

Term of Reference of District Technical Officer (Nutrition)

Under the direct supervision of the Project Nutrition Specialist and in close coordination with the DPSU, Nutrition Focal Point of the District Health Office and District Technical Team, the Technical Officer (Nutrition) will primarily be responsible for effective planning and implementation of nutrition-related activities of the project. He/she will supervise the activities of and provide guidance to the field-based project nutrition supervisors as appropriate. The Technical Officer (Nutrition) will spend considerable time in the field supporting and building rapport with the field-level staff, farmer groups, mothers' groups and other development partners.

Specifically, he/she will perform the following tasks:

- Facilitate in implementing the food and nutrition status improvement activities at district and subdistrict levels.
- Monitor and supervise closely at the VDC, community and household levels to ensure that training and other nutrition activities are taking place as defined in the Project Implementation Plan.
- Undertake field supervision at least 15 days in a month in the respective VDCs where activities are under implementation based upon a supervision schedule approved by DPSU and submit reports of the field visit.
- Report the problems faced in the field to DPSU and DHO as appropriate and liaise with the DPSU, PMU and Nutrition Specialist for timely action and attention to the problem.
- Track progress of the implementation and report to the DPSU manager and DHO under whom the activity under implementation is concerned, with a copy to the Nutrition Specialist.
- Liaise with DHO for the implementation of the BCC Programme and provide support for the preparation, implementation, capacity building and training, review and assessment.
- Support VDC, HFMC, **Female Community Health Volunteers (FCHVs)** and farmer groups for kitchen garden and BCC training.
- Guide and facilitate the formation/reactivation of mothers' groups, nutrition exhibitions, food demonstrations and the implementation of BCC activities at VDC and ward levels
- Under the guidance from the Project Training Specialist, Agriculture and Livestock Specialists and in collaboration with District Technical Officer (Livestock and Agriculture) identify needs, and contribute to the design of the curriculum, lesson plans, guidelines and procedures for different training packages related to nutrition to be embedded in ToT, refresher courses and FFS and provide backstopping support in their implementation.

- Coordinate with agriculture and livestock technicians for the organization of other nutrition related trainings for the farmers and mother groups, participate in the training and act as a resource person.
- Carry out field supervision based upon a supervision schedule approved by DPSU to observe the activities of BCC providers at the community level.
- Assess the effectiveness of the BCC Programme by visiting households and interacting with mothers' groups and farmer groups.
- Prepare and submit to DPSU, DHO, with a copy to the Nutrition Specialist, monthly and trimester reports of the work progress on training and other activities such as establishment of the Nutritious Food Processing Unit at the ward level and the survey on food safety planned to be undertaken by DFTQC.
- Participate in the district-level planning and coordination meeting, get timely updates about progress and ongoing work on agriculture and livestock components and report to the DPSU manager.
- Submit a work plan and monthly progress report as per the format developed by the project.
- Undertake any other assignments as assigned by the Project Nutrition Specialist.

Qualifications: Bachelor's degree in nutrition, public health or any related field, with a minimum of two years of work experience of implementing food-based nutrition, agriculture or livestock projects with nutritional objectives or health and nutrition projects at field level. The candidate should have adequate competence in communication, planning and reporting in English and Nepali languages. The candidate should be well-versed in computer applications such as MS Word, MS Excel and MS PowerPoint. Experience with similar internationally funded development project will be an advantage.