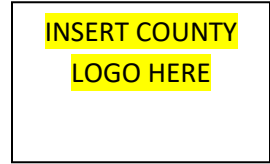


***DESK REVIEW***



**DESK REVIEW**

**Name of the County:** .....

**Date of Desk review:** .....

**Name of Reviewers:** .....

**INSTRUCTIONS**

**This is a guide on the key documents that should be reviewed to provide information on the various thematic areas. It will be important to review documents and relate the issues arising as most technical documents reference each other and are linked.**

**Any information that needs detailed explanation, can be sourced from the focal persons at the National and or County level.**

**Use provided space and attached sheets to record your answers/ notes. While using the sheets, ensure that you indicate the question number for each response.**

**Time started:** .....

**DESK REVIEW**

**GUIDING NOTE:**

Below is a list of key policy and strategy documents that will give you insight on the level of consideration given to Nutrition in the county. Carefully review each document once availed. You will be looking to establish if nutrition is well featured in the document/s across all the areas including capacity development, monitoring and evaluation as well as financing for the interventions proposed. You will also need to look at whether there are strategies, activities that support nutrition and are not necessarily listed as nutrition for instance, *if a community strategy roll out is included as a key priority, there is a great opportunity to ensure that nutrition is part of the services offered at the lowest level of health care service provision.*

Documents	A. Do desk review to verify whether the following documents are available at the county level? (Specify whether hard/soft copy or both were available) Yes-1 No-0	B. If yes, are nutrition activities prioritized in the documents? C. Yes-1 No-0	Notes
<b>POLICY/ STRATEGY DOCUMENTS</b>			
County Integrated Development and Investment Plan (CIDIP) 2018 - 2022			
County fiscal strategy paper 2015/2016, 2016/2017			
County Health Sector Strategic Plan (CHSSP) 2018 - 2022			

**DESK REVIEW**

County Nutrition Action Plan (CNAP) (add the period under review)_____			
Annual Performance and Review Plans for the last financial year (2016/2017) (APRP/CIHAWP)			
Scheme of service for Nutritionist and dietician (March 2014)			
Human resource for health Norms and standards guidelines for the health sector (2014-2018)			
KHSSP – Kenya Health sector strategic and investment plan 2013 to 2017			
National Food and Nutrition Security Policy (2012)			
Kenya Nutrition advocacy , communication and social mobilization strategy 2016 – 2020			
Kenya Health Policy 2012 – 2030			

**SUMMARY:** *Summarize the key findings on the Policy and Strategy Area e.g. is Nutrition well-articulated in the various documents?* Is it a key theme across the documents? Look at the findings from the annual review documents and give a general view of what the results are.

**Example of a summary:** Nutrition features across all the various documents reviewed. Indicators are available and there is costing of the various interventions. The County Integrated development plan however does not explicitly highlight the role of nutrition within the social sector and focuses largely on infrastructure development...it will be important to understand from the other discussions what is driving priority setting and why nutrition is not clearly visible at more strategic level .

**DESK REVIEW**

<b>OPERATIONAL DOCUMENTS</b>			
<b>Documents</b>	<b>A. Do desk review to verify whether the following documents are available at the county level? (Specify whether hard/soft copy or both were available)</b> Yes-1 No-0	<b>D. If yes, are nutrition activities prioritized in the documents?</b> Yes-1 No-0	<b>Notes</b>
<b>Annual procurement plan 2016/2017 or any other plan in the last 2 years</b>		<b>Check in nutrition supplies are included</b> Yes -1, No -0	

**DESK REVIEW**

<p><b>Annual Reporting</b> : Review reports from the tools below for the last YEAR: 2016/2017 , Can also look at half of 2017</p> <p>Nutrition Monthly reporting(MOH 713), Vaccines and immunization (MOH 710); Nutrition commodities report (734); Nutrition Service summary report (733); Reproductive and Child Health, Medical and Rehabilitative Services: MoH 711; Community health extension worker summary (MOH 515) , School deworming for albendazole ( MOH 517)</p>		<p><b>Check reporting rates for the year month by month</b></p>	
<p><b>Summary:</b> <i>Provide a summary here of the operational documents that given a good idea of the actual inputs that determine the programme implementation. <b>Example summary statement:</b> There was no procurement plan available for review. To get further input from the Health director and or County nutrition Coordinator. reporting rates are fluctuating across the various months with very poor reporting noted consistently from 2 sub counties.... important to establish further what the issues are</i></p>			

