

**PA/45/2018-CPMU**  
**Government of India**  
**Ministry of Women and Child Development**

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3rd Floor, Jeevan Vihar Building,  
Sansad Marg, New Delhi -110001  
Dated 29<sup>th</sup> October, 2018

To  
Principal Secretaries/Secretaries, Department of Social Welfare/Women & Child Development, all  
States/UTs of India in-charge of POSHAN Abhiyaan,

Subject: - Supportive Supervision Guidelines for improved monitoring under POSHAN *Abhiyaan*.  
Sir/Madam,

POSHAN *Abhiyaan* aims to reduce malnutrition, through a life-cycle concept, adopting a synergized and result oriented approach. The target of the mission is to bring down stunting in children in age group 0-6 from 38.4% to 25% by the year 2022. It also aims to reduce anemia among women and adolescent girls in the age group of 15-49 years and reduce low birth weight.

2. The success of the POSHAN *Abhiyaan* rests on the ability of the Anganwadi Workers (AWWs) to deliver services effectively and communicate and support beneficiaries adopt core nutrition practices. This requires intensive supportive supervision and engagement of the ICDS supervisory cadre and officials in motivating and capacitating AWWs to perform to the best of their ability and interacting directly with beneficiaries to get a better understanding of ground realities and changes in beneficiary responses and practices.

3. ICDS Supervisors, Child Development Project Officers (CDPO) and other officials including the District Program Officer (DPO/DSWO), State level officials (including the Joint Project Director (JPC) and SPMU staff) are expected to undertake a minimum number of visits to AWCs every month to monitor the performance of ICDS service delivery and the POSHAN *Abhiyaan*.

4. To facilitate a "Supportive Supervision" approach checklists has been developed and is expected to be used by all officials during their field visits. All the sections of the checklist are required to be filled by supervising officials during AWC visits in discussion with the AWW, based on available records and through beneficiary interactions during home visits.

5. Supportive Supervision Guidelines for improved monitoring under POSHAN *Abhiyaan* are forwarded herewith for implementation.

Yours sincerely,

  
(Aditya Chopra)

Executive Director, POSHAN *Abhiyaan*

Tel. 011-23368202

Copy to

The Director POSHAN *Abhiyaan*/ICDS and nodal officer of POSHAN *Abhiyaan* of all States/UTs of India

Ms. Mohini Kak, Health Specialist World Bank

**POSHAN Abhiyaan:  
Supportive Supervision Guideline and Checklist for Supervisors**

**1. Background:**

The POSHAN *Abhiyaan* aims to reduce malnutrition, through a life-cycle concept, adopting a synergized and result oriented approach. The target of the mission is to bring down stunting in children 0-6 years of age from 38.4% to 25% by the year 2022. It also aims to reduce anemia among women and adolescent girls in the age group of 15-49 years and reduce low birth weight.

The POSHAN *Abhiyaan* intends to achieve its goals by focusing on capacity building of workers on nutrition counselling of pregnant women and mothers of children upto 2 years of age; community mobilization and behavior change communication; providing performance based incentives for community nutrition and health workers and states; initiating an IT enabled citizen engagement and grievance redress system; and scaling up mobile based information technology tools for improved monitoring and management of services to facilitate better outreach to beneficiaries during the critical 1000 day window for nutrition impact. In addition, the NNM introduces a focused approach to multi-sectoral actions for improved nutrition outcome. It introduces a system of developing and monitoring convergent action plans for nutrition from the state till the block level, with an emphasis on innovations to promote multi-sectoral convergence.

The success of the POSHAN *Abhiyaan* rests on the ability of the Anganwadi Workers (AWWs) to deliver services effectively and communicate and support beneficiaries adopt core nutrition practices. This requires intensive supportive supervision and engagement of the ICDS supervisory cadre and officials in motivating and capacitating AWWs to perform to the best of their ability and interacting directly with beneficiaries to get a better understanding of ground realities and changes in beneficiary responses and practices.

This guideline outlines the supportive supervision process to be adopted under the POSHAN *Abhiyaan*.

