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UNICEF Children's Fund | State Office for Assam  
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AF-O/CDN/2018/163  
06<sup>th</sup> Aug 2018

Prof. Virginius Xaxa  
Head of Department  
Department of Social Work,  
Tezpur University,  
Napam, Tezpur 784 028

Dear Prof. Xaxa,

Approval to the proposal on 'Assessment of Nutrition cum Counselling Centres in Assam'


This has reference to your letter dated 6<sup>th</sup> Aug 2018, forwarding the proposal on 'Assessment of Nutrition cum Counselling Centres in Assam'.

We have reviewed the proposal and we confirm our support to a maximum of Rs. 19,08,700/- (Rs. Nineteen Lakh Eight thousand and seven hundred only) for the period 15 Aug to 15 Nov 2018. The detailed budget is enclosed herewith.

We request you to forward the duly completed FACE form in order to release the advance funds for the activity. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/receipt numbers to enable us to liquidate the funds advanced and release the balance amount, if any, up to the approved budgetary ceiling.

We look forward to strengthening UNICEF's partnership with Department of Social Work, Tezpur University for effective implementation of programs for women and child welfare in Assam.

With best wishes,  
Yours sincerely,

  
Dr. Tushar Rane  
Chief of Field Office,  
UNICEF Assam

  
Head  
Dept. of Social Work  
Tezpur University

AFO/NUT/2019/201

3<sup>rd</sup> Sept 2019

Prof. C K Sharma  
Head of Dept., Dept of Social Work  
Tezpur University

Dear Prof. Sharma,

**Approval letter for request for support for State Nutrition and Community Action Resource Centre for the period of 10<sup>th</sup> Sept to 31<sup>st</sup> Dec 2018**

This has reference to your request letter TU/SW/191/A dated 3<sup>rd</sup> Sep 2019, forwarding the request for support for State Nutrition and Community Action Resource Centre at Tezpur University.

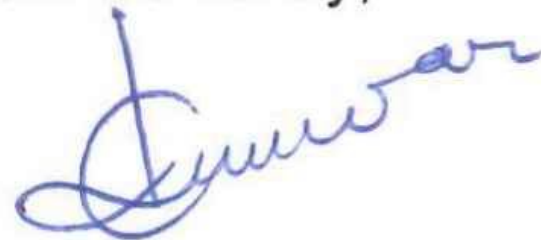
We have reviewed the proposal and we confirm our support to a maximum of Rs. 20,20,050/- (Rupees Twenty lakh twenty thousand and fifty only) for the period 10<sup>th</sup> Sept to 31<sup>st</sup> Dec 2019. The detailed budget is enclosed in Annexure A.

We request you to forward the duly completed FACE form in order to release the advance funds for the activity. On completion of the activity, we look forward to receiving duly filled FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, vouchers/receipt numbers, as well as a brief report on the activity to enable us to liquidate the funds advanced and release the balance amount, if any, up to the approved budgetary ceiling.

We look forward to strengthening UNICEF's partnership with the University for effective implementation of programs for women and child nutrition in the state.

With best wishes,

Yours sincerely,



Ms. Chhaya Kunwar  
Officer-in-charge  
UNICEF Assam

DEPARTMENT OF SOCIAL WORK, TEZPUR UNIVERSITY  
(A Central University)  
Napam, Tezpur 784028

Tu/sw/191/A

C K Sharma  
Professor and Head

3 September 2019

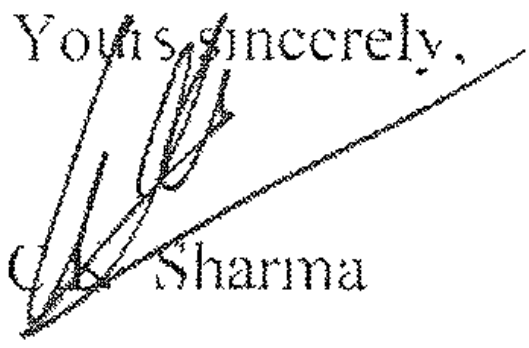
Dr Shweta Sharma  
Nutrition Specialist  
UNICEF, Assam

Dear Shweta,

Greetings from Tezpur University!

