



# **BUILDING PANDEMIC RESILIENCY OF LOCAL GOVERNMENT UNITS THROUGH INVESTMENTS IN NUTRITION IN THE ANNUAL INVESTMENT PROGRAM**

## **OVERALL GUIDANCE TO THE ONLINE AIP WORKSHOPS**

DEVELOPED BY THE NATIONAL NUTRITION COUNCIL  
WITH SUPPORT FROM ALCANZ INTERNATIONAL LLC (PHL 04)

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## Part I. Introduction to the Workshop

### Background

One of the principal programs included in the Philippine Plan of Action for Nutrition (PPAN) 2017-2022 is local government mobilization to scale up nutrition actions. The Governing Board (GB) of the National Nutrition Council (NNC) approved a four-component strategy on local government mobilization on 24 April 2019. The four components of the plan include:

- Formulation and integration of Local Nutrition Action Plans (LNAP) into the Provincial Development and Physical Framework Plan (PDPFP), Comprehensive Development Plan (CDP), and Local Development Investment Program (LDIP) and Annual Investment Programs (AIP) of LGUs for 2020 to 2022 in provinces, cities, and municipalities across the country,
- Advocacy with elected Local Chief Executives on Why Invest in Nutrition and in integrating nutrition in their Local Development Plans and Investment Programs,
- Follow up and provision of technical assistance/inputs to LGUs, and
- Introduction of Nutrition Leadership and Governance Program for PPAN 2017-2022

In the last three years, the NNC with support from Nutrition International (NI) and UNICEF Technical Assistance providers from Alcanz International LLC has implemented a massive and far-reaching set of actions coherent with the objectives of the NNC GB approved LGU Mobilization strategy. In the first half of 2018, 17 Regional Plans of Action for Nutrition (RPAN) were formulated and approved by their respective regional authorities. In July 2018, the Compendium of Actions on Nutrition (CAN) was published featuring 11 stories of successful local governments in nutrition from across the three island groups of the country. The stories in CAN point to the singular importance of the role of the local chief executive in improving nutrition well-being within local governments. In the same year with the support of NNC and its partners, about 600 municipalities and cities in 36 PPAN focus provinces embarked in the formulation of the Annual Investment Programs for 2019 with nutrition factored in. The Governors of the 36 provinces were convened by NNC in 29 May 2018 to present the case of the imperative of investing in nutrition.

Moreover in 2019, about the same number of municipalities and cities in the 32 Human Development and Poverty Reduction Cluster (HDPRC)-PPAN priority provinces formulated their 2020-2022 Local Nutrition Action Plans for strong integration in the Comprehensive Development Plan (CDP) for cities and municipalities and correspondingly for the province, their Provincial Development and Physical Framework Plan (PDPFP), and for both province and constituent LGUs the Local Development Investment Program (LDIP) and their Annual Investment Program (AIP) for 2020. Corollary to these efforts, the DILG and NNC oriented the 81 Provincial Planning and Development Coordinators (PPDCs) from across the country in the Planners Forum on Nutrition held on 12 July 2019 on the imperative of investing in nutrition and showed them how to invest most effectively to achieve results.

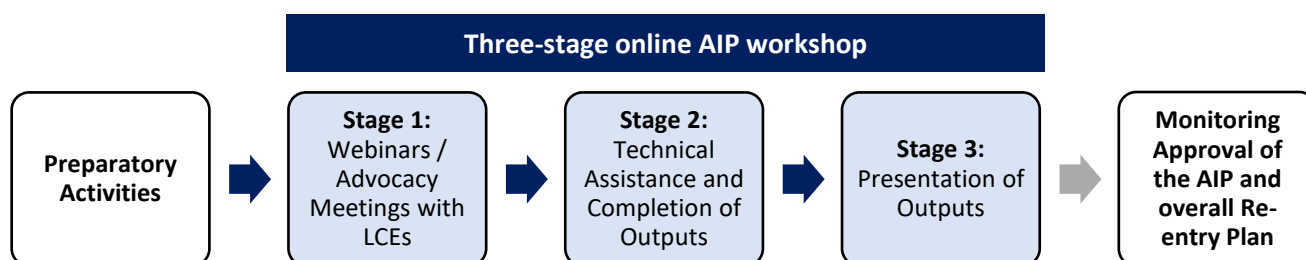
For 2020, two-day workshops on integrating nutrition in the 2021 AIP were planned to be conducted as a follow through activity to secure the gains made for nutrition across the LGUs that have undergone the local planning and budgeting workshops in 2019. Major planned outputs of the 2020 workshops include the increased recognition of the alarming malnutrition in the country, assessment of integration of nutrition in plans and budgets, proposal for supplemental budget for nutrition in the 2020 AIP, the 2021 and 2022 AIP for nutrition containing budgetary requirements for programs, projects, and activities with focus on stunting reduction and addressing other forms of malnutrition, and a re-entry plan to ensure acceptance of budgetary proposals for 2020, 2021, and 2022, along with the discourse and strategy required to effectively undertake the objectives of the plan.

The original design of the two-day workshop to integrate nutrition in the AIP is adapted for delivery through online platforms as a mitigating measure following the suspension and limitations in the conduct of mass gatherings (e.g. workshops, trainings) due to the Covid-19 pandemic experienced across the country. Various strategies will be applied in the delivery of content, materials, and instructions while close coordination with the NNC Regional Offices through online communication and mixed platforms shall be in place to ensure the achievement of workshop objectives and sufficiently guide the LGU teams in completing the expected outputs of the workshop.

The pilot online AIP workshop with the Municipality of Talibon in the Province of Bohol, utilizing a three-stage online workshop, was successfully completed on 5 June 2020. A review of the lessons and way forward from the Talibon experience was undertaken by the Regional team from NNC Regional Office VII, the Nutrition Policy and Planning Division (NPPD), and the PHL 04 team. This document, the *“Overall Guidance to the Online AIP Workshop for Organizers and Facilitators”* applies the lessons learned from the Talibon experience to the previous design developed in May 2020 and aims to address constraints faced. This document also factors in recent discussion with partners from DILG, Leagues of local governments, and the NNC Regional Office VII to guide the team from NNC – NPPD, PHL 04, and all 17 NNC Regional Offices in moving forward to reach the 32 HDPRC-PPAN priority provinces and their constituent LGUs as well as the non-HDPRC provinces in ensuring the integration of nutrition in their 2021 AIP, for the continuing effort to secure the outcome targets of PPAN 2017 – 2022 in the current and post-pandemic situation.

## Overall Strategy

The updated overall strategy to the online AIP workshops is now summarized in the following figure below:



**Figure 1.** Overall Strategy to the Online AIP workshops

The overall strategy starts with *Preparatory Activities* led by the NNC Central Office and NNC Regional Offices as discussed in **Part II** of this guidance document. These preparations include the development of presentation to be used for the advocacy meetings, training of resource persons and facilitators for the workshop, mapping out of platforms and strategy, and scheduling of meetings. Once the preparatory activities are completed, the three-stage online AIP workshop shall commence.

*Stage 1 – Webinars/Advocacy Meetings with LCEs* consist of advocacy events with LCEs that the NNC CO and ROs may undertake to solicit support and enlist the participation of their planning teams to the upcoming workshops.

*Stage 2 – Technical Assistance and Completion of Outputs* consist of an online meeting on guidance and mechanics in completing the 2021 AIP and the on-site/online provision of technical assistance by the facilitators throughout the process. Lastly,

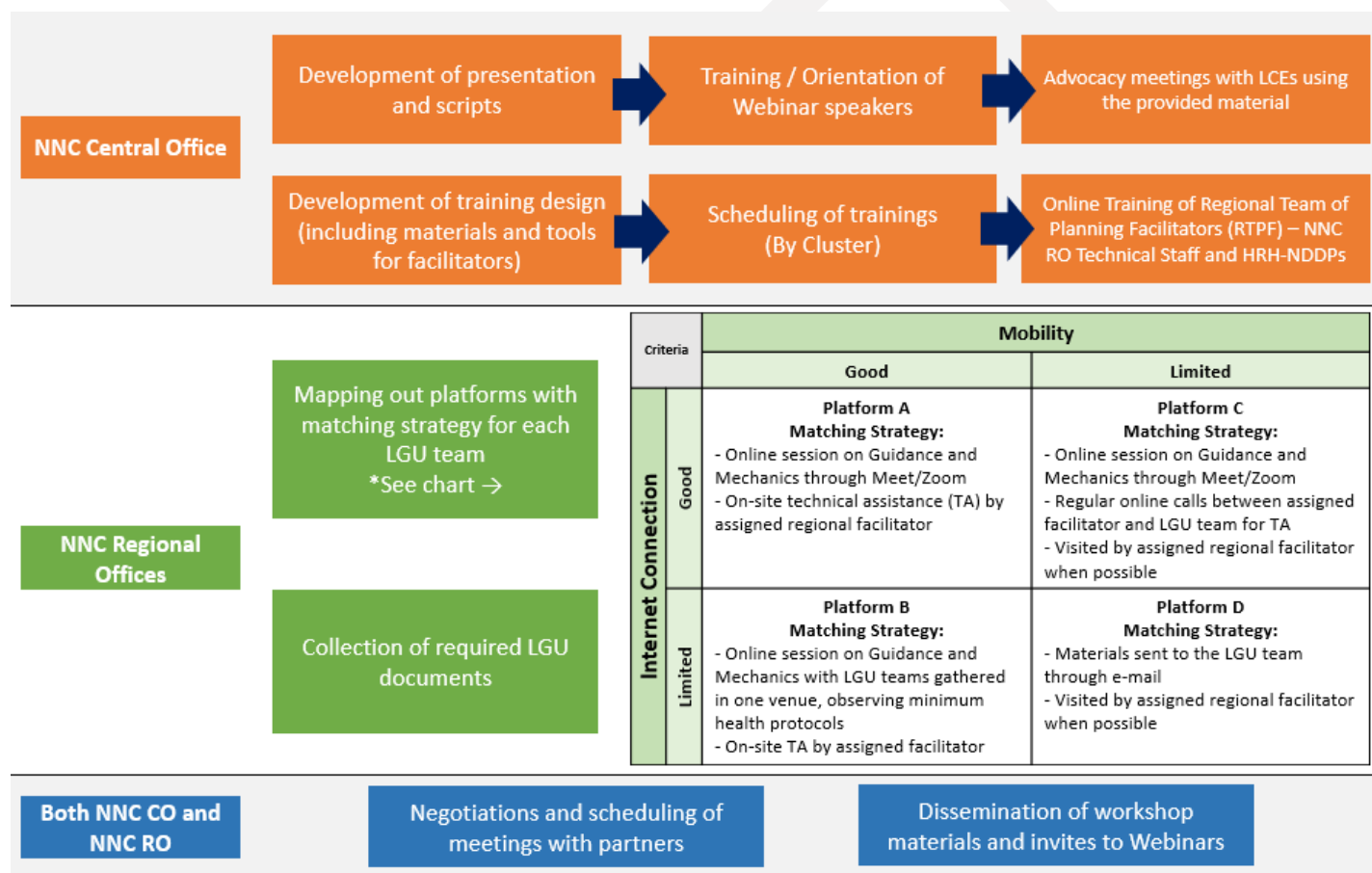
*Stage 3 – Presentation of Outputs* consists of the presentation of the LGU planning team of their completed draft 2021 AIP for eventual submission to the LCE and approving bodies in the LGUs, as indicated in their re-entry plan.

