

NS SAG MEETING

NS Coordination (In person/Virtual) | 11th November 2024 | 10:30 PM– 1:30 PM



Meeting Minute

Chair: Mr. Kibrom Tesfaselassie, Coordinator, NS

Note taker: Suparna Das Toma, NO, NS

Participants: Concern, GK, SCI, SHED, WVI, UNHCR, UNICEF and WFP. See Annex 1 for detailed participant list.

Agenda

1. Staff optimization/Harmonization of staff salary at INF – (20min by TF)
2. The INF layout (15min; TF chair)
3. Presentation key findings of locally produced RUTF - SHARNALI 1 & 2. (30min; UNICEF/icddr,b)
4. Consistency on PD/FLA budget line for INF staff salary. (10min; NS)
5. Volunteers issue (5min; NS)
6. Presence of Donors in NS meetings (5min; NS)
7. CCPM survey and workshop plan (10min; NS)
8. Current status of ENIMS and possible way forward (20min; UNICEF)
9. AOB
 - JRP update
 - Person with disability among staff and volunteers.
 - Planning Workshop

Welcome and Introduction

Mr. Kibrom Tesfaselassie welcomed all the participants to the Nutrition Sector SAG meeting on 11th November 2024. Representatives from all the members were presented in the meeting.

1. Staff optimization/Harmonization of staff salary at INF

- The staff optimization task force presented their proposed outcomes for SAG approval, emphasising changes compared to 2024. In planning the staffing and salaries, they considered the 2025 program activities, evolving responsibilities across positions, and various aspects of inflation.
- While the total number of staff will remain the same in 2025, certain positions and job responsibilities will be modified. The main changes are as follows:
 - ✓ The position of PBW register will be changed to Nurse (<6 month child and PBW management), requiring qualifications similar to that of a Nurse.
 - ✓ The position of Nutrition and health educator was volunteer in 2024 which is proposed to be a staff position for 2025 by the task force. After considering opinions from different SAG members, finally SAG endorsed this position as staff position, not volunteer for 2025.
 - ✓ The staff position for cooking demonstrator will be replaced by volunteer. The recommendation from the task force was to include a cooking demonstration volunteer from the host community. However, some SAG members emphasised the importance of

recruiting a skilled volunteer from the Rohingya community due to their familiarity with local culture and practices. So, it was decided in the SAG meeting that the cooking demonstration volunteer would be a skilled Rohingya volunteer. In cases of unavailability of skilled Rohingya volunteers, the host community will be considered.

- ✓ The designation and job responsibilities of a storekeeper will be changed, and it would be renamed as 'Commodity management assistant'.
 - ✓ In 2024, each Community Nutrition Volunteer covered 200 households; however, for 2025, the plan is for each volunteer to cover 300 households due to the proximity of households in the camps. There can be some exceptions considering the geographical location of the camp. Additionally, all the community Nutrition volunteers should be from the Rohingya community.
 - ✓ For the facility-based volunteer, the total number will be similar to 2024 but there will be some changes in roles and responsibilities.
 - ✓ There will be two Food Distribution Volunteers in 2025, reduced from three in 2024, as the Commodity Management Assistant will provide additional support at the distribution point.
 - ✓ A new volunteer position will be added as ECCD corner volunteer to carry out the additional activities and quality.
 - ✓ The number of Security Guards will increase from three in 2024 to four in 2025, with guards outsourced from a third-party security agency due to rising security concerns in the camps.
 - ✓ One Crowd Control Volunteer will be appointed in 2025.
- SAG members agreed the salary structure of staff proposed by the taskforce. Taskforce will share the updated document with all inputs from the SAG members and share it with NS for further circulation.
 - NS has requested that CMAM TWG develop job descriptions for both the newly proposed positions and those with added responsibilities before December, as the onboarding process needs to be completed in early 2025.
 - All the partners are requested to follow the harmonised HR structure in-terms of salary and qualification mentioned in the final HR optimization document.