**DESK REVIEW**

**SECTION B: HUMAN RESOURCE FOR HEALTH**

1. **Community strategy:** review the community health strategy annual report from the CHIS/ DHIS and indicate if there are any community units available. from the documents indicate in the table below the following parameters:

Recommended/ required	Current Numbers	Ratio

**Summary on community strategy findings:**

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2. **Nutrition Workforce** (establish by level, the number of nutritionists who are available in the county- review HR documents to get this information, Community health sector strategy plan ; look for staff establishment

**A: FACILITY DISTRIBUTION**

**DESK REVIEW**

Level	Number of facilities	Number of nutritionist (all nutritionists in all facilities)-list all employed by government			Number of nutritionist (all nutritionists in all facilities)-list all employed by Partners			Recommended numbers <i>(Based on Human Resources For Health Norms and Standards Guidelines For The Health Sector)</i>			Gaps		
		Officers	Technologists	Technicians	Officers	Technologists	Technicians	Officers	Technologists	Technicians	Officers	Technologists	Technicians
County (Management)													
Sub county (Management)													
Referral Hospitals (level 5)													
County and Sub County Hospitals (level 4)													
Health Centers (level 3)													
Dispensary (Level 2)													
Community/ CUs (Functional)													
Total/ County													

What is the total number of facilities that are:

- a. Public \_\_\_\_\_
- b. Private \_\_\_\_\_
- c. Mission/NGO \_\_\_\_\_

**DESK REVIEW**

**C. SUB COUNTY DISTRIBUTION OF NUTRITION WORKFORCE**

<b>Sub-County (name)</b>	<b>Number of Nutritionists</b>	<b>Distribution Ratio</b>	<b>Licensing ( indicate how many of the nutritionists by sub county have current and valid KNDI Licenses</b>

**SUMMARY ON WORKFORCE**

*Summarize the distribution of the nutritionists across the facilities, Sub County and county. Indicate if there are imbalances in how they are distribution. Make comments on the gaps indicated in relation to the work being done across the various levels .... Are there gaps? What is the general observation, is there equal distribution amongst facilities in town centers, rural areas?*

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D. How many health facilities are currently offering the following nutrition services and report on the same? *(Fill the table below)*

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**DESK REVIEW**

**C. SERVICE DELIVERY**

Service	Number of facilities are offering the following nutrition services? (Give the total number by type of facility)			Remarks
	Public	Private	Mission/N GO	
Outpatient Therapeutic Program (OTP)				
Inpatient Therapeutic Program (IP)				
Supplementary Feeding Program (SFP)				
Iron Folic Acid Supplementation (IFAS)				
Micronutrients Powders (MNPs)				
Vitamin A Supplementation				
Deworming				
Growth Monitoring				
Infant and Young Child Nutrition (IYCN) counseling and support				
Nutrition and HIV/TB				
Nutrition in Renal Diseases				
Nutrition in Diabetes Management				
Nutrition in Cancer Management				
Nutrition in HIV				
Enteral Nutrition				
Parenteral Nutrition				
Nutrition in Surgery				

**DESK REVIEW**

**D. FINANCING**

Review the County Allocation Revenue Bill for the year 2015/2016 and 2016/2017 (available online, but will be printed and filed for use)

<b>County budget allocation</b>	<b>Indicate the allocation</b>	<b>Allocation ratio in relation to other counties in the Region</b>
2015/2016		
2016/2017		
<b>Summary :</b>		

**Review the County Fiscal Paper for the last 2 years**

<b>County budget allocation</b>	<b>Indicate the allocation</b>	<b>Allocation ratio in relation to health sector in relation to other sectors</b>
2015/2016		
2016/2017		
<b>Summary:</b> <i>What does the allocation look like – increasing/decreasing? Is it a programme based budget? Is there a line for Nutrition? Indicate and give an overview</i>		