

## TERMS OF REFERENCE- Temporary Appointment

### Summary

<b>Post Title</b>	<b>Health and Nutrition Officer</b>
<b>Proposed level</b>	NOB
<b>Location</b>	Gedaref, Sudan
<b>Duration</b>	364 days
<b>Supervisor</b>	Gedaref Emergency Coordinator
<b>WBS &amp; Grant</b>	

### Background

In early November 2020, the UN recorded an influx of asylum seekers at border entry points in East Sudan from Ethiopia, following military confrontations between the Ethiopian Defence Force (EDF) and Tigray Regional Security Forces (TRSF). As of September 2021, there are currently 48,321 refugees (28,374 refugees, including 12,690 children, reside in camps; 9,947 refugees, including 3,283 children, reside out of camps). Fighting along the Sudan-Ethiopian border continues. The existing inter-agency emergency refugee response plan (Nov. 2020 – Dec 2021) foresees an influx of up to 120,000 refugees from Ethiopia, including some 100,000 refugees of Tigray ethnicity into Kassala/Gedaref States.

The State Government of Gedaref, represented by the Commission of Refugees (COR), is leading the overall humanitarian response. UNHCR, in close collaboration with and under the leadership of COR, leads the overall coordination efforts across the response. UNICEF and UNHCR co-lead WASH and Education, Child Protection Sub-Working Groups. The H&N Working Group (WG) is co-led by COR and UNHCR under the overall leadership of State Ministry of Health. UNICEF. UNICEF programming approach to this response has aimed to build capacities of the government institutors at the state and locality level. Most of the programme interventions are implemented through the state ministries and line departments and address the needs of both refugees and host communities. The response interventions aim to provide a strong basis for longer term development of the local populations through system and capacity development.

### Purpose

Under the supervision and direction of the Gedaref Emergency Coordinator, in coordination with the Chief of Field Office and Health and Nutrition officers in Kasala office, the Health and Nutrition officer will provide professional technical assistance and support for programme/project design, planning, implementation, monitoring, evaluation, and administration of programme/project activities, including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of the work plan, aligned with Health & Nutrition programme goals and strategy.

### MAIN DUTIES AND RESPONSIBILITIES

KEY ACCOUNTABILITIES and DUTIES & TASKS

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

1. Accurate information, data analysis, and documentation are timely made available to contribute to situation analysis, sectoral input and reporting.

Assists the preparation of periodic update of the Situation Analysis and the status of the delivered H&N response by compiling and analyzing Health & Nutrition data and providing the technical input in a timely and accurate manner. Prepares statistical data reports and assists with preparation of sectoral input to the programme documents as required. Contributes to the consultation and coordination with key partners involved in Ghadarif response at all levels.

2. Technical assistance is provided in the implementation of integrated Health & Nutrition approaches through participation and collaboration with internal and external partners.

Provides technical assistance in the integration of the Health & Nutrition programme with other sectors in collaboration with other UNICEF sectors, particularly C4D, WASH, and communication. Contributes to build on intersectoral experience and establish partnerships to promote innovative approaches to address immediate and underlying determinants of maternal, newborn and child health and nutrition, recognizing that health and nutrition outcomes are not the results of action in the health and nutrition sectors alone. Assists in the design, planning, monitoring and evaluation of the Health & Nutrition programme to be implemented within Ghadarif response. Supports the improvement of programme delivery with emphasis on sustainability of intervention and community participation based on Human Rights framework and cross sector approach to programming and Community Capacity Development.

3. Work plan and objectives are effectively implemented and planned results are timely delivered through technical support and coordination. Gender sex aggregated data and inputs provided as relevant to the Health & Nutrition programme.

Assists in the development of the annual work plan and technical decisions as well as for administration, implementation and monitoring of H&N sectoral projects activities. Analyses data and information, and drafts progress reports; drafts changes in project work plans, as required. Ensure objectives and targets are timely met and achieved, through effective monitoring, coordination and collaboration with UNICEF team and key stakeholders. Support maintenance of info system for monitoring gender/ sex aggregated data. Assists in Identifying training needs and support planning and organizing training/capacity development activities to upgrade the capacity of government and NGOs staff in the programme development, implementation and management of Health & Nutrition programme, as well as conducting relevant orientation sessions/ workshops to targeted beneficiaries. Provide technical support to the field office in the formalization of implementing partnerships with government, civil society organizations and other implementing partners in line with relevant policies, procedures and guidelines, including the CSO Procedure and guidance on work plans.

4. Project efficiency and effectiveness are enhanced through effective implementation follow-up.

Provides timely implementation follow-up, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance, and project status to build on project efficiency and effectiveness. Assists in identification and selection of Health & Nutrition supplies and equipment. Follows up on delivery of cash assistance and liquidation of advances. Ensure proper planning, delivery and use of supply component of H&N interventions. Ensures that activities are in accordance with plans of action. Records information on utilization of resources and distribution of supplies. Coordinated with Operations and Supply staff on supply and non-supply assistance activities, ensures UNICEF and Government partner and all implementing partners accountability. Monitors disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments; and to orientate and train Government and UNICEF implementing partners in UNICEF supply and non-supply policies and procedures. Drafts financial status reports for management as required.

5. Project implementation progress is monitored for adjustment and improvement of program delivery and sustainability.

Participates in the field visits to UNICEF project sites for monitoring H&N activities, and follows up with local government counterparts and other partners on H&N interventions implementation. Assists in identifying necessary action for programme adjustments, acceleration, improvement and sustainability. Assists government counterparts and other partners in the planning and management of Health and Nutrition Programme. Reports to supervisor and/or Head of Office the outcome of H&N programmes monitoring and review meetings with Government counterparts and all other relevant partners. Drafts changes in programme work plans as required.

6. Effective partnership and working relationships are maintained for advocacy, technical coordination, information sharing and knowledge networking.

Exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives. Assists in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate programme information/data, and contributes to the development of communication materials to support advocacy and community participation for Health & Nutrition; and to widen partnership with all stakeholder at locality, community and household levels. Keeps close contacts with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Shares knowledge, information, experience and lessons learned.

7. Emergency preparedness is maintained, and H&N emergency responses are effectively provided.

Assists in the implementation of emergency preparedness plan relating to Health & Nutrition. Assists in monitoring and assessing the nature and extent of the emergency in the targeted area. Provides assistance to Ghadrif Office as required. In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the Health and Nutrition humanitarian actors within Ghadrif coordination forum/ sub-clusters.

8. Other assigned duties and responsibilities are effectively accomplished.

**Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.**

**Expected background and Experience**

**UNICEF values and competency Required (based on the updated Framework)**

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**i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

<b>VI. Recruitment Qualifications</b>	
Education:	University degree in Public Health and Nutrition, Child Development, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines.
Experience:	Two years of professional work experience in planning, programming, implementation monitoring and evaluation of health and nutrition programmes. Professional work experience in a programme management function or a technical expert capacity in child survival & health care. Developing field work experience. Background/familiarity with Emergency response.
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.

**Duty Station and Travel:** Gedaref, Sudan

***Prepared by:***

Date:

***Reviewed by:***

Date:

***Certified by:***

Date:

***Approved by:***

Date: