***SUN Joint Annual Assessment 2020***

***Guidance note for CSAs for effective engagement***

All SUN Government Focal Points will now have received a communication from the SUN Movement Secretariat (SMS) about the 2020 [Joint Annual Assessment exercise](https://scalingupnutrition.org/progress-impact/monitoring-evaluation-accountability-and-learning-meal/joint-assessment-exercise/the-2020-sun-movement-joint-assessment-toolbox/) (JAA).

SUN Government Focal points are requested to coordinate a **consultation**, bringing together all SUN Networks in the country, to agree on your JAA submission. The suggested period to hold the consultation is from **July to October 2020** (period of reporting roughly in the last 12 months, or since when the last JAA report was submitted).

The JAA is important because it:

* Provides an update on the progress of SUN Countries and highlights any challenges.
* Creates an opportunity for all SUN Networks to come together and reflect on progress to improve future plans.
* Provides an opportunity for all stakeholders to discuss and agree on SUN Country priorities for the year ahead.
* Provides valuable feedback to shape the direction and priorities of the SUN Movement as a whole.

**For Civil Society Alliances (CSAs),** the JAA is an important opportunity to showcase the contribution civil society makes in Scaling up Nutrition and to flag key barriers to progress. The JAA is a moment for the National SUN Multi Stakeholders Platform to pause and reflect on progress and prioritize future steps.

We encourage all CSAs to actively participate in the JAA exercise. *This note provides guidance to enable CSAs to effectively engage in the process and ensure that Civil Society contribution, challenges and priorities are captured. If you still have questions or concerns, please do not hesitate in reaching out to us at the Secretariat.*

**Key features of the 2020 JAA**

* **Online system:** the result of the JAA joint discussion will be uploaded by the Focal Point onto an online platform (https://ja.scalingupnutrition.org)
* **Networks access:** all SUN Networks convenors will have access to the platform, but apart from the Focal point, the Networks will only be able to see section 3, specific to network contribution. Please make sure you have received your id and password. If you have not received it, please write to: [sun.assessment@scalingupnutrition.org](mailto:sun.assessment@scalingupnutrition.org) and copy in [c.ruberto@savethechildren.org.uk](mailto:c.ruberto@savethechildren.org.uk)

**Structure of the JAA**

* **SUN Processes:** Four processes guide the SUN 2.0 intervention, the JAA is specifically looking for changes within those processes.
* **Progress Markers**: the progress markers are milestones that are crucial for the success of the SUN processes. Each process has several progress markers, some may be key to CSA intervention, other less so. All Networks are expected to discuss progresses, challenges, results and in addition to a qualitative answer they will have agree on a scoring. Find the SUN Progress marker explanatory note here:  [*English*](https://scalingupnutrition.org/wp-content/uploads/2020/06/SUN-JA-Explanatory-Note-ENG-2020_lowres.pdf) | [*Français*](https://scalingupnutrition.org/wp-content/uploads/2020/07/SUN-JA-Explanatory-Note-FRE-2020_web.pdf) | [*Español*](https://scalingupnutrition.org/wp-content/uploads/2020/06/SUN-JA-Explanatory-Note-ESP-2020_web.pdf)
* **Networks contribution**: this section, the number 3, should be filled by CSAs. Here you can share major achievements of the last 12 months, possibly aligned with the 4 SUN processes.
* **Priorities**: to what extent SUN Country MSP has met the priorities identified last year. In this section priorities for next year will also be listed, as will the type of technical support the MSP may require. It could be useful to look at the previous year’s assessment during the discussion (you can find the previous year’s JAA report here).
* **Thematic sections** (emergency, gender, pooled fund, sub-national intervention)

**TIPS and TRICKS**

**Tips for CSAs engagement: Before the JAA**

**Participation**: Representatives from Civil Society should be invited by the SUN Focal Point to participate in a JAA workshop (online or face to face). If a representative of your CSA has not yet been invited, please contact your SUN Governmental Focal Point to find out when the JAA workshop is planned and how civil society can participate. It is key that the CSA (like other networks) is informed about the event at least 3-4 weeks in advance to be able to convene member organizations to discuss and retrieve the required information.

If you have problems securing space for Civil Society to participate please contact us by emailing [sun.csnetwork@savethechildren.org.uk](mailto:sun.csnetwork@savethechildren.org.uk) & [c.ruberto@savethechildren.org.uk](mailto:c.ruberto@savethechildren.org.uk) .

