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**SUBJECT: GUIDELINES IN THE IMPLEMENTATION OF THE
SUPPLEMENTAL FEEDING PROGRAM WITH NGO PARTNERS**

I. BACKGROUND AND RATIONALE

Most recent data from the 7th National Nutrition Survey (2008) conducted by the Food and Nutrition Research Institute of the Department of Science and Technology revealed that prevalence of under and over nutrition still persists among Filipino children (see Table 1 of Annex "A") and has significantly increased as compared to the last survey.

Results of the SWS surveys since 2007 have been a mix of good and bad news as shown by the dips and spikes in hunger incidence (see Figure 1 of Annex "A"). A record high of 24 percent was recorded on the 4th quarter of 2009.

The latest survey (2006) of the Family Income and Expenditure Surveys (FIES) conducted by the National Statistics Office every three years reported that about 11 percent of Filipino families had incomes that cannot buy the food needed by family members for nutritional well-being and health. These families could be considered as hungry and food-poor.

The Department of Social Welfare and Development, in its mandate to provide social welfare and development programs is providing nutrition services to its clients through the center-based and community-based services under the Program Management Bureau such as the Food for School and Healthy Start Feeding Program which were previously implemented nutrition programs of the Department.

While the Food for School program was initially assessed to have addressed the situation of hunger and improving nutritional status and attendance of children in the day care centers, the scheme of using rice in supplemental feeding is deemed to be more responsive to reach this aim.

The President's State of the Nation Address (SONA) in June 30, 2010, emphasized that the thrust of his Administration is to strengthen and maximize Public-Private Partnerships along implementation of various programs and projects. As an initial response, a meeting was held on August 9, 2010, regarding the opportunities for partnership between DSWD and private sector partners on supplemental feeding.

II. PROJECT DESCRIPTION:

The Supplemental Feeding Program is the provision of food in addition to the regular meals to 3-12 year old children. For CY 2011, food supplementation will be in the form of hot meals to be served either in the morning before lunch time or in the afternoon before dinner to children in the designated feeding centers five (5) days a week. The parents will manage the feeding program based on a prepared meal cycle using available indigenous food materials. The children will be weighed at the start of

the feeding and a monthly weighing thereafter will be done to determine improvement in their nutritional status.

III. DEFINITION OF TERMS:

1. **Supplementary feeding** - Supplementary feeding is defined as distribution of food to supplement energy and other nutrients missing from the diet of those who have special nutritional requirements to prevent or alleviate malnutrition through reducing the nutrient gap between an individual's actual consumption and his/her requirement (WHO, 1997)
2. **Malnutrition** - encompasses a range of conditions, including acute malnutrition, chronic malnutrition, micronutrient deficiencies, as well as obesity.
3. **Undernutrition** – condition resulting from consuming and/or absorbing insufficient calories or specific nutrients or using or excreting them more rapidly than they can be replaced; also refers to a range of conditions including acute or chronic malnutrition and micronutrient deficiencies.
4. **Moderate acute malnutrition** – defined as weight-for-height ≤ -2 z-score of the median WHO child growth standards (CGS), or per Philippine weight-for-height table refers to the “below normal low” and “below normal very low” categories.
5. **Severe acute malnutrition (SAM)** – defined as very low weight-for-height (below -3 z scores of the WHO child growth standards) or per Philippine weight-for-height table refers to the “below normal very low” category; or a mid-upper-arm circumference of less than 110 mm in children age 1–5 years (Lancet 2006); visible as severe wasting or by the presence of nutritional edema.
6. **Recommended Energy and Nutrient Intakes (RENI)** – levels of energy and nutrient intakes on the basis of current scientific knowledge which are considered adequate for the maintenance of health and well-being of nearly all healthy persons in the population (FNRI-DOST, 2002).
7. **Growth monitoring and promotion** – strategy that involves the regular measurement of the physical growth of children to detect early growth failure due to lack of food, illness, wrong practice or very often a combination of these factors and the institution of appropriate corrective actions to prevent a worsening of a child's nutritional status and to ensure optimum growth and development.

IV. OBJECTIVES:

1. To provide supplementary feeding to children aged 3-12 years old using indigenous foods and/or locally processed foods equivalent to 1/3 of Recommended Energy and Nutrient Intakes (RENIs);
2. To improve knowledge, attitude and practices of parents and caregivers through intensified nutrition and health education;

3. To regularly monitor the nutritional status and growth of all children covered by the program and refer to appropriate health unit any health and nutrition related problems of children.

