



IYCF-E TECHNICAL WORKING GROUP – ACTION PLAN				
Objective: To ensure that nutrition sector partners implementing IYCF-E programmes have the capacity (tools, knowledge, skills & resources) to implement the defined minimum IYCF-E package through quality delivery of standardised services.				
KEY PRIORITIES FOR DEC 2016 – FEBURARY 2017				
	TASK	DELIVERABLE	NEXT STEPS	LEAD
1.1	ASSESSMENTS – Standardisation & Harmonisation	A set of standardised rapid assessment tools	Members to share existing assessment tools Establish what you want to know from the assessments List indicators / information that are of interest Agree upon 3 – 4 key approaches to be used for <u>rapid</u> assessments (e.g. FGDs, rapid questionnaires) Develop an analysis plan (target population, indicators etc.) Agree upon 3 – 4 key approaches to be used for <u>rapid</u> assessments (e.g. FGDs, rapid questionnaires) Develop/revise/approve tools for each approach <i>In collaboration with Assessment TWG (Abuja)</i> Reach out to other sectors (e.g. WASH) for technical review	
		Validated guidance document on IYCF-E Assessment Methodology	Review, contextualise & enrich IYCF-E Assessment Guidance Document (draft exists)	
		Systematic sharing of assessment plans & results with TWG	Members to inform TWG chair of any IYCF-E assessment plans so presentation of plans can be made at next TWG for verification & information sharing purposes. Work with IMO to establish assessment database (plans & results) Members to share assessment findings with members for discussion & validation prior to wider dissemination	
1.2	MAPPING	Regularly reviewed & updated mapping of IYCF-E activities (5W)	IMO to present IYCF-E 5W at TWG for review on a regular basis	
		Set of recommendations on IYCF-E programming gaps, duplication & coverage	Findings/recommendations to be shared with Nutrition Sector	
1.3	CAPACITY	Document outlining WHO needs to be trained	Identify staff responsible for IYCF-E implementation at all	



	BUILDING APPROACH - Standardisation & Harmonisation	on WHAT and WHICH LEVEL in order for the minimum package to be implemented	levels (WHO at WHICH LEVEL) Identify competencies, skills & knowledge required by IYCF-E staff in order to carry out their responsibilities (WHAT)	
		Updated Training Database	Members to regularly contribute to and update training database (WHO is / is not trained and on WHAT) in collaboration with IMO	
		Standardised training package (tools & modalities) for different levels	Identification of pre-existing national training materials / tools (Members to share currently used training materials) Review / Adaptation to meet emergency-specific needs (e.g. <i>malnutrition + BF, myths & misconceptions, donations etc.</i>) Adoption of standardised training package – adapted for each level incl. orientation & in-depth training Agreement on training modalities agreed upon (e.g. # of days/participants, method of delivery etc.)	
		Capacity Building Calendar	Members to communicate any planned trainings to IMO	
		Capacity of IYCF-E TWG members is improved	Members to take ENN e-learning course http://lessons.enonline.net/ Apply for Save the Children's IYCF-E Course (Maiduguri, February 2017) Invite visiting experts to present to TWG	
1.4	KEY MESSAGES – IDENTIFICATION	A set of standardised priority key messages	Identify all existing IYCF key messages being used (<i>across partners and sectors</i>) Agree on priority standardised messages (per intervention / level) from pre-existing messages	



			Agree upon / verify translation of key messages	
1.5	BMS MANAGEMENT - Standardisation	Validated BMS Management guidance	Members to review & contextualise BMS Management Guidance (draft exists) in collaboration with MOH, SEMA & NAFDAC Members to establish prevalence of non-BF infants (to feed into advocacy for guidance adoption & advocate to partners to respond)	
		Protocol for management of non-breastfed infants	Members to review & enhance protocol in collaboration with MOH & SEMA	
		Standardised referral tools & agreed upon referral pathway	Identify existing tools & referral mechanisms Agree upon standardised tools & referral pathways (<i>for BMS support & community level follow up</i>)	
1.6	BMS DISTRIBUTIONS – MONITORING & ADVOCACY	Standardised orientation / sensitisation session materials for CV	Develop sensitisation session for CVs on dangers of BMS distributions & use in emergencies (<i>in collaboration with NAFDAC</i>)	
		Standardised BMS distribution / donation reporting tools & database	Review of existing distribution / donation monitoring forms Adoption of standardised form for use within agencies Systematic rapid reporting to TWG Monitoring in database – recording actions taken & outcomes to feed into high level advocacy efforts - managed by IMO	
		Joint Statement on IYCF-E widely disseminated (high level advocacy)	Members to ensure Joint Statement is widely disseminated within agencies & externally	
1.7	REPORTING			



	TOOLS – Standardisation	Standardised set of reporting tools	Members to identify reporting tools currently used Agree on common, standardised tools for all Widely disseminate tools to nutrition sector	
1.8	INTEGRATION - Sensitisation & Advocacy	Guidance document & accompanying checklist – IYCF & CMAM	Members to review & adapt existing tools (<i>guidance from Syria, draft checklist</i>)	
		Presentations to various sectors to sensitise on IYCF-E and advocate for enhanced integration	Prepare presentation (invitation from Child Protection exists)	

ACTION PLAN DEC 2016 – JUNE 2017

	TASK	DELIVERABLE	NEXT STEPS	STATUS
2.1	MAPPING HUMAN RESOURCES	Contact List/Mapping of in-country resources – e.g. technical specialists, trainers etc.		
2.2	KEY MESSAGES – DEVELOPMENT	Standardised, tested and back-translated key messages addressing emergency-specific barriers to optimal IYCF practices. Based on formative assessment e.g. barrier analysis, doer/non-doer		
2.3	APPROACH – STANDARDISATION	Agreed upon common approach to programme implementation, outlined in guidance document (pointing to key references to be used)		
2.4	ASSESSMENTS – IN DEPTH	Standardised IYCF assessment tools & accompanying guidance on methodology for representative / in-depth IYCF assessments / surveys, KAP surveys etc.		
2.5	SBCC APPROACH – STANDARDISATION	Standardised approach for implementation of SBCC activities related to optimal IYCF behaviour, based on assessment of all available communication channels and formative research.		
2.6	MINIMUM PACKAGE ROLL OUT PLAN	6 month costed roll out plan with concrete progress and performance indicators		