

TERMES DE REFERENCE POUR UN CONTRAT TEMPORAIRE

<p>Duty Station: Bujumbura, Burundi Section/Division: Health and Nutrition/Nutrition Level: TA / P3 Duration: 364 days Title: Nutrition Specialist (Multisectoral Coordination)</p>	
<p>PURPOSE OF POST: The Nutrition multisectoral project coordinator is responsible for managing, coordinating, planning, monitoring implementation, evaluation and reporting of the progress of a multisectoral Programme “No Time to Waste, Preventing Malnutrition in Children, Adolescents and Women in Burundi”. He/She will provide technical guidance and management support throughout the programming processes to facilitate the administration and achievement of concrete and sustainable results in child, adolescent, and maternal, nutrition interventions according to plans, allocation, results based-management approaches and methodology (RBM), and UNICEF’s Nutrition Global Strategy 2020-2030, standards of performance and accountability framework</p> <p>The scope will require actions to support and strengthen five key systems (food, health, water and sanitation, education, and social protection) across the following four program areas: early childhood nutrition (<5 years), nutrition of school-age children and adolescent (5–18 years), nutrition of women and mothers, early detection and treatment of wasting in early childhood and nutrition governance, across 6 provinces of Burundi (Cankuzo, Kayanza, Makamba, Muramvya, Mwaro, and Rutana).</p> <p>The incumbent will be based in Bujumbura but will travel often to follow up on implementation in the 6 provinces.</p>	<p>REPORTS TO: Nutrition Manager (P-4)</p> <p>NUMBER/LEVEL OF POSTS SUPERVISED: 1</p>
<p>Summary of key functions and accountabilities:</p> <ol style="list-style-type: none"> 1. Support to program development and planning 2. Programme management, coordination, monitoring, and delivery of results 3. Technical and operational support to program implementation 4. Networking and partnership building 5. Innovation, knowledge management and capacity building <p>1. Support to program development and planning</p> <ul style="list-style-type: none"> • Support and contribute to the preparation, design and updating of the situation analysis for the maternal, School age, adolescent, and child nutrition program to ensure comprehensive and current data from the area of the project implementation is available to guide strategy design and management of the project • Participate in strategic program discussions on the planning of nutrition programs/projects and keep abreast of development trends to enhance project management, efficiency, and delivery. • Formulate, design, and prepare the nutrition project proposals with a focus to the prevention of stunting and other forms of malnutrition, ensuring alignment with UNICEF’s Nutrition Global Strategy 202-2030, project proposal, Country Programme, regional strategies, as well as national priorities, plans, and competencies. 	<p>QUALIFICATIONS AND COMPETENCIES:</p> <p><u>Education:</u></p> <p>An advanced university degree in one of the following fields is required: nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field.</p> <p><u>Work Experience:</u></p> <p>-A minimum of 5 or more years relevant professional work experience in the management and coordination of a programme jointly implemented with UN Agencies and Government.</p>

