



OPERATIONAL GUIDELINE FOR DISTRICT AND UPAZILA/ SUB-DISTRICT NUTRITION COORDINATION COMMITTEE



BANGLADESH NATIONAL NUTRITION COUNCIL (BNNC)

OPERATIONAL GUIDELINE FOR DISTRICT AND UPAZILA/ SUB-DISTRICT NUTRITION COORDINATION COMMITTEE

Main User

Advisor, Chairperson and Member Secretary of the District and Upazila/Sub-district Nutrition Coordination Committee

Acknowledgement

Mr. Ruhul Amin Talukder

Joint Secretary (Policy), Planning Wing Ministry of Agriculture

(Formerly Joint Secretary Health Services Division, Ministry of Health and Family Welfare)

Dr. Jahangir Hossain

Former Program Director, Health, CARE Bangladesh

Date of Publication

May 2018

Overall supervision

Dr. Md. Shahnewaz

Director General

BANGLADESH NATIONAL NUTRITION COUNCIL (BNNC)



Secretary

Division of Health Services

Ministry of Health and Family Welfare

Government of the Peoples Republic of Bangladesh

MESSAGE

In the recent time the Government of Bangladesh has attached highest priority on the issue of nutrition and to improve the status of malnutrition prepared National Nutrition Policy 2015 and the Second National Plan of Action for Nutrition (2016-2025), where multisectoral and multilevel based integrated nutrition activities has been mentioned. The office of the Bangladesh National Nutrition Council is playing important role in implementing these activities. This office is carrying out responsibilities of establishing linkages and necessary coordination with various organizations involved with the systems of implementation, monitoring and evaluation of Country Investment Plan-CIP for Agriculture and Food Security, 7th Five Year Plan and the like. In addition, efforts towards establishing coordination and intimate communication with the regional level nutrition related administrative system that is the district and upazila/Sub-district level committees involved in the implementation of the second national plan of action for nutrition will have to be maintained.

To implement nutrition activities of the national and sub-national level Bangladesh National Nutrition Council has undertaken various initiatives and those are being implemented effectively. Among these various levels maximum activities are implemented and conducted at the district and upazila/Sub-district level and for applying selected activities in the real life situation appropriate and easy guidelines are essential. To implement the coordinated nutrition activities at the district and upazila/Sub-district level Bangladesh National Nutrition Council austere felt the needs of an **operational guideline** and against that backdrop this operational guideline has been prepared that would make the district and upazila/Sub-district level integrated nutrition activities more vibrant.

I welcome this initiative of Bangladesh National Nutrition Council and hope that through the effective implementation of the activities of the National Nutrition Coordination activities the vision, goal and objectives of the Nutrition Policies and the sustainable development goals are achieved. Through this initiative, I firmly believe that, the achievement of the selected indicators of the present government mentioned in the second national plan of action for nutrition to be achieved by the year 2025 will be possible and this would help achieve the sustainable development goals.

Md. Asadul Islam



Additional Secretary

Division of Health Services

Ministry of Health and Family Welfare

Government of the Peoples Republic of Bangladesh

WELCOME MESSAGE

The present government for implementation and coordination of the national nutrition policy 2015 is working towards preparing the national plan of action for nutrition (2016-2025) and making the proposed institutional structure at various levels effective. Coordinated and multisectoral nutrition strategy has been adapted in implementing the second national plan of action for nutrition. In the proposed strategy cost-effective and evidence-based activities have been given priority and in its implementation strategies and operationalization Bangladesh National Nutrition Council is providing leadership. To measure progress, especially to measure the expected impact and results, there has been a proposal of establishing an extensive monitoring and evaluation system.

In improving nutrition in the area of scaling up nutrition SUN movement, Bangladesh is an important example. In addition to expressing its pledge, the Government of Bangladesh has also reiterated its firm commitment towards the proposals of sustainable development goal 2030, accepted in the United Nations General Assembly 2015, whose 2nd goal is 'End hunger, achieve food security and improved nutrition, and promote sustainable agriculture'.

Nutrition is a broad issue, it is inter-related to multiple sectors. Along with food, health, agriculture and fishery, education, social protection / safety net, WASH, family planning activities many more ministries are directly related to nutrition. To establish good management of multisectoral nutrition activities the government has convened district and upazila/Sub-district nutrition coordination committee, where participation of the representatives of 22 ministries has been ensured.

I am pleased to learn that, Bangladesh National Nutrition Council has completed all the formalities towards preparing an operational guideline for the district and upazila/Sub-district nutrition committees. I hope that this operational guideline will help in ensuring active role of the committees towards overall progress of the nutrition situation of Bangladesh. I wish all the success of this effort.


Md. Habibur Rahman Khan



Director General
Bangladesh National Nutrition Council

PREFACE

Based on the national nutrition policy (2015), various immediate, basic and underlying causes of malnutrition have been identified by analyzing the status of nutrition of the country. Again, for achieving its vision, goal and objectives the second national plan of action for nutrition (2016-2025) has been developed. In this plan reflection of the overall expectations and commitments of the government in bringing the malnutrition situation down to an acceptable level with the unified efforts of various ministries and directorates, reflection of the overall expectation and commitments of the government has occurred. From the national level to regional level, especially up to the district and upazila/Sub-district with the representatives of the above ministry and organizations inter-ministerial committee and five technical committees have been formed and nutrition coordination committee has been formed at the district and upazila/Sub-district level. These committees will prepare, implement, monitor and evaluate coordinated nutrition improvement plan. By considering a growing need the district and upazila/Sub-district nutrition coordination committee operational guideline has been prepared. The main users of this guideline are the designated peoples representatives and officials of the district and upazila/Sub-district nutrition coordination committee. This has been presented in an easy manner, so that the users could understand what would require to be done and the committee would receive explanation and understanding regarding how they would implement the responsibilities, role and terms of reference bestowed on them.

For developing this guideline a national level workshop was organized. This has been prepared by assessing the training needs and incorporating the opinions of the representatives of the relevant government, non-governmental and development partner organizations and in the final stage their extensive recommendations were included. In addition, the outline of this guideline has been prepared by sharing the experience and needs of the people who are directly implementing multisectoral nutrition activities at the national and regional level or are observing these activities.

This guideline has been prepared by keeping in consideration the issues relating to implementation and management of the district and upazila/Sub-district level multisectoral nutrition activities. The list of members as per the government order and in the broader terms the issues relating to their duties and responsibilities have been mentioned and guidance have been provided regarding how it would be possible to carry out those responsibilities. To make the tasks of the committees easy, and to assist each member and institution to help coordinate their individual departmental tasks with those of the nutrition coordination committee, some sample copies and formats have been appended with the guideline.

I would like to thank CARE Bangladesh for providing technical and overall support in preparing the guideline. I would also like to thank various development partners, UN, CSA for SUN and other organizations especially UNICEF, Save the Children, WHO, Concern Worldwide, Plan International, FAO, BIRTAN, Nutrition International whose participation and valuable opinion has enriched the guideline.

Dr. Md. Shahnewaz

Content

Page

1. Background	6-8
1.1 Nutrition Activities: Bangladesh Context	
1.2 Nutrition Activities and the importance and needs of the Multisectoral Nutrition Coordination Committees	
1.3 Objectives and Importance of preparing the Operational Guideline	
1.4 Users of Operational Guideline	
1.5 The process of using the Operational Guideline	
2. The District and Upazila/Sub-district Nutrition Coordination Committee and other related issues	9-14
2.1 Relationship between the second National Plan of Action for Nutrition (NPAN-2) and the Multisectoral Nutrition Coordination Committee(s) and their importance	
2.2 Second National Plan of Action for Nutrition (NPAN-2) activities	
2.3 The causes of malnutrition and its relationship with and importance of multisectoral coordination and activities in combating malnutrition	
2.4 Multi-level (District and Upazila/Sub-district level) based coordination in multisectoral nutrition activities	
2.5 Proposed structure of nutrition coordination in the second National Plan of Action for Nutrition (NPAN-2)	
3. District and Upazila/Sub-district Nutrition Coordination Committee	15-22
3.1 The Government Order	
3.2 Terms of Reference of the Committee(s) and their explanation	
3.3 Roles and Responsibilities of the members of the Committee(s)	
3.4 Role of various government departments, local government and non-governmental organizations	
4. Strategies and process of making the nutrition coordination committees effective and sustainable	23-31
4.1 Working strategies of the District and Upazila/Sub-district Coordination Committee	
4.1.1 Accelerating the activities of the Committees	
4.1.2 Preparing annual nutrition action plan	
4.1.3 Implementation, reviewing progress, monitoring and preparing report	
4.1.4 Sustaining/ institutionalization of the activities of the Committee(s)	
4.2 Communication and coordination among the nutrition coordination committee(s) and other existing related committee(s)	
4.3 Efforts to provide recognition and honor	
5. Conclusion	32-33
6. Annexure	34-52
Annexure 1: Sample invitation letter for attending the regular meeting of the nutrition coordination committee	
Annexure 2: Sample letter for preparing annual nutrition plan of the upazila/Sub-district nutrition coordination committee and forwarding it to the district	
Annexure 3: Sample letter and format from the chairperson for initiating the activities of preparing annual activity plan	
Annexure 4: Format (a to p) for Gap/ Opportunity Analysis and determine actions	
Annexure 5: Sample format for presenting the coordinated nutrition action-plan	
Annexure 6: Sample checklist for monitoring activeness, effectiveness of the district/ upazila/Sub-district multisectoral nutrition coordination committee	
Annexure 7 (a): Sample reporting format for the district nutrition coordination committee	
Annexure 7 (b): Sample reporting format for the upazila/Sub-district nutrition coordination committee	
Annexure 7 (c): Sample reporting format for forwarding the combined report of the upazila/Sub-district nutrition coordination committees from district level to the national level	
Annexure 8: Sample format for recording the minutes of the meeting of nutrition coordination committee	
7. Appendix	53-56
1. Government Order for sector-wise division of the budget of union parishad	
2. Unified list of SBCC topics	
3. List of the attendees at the workshop on developing nutrition coordination committee operational guideline and the reviewers	

1. Background

1.1 Nutrition Activities: Bangladesh Context

In the Constitution of Bangladesh, the issue of improving nutrition situation is clearly mentioned. The Constitution of Bangladesh, in Article 18 (1) describes that *“the State shall regard raising the level of nutrition and improvement of public health as among its primary duties”*. Therefore, receiving appropriate nutrition is one of the basic rights of the people. Based on the commitment of the Constitution in 1974 *“Institute of Public Health Nutrition”* was established and as continuation of that with the instruction of Father of Nation Bangabandhu Sheikh Mujibur Rahman on 23 April 1975 *‘Bangladesh National Nutrition Council’* was established. In 1997 the first national plan of action for nutrition was formulated. Meanwhile, in order to achieve Millennium Development Goal (MDG) the issue of nutritional security received world-wide attention; in continuation of that Scaling Up Nutrition (SUN), the Second International Conference on Nutrition (ICN2 2014) and Sustainable Development Goals (SDGs) 2030 were formulated. It is to be mentioned that, the Government of Bangladesh formulated National Nutrition Policy in 2015 (NNP 2015) and subsequently, in 2017, formally announced the Second National Plan of Action for Nutrition.

One of the goals of Sustainable Development Goals 2030 is, **‘End poverty/ hunger, achieve food security and improved nutrition, and promote sustainable agriculture’**. One of the goals is to reach international consensus to end, by 2025, along with stunting and wasting all types of malnutrition in children under five years of age and satisfying nutritional needs of adolescent girls, pregnant and lactating women and elderly citizens.

Malnutrition is one of the obstacles for development of a country. Bangladesh is committed to achieve sustainable development goal by 2030. To achieve the targets of SDG, for socio-economic development of the country and healthful living of the people, it is essential to ensure quality nutrition simultaneously for women, men and children and people of all age. Under such circumstances, we cannot get rid of this situation of malnutrition by only working in nutrition specific sectors; simultaneously we would require planning and implementing nutrition activities in coordination with the food, agriculture, education and other related sectors. Bangladesh will be able to achieve its nutrition goal of 2025 (3.3% annual reduction of stunting in children), if involvement of all the parties could be ensured. If, this way, through achievement of targets national and global commitments could be kept and implementation of national nutrition policy 2015 is possible then Bangladesh could attain rapid improvement in public health sector.

1.2 Nutrition Activities/ Programme and the importance and needs of the Multisectoral Nutrition Coordination Committees

Malnutrition is not only a health problem, it has also important relationship with other sectors, such as agriculture, education, WASH (Water and Sanitation), children and women, fishery and livestock etc. Therefore, in combating malnutrition, that is, in improving nutrition through participation of related other sectors and considering the social problems targets should be set and in achieving those district and upazila/Sub-district based activities should be undertaken and implemented. For combating basic, underlying and immediate problems of malnutrition the strategic roles of related non-health sectors such as food, agriculture, fishery and livestock, education, social welfare and other sectors are equally important. One of the objectives of National Nutrition Policy 2015 is to “Strengthen multisectoral programmes and increase coordination among all related sectors to ensure improved nutrition (clause 5. Objective 5)”. Keeping this objective in the fore, to implement multisectoral nutrition related activities in Bangladesh ‘multisectoral nutrition coordination committee’ at district and upazila/Sub-district level has been established. Its members are various directorates, local government, research institutions, development organizations, donor organizations, civil society and non-governmental organizations and media representatives. The aims and objectives of this committee(s) are to ensure that the related departments of the government can work together towards improvement of nutrition, and simultaneously, in addition to the ministries and local government other stakeholders i.e., NGO, private voluntary organizations or institutions could participate in this activity based on the requirements and needs. For this, appropriate planning, multisectoral coordination and appropriate use of local and national resources are essential. By realizing the importance of multisectoral coordinated nutrition activities, for specific guidance on how the district and upazila/Sub-district coordination committee will function and simultaneously will implement terms of references bestowed upon them Bangladesh National Nutrition Council has taken initiatives to prepare this operational guideline.

1.3 Objectives and Importance of preparing the Operational Guideline

This operational guideline has been prepared to provide a brief idea regarding how the coordination committees, formed at the district and upazila/Sub-district level, could implement the terms of reference bestowed on them and facilitating nutrition activities. The responsibilities of these committees are to identify and implement nutrition activities at the grass roots level through the coordination and participation of various divisions/sectors by focusing of second national plan of action for nutrition. It is important to note that, on 12 August 2018 through issuance of a Government Order (number 45.00.0000.161.03.18-311) at each district and upazila/Sub-district level in the light of second national plan of action for nutrition in coordination with various divisions and sectors instructions have been given to form the nutrition focused committees. According to this order each of the committees located at the district and upazila/Sub-district level will work towards improving nutrition in a coordinated fashion at the

grassroots level. This guideline has been prepared primarily in such a fashion, so that from here they could receive required guidance towards operating multisectoral nutrition coordination committee. It could be mentioned further that, through the Government Order the terms of reference of the committees have been specifically defined; through the preparation of this operational guideline in the light of the terms of references Bangladesh National Nutrition Council could coordinate and supervise more easily all the activities of the district and upazila/Sub-district level activities.

