

# Community Accountability Partners **MEMBERS' HANDBOOK**



## **Ogun State Home Grown School Feeding Programme**



MacArthur  
Foundation



**Action  
Health** INCORPORATED

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# Contents of This Information Booklet

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1. Programme Background	1
2. Programme Objectives	1
3. Beneficiaries of the Programme	1
4. The Programme in Ogun State	2
5. Roles and Responsibilities of the Ogun HGSFP Office	3
6. Monitoring Feedback/ Communication Flow in Ogun HGSFP	4
7. Roles and Responsibilities of Cooks	5
8. Ogun State Approved School-Feeding Menu	5
9. Who are the Community Accountability Partners (CAPs)?	6
10. Why are Community Accountability Partners Important?	6
11. Qualities of a Community Accountability Partner	7
12. Responsibilities of CAPs in Monitoring School Feeding Programme	8
13. Monitoring Tools Used By the Community Accountability Partners	9
14. Commonly Asked Questions About the Monitoring Tools	16

## Background

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### What is the National Home Grown School Feeding Programme (NHGSFP)?

It is a Federal Government led N70 per day school feeding programme that aims to improve the health and educational outcomes of public primary school pupils. It uses farm produce locally grown by smallholder farmers to provide the designated children a nutritious mid-day meal every school day. The programme links local farmers to the education sector by facilitating their access to the school feeding market.



## Programme Objectives

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1) Increase enrolment rates of primary school children in the State.



2) Improve the nutritional and health status of school children.



3) Stimulate local agricultural production and boost the income of farmers by creating a viable and ready market via the School Feeding Programme.



4) Provide empowerment opportunities for women, thereby improving family and local economy.

## Beneficiaries of the Programme

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Pupils  
(Primary 1-3)



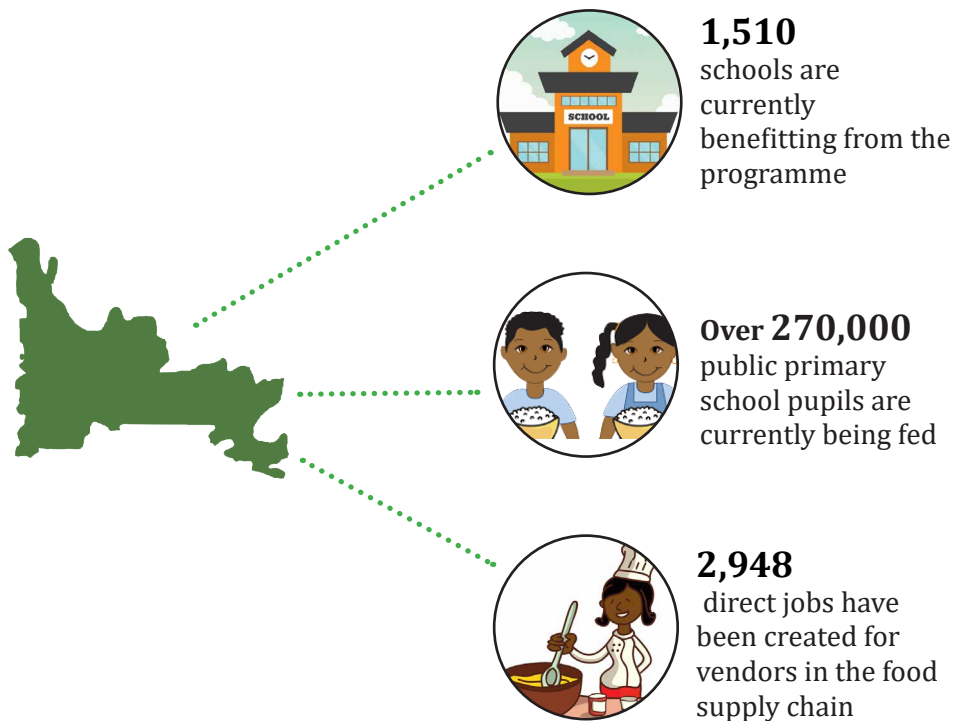
Cooks



Smallholder  
Farmers

## The Programme in Ogun State

The Ogun State Home Grown School Feeding Programme (HGSFP) is part of the national programme. It started in January 2017 in public primary schools across the 20 Local Government Areas (LGAs) of the state. The programme uses a multisectoral approach involving the Ministries of Agriculture, Education, Finance, Health and, Information, all working together in a State Steering Committee with an office that is based in and led by the Ogun State Ministry of Special Duties and Inter-Governmental Affairs.



