**TERMS OF REFERENCE (TOR)**

**OF THE SUDAN ROVING SUB-NATIONAL NUTRITION SECTOR COORDINATOR**

Reports to: The National Cluster Coordinator

Duty Station: The incumbent will be based in the Field Operations and Emergency Section working remotely and from Port Sudan or any of the Field Offices with regular visits to crisis-affected states and locations where sub national sectors exist, or other locations if/as required. Office space and local travel expenses to be provided by the UNICEF.

Duration: *1 Year*

Level of the post: P-4

**BACKGROUND**

The cluster approach, introduced as part of the humanitarian reform, aims at ensuring clear leadership, predictability, and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organisations and better defining their roles and responsibilities within the different sectors involved in the response. It aims at improving the effectiveness of humanitarian response while at the same time strengthening partnerships between NGOs, international organisation and UN agencies, the international Red Cross and Red Crescent Movement.

Sudan has one of the worst nutrition indicators globally as a result of complex contributing factors including climate change, food insecurity, poor childcaring and feeding practices, poor hygiene practices and political and economic challenges faced by the country. The armed conflict that broke out since 15th April between the SAF (Sudan Armed Forces) and RSF (Rapid Support Forces) increased the number of people in need of humanitarian assistance to 24.7 million out of whom 13.6 million are children. Khartoum and Darfur states have seen the worst of the fighting resulting in loss of lives, mass displacement of population, disruption of basic social services including health, nutrition WASH and education. In addition, financial, communication and transportation systems have been severely hampered increasing the vulnerability of women and children to malnutrition.

UNICEF as nutrition cluster lead agency and in line with the Core Commitments for Children in Humanitarian Action, is fully committed to interagency humanitarian reform and supports this through provision of leadership and participation in assigned clusters and sectors.

The cluster system is active and operational in Sudan, fully supported through existing cluster support mechanisms. The complexity of the conflict has resulted in the need to strengthen state level cluster coordination as the challenges faced at state level are different in different states with Khartoum and Darfur states facing the brunt of the armed conflicts while the neighbouring states receiving large number of IDPs. Delivering supplies and life-saving services by humanitarian actors has been facing challenges of insecurity, looting, inaccessibility and limited of trained manpower among several other challenges. In addition, information on the evolving nutrition situation as well as monitoring of response actions has been suboptimal. These challenges have necessitated to beef up the cluster team’s capacity to support coordination at sub-national level is deemed vital to allow strengthening partners capacity to come together and find local solution as well as common voice on addressing the humanitarian situation.

**PURPOSE**

On behalf of the IASC Humanitarian Coordinator and the Cluster-lead agency (CLA) *[UNICEF]* and in collaboration with the Ministry of Health, and the national Nutrition Cluster Coordinator (NCC), the Sub-national Roving Nutrition Cluster Coordinator (SNCC) will provide leadership and facilitate the processes that will ensure a well-coordinated, adequate, coherent, effective and timely response by members of the Nutrition Cluster (NC) at state level.

The Sub national Roving NCC will lead the joint efforts, as well as build the capacity of the sub-national partners to implement the six core functions of a cluster, as established by IASC[[1]](#footnote-2):

* Supporting service delivery
* Informing strategic decision-making of the HC/HCT for the humanitarian response through NCC
* Prioritization, grounded in response analysis
* Advocacy
* Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
* Build national capacity for contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
* Moreover, the NCC must make sure all cluster members integrate the principles and practices of accountability to affected population[[2]](#footnote-3) in the nutrition humanitarian response, for which the above list has been later renamed as the 6+1 functions.

**TASKS, RESPONSIBILITIES AND DELIVERABLES**

The Sub national Roving NCC main tasks include, but are not limited to, the following:

**General**

* Regularly liaise with the sub national cluster coordinators to identify progress, gaps, bottlenecks and challenges in implementation of nutrition responses, surveys/assessments/analysis, communicate/feedback to the National Cluster and propose corrective actions
* Support in the existing sub national cluster coordinators in organising regular meetings to coordinate the nutrition response and address common challenges in selected states facing humanitarian crisis.
* Strengthen the capacity of the sub-national clusters.
* In consultation with the NCC and Nutrition Cluster SAG, identify and prioritize states that will require activation of the sub-national cluster coordination
* In consultation with NCC and UNICEF Chief of Nutrition, identify cluster focal points from UNICEF field offices and NGO partners to ensure smooth and regular cluster coordination functions are maintained
* Ensure cluster members contact list is regularly updated.
* Facilitate information exchange within and outside the cluster through emails, WhatsApp and other appropriate platform agreed by the sub-national nutrition cluster members

Proactively engage in relevant strategic coordination mechanism on identified themes (Cash and Voucher assistance, AAP, integration, humanitarian access etc.)

