Mentee Guidelines

**1. Aims and Objectives of the GNC Mentoring Programme**

The Nutrition Cluster Capacity Development Strategy identifies the strategic importance of human capital development within the Nutrition Cluster at global, regional, national and subnational levels, as well as the need to ensure that all Nutrition Cluster personnel have the knowledge, skills and experience needed to ensure effective collective actions for improved nutrition outcomes in public nutrition emergencies and protracted crises. Specifically, and as part of a blended learning programme, one of the key activities within the strategy is to provide access to structured mentoring which is based on pre-identified individual learning needs and clearly defined performance development priorities.

Mentoring aims to support staff members in establishing the requisite skills, knowledge and experience for the Nutrition Cluster’s short- and long-term plans and to motivate staff to learn and take up new challenges. It also aims at building a culture of collaboration, respect, and excellence thus creating an enabling work environment for the success of the Cluster.

**The objectives of the programme are:**

* To provide tailored, real-time support to meet the professional development needs of Nutrition Cluster Coordinators and Information Management Officers.
* To enhance the confidence of Nutrition Cluster staff when dealing with the challenges arising from their role.
* To identify, share and promote best practices, experiences and approaches in cluster coordination, public nutrition information services, management and leadership.

**2. Mentoring**

**Mentoring** in the workplace describes a learning, interactive relationship in which more experienced colleagues (mentors) pass on their greater knowledge and understanding of the work or workplace in order to support and guide the specific and individually “tailored” learning of less experienced members of staff (mentees), or whose performance requires strengthening.

**3. Minimum Requirements**

Mentees will be current Nutrition Cluster staff and should have the following characteristics:

* Willingness to learn and assume responsibility for acquiring or improving skills and knowledge.
* Self-responsibility: proactively engages in raising current job problems and challenges, and identifying goals that actively enlist the assistance of the mentor.
* Receptivity to constructive feedback and coaching.
* Commitment: be committed to the schedule of the pilot programme, which includes:
  + Reading the GNC Mentoring Programme Guide.
  + Preparing for and participating in mentoring sessions regularly:
    - A maximum of 10 mentoring meetings of over a period of five months (thus twice a month for five months)
    - Mentors and mentees may decide to meet less frequently than that, but should meet at least five times (once a month for five months).
  + Participating in a final programme review.

Both mentors and mentees will receive further guidance on how to make the most of the mentoring programme.

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| Mentee Application Thank you for your interest in the Global Nutrition Cluster Mentoring Programme. If you would like to apply to participate as a mentee for the programme, please complete this form and submit it, along with a current copy of your CV, to Anteneh Dobamo [adobamo@unicef.org](mailto:adobamo@unicef.org), with a copy to Abigael Nyukuri [anyukuri@unicef.org](mailto:anyukuri@unicef.org), by 14 July 2019. |

## Contact Information

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| --- | --- |
| Name |  |
| Organisation |  |
| Current position or status |  |
| End date of current contract |  |
| Email Address |  |

## Application Questions: Please review the requirements in the Mentee Guidelines and answer the following questions.

### 1: Willingness: Why do you want to be mentored?

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### 2: Self-responsibility: Describe your personal commitment to your own professional development and how you plan to demonstrate this.

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### 3: Receptivity: How comfortable are you with receiving feedback from a peer mentor?

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### 4: Commitment: Will you commit to completing all the requirements of the programme? Are there any circumstances or commitments that may affect your ability to complete the pilot programme?

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## Submission

### We aim to notify all mentor applicants of the success of their applications by end July 2019. If you have any questions about this application or the mentoring programme, please contact the GNC Mentoring Focal Point, Anteneh Dobamo, at [adobamo@unicef.org](mailto:adobamo@unicef.org), with a copy to Abigael Nyukuri [anyukuri@unicef.org](mailto:anyukuri@unicef.org).