**Part II** of this guidance document describes in further detail all the preparatory activities required from the NNC Central Office and NNC Regional Offices which are critical for the success of the strategy. **Part III** describes how each of the three stages of the online AIP workshop shall be implemented along with its relevant session guidelines and accompanying tools. **Part IV** on *Monitoring Approval of the AIP and Overall Re-entry Plan* consists of activities pursued by both the NNC Regional Offices and the LGU teams to ensure that the inputs to nutrition, as determined from the Online AIP Workshop, are carried towards the approval of the final budgets of LGUs. **Part V** contains a summary of roles and responsibilities and **Part VI** contains the timeline of activities.

This guidance document has accompanying presentations, attachments, and materials that can be accessed through the following link: [www.bit.ly/onlineaipworkshop2020/](http://www.bit.ly/onlineaipworkshop2020/)

## Part II. Preparatory Activities in Undertaking the Three-Stage Online AIP Workshop

Several preparatory activities are required from the NNC Central Office and NNC Regional Offices to facilitate the success of the three-stage online AIP workshops to be conducted from July to September 2020. These activities are divided according to their responsibilities as shown in **Figure 2** below. Activities in orange boxes pertain to those led by the NNC Central Office while green boxes are led by the NNC Regional Offices. Activities done by both NNC CO and RO are in blue boxes. Specific details for each activity are described in the succeeding sections.



**Figure 2.** Preparatory Activities for the Online AIP Workshops



## A. For the NNC Central Office

The NNC Central Office shall be responsible for preparatory activities that involve the development of presentations, training, materials, tools, and guidelines. This section describes the tasks required for each preparatory activity led by the NNC CO.

### ***Development of Presentation Materials for the Advocacy with Local Chief Executives***

#### a. Development of presentation, scripts, online sign-up forms

The advocacy presentation to LCEs shall be developed by the NNC-NPPD with the PHL 04 consultants from Alcanz. It will follow the theme *“Investing in Nutrition in the New Normal - Building Pandemic Resilient LGUs through Local Investments in Nutrition”*. The presentation will be made on the premise that pandemics are part of the new normal and the importance of building pandemic-resilient LGUs through investments in nutrition.

The presentation shall discuss how LGUs can build increased pandemic resiliency through nutrition actions that will secure food security and nutrition among its constituents. The following topics will be covered in the presentation:

- (1) Programs, projects, and activities (PPAs) in which local governments could invest in their 2021 AIP to further build pandemic-resiliency i.e. First 1000 days program, PIMAM, Nutrition-Sensitive programs, and Enabling programs including Nutrition in Emergencies
- (2) Reasons to invest in nutrition, particularly on stunting
- (3) First 1000 Days of life and the six critical interventions to reduce and prevent stunting, and
- (4) Examples of successful nutrition programs with results.

Emphasis will be given to the need to include the presented nutrition actions and their required investments in the 2021 AIP as supported by various policy support provided by the DILG through DILG-DOH-NNC Joint Memorandum Circular 2019 – 1 and DBM Local Budget Memorandum No. 80. A script for the presentation, shown in Annex 1, is developed for use of the resource person/speaker during the advocacy event.

The completed PowerPoint presentations together with their script are available for download at the link: [www.bit.ly/onlineaipworkshop2020](http://www.bit.ly/onlineaipworkshop2020)

#### b. Training / orientation of resource person/speakers

The presentation is developed for delivery by persons of authority and influence. This includes the Nutrition Champion LCEs, NNC Executive Director, or the NNC Regional Nutrition Program Coordinators. Their speaking engagements may be targeted to a mixed group of LCEs or a more focused group (e.g. group of provincial governors, group of city mayors, group of municipal mayors from a province)



Given these possible variations in target groups, the presentation may have to be tweaked to align with the concerns of the target groups. Therefore, prior to the speaking engagement, the speakers would have to be oriented with the overall flow, contents, and emphasis of the presentation. It is important that the resource person/speaker be able to effectively invite the planning teams of the LCE to participate in the online AIP workshops by having them sign up in the online sign-up form after the presentation.

### ***Training of Regional Team of Planning Facilitators (RTPF)***

*NNC RO Technical Staff, DOH Human Resources for Health – Nutritionist Dietitians Deployment Program (HRH-NDDP), and other regional partners*

The Regional Team of Planning Facilitators (RTPF) is primarily composed of the technical staff from the NNC Regional Offices and the cadre of the Human Resources for Health - Nutritionist-Dietitians Deployment Program (HRH – NDDP) of the Department of Health who are present in 57 provinces<sup>1</sup> across the country. Development partners with program coverage and field staff in various areas of the country may also be enlisted to be part of the RTPF.

The RTPF have a critical role in ensuring that the drafted 2021 AIP is complete with nutrition programs with sufficient investments to address malnutrition, particularly stunting. This shall be done through the RTPF provision of technical assistance (TA) to LGU teams throughout the process. Before being deployed into the workshops, all facilitators are required to undergo training with the NNC Central Office, led jointly by NNC-NPPD and PHL 04 consultants from Alcanz.

#### **a. Development of training design (including materials and tools for facilitators)**

The training of the RTPF shall be undertaken using the design developed jointly by NPPD with and the PHL 04 consultants from Alcanz. The training takes into consideration the key lessons from the experience of TA delivery during the pilot experience with the Municipality of Talibon and the discussions made post-exercise. The actual completed draft 2021 AIP output (Costing Workbook) of Talibon shall be used as the major tool by the RTPF in assisting the LGU teams in completing their draft 2021 AIP. A briefer on the key features of the Talibon 2021 AIP shall also be available along with a User's Manual in the use of the Costing Workbook.

The developed training design along with its tools are shown in Annex 2. These are also available for download at the link: [www.bit.ly/onlineaipworkshop2020/](http://www.bit.ly/onlineaipworkshop2020/)

#### **b. Scheduling of trainings**

The schedule of the trainings shall be implemented strictly in July to be in sync with the schedule of the AIP completion. These schedules shall be determined in agreement with the NNC Regional Offices. NNC ROs shall ensure the participation of the NDDPs within their

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<sup>1</sup> Based on latest update of NNC Regional Offices as of June 2020

Region in the training. Given the number of facilitators to be trained, the training shall be done in three to four clusters to ensure manageability, depth, and coverage of the training.

For reference in clustering for the trainings, the total number of technical staff per NNC Regional Office and HRH-NDDP assigned for each province are shown in Annex 3.

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## B. For the NNC Regional Offices

The NNC Regional Offices are tasked with preparatory activities that involve strategizing approaches for LGUs, coordination with platforms to be used, and the collection of the required LGU documents. This section describes the tasks required for each preparatory activity led by the NNC RO.

### ***Mapping out platforms with matching strategy on the conduct of the workshop for LGU teams***

There is variability between LGUs in terms of LCE support to nutrition, capacity of the LGU planning team, supporting facilities such as internet connection, and most importantly mobility in the current pandemic situation. Given these variables, the NNC Regional Offices shall identify the most appropriate approach to cover their LGUs, with priority to the 32 HDPRC-PPAN priority provinces and their constituent LGUs.

To assist the NNC RO identifying the approach in meeting the LGU teams, four possible platforms are identified. These platforms shall be used by the NNC RO in conducting the Online AIP Workshop particularly during Stage 2 of the workshop ideally after the online advocacy meeting with LCEs. The NNC Regional Office must classify/tag each of their LGUs according to the most suitable platform. The NNC Regional Offices can use the matrix provided in Annex 4 to classify the LGUs according to the most appropriate platform.