The specific objectives of preparing the operational guideline are

By strengthening the activities of the district and upazila/Sub-district nutrition committee(s) forging successful implementation of the second national plan of action for nutrition (2016-25) and coordination of Bangladesh National Nutrition Council with district and upazila/Sub-district nutrition committees and enhance internal linkages of the district-upazila/Sub-district nutrition committees.

To ensure good health and proper nutrition in each level of the Bangladeshi society, there is no alternative to coordination and implementation of nutrition activities in multisectoral manner. Sustainable Development Goal 2030, National Nutrition Policy 2015 and the second national plan of action for nutrition (2016-25) provides directions to achieve the objectives. And in light of these directives this operational guideline has been prepared. Therefore, to improve nutrition at district and upazila/Sub-district level undertaking and implementing coordinated activities are the duties and responsibilities of district and upazila/Sub-district committees, because to build hunger-free society and healthy future generation the government, private sector and development partners are committed. Reflection of this commitment will happen only when all the parties involved will be able to perform their duties and responsibilities by using this operational guideline.

1.4 Users of Operational Guideline

The main users of this guideline will be the district and upazila/Sub-district nutrition coordination committees. It could be mentioned that, in each district as per the Government Order district nutrition coordination committee formed with the participation of representatives of all the directorates, representatives of local government and private organizations will remain operational where District Commissioner has been identified as the Chairperson, District Council as the Advisor. On the other hand, in the same manner in the Upazila/Sub-district nutrition coordination committee Upazila/Sub-district Nirbahi Officer will be responsible as the Chairperson, Chairman Upazila/Sub-district Parishad as the Advisor and Upazila/Sub-district Health and Family Planning Officer as the Member Secretary. Therefore, by keeping the local reality and needs in mind to carry the district and upazila/Sub-district level nutrition activities forward the above responsible officials along with the other members of the district and upazila/Sub-district committees will use this operational guideline.

1.5 The process of using the Operational Guideline

To ensure proper use of this (operational) guideline the responsible officials could follow the following process (but this is, of course, not limited to within these recommendations):

The (proposed?) operational guideline is part of a continuous process and has been prepared based on the immediate needs. It will be updated on a regular periodic basis by considering the experience obtained through implementation of activities. There have been efforts to present the guidelines in an easy fashion, so that the users could easily understand what should be done. If there is a need to have a clear explanation on any issue, the responsible members of the committee could communicate with appropriate authority.

To understand the explanation on the process of implementing responsibilities bestowed on the committee the coordination committee will take support from the operational guideline.

Under the leadership of the Bangladesh National Nutrition Council master trainers could be prepared at the national level. Subsequently, depending on the basis of availability of resources, through the master trainers, initiatives could be taken to provide training or orientation on this operational guideline to the members of the committee and everybody will be provided with a copy of this guideline. If there is any valuable recommendation the trainers will inform those to the appropriate authorities so that it would help in improving the operational guideline by making appropriate revision and modifications.

2.

**The District and Upazila/
Sub-district Nutrition Coordination
Committee and other related issues**

2.1 Relationship between the second National Plan of Action for Nutrition (NPAN-2) and the Multisectoral Nutrition Coordination Committee(s) and their importance

With the aim to implement the activities of Second National Plan of Action for Nutrition (2016-2025) and through the announcement of the plan for formation of the nutrition coordination committees, the Government of Bangladesh has ensured participation, coordination and monitoring of the district and upazila/Sub-district level multisectoral activities. This is an epoch-making endeavor. Implementation of nutrition activities at the field level will be effective under the leadership of the nutrition coordination committee, through the participation of multisectoral entities. These committees will play an important role in proper implementation of national policy and the directives of Bangladesh National Nutrition Council. In the Second National Plan of Action for Nutrition (2016-2025) there are comprehensive directives regarding the national nutrition policies, the nutrition activities and their strategies of implementation. For effective implementation of nutrition activities it is essential to have adequate understanding of the above document and adherence to it.

In the article number 6.5 of the Second National Plan of Action for Nutrition (2016-2025) the issue of strengthening multisectoral activities and enhancing coordination among the related all sectors has been clearly mentioned. In the article number 7 for institutionalization of nutrition related administrative system, coordination and as an implementation strategy the district and upazila/Sub-district nutrition coordination committees have been mentioned as the multisectoral nutrition coordination platform.

2.2 Second National Plan of Action for Nutrition (NPAN-2) activities

Goal	Objectives
To improve the nutritional status, prevent and control malnutrition of all people, especially that of disadvantaged groups including the mothers, adolescent girls and children, and to accelerate national development through raising the standard of living.	<ul style="list-style-type: none"> • Improve the nutritional status of all citizens, including children, adolescent girls, pregnant women and lactating mothers; • Ensure availability of diversified, adequate and quality safe food and promote healthy feeding practices; • Strengthen nutrition-specific or direct nutrition activities; • Strengthen nutrition-sensitive or indirect nutrition activities; • Strengthen multi-sectoral activities and increase coordination among the related all sectors to ensure improved coordination.
Target groups	Thematic Areas
<ul style="list-style-type: none"> • The first 1000 days, i.e., from conception up to 23 months age of a child; • Adolescent girls; • Pregnant and lactating women; • Elderly population; • Physically, mentally and cognitively disabled. 	<ol style="list-style-type: none"> 1. Nutrition for all throughout the lifecycle 1 Agriculture and diet diversification and locally adapted recipes 2 Social Protection 3 Implementation of coordinated Social Behaviour Change Communication (SBCC) Strategy 4 Monitoring, Evaluation and Research to inform policy and programme formulation as well as implementation, and 5 Capacity building

Nutrition Indicators and Target

Targets for reducing various forms of malnutrition by 2025 set by the Second National Plan of Action for Nutrition:

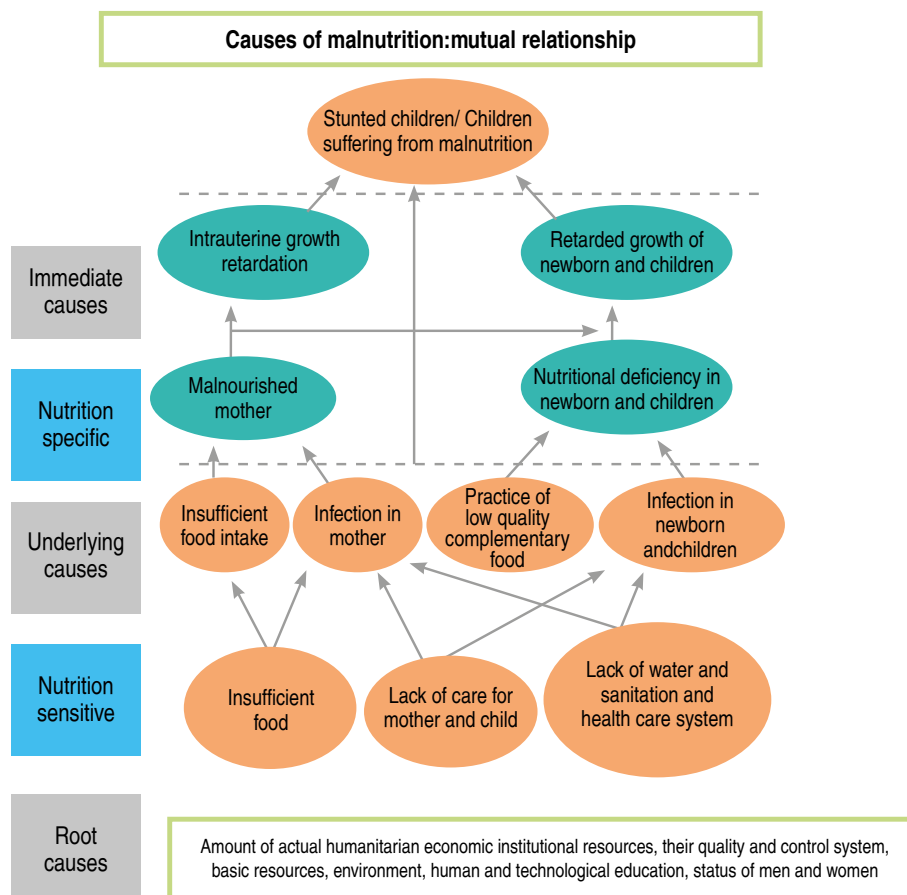
Selected Indicators	BDHS 2014	Target (2025)
Ministry of Health and Family Welfare		
Increase the rate of initiation of breastfeeding within the first hour of life	57%	80%
Increase the rate of exclusive breastfeeding among infants younger than 6 months of age	55%	70%
Increase the rate of continued breastfeeding among children aged 20 to 23 months	87%	95%
Increase the proportion of children aged 6-23 months receiving a minimum acceptable diet	23%	40%
Reduce the rate of low birth weight	23%	16%
Reduce the rate of stunting among under-5 children	36%	25%
Reduce the rate of wasting among under-5 children	14%	8%
Reduce the proportion of underweight among under-5 children	33%	15%
Reduce the rate of severe acute malnutrition (SAM) among children under-5	3.1%	<1%
Reduce malnutrition (BMI <18.5) among adolescent girls (15-19 years)	31%	<15%
Increase Vitamin A capsule supplementation coverage in children aged 59 months	92%	99%
Increase the rate (>15PPM) of iodized salt intake	-	90%
Control and reduce maternal overweight (BMI ≥ 23)	39%	30%
Reduce the rate of anemia among pregnant women	50%	<25%
No increase of childhood obesity among children under 5 years	1.4	Unchanged
Ministry of Food and Agriculture		
Per capita consumption of fruits and tubers and leaf and vegetable	Fruit-44.7 gm Leaf & Vegetable-166.1 gm (HIES 2010)	≥ 400 gm/ day
Total calorie (%) received from cereals	70% (HIES 2010)	<50%
Number of upazila/Sub-districts included under the VGD programme for distribution of fortified food	-	50%
Ministry of Social Welfare		
Number of social safety-net programmes relating to nutrition-specific and nutrition-sensitive purposes	10% (approximately)	50%
Directorate of Local Government and Engineering		
Number of social protection programmes relating to nutrition-specific and nutrition-sensitive purposes	10% (approximately)	50%
Directorate of Public Health Engineering		
Proportion (%) of total population using safe drinking water	98%	>99%
Proportion (%) of total population using improved sanitary latrine	48% (BDHS 2014)	75%
Percentage of caregiver of children follow appropriate rules of hand washing	27% (FSNSP)	50%
Ministry of Education		
Percentage of women completed SSC/ HSC education	14% (BDHS 2014)	90%
Ministry of Primary and Mass Education		
Number (%) of children (36-59 months) participated in pre-primary education programme	13% (MICS 2013)	30%
Ministry of Emergency and Risk Management		
Number of Upazila/Sub-districts coming under the VGD programme for distribution of fortified food	-	50%
Ministry of Women and Children Affairs		
Rate (%) of pregnancy among women aged 15-19 years	31% (BDHS 2014)	10%
% of women (20-24 years) married for the first time within 18 years of age	59% (BDHS 2014)	30%
Number of social protection programmes having nutrition specific and nutrition sensitive purposes	10%	50%
Number of Upazila/Sub-districts coming under the VGD programme for distribution of fortified food	-	50%

The Second National Plan of Action for Nutrition (2016-2025) is a multisectoral coordinated programme. Twenty two ministries of the government are related to this. The ministries include:

Office of the Prime Minister and		
1) Ministry of Health and Family Welfare	9) Ministry of Commerce	17) Ministry of Environment, Forestry and Climate Change
2) Ministry of Agriculture	10) Ministry of Local Government, Rural Development and Cooperative	18) Ministry of Religious Affairs
3) Ministry of Emergency management and Relief	11) Ministry of Information	19) Ministry of Science and Technology
4) Ministry of Finance	12) Ministry of Industries	20) Ministry of Water Resources
5) Ministry of Food	13) Ministry of Fishery and Livestock	21) Ministry of Labour
6) Ministry of Primary and Mass Education	14) Ministry of Planning	22) Ministry of Chittagong Hill Tract affairs
7) Ministry of Education	15) Ministry of Social Welfare	
8) Ministry of Women and Children Affairs	16) Ministry of Youth and Sports	

In the article number 5 and 6 of the Second National Plan of Action for Nutrition (2016-2025) solution to various types of nutrition problems and charts of coordination strategy and their outline has been discussed; that will assist the upazila/ Sub-district and district nutrition committees for preparing and implementing appropriate nutrition activities.

2.3 The causes of malnutrition and its relationship with and importance of multisectoral coordination and activities in combating malnutrition



Source: UNICEF

The social problem that is not possible to be solved by an individual sector, everybody would require working there in a coordinated way. As a result, it becomes easier to achieve the expected goal collectively through multisectoral mechanisms. Malnutrition is not only a health problem, the agriculture, education, status and position of women and the existing social realities are also involved with this. Therefore, to improve nutrition, identification of targets and activities to achieve those must be undertaken by considering the specific needs and related social situation.

For each of the strategies of second national plan of action for nutrition 2015/ 2025(?) by identifying the required activities the specific standard has been defined in the order of priority. Ensuring multisectoral participation is one of the responsibilities of the government and Bangladesh National Nutrition Council.

For solving basic, underlying and immediate problems of malnutrition (inter-ministerial) coordination and cooperation among the related sectors such as: health and family planning, food, agriculture, fishery and livestock, education, social welfare and other sectors.

By increasing the period of birth spacing between two children substantial change could be affected in the rate of stunting. In addition, the situation of nutrition could be rapidly improved through improvement in the economic situation of the family, increase in the rate of education of mother, increase in the intake of diversified food, reduction in the rate of low birth size in comparison to limited birth size, improvement in the system of safe water and sanitation and empowerment of women. By ensuring investment and services in the above areas, in the medium term, magical results could be achieved. (Source: BDHS 2014)

Nutrition specific and sensitive activities

Overall improvement in the nutrition situation of Bangladesh cannot be achieved by the groups or institutions implementing nutrition specific activities alone. In this area there is unique role of groups or institutions implementing nutrition specific and nutrition sensitive activities.

