# Terms of Reference (TOR) of Nutrition Expert

**Position: Nutrition Expert**

**Level of Position:** L-1 (Senior Officer)

**Duration:** Programme period

**Number of Position:** 1 (one)

**Duty station:** PCO, Surkhet with frequent visits to programme districts

**Report to:** Programme Coordinator (PC)

**Supervises to:** Hub/corridor-based Nutrition Officer

**Mode of contract:** Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the Programme

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**General scope of the position:**

The Nutrition Expert is responsible for providing technical assistance and support during designing, planning, implementation, monitoring, and evaluation including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of nutrition program and health service promotion activities within ASDP. S/he is also responsible for collecting, capturing, and communicating various tools /approach, IEC materials, best practices, lesson learned, and success stories for wider dissemination, in working closely with all the programme staff.

**Main tasks and responsibilities:**

* Lead the development of the nutrition work plan and technical decisions as well as for administration, implementation and monitoring of sectoral programme activities. Analyse data and information, and drafts progress reports; drafts changes in programme work plans, as required;
* Provide timely implementation follow-up, including monitoring inputs, local conditions and resources and programme status to build on programme efficiency and effectiveness and monitor to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration;
* Ensure that monitoring systems are properly designed, conduct accurate and timely monitoring and data collection in consultation with all relevant stakeholders and analyse monitoring data, and recommends adjustment as appropriate to ensure achievement of programme objectives;
* Coordinate with the government and other stakeholders in the implementation of the nutrition program and health service promotion activities.  Assists government counterparts in the planning and management of Health and Nutrition Programme especially for adolescent girls;
* Ensure proper communication, coordination and harmonization with the different stakeholders involved in nutrition and health service promotion activities;
* Lead in the planning and organizing training/development activities to upgrade the capacity of staff and partners;
* Support delivery of a comprehensive package of nutrition services and health service promotion activities at districts with the Gender and Nutrition officers and Social Mobilisers;
* Exchange information and knowledge with other programmes to contribute to achievement of overall country programme objectives;
* Work closely with Hub/Corridor team during planning, implementation, monitoring and reporting of the Nutrition components;
* Share knowledge, information, experience and lessons learned to widen partnership with all stakeholder at national, state (province), municipal, community and household levels including the private sector in order to accelerate achievement of Nutrition related programme goals;
* Lead the process of developing communication strategy and action plan and support for its implementation in effective manner in close coordination with programme and Management team;
* Undertake any other duties as directed by Programme Manager.

**Qualification, Experience and Competency:**

* Masters’ degree in Public Health, or Development studies, or Sociology, or Rural Development or equivalent with at least 5 years’ experience in development project/programme preferably on Health and Nutrition or community development;
* Work experience in planning, programming, implementation monitoring and dissemination;
* Experience on developing IEC materials, training curricula and imparting training to the staff members and the community leaders;
* Dissemination skills for wider communication coverage and policy influence;
* Strong analytical and problem-solving skills and is creative, innovative, persistent and resourceful;
* Ability to work in a multi-disciplinary team and facilitate the working of other team members;
* Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
* Good interpersonal skills and the ability to work effectively with a range of institutions including government, I/NGOs and private sector
* Motivated, and capable of working under pressure

**Preferences will be given to:**

* Working experience and knowledge of social health and nutrition programme
* Understanding of the planning and reporting system and procedures of IFAD

**Benefits and Remuneration**

***Salary and Benefits:***

* Per month remuneration (only for 12 months per year) will be between NPR. 140,000.00 – NPR. 160,000.00[[1]](#footnote-1). Tax on the salary will be applicable as per the prevailing GON rules and regulation.
* Travel and DSA will be as per the prevailing GoN rule as applied for the gazetted class II officer while traveling out of the work station for official purpose.

***Leave:***

* The contracted experts and staff will be provided 12 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the programme will be compensated as per the existing salary scale. In addition, the contracted experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

***Insurance:***

* The contracted experts/staff should have procured life insurance policy including accidental insurances. The programme will re-imburse 50 % of the monthly premium for the period the staff will be working in the programme, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

***Age limit:***

* The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

***Probation period:***

* The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imbursement of the insurance premium, will be effective only for those who have successfully completed the probation period.

***Reference Check:***

* ASDP will also check the references from the previous employer of the potential candidates, if required.

***Supervision of the contracted experts/staff and Administrative Control:***

* All the contracted experts/staff will be accountable to the Programme Coordinator, as per TOR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Programme Coordinator or designated personnel of the PCO/ASDP.

***Performance Assessment and Renewal of Contracts:***

* The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be based on the activities performed during the contract period with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
* The individuals' personal behavior regarding the non-compliance with ToR, undisciplined, professional misconduct with stakeholders and colleagues, sexual abuse, drunkenness, etc. are subject to cancellation of the contract at any point of time by ASDP management.
* The contract period as well as Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
* The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

Applications through mail will not be entertained. Please visit Kantipur Management Private Limited's office for submission of your applications along with your documents. The address of KMPL is mentioned below.

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1. Annual price inflation will be applied on the salary @ 5% for those whose performance of preceding year will be highly satisfactory; 4% for satisfactory, 3 % for moderately satisfactory, and contract termination for the experts evaluated as unsatisfactory. [↑](#footnote-ref-1)