

## TERMS OF REFERENCE

### I. POSITION INFORMATION

|                    |   |  |
|--------------------|---|--|
| Job Title          | : | Senior Project Assistant (Nutrition Officer III)   |
| Mode of Payment    | : | Contract of Service,<br>Renewable every 6 months from January 2023 to<br>December 2025<br><b>Salary Grade 18 + 20% Premium</b> |
| Level of Effort    | : | Full time (8 hours/day or 40 hours/week) for the<br>duration of the project, subject to work performance                       |
| Project Title      | : | Philippine Multisectoral Nutrition Project (PMNP)  |
| Area of Assignment | : | NNC Regional Office XXXX   |

### II. ORGANIZATIONAL CONTEXT

The PMNP adopts a bold, multi-sectoral nutrition approach to deliver a coordinated package of nutrition-specific and nutrition-sensitive interventions across varying LGU platforms together with a harmonized social and behavior change communications (SBCC) strategy. The design and implementation of the PMNP are guided by the following overarching principles:

- Design and roll out an evidence-based multisectoral approach that will draw upon the science base and global recommendations and best practices for improving nutrition.
- Establish geographic convergence of key sectors down to the household level – to address the multidimensional causes of undernutrition.
- Invest in both supply-side interventions (Component 1), which will be complemented by demand-side interventions (Component 2) to remove financial, geographic, and behavioral barriers to using essential nutrition and health services by project beneficiaries.
- Incentivize achievement of nutrition results at the LGU level through the provision of performance-based grants (PBGs).
- Emphasize equity to ensure that lagging LGUs catch up with their well-performing peers and improve the country's overall achievement on the Human Capital Index.

To manage the project, **NNC Regional Office [REGION NAME/NUMBER]** is looking for an experienced **NUTRITION OFFICER III (NO III)** who shall assist the NNC RO in project implementation and share the overall responsibility for the delivery of PMNP outputs for **Component 1: Strengthened Delivery of Nutrition and Primary Health Services**, and DOH commitments to **Component 3: Institutional Strengthening, Monitoring and Evaluation**. The NNC RO is part of the Regional Technical Working Group (RTWG) and the Regional LGU Mobilization Technical Assistance Teams (RLGUMob-TAT) for PMNP, which assembles and mobilizes regional agencies and organizations that contribute to the achievement of the **Project Development Objectives (PDOs)**.

The NO III shall contribute to the NNC RO in its participation in the RPMO and RLGUMob-TAT in administering regional project implementation per the Regional PMNP Annual Work and Financial Plan (WFP), and the direction given by the RTWG, with guidance from the National TWG.

The NNC RO shall focus on providing technical assistance for technical aspects of project operations for LGU mobilization, capacity building, and monitoring and evaluation in the delivery of capacity building and technical assistance assigned to NNC ROs per project design, and supply of other key deliverables to achieve outputs of the PMNP.

### **III. DUTIES AND FUNCTIONS**

**Under the supervision of the Regional Nutrition Program Coordinator (RNPC),** the Regional Nutrition Officer shall perform the following, relevant to the Project Development Sites in [REGION]:

#### **A. GENERAL TASKS SUPPORTIVE OF THE NNC RO, FOR PMNP.**

- 1. Project Management, in Coordination with the Regional Project Management Office (RPMO)/Regional LGU Mobilization Technical Assistance Teams (RLGUMob-TAT)**
  - a. Provide inputs to technical directions and assist in coordinating support to local governments and partners in developing and implementing Capacity Building approaches and activities for ; ensure the alignment of regional capacity building targets and implementation with the set Capacity Building framework and plan developed for the project.
  - b. Assist in feedbacking and reporting mechanism to ensure the achievement of project's deliverables within the budget and the allotted time frame and report promptly any operational concerns (e.g. projected failure to meet objectives; project site needs; projected over or under spending on project budget) for the project;
  - c. Receive complaints and grievance endorsed to NNC-ROs and undertake referral actions as needed;
  - d. Provide coordination support to the implementation and monitoring of the Capacity Building Framework and Plan for PMNP, specific to the following elements:
    - i. Capacity Building for PMNP Project Management;
    - ii. Capacity Building for Primary Care and Nutrition;
    - iii. Capacity Building for Health and Nutrition Governance;
    - iv. Capacity Building for M&E; and
    - v. Capacity Building for Information Systems.
  - e. Provide inputs to development of concept notes, Learning and Development Design, capacity building evaluation related to the implementation of the regional project activities as needed; assist in the conduct of the project activities (launches, joint learnings, workshops, trainings, meetings, and all other relevant project activities) and act as a resource person or facilitator during activity, when needed;
  - f. Participate and contribute in the preparation of all the necessary documents for the conduct of mid-term and end-project review with the DOH and WB;
  - g. Support the implementation of NPMO-initiated activities targeted to be implemented in the regions as needed, i.e. field visits, regional/municipal project review workshops, WB's missions, and other NTWG-initiated activities.