## **Roles and Responsibilities of the Ogun HGSFP Office**

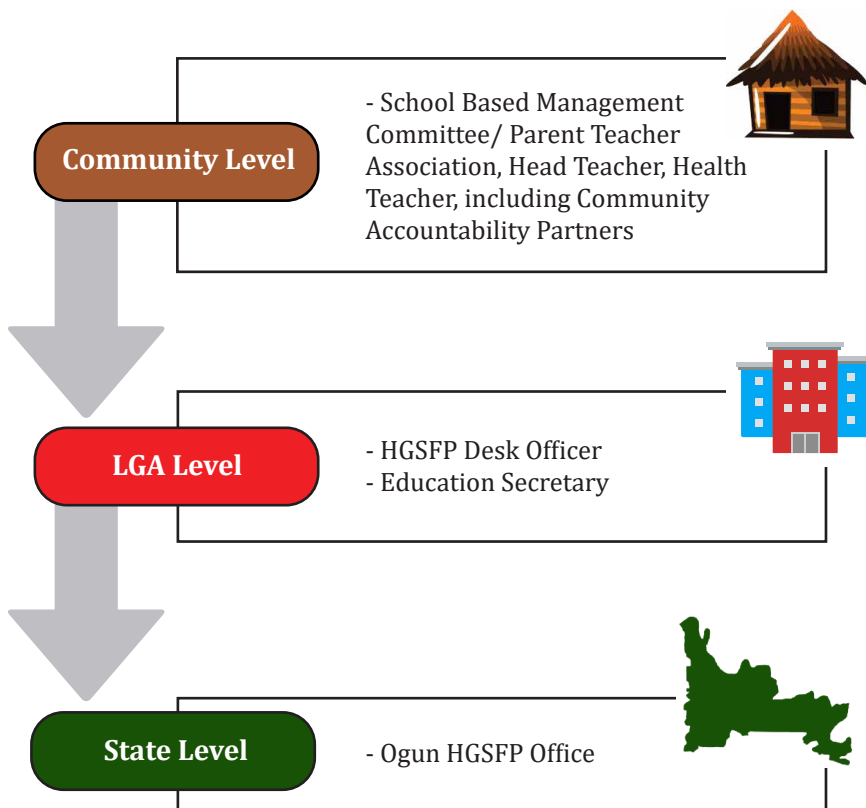
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The Ogun State HGSFP Office is responsible for the following:

1. Recruitment of cooks within the communities where schools are located to enhance their acceptance and easy access to the schools’.
2. Provision of the cooks’ biodata and bank details to the National HGSFP office to facilitate direct payment to the cooks.
3. Bulk procurement of protein content (beef/fish/eggs) for cooks through state appointed aggregators. The cost of this protein content is deducted at source from the payment made by the National HGSFP office to the cooks.
4. Conducting training for cooks on food handling and hygienic practices.
5. Conducting food handlers’ test for cooks through approved centres every six months.
6. Provision of cooking kits/ food coolers to cooks.
7. Monitoring adherence to the school feeding programme’s implementation standards.
8. Sanctioning cooks and all other stakeholders who do not comply with the approved implementation requirements/ processes.

## Monitoring Feedback/ Communication Flow in Ogun HGSFP

*What is the pathway for sharing information on the programme?*



## Roles and Responsibilities of Cooks

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The Federal Government makes payment directly to the cooks' account (not through a third party or agent) every two weeks and the cooks' responsibilities are to:

1. Purchase the required ingredients for cooking based on the approved menu by the state government.
2. Prepare meals for their assigned pupils in a hygienic and clean environment.
3. Arrive in the school with the food before break time, dressed in the government approved uniform, cap, apron, and sandals.
4. Dish the food from the serving coolers into the pupils' covered bowls and serve them in their classrooms during break time.
5. Sign the feeding attendance sheet of pupils served daily.
6. Wash pupils' food bowls after meals and store the bowls in covered basins.



