



## Terms of Reference

### Nutrition In Emergencies North East Nigeria Information Management Technical Working Group (NE Nigeria IMTWG)

May 2019

#### BACKGROUND

Several surveys and surveillance activities are currently taking place in North East Nigeria (NE Nigeria) to monitor the evolution of nutrition and health indicators among displaced and host communities in North East Nigeria. Throughout the conflict many areas in NE Nigeria have not been accessible. As more Local Government Area's (LGA's) are now becoming accessible there is expected to be a significant increase in the number of surveys and surveillance activities being conducted in NE Nigeria. As a result, it is of paramount importance that the NE Nigeria IMTWG is functioning at a high capacity in order to provide sufficient oversight of the Nutrition Information System (NIS) consisting of surveys and surveillance activities that will help to ensure that high quality information is being collected and disseminated in a timely fashion by the Nutrition Sector.

Definition: A *Nutrition Information System (NIS)* is a system of continuous collection and interpretation of *nutrition*-related data: An NIS collects, analyses, interprets and reports on information about the nutritional status of populations and most importantly uses this information to inform appropriate response strategies.

Additionally, an information system also refers to one that provides data of many different types, which can be used in nutrition surveillance to provide a more complete picture. Furthermore, nutrition surveillance can, and should, incorporate many sources of information (anthropometric, food security, nutritional, health etc) in order to maximize its usefulness and integration.

An NIS system can include assessments such as the Standardized Monitoring and Assessment in Relief and Transition (SMART) surveys, coverage surveys (SQUEAC and SLEAC), KAP, barrier analysis, and the UNHCR SENS surveys to name a few. It also includes monitoring and or surveillance systems imbedded in the government routine systems or set up separately.

#### PURPOSE

The NE Nigeria IMTWG is a sub-group of the NE Nigeria Nutrition Sector. The primary objective of this group is to improve the availability, accessibility, quality, coverage and management of the data collected and analyzed by Nutrition Sector partners.

The specific objectives of the NE Nigeria IMTWG are:

1. Ensure that the NIS quality and coverage is adequate and responds to the needs of NE Nigeria
2. Improve the humanitarian development transition and preparedness in NIS
3. Coordinate NIS activities
4. Ensure quality review and assurance



## Nigeria Nutrition Sector

[<https://www.humanitarianresponse.info/en/operations/Nigeria>]

**MAIN TASK AND RESPONSIBILITIES** *Most of the following tasks have been adapted from the previous national level ToR that I received from Asseye UNICEF Abuja and are still relevant for the NE Nigeria IMTWG. Kindly review and make any necessary changes*

### Planning Functions:

- Determine and share with partners the pre-harvest/lean period and post-harvest periods in NE Nigeria.
- Share with partners an updated NE Nigeria event calendar on a monthly basis that can be further developed by partners based on the specific location of their survey.
- Technical support to partners in planning for surveys; (includes review of plans & pre-survey meeting with agencies as necessary).
- Technical support to the cluster and IMO on adapting the 5W tool and indicators as needed.
- Collectively putting in place measures to ensure reporting rates among partners are increased and submitted in a timely fashion.
- Create a yearly work plan for surveys.

### Development and sharing of documents:

- Guidance note on nutrition surveys (SMART, KAP, SQUEAC/SLEAC etc) and surveillance as global updates and practical experience takes place.
- Standardized questionnaire with key indicators to be included in all nutrition surveys.
- Standardized questionnaires for other modules (health, mortality, food security, IFYC).
- Harmonized KAP survey questionnaires and guidance.
- Additional guidance notes on surveys for IDP, Refugees and mixed communities.
- Standardized rapid assessment guidance note and reporting format for various population IDP, refugees, returnees, including guidance on sampling methodologies for rapid MUAC screening.
- Agree on standardized methodology and questionnaire for conducting causal analysis of nutrition in the country.
- In collaboration with other sectors develop joint survey/assessment tools/formats and conduct joint surveys.

### Training:

- Identify training needs/gaps on surveys and reporting tools.
- Plan and provide/coordinate appropriate trainings and workshops of various survey and surveillance methodologies in NE Nigeria (oversight of training conducted).
- Conduct workshop on pre-harvest and postharvest survey results for dissemination of lesson learning from the process.
- Plan and provide/coordinate appropriate Information Management trainings in NE Nigeria.

### Ensuring quality of nutrition surveys:

- Establish and implement a transparent and rigorous validation process to undertake quality-check of nutrition survey data-bases and reports and ensure consistency and an acceptable level of methodological rigor.
- Provide individual feed-back for partners on validation of data sets and reports.



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### Ensuring quality of partner reports:

- Ensure that partners are using existing NE IMTWG templates and tools (protocol, report, presentation slides, routine monitoring) when conducting surveys and surveillance.
- Develop additional tools and templates as required to ensure better quality data and efficiency of the validation process.
- Periodically, do a technical analysis of the data coming in from partners and provide feedback.

### Survey information management:

- Ensure timely compilation of and dissemination of nutrition survey results and analysis including mapping of overview of GAM and SAM by LGA and graphs of GAM and SAM by state and LGA level (routine IM function) to nutrition sector and other interested stakeholder (other sectors, UN and donor agencies).
- Ensure data base / repository of survey results and reports is kept updated.
- Support dissemination of validated surveys and use of results in nutrition program planning.

### Monitoring Functions:

- Ensure appropriate nutrition survey monitoring mechanisms are in place.
- Provide supports in monitoring of surveys.
- Ensure that the monitoring Matrix is updated every month.
- Ensuring and motivating all the partners in complying to reporting formats and reporting deadlines.