In the month of February 2019, NITI Aayog had organized a National level workshop on 'Improving Dietary Diversity in Selected Districts under POSHAN Abhiyaan' wherein Academic Institutions were invited for participation. In the North East Region two institutions were selected and Tezpur University was one of them. The deliberations in the workshop pointed towards adopting a multidisciplinary approach towards Nutrition and advocated for convergence of different departments in addressing Nutritional concerns. In continuation to this, we intend to start a Nutrition and Community Action Resource Centre (NCARe Centre) at the Department of Social Work to realise the mandate of Niti Aayog in the area of Nutrition. The centre envisages to contribute through research, community action, and education and subsequently develop into a support unit for the State Government. The concept note and a budget is attached for your consideration.

Yours sincerely,

  
C K Sharma

Head  
Department of Social Work  
Tezpur University

## State Nutrition and Community Action Resource Centre (NCARe Centre)

### **Background.**

The rationale for working on Nutrition is widely recognized. It is crucial to the holistic development as well as critical from the Human Rights perspective. Nutrition is considered as one of the most effective points in dealing with Human development, poverty reduction and economic development.<sup>1</sup> The National Family Health Survey 4 (NFHS-4) reports that more than 36% children under the age of five years are stunted in Assam and more than 17% under-five children are wasted. The recently published Human Development Report 2014 highlights that Assam falls under the band of poor performing states among the other states of the country with regard to health and nutrition.

With more than a million under-five children stunted in the state, there is a need for strong multi-sectoral actions to improve the status of nutrition. The GoI has launched the Poshan Abhiyaan with the aim to holistically address the multi-sectoral problem of undernutrition. Under Poshan Abhiyaan the state has a target of reducing child stunting by 2% points per annum. As the state strives to achieve this target, Tezpur University envisages playing the role of a technical and knowledge management partner to the state government to support building multi-sectoral solutions for addressing malnutrition in Assam.

### **Tezpur University's Past Work on Nutrition**

In 2018, Tezpur University had collaborated with UNICEF Assam to support a study on Nutrition Counselling and Management Centres (NCMCs) in the state. The NCMCs are functioning at various districts, located at District Civil Hospitals and Public Health Centres. The NCMCs have a designated Nutrition counsellor who performs a range of activities like (i) counselling on Maternal Infant and Young Child Nutrition; (ii) identification and referral of children with severe acute malnutrition, (iii) identifying Moderate Acute Malnutrition (MAM) children, counsel the mothers and do follow ups (iv) counselling the pregnant and the lactating women (v) taking up preventive measures to tackle malnourishment (vi) field visits to Village

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<sup>1</sup> Source- [https://www.niti.gov.in/writereaddata/files/document\\_publication/NutritionStrategyBooklet.pdf](https://www.niti.gov.in/writereaddata/files/document_publication/NutritionStrategyBooklet.pdf)

health nutrition day (VHND) etc. One of the findings of this study was the crucial role the counsellors are playing to address the concerns relating to Nutrition. The study also found certain challenges that the counsellors face considering the limited perspective and understanding they hold while carrying out their responsibilities.

The above study brought the University's attention to the fact that there is a scope of skill enhancement and perspective building in the area of Nutrition. Until recent times, the field of nutrition has been linked with ensuring availability of food for good nutrition and provision of medical care to address cases of malnutrition. The findings of the study mentioned above highlighted that there needs to be a multidisciplinary approach to Nutrition to address the concerns. The social and cultural aspects of a community need to be taken into consideration to understand their behavior, attitudes and opinions regarding nutrition. There is a necessity to explore the locally available resources and how nutritional aspects can be addressed through multisectoral solutions. Ample evidence is available which highlights the factors leading to malnutrition and the high-impact interventions for maternal, infant and young child nutrition (MIYCN). The challenges lie in taking these high-impact interventions to scale and with quality.

