



**KENYA NUTRITIONISTS AND DIETICIANS INSTITUTE
(KNDI)**

**HEADQUARTERS PHYSICAL ADDRESS:
MAVOKO SUB-COUNTY, SABAHI AREA, MLOLONGO,
MACHAKOS COUNTY, KENYA**

CHAIRPERSON'S REPORT

**DELIVERED AT
ANNUAL GENERAL MEETING**

Date: Thursday, October 7, 2021



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1.1 THE NUTRITION LANDSCAPE IN KENYA

Kenya is undergoing an epidemiological transition marked by a decline in morbidity & mortality caused by communicable diseases and increase in the burden of non-communicable conditions, which are estimated to account for 27% of all deaths. Nutrition has the capacity to halt & reverse the rising burden of non-communicable diseases through minimizing the exposure to health risk factors across the lifecycle. The 2010 Constitution of Kenya recognizes adequate food and nutrition as a human right. It states that every person has the right to be free from hunger and the right to adequate food of acceptable quality (Article 43) and that every child has the right to basic nutrition (Article 53).

Since 2007, there appears to have emerged some intensified energies that have resulted into several policy and programmatic initiatives. These include: Sustainable Development Goals; Kenya Vision 2030; Kenya National Strategy for control of Non-Communicable Diseases (2015-2020); National Nutrition Action Plan (2012-2017); Kenya National e-Health strategy 2011-2017; National Food and Nutrition Security Policy (2011); Kenya Nutrition and HIV/AIDs strategy (2007-2010); Scaling Up Nutrition movement; Nutrition Situation Analysis-Kenya and the big four agenda of Kenya amongst others.

Furthermore, the Government of Kenya's 2011 Food and Nutrition Security Policy states that nutrition is central to human development in the country (Government of Kenya, 2011) a fact that has been embodied in Kenya's Vision 2030 and the United Nation's Sustainable Development Goals (SDGs) that specifically address SDG 2). KNDI therefore dutifully and with great hope looks forward to continuing collaboration with all those who practically promote the nutrition status and the well-being of the Kenyan People.

KNDI provides an enabling environment for sustainable improvement of nutrition and dietary status for all Kenya's population groups. The legal framework and the research policy framework allows the institute to deepen its work around understanding nutrition research and provide ethical approval for all researches with nutrition specific and sensitive components, advise the government on matters related to nutrition and dietetics, enhance nutrition research evidence to policy making and matters of quality assurance.

In order to achieve this functions, KNDI through the existing research policy, enables its members to make full use of its vast resources to create a research culture consistent with national development goals. The institute is aware of the previous strategies utilized to bring deliberate attention on identification of priority research areas and Conduct need-based research to inform policy, programme design and implementation.

2.0 GOVERNANCE

The Council whose members are in Gazette Notice No. 4397 (**Vol CXXI, No. 58; Nairobi, 7th May 2019**), in the past one year of operations has embraced principles of good governance for the institute by empowering committees and office of the CEO to execute the institute's mandate. Council meetings are chaired by the Chairperson of the Council and in the case of a committee meeting, the Chairperson of that Committee. In the absence of the Chairperson, one of the Council members designated by the Council members present at the meeting does chair.

The Council meetings are constituted in accordance with constitutive documents of the institute and include a confirmation that there is quorum for the meeting to proceed as well as recording of attendance. The chairperson, having ensured that the meeting is properly constituted, always ensures that at an appropriate

time during the meeting, the minutes of the previous meeting are confirmed and matters arising therefrom handled. All committee reports are tabled in full council meetings for adoption. The following committees are currently operational and actively participating in various meetings as mandated by the council.

1. Finance, Administration and Human Resource Committee
2. Audit and Risk Committee
3. Accreditation Committee
4. Disciplinary Committee

During the past one year both Council and Committees have held regular meetings to pass resolutions for adoption. The Office of the CEO has been in full operation despite the COVID-19 Pandemic.

The following Council members are currently actively participating in governance matters of the institute. The team excludes one Council Member (Mr. Stephen Mutoro) who resigned to pursue other duties.

