Terms of References (ToRs)

Infant and Young Child Feeding in Emergencies Technical Working Group (IYCFE TWG)

**BACKGROUND**

*[Background and rationale to setting up this group. Include a summary of when and why the cluster was established, its structure and membership. A summary of the IYCF-E situation and response to date including IYCF and IYCF-E protocols and guidelines available. Explain also why this group is being established. ]*

**PURPOSE**

*[This below text is adaptable and tries to answer the following questions: What is the main aim of the group? What are the specific objectives of the group? What is the scope of the work?*

*It is not recommended that the group be completely absorbed by the revision or writing of the national guidelines in nutrition with the government. This work is certainly very important and sometimes necessary but if it is taking more time than the group can afford, ask UNICEF in country, and at regional and headquarters level as well as the GNC-CT to help find alternative solutions that would facilitate this group’s work in relation to this task.*]

The IYCF-E TWG is a sub-group of the Nutrition Cluster. The primary objective of this group is to reduce mortality and morbidity from suboptimal infants and young child feeding practices in the affected areas by improving the quality and coverage of the IYCF-E programs implemented by cluster partners.

The specific objectives of the IYCF-E TWG are:

1. Ensure that the IYCF-E programs quality and coverage is adequate and responds to the needs in the affected zone
2. Improve the humanitarian development transition and preparedness in IYCF-E

**MAIN TASKS AND RESPONSABILITIES**

1. Provide technical support and guidance in IYCF-E to the cluster partners
2. Make available IYCF-E guidelines, toolboxes, multimedia and other tools necessary for a quality implementation of IYCF-E programs by cluster partners
3. Facilitate the operationalization of the IYCF-E guidelines through capacity development activities and supportive supervision
4. Jointly evaluate the cluster IYCF-E programs and develop and oversee implementation of a joint response strategy and action plan following the results of the joint IYCF-E TWG evaluation
5. Map IYCF-E related activities, identify gaps in coverage and inform the cluster partners and UNICEF as a provider of last resort to take action in filling the gaps
6. Assess whether the national nutrition guidelines and policies include the latest recommendation in IYCF-E and put together an action plan in light of the results of the assessment
7. Ensure that there is a joint statement endorsed by nutrition cluster members on appropriate infant and young child feeding practices and contribute in monitoring the compliance to the Code and reporting violations to the relevant national authorities in the Ministry of Health.
8. Promote integration of the IYCF-E activities to the government interventions
9. Promote partners compliance to national IYCF policy and their integration into relevant partner’s work plans.
10. Support the establishment and functioning of sub-national IYCF working groups.
11. Facilitate IYCF E integration/mainstreaming with other sectors

**LIFESPAN**

IYCF-E TWG will be functional as long as there is a need for the objectives and tasks to be addressed in country. If the need is still present, yet the group is dormant, it is the responsibility of the Nutrition Cluster Coordinator (NCC) to request a change in leadership in order to reactivate the group. If the IYCF-E TWG is no longer needed, the NCC is the one to decide to close this group after consulting with the cluster partners.

**MEMBERSHIP**

*[This below text is adaptable and tries to answer the following questions: to whom is membership of the group open to? Are there criteria for being a member? Are there criteria for remaining a member? Are there any restrictions on numbers? How long is the period of membership and can it be extended?]*

Membership is granted to organizations implementing IYCF-E activities rather than individuals. Each organization selected to be a member of the group is kindly requested to nominate one focal person to ensure consistency in representation and to facilitate communication. The NCC is responsible to reach out to agencies implementing IYCF-E programs. The TWG is also responsible to invite government institutions, researchers and academics, pediatric associations, national or local development actors, other sector colleagues who are involved in IYCF to be members of the IYCF-E TWG to enrich the subject matter. If those institutions are not members, then they would need to be kept informed of the group work and invited to participate to certain meetings. The TWG is not meant to be a large group, less than 10 members is optimal.

Individuals chosen as focal points of their organizations need to be knowledgeable about IYCF-E programming. If a member is not then he or she would need to commit to build his or her own capacity. The technical capacity in IYCF-E can be improved by reading the resources which titles are provided in the guiding documents section below and undergoing trainings made available in the subject matter.

Members will be expected to attend at least 70% of 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 IYCFE WG meetings and supporting activity; they may be asked to step down from the group.

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

It is recommended to have a fixed one year membership that can be evaluated at the end of the term.

**LEADERSHIP**

*[This below text is adaptable and tries to answer the following questions: Who is leading the group? How are the leads chosen? Is there training or an orientation that the lead needs to be aware of? Are there responsibilities the lead would need to take on? If so, what are they? Is the group lead rotating? Will the lead work be evaluated?]*

The IYCF-E TWG group has two co-chairs chosen on rotational basis for a year, each chair is responsible for leading the group for 6 months. Every 6 months, the chairs will rotate in order to keep the group active. The chairs are chosen upon an interview with the NCC whereby the technical knowledge, leadership skills and the time commitment to the TWG needs to be assessed.

