

**Technical Support Team [[1]](#footnote-1)**

**Terms of Reference (ToR)**

**In-Country Support**

|  |  |
| --- | --- |
| **Post Title** | **Assessment Adviser** |
| **Supervisor in country** | **TBD** |
| **Duty station/location** | **TBD** |
| **Duration estimated** | * **Up to 6 weeks for planning assessment(s) and providing technical support** * **Up to 8 weeks if Adviser is also implementing assessment while in-country** * **Deploy ASAP** |

1. BACKGROUND

*Provide a contextual and humanitarian analysis of the crisis. Explain the current situation relevant to the crisis with details on how this situation developed and extent of expected deterioration. Provide any cultural, demographic or infrastructure details pertinent in understanding the complexity of the situation. Elaborate the ongoing intervention by your organization and explain how it fits within the response. Include any assessments done or key reference documents.*

2. PURPOSE

*Briefly explain what purpose the Technical Advisor will fulfill. What would be the general goal of the Technical Advisor personnel? What role is the Technical Advisor expected to perform? The purpose represents the impact you are seeking to achieve through the Technical Advisor personnel. The purpose should be tailored for each deployment and context of intervention.*

The Assessment Adviser will contribute to strengthening the overall emergency nutrition response by building the capacity of response stakeholders in the design, implementation, analysis and reporting of nutrition assessment. S/he will the provide senior leadership, technical support and capacity building during an in-country/remote support deployment to governments, nutrition clusters, and / or local and international non-governmental organizations. S/he will also advise on the overall strengthening of routine data management in line with the needs and requirements of the emergency nutrition response.

3. SCOPE OF DUTIES AND RESPONSIBILITIES: Technical Adviser

*Enlist and specify all tasks that the Technical Advisor is expected to perform.*

1. Lead, plan and conduct nutritional assessments in close collaboration with other sectors and the nutrition partners. Identification and design of assessment activities according to needs. This may include but not be limited to; initial planning, selection of tools and methods, sampling, writing guidelines and set up time frame, working days needed, budget and logistics planning and any special tools and equipment needed.
2. Manage all aspects of an assessment from planning, logistics, budgeting, team recruitment, training and coordination with partners.
3. Support data collection, data analysis and provide timely and quality report.
4. Support the dissemination of report to different audience to leverage funding.
5. Identify learning needs and build the capacity of different stakeholders in conducting nutrition assessment and methodologies.
6. Planning and facilitating technical capacity building and training sessions for the government ministries and partner NGOs/UN agencies staff/cluster members as and when required.
7. Determine need for other assessment, brief donors and advocate for adequate resource allocation. Lead the development of proposals and budgets to seek adequate funding for assessment to be included in the emergency response.
8. Support and develop government capacity in assessment.

4. EXPECTED TIMELINE

*Please detail a work plan/timeline in the below table.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 |
| Arrive in country, security briefing, other admin |  |  |  |  |  |  |
| Meet with TWG, UNICEF, MOH and any other partners |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Time and scheduling permitting the Technical Adviser may also be requested to XXXXX.

The ToR and expected deliverables will be refined once the Technical Advisor is in country and the in-country supervisor will meet with the Technical Advisor within 48 hours of arrival in country, as the situation remains dynamic and requires a certain degree of flexibility.

5. EXPECTED DELIVERABLES: Technical Adviser

*Provide a list of expected results from the Technical Advisor’s support by which his/her performance can be evaluated. These results can be in the form of completion reports and task related documents. The expected deliverables enlisted must be tangible and linked to the above scope of duties.*

1. Provided technical support in validation of surveys, proposals and reports in coordination with partners, Cluster, MoH and the Nutrition Information Working Group.
2. Partners trained on SMART methodology.
3. Report is available for sharing with partners

6. SCOPE OF DUTIES AND RESPONSIBILITIES: Host Organization & In-country Supervisor

*Highlight all arrangements that you are agreeing to make to support the Technical Advisor in-country. What services will you provide for the Technical Advisor?*

Host Organization

The hosting agency in country will be XXXX and commit to the following:

1. Supporting the Technical Advisorin obtaining visa.
2. Allocation of office space and access to standard office equipment including printer
3. Routine orientation upon arrival including

* Airport pick up and include name/ of driver along with contact information for a second person from the host agency.
* Security briefing within 48 hours.
* Administration briefing and set up.
* ToR briefing of host organization responsibilities.

1. Inclusion of the technical adviser under the same security and medical evacuation arrangements as other staff. In that regard (and when relevant), a Letter of Understanding (LoU) will be signed between XXXX and the implementing agency and a checklist outlining roles and responsibilities will be agreed prior any deployment.