The discussions of the University with UNICEF representatives over the last one year, have led to initiation of work towards designing a PG Diploma course on multi-disciplinary approaches to nutrition. While the University envisages to take ahead this work towards rolling out this course in 2020, the University proposes to house a State Resource Centre on Nutrition, to support the State government in taking ahead the agenda of Poshan Abhiyaan.

Tezpur University, is also one of the two institutes from the state which have been mapped by Niti Ayog, with the aim to strengthen convergence between various departments like Agriculture, Panchayati Raj, Education, Social Welfare and Health. The ongoing deliberations between Tezpur University and UNICEF Assam on the need to have a multidisciplinary approach to the subject (of Nutrition) was also seen to be resonating with the policy makers. Tezpur University is also keen to take ahead this mandate encouraged by Niti Ayog on setting-up a technical support unit which can act in tandem with the respective State Governments in the near future.

## **State Nutrition and Community Action Resource (NCARe) Centre**

The University proposes to house a State Resource Centre on Nutrition, to support the State government in taking ahead the agenda of Poshan Abhiyaan. The Resource Centre is proposed to be named as “Nutrition and Community Action Resource Centre” and in short can be appropriately known as ‘NCARe Centre’. The Resource Centre would commit to work intensively in the area of nutrition with all vulnerable and marginal groups in the society.

It is envisaged that this centre will complement the state’s efforts under Poshan Abhiyaan, by fostering collaboration, designing technical courses, documentation of good practices, supporting technical trainings, demonstration of models, concurrent monitoring and independent evaluations for nutrition interventions, based on the state’s requirements. The purpose of the Resource Centre can only be fulfilled by working in close collaboration with the State govt to complement the ongoing efforts under Poshan Abhiyan. The Resource Centre will hold regular consultations with the state leadership to understand the state’s needs and accordingly develop annual action plans for the Centre.

The resource centre is planned to be housed at School of Humanities and Social Sciences with Dept of Social Work. Representatives from all relevant schools/departments within TU will together form the core group at the resource centre.

### **The objectives of NCARe Centre will be**

1. To strengthen multi-sectoral collaboration on nutrition.
2. To assume the role of a technical support unit to the State Government in the field of Nutrition.
3. To support the state government to take forward the mandate of Poshan Abhiyaan.

### **Organizational Structure**

The Resource Centre will be steered by a core committee with four members with one Head. The identified five members are from the Department of Social Work, Sociology and Molecular Biology and Biotechnology. The Centre would also appoint a knowledge expert on Nutrition and a data management personnel to look into the smooth functioning of the Centre.

Head of NCARe Centre – 1
Core Committee members – 4
Technical subject Expert – 1
Knowledge Management Expert – 1

The Resource Centre would begin by taking up activities at the grassroots to mark the ‘Poshan Maah’. The initial activities will be at the village level and the sites will be schools and the Village health and Nutrition Day. The activities will help the centre to build a connect with the community and also contribute in the state level celebrations of Poshan Maah. The Resource Centre will be inaugurated formally during the closing ceremony of the Poshan Maah.

As one of the primary activities of the Resource Centre, the initial months will be spent in building linkages with the State Government. Since, the objective of the Centre is to work along with the State Government, this would be very crucial for establishing its mandate with the Government.

The course on ‘Multidisciplinary approaches to Nutrition’ (mentioned above) will be offered as a Distance learning course so that it is convenient for the employed people to pursue it. The course will be rolled out in the Autumn semester of 2020. The distance mode of education requires intensive engagement in developing the Self Learning Material which provides the spine for the course. This material will be developed under the aegis of the Resource Centre.

### **Future plans**

The Resource Centre will take up projects related to nutrition in the near future, in consultation with state government and UNICEF Assam. The Centre will carry out capacity building workshops with the people working in the area of Nutrition. The Centre will also thrive towards working on effective and sustainable models of community action in the area of Nutrition. In addition to this, it would engage academia and civil society in the field of Nutrition and carry out policy deliberations to facilitate the state machinery for effective implementation of policies and schemes on Nutrition.


While the University requests for financial support from UNICEF for initiation and rolling-out of activities under the NCARe Centre, the University will continue to build its own capacities to take this ahead in the long-run. In the next few years, the University will make efforts to build mechanisms to build strategic mechanisms, in collaboration with the state government, to ensure continued functioning of the resource centre for years to come.

