



IYCF-E Field Report: Location

Reporting: who / position

Reporting Period: month/year (exact start and end dates)

I. GENERAL SITUATION

Political, Food Security and Public Health environment

- E.g. Seasonal impacts on health situation / agricultural activities update and implications for nutritional status and any impact on programme beneficiaries; GFD information including distribution catchment area in relation to feeding programmes, dates, ration composition, numbers of beneficiaries, plans for future months, implications for nutrition programme performance; Refer to any important recent reports (whether internal or external)

2. NUTRITION AND CHILD PROTECTION

2.1 Overall (including highlights and main trends from sections 2.2,2.3 etc)

- General summary remark on any assessments or surveys undertaken (especially important if the programme recently opened)
- General programme patterns: numbers of assessments undertaken and mothers/infants registered for support, nature of problems being addressed etc
- Overview of progress against programme indicators (To be adapted as necessary: % of Child Friendly Spaces (CFS) with infant and young child feeding in emergency sessions; # of mothers of children under 2 year old attending mother-baby sessions at child friendly space; Number of mother-child pairs receiving skilled assessment; Number of carers of infants under 1 year old receiving skilled support; Number of peer educators/volunteer mothers recruited; Number infants referred for rehabilitation for acute malnutrition. Source of verification: IYCF-E counsellor's registration book)
- Summary of outreach/volunteer activities
- Summary of any advocacy activities
- Other relevant events (in IYCF-E programme or impacting on the programme): CFS openings or closings, trainings/workshops/changes to protocols/completed assessments
- Any significant points from nutrition and other (e.g Health, CP, FSL) coordination meetings
- Refer to any important recent reports (whether internal or external)

2.2 Area 1

- Comment on caseload (e.g. ages), trends and interpretation
- Comments on progress relative to programme indicators, reasons, interpretation and actions taken
- Any other observations (e.g other factors affecting programme performance such as BSFP, GFD; complaints by communities etc)
- Any other actions/programme adjustments and reasons (e.g. training, stock pre-positioning, new working arrangements with partners etc)
- Results and implications or plans for any assessments/investigations
- Advocacy activities and outcomes
- Reference to any assessment results as presented in 2.1.

2.3 Area 2.. etc As above

3. LOGISTICS

- Update on current activities and any logistics problems experienced by IYCF-E programme with summary of needed solutions

4. HUMAN RESOURCES

- New arrivals
- Vacancies
- Interviews
- Departures
- Leave etc

Table 1: Cumulative monthly programme indicators by township (below to be adapted depending on indicators and programming needs)

Area	1	2	3	4	5	6	7	8	9	10
# Mother/child pair screened with Simple Rapid Assessment										
# Mother/child pair receiving Full assessment										
Feeding recommendations: # for continuing supportive care										
# for basic aid: ensuring effective suckling, building mother's confidence, increasing milk production, encouraging age appropriate feeding										
# for further help: Solving the problem of a baby refusing the breast										
# for further help: Restorative care for the mother										
# for further help: Wet nursing										
# for further help: Relactation										
# for further help: Dealing with a breast condition										
# for further help: Supported artificial feeding										
# for referral: for medical treatment, for therapeutic feeding										
# for other - specify										

# Home visits										
# tins infant formula distributed										
# infants receiving infant formula										
# CFS volunteers attending for work										
# volunteer peer education mothers										

Table 2: Monthly progress indicators by township (below to be adapted depending on indicators and programming needs)

Area	1	2	3	4	5	6	7	8	9	10
# Mother/child pair screened with Simple Rapid Assessment										
# Mother/child pair receiving Full assessment										
Feeding recommendations: # for continuing supportive care										
# for basic aid: ensuring effective suckling, building mother's confidence, increasing milk production, encouraging age appropriate feeding										
# for further help: Solving the problem of a baby refusing the breast										
# for further help: Restorative care for the mother										
# for further help: Wet nursing										
# for further help: Relactation										
# for further help: Dealing with a breast condition										
# for further help: Supported artificial feeding										
# for referral: for medical treatment, for therapeutic feeding										

# for other - specify										
# Home visits										
# tins infant formula distributed										
# infants receiving infant formula										
# CFS volunteers attending for work										
# volunteer peer education mothers										

