

Terms of Reference for Nutrition Data and Information Management Officer, NO2.
(Temporary Appointment)

Duty Station: Manila
Level: NO Level 2
Duration: 364 days
Funding: SC230739 – PMNP; **WBS:** 320/AO/07/881/004/001
Supervision: Monitoring and Evaluation Officer, NO Level 2

Purpose

The **Nutrition Data and Information Management Officer** (IM Officer) will support management and implementation of the UNICEF-supported components of the Philippines Multisectoral Nutrition Project (PMNP) particularly the activities related to project measurements and capacity building on strengthening the availability and quality of health and nutrition data. The IM Officer will provide management, technical, and administrative assistance throughout the PMNP programming process from development planning to implementation, coordination, monitoring, evaluation, and reporting of project results. Under the supervision of the Monitoring and Evaluation Officer, the IM Officer will work in close coordination and collaboration with the UNICEF PMNP Team (Manila and MFO), DOH-PMNP NPMO and RPMO Teams, DOH regional offices, Local Government Units, and relevant UNICEF program section teams, institutional contractors, and consultants.

Main Tasks and Responsibilities

The IM officer shall provide management, technical, and administrative support in the delivery of project results specific to the following:

1. Strengthening availability and quality of health and nutrition data and information systems through data quality checks of PMNP-related indicators under FHSIS and OPT+ and implementation of PMNP Household Convergence Score Card
2. Evidence-generation activities, i.e., assessments/studies and evaluation) of the PMNP
3. Planning, implementation, coordination, monitoring, and reporting for the UNICEF-supported component of PMNP.

Expected Deliverables within 364 days

1. Strengthening availability and quality of health and nutrition data and information systems at national and subnational level.

- Provide management, technical, and coordination support in implementing the institutional contract engaged by UNICEF to: 1) conduct roll-out out trainings on data quality checks of selected PMNP indicators under FHSIS and OPT+ in PMNP project areas;; 2) conduct post-training supportive supervision visits to ensure that the MLGU data on PMNP-related indicators under FHSIS have undergone data quality checks, and action plans to enhance

quality of FHSIS and OPT+ data are implemented; 3) conduct TOT and roll-out training on the implementation of the Household Convergence Scorecard (HCSC) at regional and municipal levels; and 4) conduct post-training supportive supervision visits to provide coaching/mentoring support to LGUs in implementing the HCSC.

- Co-manage the Information Management (IM) consultants engaged to provide technical support in the implementation of data quality checks of PMNP-related indicators under FHSIS and OPT+, implementation of the HCSC, and other health and nutrition data-related activities at municipal and barangay levels.
- Update (as necessary) the PMNP Data Quality Check Tools and its corresponding training package considering inputs from roll-out trainings and actual utilization of the tools at the municipal and barangay levels.
- Participate as a resource person in capacity building activities on data quality checks, management, analysis, and use, to enhance the competencies of national and sub-national government partners, institutional contractor DQC team, and UNICEF IM consultants.
- Work closely and collaboratively with the UNICEF PMNP team, DOH NPMO Team, programme colleagues, LGU partners, and contractor to discuss technical, operational and implementation issues. Provide solutions, recommendations and/or alert appropriate colleagues/partners for appropriate intervention and/or decision-making.

2. Evidence-generation activities (i.e., assessments/studies and evaluation) for the PMNP

- Provide technical and coordination support in the conduct of the PMNP impact evaluation covering baseline, mid-line and endline evaluation activities.
- Provide technical and coordination support in the landscape analysis and nutrition situation assessment of the 275 PMNP municipalities, including the finalization of MLGU nutrition profile dashboards, and capacity building activities to enable MLGUs update such dashboard.
- Undertake field visits to monitor and assess the implementation of PMNP evidence-generation activities, including data quality assurance.
- Conduct analysis/data crunching using raw data from PMNP and other secondary data sources, as may be needed, by PMNP and Country Programme decision making, planning, monitoring, and reporting.
- Support in the development of presentation, interpretation, and use of health and nutrition data (including data appreciation and advocacy) within UNICEF and with government partners at all levels.

3. UNICEF-PMNP planning, implementation, coordination, monitoring, and reporting

- Provide technical support in the development and updating of the UNICEF-PMNP results matrix, and the regular progress monitoring and reporting of the result indicators as input to PMNP project management, regular project accomplishment reviews with DOH and WB, semi-annual reporting of accomplishment, cross-sectoral coordination within UNICEF, news briefs/infographics on PMNP updates and accomplishments.
- Support the preparation of regular and mandated Country Programme/PMNP Project reports for management, donors, and partners to keep them informed of programme progress.
- Participate in planning and monitoring exercises, programme reviews and annual reviews within UNICEF and/or with the government and other counterparts to assess programmes/projects and to report on required action and interventions at the higher level of programme management.
- Conduct regular programme field visit/programmatic visits, and exchange information with partners and stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution; and report on critical issues, bottlenecks, and potential problems for timely action to achieve results.

Knowledge / Expertise / Skills Required:

Education

- A 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, statistics, demography, or another data and health-related science field.
- An advanced degree or completed units is considered an asset.

Work Experience

- A minimum of five years of professional experience in country, in one or more of the following areas: nutrition, public health, planning and management, maternal, infant and child health/nutrition care, information management, research, evaluation.
- Experience in health/nutrition programme/project development in a UN system agency or organization and background of working in emergencies are considered as assets.

Language

- Fluency in English, both written and verbal is required.
- Knowledge of another official UN language or the local language is an asset.

Competency Profile

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff with Supervisory Responsibilities)

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Prepared by:	Reviewed by	Certified by:	Approved by:
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