

Fiji Plan of Action for Food and Nutrition Security

National Food and Nutrition Centre Business Plan 2018 – 2019



VISION

A healthy population through Good Nutrition

MISSION

To formulate Food and Nutrition evidence-based policies through periodic monitoring and evaluation of the Food and Nutrition situation, and coordinate FPAFNS programs with strategic partners to enhance the Nutrition wellness of the population of Fiji

VALUES

The National Food and Nutrition Centre strives to uphold ethical standards based on equity, integrity, respect for human dignity, responsiveness and customer focus

National Food and Nutrition Centre

Name of Officer: Ateca Kama

Post: Manager, Food and Nutrition Security

Period Covered: 1 August 2018 to 31 July 2019

Purpose of the Post:

The Manager NFNC advises government on the food and nutrition security situation, dietary consumption patterns, and food and nutrition trends in accordance with the Fiji Policy on Food and Nutrition Security (FPFNS), the Fiji Plan of Action for Food and Nutrition Security (FPAFNS), the Strategic and Annual Operational Plans of the Ministry of Health and Medical Services.

The parties agree to review the performance in accordance with the procedures set out in the Performance Planning and Review System. In doing so, full consideration should be given to resource activities and changes to policy direction that may be introduced by Government during the subject period.

Manager Food and Nutrition Security

Date: _____

Head of Wellness

Date: _____

Permanent Secretary for Health and Medical Services

Date: _____

ROLE OF THE POSITION

The Manager Food and Nutrition Security is responsible to the Permanent Secretary for Health and Medical Services through the Head of Wellness for the formulation of national food and nutrition security policies and regulations, strategies and guidelines; and advises Government on the food and nutrition security situation of Fiji. The position undertakes food and nutrition security operational and translational research, through periodic monitoring and evaluation of food and nutrition security situation and programs in Fiji. The Manager Food and Nutrition Security develops the Fiji Plan of Action for Food and Nutrition Security (FPAFNS) 2019-2023, plans and coordinates the FPAFNS 2019-23, and monitors the implementation of annual FPAFNS Implementation Plans by the relevant government ministries and agencies through an appropriate mechanisms structure.

