



Civil Society - Scaling Up Nutrition in Nigeria (CS-SUNN)

Annual Report
(January -December, 2018)



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1.0. Our Vision

A country where every citizen is food and nutrition secured.

2.0. Our Mission

To mobilize Non-State Actors to advocate, generate evidence, build capacity and stimulate communities to scale up nutrition in Nigeria.

3.0. Our History

In November 2013, eleven organizations made up of International, National Organizations and associations came together in Ilorin, Kwara State, Nigeria to form Civil Society Scaling-Up Nutrition in Nigeria (CS-SUNN). The organizations include Association of Public Health Physicians of Nigeria (APHPN); Nutrition Society of Nigeria (NSN), Save the Children International (SCI), Pro-health International, Helen Keller International (HKI), Prisoner's Rehabilitation and Welfare Association (PRAWA), Food Basket Foundation International (FBFI), Women Wing of Christian Association of Nigeria, Federation of Muslim Women Association of Nigeria (FOMWAN), Federation of Women Lawyers (FIDA) and National Association of Women Journalists (NAWOJ). The Coalition was formally launched on the 7th of August, 2014.

Section 1-An overview of Civil Society Scaling Up Nutrition in Nigeria (CS-SUNN)

4.0. About Us

The Civil Society Scaling-Up Nutrition in Nigeria (CS-SUNN) is a non-governmental, non-profit making coalition, made up of organizations with a shared vision to transform Nigeria into a country where every citizen is food and nutrition secured. We pursue this lofty goal by engaging government and non-state actors to raise awareness, sustain commitment and actions to effectively tackle under-nutrition in Nigeria. The coalition was formally launched on the 7th of August, 2014.

We have a common vision with clearly defined roles and responsibilities, clear accountability, and sustainability framework. The guiding principles of the alliance include; **Evidence-based decision making, Gender mainstreaming, Equity, Feedback, Diversity, Value for money Transparency and Integrity.**

Objectives

- ¿ To advocate for effective coordination of all nutrition stakeholders and programmes in Nigeria
- ¿ To create a platform through which Civil Society Organizations can effectively advocate for improved nutrition in Nigeria
- ¿ To advocate and engage government to create nutrition budget lines in some key Federal and state Ministries in Nigeria as well as include CSOs in nutrition interventions as appropriate
- ¿ To encourage and strongly advocate for the establishment of an effective and functional nutrition surveillance monitoring and evaluation systems
- ¿ To build the capacity of CS-SUNN members to effectively engage in the pursuit of improved nutrition in Nigeria.



4.2. Our people

4.2.1. Board of Trustees

- ¿ Dr. Philippa Momah
- ¿ Prof. Ngozi Nnam
- ¿ Dr. Davies Omotola

4.2.2. Steering Committee members

NAME	POSITION	ORGANIZATION
Dr. David Olayemi	Chairman	Save the Children International (SCI)
Dr. Daniel Gadzama	Co-Chairman	Association of Public Health Physicians of Nigeria (APHPN)
Bar. Olayinka Lawal	Secretary-General	Center for Legal Research and Development
Dr. Funmi Akinyele	Chair, Capacity Building Sub-Committee	Food Basket Foundation International
Mrs. Rachael Aji Robinson	Chair, Advocacy Sub-Committee	Heal the Youth Foundation
Ms. Ngozika Ogbonna	Chair, Fundraising Sub-Committee	Greater Life Initiative
Arc. Julius Ibecheole	Chair, Research Sub-Committee	Elohim Foundation

4.2.3. Management Team

Beatrice Eluaka-Executive Secretary
 Sunday Okoronkwo-Project Manager
 Halima Igiekumeh-Finance Manager
 Jayne Arinze-Egemonye-Senior Monitoring and Evaluation Officer
 Victor Onyeka-Admin and Human Resources Officer
 Veronica Daga-Compliance and Audit Officer

4.2.4. Other Employees

Lilian Ajah-Mong-Communications Officer
 Mary Ajakaye-Project Officer
 Ambrose Evhoesor-Project Officer
 Dare Oguntade-Project Assistant
 Kunle Ishola-Project Assistant
 Olatunbosun Olayemi-Logistics Assistant
 Ijeoma Orji-Finance Assistant
 Richard Ishaku-Administrative Assistant
 Olatunbosun Olayemi Logistics Assistant



Members spread of the coalition

Although the coalition is still mobilizing to grow its membership, we have members who have been mobilized and are listed as members, see the list on our website @ www.cs-sunn.org/coalitionmembers.

Our supporters:

Scaling up Nutrition (SUN) Movement
Bill and Melinda Gates Foundation (BMGF)
UNICEF
UNOPS

5.0 Section 2-Governance

5.1 Structure

5.1.1. Governance Structure

CS-SUNN is registered with Nigeria's CAC as a non-governmental and not-for-profit organization.

The coalition in line with its constitution is structured as follows:

- ⌘ General Assembly (GA) vested with legislative powers of the coalition, made up of members of the coalition.
- ⌘ The Board of Trustees (BOT) is to perform ceremonial/legal, oversight and advocacy functions for the coalition.
- ⌘ The Steering Committee (SC) serves as the executive committee and supervises the nomination of the BOT members. They provide oversight of the day-to-day activities of the Coalition and its National Secretariat. It represents the coalition in all National and International nutrition issues, programmes and events.

CS-SUNN Secretariat

The coalition's secretariat is located at No. 33, Imo Crescent, Area 1, Garki, Abuja. This is where all of the coalition's programs and activities are coordinated from. The Secretariat is headed by the Executive Secretary.