A ToR with the tasks of the chair will be agreed upon and shared with the chair agency supervisor. The ToR should include engaging partners, calling for the meeting, setting the agenda, preparing or consolidating the documents that need to be reviewed, ensuring minutes are taken at every meeting, following up on the action points, reminding deliverables, engage with the NCC on the IYCF-E TWG deliverables. The role of the chair is also to ensure impartiality, identify challenges and request for support. The chair is responsible to report back to the nutrition cluster on an agreed basis and to provide a handover report before leaving the group or the position.

An evaluation of the lead work would need to take place every 6 months- this could include but is not limited to an online survey sent to the TWG members on the deliverables and the governance of the group.

**ACCOUNTABILITY**

The chairs of the TWG would need to ensure the group develops a renewable 1 year work plan. The work plan should be shared with the cluster partners and the leads would need to report on the progress to the nutrition cluster 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 cluster partners.

The IYCF WG is accountable to the cluster partners. The IYCF WG will share decisions/endorsements to the cluster partners periodically through the cluster coordinator and/or co-chairs.

**WORKING METHODS**

The decisions will be taken by general consensus. In case a consensus cannot be reached, TWG leads will have to seek support from the NCC on the way forward, and a consultation with the SAG or a broader cluster partnership. If the technical issue is not resolved in country, the NCC can seek guidance from the GNC-CT on behalf of the cluster partners.

**MEETINGS**

*[This below text is adaptable and tries to answer the following questions: How many meetings will be held each year and where will they be held? Who will organize and chair the meetings? How will topics for the agenda be generated? How and when will meeting papers be circulated? who will provide secretariat for the group?]*

The meetings are held in **[insert location]** on a biweekly/monthly basis on every other **[insert week day]**. The lead of the TWG will send out the invite and the agenda of the meeting to all TWG 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 NCC following cluster partners’ meetings.

One of the two leads 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 **[insert a link to the online platform]**

**SHARING INFORMATION AND RESOURCES**

*[This below text is adaptable and tries to answer the following questions: How will group members share information and resources? Where will the meeting minutes be uploaded?]*

The online platform **[insert a link to the online platform]** is available for sharing information and resources of the IYCF-E TWG. The agenda, minutes, deliverables, handover reports and other documents relevant to the group’s work will be uploaded on **[insert specific link under the online platform**]. Additionally, main resources, tools and guidance will be available from the Nutrition Cluster website (the chair should inform NCC to do so once a document is finalized)

**GUIDING DOCUMENTS**

**Country-level**

**[Provide the list of country level documents on IYCF-E]**

**Global level**

The [IYCF-E: Operational Guidance v3 (IFE Core Group 2017)](https://www.ennonline.net/attachments/3028/Ops-Guidance-on-IFE_v3-2018_English.pdf)

The [UNICEF IYCF programming guide](https://www.unicef.org/nutrition/files/Final_IYCF_programming_guide_2011.pdf) includes a chapter on IYCF-E (p.118) in the form of a brief summary of the key aspects of infant feeding in emergencies, and lists key policy and guidance tools existing training materials.

The [IYCF-E Module 2 v1.1 of the IFE Core group](https://www.ennonline.net/iycfeorientationpackage) is very useful with additional chapters on re-lactation (chapter 6), on breast conditions (chapter 7), on the young severely malnourished infant (chapter 8), and on when infants are not breastfed (chapter 9) and has resources for counsellors on integration of IYCF into CMAM programs.

Save the Children has developed a comprehensive [IYCF-E rapid start-up resources for emergency personnel](https://sites.google.com/site/stcehn/documents/iycf-e-toolkit)

In addition to the [e-learning module on infant feeding in emergencies developed by the Emergency Nutrition Network (ENN)](https://lessons.ennonline.net/) and the [Harmonized Training Package (HTP) module on IYCF in emergencies](http://nutritioncluster.net/training-topics/module-17-infant-and-young-child-feeding/), UNICEF also has an e-learning on IYCF in emergencies as part of it [Nutrition in Emergencies e-learning series](https://www.unicef.org/nutrition/training/list.html).

UNICEF has also developed [a generic community-based infant and young child feeding counselling package.](https://www.unicef.org/nutrition/index_58362.html)

UNICEF East Asia and the Pacific developed a [nutrition emergency toolkit that also delineates preparedness activities for IYCF-E](https://unicefeapronietoolkit.com/nutrition-emergency-preparedness-and-response-toolkit/#_Toc470622368)

UNICEF also developed [a series of videos on first foods/complementary foods for infants](https://www.unicef.org/nutrition/102823_The%20video%20series.html) destined to mothers, caregivers and frontline workers.