The following platforms are determined on two major criteria namely: mobility and internet connection. The following **Figure 3** contains a summary of each platform and the matching strategy:

Criteria		Mobility	
		Good	Limited
Internet Connection	Good	<b>Platform A</b> <b>Matching Strategy:</b> <ul style="list-style-type: none"> <li>- Online session on Guidance and Mechanics through Meet/Zoom</li> <li>- On-site technical assistance (TA) by assigned regional facilitator</li> </ul>	<b>Platform C</b> <b>Matching Strategy:</b> <ul style="list-style-type: none"> <li>- Online session on Guidance and Mechanics through Meet/Zoom</li> <li>- Regular online calls between assigned facilitator and LGU team for TA</li> <li>- Visited by assigned regional facilitator when possible</li> </ul>
	Limited	<b>Platform B</b> <b>Matching Strategy:</b> <ul style="list-style-type: none"> <li>- Online session on Guidance and Mechanics with LGU teams gathered in one venue, observing minimum health protocols</li> <li>- On-site TA by assigned facilitator</li> </ul>	<b>Platform D</b> <b>Matching Strategy:</b> <ul style="list-style-type: none"> <li>- Materials sent to the LGU team through e-mail</li> <li>- Visited by assigned regional facilitator when possible</li> </ul>

**Figure 3.** Platforms and Matching Strategy for the online AIP workshop

### ***Platform A – Good mobility, good internet connection***

LGUs classified under this platform are LGUs who can undergo the sessions remotely through Google Meet/Zoom and have planning teams that are fully capable of participating in the online meeting. Since mobility is good, these LGUs can be visited by their assigned Regional Facilitator for provision of on-site technical assistance in completing the outputs in addition to the regular online follow up meetings.

### ***Platform B – Good mobility, limited internet connection***

LGUs classified under this platform are those who have difficulty with internet connection in their area and would need to be gathered with other LGU teams for a one full day or two-day workshop, observing minimum health standards, in an identified venue by the NNC Regional Office. These LGUs can be provided with on-site technical assistance up to the completion of a well formulated draft at the end of the meeting.

### ***Platform C – Poor mobility, good internet connection***

LGUs classified under this platform are those who can undergo the sessions remotely through Google Meet/Zoom and have planning teams that are fully capable of participating in the online meeting. Mobility is difficult for these LGUs but have good internet connection thus, technical assistance can be delivered through regular online video exchange between the LGU team and the assigned Regional Facilitator up to the completion of a well-formulated draft for presentation. However, when circumstances allow, the Regional Facilitator shall visit the LGU to provide on-site technical assistance, observing minimum health standards, as this is deemed more effective.

### ***Platform D – Poor mobility, poor internet connection***

LGUs classified under this platform have difficulty both in terms of internet connection and mobility. In this situation, the LGUs shall be sent with the materials together with the relevant guidance through e-mail. The NNC Regional Office shall utilize available platforms to communicate to the LGU team. However, when circumstances allow, the Regional Facilitator shall visit the LGU to provide on-site technical assistance, observing minimum health standards, as this is deemed more effective.

## ***Critical Actions by the RNPC***

After mapping out the platform for each LGU (A, B, C and D) and the matching strategy, the RNPC shall define the RTPF assignments for particular groups of LGUs falling under specific platforms using Annex 4. Inevitably, given the combinations of platforms and human resources available to support the provision of technical assistance, there will be groups of LGUs who may be inadequately served, either because of lack of human resources available or in the assessment of the RNPC, the human resource assigned require further technical support. The RNPC therefore will seek reinforcements to complete his/her plan to provide technical assistance across the different platforms included in his / her coverage.

## ***Collection of required LGU documents***

Several required LGU documents would need to be collected from the LGU teams to secure the quality of technical assistance provided to them during the Stage 2 meeting. This will allow the Regional Facilitators to study the materials beforehand and provide relevant inputs to the completion of the draft of the 2021 AIP.

The documents to be collected from the LGUs in advance are as follows:

1. **Provincial Development and Physical Framework Plan (PDPFP)** for 2020-2022 – for provinces (previous plan and newly formulated/updated plan)
2. **City/Municipal Comprehensive Development Plan (CDP)** for 2020-2022 – cities and municipalities (previous plan and newly formulated/updated plan)
3. **Local Development and Investment Program (LDIP)** 2020-2022 (previous plan and newly formulated/updated plan)
4. **Annual Investment Programs (AIP)** for 2018, 2019, and 2020 and corresponding budget proposal documents for nutrition
5. **Local Nutrition Action Plan 2020-2022** completed in the 2019 exercise and the previous plan

The availability of the above listed documents shall provide the NNC Regional Offices and the assigned facilitator with insights on the extent of integration of nutrition in the plans and budgets of the LGU. *In the experience of the Municipality of Talibon, the availability of the above documents to the Team of Planning Facilitators were of tremendous help in completing the process.* The analysis of the LGU documents will form part of the training of the Regional Team of Planning Facilitators. A review of all these documents will guide the RTPF as well as its NNC CO / Alcanz team in further consolidating the approach to the AIP formulation. The analysis shall also be useful in determining the best way forward in the re-entry plan to secure the improved integration of nutrition in the 2021 AIP.

## C. Both NNC Central and Regional Offices

The preparatory activities described in this section are implemented jointly by the NNC Central Office and its Regional Offices.

### ***Negotiations and scheduling of meetings with partners***

Various meetings shall be held with potential partners in implementing the Online AIP Workshops. Both NNC Central and NNC Regional Offices with the support of PHL 04 consultants from Alcanz shall liaise with partners from national to regional levels including DILG, the Leagues of local governments, and development partners. The partnerships resulting from these meetings and negotiations will help ensure the wide coverage and successful implementation of the Online AIP Workshops. Specifically, the partners can provide policy support to encourage or ensure LGU participation, provide advocacy platforms for the Webinar, disseminate workshop materials and invitations, contribute to additional technical assistance to LGUs, and assist in the follow up of LGUs among many others. Development partners with nutrition programs in various areas such as UNICEF, World Food Programme, Zuellig Family Foundation, Nutrition International, members of the Scaling Up Nutrition Civil Society Alliance (SUN CSA), and other SUN networks can implement the Online AIP Workshops alongside NNC in their program areas.

### ***Dissemination of workshop materials and Webinar invitations***

While the primary focus is to cover the 32 HDPRC priority provinces and their constituent LGUs, there are strategies taken to ensure availability of guidance documents and tools in integrating nutrition in the 2021 AIPs. These strategies that will ensure coverage beyond the HDPRC provinces and LGUs include the maximum dissemination of the workshop materials contained in the link: [www.bit.ly/onlineaipworkshop2020/](http://www.bit.ly/onlineaipworkshop2020/) which also contains copies of the supporting policies to nutrition including the DBM Local Budget Memorandum No. 80 and DILG-DOH-NNC JMC 2019-0001. These shall be disseminated to all Local Chief Executives (LCEs), NAOs, Budget Directors, PDCs, LGOOs, as well as the head of the SBs, and the Punong Barangays.

Conduits to be utilized for the dissemination of both workshop materials and Webinar invitations would include the Association of NAOs, the NNC structures through the RNPCs, the HRH-NDDPs through the relevant DOH offices, DILG, and the Leagues of local governments. A letter template for the invitation to the NNC RO-led advocacy events is provided in the link to the workshop materials.

Once the preparatory activities are completed, the NNC together with the LGU teams shall now be ready to undergo the three-stage Online AIP Workshop. The three stages are described in the succeeding section.

### Part III. Undertaking the Three-stage Online AIP Workshop

The Online AIP Workshop shall be conducted in three stages and led by three principal actors namely the NNC Central Office, NNC Regional Offices, and the LGU teams. Specific details of each activity indicated in Figure 4 below are described in the next sections:

