



# Monitoring and Review Process

Part III

Under ICDS Mission

MATRI SUDHA

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## Monitoring, Review and Evaluation

Under ICDS Mission, monitoring would be carried out at Anganwadi/village, block, district, state and national levels. At each level, a standardized format and the set of input, output and outcome indicators for evidence based monitoring would be established.

Four major community based mechanisms would be introduced for monitoring and promoting child development outcomes:

- (i) Introduction of a Common Review Mission (CRM):
  - carried out on annual basis
  - joint CRMs with NRHM
  - provide annual mid-course corrections in the programme design
  - feedback to the National and concerned State & District ICDS Missions
- (ii) Jan Sunvai:
  - monitoring teams consisting of a mix group
  - reporting higher numbers of moderate and / or severe undernourishment
  - qualitative analysis of interventions, gaps and further measures
  - prepare and submit analytical reports with recommendations to the District, State and National ICDS Missions
  - could either be linked to joint ICDS - NRHM CRM or could be need-specific based on nutrition surveillance data
- (iii) A community owned accreditation system:
  - ensure quality standards in child care service delivery at different levels
  - grading of service delivery points
  - Community based recognition and awards for high performing panchayats, blocks, districts and states
- (iv) Community disclosure and public information:
  - Display community chart for monitoring development and nutrition status of children under five years in the community
  - Chart would be updated on fixed monthly Village Health & Nutrition Days (VHNDs) and validated

## Five-Tier Monitoring and Review Mechanism

In context of universalization of ICDS with focus on improved quality in delivery of services and also proposed strengthening and restructuring of ICDS, it is now proposed to put in place a 5-tier monitoring and review mechanism at the central level up to the AWC level.

- i. National Level Monitoring & Review Committee (NLMRC);
- ii. State Level Monitoring & Review Committee (SLMRC);
- iii. District Level Monitoring & Review Committee (DLMRC);
- iv. Block Level Monitoring Committee (BLMC); and
- v. Anganwadi Level Monitoring & Support Committee (ALMSC)

Composition and key roles of such Committees at different levels are outlined in the following sections.

## National Level Monitoring & Review Committee (NLMRC)

### Composition

i.	Secretary, Ministry of Women & Child Development	Chairperson
ii.	Principal Advisor, WCD, Planning Commission	Member
iii.	Secretary, Ministry of Health and Family Welfare	Member
iv.	Secretary, Ministry of Human Resource Development	Member
v.	Secretary, Deptt. of Food	Member
vi.	Secretary, Ministry of Rural Development	Member
vii.	Secretary, Ministry of Minority Affairs	Member
viii.	Secretary, Deptt. of Drinking Water Supply & Sanitation	Member
ix.	Secretary, Ministry of Panchayati Raj	Member
x.	Secretaries from any 5 States from each region	Member
xi.	Additional Secretary & Financial Adviser, MWCD	Member
xii.	Director, NIPCCD, New Delhi	Member
xiii.	Director, National Institute of Nutrition, Hyderabad	Member
xiv.	Joint Secretary (ICDS), MWCD	Member
xv.	Director (ICDS), MWCD	Member Secretary

Table 1: Composition – National level

### Note:

- Two Experts on child development/ nutrition/ ECE and representatives from the Development Partners may be called to the meeting as Special Invitee.
- The Committee shall meet once in six months or as and when required at the direction of the Chairperson.

### Roles

The National level Committee will monitor and review the following key issues and recommend appropriate actions:

- Overall progress made by the States/ UTs in ICDS
- Convergence and coordination with other programmes
- Status and number of State/ UT-wise coverage of SC/ST and minority concentrated habitations
- Manpower vacancies at the field level and States action plan thereon
- Status of State/ UT-wise supply of essential items to AWCs – Medicine and PSE kits, weighing scales, joint MCP card, WHO Growth monitoring charts, etc.
- Leveraging funds for construction of AWC Buildings with NREGA, Multi-Sectoral Development Programme (MSDP), BRGF, IADP, MPLADS, etc.
- Status of arrangement for supplementary nutrition; status of release and lifting of food grains under the Wheat Based Nutrition Programmed (WBNP)
- Identification of local/ community level innovative practices which yielded results and exploration of the possibility of scaling up of the same
- Review of reposts of the field visits undertaken by MWCD/Planning Commission etc., along with assessment/evaluation reports on ICDS (if any) and suggesting corrective active
- Financial management: funds flow mechanism, utilization of funds, estimated requirements etc.

