

**Nutrition in emergencies checklist for the nutrition cluster**

**Infant and Young Child Feeding in Emergencies (IYCF-E)**

This checklist is a tool designed to help each nutrition country cluster review and reflect on the service delivery aspect of the nutrition in emergency response. The checklist is to be used at least once a year by the nutrition cluster coordination country team – or any in-country nutrition in emergency mechanism- to self-assess the quality of the service delivery aspect of the nutrition response before, during and/or after a crisis. This sheet is the exercise sheet that needs to always be shared with the IYCF-E checklist that includes the elements of a recommended scenario on the right-hand column.

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| **Infant and Young Child Feeding in Emergencies (IYCF-E)**  |
| **Distribute this tool to the Technical Working Group members and ask them each to fill it individually. Give them a few weeks to do so as it can be very long. Make sure they also have the IYCF-E checklist that includes the text with the recommendations and the links. Once you collect the filled forms from each technical working group member, review and present the findings during a workshop. The findings will need to be discussed and the action points agreed upon. The action points can help write the working plan of the IYCF-E TWG in country.**  |
| **Before the emergency** |
| **Questions**  | **Status (color coded, green for good, yellow for satisfactory, orange for unsatisfactory, and red for weak)**  | **Status constraints (unexpected circumstances, success factors or good practices identified)**  | **Follow up action with timeline (when status is orange or red) and/or support required** | **Person responsible and timeline, who and when?** |
| **Policies and guidance** |  |  |  |  |
| * Are there national policies aligned with global guidance on infant and young child feeding that include IYCF-E? Note that policies are formal statements issued by the state.
 | **Insert a color to the cell, for example yellow means satisfactory** |  **Insert here the reasons why you rated this as satisfactory** |  **Insert here the actions that need to be put in place or the type of support you need to seek in order to get to a good level for this section** | **Insert who and by when this action will be completed.**  |
| * Are there clear national operational procedures or guidelines for IYCF-E? Note that procedures are step-by-step instructions for implementation and guidelines are designed to advise on processes for implementation.
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| * Are there pre-agreed upon interim national guidelines and/or templates that can be adapted when facing ***an infectious disease outbreak*** such as COVID19 or ebola?
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| **Contingency plans**  |  |  |  |
| * Is there a contingency plan that includes the provision of comprehensive IYCF-E interventions?
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| **Media** |  |  |  |
| * Is there a joint statement template on IYCF-E prepared in case it needs to be adapted fast at the onset of an emergency?
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| * Is there a press release template on IYCF-E ready to be adapted quickly at the onset of an emergency?
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| **Capacity building**  |  |  |  |
| * Is there an in-country repository for IYCF-E operational guidance and tools in local language(s)?
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| * Are there training materials in IYCF-E ready in the local language(s)?
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| * Is there a pool of trained health and nutrition personnel in IYCF-E in country?
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| * Are there pre-determined trainers on IYCF-E in country?
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| **Data**  |  |  |  |
| * Do you have routine and recent data on key IYCF indicators in country?
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| * Is data from different areas of the country available?
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| * Do you have data on the coverage of the IYCF interventions in country?
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| * Are pathways to report on violations of the Code established and clear to partners?
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| * Are monitoring indicators and tools pre-agreed upon and harmonized?
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| **Supplies**  |  |  |  |
| * Are pathways to purchase Breastmilk Substitute (BMS) supplies such as Powdered Infant Formula (PIF) and Ready to Use infant Formula (RUIF) clear?
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| * Is there a generic labeling for PIF and RUIF ready in the local language(s)?
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| * Is training material to use PIF or RUIF ready in the local language (s)?
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| * Are supplies such as PIF or RUIF with the generic label in the local language(s) prepositioned?
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| * Are other supplies needed for setting up an IYCF-E supportive space?
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| * Are the supplies amount and location known by main actors and accessible in case of an emergency?
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| **Capacity Mapping** |  |  |  |
| * Has there been a mapping of the capacity of local and international partners to respond to IYCF-E needs during a crisis?
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| * Is there a focal organization that partners can rely on or go to for expert IYCF-E advice?
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| **Technical Working Group (TWG)**  |  |  |  |
| * Is there an IYCF-E TWG established prior to the emergency?
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| * Does the IYCF-E TWG have ToRs?
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| * Does the TWG have chairs in place?
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| * Has an evaluation of the chairs work been done once a year?
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| * Does the TWG have a workplan?
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| * Does the TWG monitor its progress against set targets once every 3 months
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| * Do the TWG members meet every month?
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| **At the onset of and during the emergency response**  |  |  |  |
| **Need assessment and analysis**  |  |  |  |  |
| * Was a quick secondary data review done?
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| * Have you gathered information on existing policies, guidance, training materials, trained personnel, contingency plans, prepositioned supplies, IYCF-E TWG that were present before the emergency?
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| * Has an initial rapid assessment that includes IYCF-E indicators taken place in the first weeks and months following the crisis?
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| * Does the initial assessment report include an estimation of # of <6 months non-breastfed and # maternal orphans <6 months?
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| * How is the access to data from the relevant sectors such as food security, health, WASH, and protection to support analysis of IYCF-E needs?
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| * Are communities consulted and involved in the assessment of needs?
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| * Does the Humanitarian Needs Overview (HNO) provide specific and to the point information on the IYCF practices before the emergency for rapid onset emergencies and how the emergency affected the IYCF practices? For protracted emergencies, does the HNO discuss the current IYCF practices?
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| * Does the HNO identify and detail the needs of the non-breastfed and those infants that are breastfed separately?