1. Dr. Evayline Nkirigacha-Chairperson
2. Prof. Gordon Nguka-Member
3. Dr. Joy Mugambi-Member
4. Mrs. Edna Warentho-Member
5. Mrs. Harriet Njiru- Member
6. Ms. Purity Njoki Chege- Member
7. Mrs. Angeline Korir- Member
8. Mr. Oscar Kambona Ayoma- Member
9. Mrs. Veronica Kirogo -Member Rep. DN(MOH)
10. Dr. David Soti- Member Rep. DG(MOH)
11. Dr. David Omondi Okeyo-CEO & Ex-Officio Member

2.1 Council Approved Policies and Standard Operating Procedures

In order to support the operations of the office of the Chief Executive Officer, the Council has adopted previous policies and developed new ones to guide operations. Any professional can walk into the institute and access any relevant policies and procedures of interest for purposes of knowledge. Some of the statutory documents, policy documents and standard operating procedures that are in operation are highlighted below:

2.2 Statutory Instruments

- 1) Nutritionists and Dieticians Act, 18, 2007
- 2) Nutritionists and Dieticians Act, 18, 2007; Amendment in Health laws (Amendment) 2019.
- 3) Legal Notices Nos., 215 (2019), 216(2019) and 160 (2020: Amendment of Notice 215)

2.3 Policies and Guidelines

- 1) Council Charter
- 2) Training Standards
- 3) Inspection Checklist-Degree
- 4) Inspection Checklist-Diploma
- 5) Inspection Checklist-Certificate
- 6) Core Curriculum Guidelines-Degree
- 7) Core Curriculum Guidelines -Diploma
- 8) Core Curriculum Guidelines -Certificate
- 9) Training Institutions Site Inspection Tool (*Degree, diploma and certificate*)
- 10) Food company value chain inspection tool
- 11) Internship Guidelines
- 12) Internship Log Book
- 13) Examination Policy

- 14)CPD Guidelines
- 15)Ethical Clearance Guidelines
- 16)Scope of Practice
- 17)Code of Ethics and Oath of Practice
- 18)Research Policy
- 19)Business Process Analysis
- 20)IT Policy
- 21)Communication Policy
- 22)Human Resource Policy
- 23)Remuneration Policy

2.3 Standard Operating Procedures

There are 19 approved procedures for operations which are implemented by the Chief Executive Officer.

- 1) **PROCEDURE NUMBER 1:** PROCEDURES FOR COUNCIL'S OPERATIONS- Ref: KNDI/SOP/2016/C/01
- 2) **PROCEDURE NUMBER 2:** SOPS FOR DEALING WITH ACCREDITATION COMMITTEE OPERATIONS- Ref: KNDI/SOP/2016/AC/02
- 3) **PROCEDURE NUMBER 3:** PROCEDURE FOR DEALING WITH REGISTRATION & DEREGISTRATION COMMITTEE FUNCTIONS- Ref: KNDI/SOP/2016/RC/03
- 4) **PROCEDURE NUMBER 4:** DISCIPLINARY COMMITTEE RELATED OFFENSES- Ref: KNDI/SOP/2016/DC/04
- 5) **PROCEDURE NUMBER 5:** OFFENCES RELATED TO MANAGEMENT OPERATIONS- Ref: KNDI/SOP/2016/AC/05
- 6) **PROCEDURE NUMBER 6:** PROCEDURE FOR DISCIPLINING MEMBERS AND PROFESSIONALS- Ref: KNDI/SOP/2016/RC/06
- 7) **PROCEDURE NUMBER 7:** PROCEDURE FOR RECRUITMENT OF STAFF- Ref: KNDI/SOP/2016/FHR/07

