**COVID 19 and Nutrition Technical Working Group (TWG)**

**Terms of References (ToRs)**

**BACKGROUND**

*[Background and rationale to setting up this group. Include a brief summary of when and why the cluster was established, its structure and membership. A summary of the COVID19 situation and response, if any, to date]*

**PURPOSE**

*[This below text is adaptable and tries to answer the following questions: What is the main aim of the group? What are the specific objectives of the group? What is the scope of the work?]*

The COVID19 and Nutrition TWG is a sub-group of the nutrition cluster or sector coordination mechanisms, with the task to guide the implementation and monitoring of programmatic measure to reduce nutrition-related mortality and morbidity as a result of COVID19 impact on public health, economy and social aspects.

**MAIN TASKS AND RESPONSABILITIES**

1- Provide guidance for the contextual adaptation and implementation of available guidelines, toolboxes, multimedia and other tools necessary for implementation of mitigation measures in nutrition programs in COVID19 at-risk or affected areas for nutrition sector or cluster partners.

2- Support all technical working groups (i.e. CMAM, IYCF-E, NIS/AWG) to review the UNICEF, WHO, WFP and/or IASC global programmatic guidance on COVID-19 as relevant to their scope of work and support them in developing risk mitigation and management measures.  In the absence of the technical working groups, the COVID19 and nutrition TWG is responsible to develop risk mitigation and management measures for nutrition as per the latest GTAM and GNC guidance now available on the [GNC website](http://nutritioncluster.net/topics/1-key-resources/).

3- Ensure that there is a Joint Statement issued and/or endorsed by nutrition cluster or sector members on appropriate COVID19 and IYCF-E mitigation measures.

4- Develop and/or adapt nutrition training package for the cluster or sector partners on the updated nutrition plans and UNICEF programmatic guidance for COVID19. Ensure that it can be delivered online and/or use the “notes” on the PowerPoint slides to provide all necessary information.

5- Develop a contingency plan for nutrition interventions for both preventive and curative measure and ensure that both service provision and supply chain management are adequately considered as per UNICEF Nutrition COVID-19 programme guidance.

6- Develop a community engagement strategy, workplan, guidance and tools for COVID19 and nutrition in emergencies programmes.

7- Review current programmatic data collection practices and identify what needs to be done to implement no-touch data collection, particularly in terms of anthropometry, and reporting.

8- Link with other clusters or sectors and support the coordinator with work related to the Inter-Cluster Coordination Group (ICCG) meetings linked with COVID19 preparedness and response. A stronger coordination with the Health in Emergency Taskforce is specifically useful for this crisis.

9- Monitor and ensure implementation of the COVID19 response as per the agreed guidance among nutrition cluster or sector partners

**LIFESPAN**

COVID19 and Nutrition TWG will be functional as long as there is a need for the objectives and tasks to be addressed in country. If the need is still present, yet the group is dormant, it is the responsibility of the Nutrition Cluster or Sector Coordinator to reactivate the group. If the COVID19 and Nutrition TWG is no longer needed, the NCC and or the SAG is to decide deactivation of this group after consulting with the cluster partners.

**MEMBERSHIP**

*[This below text is adaptable and tries to answer the following questions: to whom is membership of the group open to? Are there criteria for being a member? Are there criteria for remaining a member? Are there any restrictions on numbers? How long is the period of membership and can it be extended?]*

Membership is granted to organizations implementing nutrition activities rather than individuals. Each organization selected to be a member of the group is kindly requested to nominate one focal person to ensure consistency in representation and to facilitate communication. The NCC is responsible to reach out to agencies implementing nutrition programs. The TWG is also responsible to invite government institutions, researchers and academics, pediatric associations, national or local development actors, health and other sector colleagues who are involved in nutrition to be members of the COVI19 and nutrition TWG to enrich the subject matter. If those institutions are not members, then they would need to be kept informed of the group work and invited to participate to certain meetings. The TWG is not meant to be a large group, less than 10 members is optimal.

Individuals chosen as focal points of their organizations need to be knowledgeable about nutrition programming and keep themselves updated on the latest in relation to COVID19. If a member is not already knowledgeable in this area, then he or she would need to commit to build his or her own capacity.

Members will be expected to attend at least 70% of meetings. There will also be an expectation that members undertake additional activities as outlined in the TOR above. It is essential that the agencies and individuals who take up these positions are committed to fulfilling the responsibilities. Where a member is not actively participating in the COVID19 and nutrition WG meetings and supporting activities, they may be asked to step down from the group. Members that do not attend three consecutive meetings may also be asked to step down from the group. Lastly, members that do not perform the task requested by the group after three consecutive times it is extended may be asked to step down from the group.

It is recommended to have a fixed 6 months membership that can be evaluated at the end of the term.

**LEADERSHIP**

*[This below text is adaptable and tries to answer the following questions: Who is leading the group? How are the chairs chosen? Is there training or an orientation that the chairs need to be aware of? Are there responsibilities the chairs would need to take on? If so, what are they? Are the group chairs rotating? Will the work of the chairs be evaluated?]*

The COVID19 and nutrition TWG group has two co-chairs chosen on rotational basis for a year, each chair is responsible for leading the group for 6 months. Every 6 months, the chairs will rotate in order to keep the group active. The chairs are chosen upon an interview with the NCC whereby the technical knowledge, leadership skills and the time commitment to the TWG needs to be assessed.

