



## **Terms of Reference**

### **Nutrition Cluster Coordination and Information Management Capacity Development Task force**

4 November, 2021

#### **1. Background**

Over the years the Global Nutrition Cluster (GNC) has explored many options for strengthening nutrition cluster coordination (NCC) and information management (IM) capacity, with a focus on individual orientations, face-to-face trainings and operational support (via GNC Helpdesks). These have been valuable in strengthening the capacity of existing cluster coordination personnel. However, the sustainability of the approach, and its reach, has been questioned. Evaluations of UNICEF's emergency response have consistently shown the need to strengthen the capacity of staff, including in cluster coordination. Significant investment in capacity building is often needed for staff to perform at a high level in all domains. A key consideration is to train staff in their current domain, but also provide them with career opportunities to ensure growth, which in turn includes additional upward training opportunities, as well as career mobility.

The advent of the COVID-19 pandemic has increased the risk of nutrition vulnerability in many countries, meaning that strong nutrition cluster coordination and IM capacity is more vital than ever in order to put in place nutrition responses that are timely, effective and predictable. COVID-19 has meant that traditional capacity-building options such as face-to-face trainings have become unusable, most likely for the foreseeable future.

The GNC is now moving forward with the implementation of its capacity building strategy and is in the process of translating the strategy into a specific workplan with two different phases. Phase 1 of the workplan relates to the implementation of an e-learning platform for nutrition cluster coordination and information management. Phase 2 relates to the expansion of the e-learning platform and additional associated activities (review of generic job descriptions, simulations, case studies and guided individual e-learning).

Moving forward, the GNC is seeking interested parties to help steer this capacity building initiative to ensure it is as collaborative as possible and that it serves the needs of the global nutrition community. The most immediate priority is the stream of work related to the development of the GNC e-learning platform.

#### **2. Purpose of the task force on nutrition cluster coordination and information management capacity development**

The overall objective of the nutrition cluster coordination and IM capacity development task force is to guide the implementation of the GNC capacity building strategy and to provide

oversight, technical advice and quality assurance for the implementation of its associated workplan.

The specific objectives of the task force for phase 1 of the capacity building initiative are:

- Openly share reflections, feedback and relevant resources on the theme of capacity building and nutrition cluster coordination/information management
- Advise on the design and structure of the nutrition cluster coordination and information management e-learning platform
- Provide review to the content of the e-learning platform, including training materials, learning pathways, evaluations, 360 surveys and certification
- Contribute to the dissemination and uptake of e-learning platform and evaluation of its use

After phase 1 the support of the task force will be reviewed and adjusted as necessary for phase 2.

### **3. Membership**

The task force is expected to have the following membership:

- 1 representative of the GNC Coordination Team (Programme Manager)
- 1 representative of the GNC Technical Alliance Leadership Team
- 3-4 GNC partners
- 3-4 nutrition cluster coordinators
- 3-4 information management specialists
- 1-2 capacity building specialists
- Possibly a representative of the Global Cluster Coordination Group/OCHA

Members (individuals) of the task force are expected to have relevant skills and knowledge as below.

- Knowledge of nutrition coordination, nutrition information management and/or andragogical methods/best practices.
- Working experience in coordination teams at national and/or sub-national levels (for NCC/IMO representatives)
- Have prior experience of implementing capacity building activities (desirable)
- Be focal points for capacity building in their respective organisations (desirable)

Individuals interested in participating in the task force should send an email briefly detailing their experience in the above areas to Angeline Grant ([agrant@unicef.org](mailto:agrant@unicef.org)), by the 14th of August 2020.

The task force will be chaired by a representative of the GNC-CT, unless other arrangements are determined during the inception meeting.

The task force members can request outside experts to participate in some calls or comment on documents as needed.

### **4. Time commitment**

Members of the task force are expected to participate in at least 80% of the calls (monthly – tbd). The average time commitment per month is estimated to be approximately 3 hours.

Once the online platform and coordination/IM materials are developed, the task force will review future plans and assess the need to continue/modify its functioning to ensure development of the coordination/IM capacity building component of the strategy.