## Ogun State Approved School-Feeding Menu

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DAYS	MENU
Monday	Rice and Beans with Stew and Fish
Tuesday	Beans Porridge with Meat
Wednesday	Rice and Vegetable Soup with Meat
Thursday	Eba and Vegetable Soup with Meat
Friday	Moin-Moin and Eko

## Community Members' Role In Ensuring Accountability

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### Who are the Community Accountability Partners (CAPs)?

The Community Accountability Partners are a core group of important community members who can contribute to the success of the Home Grown School Feeding Programme. The group consists of an average of 6 persons with one person representing each of the following categories: -



Community  
Leader



School Based Management  
Committee Member



Parent of a Current  
Beneficiary of the  
Programme



Cooks'  
Representative



Head  
Teacher



Health  
Teacher

### Why are Community Accountability Partners Important?

A key success indicator for any social development programme is the level of transparent processes, accountability and, judicious use of project resources by programme managers and stakeholders. Community Accountability Partners (CAPs) are citizen-led advocates and monitors who can contribute to more open processes that mitigate corrupt practices, reduce nonperformance and ensure better programme implementation for the common good.



## Qualities of a Community Accountability Partner

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**HonestY:** Should be straightforward and not makeup stories; should truthfully document what is observed while monitoring.



**Committed:** Should be dedicated and willing to step out of their comfort zone to contribute to the school feeding programme's success including learning new skills.