5. Other objectively verifiable indicators specified in the strategy but not the proposals:

Progress against these advocacy and sensitisation aims need to be monitored also: (to be adapted as necessary)

- Humanitarian partners are aware of and adhere to the International Code of the Marketing of Breast Milk substitutes
- Humanitarian partners are aware of and adhere to the Operational Guidance on IYCF-E
- Save the Children staff are aware of the Operational Guidance on IYCF-E and IYCF-E best practices

Sources of verification: Cluster members feedback questionnaire (internal evaluation); SC staff feedback questionnaire (internal evaluation)

6. Progress on Action Points from previous reports

Action point	Progress
Ditto	ditto
Ditto	ditto

7. KEY ACTION POINTS FOR month/year:

- E.g. needed reporting improvements/revisions; workshops and training; trips; investigations/assessments; job advertisements; non routine activities; requests for logs; liaison with existing/new partners

Guidance notes for completion:

Monthly report template:

1. The **main aim** of the tool is to facilitate quality control from a distance, i.e.:
 - **Internal performance monitoring (field based, country programme level and remote/HQ)**
2. But, in order not to overburden the team and to maximise utility of the proposed tool, it should also allow/facilitate:
 - Internal communication and activity monitoring (between the IYCF-E programme and other sectors and supporting departments) to ensure smooth running and timely adaptation of the programme to maximise impact
 - External reporting to partners and donors (other NGOs, CIDA/DFID/OFDA etc) (need also to consider additional needs for periodic reports, see below)
3. How and why?

Through providing a template for the IYCF-E programme manager to:

 - Undertake contextual analysis of the risk factors for infant and young child feeding in emergencies (Section 1)
 - Make a summary of the main trends seen in the programme which can be used by senior management in compiling regular multisectoral reports and for reference when undertaking quarterly/periodic reports and evaluations (Section 2.1)
 - Summarise important contextual information, programme progress, interpretation and activities by township; for utility of IYCF-E programme manager to manage the programme effectively; to

communicate/coordinate effectively on a local level; and to report internally and externally as required (Section 2.2, 2.3 etc and Table 2)

- Document main points for external partners and donors (Sections 1,2,5 and Table 2 can be cut and pasted for submission/circulation)
- Document main activities, problems and necessary solutions in logistics and HR; for IYCF-E programme manager to effectively communicate/document programme needs to supporting departments (Section 3 and 4)
- Compile and report monthly action points/objectives and progress against these action points, required by the IYCF-E team, other sectoral teams and supporting departments to maximise effectiveness of the programme (Section 6 and 7)
- Compile and report cumulative programme progress (total programme and per township) for donors and for internal performance review (Table 1)
- Report against other objectively verifiable indicators in the strategy and not in the proposals (Section 5)

Period reports:

While comprehensive monthly reports are useful for periodic reporting, additional information must be reported for periodic reports¹:

1. History/reasons for opening programme (including reference to wider programmatic objectives, how the IYCF-E programme is meant to contribute to these) and subsequent evolution
2. Clear description of full activity plan and reference to appropriate documents
3. Description of programme in context (how multiple sites are linked, referral pathways, partnerships etc, including roles and responsibilities of the MoH),
4. Clear description of sites/locations and intended catchment population
5. Summary of contextual factors such as BSFP, GFD (sufficient detail on ration composition, beneficiary numbers, targeting system and frequency of distribution required) and food security situation, and health situation/service coverage
6. Brief summary of what actors are present undertaking what activities
7. Summary of any links of the IYCF-E programme to other programmes
8. Full summary of assessment data
9. Summary of area by area programme start, suspension and closure dates

[Acknowledgements: Vicky Sibson, Save the Children and Myanmar Save the Children Programme. Save the Children would also like to acknowledge the support of the TOPS Micro Grant Program which was made possible by the generous support and contribution of the American people through the United States Agency for International Development (USAID). The original version of this document, and the other IYCF-E Toolkit documents, can be found at <https://resourcecentre.savethechildren.net/iycf-e>]

¹ Nb it is strongly suggested that while reporting is undertaken to meet donor requirements, additional reports are compiled to cover the whole duration of the programme