*[The Nutrition Cluster Coordinator handover report is meant to facilitate a smooth handover of functions to the incoming job holder. Please document everything that has been done for the Nutrition Cluster at national and subnational level. The handover report should include an analysis of the response to date, highlighting main gaps, strengths, lessons learnt and recommended next steps. It is recommended that, as much as possible, the handover report should follow the structure and information in the coordination checklist]*

**Nutrition Cluster Coordinator**

**Handover Report**

|  |
| --- |
| **Name:** **Official title:****Supervisor’s name:****Duty station:****Start date:****End date****Contact after the assignment:** **Date report submitted:**  |

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# **BACKGROUND**

Please provide a brief overview of the context, the emergency and the nutrition cluster response (date when the cluster was activated, number of affected people, clusters activated, brief overview of the nutrition cluster/sector needs, resources and gaps).

# **NUTRITION CLUSTER STRUCTURE**

Provide information on the structure of the NC and in particular:

* Organisation chart of national and subnational clusters; coordination between them.
* Lead and co-lead agencies.
* Role of government.
* Technical Working Groups (TWGs): topics, members, duration.
* Strategic Advisory Group (SAG): members, rules for appointment/rotation.
* Taskforces and their chairs.
* Any likely change expected in the cluster (e.g. suppression of posts, addition of sub clusters, etc.)

# **MEMBERS, PARTNERS, OBSERVERS**

Please list all member, partner and observer organisations, local institutions, etc.

# **REGULAR ACTIVITIES**

* Please provide all relevant information such as frequency, dates, timing, invitation system, agenda setting, meeting reporting system, of the regular meeting such as: Nutrition Cluster, TWG, SAG, etc.
* Please provide all relevant information with regard to data management such as program data collection, analysis, sharing, etc. If there is no dedicated IMO please consult the generic handover note for the IMO to make sure all needed information is provided to the incoming NCC.
* Please specify if attending any other regular meeting such as inter-cluster, other clusters, etc.
* HNO/HRP: give an overview of the process in the country and any information the incoming NCC may need to run this process smoothly.
* CCPM: present an overview of the last CCPM done, when is the next expected, main points to follow up…

# **DOCUMENTATION, COMMUNICATION, ADVOCACY**

* List the most updated guidelines relevant to the nutrition cluster: protocol for treatment of acute malnutrition, guidelines on IYCF-E, national nutrition strategy, ministerial circulars about nutrition products, …
* If bulletins are issued, please provide all needed information here.
* Overview of Nutrition Cluster documentation strategy.
* Present the advocacy strategy, workplan and any other relevant document.

# **OUTREACH**

* Describe any important fact, whether current or past, concerning the NC work with the GNC, the Regional or Country office of UNICEF (if CLA) and the people involved.
* Describer any outreach action involving external institutions (e.g. RRT, GTAM, NGOs, other UN agencies, national ministries…), initiative (e.g. SUN movement, no wasted lives…), other clusters (other than regular coordination, e.g. one-off collaboration on nutrition sensitive agriculture with the Food Security Cluster), etc.

# **NUTRITION IN EMERGENCY RESPONSE**

* Please describe briefly the emergency response you have coordinated and in particular
	+ the geographical coverage, access, gaps, etc.
	+ the assessment strategy, plan, methods, constraints, surveillance systems, etc.
	+ the NC strategy, the rationale, the validation process, etc.
	+ provide a brief description of all the programs implemented, the agencies, the donors, the target groups, etc.
	+ the supply management system, gaps, etc.
	+ the human resources and capacities situation, gaps, development, etc.
	+ the funding landscape, constraints, opportunities, etc.
	+ achievements
	+ the monitoring strategy, workplan, tools, etc.
	+ the integration into national services
	+ the gaps, the challenges
	+ the lessons learned

# **CROSS CUTTING ISSUES**

* Please describe briefly how the cluster has addressed cross cutting issues, such as GBV, AAP, preparedness, etc. the partners’ uptake, the challenges and gaps, the way forward.

# **ADMINISTRATION, AOB**

* Please present here any administrative issue that is ongoing with the CLA in relation to support to the Nutrition Cluster such as human resources, funding follow-ups, etc.
* Please provide all the information (except for password which you will share in a secure manner) needed to access and use the IT, IM, communication, archive tools, including but not limited to:
* Backup of all the NC files
* E-mail account/s
* Skype account
* Shared drives
* Humanitarian.id website account
* CHF/Flash Appeal online resources
* DropBox
* WhatsApp groups
* Software licences information (ArcGIS, Tableau)
* Please indicate any other relevant information e.g. trainings organised or needed, workshop, etc.

# **ACTION POINTS AND RECOMMENDATIONS**

* Please list here the action points for the new NCC that have not been mentioned above. Use a priority ranking if needed.
* Please include any recommendation on how to improve the effectiveness of the NC.