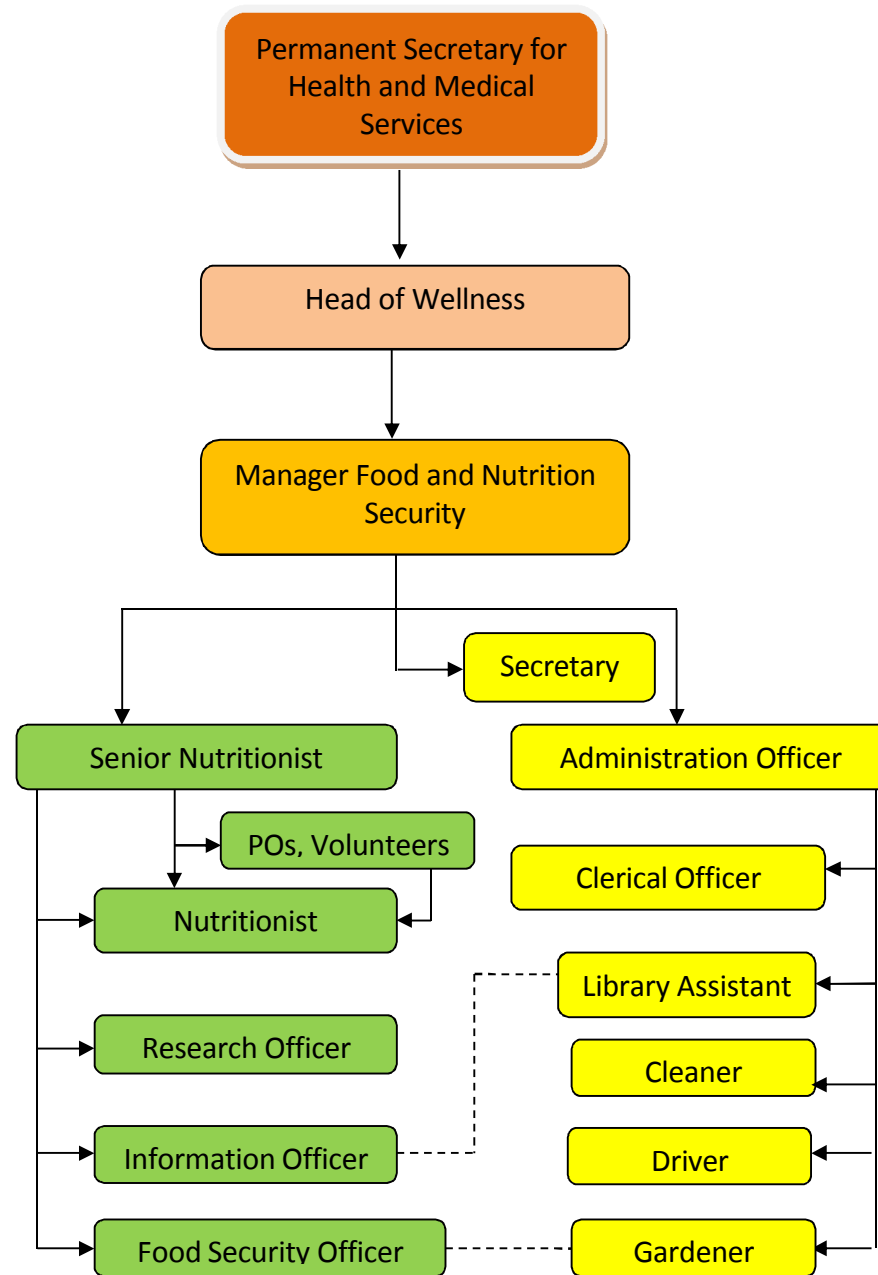
The Manager Food and Nutrition Security coordinates multi-sectoral action through supporting the inclusion of nutrition-sensitive activities in the Annual Operational Plans of line ministries; and champions innovations on food and nutrition security. It develops and produces information, education and communication materials on food and nutrition security; and monitors dietary trends, consumption patterns and overall development in food and nutrition security.

The position's other roles include financial, budgeting, programming, human resource development; and conducting appropriate nutrition and food security researches to generate information for planning purposes.

The Manager Food and Nutrition Security is also responsible to the Permanent Secretary for Health and Medical Services for:

1. Networking with government ministries, civil society groups, non-governmental and faith-based organizations regarding the implementation of FPAFNS;
2. Facilitating consultations with food industries on the implementation of HFSS Reduction Initiatives;
3. Development and production of food and nutrition security information, education and communication materials, social media and website;
4. Sub-cluster lead for Nutrition in the Health and Nutrition Cluster for nutrition preparedness and response during disasters and emergencies;
5. Nutrition focal point for the National Codex Committee;
6. Coordination of Nutrition calendar events e.g. National Symposium for Food and Nutrition Security, National Nutrition Month, National Salt Reduction Week, World Food Day;
7. Participation in meetings with technical partners and donor agencies;
8. Development and submission of technical papers and reports for partner agencies and organizations;
9. Submission of quarterly and annual reports with expenditure; and
10. Actively contributing to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