- 8) **PROCEDURE NUMBER 8:** EMPLOYEE INDUCTION- Ref:
KNDI/SOP/2016/FHR/08
- 9) **PROCEDURE NUMBER 9:** COORDINATION OF INTERNSHIP PROGRAMME-
Ref: KNDI/SOP/2016/FHR/9
- 10) **PROCEDURE NUMBER 10:** STAFF TRAINING- Ref: KNDI/SOP/2016/FHR/10/a
- 11) **PROCEDURE NUMBER 10:** STAFF MOTIVATION AND RETENTION- Ref:
KNDI/SOP/2016/FHR/10/b
- 12) **PROCEDURE NUMBER 11:** POLICY DEVELOPMENT AND REVIEW- Ref:
KNDI/SOP/2016/C/11
- 13) **PROCEDURE NUMBER 12:** ACCREDITATION OF TRAINING INSTITUTIONS- Ref:
KNDI/SOP/2016/QA/12
- 14) **PROCEDURE NUMBER 13:** REGISTRATION OF PROFESSIONALS- Ref:
KNDI/SOP/2016/RC/13
- 15) **PROCEDURE NUMBER 14:** PROCEDURE FOR PROFESSIONAL EXAMINATION-
Ref: KNDI/SOP/2016/Exams/14
- 16) **PROCEDURE NUMBER 15:** PROCEDURE FOR INTERNSHIP PROGRAMME- Ref:
KNDI/SOP/2016/Intern/15
- 17) **PROCEDURE NUMBER 16:** PROCEDURES FOR RESEARCH AND SCIENTIFIC
PUBLICATION SHARING- KNDI/SOP/2016/Research/16
- 18) **PROCEDURE NUMBER 17:** PROCEDURES FOR INFORMATION TECHNOLOGY
OPERATIONS- Ref: KNDI/SOP/2016/IT/17
- 19) **PROCEDURE NUMBER 18:** GUIDELINES FOR ETHICAL CLEARANCE BY ETHICS
REVIEW COMMITTEE AND TERMS OF REFERENCE- Ref: KNDI/SOP/2016/IT/18
- 20) **PROCEDURE NUMBER 19:** FINANCIAL AND ACCOUNTING POLICIES AND
PROCEDURES MANUAL- Ref: KNDI/SOP/2019/F/19

3.0 MAJOR ACHIEVEMENTS SPECIFIC FOR THE CURRENT COUNCIL

- 1) Successfully completing KNDI headquarters office block in Machakos, County, Sabaki area, Mjengo, Mlolongo, Off Mombasa Road, which was launched today.
- 2) Developing a strategic Plan for July 2020-June-2025
- 3) Successfully reviewing and competitively recruiting External CPA Auditors operating as Muiru Karanja and Associates Company Limited for the next 3 years.
- 4) Transforming the following services into online platforms for ease of operations.
 - i) Online Continuous Professional Development (CPD) Portal
 - ii) Online Indexing Portal
 - iii) Online Professional Examination Portal
 - iv) Online Registration Portal
 - v) Design and Issuance of the Digital License, Certificate of Registration and Clearance letter for Practicing
 - vi) Online Training Institution's Accreditation Portal
- 5) Partnering with Weetabix East Africa Limited on promoting healthy breakfast through review and endorsement of "Weetabix Original" which is a Kenyan Brand of Weetabix.
- 6) Partnership with Unilever Company Kenya Limited to review Royco Mchuzi Mix (Beef Brand) within the lens of Health Claims from Consumer perspective.
- 7) Research 4 Life access to Journals under HINARI, AGORA, OARE, Wipo and Goali has now been approved and is operational. Our professionals and research scientists can now access high quality Journal papers for free.

4.0 MAJOR CHALLENGES AND THREATS

Two major challenges facing the nutrition and dietetics profession are as follows:

- 1) The non-payment of interns who are annually placed by the institute across 47 health facilities countrywide and
- 2) Non-employment of nutritionists and dieticians.
- 3) Non-compliance with professionals' obligations majorly by already registered professionals where only 30 percent renew their licenses.
- 4) Conflicting laws being enacted by parliament constant redress by the Courts of justice.

The institute appeals to both national and County governments from a quality and service delivery lens to review this matter within the norms and standards on Human Resource for Health to ensure a good number of nutritionists and dieticians are employed.

5.0 STRATEGIC FOCUS

The current Strategic Plan July 2020 to June 2025 is based on the Institute's initial self-assessment, the needs as defined by its legal mandate, and an external analysis of its prevailing context and environment. Careful and critical consideration of all the emerging issues informed the institute to shoulder-define the orientation of all its goals; and in a prioritized manner to assign its objectives, strategies and activities during the July 2020 to June 2025 period.