2. The INF layout

The Taskforce Lead presented three different structural design propositions as follows:

- ✓ A model plan for INF with SC, requiring 11,550 square feet of land.
- ✓ An L-shaped plan without SC, requiring 9,925.93 square feet of land.
- ✓ An I-shaped structure.

See Annex 2 for the designs.

The Taskforce recommended using a steel frame to enhance durability, with bamboo for the outer structure. Corrugated Galvanised Iron sheets (CGI) could be used for the roof, supplemented by a few transparent sheets in each room to allow adequate daylight.

The Taskforce Lead will share these three proposed designs with SAG and CMAM TWG members for feedback and finalisation.

3. Presentation key findings of locally produced RUTF - SHARNALI 1 & 2

- The effectiveness trial of locally developed RUTF in the treatment of severe acute malnutrition is conducted by icddr.b. UNICEF provided a brief update on the trial, noting that a detailed report will be released once the final report is validated. Objective of this research is to test the effectiveness of two locally produced RUTF for the treatment of severe acute malnutrition without complication. Two products were tested by the trial.
 - ✓ Sharnali 1: Rice and lentil based,
 - ✓ Sharnali 2: Chickpea based,
- The majority of enrolled children were from Camp 22, followed by Camps 27 and 12. Of the total enrolments, 51% were girls. Admissions were based on 57% WLZ/WHZ, 26% MUAC, and 17% by both criteria.
- Among the children, 91% recovered, 4% defaulted, 4% did not recover (non-respondent), and 1% dropped out. The average weight gain per day per kg was 3.18, with an average length of stay (LOS) of 65 days. The study outcomes suggest that locally produced RUTF is effective in treating children with SAM.
- Two publications have been published in international journals, with additional publications in progress.
- SAG members have requested a detailed presentation of the two products based on outcome indicators and cost-effectiveness once data validation by icddr,b is complete.
- Currently, Sharnali 1 and 2 are costly due to limited production and the need to import certain micronutrients, which includes tax. The reduction of cost may be followed by the endorsement by government, advocacy for tax exemption and bulk amount of production.

4. Consistency on PD/FLA budget line for INF staff salary.

NS has requested partners to ensure consistency in the 2025 PD/FLA budget for staff salaries by maintaining the same standards and allocating a uniform budget across all partners regarding all staff categories. If there are any challenges or specific internal policy requirements, make sure that NS is informed in good time to provide support through advocacy to respective management. NS emphasised the importance of addressing this issue, as inconsistencies can lead to staff demotivation and thereby quality of the programme is compromised.

5. Volunteer Issue

Volunteer representatives from partner organizations attended a meeting in last month with ISCG and NS to discuss their needs and received guidance from ISCG on related matters. ISCG informed that they are doing a cost-of-living analysis and will update about the progress to the volunteers within early 2025. The volunteers are demanding the following: -

1. Monthly remuneration must be 20,000 (Twenty Thousand) Taka.
2. The salary disbursement modality should be on monthly basis (NOT no work no pay basis)
3. No existing Volunteers can be fired/terminated from their job.
4. Local community must be given preference during the recruitment.

6. Presence of Donors in the NS meetings

Major donors are included as observers in the invitation to the Nutrition Sector coordination meetings, which is a global practice. Donors may attend the meeting if they have specific interests. SAG members suggested to hold separate meetings with donors to ensure transparency and provide them an opportunity to have a discussion on Q&A and interact with NS and its partners periodically (On quarterly basis).

7. CCPM survey and workshop plan

- The platform for cluster/sector performance monitoring (CCPM) exercise is already launched. This exercise is a simple process designed by members of the Inter-Agency Standing Committee (IASC) to assess whether clusters fulfil the six core functions, meet the needs of constituent members and support delivery to affected people. The exercise consists of three steps: (i) cluster coordinators and partners complete online questionnaires; (ii) the results of these questionnaires are compiled into a Coordination Performance Report for each cluster; (iii) each cluster then meets to discuss the report and to agree on follow-up action for improvement.
- There is no major change in the questionnaire from last years. Partners are requested to fill the questionnaire by 25th November 2024. The partners may assign at least two relevant staff who are very familiar with NS coordination activities to fill the questionnaire and they must sit together as the questionnaire has to be filled once (one submission per partner). NS will share the offline questionnaire with partners, if helpful.
- Agreed by all partners, the CCPM workshop will be on 17th December 2024.