A ToR with the tasks of the chairs will be agreed upon and shared with the chair agency supervisor. The ToR should include engaging partners, calling for the meeting, setting the agenda, preparing or consolidating the documents that need to be reviewed, ensuring minutes are taken at every meeting, following up on the action points, remaining deliverables, engage with the NCC on the COVID19 and nutrition deliverables. The role of the chairs is also to ensure impartiality, identify challenges and request for support. The chair is responsible to report back to the nutrition cluster on an agreed basis and to provide a handover report before leaving the group or the position.

If applicable, an evaluation of the lead work would need to take place every 6 months- this could include but is not limited to an online survey sent to the TWG members on the deliverables and the governance of the group.

**ACCOUNTABILITY**

The chairs of the TWG would need to ensure the group develops a work plan. The work plan should be shared with the cluster partners and the leads would need to report on the progress to the nutrition cluster partners on a monthly basis or as agreed. A self-evaluation of the group work against the set targets in the plan is to be done once every three months.

The COVID19 and nutrition TWG is accountable to the cluster partners. The COVID19 and nutrition WG will share decisions/endorsements to the cluster partners periodically through the cluster coordinator and/or co-chairs.

**WORKING METHODS**

The decisions will be taken by general consensus. In case a consensus cannot be reached, TWG leads will have to seek support from the NCC on the way forward, and a consultation with the SAG or a broader cluster partnership. If the technical issue is not resolved in country, the NCC can seek guidance from the GNC-CT on behalf of the cluster partners.

**MEETINGS**

*[This below text is adaptable and tries to answer the following questions: How many meetings will be held each year and where will they be held? Who will organize and chair the meetings? How will topics for the agenda be generated? How and when will meeting papers be circulated? who will provide secretariat for the group?]*

The meetings are held online using the following software **[insert name of software for example: either Skype for business or Zoom or MS Teams, etc.]** on a weekly basis on every other **[insert week day]**. The chairs of the TWG will send out the invite and the agenda of the meeting to all TWG members at least 48 hours before the meeting date. The topics on the agenda will need to be generated based on the previous meeting outcomes, the workplan deliverables and the suggestions of the members, as well as suggestions from the NCC following cluster partners’ meetings.

One of the two chairs will be responsible for:

* Circulating draft minutes to group members no later than 2 days after the meeting
* Incorporating comments and feedback from group members
* Circulating final minutes as soon as possible thereafter (before the next meeting)
* Uploading the minutes on the online platform **[insert a link to the online platform]**
* Following up to ensure that the agreed upon action points are implemented

**SHARING INFORMATION AND RESOURCES**

*[This below text is adaptable and tries to answer the following questions: How will group members share information and resources? Where will the meeting minutes be uploaded?]*

The online platform **[insert a link to the online platform]** is available for sharing information and resources of the COVID19 and nutrition TWG. The agenda, minutes, deliverables, handover reports and other documents relevant to the group’s work will be uploaded on **[insert specific link under the online platform**]. Additionally, main resources, tools and guidance will be available from the Nutrition Cluster website (the chair should inform NCC to do so once a document is finalized)

**GUIDING DOCUMENTS**

**Country-level**

**[Provide the list of country level documents on COVID19 and nutrition if any]**

**Global level**

1. [Summary of guidance for nutrition in emergencies practitioners.](http://nutritioncluster.net/wp-content/uploads/sites/4/2020/03/2020-GTAM-COVID-19-Technical-Brief-Version-1.1_FINAL.pdf) 13 March 2020 version 1 Global Technical Assistance for Nutrition
2. Operational guidance on nutrition in emergencies coordination in context of COVID19. 27 March 2020 Global Nutrition Cluster Coordination Team
3. Wasting Programming COVID19 crisis. March 2020 UNICEF
4. IYCF and COVID19 Brief, March 2020 UNICEF
5. [Infection Prevention and Control (IPC) for Novel Coronavirus (COVID-19)](https://openwho.org/courses/COVID-19-IPC-EN)

This free online course released by WHO provides information on ***what facilities should be doing to be prepared to respond to a case of an emerging respiratory virus such as the novel coronavirus,*** how to identify a case once it occurs, and how to properly implement Infection Prevention and Control (IPC) measures to ensure there is no further transmission to Health Care Workers (HCW) or to other patients and others in the healthcare facility. This training is intended for healthcare workers and public health professionals, as it is focused on infection prevention and control. Time to complete: **1 hour**

1. [COVID-19: Operational Planning Guidelines and COVID-19 Partners Platform to support country preparedness and response](https://openwho.org/courses/UNCT-COVID19-preparedness-and-response-EN)

This free online course is released by WHO in order ***to assist UN country teams in scaling up country preparedness and response to COVID-19***. These learning modules are intended as a companion to the [Operational Planning Guidelines to Support Country Preparedness and Response](https://www.who.int/docs/default-source/coronaviruse/covid-19-sprp-unct-guidelines.pdf). The training is intended for UN country teams (UNCTs), other relevant stakeholders, including partners, donors and civil society. Time to complete: **2 hours**