For this period, ***KNDI will pursue the overall Medium-Term thematic focus whose Key Result Areas and Results Framework include Operationalizing the Act, Organization Development, Generation of Resources for better sustainability of the Institute's activities and Enhanced Universal Health Coverage (UHC), Food and Nutrition Security agenda for Kenya.***

The institute is therefore committed towards the thematic focus of the current strategic plan with the following objectives in mind:

- 1) To establish a strong pre-service training, capacity building framework on skills, competencies, and empowerment for nutrition and dietetics professionals in the next five years.
- 2) To establish a Centre of Excellence in research coordination, quality assurance, documentation and innovations in nutrition and dietetics in the next five years.
- 3) To establish a resource mobilization and investment framework for the long-term sustainability of KNDI functions, in the next five years.
- 4) To develop and implement a KNDI communications and advocacy strategy in the next five years.
- 5) To strengthen KNDI Secretariat for effective policy implementation, monitoring and evaluation, law enforcement and inspection in the next five years.
- 6) To build strong partnership with inter-governmental agencies and food/supplement marketing agencies to enhance universal health coverage, food and nutrition security in Kenya in the next five years.

5.1 Partnership with The Food Industry

KNDI has initiated partnerships with the food industry in regulating and marketing of foods and food supplements. KNDI is aware that this function is supposed to be achieved working jointly with other bodies, as an active participant on reviews of foods, food supplements and fortifiers with nutrient claims. The institute has successfully completed the review of two products which demonstrate a potential role in the Food and Drug Authority technical committee once the authority is established. The institute also has a major role in the Food Safety reviews and therefore a key partner in the Coordination of Food safety regulation and should not be left out as an agency within the framework of Food Safety

Coordination Bill, 2021. In this regard the two major achievements in this industry that the institute is proud to identify with include:

- 1) Partnering with Weetabix East Africa Limited on promoting healthy breakfast through review and endorsement of "Weetabix Original" which is a Kenyan Brand of Weetabix.
- 2) Partnering with Unilever Company Kenya Limited to review Royco Mchuzi Mix (Beef Brand) within the lens of Health Claims from a Consumer perspective.

5.2 Partnership with Other Inter-Governmental Agency

KNDI is currently collaborating with other health sector regulatory authorities on matters of joint health inspection. The Health regulatory authorities include:

- 1) Kenya Medical Practitioners and Dentists Council
- 2) Pharmacy and Poisons Board
- 3) Nursing Council of Kenya
- 4) Kenya Medical Laboratories and Technicians Board
- 5) Public Health Officers and Technicians Council
- 6) Radiation Protections Board and
- 7) Physiotherapy Council of Kenya

6.0 DETAILS OF OFFICE BLOCK

At the commencement of the operations of the 18-member Council. In January 2010, the Institute's offices were located on a 110 square feet Space at 5th Avenue Plaza, Ngong' Road and operated there until 31st July, 2015. The institute moved to Commodore Office Suites on a space of 104 square meters on 1st August 2015. Later the office was expanded by adding an additional space of 104 square meters on the same floor making a total space of 208 square meters. Most of the time the space was not enough so the Council meetings had to be held in hotels.

The current office block which we launched a few hours ago was commissioned by the Council having realized that the total rent to be paid until August 2020 would be KES 18,680,095 and with an annual increment at 10% would have amounted to KES 32,671,602 after five years. The Institute therefore partnered with Family Bank to fund this office block project which is now sitting on a ¼ acre space. As a matter of disclosure the Institute has spent approximately KES 46,000,000, for the project against KES 51,327,104.64 as per the BQs. The current outstanding amount for Family Bank is KES 18, 000, 000 and the monthly remissions are up to date. The current equity for the institute stands at KES 121, 438, 420 which implies that the institute is healthy to continue in operations. It is important to note that this project was fully funded by savings from subscription fees charged on various services.

