

BNFB Project - Reporting Period: June 1-16, 2016
CIP BI-WEEKLY UPDATES

1	Major accomplishments during the last two weeks
a)	Hilda Munyua – Project Manager
	<p>Grants and Sub-grant agreements and contracts developed and signed</p> <ul style="list-style-type: none"> • Finalized second round of revisions of the BNFB budget and submitted to donor. Budget approved by donor (12 June 2016) • SGA for SRI Kibaha drafted • Confirmation of funds disbursement to CIMMYT • Made follow up with GnC on hosting agreement with TFNC in Tanzania <p>Project staff recruited and project management:</p> <ul style="list-style-type: none"> • Contract for OFSP Seed Systems - Nigeria consultant signed through IITA • Made follow-up on staff log-in issues and timesheets • Reviewed project expenses for the month of April <p>Advocacy to influence policy change and entrench biofortification in national / regional strategies, plans:</p> <ul style="list-style-type: none"> • Provided input to the PowerPoint presentation on regional advocacy drafted by the Regional Advocacy Advisor to be presented at the 7th FARA Africa Science Week meeting <p>Monitoring, learning and evaluation system implemented:</p> <ul style="list-style-type: none"> • Motivated team to draft the check list for gathering data for the situation analysis • Initiated the process of /and time lines on drafting the BNFB bi-annual report <p>Advocacy communications materials developed and disseminated:</p> <ul style="list-style-type: none"> • Supported the development of regional advocacy materials – 3 pull-up banners and 1 flyer; <p>Others:</p> <ul style="list-style-type: none"> • Worked with the Regional Director and the Capacity Development (CapDev) and Communications Specialist to develop a CapDev framework for CIP and formulate answers to questions presented by the IEA CapDev consultants • Represented CIP at the IEA Capacity Development Evaluation in Nairobi (11 Jun 2016 – CIP, CIAT and ILRI)
b)	Godfrey Mulongo – Regional Monitoring and Evaluation Specialist
	Major accomplishments Last Two Weeks
	<p>Implement BNFB MEL system</p> <ul style="list-style-type: none"> • Revised the M&E plan for BNFB after receiving more comments. Plan ready to share once the feedback from the Regional Advocacy Advisor is received; <p>Support advocacy</p> <ul style="list-style-type: none"> • Drafted and circulated the SITAN checklist for input from the wider BNFB community • Together with the Country Coordinator for Tanzania, met with the SITAN consultant and discussed the study and how to expedite <p>Support documentation and project reporting</p> <ul style="list-style-type: none"> • Started drafting the BNFB bi-annual report and circulated the milestone table for updating • Reviewed the BNFB-HarvestPlus collaboration agreement <p>Others</p> <ul style="list-style-type: none"> • Supported the RD to shortlist for the ARVDC M&E specialist position, ILRI • Drafted the BNFB organogram
c)	Joyce Maru – Capacity Development and Communications Specialist
	<ul style="list-style-type: none"> • Finalized BNFB regional advocacy materials to include 3 pull-up banners, 1 flyer • Represented BNFB at FARA’s 7th Agriculture and Science Week in Kigali Rwanda. Showcased BNFB materials at a BNFB booth shared with FARA. It was a great opportunity to