8. Current status of ENIM and possible way forward

- The ENIM exercise is still ongoing. The regional office of UNICEF and WFP is involved in the discussion recently as WFP raised few reservations regarding ENIM and proposed to pilot CODA.
- WFP emphasized that WFP had TEC security related concerns with ENIM, which must be cleared in terms of data privacy and security before this can move forward As ENIM is still in the development phase and not finalized yet, WFP is requesting to pilot CODA.
- NS stated that significant investment has already been made in piloting ENIM, and it is important for all partners to collaborate on improving ENIM if any gaps are identified.

9. AOB

- **JRP Update:** NS expressed gratitude to all appealing partners for submitting the JRP template on time. A total of eight proposals were received. Partners are now requested to submit the budget breakdown by activity for the 2025 JRP before the PRT exercise. NS also informed that the total budget submitted by all appealing partners exceeds the estimated budget for the nutrition sector. Therefore, if the PRT approves the partners' proposals, the same contribution will be deducted from UN agencies' allocations, as the UN agencies have targeted 100% of the beneficiaries in the budget.
- **Person with disability among staff and volunteers:** NS will ask partners to submit data on the number of persons with disabilities among staff and volunteers by the end of December 2024, as cross-cutting focal points are seeking this information.
- **Planning Workshop:** The "Nutrition Program Planning Workshop" has been rescheduled to 4-5 December 2024 as agreed by all SAG members.

Action points:

| Action point | Focal point/agency | Timeline |
|--------------|--------------------|----------|
|--------------|--------------------|----------|

| | | |
|---|------------------------------------|---------------------|
| To share the updated staff optimization document with all inputs from the SAG members and share it with NS for further circulation. | Staff optimization Task Force lead | ASAP |
| To share these three proposed designs with SAG and CMAM TWG members for feedback and finalization. | INF layout Taskforce lead and NS | ASAP |
| Detailed presentation on the two products based on outcome indicators and cost-effectiveness once data validation by icddr,b is complete. | UNICEF/ i,cddrb | ASAP |
| NS to share the CCPM offline questionnaire | NS | ASAP |
| To fill the CCPM questionnaire | All Partners | By 25 November 2024 |
| To arrange CCPM workshop | NS | 17 December 2024 |
| To arrange Nutrition Program Planning Workshop | NS | 4-5 December 2024 |

Annex 1: List of Participants

In person:

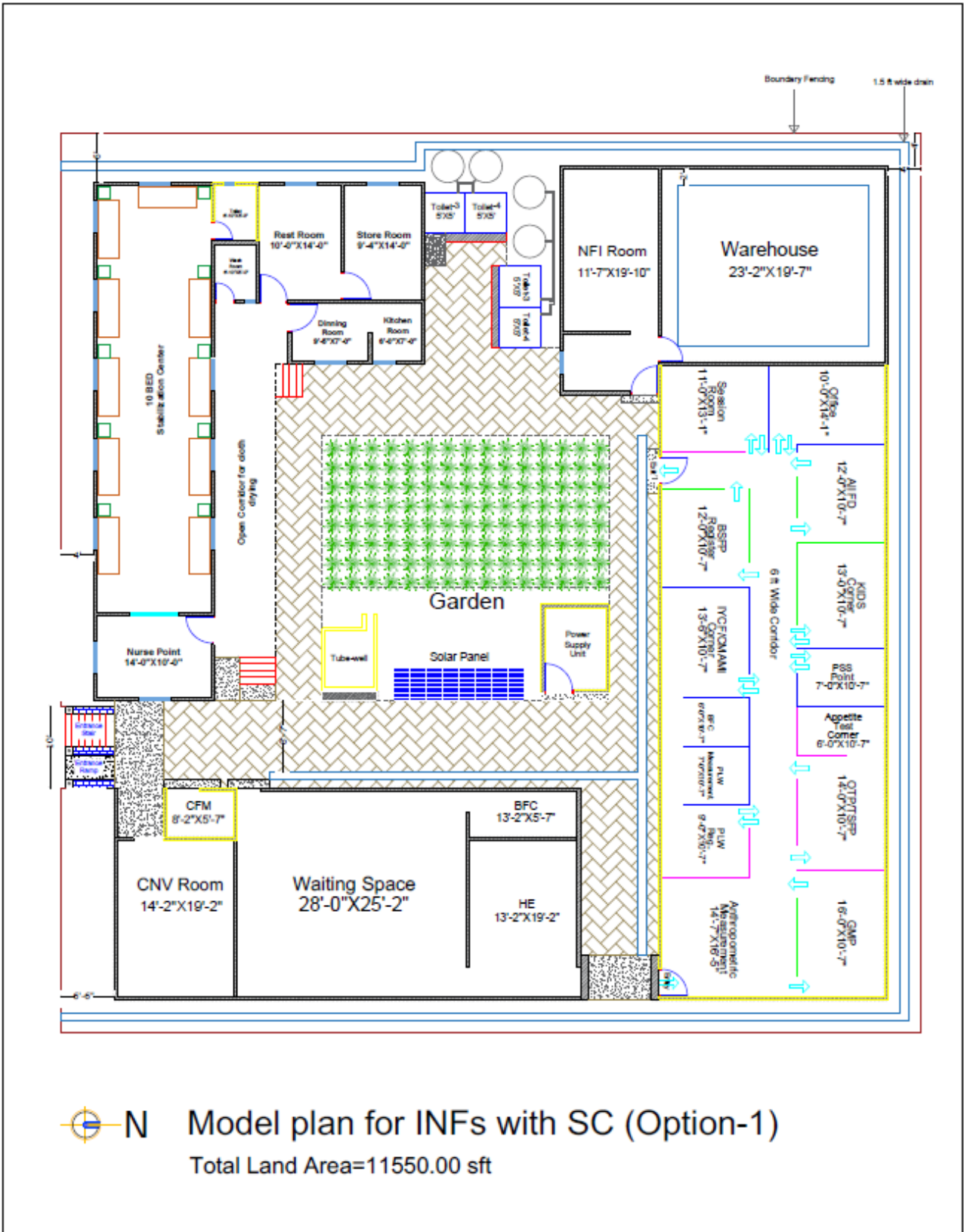
| Name | Organization | Email |
|-------------------------|--------------|----------------------------------|
| Ariful Kabir Sujon | GK | nutri_coord@gkcox.org |
| Sadia Islam | SCI | Sadia.islam@savetherchildren.org |
| Md Fahimuzzaman | SHED | Fahim2499@gmail.com |
| Ziaur Rahman | SHED | ziaur@shedbd.org |
| Zannatul Ferdous Anandi | UNICEF | zanandi@unicef.org |
| Md Mahbub Murshed Khan | UNHCR | khanmd@unhcr.org |
| Ashik Ullah | WFP | mohammad.ashikulla@wfp.org |
| Rajib Kumar Kundu | WFP | Rajib.kundu@wfp.org |
| Taslima Arzu | WVI | taslima_arzu@unicef.org |
| Kibrom Tesfaselassie | NS | ktesfaselassie@unicef.org |
| Suparna Das Toma | NS | stoma@unicef.org |

