

**Terms of Reference for Nutrition Officer, NO1.
(Temporary Appointment)**

Duty Station: Manila
Level: NO Level 1
Duration: 364 days
Funding: (SC 230739 - PMNP) **WBS:** 3420/A0/07/881/004/001
Supervision: Nutrition Officer, NO Level 2

Purpose:

The Nutrition Officer will report to the Nutrition Officer Level 2 and provide professional technical, operational, and administrative assistance throughout the Philippines Multisectoral Nutrition Project (PMNP) programming process, from development planning to implementation, progress monitoring, evaluation, and reporting delivery of results specific to the capacity building activities of the PMNP on Nutrition and Primary Care and Nutrition Leadership and Governance. In doing so, the incumbent will implement a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluation, and reporting of results.

Main Tasks and Responsibilities:

1. Support to the PMNP programme development and planning
2. PMNP Programme management, monitoring and delivery of results.
3. Technical and operational support to programme implementation
4. Networking and partnership building
5. Innovation, knowledge management and capacity building

Expected Deliverables within 364 days:

1. Support to the PMNP programme development and planning

- Support in the conduct and update the situation analysis for the PMNP for development, design, and management. Research and report on development trends (e.g., political social, economic, nutrition, health) for higher management use to enhance programme management, efficiency, and delivery of results.
- Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning, through analysis of nutrition needs and areas for intervention, and submission of recommendations for priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical programme transactions; preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM), and monitoring and evaluation of results.
- Closely coordinates with various stakeholders specifically the Department of Health (DOH) and the institutional contractors in planning strategies to operationalize the capacity building activities of the PMNP.
- Prepare required documentations and materials to facilitate the programme review and approval process.

2. PMNP Programme management, monitoring and delivery of results.

- Work closely and collaboratively with colleagues and partners to discuss operational and implementation issues. Provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision-making. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Work on a day-to-day basis with the DOH, UNICEF Consultants and the PMNP implementing contractors to provide professional technical support, operational, and administrative assistance ensuring delivery of results particularly on capacity building activities of the PMNP.
- Conduct spot checks in the various PMNP sites to ensure that activities conducted by the institutional contractors align with the capacity building plans of the PMNP.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews 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.
- Contribute to monitor and report on the use of sectoral programme resources (financial, administrative, and other assets), verifying compliance with approved allocation, goals, organizational rules, regulations/procedures, donor commitments, standards of accountability, and integrity. Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Assist in the preparation of regular and mandated sectoral programme/project reports for management, donors, and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Conduct regular programme field visits and surveys, 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. Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners, and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on nutrition-related issues to support programme implementation, operations, and delivery of results.

4. Networking and partnership building

- Assist to build and sustain effective close working partnerships with nutrition sector government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders

to achieve programme goals on maternal and child rights as well as social justice and equity.

- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes.
- Participate in appropriate inter-agency (UNCT) meetings and events on programming to collaborate with inter-agency partners and colleagues on UNDAF operational planning and preparation of nutrition programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. Innovation, knowledge management and capacity building

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research, benchmark and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

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, or another health-related science field.

Work Experience

- A minimum of one year 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 care.
- Experience in health/nutrition programme/project development in a UN system agency or organization is an asset.

Language Requirements

- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.





Competency Profile

i) Core Values

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

ii) Core Competencies (For Staff without Supervisory Responsibilities)

- 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)

Prepared by:	Reviewed by	Certified by:	Approved by:
			
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