

Terms of Reference for Nutrition Officer (Temporary Appointment)

Duty Station: Cotabato
Level: NO Level 2
Duration: 364 days
Funding: 3420/A0/06/001/005; Grant: 100% CIFF Funded (SC 200853)
Supervision: Health and Nutrition Specialist, NO-C

Purpose

The Nutrition Officer will support the coordination, planning, monitoring and reporting of UNICEF's nutrition programming in BARMM. Reporting to the Health and Nutrition Specialist, the Nutrition Officer will implement a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluation, and reporting of results. The incumbent will ensure overall efficiency and effectiveness of nutrition programming and achievement of concrete and sustainable results in maternal and child nutrition. He/she will also support regular review of project plans and adjustment in the case of public health emergencies e.g. COVID-19 and the recurring human-induced and natural hazard-caused calamities in preparation for the new cycle of the Country Programme in the Philippines.

MAIN TASKS AND RESPONSIBILITIES:

1. Support to programme development and planning
2. 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 programme development and planning

- Conduct and update the situation analysis for the programme sector(s) for the development, design and management of nutrition related programmes/projects to address all forms of malnutrition in BARMM. Research and report on development trends (e.g. political social, economic, nutrition, health and ongoing COVID-19 pandemic, recurring calamities) 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.
- Prepare required documentations and materials to facilitate the programme review and approval process.
- Regularly review the nutrition programming in BARMM ensuring planning assumptions and implementation is adjusted in the rapidly changing context and with recurring human-induced and natural hazard caused calamities

2. Programme management, monitoring and delivery of results

- Work closely and collaboratively with colleagues across the various sectors 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.
- 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.
- 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.
- Prepare 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.
- Participate in discussions with national partners, clients, and stakeholders to promote nutrition and development issues especially in the areas of emergency preparedness, PIMAM, food systems, ECCD and maternal, newborn and child survival and development including nutrition in middle childhood and adolescence.

4. Networking and partnership building

- Build and sustain effective close working partnerships with nutrition sector government counterparts and BARMM regional 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 MFO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes.
- Participate in appropriate inter-agency meetings (e.g. MHT) and events on programming to collaborate with inter-agency partners and colleagues on the operational planning and preparation of nutrition programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the 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

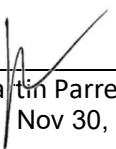



A university degree in one of the following fields is required: nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, nutritional epidemiology, or another health-related science field

Work Experience

- A minimum of two years 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

- Fluency in English is required.
- Knowledge of another official UN language or local language of the duty station is considered as an asset.

Prepared by:	Reviewed by	Certified by:	Approved by:
			
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