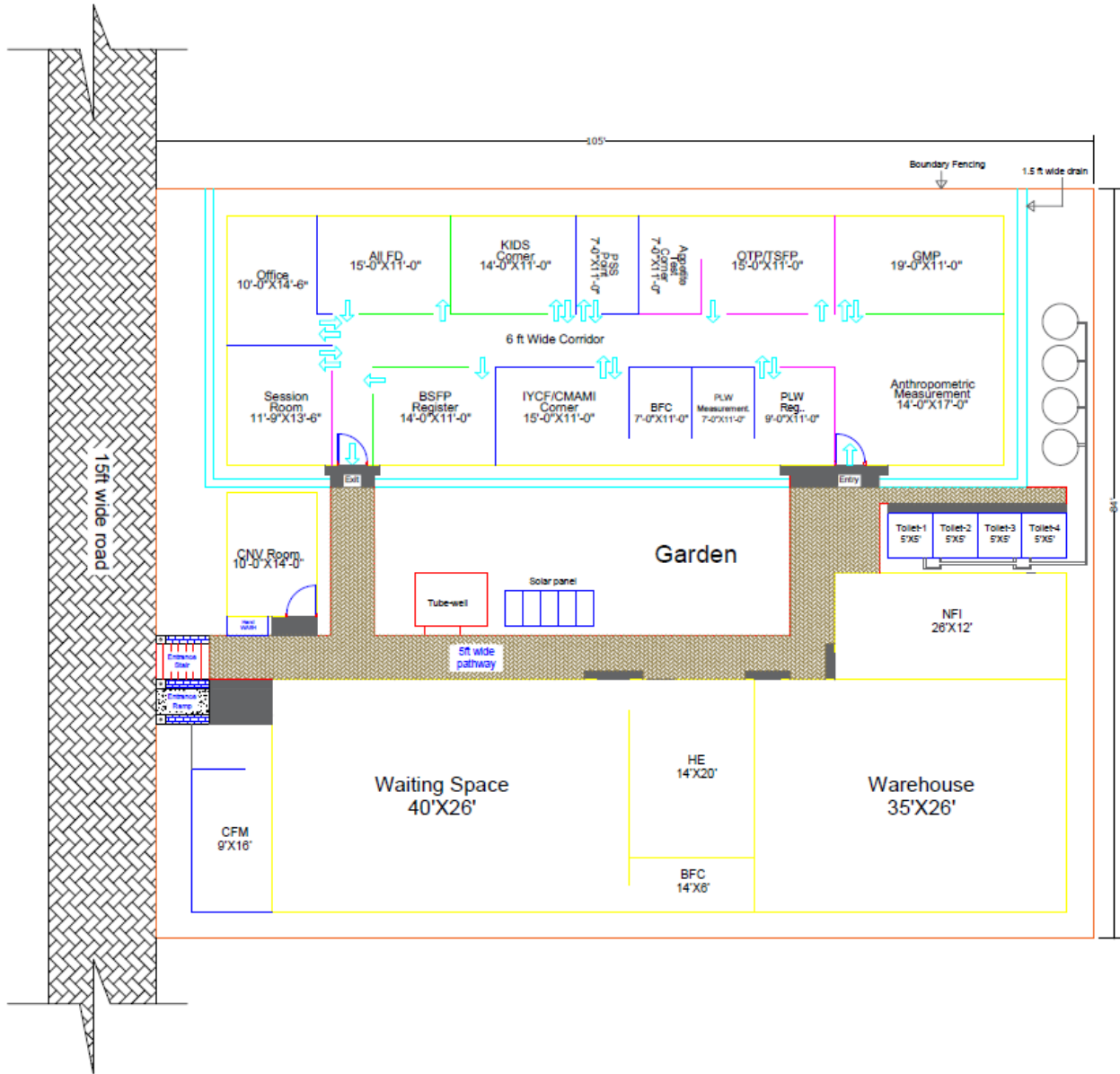
Online:

| Name | Organization | Email |
|------------------------|--------------|---------------------------|
| Shahana Hayat | Concern | shahana.hayat@concern.net |
| Jecinter Akinyi Oketch | UNICEF | jaoketch@unicef.org |
| Owen White Nkhoma | UNCIEF | onkhoma@unicef.org |