	<p>talk about BNFB in the region and network.</p> <ul style="list-style-type: none"> • While at FARA Africa Science Week in Kigali, recorded 2 short videos based on interviews with leaders of project partners (FARA and CIMMYT) based on BNFB and its alignment with FARA's Agriculture and Science week agenda. The videos will be edited and uploaded on Youtube and other platforms • Planned for a scoping visit to Tanzania • Continued work on draft BNFB's inception workshop report • Worked with Hilda Munyua and Adiel to put together a framework for CIP's Capacity Development approach that linked capacity development activities to CIP corporate strategy (2014-2023). This was a contribution to a CGIAR led evaluation of capacity development. • Reviewed SITAN checklist working with M & E specialist • Drafted work plan and shared with line manager for review
d)	Moses Mnzava – Country Coordinator Tanzania
	<p>Participation in the NMNAP- Micronutrient Task Force</p> <ul style="list-style-type: none"> • Participated in the costing exercise for National Multisectoral Nutrition Action Plan <p>Followed up on the avenues for LGAs to invest in biofortification</p> <ul style="list-style-type: none"> • Held several meetings to explore the opportunities for Local Government Authorities to invest in biofortification. Learnt that LGAs were given a directive to allocate resources for nutrition. Will keep following to get hold of that directive. • Pushed further the discussion with TFNC and the Micronutrient Program - Ministry of Health - on biofortification. Good progress has been made. Awaiting modality on how it will be accomplished and how BNFB can support <p>Held preliminary discussion with SITAN consultant</p> <ul style="list-style-type: none"> • Together with Godfrey Mulongo, we held a productive meeting with Tanzania SITAN consultant. We laid preliminary ground work regarding their engagement. Awaiting finalising of their contracts to proceed.
e)	Phorbee Olapeju – Senior Country Coordinator Nigeria
	<p>Advocacy for inclusion of bio-fortified crops in the national school feeding menu:</p> <ul style="list-style-type: none"> • Attended a stakeholders' (representatives from 36 states in Nigeria) meeting on 9th June 2016 at the State House in Abuja with the Vice President. I advocated for the inclusion of bio-fortified crops in the national school feeding menu. Cited the success of OFSP in the Osun state school feeding program and advocated for replication of the same in other states in the country. Hope to follow up at the state level for inclusion in the menu in as many states as possible especially the BNFB states, since each state is expected to develop menu independently. <p>Advocacy for investment in OFSP to DFID in its on-going nutrition program in Nigeria:</p> <ul style="list-style-type: none"> • Held discussions with DFID team who are designing a nutrition strategic plan for Nigeria and advocated for increased investment and inclusion of bio-fortified crops in their on-going project in Nigeria. Shared some RAC advocacy materials and the investment guide with the team. <p>Finance & Admin Officer recruitment:</p> <ul style="list-style-type: none"> • Followed up with IITA to initiate recruitment of F&A officer for the BNFB project. <p>SITAN:</p> <ul style="list-style-type: none"> • Studied the scope of the situation analysis consultancy and meet and negotiate a revised work plan and budget considering input from BNFB staff. • Provided inputs into the draft checklist for data collection for the situation analysis <p>Initiation of Rainbow project closure:</p> <ul style="list-style-type: none"> • Letter to the Minister of Agriculture on the project status and financial constraint in continuity. • Commencement of partners' notification on project closure
f)	Wende Mengesha – IITA NIGERIA
	<ul style="list-style-type: none"> • Completed the interviews and written exam for the employment of research supervisor.
g)	Nelson Ojijo – FARA GHANA

	<ul style="list-style-type: none"> Presented a talk on “Building Nutritious Food Baskets: Perspectives on Regional Advocacy” at the 7th AASW and FARA General Assembly, 13 June 2016, Kigali, Rwanda Mounted a display booth on the BNFB project (books, leaflets, banners, flyers) at the 7th AASW and FARA General Assembly, 13 June 2016, Kigali, Rwanda Made inputs to the national SITAN checklist. Conducted advocacy interviews on biofortification with the FARA ED and CIMMYT Director during the 7th AASW and FARA General Assembly, in Kigali, Rwanda
h)	Nancy Munyeki – Senior Program Assistant
	<ul style="list-style-type: none"> Budget – Reviewed the BNFB Budget to ascertain the expenses incurred are posted correctly; Prepared the draft Consultancy requests for BNFB SITAN for Nigeria and Tanzania; Prepared the contact list for BNFB and partners for circulation to the staff members and partners; Supported in finalizing to edit the BNFB inception report; Supported in preparation of materials for the 7 Africa Agriculture Science Week and FARA General Assembly; Coordinated with the staff members to get the bi-weekly reports to be used to prepare the briefing notes to the Donor;
2	Major challenges being faced
	<p>Delay in reviewing and submission of revised budget to the Gates Foundation</p> <p>Nigeria:</p> <ul style="list-style-type: none"> Slow pace of work due to frequent breakdown of laptop. Distraction from primary assignments due to lack of Finance and Admin Officer. Having to combine admin & financial demand/requests reduced attention to other more important assignment. Limited available resources especially funds, which limits awareness and public sensitization/raise of investment across the country. For instance reaching out to all Nigeria states for inclusion of bio-fortified crops in the school menu.
3	Any major events planned for the next two months
a)	Hilda Munyua - Project Manager
	<p>Grants and Sub-grant agreements and contracts:</p> <ul style="list-style-type: none"> Finalize SGA between CIP-BNFB and SRI-Kibaha and follow-up on disbursement of funds <p>Staff recruitment / Project management:</p> <ul style="list-style-type: none"> Follow-up on recruitment of Program assistants for Nigeria and Tanzania <p>Situation analysis studies conducted in Nigeria, Tanzania and at regional level:</p> <ul style="list-style-type: none"> Finalize consultancy contracts for the SITAN consultants in Tanzania and Nigeria <p>Regional / National offices for BNFB:</p> <ul style="list-style-type: none"> Follow-up on finalization of MoU between CIP and TFNC in Tanzania and renewal of agreement with Raw Materials Institute in Nigeria <p>Advocacy to influence policy change and entrench biofortification in regional / national strategies, plans:</p> <ul style="list-style-type: none"> Follow-up on the development of national advocacy materials
b)	Godfrey Mulongo – Regional M & E Specialist
	<p>Support the launching of BNFB project</p> <ul style="list-style-type: none"> Finalize the M&E plan for BNFB Draft the bi-annual report
c)	Moses Mnzava – Country Coordinator Tanzania
	Recruitment of Tanzania BNFB support staff - Project assistant

