

Term of Reference for individual consultant AAP Coordination Officer to Accelerated Action Plan (AAP) Secretariat, Government of Sindh

Title: AAP Coordination Officer

Duty Station: Larkana, Hyderabad, Mirpur Khas, Sukkur and Shaheed Benazir Abad

Background:

Malnutrition is a public health concern in Pakistan. The women of reproductive age (WRA) are suffering from an alarming level of macro and micronutrient deficiencies ; 14.4 % underweight, 41.7% anemic , and 24% overweight 13.8 % obese. These high rates of undernutrition and micronutrient deficiencies among adolescents and WRA lead to a vicious cycle of malnutrition in the driven by inadequate household food and nutrition security, inadequate health services and care practices, and gender inequality . In Sindh, an estimated 45.3 percent, and 23.3 percent children under the age of five year are stunted and wasted respectively.

Nutrition is a multi-sectoral issue and inter-sectoral action is critical to addressing nutritional problem. Sindh province has made the progress by implementing a multi-sectoral program ‘ Accelerated Action Plan for stunting reduction’ through multi sectoral platform by engaging eight sectors. The program has been implemented in 24 districts by AAP Secretariat in collaboration and coordination with seven sectors/ line departments, development partners and donors Sindh province has also been advanced to finalize the provincial chapter of Multi Sectoral National Nutrition Action Plan (MSNNAP) through consultative process. To move further it is recommended that the multi sectoral interventions with focus on maternal and child nutrition, ECD and adolescents’ nutrition should be emphasized in the planning and implementation.

The AAP coordination officer will be tasked to build strong liaison among seven AAP sectors/ line departments and NGO partners and through support to regular meetings of District Coordination Committee for Nutrition (DCCN). The DCCN are notified coordination mechanism under the leadership of Deputy Commissioners to support, coordinate and monitor the implementation of AAP plan at district and taluka level

Purpose of Activity/Assignment/ re-assignment

Under the overall leadership of Program Coordinator, AAP Secretariat and with support from Commissioner offices, Nutrition Coordinators were supported in three divisions Hyderabad, Mirpurkhas and Larkana based at Commissioner offices. The incumbent served as focal person for coordination and monitoring of nutrition specific and sensitive intervention as envisaged under Accelerated Action Plan (AAP) and by the development partners. The AAP Coordination Officers coordinated in their assigned divisions with the respective Deputy Commissioners at district level and Assistant Commissioners at taluka level for smooth implementation and coordination of multisectoral intervention.

The Program Coordinator, Taskforce Secretariat has requested to continue and extend the support for DCCN Coordinators in five divisions for a period of RWP. This would be a continuation of services already provided from 6 April 2022 to 5th January 2023 under contract 43347334.

Scope of Work:

- Liaise with the DCs/ADCs and ACs of the respective districts to coordinate and organize monthly DCCN and TCCN meetings in the districts. Prepare agenda for meeting and draft meeting minutes to be shared with Deputy Commissioner for approval.
- Draft action points of the meetings and follow up with sectors/ departments for timely follow up. Maintain an action points matrix (Action tracker) and update it on monthly basis and share with all concerned including DCs/ADCs and ACs at the district level and Program focal points at provincial level, timely coordination at AAP
- Closely coordinate with the private sector and all civil society organization, who are involved in implementation of AAP or UNICEF activities (emergency response, ECD, IYCF) to ensure transparency and efficiency for better integration and harmonization of multisectoral activities at field level.
- Conduct regular mapping of partners and interventions at districts level and update DC and TFS about the scope and scale of nutrition intervention
- Coordinate with respective DC offices in timely resolution of issues specific to program implementation
- Facilitate visits by AAP Secretariat/ sectors and UNICEF to improve coordination and monitoring of activities as per annual sectoral plans
- Participate in sectoral capacity building activities and support and facilitate activity planning such as seminars and/or workshops that can be done within the scope of this assignment
- Submit a comprehensive report on the assignment, including summary of the proceedings, experience and identified issues, problems, and bottlenecks in program implementation.
- Document project activities, lessons learned, what has worked better, and what areas need improvement and advocate scale up of best practices across the district.
- Update district nutrition data as per periodicity prescribed by the AAP Secretariat and facilitate partners in timely submission of weekly/ monthly progress report to DC offices and AAP Secretariat
- Monthly meeting schedule with date & time and sharing meeting invites issued by DC offices
- DCCN meeting minutes and action tracker shared with AAP secretariat and sectors/ departments and CSO partners
- Monthly comprehensive activity report, submitted by 5th of every month
- Partner mapping matrix (district wise)
- Any additional task assigned by the line manager

Recruitment staff:

The AAP coordinators will be hired by AAP Secretariat in consultation with UNICEF and will be based at AAP Secretariat for providing technical assistance, while their salaries and travel will be paid through third party upon duly certified invoices and reports by PC AAP and UNICEF.

Duration of assignment:

The duration of the contract is nine months, with a total period of contract starting from 1st December 2023 and ends on 31st August 2024.

Reporting Line

AAP coordination officers will directly report to Program Coordinator for Nutrition, AAP Secretariat. Further s/he will work closely with Commissioner offices and DCs offices and program focal persons (provincial and district) from AAP sectors. Deliverables to be shared with AAP Secretariat, which include monthly reports, meeting invites and agenda, meeting minutes of DCCN, monthly action points matrix, mapping of partners and sharing pictures of DCCN meetings and other activities under AAP.

Knowledge/Expertise/Skills required

- An advanced university degree (Master's or higher) in social sciences, Mass Communication, Health & in nutrition sciences
*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.
- A minimum of 2-3 years of relevant professional experience in relevant field, particularly in health, nutrition, social sector and coordination will be given preference
- Developing country work experience and/or familiarity with emergency is considered an asset.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
- Previous experience in coordination and experience in health and nutrition sector
- Strong coordination, analytical and decision-making skills
- Always demonstrate polite and courteous behavior and positive attitudes.