What we achieved

CS-SUNN has been able to implement its 5-year strategy to the extent allowed by the sources of funds available to it. Some of these have already been alluded to earlier and will be further explained in the main report. We have done well in terms of the five pillars of the strategy (PACEI)

Our challenges and how we overcame

CS-SUNN has a number of vibrant National and International Civil Societies aiming to change the Nutrition landscape in Nigeria. These need to be mobilized to ensure that momentum for Nutrition development becomes so strong that everyone will start putting Nutrition tops on the agenda in Nigeria. To do that, there are probably just two or three challenges that CS-SUNN needs to really work at overcoming in 2019 and beyond—these include funding, bureaucracy in governments and insecurity. For funding, CS-SUNN needs to build on its goodwill for funding by international partners and start raising funds at National level especially for activities at sub-national level. CS-SUNN is trying to deal with Bureaucracy in government by raising champions who will be able to reduce the bottlenecks in dealing with high-level government functionaries. To deal with insecurity which is a National problem, CS-SUNN is putting its ears to the ground to understand situations and carry out preventive actions.

Our vision for 2019 and beyond

CS-SUNN envisions a country (Nigeria) where every citizen is food and nutrition secured. CS-SUNN's mission is to mobilize Non-State Actors to generate evidence, advocate, build capacity and stimulate communities to scale up nutrition in Nigeria. We hope to do these with unequalled vigor in 2019 and beyond. We want to raise the tempo for scaling up Nutrition in 2019 by ensuring that CS-SUNN is challenging other platforms – Academia; Business; donor; UN organizations and Governments —are playing their roles very effectively. CS-SUNN aims to see Nigeria achieving all the WHO Nutrition targets by 2025.

Bereavement



Figure 1: Mary Jalingo 1974-2019

On a sad note, the ES and I had to represent CS-SUNN at the Wake keep and burial of one of our own, Mary Jalingo, in November 2019. Mary died on the 5th of November after a protracted illness and was buried on the 19th of November after a wake keep that took place, in Minna, on the 18th of the same month. Our hearts go out to her only daughter and family. Many people at the wake keep and church service paid glowing tributes to an indefatigable fighter for women and child health and nutrition. Mary was a journalist of repute who used her skills to promote development and survival for mothers and children. CS-SUNN prays that our good Lord will give the CS-SUNN Niger state and family the fortitude to bear the great loss.



7.0 EXECUTIVE SECRETARY'S REPORT



*Beatrice Eluaka, FNSN
Executive Secretary CS-SUNN*

An address by the Executive Secretary at the Annual General Meeting held in Abuja on The 11th of December 2019

Preamble:

Let me begin this presentation by welcoming you all to the 3rd Annual General Meeting of the Civil Society Scaling Up Nutrition in Nigeria and to also thank you most sincerely for the honour and the opportunity given me to serve you as the Executive Secretary in the last three years. The year 2018 was exciting and full of great achievements, but not without challenges. I am happy to say that in spite of the challenges, CS-SUNN is consistently growing to become a “household name,” as we continue to make significant contributions towards advancing the course of nutrition in Nigeria, particularly in our focus states.

I, therefore, make bold to say that our current status presents value for being a member of CS-SUNN as well as significant opportunities for improved partnerships with donors, government, partners, etc. in the years ahead. Permit me distinguished delegates to give a run-down of the overall performance of the CS-SUNN Secretariat during the period under review and the factors that have influenced us positively and affected us negatively.

2018 Achievements:

a) **Membership Growth/Staff Strength:** CS-SUNN has grown its membership from 118 to 250 registered member organizations in the year under review. Our state chapters have also grown from 17 to 22 functional chapters. The Secretariat has also expanded its staff strength from 12 to 13 full time dedicated staff. The year under review has also witnessed the improved collaboration between CS-SUNN at the National level and its State chapters. States have also experienced growth.

b) **Projects/Grants:** In the year under review, CS-SUNN implemented its planned activities with funding support from the SUN CSN Secretariat, UNICEF and Bill and Melinda Gates Foundation. The Partnership for Improving Nigeria Nutrition Systems, a 3-year BMGF funded project which is in its second year is currently being implemented in Niger, Nasarawa, Kaduna, Kano, and Lagos states as well as at the federal level. The 2018 SUN Movement Pooled Fund Grants to establish chapters in three Nigerian states (Rivers, Imo and Oyo), and strengthen already existing alliances in Gombe, Kwara and the Federal Capital Territory (FCT) is ongoing.

c). **Global Networks:** In 2018, representatives from the Secretariat and State chapter have represented CS-SUNN at SUN global and regional meetings. CS-SUNN has actively participated in the SUN CSN monthly calls both at global and regional levels aimed at exchanging and sharing relevant information between and among Alliances. CS-SUNN facilitates the Anglophone West African SUN CSN calls.

e). **Media and on-Line Presence:** CS-SUNN has continued to maintain a cordial and mutual relationship with the media, the media network has grown from 65 to about 80 journalists across various media both



at the national level and states where we work. Our website has been re-designed to reflect new information and updates. We also still maintain our presence on other social media platforms, Instagram, Twitter, WhatsApp, Facebook, and YouTube. Our members have continued to use these valuable communication resources for interaction and feedback and we look forward to better engagement with you to ensure that your activities are reflected more on the website.

Challenges: Key challenges encountered during the period under review are as follows:

a) Funding for CS-SUNN strategies and state activities:

All CS-SUNN's current funding is project-specific and is tied to agreed outputs/outcomes with funders. This limits our ability to freely fund activities in line with our developed strategies or support state designed work plans/activities. We are hoping that in years to come, we will secure grants at the national and state levels that will allow us fund activities that directly speak to our designed outputs/outcomes.

b) Members register not up to date

We are still unable to develop accurate data of our members across all states, thus making it impossible for us to say our exact number as an alliance. We hope that in the current year, states with the support of the secretariat will develop an updated membership list to enable us keep an up to date register of all member organizations.

c) On-time reporting of state activities:

We are still grappling with real-time/monthly reports from the states. The secretariat also needs real-time information from the states that will go into the already created state-specific pages on our site. This is required to showcase our strength and capacity at the state level for funders looking for alliances to work with at the state level.

Way forward/ 2019 and Beyond:

Going forward, we will continue to drive value for CS-SUNN stakeholders, members, staff with focus on our vision and mission as an organization.

