Membership Protocol Guideline for SUN CSA Nigeria (CS-SUNN)

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1 INTRODUCTION AND PURPOSE:

At the global level, the SUN Civil Society Network (SUN CSN) was established to support the formation of and evolution of Civil Society Alliances in SUN Countries, as well as facilitate communication and coordination across SUN CSAs, and with the broader SUN Movement.

The Civil Society – Scaling Up Nutrition in Nigeria (CS-SUNN) represents the Nigeria SUN CSA and issues these membership guidelines pursuant to its mandates, as contained in its constitution.

The objectives of this membership protocol are:

1. To establish a clear membership and grant-seeking guideline that will help coordinate Civil Societies in Nigeria to advocate for increased focus on nutrition outcomes in National and subnational policies.
2. To establish a standardized process/guidelines for state chapters to seek and report grants to the national body before implementation, ensuring transparency, coordination, and alignment with the alliance's mission and vision.

This membership protocol shall be a one-stop-shop guide and an all-encompassing guide for effective coordination of the affairs of the Nigerian SUN CSA members to be positioned as CSA that is formidable, and dependable with demonstration of efficiency and organizational effectiveness in their operations.

This membership protocol will help the Alliance's work to ensure that member's efforts to tackle malnutrition are aligned with national plans.

2 ABOUT CS-SUNN

As a non-governmental, non-profit alliance, made up of organizations with a shared vision to transform Nigeria into a country where every citizen has food and is nutrition secure, our mission is to keep mobilizing non-state actors to advocate, generate evidence, build capacity, and stimulate communities to scale up Nutrition in Nigeria.

Vision: To transform Nigeria into a Country where every citizen has food and is nutrition secure.

Mission Statement: To mobilize non-state actors to generate evidence, build capacity, advocate, and stimulate communities to scale up nutrition in Nigeria.

The alliance has the following core objectives:

- To advocate for effective coordination of all nutrition stakeholders and programs in Nigeria.
- To create a platform through which Civil Society Organizations can effectively advocate for improved nutrition in Nigeria.
- To advocate and engage the government to create nutrition budget lines in some key Federal and state Ministries in Nigeria as well as include CSOs in nutrition interventions as appropriate.
- To encourage and strongly advocate for the establishment of effective and functional nutrition surveillance monitoring and evaluation systems.
- To build the capacity of CS-SUNN members to effectively engage in the pursuit of improved nutrition in Nigeria.

3 CS-SUNN MEMBERSHIP GUIDELINE

3.1 Membership Criteria:

CS-SUNN shall have membership across all 36 states of the federation including the FCT. Its membership shall comprise of a number of CSO members, with the aim of amplifying the voices of communities affected by the double burden of malnutrition and focusing on the need for greater accountability to them.

The Nigerian SUN CSA represents several National and subnational CSOs, CBOs, women groups, Advocacy and research entities, and human rights defenders, amongst others.

Membership is open to all organizations working in the Nutrition space in Nigeria. Some specific criteria to be considered a member of the Nigerian SUN CSA are listed below:

- o The organization shall/must be a fully registered NGO/CSO/CBO in Nigeria.
- o The organization shall/must have a shared vision/Mission with that of CS-SUNN.
- o The organization must/shall have applied and followed through with all the registration processes for becoming a member of CS-SUNN.

The organization must/shall show its full commitment to promoting nutritional well-being, and its capacity to contribute actively to the alliance's objectives.3.2 Benefits of Membership

Potential members will enjoy the following benefits:

1) Automatic Membership with Global Nutrition Networks
2) Access to a Strong/Influential Nutrition Advocacy Network
3) Engagement in State-Specific Nutrition Interventions
4) Voice and Leadership in Nutrition Governance
5) Capacity Building and Training Opportunities
6) Organization's Visibility and Credibility
7) Policy Influence and Strategic Advocacy
8) Information and Knowledge Sharing
9) Networking and Collaboration
10) Joint Fundraising and Resource Mobilization
11) Influence in Decision-Making Platforms
12) Participation in National Campaigns and Events
13) Technical Support and Guidance

Please refer to CS-SUNN Membership Benefits for more details: (Link to membership portal page/joining the alliance)

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Application Process

Potential organizations who want to be members of CS-SUNN must first fill out and submit a membership application form from the CS-SUNN website (www.cs-sunn.org).

Applicant CSO shall submit the application form with the following relevant documentation.

- o Copy of registration certificate with the Nigerian Government
- o Complete the organization profile showing vision, mission, management, and Board of Trustees.
- o Evidence project executed related to nutrition.

3.2 Review and Approval Process:

CS-SUNN has an established Review Committee, that shall be responsible for evaluating every membership application.

The committee shall use a set criterion for assessing each applicant as defined in their TOR. Some of the criteria shall include the organization's capacity, expertise, and commitment to the Alliance objectives.

A clear review process will be set, and each applicant shall be notified of the results of their application in a timely manner.

3.3 Membership Obligations and Responsibilities:

The national secretariat will be responsible for the following.

- Communicate, represent, and promote CS-SUNN within the country and internationally with other country networks and within the global Network/SUN Movement as a whole.
- Coordinate, plan and strategize CSO SUN-related activities and advocacy by fostering an inclusive, open, and transparent process involving CS-SUNN members.