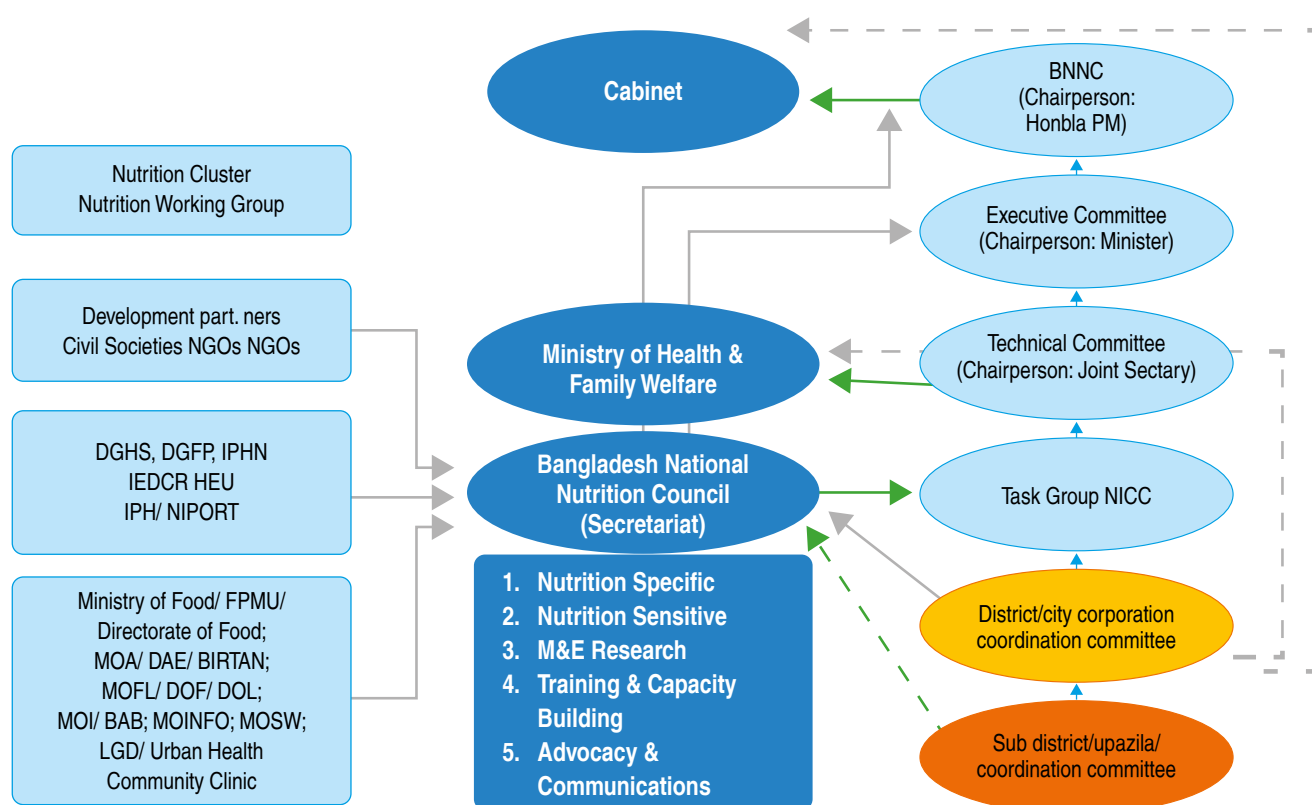
<p>What is nutrition specific activity?</p> <p>The activities or efforts that directly provide treatment services or management support for nutrition or diseases are called nutrition specific activities. Ministry of Health and Family Welfare, Directorate of Health, Institute of Public Health Nutrition-National Nutrition Services (IPHN-NNS), Directorate of Family Planning, Office of the district Civil Surgeon, Office of the Upazila/Sub-district Health and Family Planning and Non-governmental development organizations – all of these functions as the implementer of nutrition specific activities.</p>	<p>Examples of nutrition specific activities</p> <ul style="list-style-type: none"> • Vitamin A and de-worming programme • Use of oral saline and zinc in diarrhea • Micronutrient in combating malnutrition in mothers and children • For newborn and small children- <ul style="list-style-type: none"> ○ Exclusive breastfeeding for infant up to six month of age ○ On completion of six months of age along with breastfeeding providing diversified complementary food ○ Along with other common food breastfeeding up to 2 years of age • Along with immunization and treatment and advice on other ailments • Hygiene for good health
<p>What is nutrition sensitive activity?</p> <p>The activities that do not directly address malnutrition related problems but through sensitive support or interventions assist in addressing the medium term causes of malnutrition, are called nutrition sensitive activities. Ministry of Agriculture/ Directorate of Agriculture Extension, Ministry of Fishery and Livestock/ Directorate of Fishery/ Directorate of Livestock, Ministry of Food/ Directorate of Food/ Bangladesh Food Safety Authority, Ministry of Women and Children Affairs, Ministry/ Directorate of Social Welfare and Directorate of Public Health Engineering functions as the implementer of nutrition sensitive activities. In addition, development organizations are playing an important role in implementing nutrition sensitive activities.</p>	<p>Examples of nutrition sensitive activities</p> <ul style="list-style-type: none"> • Food security • Undertaking necessary efforts in the agriculture sector for eliminating malnutrition, such as: Nutritious safe produce, growing and increasing availability of diversified leafs and vegetables and fruits and tubers • Ensuring nutrition for destitute and marginal people through social safety net • Working towards enhancing awareness and social behavior change through school programmes • Hygiene and WASH activities for good health • Building family and society caring to mothers and children • Various sectors taking initiatives for identifying solutions to the underlying causes of malnutrition

Note: Reference 5 on page 82 of the Second National Plan of Action for Nutrition: the high priority areas mentioned in the estimated expenditure of the activities will be considered

2.4 Multi-level (District and Upazila/Sub-district level) based coordination in multisectoral nutrition activities

In implementing national plan of action for nutrition, as associates, there are systems for level-wise coordination among the related national level ministries and directorates. The development partners and civil society are functioning as associate organizations at national and sub-national levels. From national level up to district and upazila/Sub-district level, to implement the above plan there has been mention of coordination committees. By following the organizational structure the multisectoral coordination committee focusing on the indicators and targets mentioned in the national plan of action for nutrition will plan and implement nutrition specific and nutrition sensitive activities. In the district and upazila/Sub-district level coordination committees there will be representatives from various sectors and they will implement the nutrition specific and nutrition sensitive activities and the activities related to social behavior change communication by considering the local circumstances. According to the level of stratification by following the below organizational structure the activities of second national plan of action for nutrition will be implemented.

2.5 Proposed structure of nutrition coordination in the second National Plan of Action for Nutrition (NPAN-2)



3.

**District and Upazila/Sub-district
Nutrition Coordination Committee**

3.1 The Government Order

To form district and upazila/Sub-district level nutrition coordination committee the government order issued on 12.08.2018 (no. 45.00.0000.161.006.03.18.311) by the Health Services Division of the Ministry of Health and Family Welfare of the Government of Bangladesh appears below:

Government of the Peoples Republic of Bangladesh
Ministry of Health and Family Welfare
Health Services Division
Public Health-2
[\[www.hsd.gov.bd\]](http://www.hsd.gov.bd)

No. 45.00.0000.161.006.03.18.311

Date: 28.04.1425 Bangla Era
12.08.2018 AC

Government Order

In the light of the Second National Plan of Action for Nutrition (2016-2025) for coordinating the district and upazila/Sub-district level coordination of nutrition (activities) committees have been formed in the following manner:

2. District Nutrition Coordination Committee:

(a) Formation of the committee

1	Chairman District Council/ Parishad	Advisor
2	District Commissioner	Chairperson
3	Mayor, Municipality, Representative of Sadar (Upazila/Sub-district)	Member
4	Deputy Director, Local Government Division	Member
5	Deputy Director, Directorate of Family Planning	Member
6	Deputy Director, Directorate of Agriculture Extension	Member
7	District Fishery Officer	Member
8	District Livestock Officer	Member
9	District Information Officer	Member
10	District Women and Child Affairs Officer	Member
11	District Social Services Officer	Member
12	Deputy Director, Directorate of Youth Development	Member
13	District Controller of Food	Member
14	Executive Engineer, Directorate of Public Health Engineering	Member
15	District Education Officer, Directorate of Secondary Education	Member
16	District Primary Education Officer, Directorate of Primary Education	Member
17	Representative of District Council/ Parishad	Member
18	District Cooperative Officer	Member
19	District Relief and Rehabilitation Officer	Member
20	Deputy Director, Islamic Foundation	Member
21	Member Secretary of Upazila/Sub-district Nutrition Coordination Committee/ Representative	Member
22	Representatives of Development Partner Organization/ Organizations Specialized in Nutrition / Research Organizations	Member
23	Representatives of SUN Civil Society Alliance-02 (nominated by Civil Surgeon)	Member
24	Journalists (local)-02 (nominated by the District Commissioner)	Member
25	Representatives of teachers from School, College and University-02 (nominated by the Civil Surgeon)	Member
26	Civil Surgeon	Member Secretary

(b) Terms of Reference of the committee

1. Implementation, coordination, monitoring and evaluation of the district level nutrition activities in the light of the Second National Plan of Action for Nutrition;
2. Taking necessary initiatives to expand nutritional knowledge, that is to increase people's awareness regarding nutrition;
3. Preparing a comprehensive nutrition development plan at the district level;
4. Observance of nutrition week;
5. Responsibilities bestowed by the Bangladesh National Nutrition Council;
6. The district nutrition coordination committee will convene in a meeting at least once in every 2 months;
7. Quorum of the meeting of the district nutrition coordination committee will be complete with the attendance of minimum one third numbers of members.

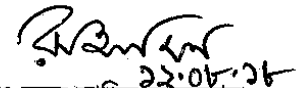
3. Upazila/Sub-district nutrition coordination committee:

(a) Formation of the committee

1	Chairman, Upazila/Sub-district Parishad/ Council	Advisor
2	Upazila/Sub-district Nirbahi Officer	Chairperson
3	Upazila/Sub-district Vice Chairman (Female)	Member
4	Upazila/Sub-district Vice Chairman (Male)	Member
5	Union Parishad Chairman (All)	Member
6	Upazila/Sub-district Family Planning Officer	Member
7	Upazila/Sub-district Primary Education Officer	Member
8	Upazila/Sub-district Agriculture Extension Officer	Member
9	Upazila/Sub-district Social Service Officer	Member
10	Upazila/Sub-district Livestock Officer	Member
11	Upazila/Sub-district Fishery Officer	Member
12	Upazila/Sub-district Women's and Children Affairs Officer	Member
13	Sub-Assistant Engineer, Directorate of Public Health Engineering	Member
14	Representative of school/ college teacher-02 (nominated by UHFPO)	Member
15	Local journalist-03 (nominated by Upazila/Sub-district Nirbahi Officer)	Member
16	Representative, Development Assistance/ Support Organization/ NGO-03 (nominated by UHFPO)	Member
17	Representative, Community Support Group	Member
18	Upazila/Sub-district Health and Family Planning Officer	Member Secretary

(b) Terms of Reference of the committee

1. Implementation, coordination and evaluation of the upazila/Sub-district level nutrition activities in the light of the Second National Plan of Action for Nutrition;
2. Taking necessary initiatives to increase people's awareness regarding nutrition;
3. Observance of nutrition week;
4. Preparing a comprehensive nutrition development plan at Sub-district level;
5. Responsibilities bestowed by the Bangladesh National Nutrition Council;
6. The upazila/Sub-district nutrition coordination committee will convene in a meeting at least once in every 2 months;
7. Quorum of the meeting of the upazila/Sub-district nutrition coordination committee will be complete with the attendance of minimum one third numbers of members.
4. This order has been promulgated with the consent of the cabinet division and approval of the competent authority and will become immediately effective.



(Md. Ruhul Amin Talukder)

Joint Secretary

Telephone: 9515531

[ph2@hsd.gov.bd]

No. 45.00.0000.161.006.03.18.311/1(1220)

Date: 28.04.1425 Bangla Era

12.08.2018 AC

Copy for kind information and taking action (not in order of seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka
2. Senior Secretary, Local Government Division, Ministry of Local Government, Rural Development and Cooperative, Bangladesh Secretariat, Dhaka
3. Senior Secretary, Ministry of Agriculture, Bangladesh Secretariat, Dhaka
4. Secretary, Rural Development and Cooperative Division, Bangladesh Secretariat, Dhaka
5. Secretary, Ministry of Women and Children Affairs, Bangladesh Secretariat, Dhaka

3.2 Terms of Reference of the Committee(s) and their explanation

1. Implementation, coordination, monitoring and evaluation of the district/ upazila/Sub-district level nutrition activities in the light of Second National Plan of Action for Nutrition (2016-25)

District and upazila/Sub-district nutrition coordination committees have been proposed in the Second National Plan of Action for Nutrition (2016-25). The proposed committees, based on the local needs would plan nutrition activities, proper implementation, coordination among the relevant entities and will monitor and evaluate the proposed activities. Establish linkages with the nutrition specific and nutrition sensitive sectors, such as: government directorates, local government, and non-governmental organizations that will be helpful in achieving the target goals of the Second National Plan of Action for Nutrition. In the light of annual nutrition plan step-wise implementation, follow-up of progress in the meeting of the nutrition coordination committees and in its light subsequent steps will have to be undertaken. Within specific time undervalue different research finding and report will evaluated the progress of nutrition statistis.

2. In expanding nutritional knowledge that is in increasing awareness of people, taking required steps

Necessary steps in improving the state of nutrition, such as behavior change communication (BCC) activities, nutrition training programme and counseling through the service providers and proper sharing with the students and practical application of the nutrition related information given in the primary and secondary level educational curriculum is very important. Observance of various days, such as, world health day, world breastfeeding week (1-7 August), national nutrition week (23-29 April), national sanitation month (September), world hand washing day and community clinic day (26 April), egg day and food day etc. will have to be observed with utmost importance. In addition, personal hygiene at school, disadvantages of early marriage, management of menses and childhood and adolescent nutrition, helminthes prevention activities, special activities on the advantages of taking iron and folic acid could be conducted. Nutrition related essay, report, documentary and discussion meetings could be organized in the local and national promotional media.

Note: In this regard the Second National Plan of Action (for Nutrition) page number 74, reference 2: activities given in the unified list of SBCC topics should be followed.

3. Preparing comprehensive nutrition improvement plan at the district/ upazila/Sub-district level

Due to the geographical, regional reality and various local practices area-specific diversity is noted in nutrition indicators. Due to the above reality area-specific nutrition requirements and progress in indicators behave differently. Currently, plans prepared from the top are implemented locally through individual departments that on many occasions are not compatible with the local needs. Therefore, if annual nutrition plans could be prepared at local level and implemented in a coordinated and appropriate manner, all the areas of the country could move ahead equally in terms of nutritional targets. In this regard the best example could be the plan prepared at the union level. It is very important to properly involve the union parishad in this activity and its reflection in the annual budget of the union parishad. Based on the needs of the union parishad, preparation of annual nutrition plan and steps for its implementation will have to be undertaken in coordination with the existing activities of the government and non-governmental organizations (Details in this regard has been discussed in section number 4.1.2)

4. Observance of National Nutrition Week (23-29 April)

The government has included nutrition in the priority list. Therefore, it is observing every year 23-29 April as National Nutrition Week with due importance. In this regard Bangladesh National Nutrition Council every year identifies appropriate steps and provides directives from the centre. The week is observed with government-non-governmental initiatives. With the formation of district and upazila/Sub-district nutrition coordination committee national nutrition week will be observed at the local level more effectively. And the above committees, in coordination with the national level plan and considering the local needs, keeping all the parties involved will implement national nutrition week at district and upazila/Sub-district level. In this regard, keeping national nutrition week in the fore, the above committees will undertake necessary programme in the latest coordination meeting and prepare an easily implementable plan.

5. Performing the responsibilities bestowed by Bangladesh National Nutrition Council

The District and Upazila/Sub-district Nutrition Coordination Committee, in implementing various national level nutrition related activities, any responsibilities bestowed by the Bangladesh National Nutrition Council will implement with due importance.