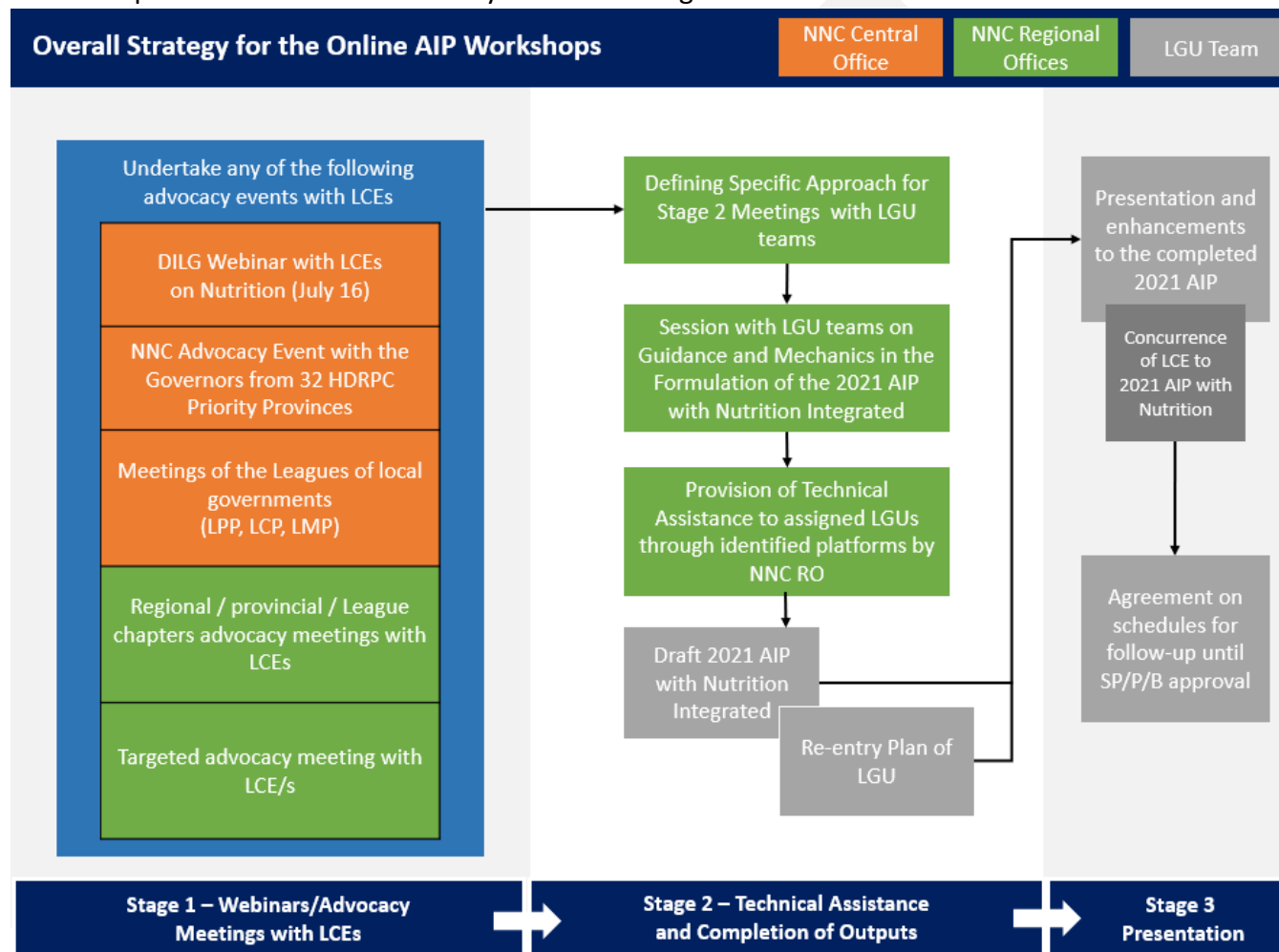


Figure 4. Three-stage Online AIP Workshop



## **Stage 1: Webinar/Advocacy Meetings with LCEs**

Advocacy meetings shall be conducted using the presentation developed on *“Building Pandemic Resilient LGUs through Local Investments in Nutrition”* in various available platforms with LCEs. The presentation can be downloaded from the link: [www.bit.ly/onlineaipworkshop2020](http://www.bit.ly/onlineaipworkshop2020). There shall be maximum use of all available opportunities for doing advocacy meetings through the DILG, Leagues of local governments, and NNC RO-led advocacy meetings with support from nutrition champions relevant for groups of local chief executives.

### **Options for advocacy platforms**

The following are options for advocacy platforms to cover LCEs across the country, with focus on LCEs from the 32 HDPRC priority provinces and their constituent cities and municipalities. Since it is of high importance that the LCE is able to participate in one of the platforms to fully appreciate the rationale for investing in nutrition, it is imperative for the organizers for such platforms to exert maximum effort in securing the LCEs full participation in such online platforms.

The first platform, the DILG – Bureau of Local Government Development (BLGD) Webinar intends to cover all Governors and City and Municipal Mayors. Depending on the coverage of the actual Webinar, other advocacy platforms may be necessary to ensure coverage of those who were unable to participate in the DILG Webinar. Options exist with the Leagues of local governments as standalone advocacy webinars targeted at specific groups of LCEs. It is also possible that specific provinces, based on initiatives by the NNC Regional Offices, organize advocacy webinars with a particular province and its constituent LGUs or variations thereof of LGUs covered in the region by the RNPC. Option 4 is used when all three options fail, particularly if the LGU/s is/are among the list of 32 HDPRC priority provinces and constituent LGUs.

#### **1. DILG – Bureau of Local Government Development (BLGD) Webinar**

The NNC shall utilize the platform provided by the DILG-BLGD through its 2020 Webinar Series inviting all LCEs across the country. The first Webinar is on “Ensuring Food Security and Nutrition in Covid-19” and is scheduled on 16 July 2020 to be livestreamed across the media platforms of DILG. The NNC shall invite its wide network of stakeholders from the regional level to the LGU level to participate in the webinar. The Webinar aims to encourage local governments to plan and invest on PPAs in their 2021 AIP following DBM LBM No. 80 to ensure food security, healthy lifestyle, and improved nutrition towards building pandemic-resilient communities.

## **2. *Meetings with Leagues of local governments (LPP, LCP, LMP)***

Advocacy meetings shall be scheduled by the NNC Central Office with the individual Leagues of local governments and shall build on the completed DILG-BLGD Webinar. These meetings with the Leagues shall allow for a more targeted discussion with LCEs (Provincial Governors, City and Municipal Mayors) and cover those who may not have participated in the DILG Webinar.

## **3. *Regional / provincial / League chapters advocacy meetings with LCEs***

The NNC Regional Office may organize or participate in regular meetings of LCEs within the Region, Province, or the League chapters. These meetings serve as opportunity for the NNC Regional Offices to advocate for the case of nutrition to obtain their support to the nutrition program and enlist the participation of their planning teams in the upcoming online AIP workshops in the Region.

## **4. *Targeted advocacy meeting with LCEs***

The NNC Regional Office may also engage in advocacy meetings with LCEs individually or in groups. An individual advocacy meeting may be more suited for LCEs of specific LGUs depending on the need, as determined by the NNC Regional Office.

The presentation on “Building Pandemic Resilient LGUs through Local Investments in Nutrition” shall be used during such meetings, concluding with the invitation to participate in the online AIP workshop in the Region.

## Stage 2: Technical Assistance and Completion of Outputs

The platforms and corresponding schedules of identified groups of LGUs for the Stage 2 meetings will need to be determined with reference to the result of the mapping and strategizing activity completed by the NNC Regional Office using the matrix provided in Annex 4.

The Stage 2 Online Workshop consists mainly of two major sessions:

Session 1: Building Pandemic Resilient LGUs through Local Investments in Nutrition

Session 2: Guidance and Mechanics

The bulk of the Stage 2 process is on the provision of technical assistance in which the Regional Team of Planning Facilitators (RTPF) play a critical role. It is expected that during this stage, the RTPF members have undergone the training and are now adequately capacitated in providing technical assistance to the LGU teams as they complete their outputs.

The Stage 2 process will be implemented by the RNPC guided by the processes and steps outlined in “Part II – B. – *Mapping out platforms with matching strategy on the conduct of the workshop for LGU teams*”.

The design of the Stage 2 Online Workshop is described in the following section.

The Matrix and Program of Activities can be seen in Annex 6 and Annex 7 respectively.

## Session Guidelines for the Stage 2 Online Workshop

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### Preliminaries

Duration: 15 minutes

### REQUIREMENTS

1. Main PowerPoint Slides
2. Opening Remarks of RNPC
3. Inspirational Message of Guest Speaker
4. PowerPoint Presentation on Workshop Introduction

### STRATEGY

As the participants enter the online meeting platform, the general guidelines to be followed by the participants of the Webinar shall be flashed on screen together with a running video on nutrition topics. The flashed guidelines are as follows:

1. Listen attentively
2. View the online meeting in full screen
3. To ask questions, kindly type your questions through the chat box by clicking “Chat” in the panel on your screen
4. Keep audio muted when not speaking
5. All workshop tools and materials will be accessible to all provincial, city, and municipal teams through the link: [www.bit.ly/onlineaipworkshop2020/](http://www.bit.ly/onlineaipworkshop2020/).

The Moderator shall utilize the Script available in the Notes Section of the Stage 1 PowerPoint slides. A person shall be assigned to share screen and navigate the PowerPoint slides for the Moderator. The Moderator shall then start the preliminaries of the Webinar by introducing himself as the host or anchor for the whole duration of the webinar.

This shall be followed by a brief Opening Remarks from the NNC Regional Nutrition Program Coordinator (provided in the workshop materials link) and an inspirational message from a Local Chief Executive. These will be completed within the first 10 minutes of the Webinar.

The Moderator shall then acknowledge all LGU teams in attendance and introduce the session lead facilitator to deliver the Workshop Introduction in 5 minutes. The lead facilitator shall briefly discuss the overview, objectives, expected outputs, program of activities, and reminder of the general guidelines using the presentation provided by the NNC National Team of Planning Facilitators (NTPF).

Upon concluding the Preliminary Session, the Moderator introduces the resource person for the succeeding session through a slide that bears the photo and credentials of the resource person that will be flashed on the screen.

## Session 1: Building Pandemic Resiliency of LGUs through Investments in Nutrition in the 2021 AIP

Duration: 45 minutes

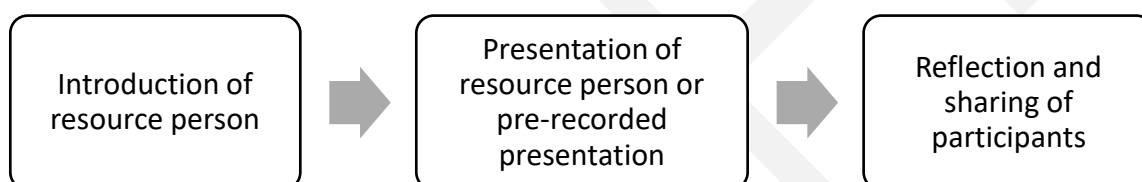
### SESSION OBJECTIVES AND EXPECTED OUTPUT

The session aims to describe to the LGU planning teams the nutrition problems affecting the country and how they affect the population especially in the current pandemic. It shall present the key nutrition programs/actions that can build pandemic resiliency of LGUs and would need to be included in the 2021 AIP and beyond to build continuing resiliency of LGU constituents, particularly among pregnant women and young children.

The LGU planning teams gain appreciation of the imperative of investing in key nutrition programs / actions to build resiliency in their local governments and ensure food security and nutrition among their constituents particularly among pregnant women and young children

### SESSION STRATEGY

This session will use two steps to achieve the session objectives, shown in the figure below.



**Figure 5.** Strategy for Session 1

**STEP 1.** The Moderator will mention that the proceeding Session 1 starts the technical inputs of the meeting and introduces the resource person through a slide that bears the photo and credentials of the resource person that will be flashed on the screen.

