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# **Sign up and commitment registration forms for the Nutrition Accountability Framework**

*September 2021*

## Introduction

This document outlines the questions that you will be asked when you sign up for the Nutrition Accountability Framework and register commitments, so that they can prepare for and finalise your responses before you complete the online forms.

The first form (Sign up for the Nutrition Accountability Framework) presents the questions you will be asked when you create an account within the Nutrition Accountability Framework platform.

The second form (Register a commitment with the Nutrition Accountability Framework) presents the questions that you will be asked when you register a commitment.

**Please note that this document is for your own purposes only; to [sign up](#) for an account and to [register commitments](#), you will need to complete the online forms.**

# 1. Sign up for the Nutrition Accountability Framework

**\*Name of organisation**

Full name of primary organisation making the commitment. Commitments made on behalf of multiple organisations should be registered only once by the primary organisation. The primary organisation is in charge of registering the commitment and held accountable for progress assessment. There are relevant fields when you will be registering each commitment, where you may specify the additional organisations.

**\*Please choose the stakeholder type that best describes your organisation (select only one answer).**

- Country government at any administrative level (functioning in a non-donor capacity), such as ministry, municipality or any other national/regional/local authority or body
- Donor government
- Donor organisation, including philanthropic organisations
- Private sector food business
- Private sector non-food business
- Civil society organisation (CSO) or non-governmental organisation (NGO)
- Multilateral organisations, including United Nations (UN) agencies
- Academic or non-academic research institution
- Other, please specify \_\_\_\_\_

**Country**

Country where organisation (or headquarter offices) is located

**City**

City where organisation (or headquarter offices) is located

**Website of organisation**

URL of the organisation's website

Please provide the following information for the authorised representative of the organisation. The authorised representative is defined as the authorised person identified by the primary organisation to be responsible and vouch for the content recorded in the commitment registration form.

**\*Name**

First name

Last name

**Position**

Designation, position and/or role of authorised representative

**\*Email**

Primary email of the authorised representative (**this email will be used as the username for the platform; it will also be used for all future communications with the GNR, unless there is a different point of contact – see below**)

Secondary email(s) of the authorised representative

**Telephone**

Telephone number of the authorised representative, including country code

**\*Is the authorised representative also the point of contact for any future communication, including for providing clarifications on the commitment(s) registered, receiving updates and reporting on progress?**

- Yes       No

Please provide the following information for the person who will be the point of contact.

**\*Name**

First name

Last name

**Position**

Designation, position and/or role of point of contact

**\*Email**

Email of the point of contact (**this email will be used for all future communications with the GNR**)

**Telephone**

Telephone number of the point of contact, including country code

## 2. Register a commitment with the Nutrition Accountability Framework

**Thank you for your SMART commitment to step up the efforts on ending malnutrition in all its forms.**

- ✓ This form is intended to facilitate the registration of SMART (Specific, Measurable, Achievable, Relevant, Time-bound) nutrition commitments, including for the Nutrition for Growth (N4G) Summit.
- ✓ Each commitment constitutes a separate submission. Once you submit your first commitment you will have the option to register additional ones.
- ✓ **For the Tokyo N4G Summit, commitments are encouraged to be registered by 31 October 2021** and the summit will be the hard deadline for registering commitments for the Nutrition Year of Action. If you submit your commitment by 31 October, the Global Nutrition Report (GNR) will be able to perform a basic level of verification. For those registered after 31 October, no verification will be performed in time for the summit and so commitments registered after 31 October may not be featured in the summit. All commitments registered between December 2020 and 8 December 2021 will be included in the Compact (Annex).
- ✓ The platform will remain open for stakeholders to make nutrition commitments at any point, but it will not be linked to the Nutrition Year of Action or the Tokyo N4G summit.
- ✓ **The form should be completed in English.** If that is not possible, please contact us. Over time we will aim to support the registration of commitments in multiple languages.
- ✓ Compulsory fields are indicated with an asterisk (\*).
- ✓ Once you start filling in the form, you may save your progress and come back at any time to continue and submit it.
- ✓ If you wish to download the registration form to see the information required in advance, please click here. The PDF form is for your own use only; **the registration of your commitment(s) is valid only if you complete and submit the online registration form.**
- ✓ Commitments will be publicly shared by the Global Nutrition Report, which will be tracking commitments and reporting on progress annually.

Please contact [NAF@globalnutritionreport.org](mailto:NAF@globalnutritionreport.org) with any questions relating to the form or the registration process.

## Formulation of commitment

\*Q1. Please provide a brief title for this commitment (*max 40 characters*).

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\*Q2. Please provide the full formulation of your commitment. You may provide all details relevant to your commitment.