### Liaison and Coordination Functions:

- Coordinate with nutrition actors within the sector, to ensure nutrition surveys that are conducted are timely and relevant/appropriate.
- Maintain appropriate survey related links with national and local authorities, state institutions, local civil society and other relevant actors and ensure appropriate coordination and information exchange with them.
- Coordinate/participate whenever emergency response in surveys is required.
- Represent the sector in discussions with survey related issues in humanitarian coordination meetings.
- Coordinate and liaise with partners who are not reporting regularly to encourage them on reporting.

### Information Management Function:

- Standardize the DHIS with nutrition indicators and align it with sector 5W when needed.
- Review the monitoring framework on regular basis to establish the progress.
- Suggest different kinds of analysis of data which is being collected by the Nutrition Reporting Tool when needed.
- Review IEC materials to be printed for advocacy.
- Work on cluster IM strategy to be in place.



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[<https://www.humanitarianresponse.info/en/operations/Nigeria>]

### Advocacy

- Development of Government guidelines for Nutrition surveys/assessments for Nigeria.
- Government ownership, funding and sustainability of the sector Nutrition and Food Security survey.
- Funding to conduct inter agency sector nutrition assessment in emergency states.
- Funding to facilitate capacity building of national and international staff involved in conducting surveys in NE Nigeria.

### **LIFESPAN**

The NE Nigeria IMTWG will be functional as long as there is a need for the objectives and tasks to be addressed in NE Nigeria. If the need is still present, yet the group is dormant, it is the responsibility of the Nutrition Sector Coordinator (NSC) to request a change in leadership in order to reactivate the group. If the NE Nigeria IMTWG is no longer needed, the NSC is the one to decide to close this group after consulting with the sector partners.

### **MEMBERSHIP**

Membership is granted to organizations implementing NIS activities rather than individuals. Each organization of the group is kindly requested to nominate one focal person and a backup person in-case the focal person is not available. This is to ensure consistency in representation and to facilitate communication. The NSC and/or NE Nigeria IMTWG co-chairs are responsible to reach out to agencies implementing NIS programs.

Individuals chosen as focal points of their organizations need to be knowledgeable about NIS programming. If a member is not, then he or she would need to commit to build his or her own capacity. The technical capacity of the NE Nigeria IMTWG can be improved by conducting periodic workshops and trainings. In addition, individuals can read resources provided by the co-chairs that will be provided on an online platform.

Members will be expected to attend all NE Nigeria IMTWG meetings. There will also be an expectation that members undertake additional activities as outlined in the TOR above. It is essential that the agencies and individuals who take up these positions are committed to fulfilling the responsibilities. Where a member is not actively participating in the NIS TWG meetings and supporting activity; they may be asked to step down from the group.

Members that do not attend three consecutive meetings may be asked to step down from the group. Members that do not perform the tasks requested by the group after three consecutive times it is extended may be asked to step down from the group.

### **LEADERSHIP**

The NE Nigeria IMTWG will have two co-chairs. One of the co-chairs will be from UNICEF and the second will be from an NGO. UNICEF will have a permanent position as a co-chair for a minimum period of two years after which time members will vote to consider another organization if warranted. The NGO co-chair position will be chosen on a rotational basis each year based on a vote of all NE-Nigeria IMTWG members. The minimum criteria for a chair are the ability to have technical knowledge, leadership skills and time commitment to the NE Nigeria IMTWG needs all through the proposed tenure.



An evaluation of the work of the co-chairs should take place every 6 months. This could include but is not limited to an online survey sent to the NE Nigeria IMTWG members on the deliverables and the governance of the group.

### **ACCOUNTABILITY**

The chairs of the NE Nigeria IMTWG need to ensure the group develops a renewable one year work plan, including the remaining of 2019. The work plan should be shared with sector partners and the co-chairs would need to report on the progress to the nutrition sector partners on a monthly basis or as agreed. A self-evaluation of the group work against the set targets in the plan is to be done once a year with the results and action plan for improvements being coordinated to nutrition sector partners.

The NE Nigeria IMTWG is accountable to the nutrition sector partners. The NE Nigeria IMTWG will share decisions/endorsements to the nutrition sector partners periodically through the NSC.

### **WORKING METHODS**

The decisions will be taken by general consensus. In case a consensus cannot be reached, the NE Nigeria IMTWG co-chairs will seek support from the NSC on the way forward, and a consultation with the Strategic Advisory Group (SAG) or a broader sector partnership. If the technical issue cannot be resolved in country, the NSC can seek guidance from the Global Nutrition Cluster (GNC) on behalf of the sector partners.

### **MEETINGS**

The meetings are held at [insert location] on a monthly basis on [insert week,day, ex. The third Thursday of each month at 10am]. Periodically throughout the year, ad hoc meetings will also be scheduled if there are several survey protocols and/or survey results that must be validated. One of the co-chairs will send out the invite and the agenda of the meeting to all NE Nigeria IMTWG members at least 48 hours before the meeting date. The topics on the agenda will need to be generated based on the previous meeting outcomes, the workplan deliverables and the suggestions of the members, as well as suggestions from the NSC following cluster partners' meetings.

The co-chairs 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 the next meeting).
- Uploading the minutes on the online platform.
- Circulating individual partner survey validation presentation slides and/or datasets to members a minimum of 5 days before the next scheduled meeting.

### **SHARING INFORMATION AND RESOURCES**

The NE Nigeria IMTWG online platform will be available for all members and managed by the co-chairs. The online platform is available for sharing information and resources of the NE Nigeria IMTWG. The meeting agenda, minutes, deliverables, handover reports, survey protocols, surveys reports, presentation slides, and other documents relevant to the group's work will be uploaded on the online platform.

### **Members of NE Nigeria IMTWG**

List co-chairs and member organizations