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| **Strategic Planning** |  |  |  |  |
| * Does the Humanitarian Response Plan (HRP) and the nutrition cluster strategic plan address the IYCF-E needs raised in the HNO, are the two documents aligned?
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| * Does the Humanitarian Response Plan (HRP) and the nutrition cluster strategic plan cover aspects on IYCF-E planned interventions broken down per non-breastfed and breastfed infants? Does it include considerations on whether the population is static or on the move?
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| * Does the HRP and the nutrition cluster strategic plan provide a clear strategy of how to address the coverage gaps in IYCF-E services?
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| * Does the HRP and the nutrition cluster strategic plan include a section on how the quality of the IYCF-E interventions in country will be enhanced?
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| * Are different community groups and members views taken into consideration as the plan is put together?
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| * Has the HRP and the nutrition cluster strategic plan been converted into an operational yearly workplan?
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| **Implementation and Monitoring**  |  |  |  |  |
| Policies and guidelines |  |  |  |  |
| * Have the national guidelines on infant and young child feeding that include IYCF-E been updated? If not, is there an interim guidance in place?
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| Media |  |  |  |
| * Has the joint statement been released and communicated with all partners immediately?
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| * Are all partners adhering to the interim or the national IYCF-E protocol?
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| Technical Working Groups  |  |  |  |  |
| Capacity  |  |  |  |  |
| * Has there been any discussion on the minimum capacity required for nutrition activities and capacity mapping? Has the capacity of partners to deliver IYCF-E programme good enough and has this been assessed?
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| * Does the sector have a capacity building strategy for IYCF-E, and if yes, is this being implemented?
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| * Is a training schedule for IYCF-E training planned?
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| * Is there an online repository accessible by all partners for IYCF-E operational guidance, tools and training materials in local language(s)?
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| Service Delivery  |  |  |  |
| * In addition to the nutrition cluster strategy, is there an IYCF-E strategy and approach standardized across all partners?
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| * Are training curricula and Information Education and Communication materials for IYCF-E in the local language standardized and distributed/used?
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| * Is IYCF-E programme taking place systematically at all levels of health and nutrition service provision –community, outreach, health facility including at SC?
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| * Is there a good linkage between health and nutrition programmes to promote continuum of care and referral systems from the community to health facilities including stabilization centres?
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| * Is the delivery and quality of IYCF-E activities the same for all partners?
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| * Are the IYCF-E activities of community volunteer standardized across all partners?
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| * Are there systems for effectively avoiding duplication of services?
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| **Supplies** |  |  |  |  |
| * Do cluster partners refuse and report donations of Breastmilk Substitute, other milks in liquid or powder form, baby food, or bottles and teats?
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| * Is there an effective supply needs and requirements monitoring in place?
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| * Do partners face challenges in accessing supplies?
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| Coverage  |  |  |  |  |
| * Are the partners implementing the complete agreed package of IYCF-E interventions in a given area?
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| * Is the coverage of the package of nutrition specific interventions adequate?
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| Interface with other sectors |  |  |  |  |
| * Do outreach services/OPTs and SC have separate latrines for men and women as well as clean water points?
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| * Are there any plans with the Food Security sector to discuss access to a minimum acceptable diet (MAD)?
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| * Are referrals to other health services such as ante and post-natal care and immunization mapped out and established?
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| * Are linkages with protection and MHPSS services mapped out and established?
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| Monitoring  |  |  |  |  |
| * Are the 4 Ws mapped?
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| * Are the indicators discussed and agreed upon by partners? Are reporting and data collection tools harmonized and are all partner using the same reporting format?
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| * Are qualitative indicators used to monitor the quality of IYCF-E interventions or are only output indicators used?
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| * Is reporting timely? Is the humanitarian response website updated regularly?
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| * Are the performance indicators routinely analysed and action is taken to address the shortfalls?
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| * Is there any cross learning between partners delivering nutrition specific services?
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| * Is there a strong monitoring of distribution of unsolicited BMS and baby food? Are those distributions prevented?
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| * Is a bulletin issued frequently to inform progress and inform where the key documents are?
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| **Operational Peer Review and Evaluation**  |  |  |  |  |
| * Is there a plan to map capacities of partners, develop joint training plans develop joint supervision tools and establish on-the-job coaching techniques?
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| * Is there a plan to jointly monitor the quality of the response and address gaps that are flagged?
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| **After the emergency**  |  |  |  |
| * Have the Ministry of Health and other relevant governmental bodies been leading and validating the humanitarian response?
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| * Is counseling on IYCF-E for pregnant and lactating women integrated in routine health services such as ante-natal and post-natal care consultations in country?
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| * Are the nutrition IYCF indicators integrated in the HMIS?
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| * Are the RUIF and or PIF supplies budgeted and purchased as part of the national health system ongoing programs?
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| * Is there a strong monitoring of distribution of unsolicited Breast Milk Substitutes (BMS) and baby food? Are those distribution prevented? is there communication and messaging on the risks of artificial feeding?
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| * Is there any cross learning between centers delivering IYCF6E services?
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| Technical Working Groups  |  |  |  |  |
| * Is the established IYCF-E TWG led and chaired by the government?
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