ORGANISATION STRUCTURE AND REPORTING RELATIONSHIPS



PRIORITY AREA 1: NCD, INCLUDING NUTRITION, MENTAL HEALTH AND INJURIES

STRATEGIES (Specific Objective)	ACTIVITIES	DELIVERABLES/ OUTPUTS	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD
1.1.1.1 Improve lifestyle risk factors among the population	1.1.1.1.1 Strengthen the implementation of Food and Health Guidelines for Fiji	- Family Food Recipes collated - Draft Family Food Recipe Book compiled	Q4	SN	5,000
	1.1.1.1.2 Strengthen coordination to implement best practices on fat, sugar, salt reduction strategies in consultation with partners'	- Health Star Rating (HSR) processes developed - Quarterly Sector Group consultations done - World Salt Reduction Week coordinated - Report available and disseminated 3 Community trainings on HFSS supported - Sugar and Fat information materials developed and disseminated	Q4	FNPO Team JOCV	15,000
	1.1.1.1.3 Support School Healthy Eating Initiatives	- Draft School Canteen Toolkit developed - Consultation with MoE conducted	Q3	N SN	5,000
	1.1.1.1.4 Promote healthy diet through home gardening	- Grow Your Own Food Booklet (GYOF) translated in iTaukei 2 GYOF ToT programs supported - NFNC Green House and Demonstration Garden maintained	Q4	N, FNPO FSO	10,000
	1.1.1.1.5 Coordinate Foods Taskforce TAG Meetings	FT TAG minutes available and actions progressed	Q4	FNPO	1,000
	1.1.1.1.6 Support the National Nutrition Month	Advocacy for National Nutrition Month facilitated	Q4	Team	15,000

PRIORITY AREA 2: MATERNAL, INFANT, CHILD AND ADOLESCENT HEALTH

STRATEGIES (Specific Objective)	ACTIVITIES	DELIVERABLES/ OUTPUTS	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD
2.2.3.1 Improve breast feeding promotion and nutritional support	2.2.3.1.1 Finalize the National IYCF Strategy for Fiji	3 Divisional Consultations done - National IYCF Strategy endorsed	Q4	M	5,000
	2.2.3.1.2 Strengthen counselling and adherence to IYCF programs	IYCF Recipe Book published	Q4	SN, FNPO	10,000
	2.2.3.1.3 Support National MICA Programs	- Advocacy for World Breastfeeding Week facilitated - Draft BFCI Tools developed - IYCF Package reprinted and prepositioned	Q4	M SN N	5,000
	2.2.3.1.4 Support the maintenance of hospital gardens focussing on iron-rich crops	3 pilot Hospital garden projects supported - Hospital Garden audit tools developed 3 Audits conducted and report available	Q4	FSO FSO, N FSO	10,000
	2.2.3.1.5 Support the NIMS Program for Children and WCBA	Communication and advocacy materials prepositioned	Q4	SN, N	5,000
	2.2.3.1.6 Facilitate the endorsement and adoption of draft regulation on advertising of unhealthy foods and drinks to children	- Amendments made on comments received from SG's Office and re-submitted - Draft regulations endorsed - Advocacy on Regulations conducted	Q4	M	1,000

PRIORITY AREA 3: COMMUNICABLE DISEASE, ENVIRONMENTAL HEALTH, AND HEALTH EMERGENCY PREPAREDNESS, RESPONSE AND RESILIENCE

STRATEGIES (Specific Objective)	ACTIVITIES	DELIVERABLES/ OUTPUTS	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD
3.1.2.1 Disaster preparedness, response and climate resilience	3.1.2.1.1 Advocacy on the <i>Action on the Joint Statement</i> to support infant and young child feeding practices during disasters and emergencies in Fiji	- Joint Statement 2018-2019 signed with partners - Awareness on Joint Statement conducted	Q4	M	1,000
	3.1.2.1.2 Develop Nutrition in Emergencies Contingency Plan	2 Consultations undertaken with partners - Draft Contingency Plan on NiE developed	Q4	SN, N, M	1,000
	3.1.2.1.3 Participate in Cluster Meetings for HN and FSL Clusters	- HN Cluster and Nutrition SC Meetings attended and actions progressed - FSL Cluster Meetings attended and actions progressed	Q4	M, SN FSO, N	1,000

PRIORITY AREA 4: CONTINUUM OF CARE AND IMPROVED QUALITY AND SAFETY

STRATEGIES (Specific Objective)	ACTIVITIES	DELIVERABLES/ OUTPUTS	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD
4.1.1.1 Improve quality standards	4.1.1.1.1 Initiate improvement of quality and safety standards at health facilities	Number of quality improvement initiatives implemented	Q4	AO	1,000
	4.1.1.1.2 Identify innovative practices to improve efficiency	Number of new SOPs developed for implementation of innovative practices	Q4	AO, Team	1,000
	4.1.1.1.3 Initiate the implementation of 5S systems	All Staff trained in 5S	Q3	M	3,000