**Preparation**:

1. **Review** **the JAA** guidance note and the progress markers explanatory note provided by the SMS (links at the end of this document).
2. **Review the JAA form template:** a word document is available to work offline and to inform preparatory discussions. ([available here**).**](https://drive.google.com/file/d/1bfbtIv-PgO34FsEz0eS0gwJAHK0zCAPU/view?usp=sharing)
3. **Contact and meet (face to face or virtually) with your CSA** **members**: discuss key achievements of CSO and CSAs in general, priorities for next year, challenges. Shape the discussions making sure that you can get rich insights for the various SUN progress markers of the JAA. You will be asked to directly fill the section 3.2 “**Key contributions of civil society towards the SUN Movement strategic objectives in 2019-2020”. Your discussions with the CSO members will be key to retrieve those updates. If you are not able to meet face to face or virtually consider other online tools like online surveys or emails.**
4. **Consolidate the inputs of your CSA members**: many found it useful to fill the JAA template with CS relevant info, but of course it is not mandatory (unless your FP is explicitly asking for it). What is important is that you consolidate the inputs from CSOs on a document that you can easily access during the actual JAA workshop.

Involving your members in the JAA process will allow you to receive relevant information that might not be readily available during the JAA session and will also involve them in the consultation, building awareness of SUN country dynamics and ways of working.

While preparing your input consider the following:

* **Sub**-**national** **intervention**: remember to represent the experiences of local/community CSOs and decentralised structures within the CSA. Their input will be crucial in reporting on implementation of plans and in identifying blockages.
* **Positives and Negatives**: the workshop is an opportunity to share how the CSA is contributing to the national SUN priorities, such as delivery within the national nutrition plans, as well as an opportunity to highlight barriers and suggest improvements.
* **2019 priorities:** review the priorities identified for last year and discuss how/if the CS contributed to addressing these. [Find the 2019 JAA reports here.](https://scalingupnutrition.org/progress-impact/monitoring-evaluation-accountability-and-learning-meal/joint-assessment-exercise/the-2020-sun-movement-joint-assessment-toolbox/)
* **2020-2021 Priorities**: Discuss and identify what you would like to see prioritised by your SUN multi-stakeholder platform in 2018-2019, having those very clear from the beginning, will help you in driving the discussions later on.

**Tips for CSAs engagement: During the JAA consultation**

**Participation**: Aim for the attendance of at least 3-4 representatives from your CSA at the workshop. This will enable civil society representation if you are split into groups or to support each other during the discussions. Before the workshop, CSA representatives should review the input and priorities identified by CSA members.

**Inputting into the discussion**: Draw on your preparation work to input into discussions to ensure you reflect the experience of all CSA members as well as your own. Reinforce your key priorities and support the points made by other CSA members. If you can, take notes to send to the facilitator after the workshop to reinforce your input. Listen to and reflect on points raised by other stakeholders, aim to be constructive and solutions focussed.

**Decision Making**: be as SMART as possible, agree clear roles, responsibilities, and timelines.

**Tips for CSAs engagement: After the JAA**

**Share the notes** you took with the person responsible for preparing the report (SUN focal point). If you prepared a CSA brief (e.g. using the JAA template) share this too, it can help in reminding the facilitator of your input.

**Ask to be involved in the review and validation** of the report, to ensure that your inputs are well captured.

**Share the report with all the CSA members** along with key highlights from the consultation, especially actions agreed. The SUN Focal Point will be able to download the report submitted and share it back with you all. Please ask for it.

**Share your feedback on the process with the SUNCSN secretariat**. We will get in touch to find out how the process went, to find out what worked, what didn’t work, and how the process can be improved.

**Useful Documentation/links:**

* Joint Annual Assessment: **Gathering in a time of COVID-19 (guidance)**   [*English*](https://scalingupnutrition.org/wp-content/uploads/2020/06/SUN-JA-gathering-COVID-19.pdf) | [*Français*](https://scalingupnutrition.org/wp-content/uploads/2020/06/SUN-JA-gathering-COVID-19-FRE_web.pdf) | [*Español*](https://scalingupnutrition.org/wp-content/uploads/2020/06/SUN-JA-gathering-COVID-19-ESP_web.pdf)
* Joint Annual Assessment Progress Markers explanatory note [*English*](https://scalingupnutrition.org/wp-content/uploads/2020/06/SUN-JA-gathering-COVID-19.pdf) | [*Français*](https://scalingupnutrition.org/wp-content/uploads/2020/06/SUN-JA-gathering-COVID-19-FRE_web.pdf) | [*Español*](https://scalingupnutrition.org/wp-content/uploads/2020/06/SUN-JA-gathering-COVID-19-ESP_web.pdf)
* Joint Annual Assessment Reporting template [English](https://drive.google.com/file/d/1bfbtIv-PgO34FsEz0eS0gwJAHK0zCAPU/view?usp=sharing) ¦ [French](https://drive.google.com/file/d/1sSXUKe0ZbmHMF6p4GdVqwdRiS0nt7dgC/view?usp=sharing) ¦ [Spanish](https://drive.google.com/file/d/12kNDKIsdONSDegCVmqR33oELM5cAEd3y/view?usp=sharing)
* Joint Annual Assessment [2019; 2018; 2017 reports](https://scalingupnutrition.org/progress-impact/monitoring-evaluation-accountability-and-learning-meal/joint-assessment-exercise/the-2020-sun-movement-joint-assessment-toolbox/)
* Joint Annual Assessment online database: <https://ja.scalingupnutrition.org/>