**STEP 2.** The presentation on *“Building Pandemic Resiliency of LGUs through Investments in Nutrition in the 2021 AIP”* (Reference Materials) shall be played or delivered by a Resource Person. This presentation is an abbreviated version of the presentation used in the Stage 1 meetings with LCEs and serves as a continuing advocacy effort to the LGU planning teams.

**STEP 3.** The Moderator shall open the floor for any clarifications or questions from the participants arising from the chat should there be any (two questions maximum). After which, the Moderator shall facilitate the sharing of reflections by the participants using the guide questions flashed on screen. A total of five (5) minutes (maximum of 10 minutes) shall be allotted for this step.

The Moderator asks the participants doing the sharing of reflections to introduce himself/herself and the agency that he/she represents. Should there be no volunteers, the moderator must be quick to adlib and choose a capable participant to share.

The Moderator closes the session by thanking the resource person and the participants for sharing their thoughts. The Moderator then sets the link between Session 1 and Session 2.

## Session 2: Guidance and Mechanics to Integrate Nutrition in the Formulation of the 2021 AIP

Duration: 45 minutes

The Moderator introduces the resource person through a slide that bears the photo and credentials of the resource person that will be flashed on the screen. The Moderator highlights the importance of listening carefully as Session 2 is an instructional session.

### SESSION OBJECTIVES AND EXPECTED OUTPUT

This session aims to orient the LGU teams on the two required workshop outputs: 1) 2021 AIP for Nutrition and 2) Re-entry Plan. A presentation on the mechanics of the use of the AIP Costing Workbook for Nutrition shall be made as well as the various considerations of LGU teams as they formulate their AIP with strong integration of nutrition, with strategic focus on the first 1000 days.

The participants will also be oriented on the guidance and technical assistance that are expected from the Regional / National Team of Planning Facilitators and the corresponding communication platforms to be utilized as the LGU teams move to Stage 2: Remote Facilitation and Completion of Outputs.

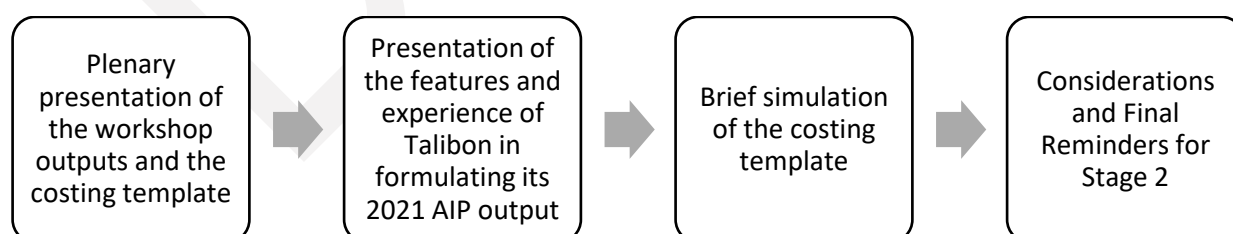
### SESSION REQUIREMENTS

1. PowerPoint Presentation on Guidance and Mechanics
2. Completed 2021 AIP output of the Municipality of Talibon
3. Required workshop outputs: Output 1 - AIP Costing Workbook for Nutrition and Output 2 - Re-entry Plan
4. Facilities to assist in the use of the Workbook (e.g. Laptop, with latest version of Microsoft Excel)

\*All materials are accessible at [www.bit.ly/onlineaipworkshop2020](http://www.bit.ly/onlineaipworkshop2020)

### SESSION STRATEGY

This session will use four steps to achieve the session objectives, shown in Figure 6 below.



**Figure 6.** Strategy for Session 2

**STEP 1.** The facilitator / resource person will present the workshop outputs and discuss the AIP Costing Workbook to the online plenary. The Excel-based costing template automatically estimates the cost of nutrition projects or actions for 2021 and 2022. It will guide the LGU teams from provinces, cities and municipalities in estimating budgets for priority programs, projects and activities (PPAs) that contribute to stunting prevention and control in the first

1000 days, under the framework of the Philippine Plan of Action for Nutrition (PPAN) 2017-2022. The file shall be accessible in the online link.

The version of the Costing Workbook is an update to the tool used in the 2018 exercises to Integrate Nutrition in the 2019 AIPs and the 2019 workshops on Integrating Nutrition in the PDPFP, CDP, and LDIP. This updated version now enables the participants to estimate budgets as well as identify their specific expense class namely, Personal Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlay (CO).

More to this, the costing workbook also enables the participants to identify the appropriate funding source for each PPA. The funding sources indicated in the Workbook are based from the Budget Operations Manual for Local Government Units by the Department of Budget and Management. The following funding sources for the AIP are as follows (pp. 11-12, Local Budget Operations Manual):

- General Fund (GF) Proper
- GF – Special Account (SA) – 20% Development Fund (DF)
- GF – Local Disaster Risk Reduction Management Fund (LDRRMF)
- Others (GAD, Children)

LGU teams must tag their corresponding budget estimate for nutrition PPAs with the above funding sources to facilitate the completion of the AIP template included in the Costing Workbook. After going through all the project templates, the cost for nutrition PPAs will be automatically calculated and reflected in the sheet for 2021 AIP and 2020 AIP. A Summary Costs sheet will be included in the Workbook.

The facilitator must remind participants to use the chat feature for their questions and clarifications.

**STEP 2.** The experience of the Municipality of Talibon in completing its output from the pilot online AIP workshop shall be shared to the participating LGUs. In addition, the features of the completed 2021 AIP particularly its strategy for Dietary Supplementation for pregnant women and children 6-23 months old, as applied also in the Costing Workbook shall be presented.

**STEP 3.** A guided walkthrough/simulation of the costing workbook shall be done by the Lead Facilitator. In doing the walkthrough, the Lead Facilitator shall use the completed output of the Municipality of Talibon.

The facilitator must keep in mind that participants have varying paces in navigating the Excel workbook. Therefore, he/she must be aware of the possible questions mentioned in the meeting chat and address them adequately.

After presenting the Costing Workbook, the Lead Facilitator shall ask the plenary if there are any questions and address them accordingly.

**STEP 4.** Final considerations in accomplishing the costing workbook as well as reminders (Messenger platform, assigned facilitators) for Stage 2 shall be presented to the LGU participants.



## Provision of Technical Assistance

Duration: *Platform A:* Minimum of two to three days from online Stage 2 meeting  
*Platform B:* On-site, 3-4 hours or until end of workshop day  
*Platform C:* Minimum two to three days from online Stage 2 meeting

### OBJECTIVES and EXPECTED OUTPUT

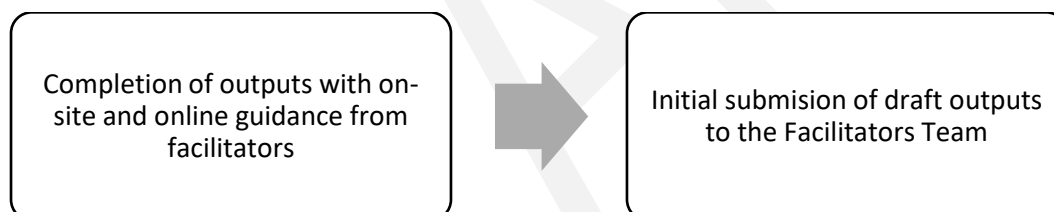
This phase aims to provide LGU teams with the continuous guidance and technical assistance expected from their assigned facilitators through on-site assistance and online communication within the time required to accomplish their outputs.

### REQUIREMENTS

1. Online platform for communication with the LGU team (Messenger chat)
2. Required workshop outputs: Output 1) accomplished AIP Costing Workbook and Output 2) Re-entry Plan
3. User Guide to the AIP Costing Workbook
4. Completed 2021 AIP of Talibon
5. Mock-up Completed AIP Sample

### STRATEGY

This stage will use two steps to achieve the objectives, shown in the figure below.



**Figure 7. Stage Strategy**

During this stage, participating LGU teams will now commence their work on the AIP Costing Workbook and Re-entry Plan. Regional facilitators are assigned to each LGU team to provide technical assistance and guidance in accomplishing the workshop outputs. Whenever possible and depending on mobility, the assigned RTPF member shall visit the LGU to provide on-site technical assistance.

The LGU teams shall share its progress in completing the outputs by sending copies of their output for each day allocated for completion. The assigned facilitators are tasked to follow up with their assigned LGUs for these submissions. This will provide opportunity for the facilitators to review the outputs and be prepared with their inputs for the presentation of the LGU teams in Stage 3.

## **Stage 3: Presentation of Completed Outputs**

Stage 3 meetings will have to be done mostly with individual LGUs, either as provincial government, a city, or a municipality. For manageability of the Stage 3 meetings, two to three LGUs may be grouped together in Stage 3 when the facilitators are certain that the completed AIP output is highly satisfactory and that there is a value for other LGUs to listen/learn from each other.

Representatives from the Provincial Nutrition Office are requested to be present in all Stage 3 meetings with their constituent cities and municipalities due to the augmentation aspect of the provincial AIP.

It is of utmost value that the LCE is present in the presentation of the completed outputs. The LCEs concurrence to the draft AIP deepens with his/her presence and questions arising from the draft can also be addressed adequately during the event. Further request from the LCE that he/she might express during the Stage 3 Online Workshop can be subject of immediate attention of the planning team in following the Stage 3 event.

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### **Session Guidelines for the Stage 3 Online Workshop**

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#### **Session 3: Presentation and Enhancements to the Completed 2021 AIP**

Duration: Platform A and C: 1 hour  
Platform B: 1 to 2 hours

The Moderator welcomes the participants to the final stage of the AIP formulation. The Moderator then briefly presents the program of activities and introduces the team of regional and national facilitators joining the group.

