

Terms of Reference for Temporary Appointment¹

TA – Nutrition Specialist, NOC, 1 year, Lusaka, Zambia

Purpose:

The Nutrition Specialist (Health Systems Strengthening and Nutrition in Emergencies) reports to the Chief-Nutrition, for supervision. The Nutrition Specialist (HSS & NiE) is the technical lead for UNICEF Zambia's Nutrition Output 2: Wasting Management and Nutrition in Emergencies, and a significant technical contributor to Output 1 (Stunting and Micronutrient Deficiencies Reduction), and Output 3 (Enabling Environment). S/he provides technical leadership for UNICEF's nutrition programming and drives technical support to the Government on integration of nutrition in health systems, and in all aspects of wasting management and nutrition in emergencies, including in strategic planning, implementation, monitoring and evaluation. S/he defines UNICEF's priority interventions to accelerate achievement of nutrition results for children in Zambia. S/he is relied on to build and sustain partnerships with key Government counterparts, donors, development partners, other UNICEF colleagues across sectors, and private sector stakeholders relevant to Nutrition at the technical level.

Responsibilities and Tasks:

With a focus on systematic and sustainable *integration of quality nutrition service delivery in the health system*, and in protecting, supporting and advancing the *nutrition rights of women and children in emergencies*, the Nutrition Specialist is responsible for the following:

1. Support to programme development and planning

- Contribute to and support the preparation, design and updating of the situation analysis for the nutrition sector(s) to ensure comprehensive and current data on maternal and child nutrition is available to guide policy development, and the design and management of nutrition programmes.
- Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussions on the planning of nutrition programmes.
- Formulate, design and prepare a sector of the nutrition programme proposal, ensuring alignment with UNICEF's Strategic Plans, Country Programme, and coherence/integration with the UN Sustainable Development Framework (UNSDF), regional strategies, as well as national priorities, plans and competencies.
- Establish specific goals, objectives, strategies, and implementation plans for the nutrition sector(s) based on results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities/competencies to ensure the achievement of concrete and sustainable results.

¹ AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

- Provide technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes with other UNICEF sectors and achievement of results as planned and allocated.

2. Programme management, monitoring and delivery of results

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators, and UNICEF/UN system indicators and measurements, to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sector in nutrition programmes.
- Participate in monitoring and evaluation exercises, 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 knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes through field visits, surveys and/or exchange of information with partners and stakeholders to assess progress. Identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum and appropriate use of sectoral programme 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 programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the interpretation, application and understanding of UNICEF policies, strategies, processes, best practices, and approaches on nutrition and related issues to support programme development planning, management, implementation, and delivery of results.
- Participate in discussions with national partners, clients and stakeholders to promote nutrition and development issues especially in the areas of emergency preparedness and maternal, newborn and child survival and development.
- 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 country.

4. Networking and partnership building

- Build and sustain effective close working partnerships with nutrition sector government counterparts and national stakeholders through active sharing of information and knowledge.
- Facilitate programme implementation and build capacity of stakeholders to achieve programme goals on maternal and child rights as well as social justice and equity.

- Prepare communication and information materials for ZCO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes.
- Participate and/or represent UNICEF in inter-agency discussions, ensuring that UNICEF's position, interests and priorities are fully considered and integrated in the UNSDF 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. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on nutrition related programmes and projects.

Minimum Qualifications and Competencies

- 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.
- A minimum of five years of professional experience in a developing country in one or more of the following areas is required: nutrition, public health, nutrition planning and management, or maternal, infant and child health/nutrition.
- Experience integrating nutrition or related priorities in health sector planning, budgeting, service delivery (including procurement and supply chain management) and monitoring systems at national and/or sub-national level is required
- Experience in health/nutrition programme/project development and management in the UN system is an asset
- Experience supporting nutrition interventions for emergency preparedness and response is an asset
- Fluency in English is required. Knowledge of a local language is an asset.

Budget Reference:

[WBS 4980/A0/05/400/003/002 and Grant SC200636 \(2024\) and RR \(January & February 2025\)](#)

Competency Profile:

Core Values (Required)	Core Competencies (Required)*
Care	• Builds and maintains partnerships (I)
Respect	• Demonstrates self-awareness and ethical awareness (I)
Integrity	• Drive to achieve results for impact (I)
Trust and	• Innovates and embraces change (I)
Accountability	• Manages ambiguity and complexity (I)
	• Thinks and acts strategically (I)
	• Works collaboratively with others (I)

*Please note: This position does not have staff supervision responsibilities.

Additionally, a strong demonstration of the following functional competencies is expected:

- Analyzing
- Deciding and initiating action
- Applying technical expertise

View our core competency framework at:

[https://www.unicef.org/careers/media/1041/file/UNICEF%27s Competency Framework.pdf](https://www.unicef.org/careers/media/1041/file/UNICEF%27s%20Competency%20Framework.pdf)

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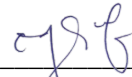
Kenanao Motlhoiwa, Chief-Nutrition



Signature and date

Reviewed by:

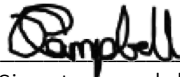
Mahlet Abraham, HR Specialist



Signature and date

Approved by

Penelope Campbell, Representative



Signature and date

1 Dec 2023