

# NS SAG MEETING

NS Coordination (In person) | 13 July 2025 | 02:30 PM– 06:00 PM



## Meeting Minute

Chair: Kibrom Tesfaselassie, NS Coordinator

Note taker: Suparna Das Toma, UNV Nutrition Officer, NS

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

## Agenda

1. Discussion on Operational Modality and Staff Optimization
2. AOB

## Welcome and Introduction

Kibrom Tesfaselassie welcomed all the participants to the Nutrition Sector SAG meeting on 13 July 2025. Representatives from all the members were presented in the meeting. Following a brief introduction, the meeting was started.

## Discussion on Operational Modality and Staff Optimization

- ✓ NS coordination mentioned the background and objective of the meeting. Due to the funding situation, every sector is asked for prioritization of the activities. In 2025, NS will implement all critical activities. In case of funding constrain, the mitigation measures will be adapted. The objective of the meeting is to discuss the agency level challenges and changes in operational modalities planned for JRP 2026 keeping in mind cost efficiency.
- ✓ As part of the process, NS will handover SC to Health Sector. Health Sector partners have agreed to integrate SCs within Primary Health Care (PHC) facilities using existing resources and have identified a potential partner (IRC) to implement this activity. In 2026, SC will be included in Health Sector (HS) JRP. SAG members involved in discussion on the progress of the handover and requested a written document from NS on the discussion with HS. The NS will share meeting minutes detailing the discussions with both the Health Sector and IRC for transparency and reference. The NS also clarified that the purpose of the handover is to reduce implementation costs and that both sectors are aligned on this objective.
- ✓ SAG members discussed the feasibility to reduce the number of INF. While the current INF allocation is based on overall population, members emphasized that other factors - such as daily caseload, facility infrastructure and capacity, camp geography, and accessibility must also be considered. NS IMO shared a preliminary analysis of camp-level caseloads, highlighting several camps with lower caseloads compared to others. Following this, members suggested that facility supervisors are best positioned to comment on the geography, accessibility and facility capacity due to their understanding of operational realities. It was proposed to convene a full-day workshop involving SAG members, managers, and camp-level supervisors to further explore INF reduction feasibility. This workshop will also include a review of staffing structures at the INF level. To support this, NS IMO will present detailed analysis on camp-wise overall population, target groups, and caseload.
- ✓ NS presented the outcome of the staff optimization exercise for further review and discussion by SAG members. Each staff position was reviewed individually, and members identified several roles requiring additional discussion, including a detailed review of job descriptions

(JDs) during the upcoming workshop. The following key points were raised for positions at INF level to be further reviewed:

- **Nutrition Supervisor:** Members discussed the need for one Nutrition Supervisor per site and proposed assessing whether a single supervisor could effectively manage two or more INFs. They also suggested reviewing the salary structure while maintaining one supervisor per INF. It was acknowledged that supervisors often perform multiple tasks beyond their formal JD due to the challenging context. Further analysis and discussion, including JD review, will be required.
  - **GMP:** During the discussion on Growth Monitoring and Promotion (GMP), it was noted that the Health Sector also implements similar activities to some extent. Members recommended gathering more information on the scope of HS's implementation before the workshop. While GMP is ranked as a second-priority activity following the recent prioritization, members emphasized that full anthropometric measurement should remain a first-priority activity, as it is essential for active case finding.
  - **Cooking Demonstration Volunteers and ECCD/PSS Counsellors:** These positions will be discontinued, as the associated activities are planned to be phased out in 2026.
  - **ECCD Volunteers:** The title and JD of this position will need to be revised, as the ECCD and PSS Counsellor roles will be removed. UNICEF is considering introducing a new ECCD package. In the NS Coordination Meeting in July 2025, UNICEF will be allocated a timeslot to present this package to NS partners.
  - **Health and Nutrition Educator:** Members discussed whether this position is necessary, as similar tasks were previously managed by volunteers. WFP noted that the role was proposed as a staff position due to previous concerns over implementation quality. Additionally, WFP plans to introduce a new SBCC strategy where qualified staff will be required. The position will be further discussed in the workshop.
  - **Food Distribution Volunteers:** As the type of commodity for preventive distribution will change, the necessity of maintaining two food distribution volunteers will need to be reviewed.
  - **Community Nutrition Supervisor and Community Nutrition Volunteers:** These roles will be discussed in the workshop, based on the implementation modalities proposed by different agencies. NS IMO has been requested to prepare an analysis on the number of volunteers by category, as well as the associated costs.
- ✓ All members agreed to join in a full-day workshop on 22 July 2025, involving SAG members, Managers, Deputy Program Managers, Site Supervisors, and Community Nutrition Supervisors. NS requested all partners to gather and bring the necessary information in preparation for the workshop.

## 1. AOB

- ✓ **Assessment for 2025:** SAG members inquired about the progress on the discussion on the requirement and planning of Nutrition survey for 2025. AIM TWG informed that a meeting will be convened this week to have a discussion on the matter.
- ✓ **Power supply issue in INF:** During a recent field visit, NS observed that solar power systems in some facilities are not functioning properly due to continuous raining, resulting in staff working in dark conditions. To improve natural lighting, NS suggested installing transparent roofing sheets in selected areas to allow daylight into the facilities.
- ✓ **Relocation of camp 10 site 2 INF:** Friendship, with support from UNICEF and WFP, has proposed relocating the INF to a Learning Center currently operated by JCF in Camp 10, Main Block C, Sub-block F-17. This proposal has been discussed with the CiC, and it aims

to address the landslide issue faced by the current INF. NS will engage with the Education Sector to facilitate coordination and support the proposed relocation.

### Action points:

Action point	Focal point/agency	Timeline
To share meeting minutes on the discussion with HS and IRC on the handover with all partners	NS	ASAP (Completed)
To conduct a whole day workshop engaging SAG members, managers, and supervisors from camp to discuss the feasibility to reduce INF and review of the staffing at INF level	NS partners	22 July, 2025
To present the analysis on the camp wise overall population, target population, daily caseload etc and analysis on number of volunteers per category and costing	IMO	22 July, 2025
To present the new package of ECCD to the NS partners in NS coordination meeting	UNICEF	28 July 2025
To install transparent sheet in few places of the INF roof to improve natural lighting.	NS partners	ASAP
To communicate with education sector to facilitate the proposition for relocation of the camp 10 site 02 INF	NS	ASAP

### Annex 1: List of Participants:

Name	Organization	Email
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//////////////////// THE END //////////////////////

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

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

