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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Post Title	**:** Nutrition Manager
Contract type	**:** Temporary Appointment (TA)
Proposed level	**:** P4
Duration	**:** 364 days
Duty Station	**:** Kano (Nigeria)
Supervisor	**:** Chief Field Office Kano, Level 5

I. Organizational Context, and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, nutrition, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job Background:

In partnership with the government and other stakeholders, UNICEF aims to deliver high-quality nutrition services at scale to build resilience and protect the most vulnerable, particularly during the First 1000 Days of Life, from pregnancy to when a child is two years old. Currently, Nigeria is off track to achieving the nutrition targets of the World Health Assembly 2025 and the Sustainable Development Goals 2030. Approximately one in three children under five in Nigeria is stunted, while one of every ten children is wasted. Almost 7 million young children aged 6-23 months are living in severe food poverty (consuming only 2 of 8 food groups in a day). Consequently, Nigeria has the second-highest number of malnourished children in the world and the highest in Africa. While progress has been made in service delivery, the underlying food system constraints including limited availability of affordable, safe, and nutritious foods for infants, young children, and women continue to undermine sustainable nutrition outcomes.

UNICEF Nigeria is increasingly prioritizing food systems transformation as a core pillar of its nutrition response. This includes expanding efforts to support local production of nutritious first foods, complementary foods, and fortified products; strengthening food safety, quality assurance. UNICEF's leadership in initiatives such as the First Foods Africa Initiative and the Nutrition 774 Initiative reflects a strategic shift toward integrated approaches that link policy to implementation, private sector engagement, local value chains for nutritious foods, and

social and behaviour change to improve diets during the First 1,000 Days of Life.
In keeping with UNICEF Nigeria's new Country Programme Strategy (2023-2027), the focus is to (i) improve enabling environment for evidence-based policy, coordination, governance and financing; (ii) strengthen systems, especially the health, food and social protection system to deliver high-quality services; and (iii) address social and behavioural practices that influence diets and practices. The position will focus on implementation of the interventions aimed to contribute to enhancing dietary diversity, preventing common childhood illnesses and improving MIYCN; diets, services and care practices.
UNICEF, in partnership with the government and other stakeholders aims to implement a robust Nutrition Social Behaviour Change Strategy (SBC) and implement different food-system based interventions including the maternal, infant and young child nutrition (MIYCN) programmes to improve the diets and practices of women and children. To enable UNICEF to plan for and execute this strategy, the UNICEF Nigeria Kano Office is seeking to hire a Nutrition Manager (P4) on Temporary Appointment (TA) based in Kano, Nigeria.

Purpose for the job:

The Nutrition Manager supports the Chief Field Office in managing the Nutrition section in the Field Office (FO) and also contribute to innovation and knowledge management. S/He is responsible for developing, preparing and managing complex, key and integrated nutrition programmes. The Nutrition Manager provides authoritative technical guidance and management support throughout the programming processes to facilitate the administration and achievement of concrete and sustainable results in maternal, infant and child nutrition programmes/projects. This is carried out according to plans, allocation, results based-management approaches and methodology (RBM), as well as UNICEF's Strategic Plans, standards of performance, and accountability framework.

II. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Management and advisory support to the Chief**
2. **Programme development and planning**
3. **Programme management, monitoring and delivery of results**
4. **Advisory services and technical support**
5. **Advocacy, networking and partnership building**
6. **Innovation, knowledge management and capacity building**

1. **Management and advisory support to the Chief field Office**
   - Establishing the annual work plan, including developing strategies and determining priorities, targets and performance measurements.
   - Coordinate work progress monitoring and ensure results are achieved according to schedule and performance standards, and report to CFO on critical issues for timely action.
   - Provide technical assistance and advice to colleagues in the section on all aspects of programming and implementation to enable them to achieve performance objectives.

2. **Programme development and planning**
   - Provide technical support and guidance on the preparation, design and updating of

the situation analysis for the nutrition sector/s to ensure comprehensive and current data on maternal and child nutrition is available to guide policy development as well as design and management of nutrition programmes/projects.

- Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussions on the planning of nutrition programmes/projects.
- Formulate, design and prepare a sector of the nutrition programme proposal, ensuring alignment with UNICEF's Strategic Plans, Country Programme, and coherence/integration with the UN Development Assistance Framework (UNDAF), regional strategies, as well as national priorities, plans, and competencies.
- Establish specific goals, objectives, strategies, and implementation plans for the sector(s) based on results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities and competencies to ensure the achievement of concrete and sustainable results.
- Provide authoritative technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

3. Programme management, monitoring and delivery of results

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence, and delivery of concrete and sustainable results for the assigned sector in nutrition programmes.
- Participate in monitoring and evaluation exercises, programme reviews and annual health reviews with the government and other counterparts to assess progress and to determine required action and interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management. Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes and projects through field visits, surveys and/or exchange of information with partners and stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Plan, monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments, and standards of accountability. Ensure timely reporting and liquidation of resources.
- Prepare regular and mandated programme/project reports for management, donors and partners to keep them informed of programme progress.

4. Advisory services and technical support

- Provide advice to key government officials, NGO partners, UN system partners, and

other country office partners/donors on policies, strategies, best practices and approaches on nutrition-related issues to support programme development planning, management, implementation, and delivery of results.

- Participate in strategic programme discussions and planning to provide technical advice, contribute to policy discussions and agendas, and promote health/nutrition interventions, especially in the areas of gender, emergency preparedness and maternal, newborn, and child health and nutrition.
- Prepare policy papers, briefs and other strategic programme materials for management use, information and/or consideration.
- Participate in emergency preparedness initiatives for programme development, contingency planning and/or to respond to emergencies in country or where designated

5. Advocacy, networking and partnership building

- Build and strengthen strategic partnerships with nutrition/health sector government counterparts, national stakeholders, global partners, allies, donors, and academia, through active networking, advocacy and effective communication. Build capacity, exchange knowledge and expertise, and/or promote cooperation and alliances to achieve programme goals on maternal and child rights as well as social justice and equity.
- Prepare communication and information materials to highlight programme goals, achievements and/or needs to promote awareness, establish partnerships/alliances and support fund raising for nutrition programmes (maternal, newborn and child survival and development).
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on nutrition-related issues to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of nutrition programmes/projects.

6. Innovation, knowledge management and capacity building

- Promote critical thinking, innovative approaches and good practices for sustainable nutrition programme/project initiatives through advocacy and technical advisory services.
- Keep abreast, research, benchmark, and implement best and cutting edge practices in health management and information systems. Institutionalize and share best practices and knowledge learned.
- Contribute to the development of policies and procedures, and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize, plan and/or implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on health/nutrition-related programmes/projects.

III. Impact of Results

The efficiency and efficacy of support provided by the Nutrition Manager to the preparation, planning and implementation of nutrition programmes/projects contributes to and accelerates the national development efforts to improve the nutritional status of mothers, infants and children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to mothers and children that promotes greater social equity in the country.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- 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 Manages people is only applicable to staff who supervise others.

V. Recruitment Qualifications

Education:	An advanced 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, or another health-related science field.
Experience:	A minimum of eight 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 and management in a UN system agency or organization is an asset
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.