

## Nutrition Cluster

### Terms of Reference

#### Nutrition Assessment Technical Working Group

August 2019

#### 1. Background

The history of the National Nutrition Cluster (NNC) in Nepal dates back to April, 2006 when Emergency Health and Nutrition Working Group (EHNWG) was formed under the Ministry of Health and Population (MoHP). The National NNC got a separate identity from June 2010, which is led by MoHP and co-led by UNICEF. Nutrition Section is leading the NNC on behalf of MoHP. As part of providing technical advisory support to NNC, various technical working groups have been formed amongst them; Nutrition Assessment Technical Working Group (NATWG). The formation of the NATWG provides technical support to government to generate evidences during emergency using standard methodologies like IRA, MIRA, Nutrition Rapid Assessment, PDNA, Coverage and SMART Survey etc. The evidences generated will help government to formulate strategies to manage nutrition interventions effectively and efficiently.

#### 2. Objectives of the Nutrition Assessment Technical Working Group:

The main objective of the Nutrition Assessment Technical Working group is to generate evidences for policy makers and decision makers in order to implement effective and efficient interventions during emergencies. The specific functions of the Nutrition Assessment Technical Working Group are:

- ✚ Informing strategic decision-making for the humanitarian response
- ✚ Knowledge management
- ✚ Carry out IRA, MIRA, NRA, PDNA, SMART and Coverage survey as and when necessary
- ✚ Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
- ✚ Advocate for appropriate funding for conducting surveys, nutrition survey trainings and development of information management systems.
- ✚ Training and capacity building of National Cluster Focal Points, cluster partners, Sub-National /local authorities and civil society

#### 3. Responsibilities

##### Informing strategic decision-making for the humanitarian response:

- Carry out need assessment survey using standard tools and techniques;

- Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues;
- Work with Cluster partners and the cluster IMOs to generate evidences for nutrition programming information -up to date. Make this information available to facilitate planning and measure impact by the cluster and other stakeholders.

**Carry out IRA, MIRA, NRA, SMART, PDNA and coverage survey as and when necessary:**

- Develop/modify the existing tools being used for surveys during hamartian crisis
- Standardize tools and techniques to implement the above-mentioned surveys;
- Check the quality of survey, data and reports
- Endorse the final report of surveys

**Knowledge Management:**

- Gather knowledge from different sectors and synthesis it to produce more effective strategy to be implemented;
- Prepare a database to reposit the piece of knowledge for future use;
- Provide/Compile nutrition response and survey data for analysis of the Nutrition Cluster at the state level in closing gaps and measuring impact of interventions.

**Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary:**

- Extract relevant information from 3W or 4W as a part of monitoring of implementation and presented in NNC;
- Recommend corrective action based on evidence to NNS for adjustment of interventions if necessary;
- Provide/Compile nutrition response and survey data for analysis of the Nutrition Cluster at the state level in closing gaps and measuring impact of interventions.

**Advocate for appropriate funding for conducting surveys, nutrition survey trainings and development of information management systems:**

- Develop resource toolkits for funding advocacy of surveys (not more than 2 pages);
- Develop nutrition survey training guideline in the new context of federalism;
- Support to establish information management system in emergency context;

**Training and capacity building of National Cluster Focal Points, cluster partners, Sub-National /local authorities and civil society:**

- Carry out Need Assessment and Gap Analysis on how to assess the situation in emergency in all levels;
- Carry out training on Assessment to stakeholders at all levels

- Promote Nutrition Cluster partners for evidence-based planning/to implement interventions /to adjust the program, etc..

#### **4. Membership**

The NA TWG is chaired by UNICEF with following members:

WFP  
UNICEF  
ACF  
NTAG  
HKI (SUA AHARA)  
NPHF  
NEPHEG  
NRCS

Each organization will nominate a permanent focal person (and one alternate) to ensure consistency in representation and facilitate communication. Group members will agree to regularly attend NATWG meetings, endorse the NA TWG ToR and work plan, and abide by the ToR and fully implement the work plan.

#### **5. Working modality, meeting frequency and minutes**

The NA TWG Chair will convene the TWG meetings. In absence of the Chair, Acting Chair nominated by the Chair can convene the TWG meetings. The TWG will be accountable to the National Nutrition Cluster (NNC). Quorum will consist of two thirds of TWG members for key decisions. The TWG, however, can proceed to regular business without quorum. The meeting will convene on a weekly basis during acute stage and every month thereafter during non-acute stage. The meetings will be held in Nutrition Section or any other venues agreed by the TWG members. Any change on the schedule and venue, the TWG members shall be informed accordingly.

The meeting minute will be taken/prepared by TWG members on a rotational basis, which will be finalized after incorporating any suggestions/comments from the members. The final meeting minute will be shared with the NNC, which can share it to all members of the NNC. The TWG will share their progress/reports with all NNC members during the NNC meetings.

The NNC will dissolve the NA TWG after completing their tasks/activities, which will be documented and communicated to all NNC members.