

**Terms of reference**  
**Virtual N4G 'secretariat'**

**Objectives**

To provide virtual secretariat support to the Government of Japan on strategic aspects of the preparation of the 2021 Nutrition for Growth Summit.

**Background**

The UK government co-hosted the first Nutrition for Growth Summit in 2013, helping to secure an unprecedented level of commitment from governments (including donors), UN, civil society and the private sector. As part of the N4G process, the government of Japan will host its own Nutrition for Growth Summit in Tokyo in December 2021. The 2021 N4G Summit presents an enormously important opportunity to ensure action is taken on nutrition so that more countries are able to get on track to reach global targets (including the 2025 World Health Assembly targets and the 2030 SDG target to end malnutrition in all its forms). In particular, it will provide a platform to shine a spotlight and to mobilise commitments to address malnutrition that go beyond action on food systems and that ensure a specific focus on the needs of women, adolescents and young children, including in countries that are classified as fragile or conflict-affected.

To date, the Bill & Melinda Gates Foundation (BMGF) and the Foreign, Commonwealth & Development Office (FCDO) of the UK Government have been working closely with the Japanese government in support of the Summit. A vision for the Summit has been agreed, a commitment guide has been produced, an advisory group has been established (comprising representatives from key constituency groups) and the Government of Japan is advancing with the preparation of the Summit.

As the organizing network grows, and workstreams multiply and accelerate, a small but committed Virtual Secretariat (VS) has become necessary, to provide support to the Government of Japan on key aspects of the organization of the event, and to ensure its intended outcomes.

The Virtual Secretariat will be overseen by the Government of Japan. It will involve close collaboration with leads from BMGF, FCDO, Nutrition International (NI), UNICEF, World Bank, and other partner organizations as necessary.

**Composition and scope of work of the Virtual Secretariat**

The VS will include at least:

- Strategic and administrative support staff provided by FCDO
- Representation from the Outreach working group, mostly by UNICEF and the World Bank, who are facilitating the mobilisation of commitments from partner governments and other organizations
- Representation from the GNR, as coordinators of the commitment platform and the commitment review process, and to ensure coordination with Outreach group
- Representation from BMGF to coordinate communication efforts
- Representation from Nutrition International to provide facilitation of the Secretariat and to provide ongoing support to Japan on areas such as the Compact development

The leads for the Summit within the Japanese Ministry of Foreign Affairs will take responsibility for the overall, and logistical, arrangements of the Summit and for oversight of the work of the VS. A workplan will be developed and maintained by the VS that defines the scope of the VS and outlines the roles and commitment of each member. The workplan will ensure there is a coordinated approach

across the VS, the Advisory Group, and the various specialized teams, to deliver the Summit in line with Japan’s objectives.

Oversight for all activities will sit with the Government of Japan but activities that are covered through this assignment will be managed and agreed by FCDO, BMGF and other ‘sponsors’ for the virtual secretariat, in coordination with the Government of Japan.

### Oversight

The virtual Secretariat will be overseen by the Government of Japan, with close collaboration with leads from FCDO, BMGF, Nutrition International, and other sponsors of the Virtual Secretariat. Regular catch-ups will be important to ensure that there is shared clarity on what activities are within and outside the Terms of Reference.

### Workplan of the Virtual Secretariat

The VS will initially convene at least every two weeks, and more frequently as necessary, under the leadership of the Government of Japan, to ensure there is good coherence across workstreams.

The following high-level activity plan will form the basis for the VS workplan in the run-up to the Summit. A detailed workplan and timeline will be developed and maintained by the VS. The ToR and Workplan will be updated on a regular basis, with the agreement of the Government of Japan.

The virtual secretariat will take responsibility for:

Summit preparation area	Workstreams	VS lead
<b>Virtual Secretariat Facilitation</b>	Coordinate the implementation of the VS workplan, and facilitation of meetings and communications of the Virtual Secretariat and members	NI FCDO
	Develop and maintain a global timeline and workplan to enable relevant workstreams to be delivered on time and to ensure effective delivery of the Summit	NI FCDO
	Support the N4G Advisory Group – including setting up and facilitating regular meetings, preparing AG progress updates, ensuring key decisions are formulated and taken in a timely fashion, and tracked	Japan NI FCDO
<b>Outreach and Commitment mobilization</b>	Support the mobilisation of commitments from partner governments (including to feed in advice on invites / speakers for the Summit) and the process for reviewing / registering commitments as part of the agreed N4G accountability framework	Outreach WG World Bank
	Foster outreach to other key constituencies to mobilize their commitments	BMGF FCDO NI Advisory Group
	Ensure good join-up with the process for registering commitments – ensure updates on Summit preparation include details on how commitments can be registered.	Global Nutrition Report
	Manage correspondence with Access to Nutrition Foundation (ATNI) and the intermediate entity to ensure effective coordination for mobilising the Breast Milk Substitutes (BMS) companies to comply with the Principles of Engagement (PoE) of the summit.	BMGF

Summit preparation area	Workstreams	VS lead
<b>Compact development</b>	Coordinate the development of the draft Summit Compact and its annexes – including organizing a Working Group, drafting, consolidating technical inputs, consolidating commitments, facilitating the oversight of the Government of Japan, managing endorsement by stakeholders	NI FCDO UNICEF GNR
<b>Summit logistics and management</b>	Support the organization of the Summit High Level Day	BGMF WB
	Support the organization of the Summit Technical Day	WB (Thematic WG)
	Support the organization of side events: liaising with Government of Japan to support proposals and reviews of side events, including developing guidance	FCDO NI (Thematic WG)
<b>Global alignment</b>	Work with the UNFSS Secretariat to ensure strong complementarity between N4G and FSS planning – including finalizing the Joint Statement, regular meetings to discuss progress on AT1 and AT2 and accountability in particular	BMGF
	Promote/align N4G with relevant events/processes: UNGA, WHA, UHC2030, etc	Japan WB
<b>Communications</b>	Manage correspondence and updates relating to the Summit, including: updates for the N4G website, a communications toolkit, and support to side-events	BMGF FCDO (1,000 Days and Constituency Taskforce)
	Develop and disseminate rules for the use of the N4G logo, and provide oversight	Japan

### Deliverables

- Global timeline and workplan for the Virtual Secretariat, and for the Summit preparation, developed and maintained, including draft work plan / schedule for the December Summit (to be managed by the Government of Japan) and plan of action on invites for the Summit
- Periodic updates for stakeholders on Commitment progress and Summit preparations prepared and disseminated
- Draft N4G Compact including annexes for finalization by the Government of Japan
- Communications plan developed and implemented, creating interest in the Summit and support for the Commitment drive
- Regular Advisory Group meetings prepared, facilitated, and action agenda followed-up on

### Expertise required

The Virtual Secretariat will consist of several staff (largely part-time) with strong project management and communication expertise and demonstrated ability to lead the development of the N4G Compact on behalf of the Government of Japan.

The Virtual Secretariat will be facilitated by a consultant from Nutrition International, with substantial support from FCDO, including for correspondence, logistics, meeting notes, file management, etc. of the VS and AG.