

Guidelines to write up success stories and case studies

**Department of Nutrition
Medical Research Institute
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FORMAT OF STORIES

All submissions should be a single Microsoft Word file, with figures (graphics) and tables embedded within them. Success stories are to be submitted using the following guidelines:

- Between 2000 and 3000 words in English and avoid bullets
- Respond to the questions: who, when, where, what, how and why?
- Provide up to 3 photos of at least 300 dpi in .jpg format
- Provide links to any related web sites

PRIORITY AREAS/THEME

- Community/Household Food Security and livelihoods
- Improving Complementary Feeding for Infant and Young children using locally available and affordable foods
- Family nutrition
- Home, school and community vegetable gardens combined with nutrition education
- Diversifying small-scale vegetable production with micronutrient rich varieties
- Food preparation, processing, preservation and storage at household and community level to close seasonal availability/gaps and maintain micronutrient levels
- Develop small-scale agro-enterprises and linking small-holder farmers with markets for generating income
- Indigenous and traditional practices towards nutrition security (insect farming/harvesting, collecting edible plants and etc.)
- Livestock to increase/improve consumption of animal sourced foods and diversity livelihoods
- Dairy processing and consumption for improved nutrition
- Promotion of fisheries and aquaculture
- Inter-Agency / UN joint efforts in improving Nutrition
- Integrating nutrition in development plans (in particular Socio-Economic Development Plans), food security policies and rural development
- Information systems for decision making to improve food security and nutrition
- Capacity development for food policy, food security and nutrition policies and strategies
- Promote water harvesting systems and improving irrigation management to increase production and improve food security and nutrition
- Disaster prevention and emergency response: protecting and promoting good nutrition in crisis situations
- Partnerships with state and non-state actors working on nutrition
- Improving Governance for Food Security and Nutrition

STRUCTURE OF SUCCESS STORIES

Title of the story: the title to be about the specific story of the village/of particular activity and not about all project villages in general.

Situation/background: Explain in about 10 sentences the need, importance, and significance of your program to the community, county, and state. In other words, describe briefly the problem situation. The introductory sentence is to be made more story-like by immediately introducing the subject of the success story and then by moving the physical description of the problem. To assist you in describing this section, you may use the following questions:

- Why does the programme exist in the first place (or in response to what)?
- What are you trying you achieve?
- Identify the community that has benefitted from the use of intervention/assistance?
- Why is this programme important to the people in the country of assistance?

Response Action: describe the way it was conducted (methods) and should not exceed 10-15 sentences. Please provide particular emphasis of nutrition activities (if project had), below are some examples:

Examples (few examples to guide):

- Nutrition education strategies that increase consumption of adequate and diverse diets
- Promoting improved family feeding practices
- Promoting improved complementary feeding for young children based on locally produced/available and or affordable foods
- Promoting nutrition messages (nutritional benefits of crops) through agriculture extension services and farmers field schools
- Integrate nutrition objectives into agricultural and food policies and programmes
- Apply an interdisciplinary approach and strengthen national coordination
- Include nutrition education in all levels of education, from primary to university
- Strengthen local knowledge and emphasize the value of local food and eating patterns
- Enhancing nutritional knowledge and awareness created among value chain actors
- Selection of affordable nutrient-rich foods available and accessible to the poor through informal and formal market improvements
- Characterize the dietary patterns of vulnerable and marginal populations and communities; identify the available nutrient-rich foods that could be made more accessible to these communities through value chains.
- Understand information gaps and constraints to the consumption of nutrient-rich foods (economic, social, and cultural

Results/Impact: What happened as a result of your program? Highlight major or significant findings/results of the program. Use quantitative and qualitative data to describe important outcomes (changes and benefits) achieved as a result of intervention. Who benefited and how? Outcomes include changes in knowledge, skills, motivation, behavior, decision making, practices, policies, social action, social, economic and environmental conditions.

Link to existing research, if possible, and include future plans or lessons learned based on results. Also, you may want to think of charts, pictures, etc., to illustrate the success of the program (should not exceed 10-15 sentences).

What impact did your program have on households, communities and stakeholders? Have people learned new things, and are they using them in their day-to-day needs? Are people doing anything differently than they used to do before (should not exceed 10 sentences)?

The following might also guide you:

- What behaviors changed?
- What actions are being put into place to ensure your desired results?
- The impact of the initiative on a local community
- The specific role that assistance has played in the development initiative;
- The impact on women

Future Potential/Replication: (Should not exceed 5 sentences).

- What potential does your program have in the future?
- Describe how the initiative could be replicated?

Collect Captivating Photos to Represent the Story. Are there any pictures available to illustrate the success story? Can the field team provide photos from other field visits or can the team conducting the interview for the success story take photos on site that would be useful?

FORMAT FOR THE CASE STUDY

Title

Synopsis

Introduction

Statement of Problem

Statement of the Areas of Consideration

Statement of Conclusion

Statement of Recommendation

ANNEX – Success stories