6. The district/upazila/Sub-district nutrition coordination committee will arrange meetings at least once every 2 months

The district and upazila/Sub-district nutrition coordination committee will arrange meetings following the meeting calendar at least once in every 2 months. The member secretary will take necessary steps in appropriate time, and with the approval of the chairperson at least one week before the meeting will send (invitation) letter to the members of the committee. S/he will take initiative to send a copy of the letter with details (location/ venue, time, agenda, resolution of the previous meeting) by both e-mail and regular mechanism.

7. Quorum of the district/ (upazila/Sub-district) nutrition coordination committee will be completed with the attendance of minimum one third members

With the attendance of minimum one third members quorum of the district/ (upazila/Sub-district) nutrition coordination committee will be completed. For instance, in the event of district according to the structure along with 28 members the total number of upazila/Sub-district member secretary will have to be considered. Let us say, in a given district, the total number of upazila/Sub-districts is 11 that is the number of upazila/Sub-district member secretaries are 11. Therefore, $28+11=39$. Its' one third is 13. In the same manner the quorum for upazila/Sub-district nutrition (coordination) committee will have to be considered.

Explanation regarding the members of the committee:

Explanation 1: In the Government Order of 12 August (GO Number – 45.00.0000.161.006.03.18-311) in number 20 of the list of district nutrition coordination committee it has been mentioned that, the member secretary of the upazila/Sub-district nutrition coordination committee is representative member. Its explanation is that the number of upazila/Sub-district and their member secretary in the district nutrition coordination committee of the related district will be considered as members.

3.3 Roles and Responsibilities of the members of the Committee(s)

a. District Nutrition Coordination Committee

Advisor: Chairman, District Parishad/ Council
Chairperson: District Commissioner
Member Secretary: Civil Surgeon
Member: All the directorates and institutions of the district

Advisor

- The Chairman of the district council/ parishad will function as the advisor of the committee. In the absence of the chairperson of the committee s/he will chair in the district nutrition committee meeting.
- S/he will observe whether the committee has prepared the activities in the light of nutritional needs of her/ his constituency and if necessary will advise the chairperson and member secretary accordingly.

Chairperson

- In the meeting of the committee the district commissioner will act as the chairperson.
- S/he will convene the regular and emergency meetings, chair the meetings, approve the decisions of the meetings and provide leadership in implementation of the activities of the committee.
- The chairperson of the committee will represent the district in various national level programmes and will inform all about the received information and learning in the subsequent meeting of the committee.

Member Secretary

- Civil Surgeon will act as the member secretary of the committee.
- S/he will carry forward the necessary activities with the advice of the chairperson. In the absence of chairperson and advisor s/he will chair in the meeting of the nutrition coordination committee.

- S/he and her/ his department according to the requirements of the members of the committee will provide all types of technical support. District Nutrition Officer (depending on the situation of posting), District Senior Health Education Officer, UN Representative or with the assistance of Civil Society Alliance (CSA for SUN) will play a pioneering role in holding meeting at stipulated time, preparing minutes of the meeting, preparing progress report and in other tasks. Subsequently, when posting of district nutrition officer is effective, s/he will provide above official support to the member secretary.
- The member secretary will maintain coordination with Bangladesh National Nutrition Council and if necessary will represent the district at the national level.

Member

- All the directorates and institutions working in the district will be considered as the members of the committee. In addition to implementing their own activities they will perform the responsibilities bestowed by the district nutrition committee and will monitor if those are being properly implemented at the upazila/Sub-district level.
- The members of the committee will submit the progress report of their own organization/ institute on quarterly and annual basis.
- The member organization will coordinate their activities with other organizations so that duplication of tasks could be avoided and where necessary will work based on that requirement.
- Will provide necessary support to the district nutrition committee in preparing and implementing annual nutrition plan.
- In observance of various days, will attach importance to coordinated initiatives. Will provide support to the member secretary as per her/ his requirements.

Special responsibility of the district committee: In addition to carrying out the responsibilities mentioned in the terms of reference of district committee, will perform the following tasks-

- Based on the needs of upazila/Sub-district committee will undertake necessary steps or to satisfy those will bring to the attention of appropriate authorities.
- Will provide support to the upazila/Sub-district committee in implementing its agenda and provide necessary support in addressing the overall situation. Will inspect the activities of upazila/Sub-district nutrition coordination committee.
- The district committee will provide advice and necessary instructions to the representatives of local government to ensure maximum utilization of local resources in nutrition sector. Will provide instructions and advice for enhancement during sector-wise allocation of annual budget of upazila/Sub-district and union in agriculture, health and nutrition, education, safe water and sanitation sector.
- If necessary, interested citizen, government-non-governmental organizations implementing nutrition activities or who could play important role in the committee, maximum such 3 member or organization could be co-opted as member.

b. Upazila/Sub-district Nutrition Coordination Committee

Advisor: Chairman, Upazila/Sub-district Parishad

Chairperson: Upazila/Sub-district Nirbahi Officer

Member Secretary: Upazila/Sub-district Health and Family Planning Officer

Member: All the directorates and institutions of the upazila/Sub-district

Advisor

- The Chairman of the upazila/Sub-district parishad will function as the advisor of the committee. In the absence of the chairperson of the committee s/he will chair in the upazila/Sub-district nutrition committee meeting.
- S/he will observe whether the committee has prepared the activities in the light of nutritional needs of her/ his constituency and if necessary will advise the chairperson and member secretary accordingly.

Chairperson

- In the meeting of the upazila/Sub-district nutrition coordination committee upazila/Sub-district nirbahi officer will act as the chairperson.
- S/he will convene the regular and emergency meetings, chair the meeting, approve the decisions of the meeting and provide leadership in implementation of the activities of the committee.

Member Secretary

- Upazila/Sub-district Health and Family Planning Officer will act as the member secretary of the committee.
- The member secretary will carry forward the necessary activities with the advice of the chairperson.
- The member secretary and her/ his department, according to the needs of the members of the committee will provide nutrition related technical support. S/he, with support from Upazila/Sub-district Nutrition Officer (depending on situation of posting), members of Civil Society Alliance (CSA for SUN) will play a pioneering role in holding meetings, preparing minutes of the meetings, preparing progress report (quarterly and annual) and in other tasks. Subsequently, when posting of upazila/Sub-district nutrition officer is effective, s/he will perform these responsibilities.
- The member secretary will maintain coordination with district nutrition committee and will represent the upazila/Sub-district nutrition committee at the meeting of the district nutrition committee. S/he will inform all about the received information and learning in the subsequent meeting of the committee.

Member

- All the member directorates and institutions, besides implementing their own activities will perform the responsibilities bestowed by the upazila/Sub-district nutrition committee. They will monitor if those are being properly implemented at the field level.
- They will submit the progress report of their own organization on quarterly and annual basis to the committee.
- The member organization will coordinate their activities with other organizations so that duplication of tasks could be avoided and where necessary they will work based on that requirement of the area.
- Will provide necessary support to the upazila/Sub-district nutrition committee in preparing and implementing annual nutrition plan.
- In observance of various days will attach importance to coordinated initiatives. Will provide support to the member secretary as per her/ his requirements.

Special responsibility of the upazila/Sub-district nutrition coordination committee: In addition to carrying out the responsibilities mentioned in the terms of reference, upazila/Sub-district nutrition coordination committee will perform the following tasks-

- Will undertake necessary steps or to satisfy those will bring to the attention of appropriate authorities, especially to district nutrition committee.
- Will provide support to the union development coordination committee (UDCC) in implementing its agenda and provide necessary support in addressing overall situation.
- The upazila/Sub-district committee will provide advice and necessary instructions to the representatives of local government to ensure maximum utilization of local resources in nutrition sector.
- With the support of related division will provide instructions and advice for enhancement during sector-wise allocation of annual budget of upazila/Sub-district and union in agriculture, health and nutrition, education, safe water and sanitation sector.
- To oversee if the health and nutrition related activities of different division or institutions are being properly implemented upazila/Sub-district nutrition coordination committee will inspect the activities at specific intervals.
- If necessary, Upazila/Sub-district Committee could co-opt interested citizen, government-non-governmental organizations implementing nutrition activities or who could play important role in the committee, maximum such 3 member or organization as member.

3.4 Role of various government offices/ departments, local government and non-governmental/ private organizations

Role of various government division/ directorate in improving nutrition situation

Role of various government division/ directorate in improving district and upazila/Sub-district level nutrition situation:

- Working towards improving maternal and child nutrition through coordination among health and family planning division, local government division, agriculture division, education division, social welfare, livestock and women and children affairs division;
- Based on the capacity, providing maximum quality services towards improving nutrition;
- Bringing poor, extreme poor, marginal, pregnant/ lactating mother and her baby/ child under various safety-net/ security coverage (work programme for the extreme poor, food for work programme, VGD programme/ destitute mother card, VGF programme, maternal voucher for poor mother, primary education scholarship project and secondary school girl students scholarship project).

Role of local government in improving nutrition situation

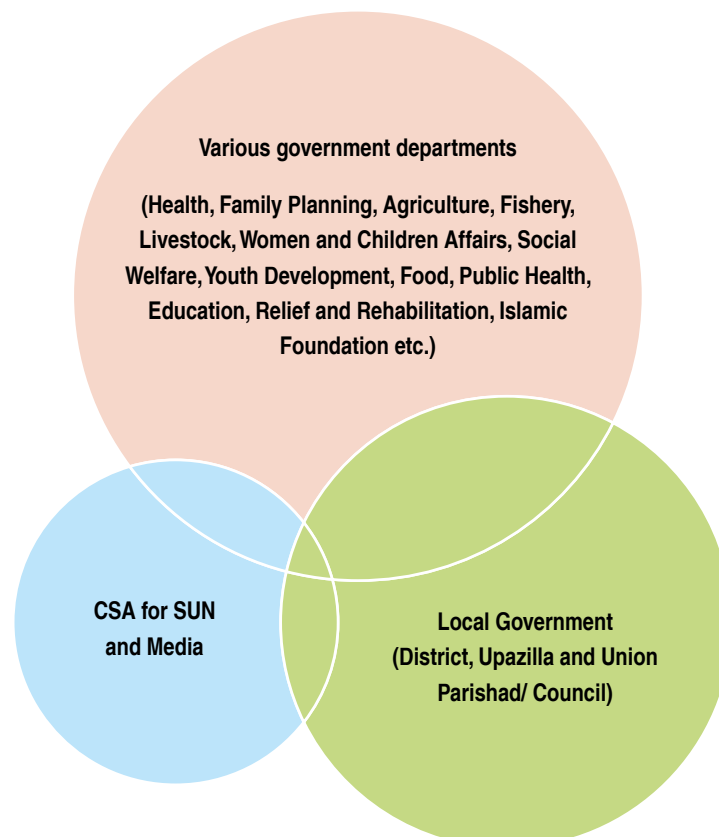
Role of local government in improving nutrition situation at the district and upazila/Sub-district level:

- Prepare annual nutrition improvement plan considering the needs of the area;
- Observe if the related organizations are providing highest quality services as per their capacity;
- Ensuring bringing the poor, extreme poor and marginal pregnant/ lactating mother and her children under various safety-net project;
- Keeping allocation for nutrition quality improvement in annual development budget (agriculture, safe water, sanitary latrine and distribution of tube-well, improvement of community clinics etc.) and taking initiatives to make the upazila/Sub-district and union parishad related health and nutrition sensitive permanent committees effective;
- Identifying the barriers of improving nutrition and to mitigate those referring from union to upazila/Sub-district and if necessary to the district council/ parishad.

Role of non-governmental organizations and CSA for SUN in improving nutrition situation

To eliminate all form of malnutrition at the global level Scaling Up Nutrition (SUN) movement has been initiated that is a concerted movement with participation of all including the government of various countries, civil society, United Nation organizations, donor agencies, business and scientists. The governments who are signatories to this SUN movement, they are working towards implementing the pledge of their individual countries. Honourable Prime Minister of Bangladesh Sheikh Hasina by signing in the SUN movement, in September 2012, has expressed highest level of commitment against malnutrition. CSA for SUN Bangladesh is an organization formed with participation of approximately over two hundred national and international non-governmental organizations with multi-dimensional capacity. Its goal is, through building a strong, coordinated and active civil society supporting sustainable nutrition development by implementing the nutrition agendas of Bangladesh and expanding the activities. According to the four year strategy paper, one of the objectives among 6 objectives of CSA-SUN is providing advice and facilitation support in activation of district and below level multisectoral nutrition coordination committees and implementation of (their) nutrition activities. Therefore, those among the partners of the multisectoral nutrition coordination committee who are the members of CSA for SUN will provide support to the member secretary based on her/ his requirements in organizing and implementing the activities of the committee.

Mutual-relationship among government directorates, local government and non-governmental organizations

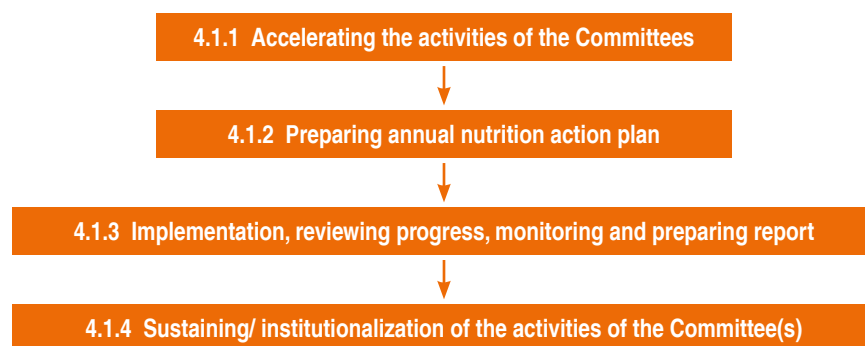


4.

**Strategies and process of making the
nutrition coordination committees
effective and sustainable**

4.1 Working strategies of the District and Upazila/Sub-district Coordination Committee

By following the below steps each of the district and upazila/Sub-district nutrition coordination committee will make their individual committees effective and sustainable.



For each strategy understanding about its objectives, importance and steps has been given below. But the honourable chairperson and member secretary of the committees, by applying their experience and leadership skills will make proper utilization of the strategy.

Working Strategy-4.1.1: Accelerate the activities of the Committees

Objective: To ensure correct formation of the district and upazila/Sub-district level nutrition coordination committee according to the government order and second national plan of action for nutrition, regular holding of their meetings and active participation of all member/ organization.

Importance: Representatives of all the government and non-governmental organizations or institutions mentioned in the Government Order will receive clear idea about the importance of the district and upazila/Sub-district based nutrition coordination committee and their role. If the activities of the committee are maintained and activated following proper process and through discussion, partnership and ownership of all of the government division and non-governmental organizations will be ensured or established.