In-country Supervisor (Name and Organization of Proposed Supervisor)

*Note: On occasion the in-country supervisor may be from the same organization as the host*

1. Supervisor and Technical Adviser review ToR as soon as possible and make any necessary ToR updates and agree on reporting and feedback cycles.
2. Appointment of a focal point person(s) in-country (could be the in-country supervisor) during the whole period of deployment to support the Technical Adviser in country in delivering his/her assignments.
3. Arrange for focal point person to provide any background and demographic and contextual information relevant to the assessment/survey.
4. As a means to acknowledge the support of the the GNC Technical Alliance and its donors, the GNC Technical Alliance and donor logos should be included in any or all materials produced by or with the support of the Technical Adviser, unless there is specific security reasons for not doing so. While the Technical Adviser will ensure these are in place and according to requirements, the supervisor should support these efforts.
5. Towards the end of the assignment, the in-country supervisor will provide an assessment of the Technical Adviser’s work in consultation with the Technical Adviser through the Performance Evaluation Form. This should be completed within 5 days after the end of the deployment.
6. Participate in the post-deployment webinar (if relevant) – a 1½ hour remote session with interested parties globally (GNC, NGOs, UN agencies, donors, others) to foster information sharing, follow up of actions from the deployment and discussion on the situation in the country; this includes presenting one slide on the background situation in the country and the reasons for the initial request as well as participation in the discussion.
7. Complete the user-satisfaction survey and share with relevant stakeholders that were actively involved in the Technical Adviser’s deployment.

7. GENERAL TERMS FOR THE DEPLOYMENT

The GNC Technical Alliance and implementing agency will hold the possibility to withdraw the Technical Advisorif there is not enough support and commitment from the hosting agency and/or in-country supervisor. In this respect, the responsible agency will have to reimburse all costs related to the deployment of the Technical Advisorthat were covered by GNC Technical Alliance grants.

While agreements on who covers costs for all travel, time and accommodation will be outlined in the budget section below, in case the Technical Advisoris requested to conduct an assessment or provide training *using GNC Technical Alliance resources*, XXX agrees to facilitate and make payments related to aforementioned activity and will get reimbursed upon specific procedures, also outlined in the budget section below.

Any intellectual property (IP) developed during the course of this deployment will be jointly owned by both the GNC Technical Alliance and the country and/or organization requesting the deployment. This means that the tools and resources developed can be freely used, shared and distributed without informing the other, including posting it on relevant websites (GNC Technical Alliance, cluster, organizational, etc.). If there is any particular piece of work that cannot be treated in this way and should be entirely owned by the country and/or organization, this should be discussed during the deployment and confirmed in writing (email) to ensure the Alliance does not unintentionally share the specific work.

8. BUDGET

*This should detail agreements about who will cover costs for the deployment. Costs could be covered by the GNC Technical Alliance, or the requesting agency/country or a mixture of the two (as explained below) and this should be discussed with the Alliance Technical Support Coordination Team. Briefly explain here the financial ability to contribute to deployment costs. Also specify the need for Technical Advisor to prepare/manage any budget in country for activities that they will undertake. Red section is for information purposes and can be deleted.*

Cost sharing and cost recovery options are possible for the deployment of a Technical Advisor. Countries/organizations should contribute to costs *when they can,* but this should not be an impediment to support. *Countries that cannot afford to contribute* can potentially access support with the costs covered by the GNC Technical Alliance grants.

Cost sharing and cost recovery arrangements will be on a case-by-case basis for each deployment, with a cost estimate provided shortly after contacting the Alliance Technical Support Coordination Team.

Depending on the resources that a country/organization has available, the below tiered system will guide cost sharing and cost recovery:

|  |  |
| --- | --- |
| **Tier** | **Financial contribution of the country/organization(s)** |
| Tier 0 | No contribution |
| Tier 1a | Only deployment costs, i.e. flights, per diem, accommodation, visa etc. |
| Tier 1b | Only adviser salary/fees |
| Tier 2 | Tier 1a plus 1b (i.e. deployment costs and adviser salary/fees) |
| Tier 3 | Tier 2 plus program support costs |

*One of the following arrangements will be used according to discussions with the Alliance Technical Support Coordination Team.*

*Cost-sharing arrangement:* The GNC Technical Alliance and (organization) have divided the costs between them. The total fee for the deployment is estimated at $xx,xxx to accomplish the goals and activities for this deployment. The GNC Technical Alliance will contribute $xx,xxx to cover the costs related to (staff salary/fees, travel costs, program support costs) and (organization) will contribute $xx,xxx related to (staff salary/fees, travel costs, program support costs). However, this fee does not include any costs related to the activities to be undertaken by the Technical Adviser, such as training, workshops or assessments, and these costs will also be covered by partners in country. The costs covered by (organization) are payable 50% in advance and 50% within 30 days of submission of the final report and an invoice.