PRIORITY AREA 5: PRODUCTIVE, MOTIVATED HEALTH WORKFORCE WITH A FOCUS ON PATIENT RIGHTS AND CUSTOMER SATISFACTION

STRATEGIES (Specific Objective)	ACTIVITIES	DELIVERABLES/ OUTPUTS	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD
5.1.2.1 Reduce number of vacancies	5.1.2.1.1 Review and submit JD for all vacant positions	- JDs submitted - Processes supported - Positions filled	Q4	AO	1,000
5.1.3.1 Promote a healthy, safe, and supportive work environment to improve workforce satisfaction	5.1.3.1.1 Ensure adequate Nutrition Specialists and funding for Nutrition advocacy programs and activities	Staffing and funding secured	Q4	M	1,000
	5.1.3.1.2 Support for capacity building and professional development for all staff	Participation supported and reports available	Q4	M	10,000
	5.1.3.1.3 Coordinate and facilitate the National Food and Nutrition Security Symposium	- Donor support obtained - Logistics for National FNS Symposium facilitated	Q4	M, SN, Team	10,000
	5.1.3.1.4 Support for workplace wellness initiative	- Monthly wellness screenings conducted - Weekly PA sessions facilitated - Monthly wellness sessions conducted - Wellness monitoring tool developed	Q4	JOCV N N, JOCV	3,000

PRIORITY AREA 6: EVIDENCE-BASED POLICY, PLANNING, IMPLEMENTATION AND ASSESSMENT

STRATEGIES (Specific Objective)	ACTIVITIES	DELIVERABLES/ OUTPUTS	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD
6.1.1.1 Evidence-based policy and planning	6.1.1.1.1 Develop the Fiji Policy and Plan of Action for Food and Nutrition Security 2019-23	2 Consultations completed - Policy endorsed by Cabinet - Policy Forum convened and Draft Action Plan available	Q2	M	10,000
	6.1.1.1.2 Establish relevant National Committees on FNS	- National multi-stakeholder High-Level Committee (HLC), National Steering Committee (NSC), and ministerial Technical Working Groups (TWG) established - TORs developed and adopted - Quarterly meeting minutes available and actions progressed	Q4	M	5,000
	6.1.1.1.3 Develop BP for FPAFNS	2018-2019 BP developed and submitted - Draft 2019-2020 BP developed	Q1	Team	1,000
	6.1.1.1.4 Monitor progress of FPAFNS activities	- Monthly Technical Meetings - Quarterly BP Meetings conducted - Quarterly and Annual Technical Reports collated and submitted	Q4	SN, M	1,000
6.2.3.1 Improve collaboration with internal and external stakeholders to improve national level data	6.2.3.1.1 Collate, compile, analyze, publish and provide feedback on food and nutrition security statistics	- National Nutrition Survey Report published - Evidence-based food and nutrition security reports published - Food Balance Sheet published - Nutrition Edition of the Fiji Journal of Public Health published	Q4	M SN, RO, N SN, RO, N M	5,000

6.3.1.1 Strengthen M&E systems and processes	6.3.1.1.1 Secure capacity building on M&E systems and processes	All Technical staff trained on M&E	Q4	SN	1,000
	6.3.1.1.2 Develop M&E framework for FPAFNS	Monitoring framework and tools developed	Q4	SN	1,000
	6.3.1.1.3 Provide capacity building on M&E Framework for FPAFNS	M&E Trainings delivered to all sectors and partners	Q4	M, SN	5,000
6.3.2.1 Strengthen research and innovation to support health systems strengthening	6.3.2.1.1 Promote Nutrition Mobile App	- Advocacy and training of My Kana App conducted - Phase 2 update of My Kana App supported - Advocacy IEC developed and available	Q4	SN, N	10,000

