Mentor Guidelines and Application

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, 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.

In meeting the objectives of the programme, the **mentor** serves several functions:

* Provides relevant guidance and gives specific feedback, e.g. helps GNC mentees analyse complex situations, examine emerging challenges and identify approaches to tackle them. **A mentor is not expected to deal with or fix substantive issues, but rather to guide mentee(s) into doing so themselves or perform better.**
* Gives feedback and direction regarding identified leadership, management or technical competencies.
* Offers constructive critiques in light of mentee’s personal experience and professional knowledge.
* Provides a trustworthy environment for mentees to discuss their personal and professional challenges.

**3. Minimum Requirements**

Mentors will be current Nutrition Cluster staff (or those who have worked previously in a cluster function but are currently not employed or are retired) and who are willing to fill the role pro-bono. In order to qualify as a GNC Mentoring Programme mentor, all applicants must demonstrate:

1. Enthusiasm: be keen to share their experience from the sector to support other Nutrition Cluster staff develop professionally and work more effectively.
2. Experience: have at least five years of experience in emergency nutrition response, with at least three years’ field experience working ideally in a cluster role (or, at a minimum, interacting and participating in the Nutrition Cluster). Mentors for IMOs should also be able to demonstrate experience working with nutrition information as part of an emergency nutrition response.
3. Knowledge:

* Those who mentor Nutrition Cluster Coordinators must have a strong understanding of the IASC humanitarian protocols and new global humanitarian policies and tools.
* Those who mentor staff with information management learning priorities must have a strong understanding of information management tools and standards.

1. Commitment: be committed to the schedule of the pilot programme, which includes:

* Reading the GNC Mentoring Programme Guidelines.
* Completing GNC Mentoring Programme orientation and training (can be completed in less than one day).
* Preparing for and holding 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.

|  |
| --- |
| Mentor Application Thank you for your interest in the Global Nutrition Cluster Mentoring Programme. If you would like to apply to participate as a mentor 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

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

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

### 1: Enthusiasm: Why do you want to be a Nutrition Cluster mentor?

|  |
| --- |
|  |

### 2: Experience: How do you meet the minimum experience requirements to be a Nutrition Cluster mentor? What qualities, skills and attributes do you have that would benefit a Nutrition Cluster mentee?

|  |
| --- |
|  |

### 3: Knowledge: How familiar are you with the IASC Cluster Coordination protocols and/or information management tools & standards?

|  |
| --- |
|  |

### 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?

|  |
| --- |
|  |

## Mentoring category

## Would you prefer to be a mentor to a Nutrition Cluster Coordinator, an Information Management Officer or either?

Nutrition Cluster Coordinator mentor

Information Management Officer mentor

No preference

## 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).