Term of Reference (Cross Border Hubs)

For

NUTRITION ASSESSMENT & INFORMATION MANAGEMENT
WORKING GROUP (AWG) / 2018

Background:

Several nutrition surveys were conducted in Syria during 2015/2016, however due to the information gaps in several hard to reach and besieged communities, the escalation of the conflicts in some locations such as Ar Raqqa, the deteriorated livelihood options, the exhaustion of the coping mechanism, there is a need to scale up the number of assessments conducted and the quality of the surveys to ensure timely availability of quality nutrition information for decision making. The Assessment WG (AWG) of the Nutrition Sector is established to provide technical support in streamlining nutrition survey planning, implementation and reporting.

While Damascus established hub specific AWG, the remaining hubs (Gaziantep and Amman) shared the same AWG for cross border operations.

Objectives:

The main functions of AWGs at the hub level are:

1. Development and monitoring of the annual, prioritization of the sector assessment plan
2. To develop and review standards and guidelines for nutrition assessment information, and to contextualize relevant international guidelines for Syria.
3. To review and validate nutrition assessment and information collection, analysis and reporting.
4. To centralize nutrition information, disseminate and advocate for action, in collaboration with the strategic working group (SAG).
5. To offer technical support on nutrition assessment and information when and as needed.
6. Strengthen multi-sectoral linkages on nutrition assessment and information through direct participation at various forums such as health, WASH and food security.
7. Promoting documentation of success stories/lessons by stakeholders; success stories to feature in WoS biannual bulletins.

8. Advocate for appropriate funding for conducting surveys and nutrition survey trainings

Responsibilities:

A. Planning Functions:
   ▪ Defining what nutrition information is available and what information is missing and development of the 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 governorates/districts 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 Syria such as the SMART/RNA, Barrier analysis and surveillance.
   ▪ To build capacity of partners in application of methodologies
   ▪ To document on lesson learnt and feedback from stakeholders that will add value to revision of guidelines.
   ▪ Foster partnerships with research institutions (CDC, ACF Canada) and international forums (SMART/CMAM/ENN) in strengthening operational research and publications of findings

D. To review and validate nutrition assessment and information collection, analysis and reporting.
   ▪ Sensitize stakeholders (Governorate/National) on the need to submit nutrition assessment reports and databases to AWG for review and validation.
   ▪ Develop a quality control and validation checklist; the AWG should extend support to Subnational Nutrition technical forums to ensure the same is replicated at the Subnational level. Areas requiring support include; routine data, nutrition assessments/survey /surveillance findings.

E. To centralize nutrition assessment and information, disseminate and advocate for action in collaboration with the strategic working group (SAG).
   ▪ Define the flow of nutrition information from community 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 for capacity building on nutrition assessment and information management and M&E
- Identify and support of relevant and up to date material on these areas
- Identify relevant participants to be included in these sessions

G. To develop standards and guidelines for national nutrition surveillance system
- To develop the guidelines for the national nutrition surveillance system
- Review NSS standard and guidelines
- Build capacity on the use of the standards and guidelines for NSS
- Monitor and evaluate the use of the standards and guidelines for NSS

H. To promote AWG members to actively share articles /lessons learnt
- Lessons learnt will be featured in WoS biannual bulletins.

Meetings: The working groups will be organized on monthly basis as per the calendar/dates (last Wednesday of the month), however if there is no agenda, can be delayed for the next month. Meetings can be called on exceptional basis if needs emerged.

Coordination structure and roles:

Chairing:
Action Against Hunger SMART team chairs the assessment-working group for a period of one-year. Another chair will be elected after one year.

Co-Chairing:
The assessment-working group is co-chaired by PAC (Cross Border).

Taskforce:
Taskforces to be established to carry out specific activities under the umbrella of working group

Membership of assessment working groups:

<table>
<thead>
<tr>
<th>Routine members AWG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ACF (Chair)</td>
</tr>
<tr>
<td>2. PAC (co-chair)</td>
</tr>
<tr>
<td>3. UNICEF (Nutritionist, IMO and M&amp;E officer) (rotate between Gaziantep and Amman)</td>
</tr>
<tr>
<td>4. World Food Program (WFP) – Nutritionist, M&amp;E (Rotate between Gaziantep and Amman)</td>
</tr>
<tr>
<td>5. Save the Children –Nutritionist, M&amp;E (Amman)</td>
</tr>
<tr>
<td>6. Human care ( Gaziantep)</td>
</tr>
<tr>
<td>7. UOSSAM/ACU ( Gaziantep)</td>
</tr>
<tr>
<td>8. SRD (Amman)</td>
</tr>
</tbody>
</table>
Accountability

- Performance accountability benchmarks for AWG to be determined
- The AWG is accountable to the Nutrition sector at the respective hub and will report back to Nutrition Cluster partners with minutes after each meeting (preferably monthly or as needed)
- The AWG also provides reports on activity and accomplishments to Nutrition partners during Sector / cluster coordination meetings.
- The AWG will work in close collaboration with the strategic advisory group (SAG).