#### **SESSION OBJECTIVES and EXPECTED OUTPUT**

This session aims to assist the participants in strengthening the integration of nutrition PPAs in the 2021 Annual Investment Program, based on the priorities indicated in their Local Nutrition Action Plan 2020 – 2022.

By the end of the session, participating LGU teams are aware on how to enhance nutrition integration in their proposed 2021 and 2022 AIP having received inputs and advice from the regional and national team of planning facilitators

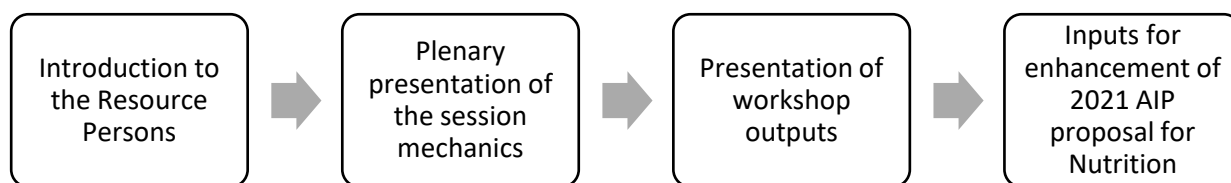
#### **SESSION REQUIREMENTS**

The key requirement for the session are listed below:

1. Accomplished Output 1 - Costing Workbook for Nutrition in the 2021 and 2022 AIP

#### **SESSION STRATEGY**

The session will use four steps to achieve its objectives, as shown in the figure below.



**Figure 8.** Strategy for Session 3

**STEP 1.** The Moderator introduces the resource persons for Session 3 through a slide that bears the photo, title, and affiliation of the resource persons flashed on the screen.

**STEP 2.** The lead facilitator shall explain the mechanics for the session.

**STEP 3.** The LGU teams shall present their accomplished 2021 AIP for nutrition in the accomplished Costing Workbook, specifically the “2021 AIP NUTRITION” sheet of the Costing Workbook.

**STEP 4.** The facilitators team shall share their comments and recommendations to enhance the outputs of the LGU teams based on the following suggested parameters:

1. Completeness of the programs in the AIP Proposal encompassing 1) PIMAM, 2) First 1000 Days Program, 3) Nutrition-sensitive Programs with Sustainable Home and Community Food Production, and 4) Enabling Program with strong Nutrition in Emergencies component
2. Completeness of the six critical interventions in the First 1000 Days in their 2021 and 2022 AIP Proposal for Nutrition
3. Target coverage and scale of the six critical interventions for 2021 and 2022 as well as sufficiency of estimated budgetary requirements
4. Strategies applied by the LGU to address the gaps in the six critical interventions
5. Inclusion of enabling/supportive projects and activities to improve First 1000 Days program implementation

A facilitator shall be pre-assigned to provide inputs to the presentation of the LGU teams. By the end of the session, the Moderator shall provide a brief synthesis and transition to the next session.

## Session 4: Re-entry Plan

Duration: 30 minutes

### SESSION OBJECTIVE and EXPECTED OUTPUT

LGU teams shall present their pre-accomplished re-entry plan indicating actions with corresponding timelines (re-entry plan) in pursuing the strong integration of nutrition in local budgets and investment programs and ensure sustainability of the nutrition program for the coming years.

This session also aims to introduce to the participants the Comprehensive Nutrition Ordinance as a one of the strategies for sustainability of the local nutrition program. which they can include in their re-entry plan.

The NNC Regional Offices (NNC RO) will also present their plan to monitor and provide technical assistance to the LGU teams to enable these LGU teams to implement and accomplish targets as indicated in their re-entry plans

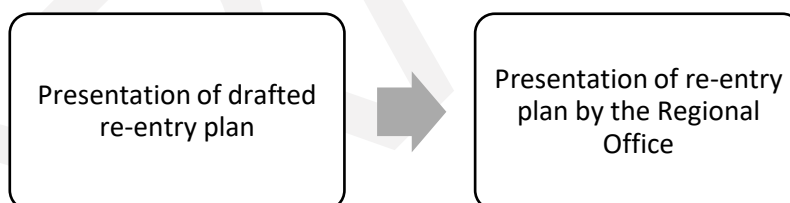
### SESSION REQUIREMENTS

The key requirements for the session are listed below:

1. Accomplished Output 2 - Re-entry plan
2. Monitoring and Plan of the NNC Regional Office

### SESSION STRATEGY

The session will use three steps to achieve its objectives, as shown in the figure below.



**Figure 9.** Strategy for Session 4

**STEP 1.** The moderator shall transition to the session and call on the LGU team who will start to present their completed re-entry plans (Output 2). The following are notes

- Provincial/city/municipal LGU teams should ensure that strategies to mobilize the barangays towards programming actions in the first 1000 days are included in the plan. In this regard, the session shall also list down legal bases for municipalities and cities in guiding barangays in integrating nutrition in their plans and budgets.
- To further strengthen the integration of nutrition in the LGU budgets, the passage of a Comprehensive Nutrition Ordinance shall be pursued within the LGU. A copy of the ordinance is found in the online link: [www.bit.ly/onlineaipworkshop2020](http://www.bit.ly/onlineaipworkshop2020). Critical activities to advance the ordinance, along with advocacy meetings with the Sanggunian and LCE must be included in the plan. The accomplished ordinance shall

be championed by the LGU teams and their local executives to scale up their local nutrition program.

- LGU teams shall indicate the critical activities to secure the approval of the Sanggunian and LCE of the 2021 AIP Proposal for Nutrition.
- Once the 2021 AIP is approved, the LGU is requested to share a copy with the NNC Regional Office. The date indicated by the LGU for AIP approval shall be the basis for follow up of the NNC RO on the document. The NNC RO will share copies of the approved AIP to NNC-NPPD copy PHL 04 team.

**STEP 3.** As a final step, the NNC Regional Office shall present their plan on monitoring and providing technical assistance to the LGU teams. The plan of the NNC RO will include online meetings, trainings, as well as their corresponding schedules. The participating LGUs are requested to take note of the schedules and identify areas of support from the NNC RO.

## Summary and Closing

Duration: 15 minutes

The Moderator turns over the session to the RNPC for Summary and Closing.

The Regional Nutrition Program Coordinator of the NNC Regional Office shall present a summary presentation on the outputs achieved from the workshop using the template presentation for Summary and Closing provided at [www.bit.ly/onlineaipworkshop2020](http://www.bit.ly/onlineaipworkshop2020) .

Closing remarks shall be done by the RNPC to mark the end of the online meeting. Follow up on finalized workshop outputs will be coursed through the online communication platforms established with the LGU teams. Certificates of Completion shall be given to those that have submitted / accomplished the following: **1) online workshop evaluation questionnaire (developed by the NNC RO through Google Forms), 2) E-copies of the following required LGU reference documents, and 3) completed outputs from the workshop:**

*Required LGU Reference Documents:*

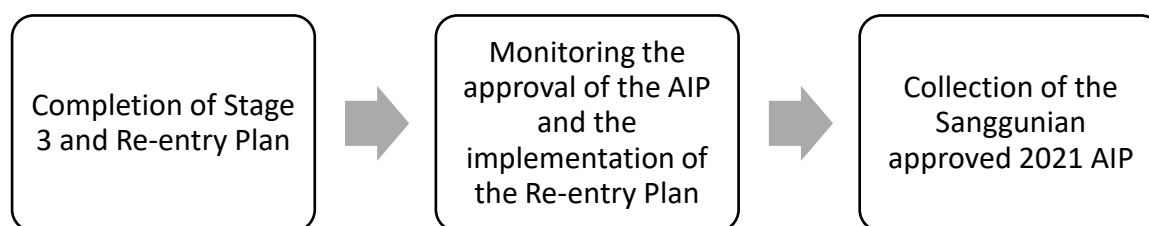
1. **Provincial Development and Physical Framework Plan (PDPFP)** (previous plan and newly formulated/updated) - provinces
2. **Comprehensive Development Plan (CDP)** (previous plan and newly formulated/updated) – cities and municipalities
3. **Local Development Investment Program** (previous document and 2020-2022)
4. **Annual Investment Program (AIP)** for 2018
5. **Annual Investment Program (AIP)** for 2019
6. **Annual Investment Program (AIP)** for 2020
7. **Local Nutrition Action Plan** (previous plan and 2020-2022)

*Required completed workshop outputs:*

1. AIP Costing Workbook for Nutrition
2. Re-entry Plan

The Moderator shall flash the guidelines for submission (e-mail) and request a final group photo to be taken by an assigned staff from the NNC RO. The moderator shall then thank all the LGU teams for their participation throughout the stages of the workshop.

## Part IV. Monitoring the Approval of the AIP and Overall Re-entry Plan



**Figure 10.** Monitoring Activities post-Workshop

After the Stage 3 Online Workshop, the NNC Regional Office shall be tasked to follow up and monitor the progress of the LGU teams with their completed AIP to the approval of the Mayor for inclusion in the overall LGU AIP and up to the approval with the *Sangguniang Panlalawigan / Panlungsod / Bayan*. The re-entry plan accomplished by the LGU team shall serve as the basis for such follow activities conducted through on-site follow up by the assigned RTPF or through online meetings scheduled by the NNC RO/RTPF with the LGU teams.

Upon approval of the budget with the *Sanggunian*, the NNC Regional Office shall collect copies of the complete and final AIP documents and share with the NNC – NPPD by uploading these into an online document database for subsequent analysis. Instructions for document uploading shall be communicated to the NNC Regional Offices through a separate memorandum.

