



IYCF-E TWG Monthly Meeting

30th April 2025, Time: 10.30 am to 12.00 pm, Venue: NS Conference Room and MS Teams

Meeting minutes

Chair: UNHCR

Co-Chair: Gonoshasthaya Kendra

Note taker: Afrin Mortaza- UNHCR, Sharmin Rahman-Nutrition Expert - GK.

Agenda

Welcome and introductions

Approval of the provisional agenda

1. Review of the action points from the previous meeting
2. Update the ToR of IYCF-E TWG 2025
3. Workplan for 2025
4. Discussion on Contextualize SoP for IYCF-E
5. SoP of CFM
6. ECCD and PSS programming in INF
7. AOB

Welcome and introductions

TWG members are known as per the list.

1. Approval of the provisional agenda

Approved by all.

2. Review of the action points from the previous meeting

Action point	Focal point/ agency	Timeline	Status
1. Update Child Functioning Module Piloting and request CMAMTWG one pager SOP for CFM	Nutrition partners		One IP only updated the data, others two IP update will send by 5 th may. IYCFTWG will send email to CMAMTWG for SOP of CFM.
2. Update on ToT on IYCF-E	IPs, UN		Completed
3. SAG endorsement on one pager of IFA blanket distribution – update.	TWG and UNICEF		Completed
4. Update the ToR of IYCF-E TWG 2025.	TWG		TWG will share for review
5. Workplan for 2025	TWG		TWG will share for review
6. Discussion on Contextualize SoP for IYCF-E	TWG		TWG will share again for review
6. ECCD and PSS programming in INF	TWG		TWG will send email to UNICEF to share the standard SOP/guideline and tools for



			ECCD and PSS component to review and harmonized for all partners.
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1. [Main agenda items]

Action points	Focal point/agency	Timeline
<p>Child Functioning Module (CFM) Piloting and Updates</p> <p>The Child Functioning Module (CFM), which contains 15 questions, is used to assess disabilities in children aged 2–4 years. To implement this tool in community outreach services, members agreed to conduct a 7-day pilot to measure the time required to complete the module alongside other activities such as the Washington Group Questionnaire, home visits for pregnant and lactating women (PLW), and key health/nutrition messaging.</p> <p>During the piloting period, the Community Outreach Supervisor will visit 10 households per day with a community volunteer. The supervisor will record the time taken for each activity, including travel time from the INF to the household and between households.</p> <p>The piloting will run for 7 days. So far, only SHED has shared their update. Other nutrition partners, including GK and CWW, are expected to provide their updates by 5th April.</p> <p>In the meeting, three implementing partners (IPs) shared their experiences after piloting the CFM. They reported that completing the 15-question module takes approximately 25–30 minutes. A new IP, Friendship, joined the meeting for the first time. Since they did not participate in the pilot, they will not provide field feedback on the CFM at this stage.</p> <p>Based on the meeting discussions, a one-page Standard Operating Procedure (SOP) for the CFM needs to be developed. This draft SOP will be reviewed by the CMAM Technical Group. The IYCFTWG Chair will send an email to the CMAM Working Group requesting the preparation of this SOP.</p> <p>Additionally, UNHCR will provide a cumulative disability report after June 2025, following the completion of the survey conducted by HI.</p>	TWG Members and IP	Next week 7 th May.
<p><u>Review of SCI ToT proposal</u></p> <p>For arranging the ToT SCI submit a proposal in collaboration with UNICEF. Members evaluate and discuss regarding the present and upcoming need of the NS. From IYCFTWG Sujana vai shared the ToT proposal with Nutrition Sector coordinator Kibrom. After receiving feedback from Kibrom, Arafat Vai, from Save the Children will organize a meeting to plan the ToT training.</p>	TWG members and NS	Next week 7 th May.



<u>SAG endorsement on one pager of IFA blanket distribution</u> SAG has endorsed the Standard Operating Procedure (SoP) for IFA blanket supplementation, and the IYCFTWG has already shared it with implementing partners (IPs). Since a new IP has recently joined the Nutrition Sector, the IYCFTWG has requested Sadia Apa to share the SoP again to ensure all nutrition partners are informed.	TWG members and NS	Next week 7 th May.
<u>Update the ToR of IYCF-E TWG 2025</u> The ToR for the IYCF-E Technical Working Group (TWG) for 2025 will be shared by Afrin, the Chair of the IYCFTWG, by 1st May for review and feedback from all TWG members. Implementing Partners (IPs) are expected to submit their feedback by 5th May, after which the ToR will be finalized by 10th May and shared with the Nutrition Sector.	TWG members and IPs	10 th May.
<u>Workplan for 2025</u> The Chair of the IYCFTWG will share the 2025 work plan with implementing partners by 10 May for their review, input, and feedback.	TWG members and IPs	10 th May.
<u>Contextualize SoP for IYCF-E</u> All members agreed to develop a context-specific SOP for IYCF-E interventions, based on the national IYCF guidelines. A new home-visit checklist for volunteers will be developed, and the CMAM checklist will be reviewed and updated to include items on responsive feeding, SBCC, and mother-to-mother support group sessions.	TWG, Members, UN and NS	Next meeting
<u>ECCD and PSS programming in INF</u> As UNHCR's implementing partner INF has not yet conducted any training for its IPs and the guidelines remain unfinalized, the TWG requested UNICEF to share its guidelines, reporting templates, and record-keeping documents of ECCD and PSS programming to review and orient their IP staff.	TWG, Members, UN and NS	Next meeting

Participants (Organizations name in alphabetical order)

Organisation	Name of participant	Email address	Phone number
CWW	Nura Nusrat Jahan	nura.nusrat@concern.net	
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