PRIORITY AREA7: MEDICINAL PRODUCTS, EQUIPMENT AND INFRASTRUCTURE

STRATEGIES (Specific Objective)	ACTIVITIES	DELIVERABLES/ OUTPUTS	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD
7.3.1.1 Improve infrastructure and equipment for service delivery	7.3.1.1.1 Maintain infrastructure and equipment to meet service delivery.	- Maintenance plan submitted - Infrastructure maintenance completed - Infrastructure and equipment compliant with OHS - Vehicle registration completed	Q4	AO	10,000

PRIORITY AREA 8: SUSTAINABLE FINANCING

STRATEGIES (Specific Objective)	ACTIVITIES	DELIVERABLES/ OUTPUTS	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD
8.1.2.1 Estimate demand for resource needs for budgetary submissions for 3 years	8.1.2.1.1 Submit budget requests for administrative and operational resources	Adequate resources secured	Q4	M, AO	1,000

BUDGET SUMMARY FOR FPAFNS ALLOCATION

STRATEGIES (Specific Objective)	ACTIVITIES	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD	TOTAL BY PA \$FJD
Priority Area 1	1.1.1.1.1	Q4	SN	5,000	81,000
	1.1.1.1.2	Q4	FNPO, JOCV, Team	15,000	
	1.1.1.1.3	Q3	N, SN	5,000	
	1.1.1.1.4	Q4	N, FNPO, FSO	10,000	
	1.1.1.1.5	Q4	FNPO	1,000	
	1.1.1.1.6	Q4	Team	15,000	
	1.1.1.1.7	Q2	FSO, Team	10,000	
	1.1.1.1.8	Q4	FNPO, Team	5,000	
	1.1.3.1.1	Q4	Team	5,000	
	1.1.3.1.2	Q4	IO, Team	10,000	

STRATEGIES (Specific Objective)	ACTIVITIES	COMPLETION DATE	RESPONSIBLE PERSON	BUDGET \$FJD	TOTAL BY PA \$FJD
Priority Area 2	2.2.3.1.1	Q4	M	5,000	36,000
	2.2.3.1.2	Q4	SN, FNPO	10,000	
	2.2.3.1.3	Q4	M, SN, N	5,000	
	2.2.3.1.4	Q4	FSO, N	10,000	
	2.2.3.1.5	Q4	SN, N	5,000	
	2.2.3.1.6	Q4	M	1,000	
Priority Area 3	3.1.2.1.1	Q4	M	1,000	3,000
	3.1.2.1.2	Q4	SN, N, M	1,000	
	3.1.2.1.3	Q4	M, Team	1,000	
Priority Area 4	4.1.1.1.1	Q4	AO	1,000	5,000
	4.1.1.1.2	Q4	AO, Team	1,000	
	4.1.1.1.3	Q3	M	3,000	
Priority Area 5	5.1.2.1.1	Q4	AO	1,000	25,000
	5.1.3.1.1	Q4	M	1,000	
	5.1.3.1.2	Q4	M	10,000	
	5.1.3.1.3	Q4	M, SN, Team	10,000	
	5.1.3.1.4	Q4	JOCV, N	3,000	
Priority Area 6	6.1.1.1.1	Q2	M	10,000	39,000
	6.1.1.1.2	Q4	M	5,000	
	6.1.1.1.3	Q1	Team	1,000	
	6.1.1.1.4	Q4	SN, M	1,000	
	6.2.3.1.1	Q4	M, SN, RO, N	5,000	
	6.3.1.1.1	Q4	M	1,000	
	6.3.1.1.2	Q4	SN	1,000	
	6.3.1.1.3	Q4	M, SN	5,000	
	6.3.2.1.1	Q4	SN, N	10,000	
Priority Area 7	7.3.1.1.1	Q4	AO	10,000	10,000
Priority Area 8	8.1.2.1.1	Q4	M, AO	1,000	1,000
				TOTAL	200,000