

Terms of Reference
Nutrition Coordinator

01. Justification and Purpose of assignment:

The results of National Nutrition Survey 2011, were eye opening for the policy makers from every department; especially health. An urgent response was initiated and the Government of Punjab constituted a Steering Committee under Chairmanship of Chairman Planning & Development Board, with secretaries of all relevant departments such as Finance, Education, Social Welfare, Food, and Agriculture as members. International Development Partners and UN Agencies were also represented on the Steering Committee. The Steering Committee formed a Technical Working Group with Program Director, Punjab Health Sector Reforms Program, as its convener. Technical Working Group came up with the draft Policy Guidance Notes on Multi-Sectoral aspects on malnutrition with technical assistance provided by UNICEF, Micro-Nutrient Initiative and the World Bank. The Policy Guidance Notes were approved by the Steering Committee on February 07, 2013. It was decided at the Dissemination Workshop of the Policy Guidance Notes that the six sectoral groups constituted within the Technical Working Group would continue to work on developing strategic plans on the basis of approved Policy Guidance Notes.

Policy & Strategic Planning unit (PSPU), under the guidance of P& D took the lead with the technical and financial support of UNICEF and engaged consultants for the development of multi sectoral Nutrition Strategy (MSNS) ,based upon the Policy Guidance notes. With an effective coordination mechanism, liaising with all the working groups and taking note of various timelines set by all groups, the Multi sectoral Nutrition Strategy was developed and reviewed by the TWG. The recommendations of TWG were incorporated into the MSNS and presented before the Steering committee for approval which approved the Strategy in January 2015.

The Punjab Multi-Sectoral Nutrition Strategy is designed to ensure that every sectoral plan works effectively at all levels, from provincial to local. Each sector will implement its assigned plans in a coordinated manner and will be monitored both sectorally and multi-sectorally. A robust coordination mechanism is required for a timely liaison with all the sectors and stake holders for a successful Implementation of the Strategy. For the purpose, PSPU requested UNICEF for support and placement of a Nutrition Coordinator to accomplish the task.

02. Duty station: Lahore

03. Supervisor:

- Mr. Ali Bahadur Qazi, Programme Director, PSPU, Lahore
- Dr. Qurrat-ul-Ain, Nutrition Officer, UNICEF Punjab

04. Major tasks to be accomplished:

Overall task is to support and coordinate closely with all relevant government sector departments and the nutrition development partners for a smooth and effective implementation of Multi sectoral Nutrition Strategy (MSNS)

Specific tasks are:

1. Organize and facilitate a MSNS dissemination workshop in Punjab.
2. Coordinate and monitor the progress of development of PC-1, Operational Plans and work plans by the sectors as envisaged in the MSNS.
3. Prepare monthly reports of progress made by each sector on standard formats
4. Organize the meetings of Technical working Group (TWG)/Steering Committee, make logistic arrangements, circulate minutes and maintain the record.
5. Coordinate and liaise with SUN Secretariat at P & D department for updates on events/meetings under Scaling up Nutrition (SUN) Initiative in the province and circulate minutes.
6. Coordinate and share updated information regarding Nutrition related meetings /events /workshops in the province

05. Deliverables:

The following key deliverables are expected:

1. MSNS dissemination report
2. Compiled monthly progress report of all the sectors
3. Reports and minutes of Progress review meetings of TWG and Steering Committee /PMAC
4. Monthly activity plan and progress report submitted to UNICEF and PSPU
5. Progress reports and minutes of all meetings under SUN initiative

06. Time-Frame: 12 months

- Starting Date : 01 August , 2015
- Completion Date : 31 July , 2016

07. Payment Schedule:

- A consultancy fee of PKR 100,000/- to 150,000/-, as per qualification and experience, shall be payable every month on successful submission of deliverables
- DSA/Travel cost shall be payable as per UNICEF rules with prior approval of the mission from supervisor and submission of travel claim with approved TA.

08. Qualifications or specialised knowledge/experience required:

- MBBBS with MPH, Masters in Human Nutrition or equivalent from a recognized university.
- Experience of at least 5 years in Nutrition related projects
- Experience of working in govt. sectors with an understanding of government policy framework and nutrition issues
- Strong coordination and communication (verbal and written) skills
- Well versed with IT based work environment