- h. Collaborate with counterparts from other regional government agencies, development partners at the regional level, and other relevant regional stakeholder plan, develop, and produce tools and communication vehicles to enhance capacities, policies and systems leading to improved Capacity Building systems in the country, and support related program objectives.
- i. Represent the NNC Regional Office (RO) in meetings, workshops, working groups, and networks with external stakeholders including governments, civil society organizations, and other partners;
  - i. Assist in the preparation of reports for the NPMO, as necessary; and
  - ii. Performs other related tasks as may be assigned from time to time.

## **2. Project Monitoring and Reporting**

- a. Contribute to the documentation, dissemination, and reporting of activities, experiences, and results for partner and donor updates, publications, social media, and relevant communication channels.
- b. Support for implementation of support measurement, learning, and evaluation activities, including monitoring implementation of country and regional work plans and application of tools, as well as contributing to the design, implementation and use of project evaluations.
- c. Provide support to the project's designated M&E Officer in tracking project goals for Capacity Building and project intervention.
- d. Support to organizing of regional activities that will ensure that the Capacity Building and dissemination component of this project provides data to monitor progress and evaluate its impact using the following types of information:
  - i. Regular assessment of inputs and processes related to the Project Development Objectives and sub-components;
  - ii. Reporting of service delivery performance to the NPMO and other appropriate local agencies;
  - iii. Key result indicators at mid-term and at end of project as measured against their baseline status and those of comparison groups;
  - iv. Operations research studies that evaluate the effectiveness of innovative activities to guide decisions on their replication and scaling-up; and
  - v. Dissemination of results to support evidence-based management;
- e. Provide inputs to RPMO/RLGUMob-TAT in regularly updating the reporting databases of the project;
- f. Ensure the timeliness of NNC RO relevant activities on regional planning, collection of data, and submission of necessary information according to the approved project's results framework and Capacity Building plan;
- g. Ensure the timely submission of project status and updates to the RPMO;
- h. Ensure development and updating of training databases for trained health service providers, program coordinators/ managers, and/or LCEs in coordination with the Capacity Building Contractor; and
- i. Provide assistance to the NNC RO in the documentation of good practices worthy of emulation by other PMNP areas and areas outside of the Project Development Sites.

## **B. SPECIFIC SUPPORTIVE TASKS TO THE NNC RO, FOR PMNP.**

**1. Three-Year Local Nutrition Action Plan (LNAP) Formulation and Integration to Local Investment Program (3-year), Annual Investment Plan (AIP) and Comprehensive Development Plan (CDP)**

- a. Coordinate with the NAOs for the development of the activity design, scheduling, and other activities for the conduct of the Local Nutrition Action Plan (LNAP) workshop activity, in the PMNP project municipalities and its barangays;
- b. With the RPMO/RLGU-MobTAT, serve as resource person/facilitator in the conduct of the Municipal NAP and Barangay NAP formulation and implementation, especially in the inclusion of Project Development Objectives (PDOs) and Intermediate Development Objectives (IDOs) relevant for accessing PBGs and maximizing inputs to strengthening LGUs for to deliver primary health care and nutrition-sensitive interventions;
- c. Provide support to review and analysis of LNAP inputs to ensure strategic perspective and alignment with the PMNP PDOs/IDOs, UHC, and RPAN/PPAN through inclusion of PPAN and PMNP Programs, Projects, and Activities (PPAs);
- d. With the RPMO/RLGU-MobTAT, provide technical assistance (TA) to NAOs in the presentation to Local Nutrition Committees (LNCs) and Local Chief Executives (LCEs) for approval;
- e. With the RPMO/RLGU-MobTAT, monitor of the following LNAP milestones:
  - i. Completion of LNAPS;
  - ii. Formal approval of the LNAPs;
  - iii. Integration of LNAPs into AIP and CDPs; and
  - iv. Active implementation of LNAPs through budget tracking, specifically on the amount proposed, percentage approved and expended/utilized for reporting to the LNCs.
- f. With the RPMO/RLGU-MobTAT, facilitate the integration of the LNAP in the Comprehensive Development Plan, Local Development Investment Program and Annual Investment Plans and monitor the LNAPs' inclusion in annual budgets of LGUs.

