**TERMS OF REFERENCE (TOR)**

**OF THE SUB-NATIONAL NUTRITION CLUSTER COORDINATOR IN** *[Indicate the location]*

Reports to: UNICEF Chief of Field Office / UNICEF Chief of Emergency Programme / Other *[Please indicate the relevant]*

Duty Station: The incumbent will be based in *[Please indicate the agency and location]* with regular visits to crisis-affected locations and to *[Please indicate the location of the national Nutrition Cluster]* upon request. Office space and local travel expenses to be provided by *[Please indicate the organisation]*.

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

Level of the post:

Modality of work: *[Please indicate if full time, part time, whether double hatting, % of time allocated to this role]*

**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, in particular in the area covered by the post holder: key events and dates, crisis level, affected population, immediate priorities, if Flash Appeal or HRP have been developed, etc.]*

*[Shortly present the 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, other sub-national level clusters, etc.]*

*[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.

*[Describe details of the sub-national Nutrition Cluster coordination team, main achievements, challenges, gaps, perspectives…]*

**PURPOSE**

On behalf of the IASC Humanitarian Coordinator and [*name of the Cluster-lead agency or Ministry]* and in collaboration with the Ministry of Health the [*insert location name*] Subnational Nutrition Cluster Coordinator (SNNCC) will provide leadership and ensure a well-coordinated, adequate, coherent, effective and timely response by members of the sub-national Nutrition Cluster (SNNC).

Under the technical and strategic supervision of the National Cluster Coordinator, the SNNCC 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 local stakeholders and of the national NCC 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 local capacity for contingency planning/preparedness for recurrent disasters whenever feasible and relevant.

Moreover, the SNNCC 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 SNNCC 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 sub-national level.
* Organise regular meetings to coordinate the nutrition response and address common challenges.
* Regularly coordinate with the national NCC, in particular with regard to:
  + updating on local nutrition situation, response, challenges
  + requesting for support (e.g. with trainings/coaching, technical support, arbitrage, advocacy at national level, etc.)
  + systematically and promptly provide data from programs, assessment, etc. and report any major issue affecting the nutrition cluster and sector at large.
* Ensure cluster members contact list is regularly updated.
* Facilitate information exchange within and without the cluster through emails, website, shared drive, communication groups…
* Ensure that Nutrition Cluster participants at the sub-national level are aware of relevant policy guidelines, technical standards, tools etc.
* Proactively engage at local level in inter-sector and horizontal issues (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 standard assessment tools are used (consult the National NCC).
* Ensure the cluster has a database with the assessment results.
* Ensure that the assessment reports are available widely and in a timely manner.
* Support the national NC in need assessment (coordination, prioritization, monitoring and quality assurance, etc.).
* In the absence of the IMO perform all its duties including the collection, analysis and sharing of information. Please refer to the IMO TOR for more information.
* In particular, conduct mapping of all current and potential actors – government, national and international humanitarian organizations as well as national institutions, the private sector; produce 4W (Who, What, Where, When) map or tables.
* In agreement with the national NCC, contribute to the intersectoral needs assessments and analysis, including for the HNO.
* Ensure analysis and interpretation of the programme data and reporting to National NCC.
* Ensure affected population are consulted in the planning and implementation of nutrition assessments.
* Ensure assessment findings are fed back to affected population.

**Strategic response plan**

* In line with the national Nutrition Cluster strategy define, with cluster members, geographical, population and programmatic priorities in the area of responsibility.
* Define, with cluster members, solution to cover priorities and gaps.
* Provide the National Nutrition Cluster with inputs for the development, revision and/or update of the HNO and HRP.
* Ensure that the responses at the sub-national level are in line with the Humanitarian Response Plan and Nutrition Cluster Response Strategy and plans, existing policy guidance and technical standards.
* Develop a subnational nutrition cluster workplan, aligning them to the national cluster priorities.
* Ensure crosscutting issues (including gender/age, child protection, disability, DRR, early recovery, local capacity building…) are considered in the nutrition cluster workplan when relevant.
* Develop mechanism to avoid project duplication.
* Contribute to the inter-cluster coordination group and to other relevant local clusters (Health, Food Security and livelihoods, WASH, …).
* Conduct advocacy actions agreed by the cluster partners strategy for the cluster.
* Act as focal point for inquiries on the Nutrition Cluster’s response plans and operations at the sub-national level.

**Resources**

* Highlight funding constraints and priorities to the National NCC.
* Share and discuss with cluster partners funding 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 local external actors for advocacy, briefing purposes.
* Oversee supply pipelines for the nutrition cluster members and support agencies in identifying and addressing related challenges to ensure no pipeline breaks.
* Identify supply pipeline issues and bring them to the attention of the national Cluster and supply managers;
* Conduct gap analysis with regard to financial, material and human resources.
* Develop capacity building plan in line with the national capacity building plan and in consultation with National NCC.

**Implementation and monitoring**

* Develop/implement a SNNC monitoring and evaluation framework.
* Encourage all relevant actors in the nutrition sector to be part of the nutrition cluster.
* Contribute to the national technical working groups when needed and set up local technical working groups if relevant.
* Ensure availability to all partners 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.
* Engage/coordinate with other clusters and initiatives at local level.
* Ensure affected population concerns and feedback are considered in the cluster monitor system and analysis.
* Ensure monitoring data are fed back to affected populations and shared with the national NCC.
* Facilitate the collection/sharing of lessons learnt.
* Contribute to evaluations covering partners’ project and lead evaluation of the subnational nutrition cluster response.

**Preparedness**

* Support the national NC in identifying risks and monitoring them in the area under responsibility.
* Contribute to identifying, implementing and monitoring preparedness actions.
* Contribute to the preparation and implementation of national contingency plan.

**CONFLICT OF INTEREST**

The subnational NCC should act, and be perceived, as impartial and fair representatives of the cluster, not as representatives of their organization or institution employing him/her.

When a Coordinator is attending a meeting in more than one capacity, it must be made clear when they are acting as a representative of that agency, and when as Coordinator.

**DISPUTE RESOLUTION**

The relationship between the subnational NCC, the cluster lead agency, the NCC co-lead/co-chair and cluster partners should be based on transparency, respect and a commitment to resolve disputes by mutual agreement.

The NCC and NC partners commit to joint decision-making in all aspects of cluster management, strategy and activities. In specific cases the Cluster Lead Agency (or the SAG) maintains the right to take a final decision.

**JOB REQUIREMENTS AND QUALIFICATIONS**

**Language Proficiency**

International staff or National of [please specify]

Fluency in local language / 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.
* 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**

* Degree, preferably in health sciences, public health, nutrition, international development or related disciplines.
* Extensive [else specify the years] work experience relevant to this post may be considered as a replacement for formal qualifications.
* At least five [change if needed] years of progressively responsible humanitarian work experience with UN and/or NGO, including nutrition programme management and/or coordination. Previous Cluster Coordination experience is an asset.

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)