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DEPT. OF SOCIAL WELFARE & DEVELOPMENT
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Administrative Order No. 01
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LEGAL SERVICE

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Subject: **TERMS OF REFERENCE FOR THE ONE-MONTH FEEDING IN
MAGUINDANAO**

I. Rationale

Maguindanao province is composed of 36 municipalities further subdivided into 2 districts with 496 barangays. The sporadic armed conflict situation in the province in year 2000 and 2008 triggered by flashfloods brought about by heavy rains and typhoons, affected 36% of the province population bringing them into vulnerable situation. The unemployment, literacy, maternal and infant mortality rate and other human development indices have become worst especially in the areas of conflict.

The above scenario poses a high impact on the plight of the children especially on their survival development, protection and participation rights. The lack of education and the poor attitude of the parents to seek and access social services especially on health have contributed to the number of malnourished children.

Based on the result of the conducted Healthy Start Feeding and Food for School Program SY 2009-2010, out of 14,815 enrolled day care children in 430 day care centers provincewide, 2,250, 3,577, and 755 children who are below normal very low (BNVL), below normal low (BNL), and above normal (AN) respectively. Further, result of Operation Timbang (OPT) 2010 for children aged 0-17 months old done by IPHO-Maguindanao showed 34,816 (19%) out of 179,880 children actual weighed, have severe acute malnutrition (SAM), moderate acute malnutrition (MAM) and global acute malnutrition (GAM).

II. Description

The one-month (30 days) feeding in Maguindanao shall be conducted using the rice and soy donated by Second Harvest Japan. The rice and soy will be partnered with viand to provide the children the 1/3 daily recommended nutrient intake (RENI), in addition to the regular meal of malnourished children in Maguindanao province. 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 one month thereafter to determine improvement in their nutritional status.

III. Objectives

1. To address the worsening condition of malnourished children in Maguindanao province by conducting one-month feeding;
2. To monitor and improve nutritional status of malnourished children and refer to appropriate health unit any health and nutrition related problems of children;
3. To improve knowledge, attitude, and practices of parents and caregivers through intensified nutrition and health education.

IV. Target Beneficiaries

Beneficiaries of the program are the identified malnourished children **aged 2-12 years old** in Maguindanao province.

V. Implementing Procedures:

1. Social Preparation

- a. Prior to feeding, children listed as target beneficiaries and their parents or caregivers should be oriented about the program.
- b. Orientation of Local Officials and stakeholders about the program for support.
- c. Conduct of barangay assemblies/meetings to get their support.

2. Assessment of children

- a. Intake form/registration form for each child shall be accomplished by the Barangay Health Worker or Barangay Nutrition Scholar through homevisit and secondary sources. If there is already existing intake information of the child, records should be updated.
- b. Measuring of height, weighing and deworming shall be done by trained BNS/BHW under the supervision of the Rural Health Midwife using the New WHO Child Growth Standards (CGS) or the ECCD growth chart, whichever is available, to determine nutritional status before the start of feeding.

3. Organization of the Parents

- a. Organization of Parents of Children in the community. Prior to the actual feeding implementation, parents shall be organized and their support and commitment to the program shall be obtained. They shall be grouped 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.
- b. Attendance of parents to sessions like Parent Effectiveness Service (PES), Empowering and Reaffirmation of Paternal Abilities (ERPAT), Family Development Sessions (FDS), and other related sessions shall be conducted to strengthen their awareness of their role and responsibilities as parents and as member of a team/organization. This will also develop the spirit of volunteerism and sharing.

4. Conduct of Actual Feeding Sessions

- a. Hot meal, inclusive of rice & soy with viand, shall be provided to malnourished children for five days a week for one month (30 days). The suggested cycle menu as recommended by FNRI Nutritional Guidelines for Filipinos and/or the menu prepared by the Regional Senior Nutritionist/ Nutritionist-dietitian in charge using indigenous and or locally processed foods equivalent to 1/3 of the Recommended Energy and Nutrient Intake (RENI) shall be followed in the preparation of hot meals using available nutritionally adequate food items in the barangay.
 - b. The Parent Committee on Food Preparation shall provide voluntary labor for the cooking/preparation of food and management of feeding sessions. The President of the parents group shall prepare a weekly schedule of cooks.
 - c. 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. The funds for the implementation of the program shall be transferred by the DSWD Central Office to DSWD **ARMM by way of check subject** for liquidation in accordance with COA Circular No. 94-013 dated December 13, 1994.
 6. The viand should be procured in accordance to the procurement scheme (RA 9184: Government Procurement Reform Act, 2003).

VI. Roles and Functions

1. Program Management Bureau – DSWD Central Office

- a. Act as the lead bureau in managing and coordinating the one month feeding.
- b. Monitor and submit reports on result of one-month feeding to the Secretary.

2. DSWD ARMM

- a. Manage and coordinate the conduct of one month feeding
- b. Designate a Focal Person to monitor and provide technical assistance to the LGUs, day care worker and parents groups implementing the feeding.
- c. Integrate Supplementary Feeding Program in the provincial nutrition plan and strategy to solve the problem on hunger and malnutrition.
- d. Ensure that funds shall be used solely for the operation of the feeding.
- e. Purchase of goods shall be in accordance with the existing budgeting, accounting and auditing rules and regulations.
- f. Liquidate all funds transferred by DSWD-CO in accordance with Circular Numbers 94-013 dated December 13, 1994.
- g. Monitor the implementation of the Program.
- h. Submit report on the result of the one month feeding to the Program Management Bureau.

VII. Reporting System

1. Reporting template provided by Program Management Bureau (PMB) shall be used.

2. The Day Care Worker/SNP worker/parents group, shall prepare and submit report on the feeding program to the DSWD Central one week after the one-month feeding indicating the result/impact on the children's nutritional status.

IX. Monitoring And Evaluation

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

X. Funding


The One-Month Feeding Program in Maguindanao shall be funded by CY 2011 GAA.

XI. Effectivity

This order shall take effect immediately.


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