## State Level Monitoring & Review Committee (SLMRC)

### Composition

i.	Chief Secretary	Chairperson
ii.	Secretary, Planning	Member
iii.	Secretary, Finance	Member
iv.	Secretary, Health & Family Welfare	Member
v.	Secretary, Rural Development	Member
vi.	Secretary, Panchayati Raj Institution	Member
vii.	Secretary, Drinking Water Supply & Sanitation	Member
viii.	Secretary, Education	Member
ix.	Secretary, Agriculture	Member
x.	Secretary, Food	Member
xi.	Secretary, WCD (in charge of ICDS)	Member
xii.	5 Members of Parliament (MIP)	Member
xiii.	5 Members of Legislative Assembly (MLAs)	Member
xiv.	State Mission Director, National Rural Health Mission	Member
xv.	Regional Director, NIPCCD (from the region)	Member
xvi.	Food & Nutrition Board, State/ Regional Office	Member
xvii.	Principal, Middle level Training Centre (MLTC)	Member
xviii.	Principal, Anganwadi Worker Training Centre (AWTC)	Member
xix.	Director, WCD (in-charge of ICDS)	Member-Secretary

Table 2: Composition – State level

### Roles

The State level Committee will monitor and review the following key issues and recommend appropriate actions:

- Overall progress with regard to:
  - Universalization of ICDS
  - Preparation and implementation of State Annual Programme Implementation Plan (APIP) in ICDS
  - Status of nutritional status of children below 6 years
  - Performance of non-formal pre-school education provided at AWCs
  - Identification of low performing districts in ICDS and factors responsible for it
- Convergence with line departments/ programmes
- Coverage in general and, specifically, of SC/ST/Minority habitations/ beneficiaries against the surveyed population
- Other issues relating to programme implementation and actions thereon
- Improving the AWC Infrastructure: Construction of AWC buildings by leveraging funds from under different schemes/ programmes, such as BRGF, MSDP, MPLADs etc.;
- Use of IEC in creating awareness about ICDS services/health and nutrition issues and possibility of convergence with IEC activities under other schemes/ programmes



## District Level Monitoring & Review Committee (DLMRC)

### Composition

i.	District Magistrate/Collector/Dy. Commissioner	Chairperson
ii.	Chief Executive Officer (CEO)	Vice-Chairperson
iii.	District Development Officer, Zilla Parishad	Member
iv.	Chief Medical Officer, Health & Family Welfare	Member
v.	District Planning Officer	Member
vi.	District Social Welfare Officer	Member
vii.	District Agriculture/Horticulture Officers	Member
viii.	District Officer, Rural Development/MNREGA	Member
ix.	Executive Engineer, PHED	Member
x.	District Education Officer	Member
xi.	Member of Parliament (MP) in the District	Member
xii.	Members of Legislative Assembly (MLAs)	Member
xiii.	Principal Middle Level Training Centre (MLTC)	
xiv.	Principals, AWTCs (any 2)	Member
xv.	Field Unit of Food & Nutrition Board	Member
xvi.	CDPOs (any 3)	Member
xvii.	District Programme Officer (ICDS)	Member Secretary

Table 3: Composition – District level

### Roles

The District level Committee will monitor and review block/ project-wise progress of implementation of the Scheme and suggest/ take appropriate corrective actions with regards to following issues:

- Overall progress in implementation with regard to:
  - Status of operationalization
  - Coverage of beneficiaries
  - Regularity in supply and quality of supplementary nutrition
  - Nutritional status of children 0-3 years and 3-6 years
  - Performance of non-formal pre-school provided at AWCs
- Coordination and convergence with line departments/programmes
- Other issues relating to programme implementation and actions thereon
- Financial issues: Fund flow and status of component-wise allocation and expenditures
- Complaints/grievance redress mechanism
- IES: Preparation and undertaking of IEC action plan on issues like location of AWCs, service available under ICDS, entitlement of beneficiaries, grievances redress mechanism, etc.