**2. Assistance to the Coordination of Applications for PBG Availment**

- a. With counterparts from the CHD and DSWD Field Office, assist in providing TA to LGUs in taking into account the following during the development of Municipal Nutrition Action Plans in project municipalities.
  - i. Performance-Based Grants (PBG) indicators as investment and performance benchmarks for convergence of nutrition-specific and nutrition-sensitive interventions;
  - ii. Barangay Nutrition Action Plans;
  - iii. Performance-Based Grants; and
  - iv. Municipal Grant Allocations.
- b. Work with the RPMO/RLGU-MobTAT in providing the following municipalities for the PBGs:
  - i. Technical direction and/or TA in accomplishing PBG proposals scheduled week 2 of October of every year.
  - ii. TA in ensuring that PBG expenditures adhere to the Options on Interventions for PBG Financing; and
  - iii. Monitoring and compliance to utilization and liquidation schedule as specified in the POM and the MOA.

### **3. Multisectoral Collaboration**

- a. Active participation in meetings, activities, and processes of the RPMO and the RLGU-MobTAT in reaching collaborative strategies for the systematic and coherent implementation of PMNP and primary health care;
- b. Provide insights and inputs to technical and operations decisions of the RPMO and RLGU-MobTAT, relevant to the implementation of PMNP and primary health care and nutrition, in general, in the project municipalities; and
- c. Act as co-lead of NNC RO in providing guidance and in monitoring the conduct of functionality assessments among LNCs through the Provincial NAOs (PNAOS) and Municipal NAOs (MNAOs), and provide TA as needed for the following:
  - i. Organization, reorganization, and/or reactivation of the Municipal and/or Barangay Nutrition committees;
  - ii. Guidance for LGUs in defining the roles and responsibilities of LNC members;
  - iii. Expansion of LNC membership to include non-government organizations (NGOs), civil society organizations (CSOs), the youth sector, representation of indigenous peoples, women, and other vulnerable populations who would benefit from project implementation; and
  - iv. Influence and/or provide guidance to LNC member agencies in crafting and implementing nutrition sensitive programs, projects and activities

### **4. Coordinate the conduct of Monitoring and Evaluation of Local Level Plan Implementation (MELLPI) Pro in the Project Development Sites**

- a. With the RPMO/RLGU-MobTAT, assist LGU in the organization of nutrition evaluation team and actual conduct of MELLPI Pro; and
- b. Assist NAOs in the preparation and submission of MELLPI Pro reports.

### **5. Support to Capacity Building in the Project Development Sites**

- a. Participate in PMNP Project Management capacity building activities and exercises conducted by the National Service Provider, in collaboration with the NMPO and the RPMO;
- b. Work with the RPMO/RLGU-MobTAT in the review and endorsement of training plans for project municipalities;
- c. Serve as resource person or assist on nutrition related activities as needed;
- d. Assist and/or Coordinate the conduct of training activities as necessary to orient the LGUs about the guidelines, policies and manuals related to implementation of PMNP;
- e. Support conduct of nutrition and project related trainings;
- f. Provide regional TA in the Operation *Timbang Plus* (OPT) data quality training in support to the National Service Provider;
- g. Monitor the implementation of the OPT data quality guidelines; and
- h. With the RPMO/RLGU-MobTAT, participate in supportive supervision training and exercises that contribute to empowering regional offices for sustainability of strategic project inputs.

### **6. Support to Learning Hub for Enhanced and Revitalized Nutrition (LHEARN) Programs and LGU Shepherding in the Project Development Sites**



- a. Provide co-lead function to the RPMO in organizing Regional Shepherd functions within the RLGUMob-TAT, working with the National Service Provider;
- b. Provide co-lead function to the RPMO in coordinating the organization of orientation of LGU stakeholders on LGU Shepherd and LHEARN programs to be provided by the contracted National Service Provider;
- c. Provide support to National Service Provider in coordinating conduct of LHEARN programs for target municipalities;
- d. Provide support to National Service Provider in coordinating conduct shepherding activities in LGUs; and
- e. Support the RPMO/RLGUMob-TAT in monitoring and evaluating the implementation of LHEARN programs LGU Shepherd activities.

#### **7. Other Functions**

- a. With the NO II, assist in the preparation of the NNC RO Agenda Folder and Minutes of the Meeting during Regional Nutrition Council (RNC) PMNP sub-committee meetings;
- b. Work with the RPMO in monitoring the progress of implementation of outcome and review/endorse the Regional PMNP Accomplishment Report to the NPMO;
- c. Work with the RPMO in reviewing and acting on any project-related issue brought to their attention and recommend measures; and
- d. Work with the RPMO in mobilizing other partner agencies, including non-government institutions and development partners for support to the PMNP implementation, as needed.

