**TERMS OF REFERENCE**

 (FOR Temporary Appointments)



|  |
| --- |
| **UNICEF-BCO: TERMS OF REFERENCE (TOR)** |
| **Job Title and Level: Nutrition Specialist (Humanitarian Development nexus ) - NOC** |
| **Section: Nutrition Section** |
| **Duration: 364 days** |
| **Duty Station: Dhaka** |
| **Reports to: Nutrition Specialist (P3)** |
| 1. **Purpose of Assignment:**

Under the direct supervision of Nutrition Specialist (P3), the Nutrition Specialist (NoC) is responsible for liaising and managing relations with key ministries at the national level within the context of a project targeted at building resilience for Rohingya Refugees and host communities in Cox’s Bazar and support coordination between national and Cox’s Bazar level government authority i..e DAE, DLS. The Nutrition Specialist, in coordination with section colleagues, will thereby liaise intensively to support the further development and roll-out of a minimum package of nutrition interventions and generate evidence for scale-up within multiple line Ministries. The project is set within a humanitarian-development nexus context; the influx of refugees has increased and emphasized the local communities’ vulnerabilities. The project aims to address these vulnerabilities through a system strengthening approach, building local capacities in order to build the resilience of communities, systems, and governance congruently. Nutrition outcomes are dependent on a variety of factors, such as access to essential nutrition services, healthy diets, and access to social protection support for the most vulnerable. As such, to achieve improved nutrition depends on different systems, most notably the health system, food system, and social protection system, as well as WASH. In this context, engagement with both national-level Government counterparts for their guidance and instructions, and district-level Government counterparts for their action and support, is necessary to build systemic change for communities. In addition, the Nutrition Specialist will lead some of technical work related to the development of programme guidelines including those related to emergency and humanitarian-development nexus. |
| 1. **Major duties and responsibilities:**
 |
| 2.1 | **Liaise with key ministries (e.g. Ministry of Health and Family Welfare, Ministry of Agriculture, Ministry of Women and Children Affairs, Ministry of Live Stocks and Fisheries) at the national level and UNICEF to ensure effective coordination and streamlining of activities on a day-to-day basis*** Develop and maintain conducive relations with key ministries
* Conduct regular consultations with national ministries on project activities, aligning with project goals and objectives, and contributing to system strengthening
* Support to monitor, analyse, and evaluate project activities and prepare project updates to share with Government on a regular basis
 |
| 2.2 | **Strengthen capacity for building humanitarian development nexus and coordination at national and district levels (Cox Bazaar) to implement project activities in a coordinated and complementary manner*** Provide technical support for coordination between ministries and directorates at national and district level, both horizontally and vertically, and mainstreaming of nutrition in project-relevant Government programmes
* Organize quarterly joint coordination meetings with Government stakeholders from key ministries to support planning and review project progress
* Organize and coordinate joint monitoring visits with Government stakeholders from key ministries to oversee project activities
* Liaise and coordinate with other nutrition-relevant development partners to strengthen synergies, complementarities, and linkages with nutrition-relevant programmes (including nutrition sensitive programs) both through existing platforms such as the Nutrition and Food Security Clusters, as bilaterally
 |
| 2.3 | **Ensure alignment of project activities with the Minimum Multi-Sectoral Package of Nutrition and evidence standards** * Coordinate and document lessons learned on project nutrition activities within UNICEF and with Government to support refining of Minimum Multi-Sectoral Package of Nutrition
* Enable triangulation of district coordination of nutrition activities through DNCC and UNCC with central line ministries, in coordination with national consultant at BNNC and technical supervisor
* Develop and maintain evidence standards for the project, including a theory of change, results framework, evidence plan, and sustainability plan
* Support evidence generation and knowledge sharing, in coordination with UNICEF SPEAR section, among public institutions involved in the project at the central and sub-national level to support advocacy for resource mobilization for the multi-sectoral nutrition approach
* Provide technical support throughout all stages of programming processes to ensure integration, coherence and harmonization of programs/projects with other UNICEF sectors and achievement of results as planned and allocated
* Establish results-oriented, two-way communication channels between UNICEF and national Ministries to promote and strengthen the multi-sectoral approach for nutrition in support of the project
 |
| 2.4 | **Support planning and monitoring of project activities as part of the project implementation team** * As part of the project implementation team, support design, planning and tool development, implementation and monitoring of the project within both Government and UNICEF, ensuring strong fidelity of implementation and continuous data analysis for learning and building evidence of progress and impact
* Contribute in the development of regular donor reports and other formal communications with the donor
* With the team in Cox’s Bazar, prepare regular/project reports for management, donors and partners to keep them informed of program progress; support donor visits.
* Communicate and coordinate with the donor as and when required
 |
| 2.5 | **Internal coordination for activities on humanitarian development nexus for nutrition** * Coordinate with other UNICEF sections in Dhaka and Nutrition Cox’s team on project-related relevant activities implemented by DAE, DLS and other partners/stakeholders
* Ensure synergies, complementarities and alignment with relevant sections activities
 |
| 2.6 | **Technical lead to support relevant Ministries to improve the programme guidelines, training materials for multisectoral programmes, emergency and Humanitarian-Development Nexus.*** Provide technical support to finalize the adaptation of Guidelines for Farmer Field Nutrition School (FFNS)
* Led the development of IYCF-E Training Modules and materials
* Lead the adaptation of SAM training materials and incorporate them into the existing government’s Comprehensive Competency-based Training for Nutrition (CCTN) approach
* Lead the adaptation of updated Global SAM Guidelines to include SAM management for infants <6months old
 |
| 3 | **QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)****EDUCATION & OTHER SKILL:** An advanced university degree in one of the following fields is required:  nutrition, public health, nutritional epidemiology, global/international health and nutrition, Agronomy, Development studies, policy and/or management,. **WORK EXPERIENCE:** * A minimum of five years of professional experience in the field of nutrition is required.
* Experience in coordinating multi-sectoral nutrition programs, in particular essential nutrition services, agriculture, food security and social protection, and coordinating between different stakeholders at different levels is required.
* Experience in working and coordinating with the relevant ministries, including agriculture, health and women and children affairs is desirable.
* Experience developing and implementing M&E frameworks and conducting quantitative and qualitative research or other evidence generation and knowledge management activities, particularly in the areas of nutrition.
* Experience in health/nutrition programme/food security/social protection project development in a UN system agency or organization is an asset.