## BUDGET

Title		State Nutrition and Community Action Resource Centre (NCARe)							
Location		Dept. of Social Work, Tezpur University							
Responsible Officer(s):		Prof. Chandan K Sharma							
Implementing Partner:		Tezpur University							
Project Period:		10th September to 31st December 2019							
								Amount in Indian Rupees*	
Sl. No.	Activities	Unit	Quantity	Unit Cost	Total Budgeted	Partner's Contribution	Total UNICEF Contribution	10 September to 31 October 2019	1 November to 31 December 2019
1	2	3	4	5	6	7	8	9	10
1	Development of Self Learning Material for the PGD course on nutrition								
1.1	Development of written content for six courses by six experts (@60 person days/course *6courses)	Person days	360	3,000	10,80,000		10,80,000		10,80,000
Sub total (1)					10,80,000		10,80,000		10,80,000
2	Consultative meeting at state level - with SPMU Poshan Abhiyaan								
2.1	Travel for 5 Tezpur University (Dept social work and Sociology) representatives (on actuals)	Person Days	10	1,000	10,000		10,000	10,000	-
2.2	Food and accommodation (5persons *1day)	Person Days	5	3,000	15,000		15,000	15,000	-
Sub Total (2)					25,000		25,000	25,000	
3	Poshan Maah field level activities								
3.1	Celebration of Poshan Maah - building community awareness on nutrition at two VHNDs								
3.1.1	Tea and snacks	Persons	100	50	5,000		5,000	5,000	-
3.1.2	Resource Person	Person days	2	1500	3,000		3,000	3,000	-





Head  
Department of Social Work  
Tezpur University



3.1.3	Local Travel for resource persons	Days	2	1000	2,000		2,000	2,000	-
3.2	Workshop in four schools on Nutrition								
3.2.1	Standee	Nos.	1	1000	1,000		1,000	1,000	
3.2.2	Organising workshops in four schools on Nutrition								
3.2.2.1	Resource kits	no of kits	10	100	1,000		1,000	1,000	-
3.2.2.2	Resource Person	person	1	1500	1,500		1,500	1,500	-
3.2.2.3	Local Travel for resource persons	Person days	1	1000	1,000		1,000	1,000	-
3.2.2.4	Tea and snacks for participants	Persons	50	50	2,500		2,500	2,500	-
	sub total for 1 workshop				6,000		6,000	6,000	
	sub total for 4 workshops				24,000		24,000	24,000	-
<b>Sub Total (3)</b>					<b>35,000</b>		<b>35,000</b>	<b>35,000</b>	
4	<b>Setting up of NCARe Centre</b>								
4.1	Honorarium for Head - leading the Resource Centre (@5days/month)	Person days	20	5,000	1,00,000		1,00,000	50,000	50,000
4.2	Honourarium for two faculty members (dept of social work) (@10days/month)	Person days	80	3,500	2,80,000		2,80,000	1,40,000	1,40,000
4.3	Honourarium for Core committee member (2 members X 4days/month for 4months @3500/day) (representatives from other relevant depts)	Person days	32	3,500	1,12,000		1,12,000	56,000	56,000
4.4	Project Officer (Knowledge Management)	Person months	2	40,000	80,000		80,000	40,000	40,000
4.5	Project Officer (Technical)	Person months	2	40,000	80,000		80,000	40,000	40,000
4.6	Communication (telephone, postal and internet costs)	Months	4	1,500	6,000	6,000			-
4.7	Books for the Resource Centre	no of books	100	700	70,000		70,000	70,000	
4.8	Designing of logo	1logo	1	10,000	10,000		10,000	10,000	
4.9	Documentation of Centre initiatives - as newsletter	Months	4	5000	20,000		20,000	10,000	10,000
4.10	Standee/Banner	Nos	2	500	1,000		1,000	1,000	
4.11	Furniture for the Resource Centre								
4.11.1	Chair	Nos.	7	6,000	42,000	42,000			