Process/ Steps:

- The chairperson of the district or upazila/Sub-district nutrition coordination committee will initiate discussion about the government order issued by the Health (Services) Division of the Ministry of Health and Family Welfare with the member secretary of their individual committees.
- S/he will conduct discussion on the duties and responsibilities of the members of the committee distribute their responsibilities and undertake next steps.
- The honourable chairperson of the committee (district commissioner/ upazila/Sub-district nirbahi officer), in addition to the advisor and member secretary of the committee having discussion with other important government and non-governmental members will create a congenial work environment.
- The chairpersons of the district and upazila/Sub-district nutrition coordination committee, considering her/ his responsibilities in the committee will try to create a group effort.
- The chairperson of the committee will make use of the status and capability of the district council/ parishad chairman/ upazila/Sub-district parishad chairman (they are the representatives of local people) and civil surgeon/ upazila/Sub-district health and family planning officer with due importance.

Note: While having discussion on the government order obtaining answer to the two following questions could be facilitated,

Question 1: To make the committee effective and sustainable what steps should be taken from the outset?

Question-2: What indicators will be used to measure that the committee is being effectively directed?

- Honourable chairperson will invite the advisor and member secretary to her/ his office, so that by deciding on the agenda of the first meeting, date, venue effective initiative for organization of the meeting could be undertaken.
- The chairperson and member secretary through discussions with their colleagues will take necessary steps to document and file the discussion, decision, data-information and accepted activity-plan. The chairperson and the member secretary will make arrangements to keep a copy of all documents in their individual office.

- The chairperson and the member secretary of the district and upazila/Sub-district nutrition coordination committee, in the first meeting of their individual nutrition committee, by having discussion with all the members will finalize an annual meeting calendar. To ensure active and effective participation of all members in the meetings of the committee s/he will establish a routine mechanism for forwarding to all members meeting notice/ letter (Annex 1: sample invitation letter for participation in the routine meeting) at least one week before the meeting as per the annual calendar. Notice/ letter for the meeting could be served via both mechanisms of email and regular system that is sending letter. By the same manner s/he will make permanent/ regular arrangements for sending minutes of the meeting to each member within two days after the meeting.
- In the first meeting of the committee s/he will inform the members of the committee the terms of reference of the committee and the duties and responsibilities of the members as per the government order so that the members of the committee could clearly understand their individual duties and responsibilities and follow those properly.

Note: The chairperson and member secretary of the district and upazila/Sub-district nutrition committee will identify one/ two officials from their office who could provide proper and full time assistance to the chairperson and member secretary in performing this task. For instance: Issuing notice for the meeting, maintaining and updating the documents, communicating with the members of the committee and ensuring sending resolution of the meeting to all members of the committee etc.

- Discussion on the process of preparing annual activity plan for the related district/ upazila/Sub-district could be initiated from the second meeting of the district/ upazila/Sub-district nutrition coordination committee.

Working-strategy-4.1.2: Preparing annual nutrition activity plan

Objective: The district and upazila/Sub-district multisectoral nutrition coordination committees following the government order and the instructions of the Second National Plan of Action for Nutrition document by analyzing the routine nutrition-related data-information, reviewing the local nutrition situation and based on the appropriate/ maximum utilization of available resources will prepare annual coordinated nutrition plan for their individual district and upazila/Sub-district.

Importance: It is hoped that, by following proper process and through discussion in the meetings of the committee, if possible opportunities are analyzed and reviewed against the local nutrition situation, current nutrition activities, present gap, all the participants from government and non-governmental organizations will properly understand and realize the needs for preparing a data-information based realistic coordinated plan of action for nutrition and at the same time their own leadership, role or tasks.

Process/ Steps:

The honourable chairperson and member secretary of the district nutrition coordination committee will send a letter (**Annex 2: Sample letter regarding preparation of annual nutrition plan for the upazila/Sub-district nutrition coordination committee and forwarding it to the district**) to the chairperson of all upazila/Sub-district nutrition coordination committee of the related district inviting to prepare annual plan of action for nutrition for their own upazila/Sub-district and submit it to the district nutrition committee. For preparing a coordinated annual plan of action for nutrition the chairperson of the upazila/Sub-district nutrition coordination committee will give instruction to all the members of the committee, (especially agriculture, fishery, livestock, health and family planning, WASH, the divisions relating to education and social safety-net) by using the specific form (**Annex 3: Sample letter from the chairperson for initiating preparation of annual plan of action for nutrition**) for analysis of the current activities of their own sector, gap and possible resources and opportunities that could play a role in improving nutrition, and submitting their individual nutrition plan to the chairperson within stipulated time. In the subsequent meeting, by reviewing the submitted information coordinated plan of action for nutrition will be prepared. The sample format for analyzing gap and opportunities (**Annex 4: Sample format (from 'a' to 'p') for gap (needs) and opportunities (possibilities) analysis and identifying proposed possible activities**) with examples will be attached with the letter.

- The member secretary of the upazila/Sub-district nutrition coordination committee in the light of the paragraph 1.1 and 1.3 of the second national plan of action for nutrition will inform the members of the committee regarding the commitments of the government in improving nutrition, and a comprehensive picture of the status of nutrition based on the nutrition information of national level and that of the related upazila/ Sub-district. And simultaneously, through discussion, will identify the problems of the existing nutrition situation of her/ his own upazila/Sub-district.
- The chairperson and member secretary of the upazila/Sub-district nutrition committee, depending on discussion, based on the decisions made with the help of the nominated member of their office will make arrangements for analysis and presentation of the information received from all the government and non-governmental organizations.

- Subsequently, in the regular meeting of the upazila/Sub-district nutrition coordination committee, based on all of the information received, through discussion with all the members of the committee will identify the local resources and possible coordinated initiatives. For preparing the plan of action by the participants from related government-non-governmental divisions and organizations, based on the identified initiatives, the honourable chairperson and member secretary of the meeting will send a letter by collating the plan of action for nutrition specific format (**Annex 5: Sample format for presenting coordinated plan of action for nutrition**) for submission within a stipulated time without delay to the district nutrition committee.

Note: To receive understanding regarding coordinated initiative, all the members of upazila/Sub-district nutrition coordination committee could see the reference no. 6 of second national plan of action for nutrition – coordinated format for activity plan (page number 24-44) and annex-1 given in the same document, national nutrition policy 2015 (page number 70-73), annex-2 SBCC (page number 74).

- Each of the government and non-governmental organizations of the upazila/Sub-district nutrition committee will prepare at least one nutrition plan of their own department and send it to the chairperson of the committee within stipulated time. Along with the routine tasks, in addition to the coordinated plan of action of other departments some innovative activities could also be proposed. According to the described steps upazila/Sub-district nutrition coordination committee through their on-going meetings will gradually continue undertaking possible new plan of action. But as indicated in section 2.2 of this guideline, and mentioned in the table “nutrition indicators and identified target” to play a role in achieving identified target of the mentioned indicators there should be efforts to consider related activities and propose tasks that has the opportunity to be coordinated with other sectors.

Note: Advisor, chairperson and member secretary could undertake some joint/ coordinated initiatives. The topics mentioned below are only some examples or idea that would help expand the thought process of the related officials. Therefore, not always following various given examples, rather than by making use of reality-based and local examples joint initiatives should be undertaken. For instance, could undertake joint initiatives in agriculture, fishery and livestock and local government, poor and extreme poor household, especially for the household where there are pregnant women, lactating mother and children of two years of age, in production of diversified food and enhancing participation in economic activities.

The directorate of women and children affairs, division of local government and through the office of health and family planning could undertake implementation plan for the households where there are pregnant women, lactating mothers and children of two years of age, by applying conditions on the assistance given to them (for example: antenatal and post-natal care, women’s participation in production and consumption of diversified food).

Local government division, directorate of public health engineering and the directorates of education could undertake various joint initiatives in improving WASH situation. For instance: creating opportunities and utilization of safe water, hand washing and could conduct campaign/ promotional activities.

Note: The chairperson/ member secretary of the individual committees will nominate the statistician or appropriate officials, so that this nominated official, depending on the review of the action-plan by all the offices could provide required assistance to the chairperson and member secretary.

- The chairperson, member secretary and members (government divisions) of district and upazila/Sub-district based nutrition coordination committees, along with maximum utilization of local resources, for expansion of nutrition initiatives, could undertake activities for increasing budget allocation from their own ministries for improvement of nutrition. Usually the government divisions/ departments have an annual development programme that is used to be July-June fiscal year based and where sector-wise/ based allocations are made. Therefore the related government divisions/ departments of the nutrition committee, considering the issue of current year will take initiatives for new nutrition activities and necessary budget allocations.
- The member secretary of the upazila/Sub-district nutrition is an honourable member of the district coordination committee. Under such circumstances, the chairperson of the district nutrition coordination committee, in the regular meeting will invite the representative member of the individual upazila/Sub-district to prepare plan of action for nutrition of the related upazila/Sub-district and to send it to the district nutrition committee in proper time.
- Similarly, Union Parishad/Council (UP) Chairman is an honourable member of the upazila/Sub-district nutrition coordination committee. Consequently, the chairperson of the upazila/Sub-district nutrition coordination committee will invite the representative member of all individual Union Parishad/Council (UP) Chairman under the upazila/Sub-district to prepare plan of action for nutrition of the individual unions and to present it to the committee in proper time.

Note: The chairperson and member secretary of the upazila/Sub-district nutrition coordination committee could provide following instructions to their UP Chairmen to prepare union-based plan of action for nutrition:

The Chairman of the union council/ parishad, based on the important needs of her/ his union will prepare a plan and send it to the chairperson (of the upazila/Sub-district committee). For preparing plan for the union s/he will hold discussion with two members (one female) from all individual community groups. The main topic of this discussion will be the importance of preparing plan and preparing plans with the participation of the community based on the real needs. Members of each participating individual community groups, based on the discussion with the community groups, by preparing plan in specific format will send it to the union council/ parishad. The union parishad/ council having discussion with the related standing/ permanent committee and union development coordination committee, coordinating plans of all community groups will prepare a plan and send it to the chairperson of the upazila/Sub-district nutrition committee. The union parishad/ council in implementing this plan of action will allocate specific activities and budget in the annual budget of the UP. There are opportunities of preparing plans with the active participation of community support groups in union parishad/ council ward meeting (a part of annual budget preparation process).

- The upazilla nutrition coordination committee will send a copy of the coordinated annual plan of action for nutrition to the chairperson of the district nutrition committee.
- The district nutrition committee, in addition to the integrated activities of the upazila/Sub-districts, will prepare draft annual plan of action for nutrition of the district with necessary steps, cooperation, monitoring, joint visit and review of the activities, attaching the special activities of the district for implementation of the upazila/Sub-district activities will present it at the meeting of the district nutrition committee.
- If any department/ division or organization or important plan is omitted or any new division/ department or organization would like to add their plan, then it will be included in the district nutrition plan through discussion in the meeting.
- Based on the opinion from all, the annual plan of action for nutrition that will be announced in the meeting, a copy of this will be sent to Bangladesh National Nutrition Council. In this connection, the district nutrition coordination committee could publish print version of a coordinated plan of action that could be for a year or for a specified period.

Working-strategy-4.1.3: Implementation, reviewing progress, monitoring and preparing report

Objective: To chronologically review progress, monitor, coordinate effective implementation of the coordinated plan of action for nutrition prepared through discussion and proper process by the district and upazila/Sub-district based nutrition coordination committee, and submit report up to the national level.

Importance: If a coordinated/ department-wise monitoring plan is accepted for routinely reviewing and monitoring progress of implementation in ensuring effective implementation of the plan of action, prepared by the committees by following proper procedure and through discussion, participation of all the members, good-governance, proper monitoring and its effective implementation could be ensured.

Process/ Steps:

Reviewing progress, monitoring, coordination and preparing reports:

- The chairperson and member secretary of the district and upazila/Sub-district based nutrition coordination committee, to ensure effective implementation of the coordinated plan of action for nutrition accepted by their committee, through discussion in the regular meeting of the committee, will undertake a coordinated plan for monitoring progress of implementation. Based on that the related members of committee through joint field visit will monitor progress of implementation and in the meetings of the committee specific advice/ recommendations with findings will be presented and take proper steps through discussion.
- The chairperson and member secretary of the district and upazila/Sub-district nutrition coordination committee in the on-going meetings will include the issue of reviewing progress of implementation of as a standing agenda, so that the committee related members could make all the members of committee, government-non-governmental departments/ divisions and organizations periodically updated about the accepted coordinated plan of action for nutrition and undertake necessary modification.
- In the district nutrition coordination committee the member secretary of upazila/Sub-district nutrition committee and in the upazila/Sub-district coordination committee the union (council/ parishad) chairmen will present progress and findings of their own upazila/Sub-district and union, review and make necessary change/ expansion. There will be a specific checklist to monitor capacity, effectiveness of district/ upazila/Sub-district multisectoral nutrition coordination committee. While conducting visits from the national level to the district and upazila/ Sub-district level, activeness and effectiveness of the district/ upazila/Sub-district nutrition coordination committee could be assessed by using the specific checklist (**Annex 6: Sample checklist to monitor activeness, effectiveness of district/ upazila/Sub-district multisectoral nutrition coordination committee**). Similarly, while conducting visits from the district to upazila/Sub-district level they will assess activeness and effectiveness of the district and upazila/Sub-district nutrition coordination committee by using the specific checklist (**Annex 6: Sample checklist to monitor activeness, effectiveness of district/ upazila/Sub-district multisectoral nutrition coordination committee**). This could also be completed through online system and that will reach up to the national level. This information will be used for awarding recognition and honour for special contribution and the national level monitoring/ reporting unit will use these information.

An Example of the joint field visit conducted by upazila/Sub-district nutrition committee

Meeting of the Community Support Group at Sreedharpur village (government housing/ shelter project), South Badaghat Union, Bishwambharpur, Sunamganj:

On last 15 September 2018, the upazila/Sub-district nutrition committee of Bishwambharpur upazila/Sub-district took initiative to conduct a joint field visit. Chairperson of the upazila/Sub-district nutrition committee, member secretary, advisor, family planning officer, head master of Katakhal school, president of the local press club and NGO representatives participated in the above mentioned joint field visit. The extent of agenda of the above mentioned session was multiple. Discussion and review were conducted centering on various important issues. For instance, discussions were held



on important issues, such as: disadvantages of early marriage, importance of washing hands during 3 moments, taking iron tablet by the pregnant women, lactating mothers and adolescent girls, antenatal and postnatal care and conducting delivery at the health facility by skilled healthcare provider, family planning, and education etc. The representative of family planning department distributed calcium and vitamin B complex tablets among the pregnant women, lactating mothers and adolescent girls. At the end of the discussion the visitor group moved around the village and observed the overall status of sanitary latrine, tube well, homestead vegetable garden etc. The villagers informed the visitor group about their pleasure and pain. By listening about various problems the visitor group of the upazila/Sub-district nutrition coordination committee decided about some special activities for this area. Such as:

1. Local NGO representative VARD was requested to help grow vegetable in sack and conduct courtyard sessions with the family members of mothers having children under five years of age.
2. If the villagers require training on duck, hen/ poultry, pigeon farming then support will be provided from the related department/ division.
3. The current status of village-based sanitary latrine will be sent to the union parishad/ council.
4. They were especially encouraged to plant Sajina (Maringa) tree.

