## TERM OF REFERENCE

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| **Position** | **Senior Nutrition Officer (National)** |
| **Number of Position/s** | 1 |
| **Location** | Central office or commonly known as Project Management Team (PMT) Office in Vientiane Capital with regular visit to targeted provinces and districts |
| **Supervisor** | Nutrition and Community Development Specialist. As the most senior nutrition specialist in PRF may also report directly to the Executive Director when direct inputs and advice are needed by the ED. |
| **Technical Counsellor** | n/a |
| **Close coordination with** | LN staff, and M&E Team |
| **Duration** | A one year contract with an initial probation period of 03 months renewal subject to PRF organizational requirement, budget, and annual performance review |

## SUMMARY OF ROLE

The Senior NUT Officer is responsible for developing, monitoring and providing support through demonstration on how to implement nutrition guidelines and tools to be applied by Nutrition Young Graduates (NYGs), Famers Nutrition Group (FNG) members in target villages. S/He will lead and oversee the planning, management and implementation of the nutrition related activities to be carried out in the PRF Nutrition Manual, including the Farmer Nutrition Groups (FNGs), Home Nutrition Gardens and Multimedia Peer Learning. This assignment includes more specifically training and supervisions of the District NUT Officers and NYGs, including workplan preparation, monitoring and reporting on project nutrition activities and related financial aspects. While the Senior Nutrition Officer will be responsible for the technical supervision of district and NYG staff, day-to-day management of district and NYG staff will be the responsibility of District Coordinators.

## ROLES AND RESPONSIBILITIES

Specific tasks to be carried out by the Senior NUT Officer are to:

1. Train National and District Teams (including young graduates) on all aspects of the Nutrition Manual and technical aspect of nutrition together with MAF and Ministry of Health (MOH) staff;
2. Prepare work plans for PRF nutrition activities (including work plans for monthly clinics that coordinate with DHO/HC);
3. review and finalize the behavior change framework which is available (including messages for FNG activities);
4. Finalize the curriculum for FNG activities together with the PRF Agriculture and Livelihood team
5. Prepare an IEC plan (including use of existing materials from other projects and design of new IEC as needed);
6. Train on appropriate recipes during the 1,000-day window (e.g. TIPP recipes developed by MOH);
7. Support the procurement and production of necessary equipment (e.g. weighing scales, height measurement boards, growth monitoring charts);
8. Supervise the implementation of the FNG (5 activities) at village level following the Nutrition manual and provide mentoring services to young graduates and District Nutrition Coordinators as needed to assure quality of implementation;
9. Oversee the preparation of the nutrition aspects of monitoring reports, including filed-based data entry and verification to assure quality and accuracy in the data collection, monitoring and implementation process and make recommendations on its improvement;
10. Represent the project in meetings with development, MOH and other partners as regards to nutrition technical aspects, including coordination with the World Bank-financed Nutrition Convergence project teams, as needed.

The Senior Nutrition Officer will report to the Nutrition and Community Development Specialist and work in close collaboration with the Agriculture and Livelihood Team, particularly in coordinating the field work of Livelihood Young Graduates and Nutrition Young Graduates.

The Senior Nutrition Officer has to maintain excellent working relationship with authorities at all levels as well as with donors and other institutions involved in project activities.

When necessary, s/he will accomplish others tasks as defined either by the Nutrition and Community Development Specialist or the Executive Director of the PRF.

## POSITION REQUIREMENTS

***Qualifications and experiences***

* An advanced university degree, Social Sciences, Rural Development, Economics, Health, Nutrition, Agriculture, Development studies or other relevant field;
* At least 5 years of experience implementing or supporting nutrition activities in Lao PDR, is required;
* Experience in agriculture-based nutrition activities, handicraft or other micro-enterprise;
* Experience in working with – in particular training of ethnic groups in mountainous and remote areas;
* Experience in the implementation of program with focus on gender promotion;
* Experience of project preparation, design, monitoring, coordination support and institutional strengthening;
* Experience in training of Project staff for nutrition and community development operations;
* Strong analytical skills for project design and for incorporating of best practices and lesson learned;
* Excellent knowledge of the different stakeholders involved in rural development activities in Lao PDR (government and donors community);
* Fluency in English and Lao (writing, editing, reporting and speaking);
* Perfect command of Microsoft Office (Word, Excel, Power Point, Email and Internet);
* Familiarity with projects financed by the World Bank is an advantage;
* Women are encouraged to apply;
* Lao National only.

***Personal Attributes***

* Excellent computer skills including all MS. Office programs, financial management systems;
* Experience in government and foreign aid development project operations;
* Good level of English skills (speaking, reading and report writing);
* Good communication and social skills;
* Ability to work independently and within a team;
* Willingness to travel to and within the target districts and villages for extended periods of time.

1. **Deliverables**

The deliverables would include:

1. Contributions to PRF Annual Work Program and Budgets covering the nutrition aspects, project subcomponent 4.2, in particular;
2. Monthly status reports on the activities being performed under the consultancy;
3. Mission requests with clear mission objectives and reports upon return which capture the results of the mission, lessons learned and any follow-up actions needed.