## Block Level Monitoring Committee (BLMC)

### Composition

i.	Sub Divisional Magistrate (SDM)	Chairperson
ii.	Block Development Officer/TDO	Vice-chairperson
iii.	Block representative of Health (BMO/MO in charge PHC/CHC)	Member

iv.	Block representative of Education	Member
v.	Block Extension officers of Agriculture/Horticulture	Member
vi.	Representative of Block/Nagar/Taluka Panchayat	Member
vii.	Principal, Anganwadi Training Centre	Member
viii.	Representatives, local NGOs (2)	Member
ix.	CDPO	Member

Table 4: Composition – Block level

#### Roles

- Overall progress in implementation with regard to:
  - Coverage of all habitation/hamlets in the block
  - Coverage of beneficiaries
  - Quality of supplementary nutrition
  - Nutritional status of children 0-3 years and 3-6 years
  - No. of AWCs providing take home ration
  - Number of AWCs which organized the monthly Village and Health Nutrition Days (VHNDs)
- Coordination and convergence with line departments/programmes
- Other issues relating to programme implementation and actions thereon
- Complaints/grievance redressal mechanism

### Anganwadi Level Monitoring & Support Committee (ALMSC)

#### Composition

i.	Gram Panchayat/ ward member	Chairperson
ii.	Mahila Mandal (2 Members on rotation)	Members
iii.	ASHA	Members
	Representatives of:	
iv.	Community Based Organization (2)	Members
v.	Community (Teachers/Retired Govt. Officials/ Parents of Children attending AWC) (3)	Members
vi.	Sakhi under SABLA Programme (if any)	Members
vii.	Anganwadi Worker	Convener

Table 5: Composition – Anganwadi level

#### Roles

- i. Check regularity of functioning of AWC;
- ii. Ensure coverage of all eligible beneficiaries as against the surveyed population;
- iii. Review status of supply of supplementary food to all beneficiaries for at least 21 days in a month;
- iv. Review nutritional status of children 0-3 years and 3-6 years, weight, availability of WHO New Growth
- v. Charts and joint mother & child protection card; and number of moderate and severely undernourished children and steps taken;
- vi. Review functioning of non-formal PSE – activities per day, development/use of local learning and play materials, organization of parents meet; etc.
- vii. Ensure participation of AWWs at VHSC meetings;

- viii. Ensure participation of at least one of the Members (other than AWW, ASHA and ANM) on the monthly Village
- ix. Health and Nutrition Day at each AWC and to ensure that it is well-organized and well-attended, and that all due services are rendered on that day;
- x. Review facilities available at the AWC in the light of established norms (Infrastructure including clean water, functioning toilet, play area, PSE/medicine kits, cooking utensils, etc.);
- xi. Review receipt and utilization of consumables such as food supplements and medicines as well as physical stocks;
  - Find reasons for any shortfalls from expected norms, or discrepancies in stocks;
  - Document and report such shortfalls and discrepancies to the Block Level Monitoring Committee and CDPO;
- xii. Attend to any local disputes related to the AWC or AWW, and resolve such disputes amicably;
- xiii. Interact with the AWW/ICDS Supervisor to understand reasons for any short falls in services provided at the AWC
- xiv. Any other matter as may be relevant for improving service delivery.

