

LAUNCH OF NATIONAL NUTRITION MISSION (NNM) (Master Trainers)



Ministry of Women and Child Development

1. Purpose

These guidelines have been prepared to support the States/UTs for the preparedness of the National Nutrition Mission (NNM) launch. One of the core components of NNM is Information Communication Technology enabled Real-time Monitoring (ICT-RTM). Under ICT-RTM initiative, Ministry of Women & Child Development (MoWCD) has centrally deployed a software called Integrated Child Development Services – Common Application Software (ICDS-CAS) at national level. There are four types of application developed under ICDS-CAS:

1. ICDS-CAS Anganwadi App – mobile application for Anganwadi Workers (AWWs)
2. Lady Supervisor App – Tablet application for Sector/Lady Supervisors
3. Issue Tracker App – mobile & web application for technical helpdesk personnel.
4. Dashboard – web application for ICDS Officers

As part of ICDS-CAS rollout in NNM districts, the quality training on these applications is essential for the successful adoption of the technology by various stakeholders in the system. Going forward, there will be two types of training methodology.

A) End-users (AWWs) to be trained by the **Master Trainers (MTs)**. Primarily the ICDS-CAS Anganwadi app will be trained through MTs who will be internal resources from ICDS value chain. Once MTs are get trained on ICDS-CAS Anganwadi App then they will be training the Anganwadi workers in their respective projects.

B) End- Users (LS/Help Desk/Dashboard) to be trained directly by third party trainers.

On the date of NNM launch, Training of Mater Trainers will kick-starts at various proposed locations of the States/UTs as token initiative. For that purpose, from each NNM district 4 MTs are needs to be identified. On the NNM launch day, these identified MTs will be sent to the proposed training locations for the participation in four days residential training on ICDS-CAS Anganwadi App. **Date of launch will be communicated separately.**

2. The following sections have been defined in-detail for the required readiness of respective States and UTs for successful NNM launch.

Identification of Master Trainers (MTs) for the NNM launch

As mentioned above, during the launch of NNM, the MTs will also get trained on ICDS-CAS Anganwadi app across various parallel locations. From each NNM district (excluding the already ICDS-CAS implemented districts) four MTs are needed to be identified. As MTs of ICDS-CAS Anganwadi app, we could leverage our ICDS/Sector/Lady Supervisors (LS) and other project level human resources. Ideally these MTs should be chosen based on the lesser proximity to the Anganwadi worker and Sector/Lady Supervisors are the correct fit for the same. For the NNM launch purpose, the district authorities could choose couple of smart ICDS/Sector/Lady Supervisors who are passionate about technology. Identification of these MTs could be four ICDS/Sector/Lady Supervisor from one project or across projects. To list their names in one place, a separate template has been provided. **Refer: Annexure I – Details of identified MTs for NNM launch.**

Mobile Phones for Master Trainers (MTs) during NNM launch

MoWCD will make necessary arrangements to initially get the devices centrally with preloaded ICDS-CAS Anganwadi app. These prepared devices will be shipped to respective training locations for the distribution and usage during the training. These devices further used for the training of Anganwadi workers through these MTs. Since, the ICDS-CAS application works on offline mode **no SIM card** is required for MTs during training. After the training these devices should be maintained under a pool of devices for future ICDS-CAS training requirements. Please refer **Annexure II – Number of allocated mobile phones to the States and UTs for NNM launch.**

Proposed MTs training locations during NNM launch

Based on number of identified MTs of each State/UT, the location of the training has been planned. The detailed State/UT wide plans have been projected in **Annexure III – Proposed identified MTs training locations during NNM launch.** Those respective identified MTs from NNM districts need to travel to the proposed location on previous day of the NNM launch. Necessary budget approvals need to be granted both ways for travel allowances to the training location under NNM budget.

3. Necessary arrangements at training location

The following arrangements to be made by the State/UT in the proposed training location.

