

Nutrition Cluster

Terms of Reference for Information Management

Technical Working Group

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; Information Management Working Group (IMTWG). The establishment of the IMTWG complements government's efforts in the provision of technical support for information management policy formulation, gathering and compilation of data, analyses and sharing of relevant information among key humanitarian and development partners.

2. Objectives of the Nutrition Information Management Technical Working Group:

The main functions of the Nutrition Information management working group are:

- I. To enhance active cooperation among the members in order to better match data user needs and to fill existing information gaps with regard to Nutrition information;
- II. To promote the use of information for the monitoring of the nutritional situation in Nepal, relevant strategy/program formulation and the design and targeting of interventions;
- III. To centralize nutrition information, disseminate and advocate for action, in collaboration with the NNC;
- IV. Development and monitoring of the annual, prioritization of the nutrition sector assessment plan;
- V. To develop and review standards and guidelines for nutrition assessment information, and to contextualize relevant international guidelines for Nepal;
- VI. To review and validate nutrition assessment and information collection, analysis and reporting;
- VII. To offer technical support on nutrition assessment and information when and as needed;
- VIII. Strengthen multi-sectoral linkages on nutrition assessment and information through direct participation at various forums such as health, WASH and food security;
- IX. Develop a framework for effectiveness of the information management system in humanitarian emergencies;
- X. Promoting documentation of success stories/lessons by stakeholders; where possible develop annual/ bi-annual bulletins show casing success stories;

- XI. Advocate for appropriate funding for conducting surveys, nutrition survey trainings and development of information management systems.

3. Responsibilities

A. Planning Functions:

- Defining what nutrition information is available and what information is missing and recommendation on the nutrition surveys that are needed to be conducted and/or recommendations to multi-sectorial assessments on what nutrition information should be collected.
- Development (and prioritization if needed) of survey plan of provinces/districts/ municipalities where nutrition surveys to be conducted.

B. To develop standards and guidelines for nutrition information

- Develop and review nutrition assessment standards and guidelines
- Disseminate relevant standards and guidelines
- Build capacity of partners on the use of the standards and guidelines
- Monitor and evaluate the use of the standards and guidelines

C. To review and contextualize relevant international guidelines/methodologies for Nepal such as the SMART/ENA, Barrier analysis and other nutritional surveillance.

- To build capacity of partners in application of methodologies
- To document on lessons learnt and feedback from stakeholders that will add value to revision of guidelines.
- Foster partnerships with research institutions in strengthening operational research and publications of findings

D. To review and validate nutrition assessment and information collection, analysis and reporting.

- Sensitize stakeholders on the need to submit nutrition assessment reports, project reports and databases to Information Management working group for review and collation as a cluster and disseminate accordingly.
- Develop a quality control and validation checklist for nutrition assessments

E. To centralize nutrition assessment and information, disseminate and advocate for action in collaboration with the NNC

- Define the flow of nutrition information from community/ villages/wards to national levels
- Review the existing nutrition databases (4W, Surveillance data, screening data ...etc)
- Develop a database for nutrition assessments
- Link the 4W database with HMIS and related systems

F. To offer technical support on nutrition information when and as needed

- Support and identify key areas/gaps for capacity building on nutrition assessments and information management and M&E
- Identify and support of relevant and up to date materials on these areas
- Identify relevant participants to be included in these sessions

G. To promote IMWG and NNC members to actively share articles /lessons learnt

- Lessons learnt will be featured in biannual/ annual events or bulletins where possible.

4. Membership

The IM TWG is chaired by UN World Food Programme (UN WFP) with following members:

UNICEF
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 IMTWG meetings, endorse the IM TWG ToR and work plan, and abide by the ToR and fully implement the work plan.

5. Working modality, meeting frequency and minutes

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