Terms of Reference for Nutrition Officer – Information Management
(Temporary Appointment)

Duty Station: Cotabato
Level: NO Level 1
Duration: 364 days
Funding: SC250206 (CNF)
Supervision: Nutrition Officer, NOB

Purpose
The Nutrition Officer – Information Management (NOA) will report to the **Nutrition Officer (NOB)** and provide professional technical, operational and administrative assistance across the nutrition programming cycle, from evidence generation and programme design to implementation, monitoring, reporting and learning, with a particular focus on BARMM. The incumbent will play a central role in managing the health and nutrition information systems and products that underpin programme decision-making, while supporting the delivery of results with government counterparts, LGUs, BARMM institutions and implementing partners.

Specifically, the incumbent will generate and use evidence on nutrition issues, programme performance, bottlenecks and implementation environments to inform programme design, planning and results-based management (RBM); support the management and monitoring of assigned programme components, including implementation, expenditure, supplies, partner performance and risks, and prepare progress, donor and management reports; provide technical assistance and quality assurance to counterparts and partners across maternal nutrition, infant and young child feeding (IYCF), prevention and management of wasting, micronutrients, adolescent nutrition, social and behaviour change (SBC) and nutrition in emergencies; contribute to partnerships, representation and advocacy for policy dialogue and resource mobilization; and document and share lessons learned while supporting capacity development and innovation.

As the programme's information-management focal point, the incumbent will manage defined datasets, trackers, dashboards and recurring information products, and coordinate routine data submission, validation and follow-up with subnational counterparts and implementing partners. All work will be carried out under the close technical and programmatic guidance of the supervisor, with significant data-quality, confidentiality, interoperability, access or reporting issues escalated for timely resolution.

MAIN TASKS AND RESPONSIBILITIES:
1. Analysis, Evidence & Programme Design
2. Programme Management, Monitoring & Reporting
3. Technical Assistance & Quality Assurance
4. Partnerships, Representation & Advocacy
5. Knowledge Management, Capacity Development & Innovation
6. Health & Nutrition Information Management

Expected Deliverables within 364 days:

1. **Analysis, Evidence & Programme Design**
   Generating and using evidence to shape how the programme is designed and steered.
   - Research and analyze BARMM and national political, nutritional, social and economic development trends, and conduct and update analyses of nutrition issues, programme performance, bottlenecks and implementation environments. Collect, analyze, verify and synthesize information to facilitate programme development, design and preparation.

- Contribute technical inputs to country programme planning, workplans, programme documents, funding proposals and partnership instruments, preparing technical reports and inputs that are accurate, timely and relevant.
- Facilitate the development of sectoral programme goals, objectives, strategies and results-based planning through analysis of nutrition needs and areas for intervention. Formulate results, indicators, targets, strategies and risk-management measures using results-based management (RBM) approaches, and submit assessments for priority and goal setting.
- Prepare the required documentation and materials to facilitate the programme review and approval process, in compliance with organizational processes and management systems.

2. **Programme Management, Monitoring & Reporting**

   Running assigned components and keeping delivery, spending and results on track.

   - Manage assigned programme components and monitor implementation, expenditure, supplies, partner performance, risks and results, working closely with colleagues and partners to collect, analyze and share information on implementation issues.
   - Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocations, goals, organizational rules, regulations and procedures, donor commitments, and standards of accountability and integrity. Report issues identified for timely resolution by management and stakeholders and follow up on unresolved issues until they are resolved.
   - Undertake field monitoring visits and surveys across BARMM, document findings, and follow up agreed actions with partners and stakeholders.
   - Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts and prepare minutes and reports on results for follow-up action by management and other stakeholders.
   - Analyze programme data and prepare progress reports, donor reports, management updates and inputs for sectoral programme reporting.
   - Identify bottlenecks and potential problems, recommend adjustments, acceleration measures and corrective action, and alert appropriate officials and stakeholders where higher-level intervention or decisions are needed.

3. **Technical Assistance & Quality Assurance**

   Providing the nutrition-technical backbone to partners and counterparts, and safeguarding quality.

   - Provide technical guidance and operational support to government counterparts, LGUs, BARMM institutions, NGO and civil society partners, UN system partners and implementing partners on the application and understanding of UNICEF policies, strategies, processes and best practices on nutrition, to support programme implementation, operations and delivery of results.
   - Support interventions across maternal nutrition, infant and young child feeding (IYCF), prevention and management of wasting, micronutrients, adolescent nutrition, nutrition information, social and behavior change (SBC) and nutrition in emergencies.
   - Review partner plans, technical products and approaches, and assure compliance with agreed standards. Take appropriate action to resolve technical issues and/or refer them to relevant officials for resolution.
   - Support emergency preparedness, assessment, coordination and response for nutrition, including in conflict- and disaster-affected areas of BARMM.

4. **Partnerships, Representation & Advocacy**

   Building the relationships and coordinated action that let the programme influence policy and mobilize resources.

   - Build and sustain close working relationships with government, LGUs, implementing partners, UN agencies, civil society and academia at national and BARMM levels, through active sharing of information and knowledge to enhance programme implementation and build the capacity of stakeholders to deliver concrete and sustainable results.
   - Prepare strategic briefs, advocacy and communication materials, and inputs for policy dialogue, partnership development and resource mobilization, including research on potential donors and briefs for fundraising for nutrition programmes.

5. **Knowledge Management, Capacity Development & Innovation**

   Capturing what works, growing the people around the programme, and pushing quality and scale.

   - Document implementation experience, good practices and lessons learned. Identify, capture, synthesize and share them for knowledge development, and maintain organized records of reports and assessments for easy reference and to institutionalize lessons learned.
   - Design capacity-development initiatives, participate as a resource person in capacity-building activities, and coach consultants, partners and junior personnel to strengthen the competencies of stakeholders.
   - Promote evidence use, innovation, digital solutions and knowledge exchange. Apply innovative approaches and research and benchmark good and cutting-edge practices for knowledge products and systems, to support the delivery of concrete and sustainable programme results.

6. **Health & Nutrition Information Management**

   Running the data systems and information products that feed the rest of the programme, under defined technical guidance.

   - Provide health and nutrition information-management support under the close technical and programmatic guidance of the supervisor.
   - Manage defined datasets, trackers, dashboards and recurring information products, applying quality checks and maintaining documentation to ensure information is accurate, timely and relevant.
   - Coordinate routine data submission, validation and follow-up with subnational counterparts and implementing partners in BARMM.
   - Escalate significant data-quality, confidentiality, interoperability, access or reporting issues to the supervisor for timely resolution.

Knowledge / Expertise / Skills Required:

Education

- A university degree in nutrition, public health, epidemiology, health information management, statistics, data science, monitoring and evaluation, health sciences, or another related field.

Work Experience

- A minimum of one year of relevant professional experience in health or nutrition information management, programme monitoring, data management, statistics, epidemiology, public health or a related area. Experience supporting government or development programmes is desirable.
- Experience in health/nutrition programme/project development in a UN system agency or organization is an asset.

Language:
-Fluency in English is required. Familiarity with local dialects is desirable.