### **C. DELIVERABLES**

1. Facilitation and documentation of inputs to draft (new and revised) Annual Regional PMNP Work Plans (ARWPs) reviewed and formally endorsed by the NNC RO RNPC to the DOH Center for Health Development LHSD Chief before agreed deadline for finalization of new/revised ARWP, as internally arranged within the RPMO.
2. Submission of detailed reports/daily journal entries documenting TA provided to NNC RO, RPMO/RLGU-MobTAT, LGU, Local Development Partner (LDP), etc., specifying the following:
  - a. Consultation Activity (calls, virtual and/or in-person meetings, conducted with NNC RO, RPMO/RLGU-MobTAT, and/or LGU and/or situation calling for active TA;
  - b. Name of Entity (NNC RO, RPMO/RLGU-MobTAT, LGU, LDP, etc.) to which TA was provided;
  - c. Questions, requests for clarification, issues, and/or other concerns that were presented by Entity during the consultation; and
  - d. Resolution of questions, requests for clarification, issues, and/or other concerns encountered.
3. Detailed monthly Accomplishment Reports on engagement, operations, and implementation. This is the submission of detailed reports/journal entries documenting TA provided to NNC RO, RPMO/RLGU-MobTAT, LGU, LDP, etc., specifying the following:

- a. Consultation Activity (calls, virtual and/or in-person meetings, conducted with NNC RO, RPMO/RLGU-MobTAT, and/or LGU and/or situation calling for active TA;
  - b. Name of Entity (CHD, NNC RO, RPMO/RLGU-MobTAT, LGU, LDP, etc.) to which TA was provided;
  - c. Questions, requests for clarification, issues, and/or other concerns that were presented by Entity during the consultation; and
  - d. Resolution of questions, requests for clarification, issues, and/or other concerns encountered.
  - e. Accomplished bi-monthly per-municipality tracker and active follow-throughs on the following:
    - i. submission of LNAPs; and
    - ii. submission of PBG proposals;
  - f. Provision and documentation of inputs to Annual PMNP Training Plan (ARTP) formally endorsed to the LHSD Chief before agreed deadline for finalization of new/revised ARTP, as internally arranged within the RPMO;
  - g. Documentation on the endorsement of the training plan to project municipalities, including issues, questions presented, and discussed-including conclusions/resolutions;
  - h. Implementation issues resolved, for resolution, and good practices with potential for scale-up.
4. Execute necessary training and activities for the project that is not covered by the National Service Provider; and
  5. Consolidation/Compilation of the Learning Development Designs and all other capacity building materials needed/provided by the project team and National Service Provider.

#### **IV. RECRUITMENT QUALIFICATIONS**

##### **A. The following qualifications are desired:**

1. Bachelor's Degree relevant to the job; background in nutrition, allied health and social, community development is an advantage;
2. At least 3 years of work experience in the same field, with experience in designing, implementing, monitoring, and evaluating interventions for human-centered capacity building designs, considering diversity of culture among different ethno-linguistic groups;
3. Familiarity with DOH and WB processes is an advantage;
4. Organized, responsible, able, and willing to work under pressure and deliver timely results following an agreed schedule;
5. Has good interpersonal skills and a good team player;
6. Has excellent written and oral communication skills;
7. Has excellent computer skills along with word processing, spreadsheets, presentations (MS Word, MS Excel, Powerpoint, etc.)
8. Skills in data analytics are an advantage
9. Has the ability to set up, handle, manage or participate in virtual meetings and other activities using Google Workspace, Zoom, Microsoft Teams and other platforms.
10. Willing to work beyond office hours; and
11. Has an ability to manage multiple tasks.

##### **B. Applied Knowledge & Skills**

1. Working knowledge of concepts, practices, and procedures to provide technical support and supervision for studies and assessments;
2. Demonstrated expertise in applying findings and results from qualitative assessments for the development of capacity building strategies and tools;
3. Comprehensive knowledge of concepts, practices, and procedures related to communications;
4. Excellent oral and written communication skills;
5. Excellent and demonstrated project management skills;
6. Excellent and demonstrated public relations, interpersonal relations, public speaking, and diplomacy skills required;
7. Strong critical thinking and problem-solving skills;
8. Ability to take initiative and focus on results;
9. Ability to influence, motivate, negotiate, and collaborate well with others; and
10. Must be able to read, write and speak fluent English.