Venue for the training: Based on number of participants, the venue needs to be identified in the training location. Each batch there will be 25-30 participants, hence accordingly number of halls must be arranged in the venue itself. It would be better if the venue is residential type.

Stay arrangements: These identified MTs will be travelling from districts or other States/UTs, hence proper lodging arrangements needs to be arranged.

Sitting Arrangements: Proper sitting arrangements either round table or U shaped sitting arrangements to be made.

Spikes/extension cord: Most of the time the participants practice on the mobile, hence there should be required charging points/extension cards to the participants table.

Flex/Banner: Each training hall should have flex/banner about the NNM launch and kick-start of ICDS-CAS MTs training preferably in local language.

Internet: Good internet connectivity, preferably WI-FI at training location needs to be arranged.

LCD Projector & Screen: Each hall of having batch size of 25-30 participants need one LCD projector and Screen.

Laptop/Desktop: To project the presentation slides required to arrange a laptop or desktop which is compatible with LCD projector for each hall.

Mic with Audio System: To be arranged for each hall at the venue.

White board/Flip Chart with markers: To be arranged for each hall at the venue.

Stationary: Folder, notepad and pen for participant's notes taking purpose.

MTs Trainer Manual: MTs Trainer manual needs to be printed and handover on the last day of the training.

Attendance Sheet: Every training day the participant's attendance needs be taken, for that required number of attendance sheets printouts are required.

Please use **Annexure IV – Checklist for MTs training arrangements during NNM launch** to track the above said arrangements.

4. Trainers of Trainers (ToTs) for MTs training during NNM launch

MoWCD will make necessary measures to deploy required number of **Trainers of Trainers (ToTs)** of the third party to the proposed locations during the NNM launch. These ToTs will conduct four days residential trainings to identified MTs on ICDS-CAS Anganwadi App. State/UTs must allocate a nodal officer to be in touch with the Single Point of Contact (SPoC) – NNM launch MTs Training of the third-party. SPoC will share the details of ToTs and other logistics related communications with allocated nodal officer of the State/UT. The details of about SPoC before NNM launch will be communicated in due course of time.

Residential training schedule for identified MTs during NNM launch

ToTs will be conducting four days residential training to identified MTs from the date of launch onwards. Please refer the brief training schedule at **Annexure V – Four days residential training schedule for identified MTs.**

5. Budget Allocation

The funds to the State/UTs were released through Letter no. NNM/11/2017-WBP dated 30.12.2017. The copy of document is also available at <http://icds-wcd.nic.in/nnm/home.htm#> under the tab "Release of Funds".

6. Next Steps after MTs Training

States/UTs to identify the nodal officer and initiate the process of hiring of manpower, procurement of devices (smartphone/Growth Monitoring), identification of data plan for smart phone, preparation of 11-digiti code AWC Code Data base. The technical Specifications of devices are available at <http://icds-wcd.nic.in/nnm/home.htm#> under the tab "Procurement".

The State/UTs must prepare a detailed Roll-out plan for training of the entire field functionaries (AWW/LS) covered under the mission. The training plan covering the list of participants, Batch-wise, Date-wise (tentative), location of training is required to be submitted to Central Project Management Unit.

Annexure I – Details of identified MTs for NNM launch

Name of the STATE/UT:

Total NNM Districts:

Total Identified MTs:

Name of Nodal Officer-I:

Nodal Officer-II:

S. No.	District Name	Project Name	MTs #	Name of the Identified Master Trainer
			1	
			2	
			3	
			4	
			1	
			2	
			3	
			4	
			1	
			2	
			3	
			4	
			1	
			2	
			3	
			4	
			1	
			2	
			3	
			4	
			1	
			2	
			3	
			4	
			1	
			2	
			3	
			4	
			1	
			2	
			3	
			4	

Print this sheet as many based on number of districts in your State/UT

Annexure II – Number of allocated mobile phones to the States and UTs for NNM launch

