

Assessment and Information Management (AIM) Technical Working Group Terms of Reference (TOR)

February 2023

I. BACKGROUND

In Bangladesh, the Rohingya humanitarian crisis in 2017 has led to a big humanitarian response by both the international and national agencies involved in humanitarian assistance. As of 1 October 2017, more than 809,000 Rohingyas are estimated to be sheltering in Bangladesh, having fled violence and persecution in Myanmar. Violence which began on 25 August has triggered a massive and swift refugee/FDMN influx across the border - an estimated 509,000 people have arrived in the space of a month. These Refugees/FDMNs have joined some 300,000 people who were already in Bangladesh following earlier waves of displacement. The Rohingya population in Cox's Bazar is highly vulnerable, many having experienced severe trauma, and are now living in extremely difficult conditions. As of 31 December 2022, over 950,000 Rohingya refugees/FDMNs are registered in Bangladesh residing in thirty-three extremely congested camps formally designated by the Government of Bangladesh in Ukhiya and Teknaf Upazilas of the Cox's Bazar District.

In 2021, the nutrition sector restructured the nutrition coordination board which consists of a Strategic Advisory Group (SAG) and three Technical Working Groups (e.g. CMAM, IYCF & AIM). The Assessment and Information Management (AIM) TWG was one of the technical working groups formed by the nutrition sector by merging Assessment and Information TWG. The main purpose of this TWG is to ensure technical review and validation of nutrition assessments as well as management of nutrition information for determining and quantifying the level of emergency humanitarian response to support the Nutrition Sector in needs identification and resource allocation.

II. OBJECTIVES

The key objectives of the AIM TWG are to:

1. Ensure the development, prioritization, coordination, and monitoring of the annual Nutrition and surveys sector assessment plan (with a retro planning for surveillance activities).
2. Support the development of assessment protocols, review standards and guidelines for nutrition assessments, and information management to ensure that the tools are contextualized to fit the needs of the response.
3. Collectively review, provide technical feedback and validate nutrition assessment methodologies, indicators and data/information collection tools support the analysis, and review the assessment reports.
4. Offer technical support to partners or agencies or consultants to conduct nutrition assessments based on nutrition sector needs by providing necessary information/guidance when required.
5. Strengthen multi-sectoral linkages on nutrition assessments with other sectors such as health, WASH, Food Security, protection and gender, etc.

6. Support secondary data analysis and generate new evidence for programmatic actions related to assessment findings.
7. Ensure capacity development on various nutrition assessments, and methodologies (e.g., SMART, SENS, SQUEAC/SLEAC/NCA etc.) including anthropometric data analysis techniques using ENA for SMART while individuals/agencies are responsible to build their capacity on different statistical software.
8. Ensure the documentation of success stories, and lessons learned by sector actors and stakeholders to feature in sector nutrition bulletins.
9. Advocate for appropriate funding for the planned nutrition assessments and training.
10. Provide direct supervision by AIM TWG members during survey implementation, training and supportive supervisor of the data collection in the camps and host community.
11. Support the development of the joint action plan based on the surveys and assessment recommendations and follow up in coordination with the relevant working groups in the Nutrition sector and other sectors within the operation.

III. ACTIVITIES

- a) To ensure planning functions:
 - Define the nutrition-specific information available and identify gaps on the required information for evidence-based programming in coordination with the relevant technical working groups.
 - Advise the Nutrition sector on the nutrition surveys needed such as SMART/KAP/IYCF/Coverage assessments.
 - Define a retro plan for surveillance activities with specific timelines highlight the fundings status of the assessments.
- b) Support the review of planned assessments based on the international standards and guidelines for nutrition assessments.
 - Review the protocols and disseminate nutrition assessment standards and guidelines.
 - Build the capacity of partners on the application of the standards and guidelines.
 - Monitor and evaluate the application of the standards and guidelines.
- c) Review and contextualize relevant international methodologies for nutrition information surveillance and research.
 - Build the capacity of partners in the application of the survey methodologies.
 - Document lessons learned and feedback from stakeholders on the revision of guidelines.
 - Foster partnerships with both international institutions who have technical expertise in nutrition assessments (e.g., ACF Canada, ACF UK, CDC, Tech RRT), international forums (e.g., CMAM/ENN), CDC and local institutions (e.g., National Nutrition Services (NNS), Institute of Public Health Nutrition (PHN), Bangladesh Bureau of Statistics (BBS) and National universities) in strengthening operational research/surveys/assessments and publications of findings.

- d) Offer technical support on nutrition information system when and as needed.
 - Support and identify key areas for capacity building on nutrition assessment and information management and identifying relevant participants for training sessions.
 - Identify and support relevant and up-to-date material in these areas.
 - Develop and review existing databases for nutrition assessments/surveys.
- e) Promote AIM TWG members to actively share articles/ lessons learned/ experience/ project information.
 - Contribute to lessons learned that will be featured in nutrition bulletins.
 - Stimulate the sharing and exchange of information during the AIM TWG, especially for planned activities (which should be reflected in the retro-planning), for pilot and any innovative approaches.