I would like to take this opportunity to thank our members for their on-going support throughout 2018 and continuing through 2019. I also thank Members of our Steering Committee and Board of Trustees for their individual and collective support towards the development of CS-SUNN. The progress we have made since the birth of CS-SUNN would not have been possible without their support and hard work. Let me also thank the secretariat staff for their unrelenting and dedicated commitment to ensuring that CS-SUNN maintains its status as a leading voice for nutrition in Nigeria.



8.0. Ongoing Projects

CS-SUNN's ability and experience in project management has been demonstrated in the successful implementation of two key nutrition projects, among which are:

8.1. The Partnership for Improving Nigeria Nutrition Systems (PINNS):

Budget: \$2,200,006 USD

Status: Ongoing.

8.1.1. Project Background

The Partnership for Improving Nigerian Nutrition Systems (PINNS) is designed to strengthen the Nigeria nutrition systems to be more Result-driven, Effective, Serviceable, Efficient and Transparent (RESET) in delivering on their mandate and to hold government accountable on commitments made to allocate, release and use transparently, funds for implementation of high impact Nutrition interventions in Nigeria through evidence-based advocacy. On the PINNS Project, the coalition is expected to deliver on the following intermediate outcomes at the National level and five focal states;

1. Improved implementation of the National Multi-Sectoral Strategic Plan of Action for Nutrition (NMSPAN) with focus on High impact nutrition interventions in the Health and Agriculture sector strategic plans designed to contribute to the reduction in maternal and child malnutrition at national and focal states.
2. Improved funding for Health and Nutrition (with reference to 1% consolidated revenue fund and nutrition- EBF, Maternal nutrition, IYCF, and staple food fortification) at national and focal states
3. Momentum for Scaling up Nutrition in Nigeria, through concerted Civil Society Action, increased.

8.1.2. Scope of the project

The geographic scope of the project covers 5 focal states; Lagos, Kano, Nasarawa, Niger and Kaduna at the Federal level.

8.2. The SUN Movement Pooled Fund Project-Window I:

Budget: 72,000,057 Naira

Status: Ongoing.

8.2.1 Project Background

The SUN Movement Pooled Fund is a catalytic and last-resort source of grants to support multi-stakeholder platforms in Scaling up Nutrition (SUN) Movement Countries in order to increase the effectiveness and impact of national efforts to end malnutrition in all its forms. The Pooled Fund grants promote engagement of additional relevant actors in the implementation, monitoring, and evaluation of multi-sectoral and multi-stakeholder national plans for nutrition.



This Pooled Fund project is being implemented in six locations in Nigeria; Oyo, Kwara, Imo, Rivers, Gombe and FCT and will run for a period of one-year (July, 2018-July, 2019). In particular, the Pooled Fund aims to achieve following outcomes:

- ∩ Outcome 1 (SMART planning & legislation): By the end of the grant period, the grantee SUN Countries have SMART, costed, multi-stakeholder, multi-sectoral Nutrition Plans in place.
- ∩ Outcome 2 (Financial resourcing): By the end of the grant period, international and domestic resources are better mobilized to finance national nutrition plans.
- ∩ Outcome 3 (Effective implementation and accountability): By the end of the grant period, the SUN Country Civil Society Alliance (CSA) is on track in implementing their nutrition commitments and are making a demonstrable contribution to reducing malnutrition at sub-national levels.

9.0. CS-SUNN Strategic Focus

CS-SUNN focused on five principal areas during this period. The areas are:

- ∩ Partnership-(P)
- ∩ Advocacy-(A)
- ∩ Capacity building-(C)
- ∩ Evidence-based Interventions-(E)
- ∩ Institutionalization of the movement-(I)

Strategic Focus 1: Partnership

In 2018, CS-SUNN participated in activities aimed at building partnerships with relevant stakeholders. Partnership activities are in four major areas and include the following;

State Coalitions: CS-SUNN partnered with local CSOs that are focused on nutrition-specific and nutrition-sensitive interventions at the various states where CS-SUNN is established. In 2018, a total of 80 CSOs registered with the coalition. These state coalitions are actively engaged in nutrition activities in their states. State coalitions were formed in Oyo, Imo, Rivers and Kwara. These state chapters have become members of the State Committees on Food and Nutrition; contributing to the coordination of nutrition activities in the state.

Capacity building partnerships: CS-SUNN identified and partnered with Humentum; a global organization supporting non-profits to manage compliance and risks, finances and design programs to help people perform at their best. This partnership provided mentorship and capacity building to CS-SUNN finance and Compliance staff to enable them to perform their tasks efficiently.

The Curve is another partnership. This is a partnership that is supporting CS-SUNN to understand Responsive Feedback and to incorporate the mechanism into our interventions.

Funding partnerships: CS-SUNN was able to secure additional funding to implement key activities that contribute to implementing its five years strategic plan. The two grants are SUN Pooled fund grant by UNOPS which is currently running (a one-year grant being implemented in six states—Imo, Oyo, Kwara,



Rivers, FCT, and Gombe and UNICEF partnership grant designed to run for seven months in Katsina, Kano, Jigawa, Bauchi, Kebbi, Lagos and Adamawa.

Implementation Partnerships: During the year in view, CS-SUNN partnered with government at the National level and states by participating in multi-stakeholder nutrition-focused activities to build multi-sectorial ownership nutrition. CS-SUNN engaged with the State Primary Health Care Board, Ministries of Health, Budget and Economic Planning, Agriculture, Women Affairs, Education, Media, Professional Associations, UNICEF and Private Sector. In the year under review, CS-SUNN collaborated with Save the Children International (SCI) and Alive & Thrive (A&T) and was able to secure the commitment of policymakers (Commissioners, legislators, Permanent Secretaries, and Directors) from focal states for improved funding for Health and nutrition in the 2019 budgets of their states. A number of other partnership activities are listed below:

- ¿ CS-SUNN participated in the 2018 SUN Network Joint Assessment Exercise organized by the SUN Focal Point held in Abuja.
- ¿ Technical Management Team, Community Health Services, National Primary Health Care Development Agency (NPHCDA) meetings in Abuja
- ¿ FMOH Baby Friendly Initiative Stakeholder meetings held in Abuja.
- ¿ 2018 World Breastfeeding Planning Meetings.