- Establish specific goals, objectives, strategies, and implementation plans for the project components based on results-based planning terminology and methodology (RBM).
 - Prepare required documentation for project review and approval.
 - Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine priorities/competencies to ensure the achievement of concrete and sustainable results.
 - Provide technical and operational support throughout all stages of programming processes to ensure integration, coherence, and harmonization of programs/projects with other UNICEF sectors and achievement of results as planned and allocated
- 2. Programme management, monitoring, and delivery of results**
- Coordinate the multisectoral program to ensure a systemic and integrated approach for Nutrition with health, WASH, social protection, food system, and education systems as stipulated in the project funded by the Government of the Netherlands.
 - Coordinate the preparation of relevant joint documents and ensure good information flow through regular reports, joint meetings, and other relevant channels with all involved partners and local communities.
 - Ensure good coordination with other organizations working in the same areas and same sectors, in order to foster synergies and avoid duplications of intervention.
 - Monitor activities closely to ensure planned activities are carried out within time and budget and in compliance with the donor's contractual obligations. Lead overall regular joint project coordination between all involved sectors.
 - Oversee implementation through regular field visits jointly with UNICEF staff and partners capturing transformative changes in beneficiary communities and households and supporting the development of knowledge products and visibility of GoNL and UNICEF.
 - With internal and external partners, establish monitoring benchmarks, and performance indicators to assess and strengthen performance accountability, coherence, and delivery of concrete and sustainable results for the project.
 - Participate in monitoring and evaluation exercises, project /programme reviews and annual reviews with government and other counterparts to assess progress and to determine required action and interventions to achieve results.
 - Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management. Identify lessons learned and use the knowledge gained for development planning and timely intervention to achieve goals.
 - Actively monitor programmes and projects through field visits, assessments and/or exchange of information with partners and stakeholders to assess progress. Identify bottlenecks and potential problems, take timely decisions to resolve issues, and/or refer to relevant officials for timely resolution.
 - Monitor and verify the optimum and appropriate use of project resources (financial, administrative, and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments, and standards of accountability.
 - Ensure timely reporting and liquidation of resources.
 - Prepare regular and mandated project reports for management, donors, and partners to keep them informed of the progress

Having experience in management and coordination of programmes funded by GoNL will be an asset.

-Experience in working across different systems and linked to Nutrition (health, Food system, Social Protection, WASH and Education).

-Expertise in multisectoral coordination and working in partnership with different stakeholders.

-Experience in health/nutrition programme/project development and management in a UN system agency or organization

Language:

Fluency in both French and English is required. Knowledge of local language is an asset.

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

- Ensure compliance with relevant project documents and contractual obligations in close coordination with UNICEF's different involved sectors.
 - Organize donor field visits, when requested.
- 3. Technical and operational support to programme implementation**
- Provide technical guidance and operational support to government counterparts (MOH, PRONIANU, Permanent Secretariate for Multisectoral Platforms for Food Security and Nutrition, etc.), NGO partners, UN system partners (WFP, FAO, UNFPA, UNWOMEN, WHO, et...) private sector and other country office partners/donors on the interpretation, application and understanding of UNICEF policies, strategies, processes, best practices, and approaches on project and related issues to support project development planning, management, implementation, and delivery of results.
 - Participate in discussions with national partners, clients, and stakeholders on project progress and other issues related to the project
 - Draft policy papers, briefs and other strategic programme materials for management use, information and/or consideration.
 - Participate in emergency preparedness initiatives for programme development, contingency planning and/or to respond to emergencies in the project implementation area
- 4. Networking and partnership building**
- Build and sustain effective close working partnerships with nutrition sector government counterparts, National and decentralized Multisectoral Platforms for Food Security and Nutrition, and national stakeholders and other partners including NGO partners, UN system partners (WFP, FAO, UNFPA, UNWOMEN, WHO, etc...), Donors and private sector through active sharing of information and knowledge.
 - Facilitate project implementation and build the capacity of stakeholders to achieve its goals as well as social justice and equity.
 - Prepare communication and information materials for project advocacy to promote awareness, establish partnerships/alliances and contribute to the support for fundraising for nutrition programmes in general (maternal, newborn and child survival and development).
 - Participate and/or represent UNICEF in all discussions around the project, ensuring that UNICEF's position, interests, and priorities are fully considered and integrated into Government and stakeholders development planning and agenda setting.
- 5. Innovation, knowledge management and capacity building**
- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders, and to support the implementation and delivery of concrete and sustainable programme results.
 - Keep abreast, research, benchmark, and implement best and cutting-edge practices in nutrition management and information systems regarding the project. Assess, institutionalize, and share best practices and knowledge learned from the project.
 - Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable project.

United Nations Children's Fund

<ul style="list-style-type: none">▪ Organize and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on nutrition-related programmes and projects. <p>6. Other tasks as required</p> <p>Perform other duties and backup functions to other staff in the unit during their absence, as required.</p>	
---	--