The current office space is now 750 square meter three-story building with capacity to handle all functions of KNDI. The details are as follows; -

- 1) 750 square meter space
- 2) Ground floor (250m²) carry all the technical functions fully furnished with work station and cabinets.
- 3) The First floor is partitioned to have CEO's office, Registrar's office and Council boardroom with space enough to set up temporary partition for two separate meetings.
- 4) The second floor(250m²) wide enough space which has been left for functions and shall host a specialist commercial food and diet restaurant and a business incubation centre for professionals.
- 5) The institute building has a 12 kw Solar power back-up system for the three-phase electricity.
- 6) There is a state of the art fire safety mechanisms installed in each floor with smoke detectors.
- 7) A provision for lift shaft is given for additional five floors.

- 8) The structural integrity carries five floors and has passed the test of qualified engineers.
- 9) The building is resting on a suspended floor supported by a ground beam making it stable on the black cotton soil.
- 10) The perimeter wall is half concrete towards the stream side and acts as barrier to water during heavy rains seasons. This was tested during heavy rains in late 2019 and early 2020.
- 11) There is adequate public toilet facility, car park area and security house.

7.0 RELEVANCE OF THE NEW OFFICE BLOCK TO THE COUNCIL

Today we launched the KNDI headquarters office block within the Nairobi Metropolitan Area here at Mololongo, Sabaki are, Mavoko Sub-County of Machakos County. This office block has adequate space for expansion of KNDI activities. KNDI shall initiate a business incubation centre for the professionals which shall explore building professional capacities to engage in impactful private practice in primary and curative healthcare. With central coordination at the headquarters, this business incubation hub will network private practitioners in major towns to offer primary healthcare services. Let me take this opportunity to thank the Council for the milestone and specifically the CEO and his team for diligence.

ACKNOWLEDGEMENTS

May I take this opportunity to send my gratitude to the Almighty God and humanity who are part of this process to ensure the profession keeps growing to the point of high level recognition.

1. Jesus Christ-The Head of the Church for grace.
2. Council Members

3. The Office of the CEO
4. Professionals of nutrition and dietetics

Dr, Evayline M. Nkirigacha

CHAIRPERSON

Annex 1: Detailed Annual Report 1st July 2020-30th June 2021 Financial Year

1.0 INTRODUCTIONS

1.1 Mandate and Functions

The Kenya Nutritionists and Dieticians Institute was established by an Act of Parliament No.18 of 2007 (Cap 253B). The Act provides for training, registration and licensing of nutritionists and dieticians. It also provides for the regulation of the standards, and practice of the profession to ensure their effective participation in matters relating to nutrition and dietetics and for connected purposes. KNDI has a governance structure which consists of the Council and Management. The Council is led by a Chairperson elected in a manner specified under Section 5, paragraph (a) and develops policies to guide the institute's function assisted by the Technical Committees namely: Accreditation; Registration and Disciplinary as established by the Nutritionists and Dieticians Act, 18, 2007. The Management operationalizes the various policies and guidelines developed on day to day basis and is led by the Chief Executive officer.

The functions of the Council are outlined under Section 6 as follows:

- a) Determine and set framework for the professional practice of nutritionists and dieticians;
- b) Set and enforce standards of professional practice and ethics on nutrition and dietetics;
- c) Enforce a program of quality assurance for the nutrition and dietetics profession;
- d) Approve institutions for the purpose of training persons seeking registration under this Act;
- e) Research into and provide public education on nutrition and dietetics;

- f) Maintain the competence of members by updating their knowledge through publications and the conduct of continuing professional education;
- g) Provide training for nutritionists and dietitians;
- h) Design programs and methods for sensitization on suitable dietary and nutritional habits, and
- i) Perform such other functions as may be necessary for proper administration of the Act.
- j) Working jointly with other bodies participate actively in review of food and food supplements with nutrition claim.

