



## Terms of Reference - IYCF-E Technical Working Group Borno State, Nigeria

### Background

The Nutrition in Emergencies Working Group (NiEWG) is a forum open to all humanitarian actors (Government institutions, agencies, international and national government organizations) committed to supporting the emergency nutrition response in Adamawa, Borno, and Yobe states. With nutrition sector leadership provided by the Federal Ministry of Health, the NiEWG aims to improve the nutrition situation of vulnerable children and women in the conflict states. Collaboratively the NiEWG aims to accomplish this through strategic planning, data collection and information management, mobilization of resources for nutrition programs, ensuring accountability, and orchestrating functional division of labour. A Federal NiEWG monthly meeting is held in Abuja and fortnightly meetings are organised by the different NiEWGs in Adamawa, Borno, and Yobe states.

Thus far there has been low investment in IYCF-E by government and development partners resulting in implementation at small scale with very low coverage. It has been recognized by the NiEWG that IYCF-E programming is a lifesaving intervention which needs to be prioritised and scaled-up. As IYCF-E is a new area for the vast majority of implementing actors, a significant collaborative effort needs to be undertaken by the working group to continuously ensure implementing actors are sufficiently supported and resources are used as efficiently as possible to set up a coordinated IYCF-E response in line with international humanitarian standards and guidelines.

Optimal breastfeeding for the first 2 years of life is the single most effective intervention to prevent child deaths worldwide<sup>1</sup>. Breastfeeding practices in Nigeria are suboptimal; according to the Nigeria 2013 Demographic and Health Survey the national rate of early initiation of breastfeeding is 33% and of exclusive breastfeeding is 17%. The current crisis in North Eastern Nigeria has brought additional challenges to optimal IYCF practices such as a lack of safe water and food for pregnant and lactating women and their young children, poor sanitation and untargeted donation of breastmilk substitutes (BMS) which are expected to have further worsened IYCF practices. Poor IYCF practices have been identified as a key contributor to the current high rates of malnutrition and must urgently be addressed.

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<sup>1</sup>. The Lancet, "Executive Summary of The Lancet Maternal and Child Nutrition," 2013.



## Objectives

To provide a forum to ensure that nutrition sector partners have the capacity (tools, knowledge, skills and resources) to implement the defined minimum IYCF-E package through coordination of:

- Mapping of IYCF-E related activities (and gap identification)
- Standardised activities to ensure geographical and programmatic coverage
- Development, validation and dissemination of key tools and resources
- Capacity Building
- Intersectoral coordination and integration
- Advocacy related to IYCF-E
- Monitoring for donations of BMS and / or inappropriate complementary foods
- Reporting untargeted distributions of BMS

## Activities

Working group members will:

- Agree on the specific policies and guidelines on IYCF-E to be adopted for the emergency operation and share these as widely as possible. These policies will cover:
  - Protection, promotion and active support of early, exclusive and continued breastfeeding
  - Safe, adequate and timely complementary feeding
  - Procurement, management, distribution and use of BMS, milk products, commercial baby food and infant feeding equipment
  - Preventing / handling donations of infant formula, milk products and other breastmilk substitutes, bottles and teats in emergencies
  - Compliance with the International Code and subsequent relevant World Health Assembly Resolutions.
  - Compliance with the global Operational Strategy for IYCF-E and newly developed IYCF-E strategy

An overview of these policies and guidelines can be found under Annex B.

- Identify and agree key priorities for the IYCF-E TWG and develop an action plan to reflect these priorities, as well as agency responsibilities.
- In close collaboration with the NiEWG Advocacy TWG, advocate for IYCF-E as set out in the agreed policy and nutrition minimum package (as necessary – to donors, the public, the media, agencies outside the TWG, local authorities etc.) to be funded and implemented.
- Coordinate assessments using agreed upon standardised assessment tools and methodologies. Jointly validate IYCF-E assessment plans as a TWG prior to commencing any assessments and share results once complete – ensuring they are included in the NiEWG Assessment & Survey database.



