

Republic of the Philippines
Department of Health
National Nutrition Council-National Capital Region

Revised Guidelines on the Shepherding Project

I. Introduction

The Regional Nutrition Committee (RNC), an inter-sectoral body composed of Regional Directors or regional heads of national government agencies and other bureaus or agencies and representatives from the private sector, is responsible for coordinating and monitoring the implementation of agency nutrition programs in support of the Philippine Plan of Action for Nutrition (PPAN) in the region. Part of the RNC's mandate is to issue policies, guidelines and or recommendations that will support the nutrition program in the region.

The Regional Nutrition Management Group (RNMG) composed of agency representatives from Department of Health – National Capital Regional Office (DOH-NCRO), Department of Agriculture (DA), Department of Education-NCR (DepED-NCR), Department of Social Welfare and Development-NCR (DSWD-NCR), Commission on Population – NCR (POPCOM-NCR), Department of the Interior and Local Government - NCR (DILG-NCR), Philippine Information Agency –NCR (PIA-NCR), Department of Labor and Employment - NCR (DOLE-NCR), Metropolitan Manila Development and Authority (MMDA), Nutrition Foundation of the Philippines (NFP), Nutrition Center of the Philippines (NCP), Save the Children, Grace Family Helper Project, Innerwheel Clubs of the Philippines, Inc, (IWCPI), Hope for the Youth Foundation and Rural Improvement Clubs of the Philippines (RIC) serves as the technical working group (TWG) of the RNC. These members should be trained on Nutrition Program Management, Monitoring and Evaluation of Local Level Plan Implementation (MELLPI) tool and Local Nutrition Committee Functionality Checklist and Shepherding Project.

At the local level, key implementers of Philippine Plan of Action for Nutrition (PPAN) are the LGUs. The LGUs are assessed on their efficiency and effectiveness of the local PPAN implementation. The Monitoring and Evaluation of Local Level Plan Implementation (MELLPI) is conducted every year by the Regional Nutrition Evaluation Team (RNET). Based on the MELLPI results, LGUs are given recommendations on how to improve their nutrition program management as well as their Barangay Nutrition Scholars (BNS) Program. However, the said annual monitoring and evaluation activity provides limited opportunity for in-depth interaction and mentoring of local nutrition implementers. There is a need therefore to conduct regular monitoring visits to the LGUs and more frequent interaction among the members of RNET and the Local Nutrition Committees (LNC), particularly the nutrition secretariat.

Cognizant of the need for closer monitoring and mentoring of local nutrition committees, the RNC through the RNMG shall conduct “shepherding” of the city/municipal nutrition committees of the Local Government Units (LGUs). The RNC deems that the conduct of the shepherding of LNCs is imperative.

II. Objectives

The shepherding aims to:

1. Assist LGUs in improving their nutrition program management resulting to improved nutrition situation;
2. Assist LGU in making their LNC functional;
3. Ensure that regular monitoring is provided to the LGUs;
4. Facilitate the dissemination of current issues and concerns on the PPAN to the LGUs; and
5. Make the RNMG a catalyst for change and improvement in the local PPAN implementation in the region.

III. Functions

The members of the Regional Nutrition Committee (RNC) and/ or the Regional Nutrition Management Group (RNMG) will act as 'shepherds' of the LGUs with regards to their nutrition program management.

A team will be organized to shepherd priority LGUs depending on their problems/issues on the implementation of nutrition program.

The 'shepherds' are expected to:

1. Provide technical assistance to priority LGUs concerning Nutrition Program Management and link them with other agencies for possible assistance;
2. Monitor the priority LGUs' nutrition program management with focus on the resolution of issues and concerns regarding local PPAN implementation;
3. Report shepherding activities during the meeting of the RNC and RNMG; and
4. Advocate nutrition to local nutrition committees for efficient and effective implementation of the local PPAN.

The NNC-NCR as secretariat of the RNC shall be responsible for the documentation of the shepherding visits and related activities through pictorial and narrative reports. Said reports will be submitted to the NNC Central Office copy furnished the RNC Chair and concerned LCE.

IV. Priority Areas

Identification of areas for shepherding shall be guided by the following criteria:

1. Areas with MELLPI score below 70% which is interpreted as inefficient program implementation;
2. Areas with less than 80% Operation Timbang (OPT) coverage for three (3) consecutive years;
3. Areas with prevalence rates of under and overnutrition (based on weight for age indicator) greater than the regional prevalence rates;

4. Areas with new LCE and city council; and

5. Not functional LGUs based on the LNC functionality checklist

The LGUs meeting the most number of criteria will be considered a priority for shepherding.

Example:

LGU	MELLPI Score <70%	OPT with <80% coverage	Prevalence Undernutrition above regional prevalence	Prevalence Overnutrition above regional prevalence	New LCE and city council	LNC not functional	TOTAL	RANK
LGU1	/	x	/	x	/	x	3	3
LGU2	x	/	x	x	/	x	2	4
LGU3	/	x	/	/	x	/	4	2
LGU4	x	x	x	/	x	/	2	4
LGU5	/	/	/	/	x	/	5	1

** In the sample table above, LGU5, LGU3 and LGU1 shall be the priority LGUs for the shepherding project.

Outstanding LGUs in Nutrition Program Management in the region such as the Green Banner Awardee and Runners Up shall be included in the areas for shepherding.

To maintain the good performance of the LGUs with Nutrition Honor Award (NHA) status, shepherding visits shall be conducted in these LGUs.

V. Implementation

1. Once priority LGUs have been identified, the RNC Chair shall write the LNC Chair informing them of the Shepherding Project, its benefits to the LNC and activities to be conducted by the 'shepherds'. The LNC Chair then signifies interest to cooperate in the project through a conforme letter.
2. Priority LGUs will be visited at least quarterly and focus of discussion with LNC will be the results of the MELLPI and/or the expressed needs of the LNC.
3. A group of 3-5 member shepherds shall be tasked according to their specialization i.e. if the LGU's concern is on education, DepED-NCR to take the lead in visiting that particular LGU; if regarding social welfare, DWSD-NCR to take the lead.
4. The 'shepherds' shall meet before and after the conduct of shepherding visits to discuss the mentoring activity.

5. During the visit:


- a. A courtesy call to the LCE and/or C/MNAO will be conducted before proceeding to the nutrition office for the mentoring activity.
- b. Results of activity shall be documented as this shall be the basis for the succeeding visits.
- c. Local Nutrition Committee Functionality Checklist shall also be used during the shepherding visits.

VI. Monitoring and Evaluation


The following are the indicators for the monitoring and evaluation of the shepherding project:

1. 100% of target LGUs for shepherding project assisted;
2. 100% of the LGUs assisted have functional LNCs;
3. At least 85% of local implementers from the target LGUs assisted rated the shepherding project as satisfactory or better;
4. 100% of LGUs assisted improved their nutrition situation (undernutrition and overnutrition) after at least two years of being mentored; and
5. At least 85% of target LGUs assisted have improved Monitoring and Evaluation of Local Level Implementation (MELLPI) score.

Recommending Approval:


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