1.2 KNDI Years July 2020 – June 2025 Strategic Plan

This Kenya Nutritionists and Dietitians Institute (KNDI) Strategic Plan outlines the determining path which the Institute has chosen for the next five years, as it works to optimally respond to the call of its legal mandate in regulating the profession of nutrition and dietetics. The Plan is based on the Institute's initial self-assessment, the needs as defined by its legal mandate, and an external analysis of its prevailing context and environment. Careful and critical consideration of all the emerging issues informed the Council of KNDI to shoulder-define the orientation of all its goals; and in a prioritised manner to assign its objectives, strategies and activities during the July 2020 to June 2025 period. That rationale of factors for consideration, definition of choices to be made, priorities assigned and objectives defined for the period are in the content of the KNDI Years 2020 – 2025 Strategic Plan as presented in this document. The Plan has clear indicators that will benchmark the Institute's progress, in the implementation of the Plan. Reference materials were useful in informing the rationale, processes and content that led to this Strategic Plan and are separately documented in the process report.

Under this Year's 2020/2021 – 2024/2025 Financial years, KNDI chose to focus on areas from which key strategic results identified in the years 2015 – 2019 strategic

plan were not achieved. The 2020 – 2025 Plan's actions are therefore designed to respond to the challenges that the ended 2015-2019 Plan identified; and to systematically harvest from the lessons learnt under that Plan, with the overall aim of making the Institute more efficient, effective and with great impact for the Kenyan Population. The set Key Result Areas for KNDI in 2020 to 2025 are:

- a) To fully operationalize the Nutritionists and Dieticians Act No.18 of 2007 (the KNDI Act).
- b) To advance KNDI's Organizational Development (OD).
- c) To Generate Resources for the Institute's operations.
- d) Strengthen Universal Health Coverage (UHC), Food and Nutrition Security agenda for Kenya.

In pursuit of the above four key result areas expected to remain relevant in the medium term, KNDI will work towards achieving the following Six Strategic Objectives during the current July 2020 – June 2025 Strategic Plan period (or in short, the Years 2020/2021 to 2024/2025 Plan).

- 1. To establish a strong pre-service training, capacity building framework on skills, competencies, and empowerment for nutrition and dietetics professionals in the next five years.
- 2. To establish a Centre of Excellence in research coordination, quality assurance, documentation and innovations in nutrition and dietetics in the next five years.
- 3. To establish a resource mobilization and investment framework for the long-term sustainability of KNDI functions, in the next five years.
- 4. To develop and implement a KNDI communication and advocacy strategy in the next five years.
- 5. To strengthen the KNDI Secretariat for effective policy implementation, monitoring and evaluation, law enforcement and inspection in the next five years.

6. To build a strong partnership with inter-governmental agencies and food/supplements marketing agencies to enhance universal health coverage, food and nutrition security in Kenya in the next five years.

2.0 REPORT

2.1 Strategic Objective 1: To establish a strong pre-and in-service training, capacity building framework on skills, competencies, and empowerment for nutrition and dietetics professionals in the next five years

The strategic plan aims to establish a strong pre-and in-service training, capacity building framework on skills, competencies, and empowerment for nutrition and dietetics professionals in the next five years.

Table 1

Objective	Activity			Number		Remarks
		FY19/20	FY20/21	Target	Achieved	
Inspection, Accreditation and Licensing of new training institutions, private practitioners, CPD providers and professionals	Interim License provision to training institutions			5	6	Ensure non-compliant institutions are not training in nutrition and dietetics
	Inspection of institutions with Interim License for full licensing			12	12	4institutions awarded full license (UON, KU, Ganana, Bumbe) 5 institutions to be followed up to comply – MMUST, Baringo TTC, Grets University, MIT

	Registration of food companies	1-Weetabix	1-Unilever		Sensitization – 3 Capwell,
	Registration of private practitioners	19 private Practitioners	2 new private practitioners		Sensitization of professionals on this
	Registration of CPD providers	4 CPD providers	3 CPD providers		Sensitization - 4
	Professionals indexed	2113 professionals	1526 professionals		Online service portal operationalized
	Newly Registered professionals	951 professionals	828 professionals		Online service portal operationalized
	Retained professionals	5630 professionals	4351 professionals		41% Several reminders through bulk sms
	Deregistered professionals	null	2205 professionals		Update and cleaning of register
	Restored professionals	null	122 professionals		Several reminders and warning via bulk sms
	Grand Total of all professionals registered	9773 professionals	10550 professionals		Mapping and sensitization
	No. of candidates for professional examination	1833 candidates	867 professional examination		Ensure quality in the examination process
	Professional upgrade examination	null	1200 professional upgrade examination		
	No. of interns posted	476 interns	341 interns		2020 interns cohort completed successfully;

					2021 cohort posted
	Quality assurance	Online service portal not yet operationalized	1484 applicants document review – Indexing 318 internship documents reviewed 939 registration documents		Online service portal operationalized

2.2 Strategic Objective 2: To establish a Centre of excellence in research coordination, quality assurance, documentation and innovations in nutrition and dietetics in the next five years.