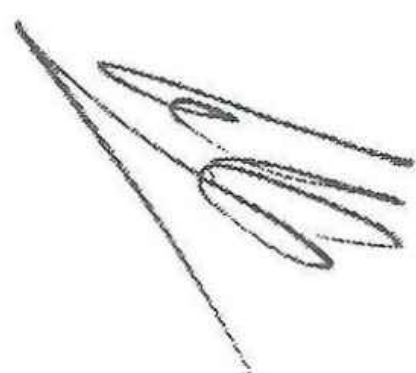
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4.11.2	Table	Nos.	4	6,300	25,200	25,200			
4.11.3	Notice Board	Nos.	1	5,000	5,000	5,000			
4.11.4	Book Case	Nos.	2	20,134	40,268	40,268			
4.11.5	Desktop	Nos.	2	50,000	1,00,000	1,00,000			
4.12	Maintenance services	Months	4	1,000	4,000	4,000			
4.13	Recruitment of project officers	lumpsum	1	3,000	3,000	3,000			
<b>Sub Total (4)</b>					<b>9,78,468</b>	<b>2,25,468</b>	<b>7,53,000</b>	<b>4,17,000</b>	<b>3,36,000</b>
5	<b>Inauguration of the State Nutrition and Community Action Resource Centre (NCARe Centre) (as part of closing ceremony of Poshan Maah)</b>								
5.1	Standee/Banner	Nos.	5	2000	10,000		10,000	10,000	-
5.2	Felicitation (bouquet, sapling, memento)	Nos.	6	1000	6,000		6,000	6,000	-
5.3	Resource kit	Nos.	25	300	5,000		5,000	5,000	-
5.4	Tea and snacks	Persons	25	200	5,000		5,000	5,000	-
<b>Subtotal (5)</b>					<b>26,000</b>		<b>26,000</b>	<b>26,000</b>	
6	<b>InHouse orientation programme for Core committee members of Resource centre</b>								
6.1	Food	Persons	8	450	3,600		3,600	3,600	-
6.2	Venue	Days	1	3000	3,000	3,000			
6.3	Resource kit	Persons	8	200	1,600		1,600	1,600	-
<b>Sub Total (6)</b>					<b>8,200</b>	<b>3,000</b>	<b>5,200</b>	<b>5,200</b>	
7	<b>Consultative meeting at state level with individual Line Departments in Guwahati (3 meetings)</b>								
7.1	Food and accommodation (2persons *1day)	Person days	2	3,000	6,000		6,000		
7.2	Travel for 2 Tezpur University (Dept social work and Sociology) representatives (on actuals)	Person days	2	2,500	5,000		5,000		
7.3	Resource Kit	Persons	7	300	2,100		2,100		

  
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 Tezpur University

sub total for 1 workshop						13,100		13,100			
Sub total for 3 meetings (7)						39,300	-	39,300	13,100	26,200	
8	Consultative meeting with District level officials at Tezpur University										
8.1	Venue	Days	1		3,000	3,000		3,000	3,000		
8.2	Food - Lunch, tea, snacks	Persons	25		350	8,750		8,750	8,750		
8.3	Training Kit	Persons	25		200	5,000		5,000	5,000		
8.4	Banner	Nos.	1		600	600		600	600		
8.5	Travel cost for participants (on actuals)	Person days	15		1,200	18,000		18,000	18,000		
8.6	Local Travel for Resource centre team (on actuals)	Person Days	4		800	3,200		3,200	3,200		
Sub total (8)						38,550	-	38,550	38,550		
9	Field monitoring visits for Poshan abhiyaan initiatives (in multiple districts)										
9.1	Travel for Resource centre team (on actuals)	Person Days	6		2000	12,000		12,000	6,000	6,000	
9.2	Food - Lunch, tea, snacks	Person Days	6		1000	6,000		6,000	3,000	3,000	
Sub Total (9)						18,000		18,000	9,000	9,000	
Grand Total						22,48,518	2,28,468	20,20,050	5,68,850	14,51,200	

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Head  
Department of Social Work  
Tezpur University