Strategic Focus 2: Advocacy

CS-SUNN held advocacy engagements with policymakers, legislators and key influencers for increased budgetary allocation to the nutrition and health sector at the National and focal states in 2018. The coalition mobilized political support of key national and state policymakers and program managers for the adoption and implementation of the National Multisectoral Strategic Plan of Action for Nutrition (NMSPAN). Advocacy engagements led to the following:

- ¿ Lagos and Kano states domesticated the National policy on Food and Nutrition and developed a five- year multisectoral plan. The other three states (Kaduna, Nasarawa, and Niger) are at various stages of domestication and development of the state-specific multi-sectoral plan of action for nutrition. It can be said that the NMSPAN is now ready for approval following several efforts led by Ministry of Budget and National Planning in collaboration with various partners including CS-SUNN. It is CS-SUNN's hope that publishing and dissemination of the plan will be done during the second period of PINNS with CS-SUNN continuing to play a major role.
- ¿ CS-SUNN was able to get the Ministry of Budget and National Planning (MB&NP) to accept, own and use an appraisal tool to assess its coordination and resource mobilization functions as captured in the National Policy on Food and Nutrition (NPFN). The tool enables the committee to evaluate its progress on nutrition developments at the national and sub-national levels with special focus on PINNS focal states.
The nutrition unit of MBNP developed the tool with support from CS-SUNN, SCI, and A&T. It also went through reviews by members of the national level and state committees on Food and Nutrition, who expressed willingness to use the tool on a quarterly basis. The pre-tested tool has been analyzed and report produced. In period two, CS-SUNN will train key persons from the



N/SCFN secretariat of the food and nutrition committees at the Federal and State levels on how to effectively administer, analyze and report, in scorecard format, quarterly progress made by all MDAs saddled with the role of reducing malnutrition.

- ¿ Following CS-SUNN's advocacy engagements, there was improved funding in the 2019 state annual budget and allocation to nutrition coordination in Niger state. The budget increased from ₦137,746,250 million in 2018 to ₦171,450,00 million in 2019 including ₦13,250,000 million naira for nutrition coordination activities. In Kaduna state, ₦1,127,760,034 was allocated in 2018. However, only ₦158,450 million was released. In 2019 an aggregated sum of ₦3,861,285,882 was allocated.
- ¿ CS-SUNN conducted a budget analysis of nutrition-specific and nutrition-sensitive allocations and expenditures of project states; FCT, Rivers, Imo, Kwara, Oyo and Gombe with a trend analysis from 2015-2018. The analysis will foster the use of evidence-based data for nutrition programming and advance increased funding for nutrition through advocacy.
- ¿ With the support of the Pooled Fund, CS-SUNN advocacy has led to the allocation of budget lines for nutrition in all the line Ministries, Departments and Agencies (MDAs) in the 2019 budget and in the 2018 supplementary budget for nutrition in Kwara state.
- ¿ CS-SUNN held media roundtables to advocate for increased nutrition budgets at the National and state levels.
- ¿ CS-SUNN engaged in evidence-based advocacy with key stakeholders; policymakers, legislators and key influencers for increased budgetary allocation to the nutrition sector and increased innovative engagement with stakeholders through social media and the traditional media translating to increased salience of nutrition issues in the states.

Strategic Focus 3: Capacity Building

In order to decentralize and strengthen capacity at the state levels, CS-SUNN held capacity building activities at both the National and state levels for CSOs, nutrition line MDAs to advocate for and deliver on nutrition-sensitive interventions. Participants were trained in Change Management and Leadership. CS-SUNN increased the capacity of CSOs to conduct nutrition budget advocacies in the project states by conducting training on nutrition advocacy and budget tracking. A total of 119 CSOs were trained and six budget core groups were formed in Kwara, Rivers, Imo, Gombe, Oyo and FCT. CS-SUNN expanded and strengthened its alliance at sub-national levels; built their capacities to contribute to upcoming sub-national level multi-sectoral nutrition plans and its implementation through the State Committees on Food and Nutrition in Oyo, FCT and Rivers states.



Strategic Focus 4: Evidence Generation and use

CS-SUNN produced newsletters and reports on its activities to update and inform stakeholders on the progress of nutrition in Nigeria. While investing in research and towards engaging relevant stakeholders through a participatory process to generate evidence-based data, CS-SUNN held a meeting with stakeholders from Lagos, Niger, Kano, Nasarawa and Niger on the use of evidence by policymakers to inform decision making as it relates to prioritizing implementation of high impact nutrition interventions at national and focal states. CS-SUNN conducted the following studies:

- ¿ Baseline study on the level of implementation of the National Multisectoral Plan of Action for Nutrition (NMSPAN) with a focus on maternal nutrition and IYCF in Kaduna, Niger, Nasarawa, Kano, Lagos and National.
- ¿ Baseline study on showing the present state of nutrition governance and readiness of key stakeholders on becoming more functional focus in Kaduna, Niger, Nasarawa, Kano, Lagos and National and,
- ¿ Organization and capacity assessment of CS-SUNN and Nutrition networks in focal states

Strategic Focus 5: Institutionalization of the Nigeria CS Alliance

CS-SUNN has significantly built up and strengthened its capacity towards implementing its strategy effectively to deliver on its mandate.

- ¿ CS-SUNN improved internal controls by instituting a mechanism to ensure that all payments/financial transactions are done online; all payments go through the internal audit and compliance officer before and after activities are implemented, strictly following set policies for all recruitment and procurement of items. As a result of key improvement in CS-SUNN's systems and processes as stated above, the organization is now better positioned in its management of grants, people and external environment.
- ¿ CS-SUNN reviewed its constitution and engaged an auditor to audit its books in 2018 prior to its Annual General Meeting (AGM). CS-SUNN established new state chapters in Lagos, Oyo, Imo and Kwara.
- ¿ Having strong chapters in the states is a deliberate strategy to replicate the success of the national CSA and promote sustained engagement with sub-national governments for improved nutrition in the country. Kaduna state chapter is also working in partnership with SCI, A&T, UNICEF and other partners.