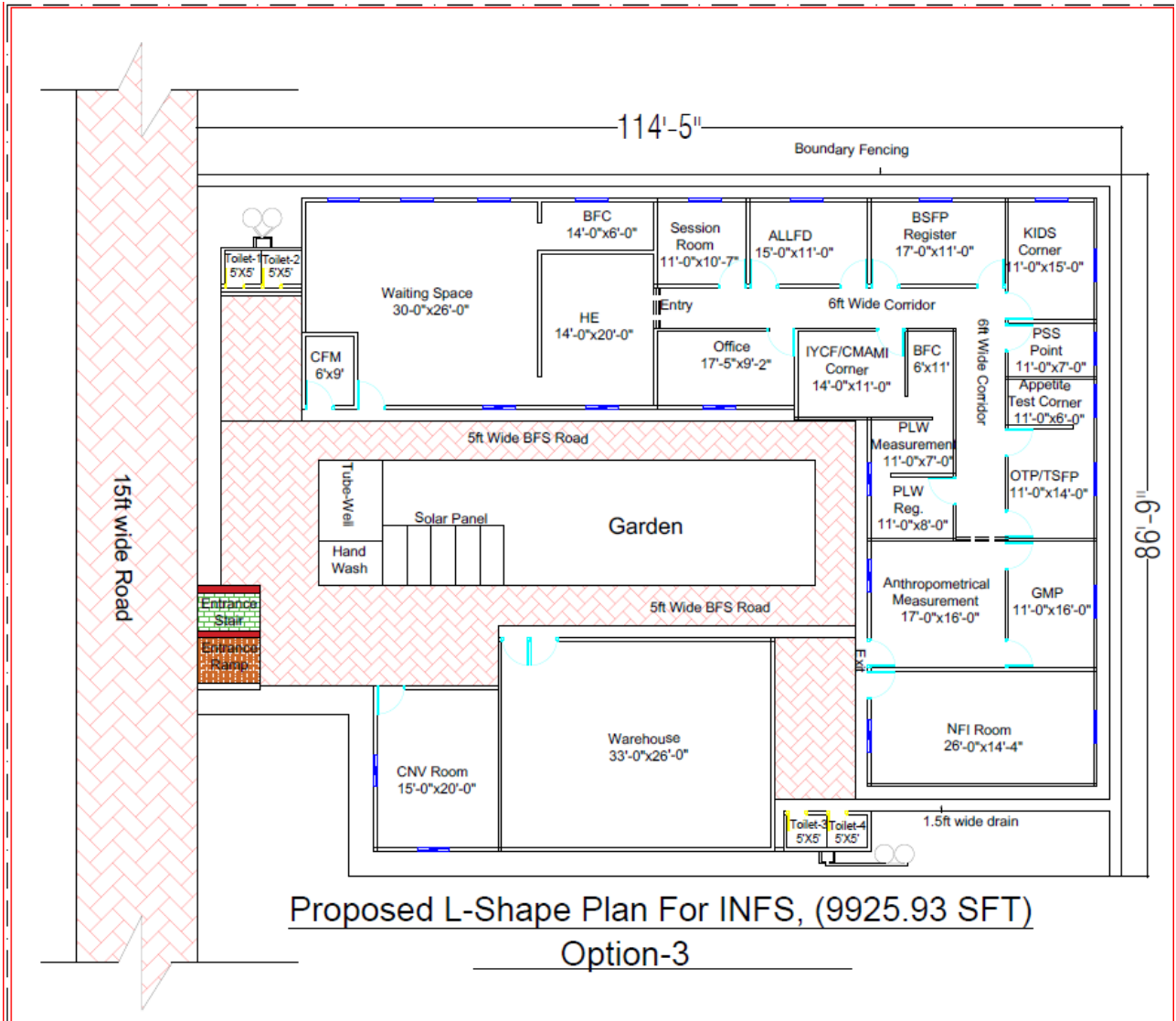
| | | |
|---------------------|--------|--------------------------|
| Kiross Tefera Abebe | UNICEF | kabebe@unicef.org |
| Mahbubul Hasan | WFP | mahabubul.hashan@wfp.org |

Annex 2:





N Proposed Plan For INFs-16 (Option-2)



//////////////////////////////////// THE END //////////////////////////////////////

For more information: [Nutrition Sector \(NS\)](#)

Website: <https://rohingyaresponse.org/sectors/coxs-bazar/nutrition/>