**Reliable:** Should be dependable and consistent with undertaking tasks assigned to him/her.



**Civil/Polite:** Should be courteous; avoid assaults or confrontation in their line of duty.

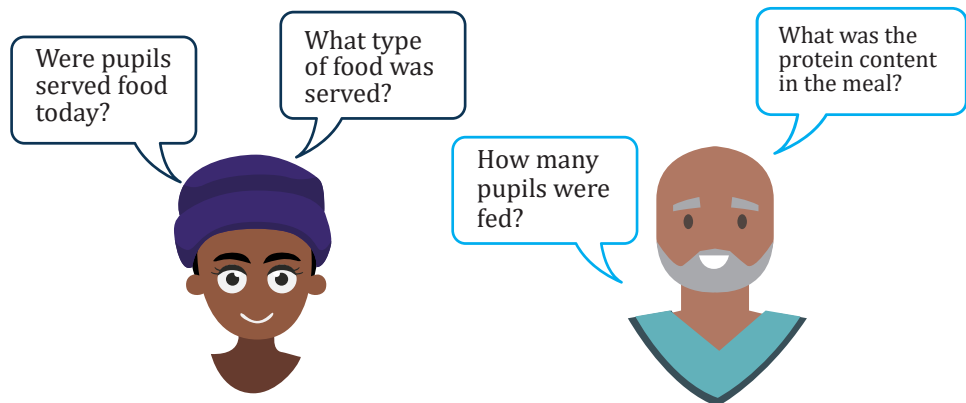


**Incorruptible:** Should not be easily persuaded to falsify records and should not accept bribes.

## Responsibilities of CAPs in Monitoring School Feeding Programme

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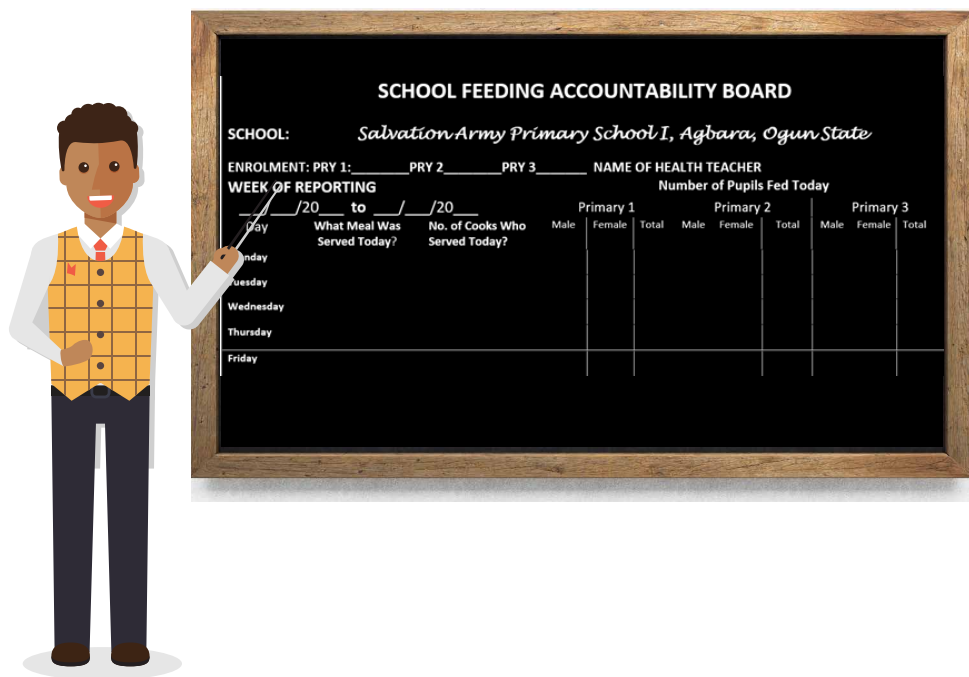
1. Conduct daily monitoring activities in respective schools using the monitoring tools.
2. Visit the school on stipulated days, arriving at least ten (10) minutes before the lunch break.
3. Observe and document adherence to procedures for feeding using the monitoring tools.
4. Document observations on School Feeding Accountability Board, as well as the online Monitoring Tool (Survey123).
5. Upload photographs of the filled Accountability Board on the digital dissemination platform (Survey123 App) and share with the HGSFP Office WhatsApp Group (See Telephone Numbers on Back Page).
6. Share successes and/or challenges being encountered and give recommendations on how to improve the programme's implementation in their schools.
7. Assign a representative to attend the periodic Community Development Council (CDC) Meetings in their area to share monitoring findings.



## Monitoring Tools Used By Community Accountability Partners

### School Feeding Accountability Board

This is a blackboard mounted on the external wall of a classroom in the school on which the key monitoring information for the school are recorded daily. The information includes whether food was served or not, the total number and gender of pupils fed, and type of meal served each day of the week. This Accountability Board is visible to everyone in the school. Every day, once the monitoring information has been recorded on the Accountability Board, a photograph of the board should be taken and posted via WhatsApp, shared with persons responsible for monitoring data collation on the Survey123 App at the HGSFP Office, as well as, all other interested stakeholders.



**SCHOOL FEEDING ACCOUNTABILITY BOARD**

SCHOOL: *Salvation Army Primary School I, Agbara, Ogun State*

ENROLMENT: PRY 1: \_\_\_\_\_ PRY 2: \_\_\_\_\_ PRY 3: \_\_\_\_\_ NAME OF HEALTH TEACHER \_\_\_\_\_

WEEK OF REPORTING \_\_\_\_\_/20 to \_\_\_\_\_/20

Number of Pupils Fed Today

Day	What Meal Was Served Today?	No. of Cooks Who Served Today?	Primary 1			Primary 2			Primary 3		
			Male	Female	Total	Male	Female	Total	Male	Female	Total
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											

## Digital Data Collection and Visualization on the Internet

The same key monitoring information recorded daily on the Accountability Board and other important details including timeliness of feeding, and quality of the meal served should also be documented in an electronic form on ArcGIS Survey123.

### ArcGIS Survey123

ArcGIS Survey123 is a software for collecting, managing, and using data in digital formats instead of paper forms used in data gathering.

Survey 123 allows for offline data collection with mobile devices in remote areas. The submission of the data to a server can be performed, whenever internet connectivity is available.