**2. Supportive Supervision:**

ICDS Supervisors, Child Development Project Officers (CDPO) and other officials including the District Program Officer (DPO), State level officials (including the Joint Project Director (JPC) and SPMU staff) are expected to undertake a minimum number of visits to AWCs every month to monitor the performance of ICDS service delivery and the POSHAN *Abhiyaan*. To facilitate a “supportive” supervision approach as opposed to an “inspection” approach, a supportive supervision checklist has been developed and is expected to be used by all officials during their field visits.

The checklist is aimed at understanding the status of undernutrition and service delivery at the centre and to enhance AWW capacity and motivation to improve AWC performance and outcomes. It is geared to support the AWW deliver services more effectively and findings from the use of the checklist will be used to provide feedback to the workers to strengthen service delivery through identification of key actions for the worker as well as feed into the States plan for capacity and skill enhancement of workers.

All the sections of the checklist are required to be filled by supervising officials during AWC visits in discussion with the AWW, based on available records and through beneficiary interactions during home visits.

**2.1. Frequency of Supportive Supervision Visits:**

The minimum visits that are required to be undertaken from the State to the sector level are given in the table below:

Level	Minimum Mandated Frequency (monthly)*
1. State Officials a) JPCs  b) SPMU - Technical Consultants	2 AWCs each  4 AWCs each
2. District Officials (DPO/APD/Nodal Officer)	5AWCs
3. CDPO/ACDPO	1AWC per sector per month
4. Supervisor	15AWCs

*\*These are minimum mandated field visits expected from the above states officials and do not represent an outer limit. Officials are encouraged to undertake more than the minimum mandated number of visits to improve program monitoring.*

The selection of AWCs for field visits may be prioritized based on performance, as evident in their monthly progress report. Also, the plans should be made such that all AWCs are visited atleast once in 6 months, especially by the CDPOs. The ICDS Supervisors will be expected to visit all AWCs in their catchment area at least once in 2 months.

## 2.2. Supervision Checklist:

Name of the Supervisor/Officer visiting the AWC		Designation		Date					
<b>1) Details of AWC and Attendance</b>									
District		Project		AWC Name					
Name of AWW:		Was the worker present during the visit to the AWC:		Yes/No					
<b>2) AWC Coverage and Attendance</b>									
Total Population		6mths -3 years old children	3-6 years children	Pregnant women	Lactating Mothers				
In AWC catchment area (as per the household survey)									
No. of beneficiaries who came that day (or week for THR) to access food and pre-school education services	THR:		SNP:	Hot cooked /THR:	Hot cooked/THR:				
			PSE:						
<b>3) Nutritional Status of Children at the Centre</b>									
Category	No. in AWC area	No. Children		Underweight (Weight-for-age)			Wasted (Weight-for-height)		Stunting (height-for-age)
		Weighed	Height taken	Normal	Moderately UW	Severely UW	Moderately Wasted	Severely Wasted	
0-6 months									
07-24 months									
Validation of last	Child-1 (below 6 months)			Child-2 (7-11 months)		Child-3 (12-24 months)			