- Share agency programme plans, map nutrition facilities and activities, identify gaps and aim to ensure that any programming gaps are filled in a timely manner. Identify areas for collaboration and coordinate IYCF-E activities to ensure consistent coverage and provide regular updates to the NiEWG.
- Identify tools and systems which are a common need and require development or strengthening. Agree on standard IYCF-E tools, systems and ways of working to be used to ensure quality, consistency and assist comparability and learning.
- Agree on standardised key messages on IYCF-E to be consistently used by all actors and their means of dissemination, in line with existing communication and advocacy strategies.
- Contribute substantially to preventing BMS donations through internal and external advocacy and clear and consistent communications to all stakeholders, including donors where relevant. The TWG will agree to report any received BMS donations so that they can be appropriately handled, as decided in consultation with IYCF-E TWG members under leadership of the SMOH, within 2 weeks of receipt of the donation notification.
- Lead monitoring efforts for Code violations and blanket BMS distributions<sup>2</sup> in all areas supported by TWG members through ensuring field staff rapidly raise alerts through the submission of the standardised reporting forms to the identified focal points.
- Identify capacity building needs for the sector and the resources available to meet these needs. Harmonise training plans using agreed upon standardised training curricula and agree upon effective training modalities.
- Maximise learning opportunities for TWG members through:
  - Documenting work done and knowledge gained
  - Regular sharing and documenting of experiences, identified barriers, success stories and lessons learned
  - Inviting visitors to share knowledge with TWG members
  - Opening up learning opportunities to TWG members
- Identify opportunities for integration of IYCF-E activities, internally and externally. The TWG will identify members who also participate in other relevant fora (e.g. government ministries, Health, FSL, WASH as well as other Nutrition sector working groups such as assessment and advocacy TWGs) and support them in ensuring the needs of PLW, infants and young children are taken into consideration.
- Represent the IYCF-E agenda/policy within their agencies plans, the NiEWG and other forums.

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<sup>2</sup> Regular monthly reporting (independent of whether BMS distributions have taken place or not) and ad hoc (as soon as a BMS distribution takes place).



## Membership

### Chair & Co-Chair:

The IYCF-E TWG will be led by a Chair and Co-Chair, to be selected by the CMAM TWG. Meetings are hosted/presided by the CMAM TWG Chair; in his/her absence, by the Co-Chair. The Chair is responsible for elaborating the Meeting's agenda, calling the meetings, reviewing the minutes of the meetings, ensuring that strategic decisions made by the IYCF-E TWG are operationalized and communicated to the State-Level Nutrition Sector Working Group and reviewing the progress of the IYCF-E TWG against the Workplan. The CMAM TWG Co-Chair assists the Chair in all of the above and is empowered to take the lead when the Chair is unavailable. Co-Chairmanship will be reviewed every **2 months**.

### Group Members:

Membership in the IYCF-E TWG is open to organizations (Government, donor agencies<sup>3</sup>, L/INGOs, UN, academic bodies, faith based organization, observers<sup>4</sup> and academic bodies) interested and mostly directly engaged in the delivery of IYCF-E services.

Membership will be granted to organizations rather than individuals; however, each organization is requested to nominate 1 – 2 focal persons to ensure consistency in representation and to facilitate communication. A member is considered to be an organisation that implements IYCF-E programming in Borno State, actively participates in the State Nutrition Sector Working Group, volunteers and contributes to IYCF-E TWG Workplan activities and is generally active and a regular attendee of IYCF-E TWG meetings. Members are listed in Annex A.

## Meeting Frequency

For the first 3 months, meetings will be held on **fortnightly** basis. At the end of February 2017, the IYCF-E TWG will determine ongoing frequency, time and duration of the meetings.

When	Time	Location
Wednesdays	10:30 am	Varies - Member Offices

## Minutes

A rapporteur will be chosen at the start of every meeting. He/she will be responsible for:

- Circulating draft minutes to group members no later than 2 days after the meeting
- Incorporating comments and feedback from group members
- Circulating final minutes as soon as possible thereafter (before next meeting)
- Updating the action points

Final minutes will be agreed at the start of the next meeting and posted online by the Nutrition Sector Information Management Officer (IMO) to the Nutrition Sector website.

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<sup>3</sup> Membership will not be granted to donors who are in known violation of the NAFDAC Regulations 2005 or the International Code on the Marketing of BMS.

<sup>4</sup> Observers: Independent bodies implementing/ supporting nutrition interventions outside the NC jurisdiction but are not in violation of the Regulations 2005 and The Code.



## Reporting

The Chair, or nominated member, of the IYCF-E TWG shall give an update on the actions taken and other related information at every Nutrition Sector meeting as a standing agenda point. Minutes and key documents developed by the IYCF-E TWG will be disseminated through the Nutrition Sector website.

## Annex A – List of Core Members

	<b>Member Organisation</b>	<b>Focal Person</b>	<b>Title</b>
1	International Rescue Committee		
2	World Health Organisation		
3	Save the Children		
4	International Medical Corps		
5	Medecins du Monde		
6	UNICEF		
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## Annex B – Key Documents Guiding the Work of this Group

- National Policy on IYCF in Nigeria 2010
- Guidelines on IYCF in Nigeria 2010
- NSPAN – National Strategic Plan of Action for Nigeria
- NAFDAC Marketing of Infant and Young Children Food and Other Designated Products Regulations 2005
- IFE Core Group. Operational Guidance on IYCF-E version 2.1. 2007 (including addendum 2010)
- Sphere 2011



## Annexe C - Workplan