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\*Q3. Please specify the global nutrition target(s) this commitment aligns with (*select all that apply*):

- |   |   |
|---|---|
| <input type="checkbox"/> Reduce prevalence of anaemia among women of reproductive age         | <input type="checkbox"/> Halt the rise in prevalence of adult obesity   |
| <input type="checkbox"/> Reduce prevalence of low birthweight                                 | <input type="checkbox"/> Halt the rise in prevalence of adult diabetes  |
| <input type="checkbox"/> Increase prevalence of exclusive breastfeeding in the first 6 months | <input type="checkbox"/> Reduce the prevalence of raised blood pressure |
| <input type="checkbox"/> Reduce prevalence of stunting in children under 5 years of age       | <input type="checkbox"/> Reduce the mean population intake of salt      |
| <input type="checkbox"/> Reduce prevalence of wasting in children under 5 years of age        | <input type="checkbox"/> None   |
| <input type="checkbox"/> Reduce prevalence of overweight in children under 5 years of age     |   |

*[The global nutrition targets listed here refer to the maternal, infant and young child nutrition targets and the diet-related NCD targets that were endorsed by the World Health Assembly (WHA) in 2012 and 2013 respectively.]*

Q4. Please feel free to attach any resources that you consider relevant to your commitment.

*[You may attach up to 1GB worth of documents in the following formats: pdf, doc, docx, xls, xlsx, csv, txt, rtf, html, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png, gif.]*

\*Q5. Is this commitment made by multiple stakeholders (that is, a joint commitment)?

- Yes       No (*move to question Q6*)

Q5a. How many additional organisations are involved in making this commitment?

Number of additional organisations \_\_\_\_\_

\*Q5b. Please provide the stakeholder type and name of each additional organisation (*you may list up to five additional organisations*).

Additional organisation 1	_____	_____
	<i>Stakeholder type of additional organisation</i>	<i>Name of additional organisation</i>
Additional organisation 2	_____	_____
	<i>Stakeholder type of additional organisation</i>	<i>Name of additional organisation</i>
Additional organisation 3	_____	_____
	<i>Stakeholder type of additional organisation</i>	<i>Name of additional organisation</i>
Additional organisation 4	_____	_____
	<i>Stakeholder type of additional organisation</i>	<i>Name of additional organisation</i>
Additional organisation 5	_____	_____
	<i>Stakeholder type of additional organisation</i>	<i>Name of additional organisation</i>

\*Q6. Please confirm that your commitment meets all three criteria below (*all should be met to qualify as a nutrition commitment*):

- Your commitment is SMART (Specific, Measurable, Achievable, Relevant, Time-bound)
- Progress towards your commitment will be reported annually to the Global Nutrition Report (GNR)
- You commit to work with the GNR post-registration to provide any clarifications required regarding your commitment

*[The SMART criterion will be verified by the GNR based on the information provided in the compulsory fields of the form.]*

## Links with key pledging moments

**\*Q7. Please specify whether your commitment is linked to a key event (select all that apply):**

- 2021 Tokyo N4G summit (if not selected, go to Q11)
- 2021 UN Food Systems summit
- 2021 UN Climate Change conference (COP26)
- Other event. Please specify \_\_\_\_\_
- No event

**\*Q8. Please confirm that your commitment meets all the additional criteria below to qualify as an N4G commitment:**

- Aligns with national priorities
- Aligns with the N4G Principles for Engagement

[For details on the additional criteria, please refer to the [N4G Commitment-Making Guide](#).]

**\*Q9. Please choose the thematic area of your commitment (select all that apply):**

- Health
- Food
- Resilience
- Data
- Financing

[For definitions and examples, please refer to the [N4G Commitment-Making Guide](#).]

## Commitment

**\*Q10. Have you estimated the total costs associated with the delivery of this commitment?**

- Yes, and willing to publicly disclose the amount
- Yes, and willing to disclose the amount only to the GNR for aggregate analysis and reporting (no public disclosure)
- Yes, but not willing to disclose the amount neither publicly nor to the GNR – confidential
- No, the amount has not been estimated – unknown

[Total costs refer to the estimated costs to implement the commitment, such as human resources, equipment, facilities. For financial commitments, the amount corresponds to the total committed funds (e.g., if both nutrition-specific and nutrition-sensitive financial resources are being committed, the total costs correspond to the sum of the two).]

**\*Q10a. Please specify the estimated total costs in local currency. We understand that this may be a rough estimate for now, which may change at the progress reporting stage.**

Currency \_\_\_\_\_ Amount \_\_\_\_\_

**\*Q11. Please list the funder(s) and the funding mechanism to cover total costs, further specifying if these financial resources have been secured.**

Name of funder(s). Please do not omit listing funding organisations which will make their own financial commitments. This will help us identify the dependencies between commitments.

\_\_\_\_\_  
Funding mechanism, such as private, public, self or anything else as appropriate.

\_\_\_\_\_  
Secured financial resources either as amount or as percentage (%) of total costs or even as a broad estimate (for example, total costs are partially/ fully secured).

## Measurable goals of the commitment

**\*Q12. Your commitment may have one or multiple measurable goals. A measurable goal is what you are committing to achieve and will be used to track and assess progress made towards the commitment. Please specify how many measurable goal(s) this commitment has.**

Number of measurable goals \_\_\_\_\_

[The online platform can support the reporting of up to 10 goals per commitment. If more than 10 goals, please contact [NAF@globalnutritionreport.org](mailto:NAF@globalnutritionreport.org).]