S. No.	States/UTs name	Total number of NNM districts	Total number of ICDS-CAS implemented districts (minus)	Total number of districts where MTs needs to be identified	Total number of allocated mobile phones for MTs in NNM launch
01	Andhra Pradesh	10	10	0	0
02	Arunachal Pradesh	1	0	1	4
03	Assam	5	0	5	20
04	Bihar	37	6	31	124
05	Chhattisgarh	12	4	8	32
06	Goa	2	0	2	8
07	Gujarat	10	0	10	40
08	Haryana	2	0	2	8
09	Himachal Pradesh	4	0	4	16
10	Jammu & Kashmir	1	0	1	4
11	Jharkhand	18	7	11	44
12	Karnataka	9	0	9	36
13	Kerala	3	0	3	12
14	Madhya Pradesh	37	15	22	88
15	Maharashtra	22	0	22	88
16	Manipur	2	0	2	8
17	Meghalaya	5	0	5	20
18	Mizoram	2	0	2	8
19	Nagaland	2	0	2	8
20	Odisha	11	0	11	44
21	Punjab	4	0	4	16
22	Rajasthan	24	9	15	60
23	Sikkim	1	0	1	4
24	Tamil Nadu	5	0	5	20
25	Telangana	3	0	3	12
26	Tripura	1	0	1	4
27	Uttarakhand	4	0	4	16
28	Uttar Pradesh	64	0	64	256
29	West Bengal	6	0	6	24
30	Andaman and Nicobar Islands	1	0	1	4
31	Chandigarh	1	0	1	4
32	Delhi	2	0	2	8
33	Dadra and Nagar Haveli	1	0	1	4
34	Daman and Diu	1	0	1	4
35	Lakshadweep	1	0	1	4
36	Puducherry (Yanam)	1	0	1	9
	Total	315	51	264	1061
Total number of mobile phones allocated for the NNM launch					1061

Annexure III – Proposed identified MTs training locations during NNM launch

S. No.	Districts	MTs	Proposed Training Location
01	North & Middle Andaman, Ariyalur, Chennai, Dindigul, Villupuram, The Nilgiris	24	Chennai
02	Lakshadweep, Kannur, Wayanad, Malappuram	16	Cochin
03	Adilabad, Mahabubnagar, Hyderabad	12	Hyderabad
04	Bidar, Gulbarga, Bijapur, Yadgir, Bagalkot, Koppal, Ballari	28	Gulbarga
05	Davangere, Haveri, North Goa, South Goa	16	Goa
06	Mumbai, Nashik, Dhule, Buldhana, Jalna, Ahmednagar, Jalgaon, Nandurbar	32	Pune
07	Nagpur, Chandrapur, Wardha, Yavatmal, Amravati, Gadchiroli, Gondia	28	Nagpur
08	Beed, Hingoli, Nanded, Washim, Osmanabad, Parbhani, Sangli	28	Sholapur
09	Anand, Bhavnagar, Dang, Dohad, Kheda, Narmada	24	Vadodara
10	SabarKantha, Surendranagar, Vadodara, Val sad, Dadar & Nagar Haveli, Daman & Diu	24	Vadodara
11	Gwalior, Sheopur, Bhind, Ashoknagar, Tikamgarh, Chhatarpur, Guna, Singrauli	32	Gwalior
12	Indore, Dhar, Jhabua, Alirajpur, Ratlam, Mandsaur, Neemuch	28	Indore
13	Bhopal, Jabalpur, Burhanpur, Khargone(West Nimar), Chhindwara Dewas, Raisen	28	Indore/Bhopal
14	Bastar, Bijapur, Dantewada, Jashpur, Kanker, Korba, Narayanpur, Rajnandgaon	32	Raipur
15	Bargarh, Baudh, Balangir, Sambalpur, Subarnapur	20	Bhubaneshwar
16	Malkangiri, Mayurbhanj, Nabarangapur, Rayagada, Kendujhar, Koraput	24	Bhubaneshwar
17	Sawai Madhopur, Tonk, Jhunjhunun, Bharatpur, Barmer, Dausa, Dholpur, Karauli	32	Jaipur/Jhunjhunun
18	Pratapgarh, Rajsamand, Sirohi, Banswara, Dungarpur, Jalore, Pali	28	Udaipur
19	Birbhum, Dinajpur Uttar, Howrah, Maldah, Murshidabad, Purulia West District (Sikkim)	28	Kolkata/Howrah
20	Chatra, Deoghar, Garhwa, Godda, Gumla, Hazaribagh	24	Ranchi
21	Jamtara, Pakur, Sahebganj, Saraikela Kharsawan, West Singhbhum	20	Ranchi
22	Barpeta, Darrang, Dhubri, Goalpara (Assam) East Kameng (Arunachal Pradesh),	20	Guwahati
23	Chandel, Tamenglong (Manipur) Kiphire, Tuensang (Nagaland)	16	Imphal
24	Karimganj Dhalai(Tirupura) Lawngtlai, Saiha (Mizoram)	16	Silchar
25	East Khasi Hills, East Jaintia Hills, RiBhoi, West Jaintia Hills, West Khasi Hills (Meghalaya)	20	Shillong
26	Chamoli, Haridwar, Udam Singh Nagar, Uttar Kashi	16	Dehradun
27	Chamba, Hamirpur, Shimla, Solan	16	Shimla
28	Chandigarh Mewat, Panipat (Haryana) Faridkot, Ludhiana, Mansa, Muktsar (Punjab)	28	Chandigarh
29	North West, West (Delhi) Udampur (Jammu & Kashmir)	12	Delhi
30	Gorakhpur, Ambedkar Nagar, Azamgarh, Mau, Kushi Nagar, Ghazipur	24	Gorakhpur