### Note on the Link of the Provincial and City/Municipal 2021 AIP

The local planning and budgeting workshops conducted in 2019 that produced the LNAP 2020 -2022 introduced the need to increase synergy and complementarity between the provincial AIP and its constituent LGUs AIP. As indicated in the Republic Act No. 7160 and DILG-NEDA-DBM-DOF Joint Memorandum Circular<sup>2</sup> No. 1 – s. 2016, the province has oversight function over its components cities and municipalities and engage this function over constituent LGUs in key areas of public financial management such as in terms of augmentation to the financial resources of constituent cities and municipalities in their implementation of various programs such as in nutrition.

To ensure that these considerations are factored in the completion of outputs, the following activities are encouraged:

1. Participation of the Provincial Nutrition Action Officer / Staff in the Stage 2 and 3 Online AIP Workshops and provide feedback in terms of integrating the Provincial AIP with the requirements of LGUs
2. RTPF to be accompanied by a staff from the Provincial Nutrition Office in its follow up and advocacy with the LGU teams in their AIP finalization.

<sup>2</sup> DILG-NEDA-DBM-DOF JMC No. 1 s. 2016 – Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight



## Part V. Summary of Roles and Responsibilities

To effectively carry out the overall strategy for the Online AIP Workshop, the following roles and responsibilities of the NNC Central Office, the Regional Offices, and partners are listed by critical actions in Table 1 below:

**Table 2. Roles and Responsibilities**

#	Critical Actions	In-charge
<b>A</b>	<b>Preparatory Activities</b>	
1	Development of presentation, scripts, and online sign-up forms	NPPD with PHL 04
2	Training / orientation of resource persons / speakers	NPPD with PHL 04
3	Development of online training design (including materials and tools for facilitators)	NPPD with PHL 04
4	Scheduling of online trainings for Regional Team of Planning Facilitators	NPPD with PHL 04 in consultation with the NNC Regional Offices
5	Mapping out platforms with matching strategy for each LGU within the Region	NNC Regional Offices
6	Collection of required LGU documents	NNC Regional Offices
7	Negotiations and scheduling of meetings with partners	NNC CO and NNC ROs
8	Dissemination of workshop materials and Webinar invitations	NNC CO and NNC ROs
<b>B</b>	<b>Stage 1 – Webinar/Advocacy Meetings with LCEs</b>	
1	Advocacy meetings on “Building Pandemic Resilient LGUs through Local Investments in Nutrition”  <i>*By identified aggrupation/clusters</i>	NNC-NPPD, NNC-NIED, with PHL 04, NNC ROs
2	Sending out of invitations for Stage 2 meetings for LGUs enlisted in the online sign-up link	NNC ROs
<b>C</b>	<b>Stage 2 – Technical Assistance and Completion of the 2021 AIP</b>	
1	Stage 2 meetings with participating LGU teams on Guidance and Mechanics for the 2021 AIP Formulation	NNC ROs
2	Follow up and provision of technical assistance to LGU teams	NNC ROs
3	Participation of the Provincial Nutrition Action Officer (PNAO) or staff to ensure link of the provincial AIP and constituent LGUs’ AIP	NNC ROs with Provincial Nutrition Office
<b>D</b>	<b>Stage 3 – Presentation of Completed Outputs</b>	
1	Presentation of completed outputs by LGU teams	NNC ROs

#	Critical Actions	In-charge
2	Participation of the Provincial Nutrition Action Officer (PNAO) or staff to ensure link of the provincial AIP and constituent LGUs' AIP	NNC ROs with Provincial Nutrition Office
<b>E</b>	<b>Monitoring the Approval of AIP and Overall Re-entry Plan</b>	
1	Monitoring the AIP approval and re-entry plan implementation by assigned RTPF	RTPF
2	Collection of the completed AIP document from the LGU	NNC ROs

## Part VI. Timeline of Activities

The table below shows the indicative timeline of activities for the major activities to be pursued. The NNC Regional Office will come up with specific timelines in covering their LGUS with the most appropriate platforms.

**Table 3.** Timeline of activities

		Month:	June		July				August				September				October			
#	Critical Actions / Activities	In-charge	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>A</b>	<b>Preparatory</b>																			
1	Development of presentation, scripts, and online sign-up forms	NPPD with PHL 04																		
2	Training / orientation of resource persons / speakers	NPPD with PHL 04																		
3	Development of online training design (including materials and tools for facilitators)	NPPD with PHL 04																		
4	Scheduling of online trainings for Regional Team of Planning Facilitators	NPPD with PHL 04 (in consultation NNC ROs)																		
5	Mapping out platforms with matching strategy for each LGU within the Region	NNC Regional Offices																		
6	Collection of required LGU documents	NNC Regional Offices																		
7	Negotiations and scheduling of meetings with partners	NNC CO and NNC ROs																		
8	Dissemination of workshop materials and Webinar invitations	NNC CO and NNC ROs																		

		Month:	June		July				August				September				October			
#	Critical Actions / Activities	In-charge	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>B</b>	<b>Stage 1 – Webinars/Advocacy Meetings with LCEs</b>																			
1	Advocacy meetings on “Building Pandemic Resilient LGUs through Local Investments in Nutrition <i>*By identified aggrupation/clusters</i>	NPPD with PHL 04																		
2	Sending out of invitations for Stage 2 meetings for LGUs enlisted in the online sign-up link	NPPD, with PHL 04																		
<b>C</b>	<b>Stage 2 – Technical Assistance and Completion of the 2021 AIP</b>																			
3	Stage 2 meetings with participating LGU teams on Guidance and Mechanics for the 2021 AIP Formulation	NNC ROs																		
4	Follow up and provision of technical assistance to LGU teams	NNC ROs																		
<b>D</b>	<b>Stage 3 – Presentation of Completed Outputs</b>																			
1	Presentation of completed outputs by LGU teams	NNC ROs																		
<b>E</b>	<b>Monitoring the Approval of AIP and Overall Re-entry Plan</b>																			
1	Monitoring the approval of the AIP and the implementation of the Re-entry Plan	NNC ROs																		
2	Collection of the Sanggunian approved 2021 AIP																			

## **Annexes**

**Annex 1.** Script for advocacy presentation: “Building Pandemic Resilient LGUs through Local Investments in Nutrition”

(To be finalized)

DRAFT

## **Annex 2.** Training Design – Online Training of Regional Team of Planning Facilitators

(To be finalized)

DRAFT

### Annex 3. Number of HRH-NDDP per province

\*Highlighted in green are HDRPC-PPAN priority provinces

Region	Province	# of HRH-NDDP
<b>National Capital Region</b>		<b>2</b>
<b>Cordillera Administrative Region</b>		
	Abra	<b>2</b>
	Apayao	<b>1</b>
	Benguet	<b>1</b>
	Ifugao	
	Kalinga	<b>1</b>
	Mountain Province	<b>1</b>
	Baguio City	<b>2</b>
<b>Ilocos Region</b>		
	Ilocos Norte	
	Ilocos Sur	
	La Union	
	Pangasinan	<b>2</b>
<b>Cagayan Valley</b>		
	Batanes	
	Cagayan	
	Isabela	
	Nueva Vizcaya	
	Quirino	<b>2</b>
<b>Central Luzon</b>		
	Aurora	<b>3</b>
	Bataan	
	Bulacan	
	Nueva Ecija	
	Pampanga	
	Tarlac	
	Zambales	
<b>CALABARZON</b>		
	Batangas	<b>2</b>
	Cavite	<b>1</b>
	Laguna	<b>3</b>
	Quezon	<b>1</b>
	Rizal	
<b>MIMAROPA</b>		
	Marinduque	
	Occidental Mindoro	<b>1</b>
	Oriental Mindoro	<b>1</b>
	Palawan	<b>2</b>
	Romblon	<b>2</b>
<b>Bicol</b>		
	Albay	<b>4</b>
	Camarines Norte	<b>3</b>
	Camarines Sur	<b>10</b>
	Catanduanes	<b>3</b>
	Masbate	<b>3</b>
	Sorsogon	<b>2</b>
<b>Western Visayas</b>		
	Aklan	<b>2</b>
	Antique	<b>2</b>
	Capiz	<b>1</b>

Region	Province	# of HRH-NDDP
	Guimaras	<b>1</b>
	Iloilo	<b>2</b>
	Negros Occidental	<b>2</b>
<b>Central Visayas</b>		
	Bohol	<b>10</b>
	Cebu	<b>6</b>
	Negros Oriental	<b>6</b>
	Siquijor	<b>2</b>
	NNC RO 7	<b>3</b>
<b>Eastern Visayas</b>		
	Biliran	
	Eastern Samar	
	Leyte	
	Northern Samar	<b>2</b>
	Southern Leyte	
	Samar (Western Samar)	<b>2</b>
<b>Zamboanga Peninsula</b>		
	Zamboanga del Norte	<b>8</b>
	Zamboanga del Sur	<b>4</b>
	Zamboanga Sibugay	<b>4</b>
<b>Northern Mindanao</b>		
	Bukidnon	<b>7</b>
	Camiguin	
	Lanao del Norte	<b>6</b>
	Misamis Occidental	
	Misamis Oriental	<b>6</b>
	NNC RO X	<b>1</b>
<b>Davao Region</b>		
	Davao de Oro	<b>1</b>
	Davao del Norte	
	Davao del Sur	<b>1</b>
	Davao Oriental	
	Davao Occidental	<b>1</b>
<b>SOCCKSARGEN</b>		
	Cotabato (North Cotabato)	<b>19</b>
	Sarangani	<b>4</b>
	South Cotabato	<b>10</b>
	Sultan Kudarat	<b>12</b>
<b>BARMM</b>		
	Basilan	<b>3</b>
	Lanao del Sur	<b>1</b>
	Maguindanao	<b>14</b>
	Sulu	<b>1</b>
	Tawi-Tawi	<b>3</b>
<b>CARAGA</b>		
	Agusan del Norte	<b>1</b>
	Agusan del Sur	<b>2</b>
	Surigao del Norte	<b>1</b>
	Surigao del Sur	<b>1</b>
	Dinagat Islands	
	<b>TOTAL</b>	<b>207</b>