**\*Q13. Please specify each of the measurable goal(s) of this commitment. In the questions that follow, we will ask you to provide additional details for each of the goals separately.**

Goal 1 \_\_\_\_\_

Goal 2 \_\_\_\_\_

Goal 3 \_\_\_\_\_

Goal 4 \_\_\_\_\_

Goal 5 \_\_\_\_\_

Goal 6 \_\_\_\_\_

Goal 7 \_\_\_\_\_

Goal 8 \_\_\_\_\_

Goal 9 \_\_\_\_\_

Goal 10 \_\_\_\_\_

## Additional details of [goal]

This section will need to be completed as many times as the goals listed in Q12, that is for each goal listed in Q13 separately. For example, if your commitment has 3 measurable goals, you will need to complete questions G1.1–G1.10 three times.

**\*G1.1. Please choose the type that best describes this commitment goal.**

Financial (move to question G1.3)       Policy       Programmatic       Impact

[For examples on each of the four commitment types, please refer to the [N4G Commitment-Making Guide](#).]

**G1.2. Please describe as clearly as possible the action plan you will follow to achieve this commitment goal (max 400 words).**

\_\_\_\_\_

**\*G1.3. Please specify if you are expected to report on the progress of this commitment goal to an additional – other than the GNR – tracking/accountability mechanism:**

Yes. Please specify \_\_\_\_\_

No

[Examples of other tracking/accountability mechanisms include Organisation for Economic Co-operation and Development (OECD) for financial commitments and Access to Nutrition Initiative (ATNI) for private sector food business.]

**\*G1.4. Please specify the geographic area that is covered by this commitment goal.**

- Global  
 Multi-country (e.g., Southeast Asia, Western Africa)  
 National  
 Sub-national (country regions/states)  
 Local (e.g., city)

**\*G1.5. Additional specifications about the geographic coverage of this commitment goal, for example names of geographic areas covered or if focused on geographic areas with a given characteristic (such as high prevalence of a given form of malnutrition, or low income).**

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**\*G1.6. Please specify the targeted population of this commitment goal.**

- Overall population (all ages, both sexes) (move to question G1.6c)  
 Specific population group(s)  
 No population group is targeted (move to question G1.7)

[For private sector food businesses, whose products refer to all consumers (not specific population groups) please select 'Overall population'. If the products refer to consumers of a specific population group (e.g., children, pregnant women), please select 'Specific population group(s)'.]

**\*G1.6a. Sex**       All       Only girls/women       Only boys/men

**\*G1.6b. Age range**     All ages     Specific age group(s). Please specify \_\_\_\_\_

**G1.6c. Population coverage – individuals targeted in absolute numbers and/or expressed as a percentage (%) of the overall population (e.g., 1 million individuals, which corresponds to 5% of the overall country population).**

Number of targeted individuals \_\_\_\_\_ and/or \_\_\_\_\_ % of the overall population \_\_\_\_\_

**G1.6d. Please specify whether the approach you will adopt to reach the population of interest varies by key population characteristics, for example by age, gender, income, location, ethnicity, education or disability.**

Yes. Please specify \_\_\_\_\_

No

**\*G1.7. Please specify the start date and end date for achieving this commitment goal.**

Start date (MM/YYYY) \_\_\_\_\_ End date (MM/YYYY) \_\_\_\_\_

**G1.8. Please provide the following information for the primary indicator that will be used to measure this commitment goal, and to assess and report on its progress.**

**\*G1.8a. Name, including unit (if applicable)**

*e.g., Prevalence (%) of stunted children under 5 years of age*

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[For example:

- *Prevalence (%) of stunted children under 5 years of age*
- *Prevalence (%) of women of reproductive age with anaemia*
- *Annual US\$ disbursement*
- *Establishment of a nutrition committee*
- *Number of children treated for malnutrition.*

**\*G1.8b. Baseline (current) level and unit**

*e.g., 20%*

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**\*G1.8c. Year baseline level was assessed**

*e.g., 2020*

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*[If the survey spans over a 2-year (or more) period, please indicate the earliest year.]*

**\*G1.8d. Level to be achieved by end date**

*e.g., 13%*

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**\*G1.8e. Interim milestone(s) to be achieved within the commitment period. Please specify interim level and date to be achieved**

*e.g., 17% by 2025*

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**\*G1.8f. Monitoring and evaluation plan of indicator, including frequency (*max 100 words*)**

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**\*G1.9. (To be completed only for financial commitments) Is it a financial disbursement (that is, actual expenditure) or a financial commitment (that is, legal decision to fund)?**

Financial disbursement

Financial commitment

**G1.10. Please let us know if this commitment goal was developed to address nutrition impacts related to Covid-19.**

Yes

No

*[This is not a qualifying criterion or a requirement for registering the commitment with the N4G summit.]*

### Additional information and feedback

**Q14. Please provide any additional information on your commitment and/or any comments, thoughts and suggestions you may have for the commitment registration process.**

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**Thank you for completing this form.**

**A confirmation email will be sent to [point of contact]**

**In the next few weeks, the GNR team will review your submission and may contact you if clarifications are required.**