31	Basti, Maharajganj, Sant Kabir Nagar, Siddharth Nagar, Sultanpur, Shravasti	24	Gorakhpur
32	Varanasi, Allahabad, Chandauli, Sonbhadra, Sant Ravidas Nagar, Jaunpur	24	Varanasi
33	Kaushambi, Chitrakoot, Bahraich, Balrampur, Barabanki, Mirzapur	24	Varanasi
34	Lucknow, Agra, Gonda, Sitapur, Unnao, Kanpur Dehat, Kanpur Nagar, Hardoi	32	Lucknow
35	Shahjahanpur, Pilibhit, Farrukhabad, Mainpuri, Etah, Firozabad, Aligarh, Hathras	32	Lucknow
36	Kannauj, Budaun, Rae Bareli, Faizabad, Kheri, Kanshiram Nagar, Bareilly	28	Lucknow
37	Jhansi, Mahoba, Jalaun, Banda, Auraiya, Etawah, Fatehpur, Hamirpur	32	Jhansi
38	Muzaffarnagar, Bulandshahr, Ghaziabad, Bagh pat, Meerut, Amroha, Moradabad, Rampur, Bijnor	36	Meerut
39	Purnia, Araria, Kishanganj, Madhepura, Katihar, Khagaria	24	Purnia
40	Darbhangha, Saharsa, Madhubani, Supaul, Sheohar	20	Darbhangha
41	Gopalganj, Pashchim Champaran, Purba Champaran, Saran, Muzaffarpur	20	Muzaffarpur
42	Munger, Banka, Jamui, Begusarai, Gaya, Sheikhpura, Arwal	28	Patna
43	Bhojpur, Nalanda, Nawada, Rohtas, Kaimur, Patna, Vaishali, Aurangabad	32	Patna
44	Puducherry (Yanam) – Training to 9 Anganwadi Workers	9	Yanam
Total		1061	