	<ul style="list-style-type: none"> • Interviewing and engagement of a suitable candidate <p>Establish the BNFB Tanzania Coordinating Office at TFNC</p> <ul style="list-style-type: none"> • Finalise the signing of CIP-TFNC partnership MoU; renovating of the office and furnishing; moving in and concretising BNFB presence at TFNC <p>Tanzania country nutrition situation analysis;</p> <ul style="list-style-type: none"> • Review SITAN consultants' proposal; engage SITAN consultant for reviewing and agreeing on SITAN ToR, exercise and deliverables. <p>BNFB Advocacy, Communication and Implementation Strategy</p> <ul style="list-style-type: none"> • Discuss and agree with SITAN consultants the specific deliverable of developing the BNFB Project advocacy, communication and implementation strategy. <p>NMNAP</p> <ul style="list-style-type: none"> • Participant in meetings, workshops and related activities to ensure biofortification features strongly in the draft National Multisectoral Nutrition Action Plan <p>Exploring the biofortification platform agenda</p> <ul style="list-style-type: none"> • Supporting the preparation and presentation of bio fortification agenda in the fortification alliance workshop; exploring on other options.
d)	Nelson Ojijo – FARA Ghana
e)	Phorbee Olapeju – Senior Country Coordinator Nigeria
	<p>SITAN consulting firm to commence the survey</p> <ul style="list-style-type: none"> • Finalization of what to do on the SITAN survey with the consultant • Issuing of service agreement so as to formally engage the SITAN consultant on the study • Commencement and completion of actual data collection <p>Recruitment of BNFB project finance/admin officer:</p> <ul style="list-style-type: none"> • Discuss with IITA on their procedure • Follow-up on the procedure • Place announcement out for the position <p>Nigerian BNFB inception meeting:</p> <ul style="list-style-type: none"> • Hold BNFB-Nigeria inception meeting to familiarize with the project and have a common understanding of what to be done and achieved. • Commencement of sub-agreement writing with BNFB project partners: Draft sub-agreement for the project partners and submit for input • Assisted the BASICs and Jumpstarting project managers in settling down and orientation on IITA-CIP structure • Assisted BASICs project in staff recruitment-shortlisting and back-stopping on logistics. • Available Bio-fortified advocacy materials for Nigeria: Advocacy materials specifically for Nigeria under BNFB project will be developed. Relevant messages and pictures with captions collected for the materials • AOB: Attend to other emerging activities on CIP-Nigeria and BNFB-Nigeria project
f)	Nancy Munyeki – Senior Program Assistant
	<ul style="list-style-type: none"> • Coordinate with IITA Nigeria and Tanzania to process the SITAN Consultancy contracts for BNFB; • Review the BNFB budget to ensure the expenses posted are accurate; • Organize travel logistics for BNFB staff; • Project Management: Office administration activities
4	What are the five major things your team will undertake in the next 2 weeks?
a)	Project Manager - Hilda Munyua
	<p>Sub-grant agreements and contracts:</p> <ul style="list-style-type: none"> • Finalize the SRI- Kibaha SGA • Finalize draft collaborative agreement between CIP and HarvestPlus <p>Staff recruitment: Follow up on recruitment of Program Assistants (Tanzania and Nigeria) and driver (Tanzania)</p>