Note: From the national level to assess the activeness and effectiveness of district and upazila/Sub-district based nutrition coordination committee and from the district to assess the activeness and effectiveness of the upazila/Sub-district based nutrition coordination committee the sample of attached (**Annex 6: Sample checklist to monitor activeness, effectiveness of district/ upazila/Sub-district multisectoral nutrition coordination committee**) checklist could be followed.

Reporting:

Bangladesh National Nutrition Council, in their web portal, along with the specific format (**Annex 7: (a) Sample reporting format for district nutrition coordination committee; (b) Sample reporting format for upazila/Sub-district nutrition coordination committee**) for preparing reports on effectiveness and progress of upazila/Sub-district and district nutrition coordination committee, will develop online based link. The member secretary (or her/ his nominated person) from each upazila/Sub-district and district, at a specified time by entering into the specific link of the web portal will update information for her/ his own upazila/Sub-district/ district.

- After updating online information, in the web portal of Bangladesh National Nutrition Council from national level the coordinated report of the district and that of all the upazila/Sub-districts of the district, from the district level the combined report of the district and that of all the upazila/ Sub-districts and at the upazila/Sub-district level could see their own progress through dash board.
- Untill the online link is prepared, the chairperson and member secretary of the upazila/Sub-district nutrition coordination committee, by following proper procedure (with the help of all members) for the department/ organization based upazila/Sub-district will prepare integrated quarterly report on progress in implementation of coordinated plan of action (**Annex 7(b): Sample reporting format for Upazila/Sub-district nutrition coordination committee**) and send it to the district nutrition coordination committee. From the district level, also, the chairperson and member secretary of the district nutrition coordination committee, by following proper procedure (with the help of all related members) for the department/ organization based district will prepare coordinated quarterly report on progress in implementation of integrated plan of action (**Annex 7(a): Sample reporting format for district nutrition coordination committee**) and along with the quarterly report (of the district) send integrated quarterly report of all the upazila/Sub-districts of the related district (**Annex 7 (c): Sample reporting format of the upazila/ Sub-district nutrition coordination committee for sending from the district to national level**) to the national level.

Working Strategy-4.1.4: Sustaining/ institutionalization of the activities of the Committee(s)

Objective: In accordance with the government order and through taking proper steps, district and upazila/Sub-district nutrition coordination committee conduct activities of the individual committees and sustain/ institutionalize the committees in effective manner.

Importance: If these committees are regularly operated by following proper procedure and by taking correct steps, and with the presence of each government department and non-governmental organization, through allocation of necessary time data-information based plan of action for nutrition is implemented and its progress is monitored the committee will become effective and institutionalized that will be able to contribute to the district sustainable nutrition improvement. At the district/ upazila/Sub-district level, to make the nutrition coordination committee effective the representatives of all the government and non-governmental organizations, following the pre-meeting, during meeting and post-meeting agenda, will take initiatives for their own individual preparation, manner of coordination and how contribution could be made in fostering coordination.

Process/ Steps:

- The chairperson and member secretary of the district/ upazila/Sub-district nutrition coordination committee will ensure an annual calendar for holding regular meeting of their individual committee, where the dates of by-monthly meetings of the nutrition coordination committee for the entire year will be mentioned. Below is an example of annual calendar:

Meeting	1 st meeting	2 nd meeting	3 rd meeting	4 th meeting	5 th meeting	6 th meeting
Month	Jan 19	Mar 19	May 19	July 19	Sept 19	Nov 19
Date	2 Jan	3 Mar	2 May	2 July	2 Sept	3 Nov

*If government holiday falls on the specific day, meeting will be held on the following day

- Following the government order, to hold the district and upazila/Sub-district nutrition coordination committee meeting, once in every 2 months, the chairperson and member secretary of the district/ upazila/Sub-district nutrition coordination committee will ensure accomplishing the following pre-meeting and during-meeting tasks:
 - Issue notice of the meeting following specific date
 - Making arrangements to assess that all the members have received notice of the meeting
 - Making arrangements for distribution in the meeting necessary documents, such as minutes of the previous (month's) meeting, schedule of the current meeting, activity plan and annual plan of action for nutrition and the materials received from various organizations.

Note: The chairperson and member secretary of the district and upazila/Sub-district nutrition coordination committee will identify a staff or official from their own office, who will hold prior discussion with the chairperson and member secretary and will provide continuous support to make the nutrition coordination committee effective and dynamic. The chairperson and member secretary of the district/ upazila/Sub-district nutrition coordination committee will also advise the members of nutrition sensitive and (nutrition) specific sectors to similarly identify through discussion one official from their office, so that the members of individual sector can maintain their effective participation and contribution.

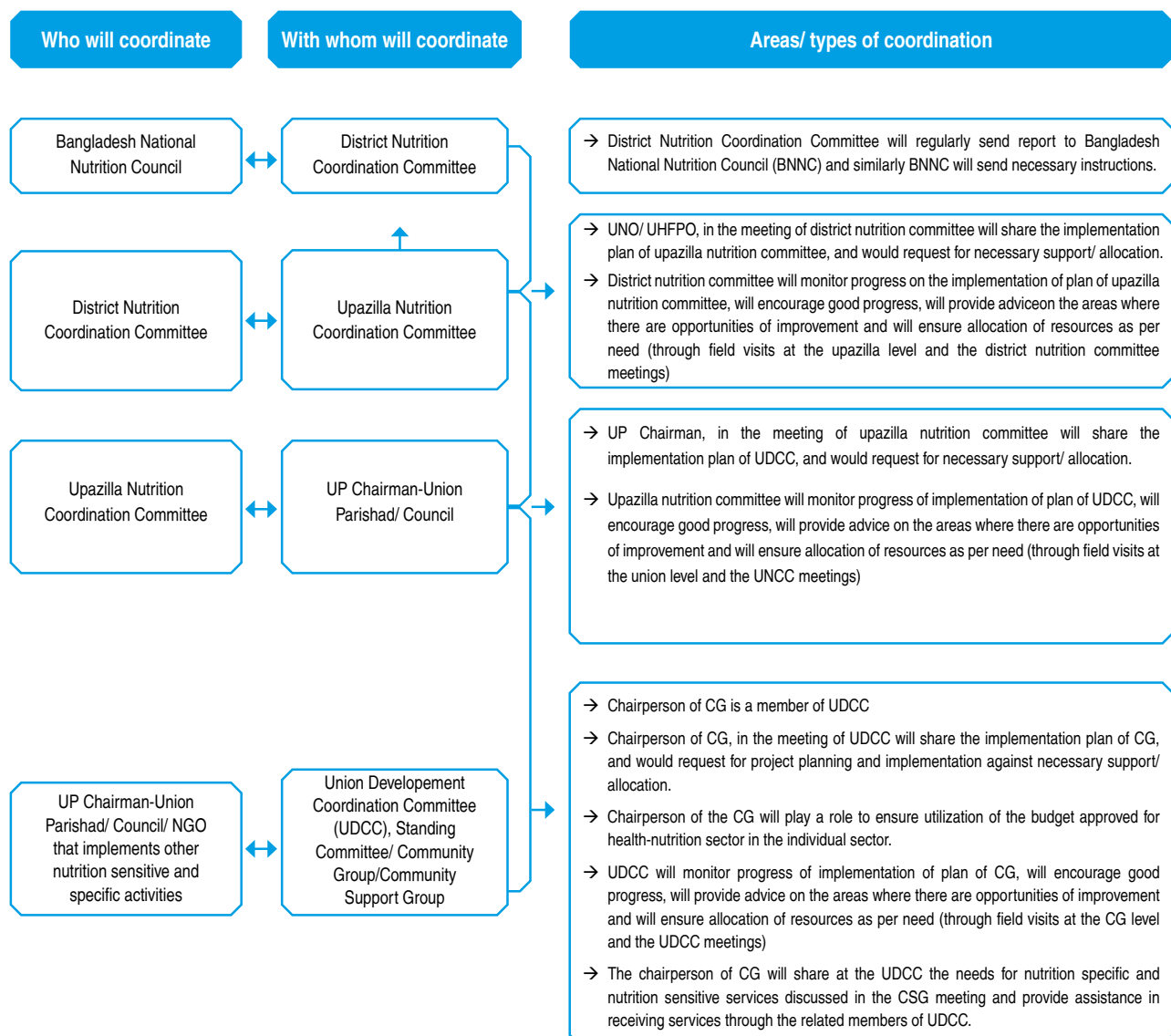
- The chairperson and member secretary of district and upazila/Sub-district nutrition coordination committee will document all the important discussions during the meeting and subsequently will ensure its correct reflection in the minutes of the meeting. For timely forwarding of the minutes of the meeting, the chairperson and member secretary, through their office staff will conduct necessary follow up. **(Annex 8: Sample format of the minutes of the meeting of the nutrition coordination committee)**
- The chairperson and member secretary of the committee through their office based responsible official/ staff, before the regular meetings, will analyze/ review progress on all of the decisions and, before the scheduled meeting will prepare the agenda and possible actions.
- The chairperson and member secretary of the district/ upazila/Sub-district committee to make the meetings effective, according to the agenda of the meeting, will ensure the schedule and would specifically emphasis that the meeting lasts at least for 2 hours.

Possible agenda in regular meeting:

- Day observance (National nutrition week, Community clinic day, World health day, Women's day, Fish day, Egg day, World breastfeeding week, National sanitation month, World hand washing day etc.)
- Finalization of annual nutrition action plan
- Review progress of implementation of annual nutrition action plan
- Sharing experience of field visit
- Preparing quarterly/ annual report
- Nutrition in emergency (situation)
- Monitoring and supervision
- Training
- Co-opting member
- Others

- Chairperson and member secretary of each district/ upazila/Sub-district based committee will ensure undertaking and implementation of coordinated plan of action for nutrition and keep it running.

4.2 Communication/ networking and coordination among the nutrition coordination committee(s) and other existing related committee(s)



Depending on discussion the committee could organize review meetings every 6 month, where this entire coordination process, coordinated initiatives and their effectiveness and constructive review will be conducted on how differently the coordination could be strengthened.

In the above mentioned reviews at the district level meetings one-two representatives from Bangladesh National Nutrition Council and IPHN could be invited, so that they could understand the effectiveness of this coordination and the type of necessary support and subsequently conducting discussion at the meeting of National Nutrition Council through the members of their individual ministry will help increase necessary support for their district representatives. Similarly, at the meeting of upazila/Sub-district level review meeting the chairperson and member secretary of district nutrition committee and with them occasionally representative of Bangladesh National Nutrition Committee could be there. Similarly, through their presence there could be opportunities for the sector members of upazila/Sub-district nutrition coordination committee in receiving necessary support from their own individual departments. The main purpose of this review meeting is to establish linkages among the nutrition coordination committees of different levels (national, district, upazila/Sub-district).

4.3 Efforts to provide recognition and appreciation/ honor

The chairperson and member secretary of district nutrition coordination committee, depending on discussion and through following proper process, based on implementation of nutrition activities for good results could take initiatives to provide special honour to one department/ one upazila/ Sub-district/ one union/ and one non-governmental organization to recognize their contribution at the special session of national nutrition week. Similarly, upazila/Sub-district nutrition coordination committee could take similar type of initiatives. In this regard the roles of individuals could also be recognized.

Note: Committees of all level will keep in their consideration the issues of enhancing participation of women and could encourage the related worker, organization and local government as recognition of good work.

5. Conclusion

The national nutrition policy 2015 and Second National Plan of Action for Nutrition has given necessary guidance in reaching definite goals and to implement that Bangladesh National Nutrition Council has undertaken various initiatives. Subsequent to the approval of the Second National Plan of Action for Nutrition, giving importance to avoid slowing of its implementation and to accelerate the activity, on 12 August 2018 Ministry of Health and Family Welfare has issued a Government Order Reference Number (45.00.0000.161.006.03.18-311) by giving instructions to form district and upazila/Sub-district level nutrition coordination committee. According to this Government Order in the light of Second National Plan of Action for Nutrition, in coordination with various departments and sectors committees have already been formed at all the districts and upazila/Sub-districts. As part of this, to make the tasks of district and upazila/Sub-district nutrition coordination committee easy and dynamic Bangladesh National Nutrition Council has taken initiatives to prepare a guideline or 'Operational Guideline'. In preparing this guideline real-life experience and implementation of nutrition specific and sensitive activities and their implementation process has been given special importance.

This guideline will help to prepare the effective and sustainable working strategies for district and upazila/Sub-district nutrition coordination committee. It is hoped that through various mentioned steps and processes implementation of the above mentioned working strategy will be facilitated. This guideline will play a supportive role in promoting mutual communication among the district and upazila/Sub-district nutrition committees with the Bangladesh National Nutrition Council through coordination with the district and upazila/Sub-district committees. Through this the multisectoral nutrition activities will be accelerated and the second national plan of action for nutrition will be successfully implemented.

6. Annexure

Annexure 1: Sample invitation letter for attending the regular meeting of the nutrition coordination committee

Sample notice of by-monthly meeting of upazila/Sub-district level nutrition coordination committee

Government of the People's Republic of Bangladesh

Office of the Upazila/Sub-district Nirbahi Officer

(Name of the upazila/Sub-district)

Notice for the meeting

Reference number:

Date: -----

Subject: **Regarding by-monthly meeting of the Upazila/Sub-district Nutrition Coordination Committee.**

Regarding the above subject all the concerned are being informed that, on ----- (date) ----- (day), at 9:30 am -----
(venue of the meeting) the meeting of the upazila/Sub-district nutrition coordination committee will be held.

The invitees are being humbly requested to be present at the above meeting at appropriate time.

(-----)

Chairperson

Upazila/Sub-district Nutrition Coordination Committee

And

Upazila/Sub-district Nirbahi Officer, -----

Copy for kind information

1. District Commissioner ----- District
2. Civil Surgeon ----- District
3. Advisor, Upazila/Sub-district Nutrition Coordination Committee
4.

Distribution: (not in order of seniority) with request to be present at specified venue and time for conducting business the list of members of the upazila/Sub-district level nutrition committee will be mentioned below

1.
2.
3.
4.

(-----)

Member Secretary

Upazila/Sub-district Nutrition Coordination Committee

And

Upazila/Sub-district Health and Family Planning Officer

NB: Using the same format the invitation letter for the by-monthly meeting of district nutrition coordination committee could be sent to the members.

Annexure 2: Sample letter for preparing annual nutrition plan of the upazila/Sub-district nutrition coordination committee and forwarding it to the district

Government of the people's republic of Bangladesh
Office of the District Commissioner/ Administrator
(Name of the district)

Reference number:

Date: -----

Subject: Regarding preparing annual nutrition plan of the upazila/Sub-district nutrition coordination committee and forwarding it to the district

Regarding the above subject you are being informed that, in the terms of reference of the upazila/Sub-district nutrition coordination committee, for each upazila/Sub-district nutrition coordination committee there is mention to prepare an annual plan of action for nutrition that will play an important role in preparing district plan of action for nutrition.

According to the decisions of the district nutrition coordination committee held on ----- AC this is proper time to initiate planning activities of "annual nutrition plan". To this effect, for the concerned upazila/Sub-district you are requested to send to the office of the undersigned an coordinated annual nutrition plan for the forthcoming 2019-20 fiscal year within AC.