Key Performance Indicators Scores for 2018.

Development Domain	KPI Definition	 Scoring	Q1	Q2	Q3	Q4
			Purpose: Shared Vision, Mission, Core Values, and Strategies	All quarterly meetings (SC, Project Review meetings) have a session to discuss CS-SUNN Vision, Mission, Core Values and Strategies and recalibrate	1. All quarterly meetings discuss and report 2. Incompletely done 3. Not done at all	2
Structure: How CS-SUNN work is divided up and coordinated	SC meetings are regular and attendance is full	1-Full meeting 2- Quorum 3-Missed	3	1	3	3
	All established State branches meet quarterly and send in a quarterly report within two weeks of conducting meetings	1-All meetings held timely and reported 2-Above 75% meetings and reporting 3-Less than 75% meetings and reporting	3	3	3	2
People: Those who do the work of the organization	All employed staff of CS-SUNN trained on key Polices	1- >80% of staff trained 2- 60-80% of staff trained 3-Less than 60% of staff trained	3	3	3	3
	All staff have updated JDs	1-Timely completion by 80% of staff 2-Timely completion by 60-80% of staff 3-completion by less than 60% of staff	3	1	1	1
	Performance appraisals are done and completed on time	1-Timely completion by 80% of staff 2-Timely completion by 60-80% of staff 3-completion by less than 60% of staff	3	3	1	1
	All decisions of the AGM (and EDM) carried out as and when due.	1-80% of AGM/EDM decisions implemented 2-60-80% of decisions 3-Less than 60% of decisions implemented	2	3	2	1

Systems: integrating mechanisms and processes that facilitate the work	All key policies are in place and updated appropriately.	1. All policies are up to date/signed off 2. More than 75% of Policies are up to date 3. Less than 75% of policies are up to date	3	1	1	1
Tasks and Tools: how the work is done to bring about change	Timely clearance/achievement of project milestones	1. All milestones for the quarter cleared on time 2. More than 75% of milestones cleared on time 3. Less than 75% of milestones cleared on time	3	3	2	2
	Timely reporting of all activities with quality	1. All reporting done and submitted with quality 2. 75% of reports or more 3. Less than 75% of reports	2	1	1	2
Culture norms and assumptions that determine how people work together	On-time reporting to work by staff	1-More than 80% timely reporting to work 2-60-80% timely reporting to work 3-less than 60% timely reporting	2	1	2	2
	No incidence of fraud from staff or clients	1. No incidence of fraud during the quarter 2. Not more than 2 3. More than 2	1	1	1	1
External environment: the world in which CS-SUNN works	On-time production and dissemination of Organization's Newsletter	1-Newsletter produced and disseminated as due 2-Within two weeks behind schedule 3-More than two weeks	3	3	3	3
	All fundraising plan for each quarter completed and report signed off	1- <75% Plan/report completed 2 50-75% completed 3-Less than 50% completed	1	1	1	1



10.0 Lessons learned

- ¿ Over the course of the project in year one, CS-SUNN learned to be pro-active in planning as well as in implementation of activities. CS-SUNN understands better the diversity of the project environments and therefore, is more security conscious in its dealings and engagements in the states that are prone to crises. Core to the lessons learned was that each state has its own peculiarity thereby actions taken are diverse and more indigenous.
- ¿ The need to engage National/State committee members in identifying gaps in robust nutrition systems and developing customized need-based intervention is vital.
- ¿ Asking the question “what can be done differently to achieve better outcomes” has helped CS-SUNN to come up with new strategies. CS-SUNN will reach new targets (Nigeria governors forum, Secretaries to state governments, Head of Civil Service of the federation, and others) to engage for better outcomes.

11.0 Challenges

Key challenges experienced over the life of the project were as follows:

¿ **Non-availability of stakeholders for activity implementation**

CS-SUNN had to reschedule some activities because stakeholders were not favorably disposed to participate in activities as at when scheduled due to conflicting engagements.

CS-SUNN tried to solve this issue by being flexible in planning and implementation as this improved output. Also, for meetings that had to do with Nutrition line MDAs, CS-SUNN resolved to engage the MBNP at the Federal level and states to assist with invites and this improved the response and turn-up of stakeholders to CS-SUNN’s activities.

¿ **Security of staff**

The risk of using public vehicle/car hires to implement activities at project locations was a major challenge CS-SUNN faced in the period under review, especially with the high level of road accidents and kidnappings. To address this challenge, CS-SUNN hopes that at least two project vehicles will be procured to facilitate on-time and safe travels to project sites. CS-SUNN intends to conduct security surveillance before embarking on any trip. There is a need to procure life insurance for its project staff.



12.0 Gallery



Group photograph of participants at a one-day meeting to validate trend analysis of health and nutrition budget



Group photograph of participants at a Media Parley to increase the salience of nutrition in Lagos state



Group photograph of participants at the CS-SUNN supported Nasarawa state SCFN meeting



Cross-section of participants at the CS-SUNN 2018 Annual General Meeting (AGM) held in Abuja.



Group work during the Media Training held in Kaduna State.



Group photograph of CS-SUNN Imo State Coalition at the Nutrition Budget Advocacy



Group photograph of CS-SUNN Kwara State Coalition



Group photograph of UNOPS M and E Bhushan Shrestha, Steering Committee Advocacy Chair, Aji Robinson and CS-SUNN Staff during a field visit.

13.0 Looking forward to 2019

1. The finalization of the National Multi-Sectoral Plan of Action for Nutrition (NMSPAN)
2. Increased implementation of National Policy on Food and Nutrition (NPFN) in Kano, Lagos, Niger, Nasarawa and Kaduna states.
3. The development and implementation of the Costed State-Specific Multi-Sectoral Plan of Action for Nutrition in all project locations.
4. Improved coordination, functionality, accountability of the NCFN and SCFN.
5. Improved annual fund allocation and timely releases for implementing activities from the developed costed Multi-sectoral plan of action (Annual Operational Plan)
6. The review of the National Guideline for Micronutrient Deficiency Control (MNDC)
7. The implementation of the Minimum Package for Nutrition in Functional PHCs at the state level.