Annex 4. NNC RO matrix for grouping LGUs according to meeting platforms

NNC Regional Office: \_\_\_\_\_  
Province: \_\_\_\_\_

Criteria		Mobility	
		Good	Limited
Internet Connection	Good		
	Limited		

**Annex 5.** RTPF LGU Assignments and Summary Form

(To be finalized and included in the link: [www.bit.ly/onlineaipworkshop2020](http://www.bit.ly/onlineaipworkshop2020) )

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## Annex 6. Stage 2 and 3 Online Workshop Design

### Stage 2: Technical Assistance and Completion of Outputs

Day & Time	Agenda Item	Strategy	Output	Requirements	Responsible
09:30 AM – 09:45 AM	Preliminary Session	<p>Introduction of participants and facilitators team</p> <p>The meeting shall formally be opened by the RNPC and followed by an inspirational message from the Local Chief Executive</p> <p>Present a general orientation of the online setup along with the rules and guidelines to follow throughout the workshop</p> <p>Present the workshop objectives, expected outputs, and stages as well as the sessions of the online workshop</p>	<p>Participants are able to successfully join the meeting through the provided link.</p> <p>Participants are familiarized with each other and the platform being used</p> <p>Online meeting is formally opened</p> <p>Participants are clear on the objectives, expected outputs and flow of the workshop</p>	<p>Stable Wi-fi/Internet connection</p> <p>Laptop or desktop computer for participants</p> <p>General Rules and Guidelines to be flashed on-screen</p> <p>LCD projector and screen, with speakers (As needed)</p> <p>Opening Remarks of the RNPC of the NNC Regional Office</p> <p>PowerPoint presentation on Workshop overview</p>	<p>Webinar Moderator/Facilitator</p> <p>RNPC of NNC Regional Office</p> <p>Session Lead Facilitator</p>
09:45 AM- 10:30 AM	Session 1: Building Pandemic Resilient LGUs through Local Investments in Nutrition	Presentation on the nutrition problems affecting the country and how they affect the level of immunity of population against the	Participants gain lessons and insights from actual experiences of successful local chief executives on nutrition programming,	Pre-recorded presentation	<p>Resource Person or the RNPC</p> <p>Webinar Moderator</p>

Day & Time	Agenda Item	Strategy	Output	Requirements	Responsible
		<p>pandemic. It shall present the key nutrition programs / actions that can build pandemic resiliency of LGUs and would need to be included in the 2021 AIP and beyond to build continuing resiliency of LGU constituents, particularly among pregnant women and young children</p> <p>Interactive discussion with the participants after the presentation</p>	<p>with strategic focus in the first 1000 days.</p> <p>Lessons and insights from the session will serve as inputs to the succeeding group works.</p>	Guide questions for interactive discussion with participants	
<b>10:30 AM – 11:30 AM</b>	<b>Session 2.</b> Guidance and Mechanics	<p>Presentation on the mechanics on the use of the Nutrition Costing Workbook and a short simulation of its key features</p> <p>Sharing of experience of Talibon in completing its output from the pilot online AIP workshop including features of the completed 2021 AIP, particularly their strategy for Dietary Supplementation for PW and</p>	<p>Participants are oriented of the required workshop outputs, mechanics on the use of the worksheet and the considerations of LGU teams as they accomplish the outputs.</p> <p>Participants are aware of the guidance they shall expect from the Regional/National Team of Planning Facilitators as the teams move to Stage 2.</p>	<p>Pre-recorded presentation on Costing Workbook mechanics</p> <p>PowerPoint presentation on Guidance and Mechanics</p>	Session Lead Facilitator

Day & Time	Agenda Item	Strategy	Output	Requirements	Responsible
		children 6-23 months old shall be presented.			
<p><b>Platform A:</b> Two to three days from online Stage 2 meeting</p> <p><b>Platform B:</b> On-site, 3-4 hours or until end of workshop day</p> <p><b>Platform C:</b> Two to three days from online Stage 2 meeting</p>	<b>Provision of Technical Assistance and Completion of Outputs</b>	<p>A Messenger chat group shall be formed to serve as the communication platform (for reminders, additional instructions, advice) between LGU participants and the National/Regional Team of Planning Facilitators. A subset of this chat group will be the latter without the LGU participants, so the RTPF can exchange on various issues, challenges, questions, and have full exchange of experiences across the board.</p> <p>Specific facilitators are assigned to each LGU team to also serve as direct contact for queries, updates, and corresponding follow-up.</p> <p>All LGUs shall accomplish the outputs during the time provided to them. They should be able to identify</p>	<p>Nutrition actions for FY 2021 identified and corresponding budget estimated in the 2021 and 2022 AIP, with reference to the LNAP 2020-2022 and the Costing Template</p> <p>Re-entry plan formulated and complete with actions required to ensure the application of the workshop outputs in the LGUs and the sustainability of the local nutrition program</p> <p>Draft accomplished outputs shall be sent to the facilitators (e-mail) upon completion of drafts</p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>- <b>Output 1</b> - Excel file of 2021 AIP for Nutrition (with indicative 2022 AIP)</li> <li>- <b>Output 2.</b> Re-entry Plan template</li> </ul> <p>Reference Tools: User Guide to the Nutrition Costing Workbook</p> <p>Completed 2021 AIP output of Municipality of Talibon</p> <p>Mock-up completed AIP</p>	Assigned Regional Team of Planning Facilitator per LGU team

Day & Time	Agenda Item	Strategy	Output	Requirements	Responsible
		nutrition actions and estimate corresponding budgets for the 2021 AIP with indicative budgets for 2022 AIP, as well as the re-entry plan.			

### Stage 3: Presentation of Outputs

Day & Time	Agenda Item	Strategy	Output	Requirements	Responsible
9:45 AM – 10:00 AM	<b>Technical Preparations and Recap</b>	Events that transpired from Stages 1 and 2 shall be shared by the Lead Facilitator	Participants gain further appreciation of the process and to connect the outputs with the workshop process	PowerPoint Presentation on Recap	Moderator
10:00 AM – 11:00 AM	<b>Session 3.</b> Presentation and Enhancements to the Completed 2021 AIP	<p>LGU teams shall present their accomplished 2021 AIP proposals for nutrition as well as their indicative budgets for the 2022 AIP</p> <p>Facilitators shall share their comments and recommendations to enhance the outputs of the LGU teams</p>	<p>Facilitated budget estimation with the use of costing template</p> <p>Nutrition actions for FY 2021 identified and corresponding budget estimated in the AIP</p>	<b>Output 1.</b> Excel-based costing workbook for the 2021 and 2022 AIP	Session Lead Facilitator

Day & Time	Agenda Item	Strategy	Output	Requirements	Responsible
11:00 AM – 11:30 AM	<b>Session 4.</b> Re-entry Plan	LGU teams present their drafted re-entry plan to the plenary	Accomplished re-entry planning worksheet with strategies in engaging barangay constituents in budgeting nutrition in their BDPs and BCPCs  NNC ROs to define and schedule their complementing TA to the LGU	<b>Output 2.</b> Re-entry Plan	Session Lead Facilitator
11:30 AM – 11:45 AM	<b>Summary and Closing</b>	Summary presentation on outputs of the workshop and an indicative workplan ahead  Closing remarks from NNC RO	Summary of workshop drafted	PowerPoint presentation on Summary and Closing  Closing remarks	Lead Facilitator from NNC RO  NNC RO RNPC

## Annex 7. Program of Activities of Stage 2 and 3 Online AIP Workshop

### Building Pandemic Resiliency of Local Government Units through Investments in Nutrition in the 2021 Annual Investment Program

Online AIP Workshop

PROVINCE/CITY/MUNICIPALITY OF \_\_\_\_\_



Date: \_\_\_\_\_

TIME	PROGRAM/ACTIVITY	PERSON/S RESPONSIBLE
9:30 AM	Preliminaries	NNC Region ____
	Opening Remarks	Regional Nutrition Program Coordinator, NNC Region ____
	Inspirational Message	Local Chief Executive
	<b>Session Zero.</b> Introduction to the Online AIP Workshop	NPPD, NNC
9:45 AM	<b>Session 1.</b> Building Pandemic Resilient LGUs through Local Investments in Nutrition	Resource Person
10:30 AM	<b>Session 2.</b> Guidance and Mechanics	N/RTPF

### Technical Assistance and Completion of Outputs

Date/s: \_\_\_\_\_ to \_\_\_\_\_

PROGRAM/ACTIVITY	PERSON/S RESPONSIBLE
Completion of Workshop Outputs: 1. 2021 Annual Investment Program for Nutrition 2. Re-entry Plan	LGU Teams with On-site/Online Guidance from the Facilitators

### Presentation of Outputs

Date: \_\_\_\_\_

TIME	PROGRAM/ACTIVITY	PERSON/S RESPONSIBLE
9:45 AM	Recap of Activities	NNC Region ____
10:00 AM	<b>Session 3.</b> Presentation and Enhancements to the Completed 2021 AIP	N/RTPF
11:00 AM	<b>Session 4.</b> Re-entry Plan	N/RTPF
11:30 AM	<b>Summary and Closing</b>	RNPC NNC Region ____