The "Annual Nutrition Plan" will be finalized based on the opinion and review of all (members). It is being mentioned for your information that the initiative for activity of preparing district level annual plan has been made to be completed by AC.

We hope, with the multisectoral collective efforts the overall nutrition situation of this district will improve.

(-----)

District Commissioner
Chairperson
District Nutrition Coordination Committee

Upazila/Sub-district Nirbahi Officer

----- (All), Name of the district.

Reference No.-

Date:-

Copy forwarded for kind information and necessary action:

1. Director General, Bangladesh National Nutrition Council, Dhaka

2. Advisor

3. Member Secretary

4.

5.

(-----)

District Commissioner
Chairperson
District Nutrition Coordination Committee.

Annexure 3: Sample letter and format from the chairperson for initiating the activities of preparing annual activity plan

Government of the people’s republic of Bangladesh
Office of the Upazila/Sub-district Nirbahi Officer
(Name of the upazila/Sub-district and district)

Reference number:

Date: -----

Subject: Regarding your support in preparing annual nutrition plan of the upazila/Sub-district nutrition coordination committee.

Regarding the above subject you are being informed that, in the terms of reference of the upazila/Sub-district nutrition coordination committee, for each upazila/Sub-district nutrition coordination committee there is mention to prepare an annual plan of action for nutrition that will play an important role in improving nutrition situation of the upazila/Sub-district.

According to the decisions of the district nutrition coordination committee held on ----- AC this is proper time to initiate planning activities of “annual nutrition plan”. To this effect, for the concerned upazila/Sub-district you are asked to prepare action plan for your individual upazila/Sub-district (using the attached format) analyzing the gap and opportunities.

You are requested to send to the office of the undersigned an coordinated annual nutrition plan for the forthcoming 2019-20 fiscal year within ----- AC.

The “Annual Nutrition Action Plan” will be finalized based on the opinion and review of all (members). It is being mentioned for your information that the initiative for activity of developing/ preparing upazila/Sub-district level annual plan has been made to be completed by ----- AC.

We hope, with the multisectoral collective efforts the overall nutrition situation of this upazila/Sub-district will improve.

(-----)

Upazila/Sub-district Nirbahi Officer

And

Chairperson, Upazila/Sub-district Nutrition Coordination Committee

1. Upazila/Sub-district Officer
2. Chairman UP (All)
3. Upazila/Sub-district Manager ----- (All concerned)

Reference No.-

Date:-

Copy forwarded for kind information and necessary action:

1. Director General, Bangladesh National Nutrition Council, Dhaka
2. Advisor, Upazila/Sub-district Nutrition Coordination Committee
3. Member Secretary
4.
5.

(-----)

Upazila/Sub-district Nirbahi Officer

and

Chairperson, Upazila/Sub-district Nutrition Coordination Committee.

Annex-4: Sample format (a to k) for Gap/Opportunity Analysis and determine proposed potential/ possible actions

Sample a: Format for Gap/Opportunity Analysis and determining actions

Division/ Directorate/ Department:

Agriculture

District/Upazila/Sub-district:

Information on nutrition related activities	Current status	Gap/need or opportunities/ possibilities	Based on gap and needs what else could be done for the improvement of nutrition (status)
Expand homestead gardening of fruits and vegetables	Targets (Household coverage): Support with inputs (budget and resource allocations): # of demonstration plots	# of Household out of target household coverage How to reach those household with nutrition information, especially information related to dietary diversities...	
Knowledge of Agriculture Extension workers on nutrition sensitive activities			
Production of any vitamin rich vegetable/ fruits (like: orange potato..)			

Sample b: Based on the above gap and opportunity analysis the related office, by using the following format will share/ present/ discuss priority activity (s) along with recommended targets at multisectoral nutrition platform:

Multisectoral Coordination actions for Nutrition
Annual nutrition action-plan (July June)
Upazila/Sub-district, District

Sl	Activity	Planned number	Total number of beneficiaries	Resource/ Budget	Time	Support	Remarks
1							
2							
3							
4							

Multisectoral Coordination for Nutrition

Sample c: Gap (needs) / Opportunity (potentials) Analysis and determining actions

Division/ Directorate/ Department:

Health

District/Upazila:

Information on nutrition related activities	Current status	Gap (need)/ Opportunity (potentials)	Based on gap and needs what else could be done for the improvement of nutrition (status)
Availability of Growth Monitoring and Promotion (GMP) services at all Community Clinics			
Consistent provision of Iron Folic Acid (IFA) at all service outlets (CC, EPI centers, outdoor service centre)			
Antenatal Care (ANC)/ Postnatal Care (PNC) and Safe Delivery services (facility readiness and coverage)			
Management of MAM and CMAM cases (facility readiness, and utilization trends)			

Sample d: Based on the above gap and opportunity analysis the related office, by using the following format will share/ present/ discuss priority activity (s) along with recommended targets at multisectoral nutrition platform:

Multisectoral Coordination actions for Nutrition
Annual nutrition action-plan (July June)
Upazila/Sub-district, District

SI	Activity	Planned number	Total number of beneficiaries	Resource/ Budget	Time	Support	Remarks
1							
2							
3							
4							

Multisectoral Coordination for Nutrition

Sample e: Gap (needs) / Opportunity (potentials) Analysis and determining actions

Division/ Directorate/ Department:

Family Planning (FP)

District/Upazila:

Information on nutrition related activities	Current status	Gap (need) / Opportunity (potentials)	Based on gap and needs what else could be done for the improvement of nutrition (status)
Availability of Growth Monitoring and Promotion (GMP) services at all Family Welfare Centre (FWC)			
Consistent provision of Iron Folic Acid (IFA) at all service outlets including Family Welfare Centre (FWC), Satellite Centres (SC)			
Availability of post-partum FP services			
ANC/PNC and Safe Delivery services (facility readiness and coverage)			

Sample f: Based on the above gap and opportunity analysis the related office, by using the following format will share/ present/ discuss priority activity (s) along with recommended targets at multisectoral nutrition platform:

Multisectoral Coordination actions for Nutrition
Annual nutrition action-plan (July .. June ..)
Upazila/Sub-district, District

Sl	Activity	Planned number	Total number of beneficiaries	Resource/ Budget	Time	Support	Remarks
1							
2							
3							
4							

Multisectoral Coordination for Nutrition

Sample g: Gap (needs) / Opportunity (potentials) Analysis and determining actions

Division/ Directorate/ Department: **Women and Children Affairs Division/ Directorate/ Department** District/Upazila:

Information on nutrition related activities	Current status	Gap (need) / Opportunity (potentials)	Based on gap and needs what else could be done for the improvement of nutrition (status)
Maternity Voucher schemes	Targets # of pregnant Women: Support with inputs (financing/ budget and resource allocations):		

Sample h: Based on the above gap and opportunity analysis the related office, by using the following format will share/ present/ discuss priority activity (s) along with recommended targets at multisectoral nutrition platform:

Multisectoral Coordination actions for Nutrition
Annual nutrition action-plan (July .. June ..)
Upazila/Sub-district, District

Sl	Activity	Planned number	Total number of beneficiaries	Resource/ Budget	Time	Support	Remarks
1							
2							
3							
4							

Multisectoral Coordination for Nutrition

Sample i: Gap (needs) / Opportunity (potentials) Analysis and determining actions

Division/ Directorate/ Department: **Division/ Directorate/ Department of Public Health Engineering (DPHE)** District/Upazila:

Information on nutrition related activities	Current status	Gap (need) / Opportunity (potentials)	Based on gap and needs what else could be done for the improvement of nutrition (status)
Safe drinking water coverage			
Hygienic latrine coverage and its use			
Any hand wash promotion/ familiarization/ awareness schemes at Household, school, public place			
Any other initiatives by DPHE on hygiene promotion/ awareness			

Sample j: Based on the above gap and opportunity analysis the related office, by using the following format will share/ present/ discuss priority activity (s) along with recommended targets at multisectoral nutrition platform:

Multisectoral Coordination actions for Nutrition
Annual nutrition action-plan (July .. June ..)
Upazila/Sub-district, District

SI	Activity	Planned number	Total number of beneficiaries	Resource/ Budget	Time	Support	Remarks
1							
2							
3							
4							

Multisectoral Coordination for Nutrition

Sample k: Gap (need) / Opportunity (potentials) Analysis and determining actions

Division/ Directorate/ Department: **Local Government** District/Upazila: Union:

Information on nutrition related activities	Current status	Gap (need) / Opportunity (potentials)	Based on gap and needs what else could be done for the improvement of nutrition (status)
VGD (safety net/ social protection) programs			
Tube well			
Sanitary Latrine			
Safety net programmes for Disables			

Sample l: Based on the above gap and opportunity analysis the related office, by using the following format will share/ present/ discuss priority activity (s) along with recommended targets at multisectoral nutrition platform:

Multisectoral Coordination actions for Nutrition
Annual nutrition action-plan (July .. June ..)
Upazila/Sub-district, District

Sl	Activity	Planned number	Total number of beneficiaries	Resource/ Budget	Time	Support	Remarks
1							
2							
3							
4							

Multisectoral Coordination for Nutrition

Sample m: Gap (need) / Opportunity (potentials) Analysis and determining actions

Division/ Directorate/ Department: **Education**

District/Upazila:

Information on nutrition related activities	Current status	Gap (need) / Opportunity (potentials)	Based on gap and needs what else could be done for the improvement of nutrition (status)
IFA campaign			
Hand Wash campaign			

Sample n: Based on the above gap and opportunity analysis the related office, by using the following format will share/ present/ discuss priority activity (s) along with recommended targets at multisectoral nutrition platform:

Multisectoral Coordination actions for Nutrition
Annual nutrition action-plan (July .. June ..)
Upazila/Sub-district, District

Sl	Activity	Planned number	Total number of beneficiaries	Resource/ Budget	Time	Support	Remarks
1							
2							
3							
4							

Multisectoral Coordination for Nutrition

Sample o: Gap (need) / Opportunity (potentials) Analysis and determining actions

Division/ Directorate/ Department: **NGO**

District/Upazila:

Information on nutrition related activities	Current status	Gap (needs) / Opportunity (potentials)	Based on gap and needs what else could be done for the improvement of nutrition (status)
Social Behaviour Change Communication (SBCC)			
Growth Monitoring and Promotion (GMP)			
Promote/ expand homestead gardening of fruits and vegetables			
Provision of agricultural inputs			

Sample p: Based on the above gap and opportunity analysis the related office, by using the following format will share/ present/ discuss priority activity (s) along with recommended targets at multisectoral nutrition platform:

Multisectoral Coordination actions for Nutrition

Annual nutrition action-plan (July .. June ..)

Upazila/Sub-district, District

Sl	Activity	Planned number	Total number of beneficiaries	Resource/ Budget	Time	Support	Remarks
1							
2							
3							
4							

Annexure 5: Sample format for presenting the coordinated nutrition action-plan

Multisectoral Nutrition Coordination Activity

Annual Plan of Action for Nutrition (July ----- June -----)

Coordinated Nutrition Plan of Action for District/ Upazila/Sub-district Nutrition Coordination Committee

Sl No.	Activity/ Program	Target	Target Population/ Beneficiary	Budget/ Resources	Period of implementation				Cooperating Agency	Remarks
					July-September	October-December	January-March	April-June		
Name of department/ organization										
1										
2										
Name of department/ organization										
1										
2										
3										
Name of department/ organization										
1										
2										
3										

(-----)

Member Secretary

Upazila/Sub-district Nutrition Coordination Committee
Upazila/Sub-district Health and Family Planning Officer
Committee

(Upazila/Sub-district, District)

(-----)

Upazila/Sub-district Nirbahi Officer

And

Chairperson, Upazila/Sub-district Nutrition Coordination

(Upazila/Sub-district, District)

Annexure 6: Sample checklist for monitoring activeness, effectiveness of the district/ upazila/Sub-district multisectoral nutrition coordination committee



Government of the Peoples Republic of Bangladesh
Bangladesh National Nutrition Council



Checklist for monitoring activeness, effectiveness of the district/upazila/Sub-district multisectoral nutrition coordination committee

1. General information:

Name of Upazila/Sub-district:	Name of District:	Date:
Name of the chairperson of Upazila/Sub-district/ district committee:		
Mobile No.		

2. Structure/ formation of the nutrition coordination committee

Indicator	Reaction		Means (documents/ records) of verification
	Yes	No	
a) The committee has been formed as per the government order/ policy	Yes	No	The government order related to upazila/Sub-district multisectoral nutrition coordination committee dated 12.08.2018 AC. Reference no. (45.00.0000.161.006.03.18-311)
b) Along with the advisor, chairperson and member secretary, members of other important offices/ departments are informed about the objectives, importance and needs of the committee and could describe those	Yes	No	
c) The mentioned members of committee are informed of their responsibilities and could explain those	Yes	No	Direct interview with the members of the committee

3. By-monthly meeting of the nutrition coordination committee

Indicator	Reaction		Means (documents/ records) of verification
	Yes	No	
a) By-monthly meeting has been held	Yes	No	Minutes of the meeting
b) Expected attendance (number/ rate) in the meeting of the committee (one third) has been ensured/ achieved	Yes	No	Attendance sheet of the members of the committee Agenda and discussion of the meeting
c) Report of the regular meeting/ resolution and follow-up is available	Yes	No	Decisions made and follow-up activities/ program
d) Steps has been taken as per the decision of the previous meeting	Yes	No	

4. Collecting data-information and analysis

Indicator	Reaction		Means (documents/ records) of verification
	Yes	No	
a) The committee has nutrition profile	Yes	No	Minutes of the meeting – what types of information-data has been discussed
b) In the meeting data-information related discussion is held regularly and sequentially	Yes	No	
c) The committee has submitted quarterly report	Yes	No	Completed information/ data form
d) By-monthly progress report of individual department/ division (health, family planning, agricultural extension, livestock, food, education, public health engineering, youth development, fishery, women and children affairs etc.)	Yes	No	Hand-out relating to data-information
e) Rate (%) of taking steps as per the decision report/ resolution of the previous meeting			Previous quarterly report Reports on the joint planning

5. Annual plan of the nutrition coordination committee

Indicator	Reaction		Means (documents/ records) of verification
	Yes	No	
a) There is annual plan for the upazila/Sub-district of nutrition coordination committee	Yes	No	Reports/ documents on the joint planning
b) In a participatory fashion as per the guideline nutrition specific and nutrition sensitive activities of each government and non-governmental departments are included in the plan	Yes	No	
c) Rate (%) of implementation of the plan			
d)			

6. Nutrition activities undertaken with/ in the upazila/Sub-district and union parishad budget

Indicator	Reaction		Means (documents/ records) of verification
	Yes	No	
a) Along with the ward meetings of upazila/Sub-district and union parishad, open budget meeting has been held	Yes	No	Minutes of the meeting
b) Rate (%) of allocation in percent for nutrition specific activities in the budget of upazila/Sub-district and union parishad	Yes	No	
c) Rate (%) of allocation in percent for nutrition sensitive activities in the budget of upazila/Sub-district and union parishad			Department/ division-wise budget report of upazila/Sub-district level
d)			Document of the union parishad budgets

7. Increase in institutional capacity

Indicator	Reaction		Means (documents/ records) of verification
	Yes	No	
a) In the nutrition sector innovative plans are being/ has been implemented	Yes	No	Reports/ documents on the joint planning
b) The committee has received training on the operational guideline	Yes	No	
c) Interest has developed to the information received locally and nationally, urge has been created for the received information and utilization of information has increase	Yes	No	Minutes of the meeting
d) Planning has been done based on the joint monitoring and its findings and necessary expansion/ modification has been done in implementation	Yes	No	Upazila/Sub-district level department-wise budget report
e) In the departmental planning and implementation nutrition has been given priority	Yes	No	
f) According to the decision of the by-monthly meeting, nutrition activity of at least one department has been jointly (chairperson, vice-chairperson and other members) visited	Yes	No	

Name of the visitor: Designation:

Work location: Mobile: Signature:

NB: This field visit checklist is applicable for national and district level supervisors.