### How To Set Up ArcGIS Survey123

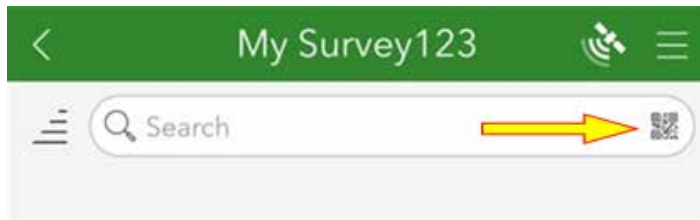
1. Download and install Survey123 from Google Play Store



2. Open the application (For the first time, you may have to grant some permissions) and Click on 'Continue without signing in'



3. Click the QR icon at the end of the search box



4. Scan the QR code below to load the survey



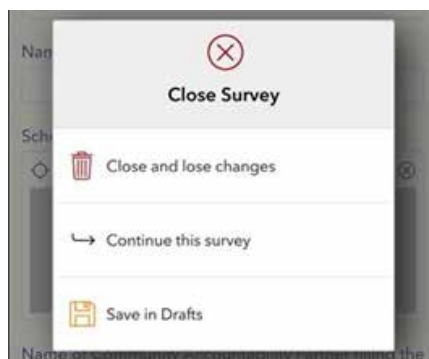
5. Wait for the form to be downloaded, unpacked and optimized.



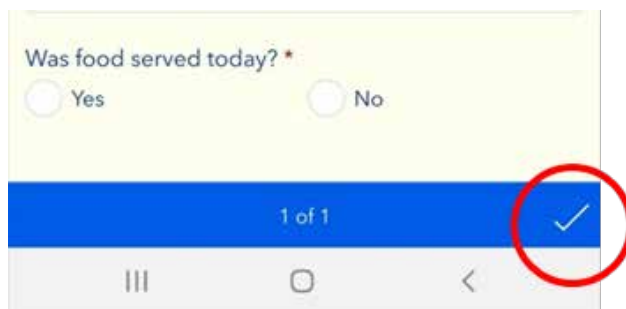
6. (a) The form will open automatically for the first time. You can fill the form or close it by pressing your device's back button or clicking the 'X' icon at the top right.



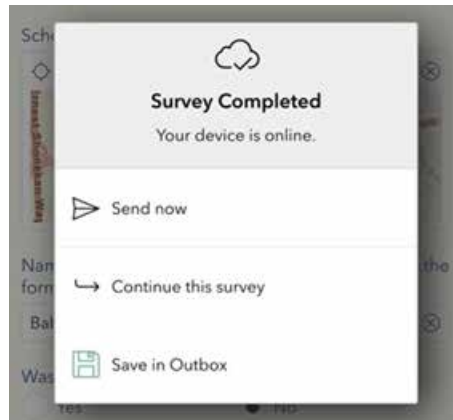
(b) If you are closing the form, you will be presented with option to save in draft or discard the survey. If you discard the survey, all the information filled will be lost. **Saving in draft will allow you to come back and complete the form later via the draft folder.**



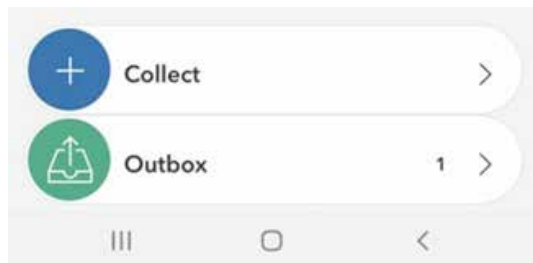
(c) If you have filled the survey and willing to complete it, click the submit button at the bottom of the page to finish the survey.



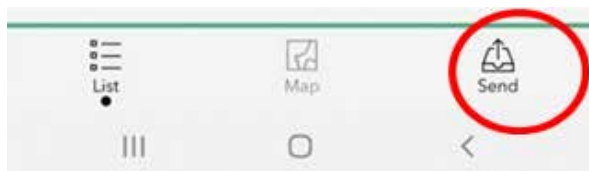
(d) If all questions are answered correctly, you will be presented with options to save in outbox and send later or send immediately if you are connected to the internet.



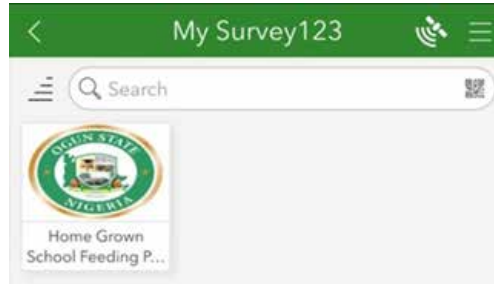
(e) If you choose the outbox option, an outbox button will appear on the My Survey123 page that contains all the forms you have saved in outbox.