**LANGUAGE PROFICIENCY:** Fluency in English and Bangla is required.  |
| 4 | **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** |
| **Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability
 | **Core competencies*** 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)
* Drives to achieve impactful results (2)
* Manages ambiguity and complexity (2)
 | **Functional Competencies**:* Communication (2)
* Working with people (2)
* Relating and networking (2)
* Analyzing (3)
* Applying technical expertise (3)
* Deciding and Initiating action (2)
 |
| **Approvals** | **Name** | **Signature & Date** |
| ***Supervisor of the post*** *Confirms by signing:* *1) that the JD describes the responsibilities and requirements of the post;**2) that the funds are available to fill the post* |  |  |
| ***Chief of Section or Field Office*** |  |  |
| ***Chief Human Resources*** |  |  |
| ***Chief of Field Services*** *(If applicable)* |  |  |
| ***Deputy Representative Programme*** |  |  |
| ***Representative*** |  |  |

 **Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) 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.

|  |  |
| --- | --- |
| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below.  | [ ]  Yes [x]  No  |
| 2a. Is this a Direct\* contact role?2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.*\*“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.*  | [ ]  Yes [x]  No[ ]  Yes [x]  No |
| 3a. Is this a Child data role? \*:3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)*\* “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”.* | [ ]  Yes [x]  No[ ]  Yes [x]  No |
| 4. Is this a Safeguarding response role\**\*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* | [ ]  Yes [x]  No |
| 5. Is this an Assessed risk role\*? *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | [ ]  Yes [x]  No |

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)