14.0 SUMMARY OF THE FINANCIAL STATEMENTS OF CIVIL SOCIETY SCALING UP NUTRITION IN NIGERIA(CS-SUNN) FOR THE YEAR ENDED 31ST DECEMBER 2018.

INCOME AND EXPENDITURE ACCOUNT

INCOME

As of the year ended 31st December 2018, CS-SUNN received a total of two hundred and sixty-six million, nine hundred thousand, three hundred and thirty-five naira only (₦266,900,335.00) as donor funds and membership dues.

A total of three hundred and eighty thousand naira (₦380,000.00) was received as membership dues, the sum of one million, one hundred and seventy-one thousand, twelve naira was received as staff donations (₦1,171,012.00) and the balance of two hundred and sixty-five million, seven hundred and twenty-nine thousand, three hundred and twenty-three naira only (₦265,729,323.00) was received from our various donors which include UNOPS and BMGF.

The donor funds accounted for 99.5% of the total income while membership dues and staff donation accounted for the balance of 0.5% of the total income.

EXPENDITURE

CS-SUNN incurred a total expenditure of one hundred and seventy-seven million, eight hundred and thirty-one thousand, one hundred and ninety naira only (₦177,831,190.00) in the year 2018 both on direct and administrative expenses.

The direct expenses included all monies spent in implementing project activities such as advocacy, capacity building, nutrition programs, etc. A total of one hundred and sixty-four million, four hundred and forty-three thousand, seven hundred and ninety-two naira only (₦164,443,792.00) was spent on program activities. This accounts for 92% of the total expenditure for the year ended 31st December 2018.

A total of thirteen million, three hundred and eighty-seven thousand, three hundred and ninety-eight naira only (₦13,387,398.00) was spent on administrative expenditure and this accounts for 8% of the total expenditure of the coalition. The administrative expenditures were incurred on activities not directly tied to specific projects such as rent, internet, security services, etc.

INCOME AND EXPENDITURE ACCOUNT SURPLUS/DEFICIT

As a result of the income and expenditure stated above, the coalition had a **surplus** of eighty-nine million, sixty-nine thousand, one hundred and forty-five naira only (₦89,069,145.00).



BALANCE SHEET AS AT DECEMBER 31ST 2018.

ASSETS

As of December 31st, 2018, CS-SUNN's assets were valued at one hundred and eight million, three hundred and fifty thousand, two hundred and ninety naira only (₦108,350,290.00). The assets consist of both fixed and current assets.

The total fixed assets amount to fourteen million, two hundred and sixty-three thousand, six hundred and seventy naira only (₦14,263,670.00). These assets consist of office furniture and fittings, power generating set, computers, and other equipment.

The current assets were valued at ninety-four million, eighty-six thousand, six hundred and twenty naira only (₦94,086,620.00). This amount includes cash and bank balances of ninety-one million, three hundred and thirty-nine thousand, eight hundred and forty naira only (₦91,339,840.00).

LIABILITIES

The outstanding CSSUNN had as of December 31st, 2018 was an accrual of eight million, five hundred and forty-eight thousand, one hundred and eighty-three naira only (₦8,548,183.00). The liabilities are accrual on the PINNS project for various consultancies that were ongoing and are yet to be completed.

TABLE SHOWING INCOME AND EXPENDITURE FOR THE PERIOD

INCOME	AMOUNT
Receipt from donors	₦265,349,322.00
Staff donations	₦1,171,012.00
Membership dues	₦380,000.00
TOTAL INCOME (A)	₦266,900,334.00
EXPENDITURE	
Direct expenses	₦164,443,792.00
Administrative expenses	₦13,387,398.00
TOTAL EXPENDITURE (B)	₦177,831,190.00
SURPLUS(A-B)	₦89,069,144.00



TABLE SHOWING ASSETS AND LIABILITIES FOR THE PERIOD

ASSETS	
Fixed assets	₦14,263,670.00
Current assets	₦94,086,620.00
TOTAL ASSET	₦108,350,290.00
LIABILITIES	
Current liabilities	₦8,584,183.00
NET ASSET	₦99,766,107.00



**CIVIL SOCIETY SCALING-UP
NUTRITION IN NIGERIA**

**FINANCIAL STATEMENTS
DECEMBER 31ST, 2018**

AUDITED CS-SUNN FINANCIAL S

OLIWE OGWEZI PROFESSIONAL SERVICES

(Chartered Accountants)
Standard Plaza (4th Floor)
Plot 1248 Aminu Kano Crescent
Near GLO Office
Wuse II, Abuja

Telephones: 08023180772, 08057311968

Email : oliwe53@yahoo.com



CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

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AUDITED CS-SUNN FINANCIAL STATEMENT 2018



CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

CORPORATE PROFILE

CORPORATE HEAD OFFICE

No. 33 Imo Crescent
Area 1
Garki-FCT
Nigeria

e-mail: cssscaleupnutring@gmail.com

STEERING COMMITTEE MEMBERS

- | | |
|--------------------------|-------------------------------|
| 1. Dr. David Olayemi | - Chairman |
| 2. Dr. Dan Gadzama | - Co- Chairman |
| 3. Barr. Yinka Lawal | - Secretary General |
| 4. Ngozika Ogbonna | - Chairman, Fundraising |
| 5. Arc. Ibecheola Julius | - Chairman, Research |
| 6. Aji Robinson | - Chairman, Advocacy |
| 7. Dr. Funmi Akinyele | - Chairman, Capacity Building |
| 8. Mrs. Beatrice Eluaka | - |