Annexure IV – Four days residential training schedule for identified MTs

DAY 1	
Introductions & Take Attendance	10:00 AM – 10:30 AM
Goals and objectives of ICDS-CAS	10:30 AM – 10:45 AM
Roles and Responsibilities of Master Trainer	10:45 AM – 11:00 AM
How to be an effective trainer	11:00 AM – 11:30 AM
Introduction to Smart Phone	11:30 AM – 12:00 PM
Introduction & Practice on Google Indic Keyboard	12:00 PM – 12:30 PM
Introduction to AWW App	12:30 PM – 01:00 PM
<i>LUNCH (01:00 PM – 02:00 PM)</i>	
Household Management & Practice session (Add Household)	02:00 PM – 03:30 PM
Additional forms in Household Management	03:30 PM – 05:00 PM
Evaluation of Day 1	05:00 PM – 05:30 PM
DAY 2	
Take Attendance & Recap of Day 1	10:00 AM – 11:00 AM
Adding pregnancy to female member in a household	11:00 AM – 11:30 PM
Practice Session: Adding specified beneficiary types	11:30 AM – 12:30 PM
Introduction to Continuum of CARE, Home visit Scheduler Icons	12:30 PM – 01:00 PM
<i>LUNCH (01:00 PM – 02:00 PM)</i>	
Introduction to Home Visit Scheduler	02:00 PM – 02:30 PM
Practice Session: Birth Preparedness, Delivery, PNC, EBF & CF	02:30 PM – 04:00 PM
Additional Forms in House Hold Management	04:00 PM – 05:00 PM
Evaluation of Day 2	05:00 PM – 05:30 PM
DAY 3	
Take Attendance & Recap of Day 2	10:00 AM – 11:00 AM
Introduction to Due List	11:00 AM – 12:00 PM
Growth Monitoring introduction & Practice session	12:00 PM – 01:00 PM
<i>LUNCH (01:00 PM – 02:00 PM)</i>	
Introduction to Daily Feeding	02:00 PM – 02:30 PM
Introduction to Take Home Rations	02:30 PM – 03:00 PM
Introduction to AWC Management	03:00 PM – 03:30 PM
Additional Household Forms Public/Private School admission	03:30 PM – 04:30 PM
Introduction MPR and ASR	04:30 PM – 05:00 PM
Evaluation of Day 3	05:00 PM – 05:30 PM
DAY 4	
Visit Nearest Rural Anganwadi Centre/s for practice session in the field (Bus/Van needs to be arranged by the department)	08:00 AM – 11:30 AM
Final Examination	11:30 AM -12:00 PM
Micro Planning of AWW Trainings	12:00 PM – 01:00 PM
<i>LUNCH (01:00 PM – 02:00 PM)</i>	
Doubts Clearance and close the training session	02:00 PM – 03:00 PM

Annexure V – Checklist for MTs training arrangements during NNM launch

01	Stay arrangements for identified MTs	<input type="checkbox"/>
02	Venue/Hall arrangements	<input type="checkbox"/>
03	Sitting arrangements	<input type="checkbox"/>
04	Spikes/extension cord for mobile charging to the participants table	<input type="checkbox"/>
05	Flex/Banner about the NNM launch and kick-start of ICDS-CAS MTs Training	<input type="checkbox"/>
06	Stable Internet preferably WI-FI Connection or 4G hotspot	<input type="checkbox"/>
07	LCD Projector & Screen for each hall	<input type="checkbox"/>
08	Laptop/Desktop for each hall	<input type="checkbox"/>
09	Mic with Audio System	<input type="checkbox"/>
10	White board/Flip Chart with markers	<input type="checkbox"/>
11	Folder, Notepad and Pen for participant's notes taking purpose	<input type="checkbox"/>
12	Printing of MTs Trainer Manual	<input type="checkbox"/>
13	Attendance Sheets	<input type="checkbox"/>
14	Required number of Buses/Vans for fourth day's nearest rural field visit	<input type="checkbox"/>