**TERMS OF REFERENCE (TOR)**

**OF THE** *[Indicate the name of Country]***NUTRITION CLUSTER COORDINATOR**

Reports to: UNICEF Country Representative / UNICEF Chief of Emergency Programme *[Please indicate the relevant]*

Duty Station: The incumbent will be based in the National Nutrition Cluster Coordination Unit in *[Please indicate the CLA office, country]* with regular visits to crisis-affected states and locations where sub national clusters exist, or other locations if/as required. Office space and local travel expenses to be provided by the UNICEF *[Please select as appropriate]*.

Duration: *[Please indicate the number of months / years]*

Level of the post:

**BACKGROUND**

The cluster approach, introduced as part of the humanitarian reform, aims at ensuring clear leadership, predictability and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organisations and better defining their roles and responsibilities within the different sectors involved in the response. It aims at improving the effectiveness of humanitarian response while at the same time strengthening partnerships between NGOs, international organisation and UN agencies, the international Red Cross and Red Crescent Movement.

*[Brief details on emergency: key events and dates, crisis level, affected population, immediate priorities, if Flash Appeal or HRP have been developed, etc.]*

*[Enter notes on cluster approach in country: which clusters have been activated and when, lead and co-lead agencies, SRSG and/or HC and/or RC, OCHA presence, Government role, sub-national level clusters]*

*[If the cluster is led by UNICEF]* UNICEF as nutrition cluster lead agency and in line with the Core Commitments for Children in Humanitarian Action, is fully committed to interagency humanitarian reform and supports this through provision of leadership and participation in assigned clusters and sectors.

*[Brief details of relevant cluster’s main achievements, if pre-existing, and challenges to date]*

**PURPOSE**

On behalf of the IASC Humanitarian Coordinator and the Cluster-lead agency (CLA) *[Name of the Agency or Ministry]* and in collaboration with the Ministry of Health the Nutrition Cluster Coordinator (NCC) will provide leadership and facilitate the processes that will ensure a well-coordinated, adequate, coherent, effective and timely response by members of the Nutrition Cluster (NC).

The NCC will lead the joint efforts to implement the six core functions of a cluster, as established by IASC[[1]](#footnote-1):

* Supporting service delivery
* Informing strategic decision-making of the HC/HCT for the humanitarian response
* Prioritization, grounded in response analysis
* Advocacy
* Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
* Build national capacity for contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
* Moreover, the NCC must make sure all cluster members integrate the principles and practices of accountability to affected population[[2]](#footnote-2) in the nutrition humanitarian response, for which the above list has been later renamed as the 6+1 functions.

**TASKS, RESPONSIBILITIES AND DELIVERABLES**

The NCC main tasks include, but are not limited to, the following *[delete or add more function from the list below when relevant]*:

**General**

* Manage cluster coordination team at national level.
* Organise regular meetings to coordinate the nutrition response and address common challenges.
* Provide strategic leadership to the sub-national clusters.
* Ensure cluster members contact list is regularly updated.
* Bring to HCT/HC level nutrition cluster contributions and concerns.
* Facilitate information exchange within and without the cluster through website, shared drive, communication groups, nutrition bulletins…
* Proactively engage in relevant strategic coordination mechanism on identified themes (Cash and Voucher assistance, AAP, integration, humanitarian access etc.).

**Need assessment and analysis**

* In consultation with the partners lead drafting/validation of a pre-emergency contextual analysis.
* Ensure the development and implementation of the need assessment plan.Ensure that cluster-wide agreed upon standard assessment tools are developed and used.
* Ensure the cluster has a database with the assessment results.
* Ensure that the assessment reports are available widely and in a timely manner.
* Ensure that there is a data quality assurance and validation mechanism is set up under the cluster.
* Ensure that the cluster has conducted IPC Acute Malnutrition Analysis where appropriate.
* In the absence of the IMO perform all its duties including the collection, analysis and sharing of information relevant to the NC partners. Please refer to the IMO TOR for more information
* Lead the development of the needs’ analysis, including nutrition sector contribution to the HNO.
* When relevant, aggregate nutrition assessment data from multiple sources.
* Ensure contribution to the intersectoral needs assessments and analysis, including for the HNO.
* Ensure analysis and interpretation of the programme data.
* Ensure affected population are consulted in the planning and implementation of nutrition assessments.
* Ensure assessment findings are fed back to affected population.
* Ensure cross cutting issues (including gender/age, child protection, disability, DRR…) are reflected in the nutrition section of the HNO.
* Contribute to relevant OCHA products (4W maps, HRP progress report, sitreps…).