	<ul style="list-style-type: none"> SITAN: Finalize consultancy contracts for SITAN consultants in Nigeria and Tanzania <p>Advocacy to influence policy change and entrench biofortification in regional / national strategies, plans:</p> <ul style="list-style-type: none"> Regional advocacy - Participate at the 7th FARA Africa Science Week meeting in Kigali (13-17 June 2016), make presentation at the CTA/FARA/BecA-ILRI Hub CAVM Ag/Nutrition side event (14 June 2016), and mount an exhibition <p>Seed systems: Commence implementation of activities on vitamin A maize and iron rich beans</p>
b)	Godfrey Mulongo - Regional Monitoring and Evaluation Specialist -
	<p>Implement BNFB MEL system</p> <ul style="list-style-type: none"> Revise the M&E plan after comments from the RAA and circulate to partners for input/comments <p>Support advocacy</p> <ul style="list-style-type: none"> Finalize the development of SITAN checklist Support the launch of the SITAN studies
c)	Joyce Maru – Capacity Development and Communications Specialist
	<ul style="list-style-type: none"> Finalize inception workshop and share with colleagues Work on SITAN checklist to include Capacity Development Conduct scoping visit to TZ Complete work plan Work on communication materials including short blog, videos; factsheets
d)	Moses Mnzava - Country Coordinator – Tanzania
	<ul style="list-style-type: none"> Finalise CIP/TFNC MoU: Fast-tracking the finalisation and signing of the CIP-TFNC MoU Finalise SITAN consultant engagement: Finalising the discussion and commission of the SITAN assignment to the consultant; NMNAP: Participating in the Micronutrient Deficiency Task Force workshop to finalise the draft ‘chapter’ for the NMNAP; <p>Proceed with stakeholder Mapping and Engagement:</p> <ul style="list-style-type: none"> Proceeding with BNFB strategic stakeholders identification/mapping and preliminary engagements to introduce the project; <p>BNFB support staff recruitment: Proceed with the process of BNFB support staff recruitment</p>
e)	Phorbee Olapeju – Senior Country Coordinator Nigeria
	<p>Participated in the CS-SUNN program on improvement of child growth and development:</p> <ul style="list-style-type: none"> Sensitized other participants on the need for complimentary approach to fighting micronutrient malnutrition in Nigeria. Raise media awareness on bio-fortified crops. Many participants on related missions especially media would be there and that will be a great opportunity to talk about bio-fortified crops and the need for development partners to key into it. <p>Recruitment process for the Program Assistant for BNFB project:</p> <ul style="list-style-type: none"> Commence and conclude shortlisting of a Program Assistant for BNFB project. <p>Northern agricultural show</p> <ul style="list-style-type: none"> Participated and raise public awareness on bio-fortified crops to all other participants at the show. Exhibited bio-fortified crops for farmers’ adoption, consumers’ acceptance and investors’ awareness. <p>Resource mobilization:</p> <ul style="list-style-type: none"> Continued follow up with DFID for investment/collaboration on OFSP and/or other bio-fortified crops <p>Rainbow project closure:</p> <ul style="list-style-type: none"> Follow up with the federal Ministry of Agriculture and water resources on the Rainbow project and the closure procedure.
f)	Nelson Ojijo – FARA Ghana

g)	Nancy Munyeki – Senior Program Assistant
	<ul style="list-style-type: none"> • Finalise editing the BNFB Inception Workshop Report • Liaise with Senior Procurement Officer to prepare the Service Agreement for BNFB SITAN Consultants; • Follow up with IITA Office Nigeria and Tanzania to finalise the Service agreements for Sitan Consultants;
5	Any upcoming missions / visitors the team should know about
	<p>Leave – 15-17th and 20th June – Hilda Munyua</p> <p>Scoping visit to Tanzania 26 – 2nd July – Joyce Maru</p> <p>Nigeria:</p> <ul style="list-style-type: none"> • Participation at the Northern agricultural show • CS-SUNN program on improving child growth and development in Nigeria.