- The national secretariate will be responsible for liaising with SUN Government, Donor convenors and other SUN Stakeholders such as private sector, youth and academia, contributing proactively towards multi-stakeholder platforms (SUN Movement) and nutrition related processes in support of the SUN activities at national, regional and sub-national levels,
- Promote a good level of Communication, fostering learning and sharing best practices between members of the alliance.

All members of the Nigerian SUN CSA will be responsible for the following.

- Members are to comply with all relevant guidelines, constitutions, and other protocols of CS-SUNN.
- Members are required to participate fully in CS-SUNN general assembly routine meetings, including events, and collaborative initiatives related to nutrition.
- Each state chapters executives are to coordinate the affairs of CS-SUNN within their state.

3.4 Code of Conduct:

The CS-SUNN code of conduct has outlined ethical standards and professional behaviour expected by all members.

It is important for all members to maintain integrity, respect, and transparency in all activities and interactions within the alliance.

3.5 Membership Dues and Financial Obligations:

New CSO members aspiring to join the CS-SUNN alliance are expected to pay a registration fee of **N20,000** and a subsequent annual membership due of **N10, 000.**

Method of payment shall be a direct bank transfer.

State chapters shall coordinate the registration and annual payment process.

Upon payment, an email with evidence of payment should be sent to info@cs-sunn.org (Provide email address)

3.6   Membership Review and Renewal:

The CS-SUNN National Secretariat shall carry out a routine scoping exercise of CSOs who are working on food security, nutrition-specific (eg Fortification, supplementation, infant and)

Periodically, CS-SUNN will conduct a review process to assess each member's continued commitment to the alliance's goals and objectives.

CS-SUNN shall communicate to all members the outcome of the review and membership renewal, including the submission of updated information and an evaluation of the member's contributions to the alliance.

3.7   Dispute Resolution and Termination:

In the advent of membership dispute within state chapters, CS-SUNN shall mediate amicably by setting up a modality and procedure for resolving disputes and conflict resolution.

3.8   Compliance with Legal and Regulatory Requirements:

All members are required to comply with the Nigerian regulatory and statutory legal requirement operation as a CSO in the country.

4   GRANT SEEKING PROTOCOL:

Objective

To establish a standardized process/guidelines for state chapters to seek and report grants to the National before implementation, ensuring transparency, coordination, and alignment with the coalition's mission and goals.

4.1 Pre-Application Phase

- **Identify Funding Opportunities:** Regularly research and identify grant opportunities that align with the National and State chapter's mission, goals, and specific projects.

- **Review Eligibility Criteria:** Thoroughly review the eligibility criteria, guidelines, and deadlines for each grant opportunity to ensure your chapter qualifies and can meet all requirements.

- **Establish a Grant Team:** Assemble a grant team that includes members with expertise in grant writing, project management, budgeting, and any relevant subject matter.

- **Communication:** State chapters must inform the National alliance about the intent to apply for a grant at the earliest stage to seek approval and coordination.

4.2 Proposal Development

- **Needs Assessment:** Clearly define the problem or need the grant will address and provide data or evidence to support your case.

- **Project Goals and Objectives:** Set specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives for the project.

- **Project Plan:** Develop a detailed project plan, including activities, timelines, and responsible individuals.

- **Budget Development:** Create a comprehensive budget that includes all costs related to the project, such as personnel, supplies, equipment, and overhead expenses.

- **Partnerships and Collaboration:** Highlight any partnerships or collaborations with other organizations, if applicable, and provide letters of support.

4.3 Review And Approval

- **Local Review:** Local coalition members should internally review the grant proposal to ensure alignment with the coalition's objectives and adherence to grant guidelines.

- **National Review:** Submit the grant proposal to the National coalition for a formal review, providing ample time for the National to assess the proposal's alignment with the coalition's mission.

- **Approval:** The National Coalition will approve or provide feedback on the grant application within a reasonable time frame.

4.4 Grant Application Submission

- **Writing the Proposal:** Follow the grant application guidelines and structure your proposal with a clear and concise narrative, including an executive summary, problem statement, project description, budget, and evaluation plan.

- **Attachments:** Attach any required documents, such as resumes, letters of support, or financial statements.

- **Review and Proofreading:** Review the application for clarity, consistency, and accuracy. Proofread for grammar and spelling errors.

- **Submission:** Submit the grant application by the specified deadline through the designated method (e.g., online portals, email, or postal service).

4.5 Post-Submission Phase

- **Record Keeping:** Maintain copies of the grant application, guidelines, and all related documents for your records.

- **Follow-up:** After submission, keep track of the grant status and respond promptly to any requests for additional information or clarification from the funding organization.

- **Evaluation and Reporting:** If the grant is awarded, adhere to the reporting requirements outlined in the grant agreement. Regularly evaluate and document progress toward achieving project goals.

4.6 Rejection And Resubmission

- **Rejection Response:** If the grant application is not successful, request feedback from the funding organization and use it to improve future applications.
- **Resubmission:** If possible, revise and resubmit the application to other suitable grant opportunities.

4.7 Continuous Improvement

- **Learning and Adaptation:** Continuously update the grant application protocol based on lessons learned and changing grant landscape.
- **Training and Capacity Building:** Provide training and resources to chapter members involved in grant applications to enhance their skills.

By following these protocols, state chapters can enhance their grant-seeking efforts and increase their chances of securing funding for their nutrition interventions.