**Strategic response plan**

* Establish/chair a Strategic Advisory Group.
* Define, with cluster members, geographical, population and programmatic priorities.
* Define, with cluster members, solution to cover priorities and gaps.
* Develop a nutrition cluster strategic response plan for HRP and workplan.
* Ensure affected population perspectives and contribution are considered into the nutrition cluster response plan.
* Ensure crosscutting issues (including gender/age, child protection, disability, DRR, early recovery, local capacity building…) are considered in the nutrition cluster response plan.
* Develop mechanism to avoid project duplication.
* Contribute to the inter-cluster coordination group and to other relevant clusters (Health, Food Security and livelihoods, WASH, …).
* Lead development of the advocacy strategy for the cluster.

**Resource mobilisation**

* Lead establishment of a commonly agreed activity per activity costing standard and monitor its adherence by partners.
* Lead establishment of a commonly agreed HR cost categories and monitor its adherence by partners.
* Budget the nutrition cluster collective response plan.
* Ensure cluster partners contribute to the FTS online system.
* Provide updates on the level of funding of the nutrition cluster response.
* Highlight funding constraints and priorities at the inter-cluster and HCT level.
* Share and discuss with cluster partners funding opportunities.
* Ensure clear and transparent selection of pooled fund opportunities.
* Support and cooperate with partners on common issues such as supply management, human resources, etc.
* Ensure affected populations concerns have been reflected in resource mobilisation activities.
* Outreach to external actors (donors, private sector, etc.) for advocacy, briefing purposes.
* Lead implementation of the nutrition cluster advocacy strategy and workplan and establish links with targets and allies.
* Oversee supply pipelines for the nutrition cluster members and support agencies in identifying and addressing related challenges to ensure no pipeline breaks.

**Implementation and monitoring**

* Develop/implement a NC monitoring and evaluation framework.
* Encourage all relevant actors in the nutrition sector to be part of the nutrition cluster.
* Set up technical working groups on relevant topics.
* Ensure availability of the latest country-specific technical guidance for the nutrition cluster (CMAM, IYCF, WASH in NUT, cash transfers…).
* Provide translation in the local language when needed.
* Provide regular updates to partners on technical (national and global) matters.
* Ensure nutrition cluster members are aware of protection and GBV referral pathways.
* Ensure AAP mechanism are incorporated in the cluster response, monitored and used for decision making.
* Lead the CCPM exercise and the implementation of the action points.
* Engage/coordinate with other clusters, initiatives (SUN…).
* Develop and update a nutrition cluster reporting system with SOP aligned with national ones.
* Harmonise reporting tools and make guidance available.
* Ensure affected population concerns and feedback are considered in the cluster monitor system and analysis.
* Ensure monitoring data are fed back to affected populations.
* Facilitate the collection/sharing of lessons learnt.
* Contribute to evaluations covering partners’ project and lead evaluation of the nutrition cluster response.

**Operational peer review and evaluation**

* Support HC/HCT in the peer review of humanitarian response.

**Preparedness**

* In collaboration with development actors, nutrition related risk analysis is conducted and risk profile is updated periodically.
* Cluster minimum preparedness actions are determined, implemented and monitored.
* Where the likelihood and impact of hazards is significant, lead development and implementation of advanced preparedness actions.
* Conduct capacity mapping and lead development of and implementation of a capacity development plan for partners.

**JOB REQUIREMENTS AND QUALIFICATIONS**

**Language Proficiency**

Fluency in English / French / Arabic /Russian / Chinese / Spanish.

Working knowledge of […] is an asset.

*[Please select the working language(s) of the duty station, with required level if needed, and other language(s) as asset]*

**Competency Profile**

**Core Competencies:**

* Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.
* Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform.
* Demonstrates commitment to Humanitarian Principles - https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples\_eng\_June12.pdf
* Demonstrates commitment to Principles of Partnership - http://www.globalhumanitarianplatform.org/doc00003804.doc
* Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required.
* Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy.
* Demonstrates commitment to the cluster and independence from employing organisation.
* Builds, motivates and leads coordination team.
* Understands key technical issues for the nutrition cluster sufficiently well enough to be able to: engage with cluster participants; make full use of their experience and knowledge; guide strategy and plans; communicate and advocate on important issues.

**Qualifications and experience**

* University degree, preferably at the master level, in health sciences, public health, nutrition, international development or related disciplines.
* Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.
* At least eight years of progressively responsible humanitarian work experience with UN and/or NGO, including nutrition programme management and/or coordination in the first phase of a major nutrition emergency response. Previous Cluster Coordination experience is an asset.

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Endorsed: National Nutrition Cluster Coordinator / Co-coordinator

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approved: Head of the Cluster Lead Agency (Gov’t or UNICEF or any other CLA)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Guideline: Cluster Coordination at Country Level. IASC 2015. [↑](#footnote-ref-1)
2. For more details see the [Nutrition Cluster Operational Framework on AAP](http://nutritioncluster.net/resources/nutrition-cluster-operational-framework-aap/) and the [Nutrition Cluster Guidance on Mainstreaming AAP](http://nutritioncluster.net/resources/guidance-mainstreaming-aap-core-people-related-issues-hpc-cluster-system/). [↑](#footnote-ref-2)