*Costs to be covered by (organization):* All costs for this deployment will be covered at Tier (2 or 3) by (organization), with a total estimated cost of $xx,xxx. This fee includes all travel costs, staff salary/fees and program support costs. However, this fee does not include any costs related to the activities to be undertaken by the Technical Adviser, such as training, workshops or assessments, and these costs will also be covered by partners in country. The costs covered by (organization) are payable 50% in advance and 50% within 30 days of submission of the final report and an invoice.

*Costs to be covered by GNC Technical Alliance grants:* All costs for this deployment will be covered by the GNC Technical Alliance grants, with a total estimated cost of $xx,xxx. This fee includes all travel costs, staff salary/fees and program support costs. However, this fee does not include any costs related to the activities to be undertaken by the Technical Adviser, such as training, workshops or assessments, and these costs will also be covered by partners in country.

If it is necessary for the Technical adviser to provide financial resources for activities (i.e. training/assessment) to be carried out during the deployment, this should be discussed as soon as possible (prior to deployment) with the TST Coordination Unit to determine feasibility. The budget for these activities with GNC Technical Alliance resources can be prepared by the Technical Advisor once on deployment with support of Country team and MUST be approved by the TST Coordination Unit ([ballen@actionagainsthunger.ca](mailto:ballen@actionagainsthunger.ca)) before any costs related to this activity are committed and incurred. A budget template is available for this purpose.

All expenditures must be reasonable, allocable and allowable subject to the U.S. Government's definition of ''reasonable, allocable and allowable'' as detailed in the Office of Management and Budget (OMB) Circular 2 CFR 200 Part E-Cost Principles.

In the event that the host agency facilitates payments that will be covered by GNC Technical Alliance resources, upon submission of an Invoice and all supporting documents (receipts), XXXX (the Adviser’s contracting agency) shall process payment in order to reimburse XXX for incurred cost. All invoices must be submitted within 30 days of completion of the deployment. Payment of the invoice will be within net 30 from date of the receipt and XXX reserves the right to withhold payment for invoices that are 60 days past the completion of the deployment.

9. QUALIFICATIONS AND COMPETENCIES

*Provide required and desirable qualifications and competencies in the Technical Advisor needed. Cover all aspects of experience, education, skills, language, travel etc.*

*Required:*

1. At least 8 years work experience in nutrition and public health in emergencies
2. Demonstrated experience in designing and leading nutrition assessments
3. Excellent knowledge of SMART, rapid nutrition assessments methodologies and statistical software.
4. Strong skills in coordination and the ability to work effectively with a range of stakeholders, including nutrition clusters, partners and the Ministry of Health
5. Highly developed writing skills – both at a programmatic level (assessment reports, proposals) and a policy level (policy papers, guidance notes)
6. Strong communications skills (both written and verbal) at a level appropriate for high- level external representation (lobbying, presentations)
7. Ability to analyze diverse information and develop recommendations for an appropriate response to emergencies
8. Masters degree in Nutrition or Public Health or equivalent

*Desirable:*

1. Practical experience of the cluster approach at country and global level.
2. Working knowledge of French, Spanish and / or Arabic.

10. ACCEPTANCE AND AGREEMENT

*This section should be completed by organizational signatories to acknowledge understanding of the contents of the agreement and acceptance of the conditions including within it. Depending on the situation, the requesting and host organisation could be the same, and the implementing and funding organisation could be the same.*

The following organizations agree on the contents and conditions of this ToR, as witnessed by the below official signatories for each organization, effective as of the day, month and year when both parties have signed this document.

|  |  |
| --- | --- |
| [requesting organization] | [host organization] |
| By: | By: |
| Title: | Title: |
| Signature: | Signature: |
| Date: | Date: |
| [implementing organization] | [funding organization] |
| By: | By: |
| Title: | Title: |
| Signature: | Signature: |
| Date: | Date: |

1. The Global Nutrition Cluster Technical Alliance (GNC Technical Alliance or Alliance) is an initiative for the mutual benefit of the nutrition community, and affected populations, to improve the quality of nutrition in emergency preparedness, response and recovery. The GNC Technical Alliance Partners are made up of the GNC partners and other individuals, organizations, initiatives and academia at global, regional and national levels that hold nutrition technical expertise across the humanitarian and development spheres. The Alliance Technical Support Team (TST), is the successor to the Tech RRT, and is led by Action Against Hunger and funded by USAID/BHA, Irish Aid and UNICEF. More information can be found here: ta.nutritioncluster.net. [↑](#footnote-ref-1)