**Need assessment and analysis**

* Ensure the development and implementation of the sub-national need assessment plan by each of the sub-national cluster teams.
* Ensure the assessment results and data are shared with the national cluster team for archiving in the national database.
* Ensure that the assessment reports are available widely and in a timely manner.
* Ensure that there is a data quality assurance and validation mechanism is set up under the cluster.
* In consultation and coordination with the NCC, ensure that states partners in [articular the SMOH participate actively in the implementation of IPC Acute Malnutrition Analysis where appropriate.
* In the absence of the IMO perform all its duties including the collection, analysis and sharing of information relevant to the NC partners. Please refer to the IMO TOR for more information
* Lead the development of the needs’ analysis, including nutrition sector contribution to the HNO at national level
* When relevant, aggregate nutrition assessment data from multiple sources and appropriate analysis and interpretation of assessment results.
* Ensure contribution to the intersectoral needs assessments and analysis, including for the HNO.
* Ensure appropriate analysis and interpretation of the programme data.
* Ensure affected population are consulted in the planning and implementation of nutrition assessments.
* Ensure assessment findings are fed back to affected population.
* Ensure cross cutting issues (including gender/age, child protection, disability, DRR…) are reflected in the nutrition section of the HNO.
* Contribute to relevant OCHA products at sub-national level (4W maps, HRP progress report, sitreps…).

**Strategic response plan**

* Define, with cluster members, geographical, population and programmatic priorities.
* Define, with cluster members, solution to cover priorities and gaps.
* Support the double hatting sub national coordinators in their hubs in developing a nutrition cluster/sector strategic response plan that support implementation of the national level HRP and state level workplans.
* Ensure affected population perspectives and contribution are considered into the nutrition cluster state level response plan.
* Ensure crosscutting issues (including gender/age, child protection, disability, DRR, early recovery, local capacity building…) are considered in the sub national nutrition cluster response plans.
* Develop mechanism to avoid project duplication.
* Contribute to the inter-cluster coordination group and to other relevant clusters (Health, Food Security and livelihoods, WASH, …).at sub national levels
* Support and contribute to the development of the advocacy strategy for the cluster national level

Advocate and follow up with partners on the implementation of the minimum integrated package in states.

**Support Resource mobilisation at sub national level.**

* Participate and advocate for inclusion of nutrition among the prioritized responses and allocation of limited resources whose process start at sub national level before they are sub submitted at national level.
* Share and discuss with cluster partners funding opportunities at sub national level
* In consultation with the sub national level coordinators, ensure clear and transparent selection of nutrition sector partners of funding opportunities originating from consultations at sub national level
* Share and discuss with cluster partners funding opportunities.

**Implementation and monitoring**

* Develop/implement a NC monitoring and reporting framework.
* Encourage all relevant actors in the nutrition sector to be part of the nutrition cluster.
* Identify and consolidate operational and technical issues and raise with the NCC for further review and overall guidance by the national level TWGs or SAG Ensure availability of the latest country-specific technical guidance for the nutrition cluster (CMAM, IYCF, WASH in NUT, cash transfers…) in the states
* Support nutrition sector partners in the states as well as SMOH in following up site level implementation of national level agreed guidelines and circulars from the FMOH.
* Provide translation in the local language when needed.
* Provide regular updates to partners on technical (national and global) matters.
* Ensure nutrition cluster members are aware of protection and GBV referral pathways.
* Ensure AAP mechanism are incorporated in the cluster response, monitored and used for decision making.
* Support the sub national coordinators in the CCPM exercise and the implementation of the action points.
* Engage/coordinate with other clusters/sectors, initiatives (SUN…).
* Develop and update a nutrition cluster reporting system with SOP aligned with national ones.
* Harmonise reporting tools and make guidance available.
* Ensure affected population concerns and feedback are considered in the cluster monitor system and analysis.
* Ensure monitoring data are fed back to affected populations.
* Facilitate the collection/sharing of lessons learnt.
* Contribute to evaluations covering partners’ project and lead evaluation of the nutrition cluster response.
* Conduct monitoring visits to monitor the evolving situation and responses being implemented in states, locality and sites if security and access allows.

**Operational peer review and evaluation**

* Support HC/HCT in the peer review of humanitarian response as needed

**Preparedness**

* In collaboration with development actors, nutrition related risk analysis is conducted, and risk profile is updated periodically.
* Cluster minimum preparedness actions are determined, implemented and monitored.
* Where the likelihood and impact of hazards is significant, lead development and implementation of advanced preparedness actions.
* Conduct capacity mapping and lead development of and implementation of a capacity development plan for partners.
* In consultation with sectors in the respective states, support and guide the sub national coordination team to develop an emergency preparedness and response plan (ERP).

1. Guideline: Cluster Coordination at Country Level. IASC 2015. [↑](#footnote-ref-2)
2. For more details see the [Nutrition Cluster Operational Framework on AAP](http://nutritioncluster.net/resources/nutrition-cluster-operational-framework-aap/) and the [Nutrition Cluster Guidance on Mainstreaming AAP](http://nutritioncluster.net/resources/guidance-mainstreaming-aap-core-people-related-issues-hpc-cluster-system/). [↑](#footnote-ref-3)