

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-Cox's Bazar: TERMS OF REFERENCE (TOR)

Job Title and Level: Health & Nutrition Officer, NOB

Section: Nutrition

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Nutrition Specialist

1. Purpose of Assignment:

The Health & Nutrition Officer provides professional technical assistance and support for programme/project design, planning, implementation, monitoring, evaluation, and administration of programme/project activities, including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of the work plan, aligned with Health & Nutrition programme goals and strategy.

2. Major duties and responsibilities:

1	<p>Accurate information, data analysis, and documentation are timely made available to contribute to situation analysis, sectoral input and reporting.</p> <p>Assists the preparation and periodic update of the Situation Analysis by compiling Health & Nutrition data, analyzing and evaluating relevant information and providing the technical input in a timely and accurate manner. Drafts chapters, prepares statistical data reports, and assists with preparation of sectoral input to the programme documents as required. Contributes to the consultation and coordination with key partners at all levels.</p>
2	<p>Technical assistance is provided in the implementation of integrated Health & Nutrition approaches through participation and collaboration with internal and external partners.</p> <p>Provides technical assistance in the integration of the Health & Nutrition & ECCD programme with other sectors in collaboration with other UNICEF sectors, particularly Health, Nutrition, CSD, HIV/AIDS, WASH, and programme communication.</p> <p>Contributes to build on intersectoral experience and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone.</p> <p>Assists in the design, planning, monitoring and evaluation of the Health & Nutrition & ECCD programme to be implemented in the locality.</p> <p>Supports the improvement of programme delivery with emphasis on sustainability of intervention and community participation based on Human Rights framework and cross sector approach to programming and Community Capacity Development.</p>
3	<p>Work plan and objectives are effectively implemented, and planned results are timely delivered through technical support and coordination.</p> <p>Assists in the development of the sectoral work plan and technical decisions as well as for administration, implementation and monitoring of sectoral project activities. Analyses data and information, and drafts progress reports; drafts changes in project work plans, as required. Monitors to ensure objectives and targets are timely met and achieved, through effective coordination and</p>

	<p>collaboration, by participating in a teamwork of professional and support staff. Support maintenance of info system for monitoring gender sex aggregated data.</p> <p>Assists in the planning and organizing training/development activities to upgrade the capacity of the Field Office staff as well as government and NGOs in the programme development, implementation and management of Health & Nutrition and ECCD programme.</p> <p>Assists in Identifying training needs and conducts relevant orientation, workshop, training and learning/development activities for the staff as well as for government personnel and beneficiaries, in collaboration with knowledge institutions.</p>
4	<p>Project efficiency and effectiveness are enhanced through effective implementation follow-up.</p> <p>Provides timely implementation follow-up, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance, and project status to build on project efficiency and effectiveness.</p> <p>Assists in identification and selection of Health & Nutrition supplies and equipment. Follows up on delivery of cash assistance and liquidation of advances and proper planning, delivery and use of supply component of the project. Ensures that activities are in accordance with plans of action. Records information on utilization of resources and distribution of supplies.</p>
5	<p>Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability. Gender sex aggregated data and inputs provided relevant to the Health & Nutrition & ECCD programme.</p> <p>Participates in the field visits to UNICEF project sites for monitoring project activities and local conditions and follows up with local government counterparts and other partners on project implementation.</p> <p>Assists in identifying necessary action for programme adjustments, acceleration, improvement and sustainability. Assists government counterparts and other partners in the planning and management of Health and Nutrition Programme.</p> <p>Reports to supervisor and/or Head of Office the outcome of programme monitoring and review meetings with Government counterparts and all other relevant partners. Drafts changes in programme work plans as required.</p>
6	<p>Transparency is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.</p> <p>Coordinating with Operations and Supply staff on supply and non-supply assistance activities, ensures UNICEF and Government partner and all implementing partners accountability.</p> <p>Liaises with local authorities to ensure timely submission of financial requests and reports. Monitors disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments; and to orientate and train Government and UNICEF implementing partners in UNICEF supply and non-supply policies and procedures. Drafts financial status reports for management as required.</p>
7	<p>Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.</p> <p>Exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives.</p> <p>Assists in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate programme information/data, and contributes to the development of communication materials and strategies to support advocacy and community participation for Health & Nutrition and ECCD; and to widen partnership with all stakeholder at national,</p>

	<p>regional, district, community and household levels as well as with funding partners including the private sector in order to accelerate achievement of Health and Nutrition related MDGs goals.</p> <p>Keeps close contacts with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Shares knowledge, information, experience and lessons learned.</p>	
8	<p>Up to date programme information is kept available and reports prepared to support the Health & Nutrition and ECCD programme by the effective implementation of integrated monitoring system.</p> <p>In consultation with monitoring and evaluation colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system, in consultation with all relevant stakeholders.</p> <p>Assists with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardized across programmes to feed into to programme performance monitoring.</p> <p>Analyses monitoring data and provides feed-forward or recommends adjustment as appropriate to ensure achievement of programme objectives.</p> <p>Assists in the timely preparation of annual sector status reports in compliance with the established guidelines and procedures. Assists in the drafting and preparation of programme reports for management, Board, donors, budget reviews, programme analysis, and annual reports, as required.</p>	
9	<p>Emergency preparedness is maintained, and in emergencies, emergency responses are effectively provided.</p> <p>Assists in the implementation of emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area.</p> <p>Provides assistance to the Country Office as required. In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the Health and Nutrition humanitarian actors within the Inter-Agency Standing Committee (IASC).</p>	
10	<p>Other assigned duties and responsibilities are effectively accomplished.</p> <p>Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.</p>	
<p>3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p> <p>EDUCATION & OTHER SKILL: MBBS, Nutrition and MPH, Child Development, Water Sanitation, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines.</p> <p>WORK EXPERIENCE:</p> <p>Two years of professional work experience in planning, programming, implementation monitoring and evaluation of health and Nutrition programmes. Professional work experience in a programme management function or a technical expert capacity in child survival & health & Nutrition care.</p> <p>Field work experience.</p> <p>Background/familiarity with Emergency.</p> <p>LANGUAGE PROFICIENCY: Fluency in English and local working language of the duty station will be an asset.</p> <p>COMPETENCIES/SKILLS: UNICEF foundational/functional competencies</p>		
<p>Core Values</p> <ul style="list-style-type: none"> ▪ Care ▪ Respect 	<p>Core competencies</p> <p>Nurtures, Leads and Manages People (1)</p>	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Analyzing (2) • Applying Technical Expertise (2)

<ul style="list-style-type: none"> ▪ Integrity ▪ Trust ▪ Accountability 	<p>Demonstrates Self-Awareness and Ethical Awareness (2)</p> <p>Works Collaboratively with others (2)</p> <p>Builds and Maintains Partnerships (2)</p> <p>Innovates and Embraces Change (2)</p> <p>Thinks and Acts Strategically (2)</p> <p>Drives to achieve impactful results (2)</p> <p>Manages ambiguity and complexity (2)</p>	<ul style="list-style-type: none"> • Learning and Researching (2) • Planning and Organizing (2)
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Child Safeguarding Certification

(to be completed by Supervisor of the post)

[Child Safeguarding](#) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2a. Is this a Direct* contact role?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3a. Is this a Child data role? *:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>5. Is this an Assessed risk role*?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No