Table 2

Objective	Activity	Number		Remarks
		Target	Achievement	
Research and innovation in Nutrition and Dietetics	Strengthening the research unit on capacity to coordinate the research process	Work station equipped	Done	Access to research sites obtained
	Proposal and concept development	5	5 proposals drafted	2 proposals declined; 2 shall be sent out to partners. 1 proposal funded
	Journal of Nutrition and Dietetics	9 manuscripts	8 manuscripts	3 approved; 5 awaiting corrections; 1 author withdrew
	2 nd International conference organized by JND	Slated for November		Gantt chart developed

	Linking up with other institutions on research partnership	NACOSTI Universities	NACOSTI 3 universities	The partnership with NACOSTI to review clinical trials in nutrition and dietetics Partnering with Universities to conduct research.
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2.3 Strategic Objective 3: To establish a resource mobilization and investment framework for the long-term sustainability of KNDI

The strategic plan 2020/2025 aims to establish a resource mobilization and investment framework for the long-term sustainability of KNDI. This was aimed to be done through setting up a resource mobilization team within the council and the TOR developed over this financial year which has however not been done. It also aimed at a resource mobilization master plan and establishing PPPs.

During the 2020/2021 FY, KNDI has undertaken activities to ensure resource mobilization including the following;

a. Research project

Unilever Kenya Limited approached KNDI for an endorsement of Royco Mchuzi Mix (Beef). After deliberations, it was agreed that KNDI would undertake a RCT crossover study to evaluate the health and risk claims associated with consumption of Royco Mchuzi Mix (beef).

b. Value chain analysis

KNDI undertook value chain process analysis for Unilever Kenya Royco Mchuzi Mix product chain as part of the overall Royco Mchuzi Mix (Beef) endorsement. The activity was undertaken by KNDI inspectors with a background in Food Science and Food Science and Nutrition led by the CEO.

c. Upgrade programme

Through Accreditation Committee KNDI secretariat through the CEO presented an addendum to the examination policy which approved professional upgrade examination in the core subjects of English, Mathematics, Biology and Chemistry. The subjects were described within the Scope of Nutrition and Dietetics. KNDI has conducted two series of the upgrade with at least 1200 students going through the process.

These activities raised KES 28, 073, 000 which cushioned KNDI from the effect of Covid-19.

Table 3

Activity	Duration	Funds	Achievement
1. Research project 2. Value chain analysis	Nov' 2020 – March 2021 March 2021	5, 573,000.00	Successfully conducted RCT study for Royco Mchuzi Mix (Beef)-this culminated into certification, registration and endorsement of the product.
3. Upgrade program	Feb – June 2021	20,000,000.00	Over 1200 students taken through professional upgrade
4. Unilever Kenya Royco Mchuzi Mix (Beef) endorsement	June 2021	2,400,000.00	Endorsement of Royco Mchuzi Mix (Beef) brand
Total	28, 073, 000	The above activities were made possible through the contribution of the research scientists as supported by Council Accreditation committee and FA & HR committee.	

2.4 Strategic Objective 4: To strengthen the KNDI secretariat for effective policy implementation, monitoring and evaluation, law enforcement and inspection in the five years.

