

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

**Terms of Reference (ToR)**

**Remote Support**

|  |  |
| --- | --- |
| **Post Title** | **Assessment Adviser** |
| **Supervisor** |  |
| **Location supported** |  |
| **Start date for remote technical support** |  |
| **End date for remote technical support** |  |
| **Number of working days** | *This can be less than the period of support* |

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 remote support and context of intervention.*

The Assessment Adviser will contribute to strengthening the overall emergency nutrition response by supporting remotely an in-country survey manager who will lead assessment implementation. S/he will support the survey manager in the design, implementation, analysis and reporting of nutrition assessment. S/he will assess capacity strengthening needs of staff members in assessment methodologies, and provide tailor made training or coaching using innovative online tools and advanced remote facilitation approaches. 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.*

* Identification and design of assessment activities according to needs. This may include but not be limited to:
  + Design and plan the assessment, including initial planning, selection of tools and methods, writing survey protocols, sampling, determining survey timeline, and creating survey budget.
  + Remote monitoring of data quality during data collection.
  + Drafting, collaboration on, and finalization of survey report.
  + Facilitate discussion around recommendations from the findings.
* Remotely support the in-country survey manager to lead, plan and conduct nutritional assessments in close collaboration with other sectors and the nutrition partners using innovative online tools and advanced remote facilitation approaches.
* Identification of new ways of collection data remotely and design of questionnaires for phone surveys.
* Provide regular coaching to the in-country survey manager to plan and conduct nutrition surveys and assessments.
* Remotely support data collection, data analysis, data quality control, and contribute to timely and quality reports.
* Support the dissemination of the findings and final report to different stakeholders.
* Identify learning needs and build the capacity of different stakeholders in conducting nutrition assessment and methodologies.
* 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.
* Determine need for other assessments, brief donors and advocate for adequate resource allocation.
* Remotely support routine programme data management, including collation, analysis, quality control, and utilization.
* Remotely support in-country partner to conduct nutrition data analysis support, including nutrition situation analyses and existing survey data analysis.

4. EXPECTED TIMELINE

*Please detail a work plan/timeline based on the activities outlined above in the below table.*

|  |  |
| --- | --- |
| **Description of activities** | **Number of working days** |
| Remote orientation and introductions |  |
| Virtual meetings with TWG, UNICEF, MOH and any other partners |  |
| … |  |
| **…** |  |
| **…** |  |
|  |  |
|  |  |
|  | **Total: XXX** |

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

A Detailed work plan will be developed once the technical support begins.

The ToR and expected deliverables will be assessed on an on-going basis, 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. Survey protocol
2. Survey final report
3. Training materials and recordings
4. Training report

6. SCOPE OF DUTIES AND RESPONSIBILITIES: 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?*

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

1. Supervisor and Technical Adviser review ToR as soon as possible upon starting the support 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 the assignment to support the Technical Adviser in delivering his/her assignments.
3. Arrange for focal point person to provide any background and demographic and contextual information relevant to the programs they will be supporting.
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 assignment.
6. Participate in the post-assignment 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 assignment 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 assignment.

7. GENERAL TERMS FOR THE REMOTE SUPPORT

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

Any intellectual property (IP) developed during the course of this remote support will be jointly owned by both the GNC Technical Alliance and the country and/or organization requesting the remote support. 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 remote support and confirmed in writing (email) to ensure the GNC Technical Alliance does not unintentionally share the specific work.

8. BUDGET

*This should detail agreements about who will cover costs for the remote support. 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 TST Coordination. Briefly explain here the financial ability to contribute to remote support 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 remote support. 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 remote support, with a cost estimate provided shortly after contacting the TST Coordination.

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 1 | Only adviser salary/fees |
| Tier 2 | adviser salary/fees plus program support costs |

*One of the following arrangements will be used according to discussions with the TST Coordination.*

*Cost-sharing arrangement*: The GNC Technical Alliance and (organization) have divided the costs between them. The total fee for the remote support is estimated at $xx,xxx to accomplish the goals and activities for this technical support. The GNC Technical Alliance will contribute $xx,xxx to cover the costs related to (staff salary/fees, program support costs) and (organization) will contribute $xx,xxx related to (staff salary/fees, program support costs). However, this fee does not include any costs related to the activities related to the technical support, 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 remote support will be covered at Tier (2 or 3) by (organization), with a total estimated cost of $xx,xxx. This fee includes all 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 remote support will be covered by the GNC Technical Alliance grants, with a total estimated cost of $xx,xxx. This fee includes all 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.

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 remote support. 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 remote support.

9. QUALIFICATIONS AND COMPETENCIES

*Provide required and desirable qualifications and competencies in the Technical Advisor needed. Cover all aspects of experience, education, skills, language 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. Proven ability to deliver remote technical support
5. Strong skills in coordination and the ability to work effectively with a range of stakeholders, including nutrition clusters, partners and the Ministry of Health
6. Highly developed writing skills – both at a programmatic level (reports, proposals) and a policy level (policy papers, guidance notes)
7. Strong communications skills (both written and verbal) at a level appropriate for high-level external representation (lobbying, presentations)
8. Ability to analyze diverse information and develop recommendations for an appropriate response to emergencies
9. 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 included within it. Depending on the situation, 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 organisation] | [implementing organisation] |
| By: | By: |
| Title: | Title: |
| Signature: | Signature: |
| Date: | Date: |
| [funding organisation] |  |
| By: |
| Title: |
| Signature: |
| 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)