V. COMPONENTS

1. **Social Preparation/Team Building** - This component shall include coordination/ consultation by the NGO with the Local Social Welfare Office and organization of NGO local partners into different working committees and orientation on the roles and responsibilities of stakeholders. The family and children beneficiaries shall be oriented about the program including their roles and responsibilities. The venue of the feeding should be identified.
2. **Measuring and Deworming** – At the outset of the feeding cycle, all children shall be dewormed and their nutritional status determined by the Barangay Nutrition Scholar or Barangay Health Worker using the weight-for-age and height-for-age measurement to be facilitated by the NGO in case that the NGO does not have such data. Such shall serve as basis for further intervention and referral.
3. **Supplemental Feeding**– Five (5) days a week feeding program for 60 days for CY 2010 to the target beneficiaries using locally available foods. Cycle menu as recommended by the Food and Nutrition Research Institute (FNRI) will be prepared taking into consideration the religious beliefs and practices.
4. **Micro-nutrients Supplement** – This will be provided by the BHW to be facilitated or coordinated by the NGO to children in addition to the supplemental feeding. This includes vitamin A to be given before and after the feeding program.
5. **Parent Effectiveness and Home Care Sessions** - Parents will be required to attend sessions on self, family and parenting, health and nutrition, love of country and home and environment. The sessions will enhance parent's knowledge, attitude and skills to enable them to perform their roles as parents.

VI. TARGET BENEFICIARIES

Beneficiaries of the program will be children aged 3-12 years old.

VII. IMPLEMENTING MECHANICS AND PROCEDURES:

1. Coverage and Target Areas

- 1.1 A month prior to feeding, children listed as target beneficiaries for the program and their parents or caregivers should be oriented. Social preparation should be conducted during this period.
- 1.2 The program shall be implemented in a period of 200 days in the NGO target areas.
- 1.3 The NGO partner should sign a memorandum of agreement with either the DSWD Central Office (covering more than one region) or the

concerned DSWD Field Office (covering one region) indicating specific target beneficiaries, areas covered, tasks and responsibilities.

2. Intake/Baseline Information

2.1 Updated intake information of the child.

2.2 Measuring of children shall be done by the Barangay Nutrition Scholar /Barangay Health Worker under the supervision of the Rural Health Midwife to determine the nutritional status before the start of feeding using the weighing scale of the Rural Health Unit. The NGO local partner should establish a permanent growth monitoring record for each child that contains the name, age, birthday, and the baseline and monthly weight and height record of the child. The data obtained at this stage shall be maintained in the NGO and FO's databank.

2.3 A Consent Agreement shall be signed by the parents for their participation in the program

3. Organization of the Community and Parents

The success of the program depends on the level of awareness, interest and participation of the community. Organizing the community is a pre-requisite in the implementation of the Supplemental Feeding Program.

The following activities shall be undertaken by the concerned NGO in coordination with the LSWDO prior to the implementation of the services:

3.1 Orientation of Local Officials and stakeholders about the program for support.

3.2 Conduct of Barangay Assemblies/Meetings to get the support of the people in the barangay.

3.3 Organization of Parents Group. Parents shall be organized and their support and commitment to the program shall be obtained. They shall be organized into working committees to involve all parents in various activities in the center. Regular meetings shall be held to discuss issues and problems affecting the implementation of the program.

3.4 Social preparation and team building sessions shall be conducted to prepare parents to manage the project and to build them as a team based on the existing PES module. This will include activities that will strengthen their awareness of their role and responsibilities towards the project and as member of a team/organization. This will also develop the spirit of volunteerism and sharing.

4. Conduct of Actual Feeding Sessions

4.1 Feeding shall be provided to the children beneficiaries in the designated feeding centers for five days a week for the duration as stated above. The supplemental feeding shall consist of:

a) **Daily Hot Meals.** The suggested cycle menu as recommended by FNRI Nutritional Guidelines for Filipinos and/or the menu prepared by the Regional Senior Nutritionist shall be used in the preparation of hot meals. The parents group and/or the Local Nutritionist may enhance the cycle menu depending on the available nutritionally adequate food items in the community.

4.2 The Parent Committee on Food Preparation shall provide voluntary labor for the cooking/preparation of food and management of feeding sessions. The Social Worker/Program Officer of the NGO shall prepare a monthly schedule of cooks.

4.3 Aside from feeding, children should be taught proper hygiene such as washing the hands before and after eating, table manners, and prayer before and after meals etc. and simple concepts on health care and nutrition and importance of nutrition for their health and development, among others.

5 Conduct of Learning/Value Formation Modules

The parents shall be encouraged to finish all the nine (9) Parent Effectiveness Sessions or any related modules on self, family, parent effectiveness, health and nutrition etc. to improve/enhance their knowledge, attitude, skills and practices.

5.1 **Duration/Sequence of Sessions.** The sessions shall be held at least twice a week depending on the available time of parents. It shall be conducted following the order of importance established/agreed upon by the parents.

5.2 **Methodologies.** In the conduct of sessions, the methodologies should be evocative and should involve the maximum participation of the parents.