Table 4

Targets	Achievements
a) Vacant positions filled. * a) Staff performance report prepared. b) Restructure of sectional units carried out. a) A manual for Job description for all staff developed. b) Work station for sectional units and equipment established c) Workstation identification and labels prepared. d) Staff workflow files developed.	• Putting systems in place to ensure that two staff members proceeded on maternity leave in the financial year without a vacuum in operations. • Operationalizing the organogram to ensure work flow • Streamlining the operations of the KNDI Managers. • Detailed job description for staff finalized and shared to each staff. • Regular staff appraisals to enhance performance based on indicator matrix and key result areas • Advisory notes to Media houses to clarify on who should hold talks on nutrition especially in the media • Aligning DSA to SRC recommendations • Purchase of a work station platform for each sectional units • Completing office block of 750 square feet space for work flow and ease of operations. • 78 training institutions reached with communication done on matters of compliance • 2 stakeholder meeting with 17 TVET institutions.

*** vacant positions were not filled due to Covid-19 Pandemic which interfered with flow of resources**

2.5 Strategic Objective 5: Implement communication and Advocacy strategy in the next five years

Table 5

Key result area	Targets	Achievements
Implement Communication Policy	a) Effective communication methods identified and operationalized b) IEC materials acquired for the Communication Unit. c) 25% of targeted population reached by nutrition messages through media, bulk sms, webinar, and hangout meetings among others. d) At least one (1) expert recruited in communication section for advocacy. e) Develop SOPs for Communication.	Over 10, 000 reached with messages relevant for nutrition and dietetics through media, webinar, bulk sms and IEC materials.

2.6 Strategic Objective 6: To build strong partnership with inter-governmental agencies to enhance UHC and food/nutrition security

Table 6

Indicators	Targets	Achievements
Joint-health facilities inspections	a) 12 inspectors drawn from Counties and related Health bodies trained and gazetted b) Four (4) meetings held at KHPOA on joint health inspection. ** c) Two (2) of exchange communication with KHPOA office.**	36 inspectors drawn from Counties and related Health bodies trained and gazetted by MOH DHSQR. The Counties involved are: Samburu, Embu, Garissa, Nyeri, Kirinyaga, Tharaka Nithi, Mandera, Turkana, Tana River, Lamu and Marsabit - Networking successfully conducted by the office of the CEO - Meeting with Parliamentary Committee on Health - Collaborating with other boards and councils on proposed laws and submit memoranda - Meeting with various professional association in health sectors to explore their opinion of legal framework dynamics - Meeting with various regulatory CEOs and MOH officers to harmonize operations where there are conflicts between boards Note: The following laws have been reviewed and memoranda sent to parliament on key roles some of which target UHC. - Kenya Health Bill Amendment 2021 - Community Health Bill 2021 - Food and Drug Authority Bill 2019 - Harmonization of operations across various health laws

**** Meetings with KHPOA has not been easy due to legal dilemma where KHPOA is still being run by secretariat without a governing Board.**

3.0 GOVERNANCE ASSESSMENT

Implementation of work plan 2020_2021 FY was spearheaded by the CEO as supported by his secretariat team members. The implementation approach was executed within the Technical, Registration, Disciplinary and Administrative arms of the institute. Technical and registration arms constituted the sectional units aligned to Council's Accreditation committee. Disciplinary matters were coordinated by the office of the CEO and legal experts on retainer and handled by disciplinary committee of the Council. Administration was handled by the office of the CEO to support and coordinate all operations including Council, Council committees and management. Finance, Administration and HR committee supported the office of the CEO on matters of finance and human resource on behalf of the Council to ensure efficient and effective administration support for operations. The Audit and Risk Committee [participated in the review of Financial audited accounts and a roadmap for risk assessment]. The CEO monitors the progress on various operations on day to day basis and report to council on quarterly basis. The following matrix in table 7 shows the performance on governance matters.

Table 7

Key performance indicator (Meetings)	Targets	Achievements	Means of verification
Council	4	3 Regular, 2 Special=5	Notices and Minutes
Accreditation committee	4	4	Notices and Minutes
FA&HR Committee	4	4	Notices and Minutes

Audit and risk committee	2	1	Notices and Minutes
Disciplinary committee	Need based	4	Notices and Minutes
Management Committee	12	9	Notices and Minutes
Management-Staff	12	4	Notices and Minutes
CEO-Chairperson	12	6	Notices and Minutes
Examination Board	2	2	Notices and Minutes

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CHIEF EXECUTIVE OFFICE AND EX-OFFICIO MEMBER OF THE COUNCIL

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