator** (e.g. UN staff supporting the process, UN-Nutrition analyst or hired consultant)
- Senior Country Representatives (e.g. CD, DCD, Head of Programme), including senior 'sponsor'
- UNRC (or delegate from UNRC Office)

#### Tools / Templates

- No specific tools / templates
- Use facilitation slides and slides that summarize workshop outcomes / outputs, as the basis for the debrief presentation

#### Good practices

- Secure location / timing / and confirmation of participant availability as early as possible (i.e. workshop dates should be set in parallel with dates for the debrief, to ensure the debrief occurs within the same week or immediately following the workshop)
- Schedule at least 1.5 hours for the debrief to allow sufficient time for discussion and decision-making; however, be prepared to manage the meeting to desired outcomes in less time, should availability of participants be constrained
- Plan to circulate the final debrief presentation to workshop participants, in advance of the debrief, as UN-Nutrition focal points may be asked to inform their representatives beforehand
- Encourage the UN-Nutrition country convenor and senior sponsor(s) to take a lead role in presenting the objectives and outcomes generated from the validation workshop
- Explicitly engage senior representatives during the debrief to build understanding / ownership / commitment around the UN's comparative advantage in nutrition; the proposed direction nutrition focal points would like the nutrition components of the UNSDCF to take
- Ensure you clearly articulate how the work being presented supports and complements UNSDCF, including its various stages
- Pre-prepare concrete options for senior representatives to react to in terms of proposed next steps, timing, etc.

#### Estimated timing

- 1-2 days to prepare
- 0.25 days to deliver

#### Outputs

- Endorsement of vision for UN nutrition support in your country and UN's collective comparative advantage
- Validation of the direction outlined for the key nutrition elements of UNSDCF or equivalent
- Conclusions on key decisions (e.g. priorities) and next steps proposed

### Purpose

To make required revisions following the validation workshop and UNRC/Reps debrief in order to finalize the Inventory; with sufficient clarity to serve as: (a) an input to UNSDCF and/or government planning processes; and (b) a common tool for advocacy and resource mobilization purposes.

### Suggested activities

- Follow-up interviews with each participating UN agency to gather outstanding data and explore key issues / opportunities identified during the validation workshop as requiring further elaboration.
- Synthesize new information as part of a revised UN Nutrition Inventory (noting key decision points) and determine if additional in-person sessions with the UN-Nutrition group are required
- Validate final UN-Nutrition Inventory results with nutrition focal points / UN-Nutrition country convenor / senior sponsor
- Present the final UN-Nutrition Inventory findings at an UNCT meeting or dedicated meeting of the UNRC and Representatives for endorsement

### Who's involved (*lead indicated in bold*)

- **UN-Nutrition country convenor**
- **Lead Facilitator** (*UN staff supporting the process, UN-Nutrition analyst or hired consultant*)
- **UN-Nutrition focal points**
- Senior sponsor
- Senior Country Representatives (*e.g. CD, DCD, Head of Programme*), including senior 'sponsor'
- UNRC (*or delegate from UNRC Office*)

### Tools / Templates

- Inventory tool (web-based), including results template (PPT) objectives

### Good Practices

- Ensure that the final version of the UN-Nutrition Inventory slides are shared with UNRC office, nutrition focal points in participating agencies, UN-Nutrition country convenor and senior Country Representatives (e.g. CD, DCD, Head of Programme, senior sponsor)
- Ensure that the final Inventory findings feed into the common country analysis (CCA) and successive stages of the UNSDCF, to the extent possible
- Decide how to further apply the findings of the Inventory, if not already clarified at an earlier stage in the process
- Encourage any additional UN agencies that participated in the Inventory, which are currently not Members, to become a member of UN-Nutrition in the country
- Obtain quotes from UN colleagues that participated in the Inventory about the benefits of conducted the exercise

### Estimated Timing

- 1 month
- *Estimated timing depends on: (a) how much progress was made during the validation workshop; and (b) the number and complexity of outstanding issues critical to the strategy to resolve*

### Outputs

- Final UN-Nutrition Inventory
- ✓ **UN-Nutrition Inventory – FINALIZED**

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# Available support resources

## UN-Nutrition Secretariat

- This Guidance Package is the primary support resource available from the UN-Nutrition Secretariat to aid those leading UN-Nutrition at country level to complete a UN-Nutrition Inventory.
- Where possible, the UN-Nutrition Secretariat will offer analytical support on analysing Inventory data and/or overall process guidance.

## Experienced UN-Nutrition facilitators

- Contact details of UN-Nutrition Facilitators (current/past) who have been through the process and may be available to act as a sounding board and/or mentor to those undertaking the process is available through the UN-Nutrition Secretariat.

## Pre-identified consultants

- A list of consultants suitable for supporting UN-Nutrition at the country level, is available through the UN-Nutrition Secretariat.

## Local resources

- The UN-Nutrition group in-country is encouraged to leverage qualified locally available resources, if additional support is required to complete the UN-Nutrition Inventory.



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## Tools and templates

*In addition to this guidance package, the following tools and templates are available to support UN-Nutrition groups at the country level in completing a UN-Nutrition Inventory*

1. Inventory tool (*web-based data collection instrument + results template in PPT*)

*Includes:*

- (1) Data collection instrument for capturing UN agency data;*
- (2) Nutrition actions framework; and*
- (3) PPT inventory results template*

1. Interview guide template (*Word*)
2. TOR template for Lead Facilitator supporting the UN-Nutrition Inventory

## Sample outputs

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*The following sample outputs are also available for reference.*

1. Sample agenda for validation workshop (*Word Document*)
2. Sample facilitation slides for validation workshop (*PPT Document*)
3. *Other samples available upon request*