5.3 **The NGO Social Worker/Program Officer or any designated trained staff/volunteer of the NGO shall facilitate the sessions.** Resource persons maybe invited to discuss specific topics.

6. Funds Flow and Rice Distribution Scheme

6.1 Fund Allocation and Rice Distribution

The amount of twelve pesos (Php 12.00) inclusive of the rice per child per day for 200 days hot meal feeding shall be expended.

An average of 10 children shall be covered in a kilo of rice at P25.00 per kilo, thus, the cost of Php 2.50 of rice per child per day

for 200 days shall be allocated by the DSWD to the NGO partner while the amount of Php 9.50 shall be the counterpart of the NGO.

6.1.1 A Memorandum of Agreement shall be signed between the DSWD-CO/FO and the NGO. The MOA shall define the roles and responsibilities of each party.

6.1.2 The rice shall be procured by DSWD-CO from NFA-Central Office, inclusive of delivery fees. The rice that shall be delivered by NFA should be iron-fortified or well-milled rice in case iron-fortified rice is not available. It will then be delivered by NFA to the designated warehouses/storage facilities in the cities or municipalities identified by the NGO.

VIII. INSTITUTIONAL ARRANGEMENTS:

1. National Level:

1.1 Program Management Bureau – DSWD Central Office

- a) Act as the lead bureau in managing and coordinating the national implementation of the Supplemental Feeding Program.
- b) In partnership with the National Offices of the agencies (NNC and DA) assist in the orientation of the Regional Social Development Committee and Provincial Governments, LGUs, NGOs/POs and other stakeholders on the objectives, mechanics and their roles and responsibilities in the program.
- c) Procure from the National Food Authority (NFA) the required volume of Iron-fortified rice (IFR) or well-milled rice (WMR) if iron-fortified rice is not available for the NGO partners at the prevailing market price of PhP25.00/kilo.
- d) Monitor and submit reports on the implementation of the program to the Department Secretary, Office of the President and the National Nutrition Council.

2. Regional Level

2.1 DSWD Field Office

- a) Supervise/ coordinate the regional implementation of the Supplemental Feeding.
- b) Designate a Focal Person for Supplemental feeding to provide guidance and technical assistance to the Social Welfare & Development Officers and NGO in the implementation of the Supplemental Feeding.
- c) Monitor and respond to urgent concerns of the NGOs.
- d) Consolidate NGO report and submit progress and physical accomplishment report monthly to the Program Management Bureau.

2.2 Non-Government Organizations

- a) Implement the program in their area of coverage;

- b) Designate a Focal Person for the program with the task of providing guidance, technical assistance and support to their local partners;
- c) Conduct orientation with their local partners, parents, service providers and other stakeholders on the objective, mechanics and their roles and responsibilities in the program including nutrition education activities.;
- d) Formulate Nutrition Action Plan to address nutrition-related problem of the LGU;
- e) In coordination with the local health office, ensure periodic measuring of children, before and during the feeding period and administer deworming of the said children before feeding and micro-nutrients supplementation;
- f) Ensure that the rice intended for their local partners are received for the latter's operation of the supplemental feeding in their respective areas;
- g) Issue Acknowledgment Receipt for the rice transferred by DSWD;
- h) Use the rice transferred by DSWD solely for the implementation of its programs/project and program implementation;
- i) Make available all records and files pertaining to transactions involving the rice transferred;
- j) Submit within 30 days after the end of the agreed period the Accomplishment Report, including the matrix of nutritional status of children before, during and after the implementation of the program;
- k) Submit complete monthly report to concerned DSWD Field Office, copy furnished the Local Social Welfare Office covering area of program implementation.

IX. REPORTING SYSTEM

1. Reporting template provided by the DSWD CO Program Management Bureau shall be used.
2. The NGO shall prepare and submit reports on the feeding program to the DSWD field office on a monthly basis, every first week of the succeeding month.
3. The DSWD Field Office shall prepare and submit monthly reports on the program implementation to the Program Management Bureau of the DSWD Central Office every third week of the succeeding month for consolidation and analysis.

X. MONITORING AND EVALUATION

1. The nutritional status of children shall be determined before the start of the program implementation to serve as baseline for evaluation. Progress on the nutritional status shall be evaluated at the end of the program.
2. Post evaluation shall be conducted to determine the outcomes of the program based on the set objectives.

XI. FUNDING

Funding for the program implementation for shall come from the CY 2009 continuing funds (RA 9524).

XII. EFFECTIVITY

This order takes effect immediately upon approval.

Issued in Quezon City this 15th day of October 2010.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:



MYRNA H. REYES
Officer In-Charge
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Table 1. Prevalence of under nutrition

Age	Prevalence of under weight (%)		
	2003	2005	2008
0-5 year	26.9	24.6	26.2
6-10 year	25.6	22.8	25.6

Figure 1. Trends in hunger incidence