## Monitoring and Supervision Schedule by Officials

<i>SL#</i>	<i>Category of officials(s)</i>	<i>Schedule/proposed</i>
<b>A.</b>	<b>At the State level</b>	
1	Supervisors (ICDS)	A minimum of 50% of AWCs under the Supervisor's Jurisdiction every month
2	Joint visit by ICDS Supervisors with ANM/LHV	At least 2-3 AWCs every month and the visits given in sl.no. 1 can also be under this category.
3	CDPOs/ACDPOs	At least 20 AWCs per month on a rotational basis and to ensure coverage of 100% AWCs in a year.
4	Joint visit by CDPOs/ACDPOs with Medical Officer (MD)	At least 5 AWCs per month and these can be as part of the visits mentioned under sl.no.3.
5	ICDS District Programme Officers (DPOs)/RDDs/ Dy. CEOs	All blocks to be covered per quarter. At least 3 AWCs during each block visit to ensure 10% AWC coverage in a year
6	Joint visit by DPOs with CMHO	At least 1 Block and 2 AWCs each month
7	District Magistrates/Collectors (DMs/DCS)/ADM/Planning Officers/District Social Welfare Officer	At least 15 AWCs (preferably on village Health and Nutrition Days) and 25% blocks every 6 months.
8	<i>CEO/Zilla Parishad Officer (wherever entrusted the Responsibilities of ICDS)</i>	At least 15 AWCs (preferably on village Health and Nutrition Days) and 25% blocks every 6 months.



9	<i>Nodal Officer (M &amp; E/MIS) from State Directorate (wherever in position)</i>	At least 10 AWCs and 2 Blocks each month.
10	<i>Other Directorate Officials (Dy. Director/Jt. Director/ Asstt. Director)</i>	At least 5 AWCs each month and 20% of Blocks every year (to be equally distributed across all
11	<i>State Director (ICDS)</i>	At least 20 AWCs in each quarter and 10% of blocks every Year (to be equally distributed across all district in the state)
12	<i>State Secretary (WCD) (including officials from Under Secretary to Special Secretary)</i>	At least 50 AWC and 25 blocks every year (to be equally distributed across all district in the state)
13	<i>Official from Field units of Food &amp; Nutrition Board (CFENU)</i>	10 AWCs per month or as prescribed, whichever is more. (to be equally distributed across all districts in the state)
14	<i>Instructors of AWTCs/MLTCs</i>	5 AWWs/5 Supervisors after 2 months of completion of each of the Job/Refresher trainings of AWWs/Supervisors as a follow-up of training courses conducted at AWTCs/ MLTCs respectively.
15	<i>Consultants from Home Science Colleges/Medical Institutes, appointed by Central Monitoring Unit (CMU) of NIPCCD</i>	As per the agreement made in the terms of references of CMU
<b>B.</b>	<b>At the Central level</b>	
16	<i>Officials from ICDS M &amp; E Unit of MWCD</i>	1 State per month (@ 1 district per state, 2 blocks per district, 4 AWCs per block per visit)
17	<i>Other Senior Officials of MWCD (Dy. Secretary/Director/Joint Secretary)</i>	At least one State in a month (@ 2-3 AWCs per state/1 district HQs/1 block office)
18	<i>Faculty of NIPCCD (including all regional centres)</i>	2 States per quarter (@ 2 project & 2-3 AWCs, 1 AWTC and 1 MLTC per State)
19	<i>Officials from Food &amp; Nutrition Board (HQs)</i>	1 State per month (@ 2-3 AWCs per state per visit)

Table 6: Monitoring & Supervision Schedule

### Preparation of Action Plans

- States will prepare district-wise action plans in advance on the monitoring and supervision visits
- For joint visits along with the Health Officials, an advance plan would be prepared
- States may enhance the scope of joint visits by involving Officials from other line departments



## Checklists- State and Central Government Officials

### *For Officials at the State level*

The following aspects of the ICDS programme implementation are to be monitored/supervised during the field visits:

- i. Availability of infrastructural facility to AWC
- ii. Availability of functional weighing scales (baby and adult) and growth charts for all children;
- iii. Availability of cooking utensils, water storage container, medicine and PSE kits etc.
- iv. Regularity in working of AWCs and also to see whether AWW is present daily at centre.
- v. Involvement of Self-Help Groups or any women groups in preparation and distribution of supplementary food/or any other decentralized arrangements;
- vi. Whether the beneficiaries liked the taste and quality of the supplementary food;
- vii. Whether prescribed calorific norms are being met or not?
- viii. Whether regular weighing of the children is done
- ix. Whether immunization and health check-ups are done regularly
- x. Observance of village health and nutrition days (VHNDs).
- xi. No. of children present at the AWC on the day of visit and received supplementary food as against total registered;
- xii. No. of children who received pre-school education at the AWC on the day of visit as against total registered;
- xiii. Whether there is any community support to the AWC
- xiv. Whether AWW's make regular home visits and counsel the mothers and their families during critical contact periods of pregnancy, infancy or during sickness of the children

### *For Officials at the State level*

Besides the above checklist, Officials from the Central Ministry would take up some of the following issues with the State Government Officials:

- i. Status of operationalization of new blocks and AWCs
- ii. Organizational structure of ICDS at the state and district level
- iii. Promotional avenues for AWWs/Supervisors/CDPOs
- iv. Mechanism to monitor regular reviews and monitoring visits to AWCs/blocks
- v. Fund flow from Govt. to Directorate to District/Blocks/AWCs – Time taken at each level
- vi. Adherence to the GOI prescribed financial/feeding norms at all levels for effective programme implementation
- vii. State's plan for strengthening the AWC infrastructure
- viii. Mechanism for effective convergence with health and other line departments
- ix. Lifting position of food grains under Wheat Based Nutrition Programme (WBNP)

## Reporting and Feedback

- Each Official up to the level of DPO will prepare a brief report
- Monthly/quarterly progress reports by Supervisors and CDPOs/ACDPOs

- Discussion of findings from the field visits at the sector/block/district/state level review meetings
- State Directorate will have the overall responsibility to compile the district-wise key findings of the field visits at the end of every quarter and submit the same to the GoI
- Officials from the central level would prepare state specific reports

#### Involvement of PRIs in monitoring of AWC activities

Proposed involvement of PRIs:

- i. Regularity in functioning of AWCs
- ii. Regularity in supplementary, its quality and acceptance by the community.
- iii. Coverage of all households and eligible beneficiaries
- iv. Regular weighing of children
- v. Regular supply of IFA, vitamin A and de-worming medicines by health.
- vi. Organization of the monthly joint meetings between health and ICDS
- vii. Monthly observance of Village Health and Nutrition Days (VHNDs)
- viii. Availability of prescribed records and registers at AWC
- ix. Monitoring of regular payment of honoraria to AWWs & AWHs
- x. Construction of AWCs and its maintenance
- xi. Community mobilization by motivating people to participate in ICDS service delivery
- xii. Involvement in Health, Nutrition and Sanitation Education

## Annexure-New initiatives during the 12th Plan

### **Provision of data entry at AWC / Sector level by third party**

All data and information pertaining to the services and the beneficiaries are captured at the AWC level. All other levels above AWC consolidate this data and process/analyse it and add some more data pertaining to each level. For this purpose, a provision of outsourcing the monthly data entry through predesigned web-enabled software at block / district level @ Rs. 10 per AWC Report would be allowed.

### **IVR Based Monitoring through Nutrition Resource Platform**

- Nutrition Resource Platform (NRP) at NIPCCD, New Delhi
- Interactive knowledge resource base on Nutrition and Child Development
- Serve as digital resource on Nutrition including blasting of messages, provide interactive forum and exchange of information
- Capture Interactive Voice Response (IVR) system based data capturing mechanism
- Data captured would be integrated in the MIS reporting system on identified indicators
- A mobile phone along with SIM card to Anganwadi Workers at AWCs would be provided

Under the ICDS Mission, adequate allocation of both financial and human resource at all levels would be made available to strengthen the implementation of the ICDS MIS for enhancing data flow, accuracy and availability of credible and verifiable data for informing policy decisions pertaining to ICDS.