BOARD OF TRUSTEES

1. Prof. Ngozi Nnam
2. Dr. Momah Phillippa
3. Dr. Omotola Bamidele

STAFF MEMBERS

- | | |
|--------------------------------|---------------------|
| 1. Mrs. Beatrice Eluaka | - Project Director |
| 2. Mr. Okoronkwo Sunday | - Project Manager |
| 3. Halimat Iguekhume | - Finance Manager |
| 4. Victor Onyeka | - HR/Admin Officer |
| 5. Mary Ajakaye | - Project Officer |
| 6. Ambrose Evhosor | - Project Officer |
| 7. Ijeoma Orji | - Finance Assistant |
| 8. Olayemi Olatubosun | - Logistics Officer |
| 9. Adekunle Ishola | - Project Assistant |
| 10. Mrs. Jayne Arinze-Egemonye | - M. & E. Officer |
| 11. Dago Veronica | - Finance Officer |
| 12. Oguntade Dapo | - Project Assistant |
| 13. Ajah-Mona Lilian | - Communication |

BANKERS

Guaranty Trust Bank Plc

AUDITORS

Oliwe Ogwezi Professional Services
(Chartered Accountants)
Plot 1248 (4th Floor)
Standard Plaza
Near Glo Office
Aminu Kano Crescent
Wuse Zone II
Abuja.



Report of the Board of Trustees as at 31st December, 2018

The Board of Trustees submits herewith their annual report together with the Statement of Affairs as at 31st December, 2018.

1. **RESULT**

The Accumulated fund of the NGO for the year was **₦99,766,107**

2. **LEGAL FORM**

The Civil Society Scaling-Up Nutrition In Nigeria (CS-SUNN) was registered in Nigeria as a corporate body on 31st October, 2014 with registration number CAC/IT/No.73048.

3. **PRINCIPAL ACTIVITIES**

The Civil Society Scaling-Up Nutrition In Nigeria (CS-SUNN) was registered as a non-profit making, non-religious and non-political oriented organization.

4. **TRUSTEES AND TRUSTEES' INTEREST**

The names of the current Board of Trustees are shown on page 2.

5. **TRUSTEES' RESPONSIBILITIES**

The Board of Trustees are responsible for the preparation of financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year, and of the profit or loss for the period, and which comply with the Companies and Allied Matters Act, 1990. In doing so, they ensure that:

- Proper accounting records are maintained
- Applicable accounting standards are followed
- Suitable accounting policies are adopted and consistently applied
- Judgments and estimates made are reasonable and prudent
- Internal control procedures are instituted which, as far as is reasonably possible, safeguard the assets and prevent and detect fraud and other irregularities.

6. **AUDITORS**

Oliwe Ogwezi Professional Services having indicated their willingness will continue in office as the Company's Auditors in accordance with Section 357(2) of the Companies & Allied Matters Act 1990. A resolution will be proposed authorizing the directors to fix their remuneration.



OLIWE OGWEZI Professional Services

(CHARTERED ACCOUNTANTS)

ABUJA ADDRESS:

Standard Plaza 4th Floor 2,
Kutsi Close Plot 1248, Aminu Kano, Crescent
Near GLO Office, by Redeemed School,
Wuse II, Abuja

Tel: +234 (0) 802 318 0772, +234 (0) 805 731 1968

DELTA STATE ADDRESS:

Plot 25, Ossumili Road,
Behind the State Library Umuseti-Ogbe,
Uttagba-ogbe, Kwale Delta State
E-mail: oliwe53@yahoo.com

REPORT OF THE INDEPENDENT AUDITORS TO THE GOVERNING BOARD OF TRUSTEES

OF

CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

ON THE

FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

We have audited the accompanying financial statements of **CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA** for the year ended 31st December 2018, set out on pages 7 to 11 which have been prepared on the basis of significant accounting policies on page 6.

Boards' Responsibility for the Financial Statements

The Board of Trustees are responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Trust Deed as well as in accordance with Statements of Accounting Standards issued by Nigerian Accounting Standards Board and the requirements of the Companies and Allied Matters Act, CAP C20 LFN, 2004. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatements, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an independent opinion on these financial statements based on our audit. We conducted our audit in accordance with **Nigerian Standards on Auditing (NSAs)** issued by the Institute of Chartered Accountants of Nigeria. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting



policies used and the reasonableness of accounting estimates made by the Partners, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs of the Company's financial position as at 31st December 2018 in accordance with Statements of Accounting Standards issued by Nigerian Accounting Standards Board and the Companies and Allied Matters Act, CAP C20 LFN, 2004.

Report on other legal requirements

The Companies and Allied Matters Act, CAP C20 LFN, 2004 requires that in carrying out our audit we consider and report to you on the following matters. We confirm that:

- i) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit. In our opinion, proper books of account have been kept by the Company; and
- ii) The Company's balance sheet and profit and loss account are in agreement with the books of account.

Oliwe Ogwezi
**Oliwe Ogwezi Professional Services
[Chartered Accountants]
Abuja.**



AUDITED CS-SUNN FINANCIAL STATEMENT 2018



CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

STATEMENTS OF ACCOUNTING POLICIES

FOR THE YEAR ENDED DECEMBER 31, 2018

The following are the significant policies adopted in the preparation of these financial statements.

(a) **ACCOUNTING CONVENTIONS:**

The Financial Statements are prepared under historical cost convention.

(b) **EXPENDITURE:**

Expenditures are brought into the accounts in the year which they relate.

(c) **FIXED ASSETS:**

Fixed Assets are recorded at cost less accumulated depreciation to date. Depreciation is provided on a straight line basis to write off the cost of fixed assets over their estimated useful life at the following rates:

Office Furniture & Equipments	10%
Generating Set	10%

(d) **ACCUMULATED FUND**

Accumulated Fund is regarded as balances of Contributions to the Organization.

(e) **EXCHANGE RATE**

The exchange rate used is ₦359 to the Dollar.



CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

BALANCE SHEET

AS AT DECEMBER 31, 2018

BALANCE SHEET

	<u>NOTES</u>	<u>2018</u> <u>₦</u>	<u>2017</u> <u>₦</u>
Fixed Assets			
Furniture & Fittings	1	<u>14,263,670</u>	<u>6,861,679</u>
Current Assets			
Accounts Receivable	2	1,100,000	1,100,000
Accounts Receivable- Others	3	1,646,780	176,220
Cash & Bank Balances	4	<u>91,339,840</u>	<u>2,709,063</u>
Total Current Assets		<u>94,086,620</u>	<u>3,985,283</u>
Current Liabilities			
Accruals	4	<u>8,584,183</u>	<u>150,000</u>
Net Current Assets		<u>85,502,437</u>	<u>3,835,283</u>
Net Assets		<u>99,766,107</u>	<u>10,696,962</u>
Financed By			
Accumulated Funds c/f	5	<u>99,766,107</u>	<u>10,696,962</u>

Signed for and approved on behalf of the Board of Trustees by:

..... *M. Ayen* 26/6/19 } **CHAIRMAN**
 *[Signature]* 26/6/19 } **SECRETARY**

The accompanying notes on pages 9-11 form integral part of these accounts



CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018**

INCOME AND EXPENDITURE ACCOUNT

INCOME	NOTES	2018 #
Bill & Melinda Gates Foundation		251,300,000
Grants		3,997,322
Membership Dues		380,000
Staff Donations		1,171,012
UNOPS NIGERIA		<u>10,052,000</u>
		<u>266,900,335</u>
 <u>LESS DIRECT COSTS - ADVOCACY PROGRAMME</u>		
Consultants		22,599,253
Facilitators		467,160
Hall & Equipment Rental		5,149,000
Hotel Accommodation		32,907,000
Per Diem Allowance - Other		16,060,000
Production of Manuals		3,097,460
Salaries & Wages		57,431,293
Tea Break & Lunch		8,967,650
Travels		17,537,976
Workshop Materials		<u>227,000</u>
		<u>164,443,792</u>
		GROSS INCOME
		102,456,543
<u>LESS : ADMINISTRATIVE EXPENSES</u>	7	<u>13,387,398</u>
<u>EXCESS OF INCOME OVER EXPENSES</u>		<u>89,069,145</u>

The accompanying notes on pages 9-11 form integral part of these accounts



CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED DECEMBER 31, 2018

DEPRECIATION CHARGES

NOTE 1 : FIXED ASSETS	Furniture & Equipments	Generating Set	TOTAL
COST	₦		₦
At 1st December 2017	5,921,200	2,692,385	8,613,585
Additions	<u>9,181,500</u>	<u>0</u>	<u>9,181,500</u>
At 31st December 2018	<u>15,102,700</u>	<u>2,692,385</u>	<u>17,795,085</u>
DEPRECIATION			
At 1st December 2017	1,213,430	538,477	1,751,907
For the Year	<u>1,510,270</u>	<u>269,239</u>	<u>1,779,509</u>
At 31st December 2018	<u>2,723,700</u>	<u>807,715</u>	<u>3,531,415</u>
NET BOOK VALUE (NBV)			
At 1st December 2017	<u>4,707,770</u>	<u>2,153,909</u>	<u>6,861,679</u>
At 31st December 2018	<u>12,379,000</u>	<u>1,884,670</u>	<u>14,263,670</u>



CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

NOTES TO THE ACCOUNTS (cont'd)

FOR THE YEAR ENDED DECEMBER 31, 2018

NOTES	2018 N	2017 N
2 ACCOUNTS RECEIVABLE		
Prepaid - Rent	1,100,000	1,100,000
3 ACCOUNTS RECEIVABLE- OTHERS		
Prepaid- Website Hosting	0	176,220
Staff Advances	319,000	0
Consultants Advance Balances	1,069,780	0
Other Advance	258,000	0
	1,646,780	176,220
4 CASH & BANK BALANCES		
BANK -GTB PLC (0162838788)	17,408,155	-383
BANK- GTB PLC (0168529028)	119,662	201,270
BANK- GTB PLC (0425684066)	1,201,012	0
BANK- GTB PLC (0168528992)	93,879	63,979
BANK- GTB PLC DOLLAR (0255777930)	661,367	2,440,837
GTB A/C 0425684073	30,954	0
BANK- GTB PLC DOLLAR (0285143945)	71,800,000	0
Petty Cash	24,810	3,360
	91,339,840	2,709,063
5 ACCOUNTS PAYABLE		
Audit Fees	250,000	150,000
BANK Payable	1,742,039	0
Pension Payable	3,242,902	0
Accrued Staff Donation	63,625	0
WHT Payable	653,391	0
Accrued NHIS Expenses	327,000	0
Other Accruals	2,305,226	0
	8,584,183	150,000
6 ACCUMULATED FUNDS		
Accumulated Funds b/f	10,696,962	16,641,613
Excess of Income over Expenses	89,069,145	-5,944,651
Accumulated Funds c/f	99,766,107	10,696,962



CIVIL SOCIETY SCALING-UP NUTRITION IN NIGERIA

NOTES TO THE ACCOUNTS (cont'd)

FOR THE YEAR ENDED DECEMBER 31, 2018

NOTES

7 ADMINISTRATIVE EXPENSES

	2018
	₦
Audit fees	250,000
Bank Charges	263,977
Communication	1,236,500
Computer & Internet	79,200
Depreciation- Generating Set	269,239
Depreciation- Office Furniture	1,510,270
Entertainment	94,710
Fuel/ Diesel	212,100
HMO Insurance	3,776,000
Internet Services	399,000
Office Rent	2,000,000
Office Supplies	1,176,000
Other Expenses	682,307
Photocopies	6,350
Repairs & Maintenance	934,050
Utilities	120,700
Website Hosting & Maintenance	376,996
TOTAL ADMINISTRATIVE COST	13,387,398

AUDITED CS-SUNN FINANCIAL STATEMENTS 2018



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NATIONAL SECRETARIAT:

Civil Society - Scaling Up Nutrition in Nigeria (CS-SUNN)

Plot 203 Cadastral Zone B02, Off Oladipo Diya Way,
(Beside Concordia Apartment) Durumi District. Abuja. Nigeria.

Email: cssscaleupnutring@gmail.com, info@CS-SUNN.org

Website: www.cs-sunn.org

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