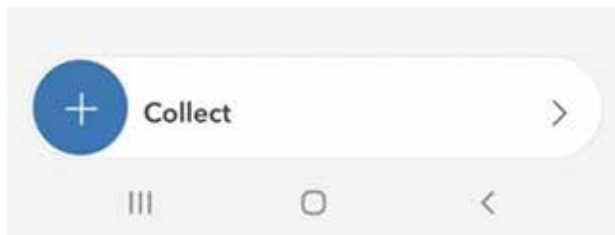
(f) Click on all forms in the outbox and submit them at once by clicking the Send button at the bottom right.



1. Subsequently, you'll have to click on the form from the My Survey123 Page.



2. Click Collect to fill a form.



3. If you have completed the survey, click the 'send now' icon to submit. The survey can also be accessed from the link below. However, this method does not support the outbox and draft functionality.

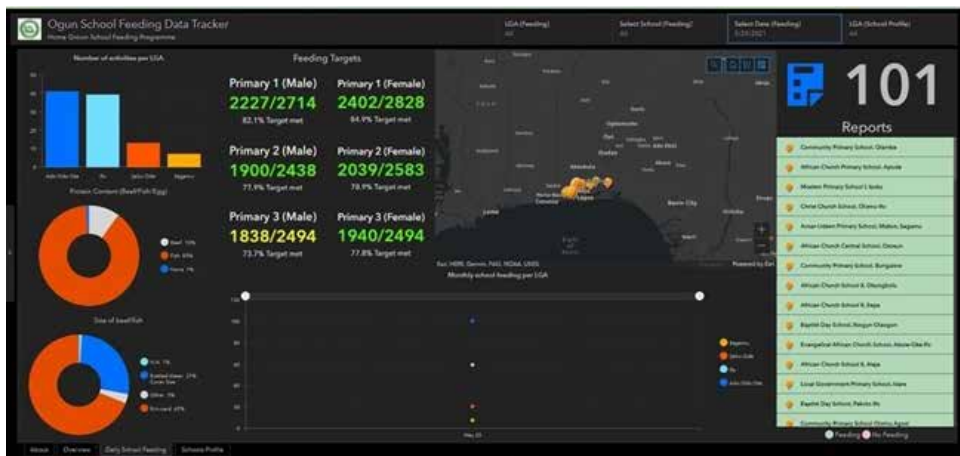
Web link : Home Grown School Feeding Programme (arccgis.com)

1. Open the link above on your browser, no download is required as the form will be displayed,
2. Fill the form appropriately and upload the required pictures.
3. Click the submit button to submit the form.

The link to the dashboard is:

<https://www.arccgis.com/apps/dashboards/241ecee219694748bd474f6985ca85f7>





## Commonly Asked Questions About the Monitoring Tools

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### **1. Who can fill the HGSFP Monitoring Tools (Accountability Board & Survey123)?**

The HGSFP Monitoring Tools can be filled by either the Health Teacher, SBMC member, Community Leader or Parent of a current feeding programme beneficiary.

### **2. If the Health Teacher is not available on a particular day, can the Head Teacher fill the form?**

Yes, the Head Teacher can fill in as a proxy for the Health Teacher

### **3. How regularly should the HGSFP Monitoring Tools be filled?**

It should be filled every school day, to report whether food is served or not

### **4. Should the HGSFP tools be submitted every day?**

Yes, the HGSFP tools (both the photograph of the Accountability Board and the HGSFP Form on Survey123) should be submitted every school day.

### **5. Do I need internet connection to fill the form?**

No, you can fill the form offline without internet.

### **6. Do I need mobile data to submit the filled form?**

Yes, mobile data/ internet connection is required to submit the form.

For more enquiries on the HGSFP, the following designated Ogun State hotlines can be reached: 08114352387, 09060058706, 08154664861

## ***Nutrition for Enhanced Learning***

***For more information, contact:***

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