height and weights of three children recorded in the CAS			
<b>4) Home visits undertaken by the AWW</b>			
Per the home visit planner/smartphone, how many home-visits was the AWW supposed to undertake in the last month?		How many were done timely	How many did she miss?
Randomly select three women (as per defined priorities outlined in the column on the right) to make home-visits. The AWW should not be present during the interaction.	<b>Respondent-1</b> Pregnant woman	<b>Respondent-2</b> Lactating mother of a child in the first month (or in the first 3 months)	<b>Respondent-3</b> Mother of a child of 7-9 months
	Name:	Name:	Name:
<b>Questions to ask the beneficiaries</b>			
When did the AWW visit you at home and why?			
What did she tell you and how much time did she spend with you?			
Enquire about practices:	<ol style="list-style-type: none"> <li>Where does she go for ANC check-ups</li> <li>What was done during the ANC checkup (weight monitoring, IFA, TT, abdominal checkup, Calcium tablets, Hb check, BP check)</li> <li>What did she eat yesterday?</li> <li>Did it include at least 5 different food groups?</li> <li>Has she increased her diet since she got pregnant? Or has her diet gone down?</li> <li>Does she consume IFA?</li> <li>How many IFA did she eat in the past 7 days</li> <li>Does she consume Calcium</li> <li>How many calcium tablets did she consume in the past 7 days</li> <li>Has she started resting during the day since she got pregnant</li> <li>Has her Godhbharai been done at the AWC</li> <li>What happened at the event and what messages were given?</li> </ol>	<ol style="list-style-type: none"> <li>Where was the child born and what was its weight?</li> <li>When did you start breastfeeding?</li> <li>Is she currently breastfeeding her child?</li> <li>Is anything else apart from breastmilk being given to the child, for example, water, other milk, bottlemilk etc.</li> <li>Who advised her on breastfeeding?</li> <li>Is she having any difficulties in breastfeeding?</li> <li>If yes, then what is she doing about it?</li> <li>What did she eat yesterday?</li> <li>Did it include at least 5 different food groups?</li> <li>Does she consume IFA?</li> <li>How many IFA did she eat in the past 7 days</li> <li>Does she consume Calcium</li> <li>How many calcium tablets did she consume in the past 7 days</li> </ol>	<ol style="list-style-type: none"> <li>Has your child started eating complementary food?</li> <li>What all does s/he eat?</li> <li>Can you tell me what all the child ate yesterday from morning till night?</li> <li>Did it include at least 4 different food groups</li> <li>How many times in the day do you try and feed your child?</li> <li>Do you feed the child in a separate bowl?</li> <li>If yes, then pls. bring the bowl</li> <li>How much food did your child consume yesterday from morning to night – indicate as per the size of the bowl</li> <li>Are you continuing to breastfeed your child</li> <li>Has your child received all the immunizations till date</li> <li>Has your child received Vit A solution</li> </ol>

			12. Is your child receiving the weekly IFA syrup
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**5)Infrastructure**

Availability of functional height measurement scale	Y/N	Availability of salter scale	Y/N	Availability of functional infantometer	Y/N	Availability of scale to weigh pregnant women	Y/N	Availability of baby weighing scale	Y/N
AWW has functional smartphone	Y/N	Has functional network connectivity	Y/N	Data synced as of the previous working day	Y / N				
AWW discontinued all 10 registers	Y/ N	Data entry of beneficiaries in all modules updated	Y / N			AWW using video library during home visits		Y / N	

**6) Village Health, Nutrition and Sanitation Day (VHNSD) – To be filled by asking AWW or based on observation if she visits on the VHNSD**

When was the last VHNSD held?		Did the ANM participate		Did the ASHA participate	
Participation of the PRIs in the VHNSD	Y / N	Participation of Women Group members	Y / N	Where was it held?	
What services were provided during the VHNSD	1) Immunization 2) Deworming 3) IFA distribution 4) Growth monitoring 5) THR			What messages were given to beneficiaries during the VHNSD	

**7)Community Based Events - To be filled by asking AWW or based on observation if she visits on the day the CBE is conducted**

Did the AWW conduct a CBE in the last month?		Name of the event	1	2	3						
Target beneficiaries for the event:		Target beneficiaries who participated									
Who all attended the event? (give numbers)	Tick on the following as per the records										
PW	LM	AGs	Husbands	MIL	ANM	ASHA	Supervisor	CDPO	PR I	SHG	Others
Which key messages were communicated during the event?											
Is she using any of the following material during the event?	AWW Takeaways		AWW Flipbook		CAS Videos						
	Y/N		Y/N		Y/N						

**Any additional comments or observations:**

**2.3. Use of Data for Program Management:**

The information collected through the supervision checklist will be discussed during the monthly sector meeting convened by the Supervisor with the AWWs and at the block level meeting convened by the

CDPO with the supervisors to identify key gaps and propose corrective actions. Further this data will also be used in the district level meetings. The actions required in each of these meetings will be reviewed in the subsequent month.