Annexure 7 (a): Sample reporting format for the district nutrition coordination committee



Government of the Peoples Republic of Bangladesh
Bangladesh National Nutrition Council
Quarterly report of the district nutrition coordination committee



To: Director General, Bangladesh National Nutrition Council, Dhaka

Date of submission of the report:

District	Reporting Month
 to

Serial	Indicator	Target	Achievements	Remarks
1	By-monthly meetings of the committee held			
2	Sending of resolution of the by-monthly meeting to the national level			
3	Total attendance at the by-monthly meeting			
4	Committee has received orientation/ training on the operational guideline	Yes	No	
5	Committee has submitted the last report	Yes	No	
6	There is a nutrition profile for the district	Yes	No	
7	There is an annual calendar of meeting for the district	Yes	No	?
8	There is an annual plan of action for nutrition for the district	Yes	No	
9	According to the annual plan of action for nutrition progress of activities for the reporting work-month			
10	During the reporting work-month the committee has observed any national day	Yes	No	
11	The committee has enhanced allocation in nutrition specific and nutrition sensitive sector (aggregate of upazila/Sub-district based allocation) in comparison to last year	Yes	No	If yes, write down the sectors below
12				

13	Write down the amount of enhanced allocation below:		
Amount allocated last year		Currently allocated amount	
14	If there is any innovative activity of the committee in the reporting work-month, mention it briefly below		

Report prepared by:

Reviewer of the report:

()
Member secretary
District nutrition coordination committee
Name of the district

()
Chairperson
District nutrition coordination committee
Name of the district

Copy:

Annexure 7 (b): Sample reporting format for the upazila/Sub-district nutrition coordination committee



Government of the Peoples Republic of Bangladesh
Bangladesh National Nutrition Council
Quarterly report of the upazila/Sub-district nutrition coordination committee



To: Chairperson – District Nutrition Coordination Committee, Name of the district

Date of submission of the report:

Upazila/Sub-district	District	Reporting Month
	 to

Serial	Indicator	Target	Achievements	Remarks
1	By-monthly meetings of the committee held			
2	Sending of resolution of the by-monthly meeting to the district level			
3	Total attendance at the by-monthly meeting			
4	Committee has received orientation/ training on the operational guideline	Yes	No	
5	Committee has submitted the last report	Yes	No	
6	There is a nutrition profile for the upazila/Sub-district	Yes	No	
7	There is an annual calendar of meeting for the upazila/Sub-district	Yes	No	?
8	There is an annual plan of action for nutrition for the upazila/Sub-district	Yes	No	
9	According to the annual plan of action for nutrition progress of activities for the reporting work-month			
10	During the reporting work-month the committee has observed any national day	Yes	No	
11	The committee has enhanced allocation in nutrition specific and nutrition sensitive sector (aggregate of union based allocation) in comparison to last year	Yes	No	If yes, write down the sectors below
12				

13	Write down the amount of enhanced allocation below		
	Amount allocated last year		Currently allocated amount
14	If there is any innovative activity of the committee in the reporting work-month, mention it briefly below		

Report prepared by:

Reviewer of the report:

()

()

Member secretary

Chairperson

Upazila/Sub-district nutrition coordination committee

Upazila/Sub-district nutrition coordination committee

Name of the upazila/Sub-district

Name of the upazila/Sub-district

Copy:

Annexure 7 (c): Sample reporting format for forwarding the combine report of the upazila/Sub-district nutrition coordination committees from district level to the national level



**Government of the Peoples Republic of Bangladesh
Bangladesh National Nutrition Council**



Combined quarterly report of all upazila/Sub-district nutrition coordination committee

To: Bangladesh National Nutrition Council, Dhaka

Date of submission of the report:

District	Total number of upazila/Sub-district	Reporting Month
	 to

Serial	Indicator	Target	Achievements	Remarks
1	Total by-monthly meetings of the upazila/Sub-district committee held			
2	Sending of resolution of the by-monthly meeting of the upazila/Sub-district committee to national level			
3	Total attendance at the by-monthly meeting of upazila/Sub-district committee			
4	Total number of committees has received orientation/ training on the operational guideline	Yes	No	
5	Total upazila/Sub-district committee has submitted the last report	Yes	No	
6	There is a nutrition profile for all of the upazila/Sub-districts	Yes	No	
7	There is an annual calendar of meeting for all of the upazila/Sub-districts	Yes	No	?
8	There is an annual plan of action for nutrition for all of the upazila/Sub-district committees	Yes	No	
9	According to the annual plan of action for nutrition total progress of activities for the reporting work-month			
10	During the reporting work-month the committee has observed any national day	Yes	No	
11	If there is any innovative activity of the upazila/Sub-district committee in the reporting work-month, mention it briefly below			

Report combined by:

Reviewer of the report:

()
Member secretary
District nutrition coordination committee
Name of the district

()
Chairperson
District nutrition coordination committee
Name of the district

Copy:

Annexure 8: Sample format for the meeting of the nutrition coordination committee

Government of the Peoples Republic of Bangladesh
Office of the District Commissioner/ Upazila/Sub-district Nirbahi Officer

Meeting No-

Minutes of the meeting of by-monthly meeting of district/ upazila/Sub-district nutrition coordination committee

Chairperson :

Venue of the meeting :

Date and Time of meeting :

Appendix a: Attendance sheet for the members of the committee present in the meeting

SI No.	Agenda	Decisions	Date of completion/ Period	Implementing officer/ organization

(.....)

District Commissioner/ Upazila/Sub-district Nirbahi Officer

And

Chairperson, District/ Upazila/Sub-district Nutrition Coordination Committee

Reference No:

Date:

Copy for information/ action (not in order of seniority)

1. Director General, National Nutrition Council, Mohakhali, Dhaka
2. Advisor
3. Member Secretary
4. All members

(.....)

Civil Surgeon/ Upazila/Sub-district Health and Family Planning Officer

And

Member Secretary, District/ Upazila/Sub-district Nutrition Coordination Committee

7. Appendix

Appendix 1: Government Order for sector-wise division of the budget of union parishad

Bangladesh Gazette, Supplement, January 23, 2013

615

(6) While selecting project or activities following sector-wise division could be followed, e.g.: ...

Sectors	Allocation	
	Lowest amount	Maximum amount
1. Agriculture and small irrigation:	10%	15%
(a) Agriculture and irrigation: Intensive crop programme, demonstration farm, seed supply, social forestry with plantation, growing fruits and tubers and leaf and vegetables, water drainage and irrigation system, small flood prevention dam and construction of small irrigation structure.		
(b) Fishery and livestock: Pond excavation, re-excavation of ditch, rural fish farm, improvement of duck poultry and livestock.	5%	10%
(c) Small and cottage industry: Small and cottage industry workshop programme, skills development, training and extension, income generating activities, etc.	5%	7%
2. Physical Infrastructure:	12%	20%
(a) Transport and communication: Road construction, rural building programme, small bridge, culvert construction, reconstruction and development		
(b) House building and physical planning: Weekly and daily Markets, hoarding facilities, community centre.	5%	7%
(c) Public health: Rural water supply system, construction of low cost latrine, etc.	15%	20%
3. Socio-economic infrastructure:	7%	15%
(a) Development of Education: Development of educational institution, class room, playing field, and supply of educational materials.		
(b) Health and Social welfare: Hygiene and family planning, primary health care, EPI programme, social welfare activities including welfare of youth and women.	10%	20%
(c) Sports and culture: Game, sports, cultural activities, physical, mental and cultural development for children.	10%	20%
(d) Others: Activities related to birth and death registration, post-emergency relief (if necessary as cost of union based survey and supervision of development activities 1% cost could be utilized from this fund)	10%	20%

153

NB: According to Bangladesh gazette, extra January 23, 2013 Union parishad publication June 2017 for activities or selection of projects, if annual budget of union parishad could be prepared by following the proposed sector-wise division, implementation of field level needs based nutrition activities will be much easier.

Appendix 2: Unified/ combined list of SBCC topics

1. Encourage utilization of maternal health and nutrition care and community based health care;
2. Strengthening correct practices for food and nutrition of children (under 2 years of age), especially breastfeeding and giving proper complementary food;
3. Treatment of medium and severe acute malnutrition by using available guidelines;
4. Women's empowerment through formal and non-formal education and livelihood opportunities;
5. Risk of adolescent girls regarding nutrition and early marriage and adolescent pregnancy;
6. Health risks due to processed food, excessive salt and sugar, saturated fat and trans-fat added food and overweight, obesity and its influence on the increase in non-communicable diseases;
7. Creating healthy habits and nutritional support for patients suffering from non-communicable diseases, tuberculosis, HIV/ AIDS;
8. Following food-guidelines selecting healthy foods for planning balanced and diversified food basket;
9. Peoples awareness regarding family planning methods and birth spacing;
10. Strengthening production and consumption of nutritious local food;
11. Demonstration of methods of preparing healthy food and cooking nutritious food (especially for complementary/ supplementary food);
12. Reducing loss from post-harvest processing (transportation, milling, packaging, storage etc.) and long term storage of crop;
13. Awareness about safe food including proper food handling;
14. Family level strategy for supply availability and consumption of diversified food;
15. Nutritional needs of various members of the family and inter-family food distribution (giving special importance to the first 1000 days of life);
16. Publicity regarding ensuring mandatory enforcement of nutrition and related law, such as: safe food act, salt act etc.
17. School gardening and school feeding programme;
18. Inclusion of nutrition related issues in social protection programmes;
19. Meeting nutritional needs of population at risk during emergency;
20. Creating employment fields/ opportunities for sustainable financial income;
21. Gender sensitivity or women's empowerment.

Appendix 3: List of the attendees at the workshop on developing nutrition coordination committee operational guideline and the reviewers (not in order of seniority)

1. **Dr. Md. Shahnewaz**, Director General, Bangladesh National Nutrition Council
2. **Mr. Ruhul Amin Talukder**, Joint Secretary, Policy and Planning Wing, Ministry of Agriculture
3. **Dr. Md. Yunus**, Director, IPHN and Line Director-NNS
4. **Dr. S. M. Mustafizur Rahman**, Line Director, NNS
5. **Dr. Jahangir Hossain**, Director (Programs) Health, CARE Bangladesh
6. **Dr. Md. Ehsanul Karim**, Civil Surgeon, Dhaka
7. **Dr. Ashutosh Das**, Civil Surgeon, Shunamgonj
8. **Dr. Zoinal Abedin**, Programme Manager, Adolescent Health, Directorate of Family Planning
9. **Mr. Shamir Biswas**, Upazila/Sub-district Nirbahi Officer, Bishwambharpur
10. **Dr. Chowdhury Jalaluddin Murshed Rumi**, Upazila/Sub-district Health and Family Planning Officer, Bishwambharpur
11. **Dr. Golam Mohiuddin Ahmed Khan Sadi**, Nutrition Specialist, UNICEF
12. **Dr. Ikhtiaruddin Khandaker**, Head of Health Programme, Plan International
13. **Dr. Sheikh Shahed Rahman**, COP, Shuchona Program, Save the Children
14. **Dr. Raisul Haque**, Senior Technical Advisor, Shuchona, Save the Children
15. **Dr. Mafizul Islam Bulbul**, Deputy Programme Manager, NNS
16. **Dr. Farhana Sharmin**, National Consultant, Nutrition and Food Safety, World Health Organization
17. **Dr. Faria Shabnam**, Nutrition Advisor, World Health Organization
18. **Dr. A. F. M. Iqbal Kabir**, Consultant, Nutrition International
19. **Dr. Fatima Akhter**, Deputy Programme Manager, IPHN
20. **Dr. Md. Akter Imam**, Deputy Director, Bangladesh National Nutrition Council
21. **Dr. Nazmus Salehin**, Deputy Director, Bangladesh National Nutrition Council
22. **Dr. S. M. Hasan Mahmud**, Deputy Director, Bangladesh National Nutrition Council
23. **Dr. Nayeema Sultana**, Deputy Director, Bangladesh National Nutrition Council
24. **Dr. Rezwana Ahmed**, Deputy Director, Bangladesh National Nutrition Council
25. **Dr. Rawshan Zahan**, M. O., Ministry of Health and Family Welfare
26. **Mr. Mostafa Faruque Al Banna**, Associate Research Director, FPMU, Ministry of Food
27. **Dr. Sadia Ahmed**, DPM (MCH-FP)
28. **Dr. Geeta Rani Dev**, Deputy Programme Manager, Community Based Health Care
29. **Ms. Taskin Chowdhury**, Nutrition Specialist, USAID
30. **Ms. Taslima Mehzabeen**, Senior Scientific Officer, BIRTAN
31. **Ms. Tanima Sharmin**, Nutrition Officer, World Food Programme
32. **Ms. Tania Sharmeen**, Senior Team Leader, Joint Action for Nutrition Outcome, CARE Bangladesh
33. **Ms. Nazneen Rahman**, Team Leader, Collective Impact for Nutrition, CARE Bangladesh
34. **Ms. Sakina Sultana**, Team Leader, Multisectoral Nutrition Project, CARE Bangladesh
35. **Mr. M. Hafizul Islam**, Senior Technical Coordinator-Advocacy, CI4N Initiative, CARE Bangladesh
36. **Mr. Md. Hasanuzzaman**, Technical Manager, Collective Impact for Nutrition, CARE Bangladesh
37. **Dr. Khandker Md. Rezaul Haque**, Consultant
38. **Mr. Hasan Imam**, Consultant
39. **Ms. Setaria Jannat Baby**, Consultant
40. **Dr. Delwar Hossain**, Consultant, Nutrition International
41. **Mr. Md. Nizamuddin Biswas**, Lead Consultant
42. **Ms. Syeda Munia Haque**, Concern World Wide and CSA for SUN



Workshop on developing operational guideline for district and upazila/Sub-district nutrition coordination committee

Inauguration of the workshop



Small group discussion while identifying topics for operational guideline for district and upazila/Sub-district nutrition coordination committee

Open discussion



**JOINT EFFORT
TO
ENSURE NUTRITION FOR ALL**

Overall technical support by:



CARE Bangladesh