IV. MEMBERSHIP:

The AIM TWG at the Cox's Bazar level shall be chaired by Action Contre La Faim (ACF), and co-chaired by Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV).

Group Members:

- Agencies implementing CMAM
- UN Agencies
- Other relevant partners recognized by NS implementing CMAM related activities.

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 AIM group meetings, endorse the AIM group ToR and work plan, and abide by the ToR and fully implement the work plan.

Membership Selection Criteria and Their Roles and Responsibilities

For an effective and smooth functionality of the AIM TWG, it is recommended to select a staff member from each agency based on (but not limited to) –

- i. Organizational willingness and commitment to dedicate trained and experienced personnel to full fill the required AIM TWG roles and responsibilities as a member agency.
- ii. Agencies should nominate at least one Technical focal member through consent. Having an alternative person per agency trained to represent the focal person from the particular agency in the AIM TWG meetings.
- iii. The person who has technical capacity and experience either in implementing SMART/ SENS other nutrition surveys or has successfully completed the SMART manager level training should be nominated for AIM TWG members.
- iv. Regular participation in the AIM TWG meetings. Members should meet at least once in a month (or twice a month based on the need on an ad hoc basis). In case of absence in the working base, remote participation and contribution via email prior to the meetings is recommended.
- v. Organizations should have a commitment to dedicate staff for field data collection and supervision after receiving training whenever there is an assessment planned and implemented by any other agency.

- vi. Special consideration should be taken for individuals who have recently received SMART/SENS Manager Level training.
- vii. An updated list of current AIM TWG members should be reviewed regularly (at least once per year) and provided by partners with consideration of at least one national and one international staff (if available)

V. Protocol And Results Validation Process

a) Survey protocol approval process

- Implementing agency should submit and present the details survey protocol to the AIM TWG for review and feedback. A standard survey protocol should include all key elements in a brief word document and an accompanying PowerPoint presentation. The survey protocol should include the following essential components (but not limited to): Background information, Justification of the survey, survey objective, methodology, timeline and roles and responsibilities of the Nutrition sector partners etc.
- TWG members will submit their feedback on the protocol to the chairperson of AIM TWG within **one week or at the earliest time**.
- Adoption of feedback and corrections should allow the implementing partner to proceed with the survey at the earliest time possible.
- In order to expedite the process, and where possible, the concerned partner is encouraged to attend the AIM TWG meeting when the protocol is discussed.
- **The entire process from protocol submission to approval should take approximately 2 weeks.**

b) Survey results validation process

- Upon completion of the survey, partner should have at least two weeks for analysis and present the preliminary findings during the results validation meeting.
- To proceed with the validation of survey results, partners should submit the preliminary results with datasets (e.g., ENA anthropometric and mortality for nutrition survey, kobo/excel database for other surveys e.g., IYCF) at least 2 days before the validation meeting so that AIM TWG members can get time for preliminary review.
- AIM TWG members should provide their consolidated feedback using a standard template to the chairperson.
 - ✓ All the comments and corrections received from TWG members will be returned to the implementing agency which should incorporate these into a preliminary and final report if the survey has been validated. On the other hand, the implementing agency should respond to all queries and clarifications sorted by the AIM TWG **within a week after** the comments are sent to them.
- The person attending the validation meeting must be technically competent to make decisions and must attend the protocol validation meeting by the AIM TWG members.

- Members of the AIM TWG will assess the technical validity of the survey and clarify the outcome of the validation process as below:
 - ✓ "**Validated**" means that despite the limitations of the survey the data reflect the true population value.
 - ✓ "**Not Validated**" means the data has serious flaws and should not be distributed/used for programming or decision-making.
 - ✓ "**Pending Validation**" means that more information is needed before a decision is made.

VI. MEETING FREQUENCY AND MINUTES

Meetings will be held bi-monthly on 3rd Monday at 10:00 AM-12:00 PM and ad-hoc will be called by the AIM TWG chair when required. Meetings will be held at the NS Office or in another place agreed as agreed by the group. Should there be changes on the schedule and venue, members shall be informed accordingly in advance.

Each meeting shall be led by the AIM TWG chair, in his absence, by the Co-Chair. The AIM TWG co-chair will take down minutes of the meeting. In the absence of Chair, Co-chair will lead the meeting and will nominate any group member to take the minutes of the meeting.

The draft minutes will be circulated to members for review withing three working days and will be asked for feedback withing next three working days. The final minutes shall be shred withing the following three working days. The minutes action points will be reviewed at each subsequent meeting.

VII. REPORTING

The AIM TWG shall give an update on the actions taken and other related information at every Nutrition Sector meeting and/or in other appropriate forum.

Minutes and key documents should be translated (as necessary) as soon as possible and made available in hard copies at all meetings posted online at humanitarianresponse.info

VIII. WORKPLAN

Develop a specific CMAM TWG workplan in line with current NS strategy and JRP covering the whole year.