

## Terms of Reference for hiring Regional Program Coordinator (Extender), consultant Technical Assistance to Regional Health Bureau in Sidama Regions

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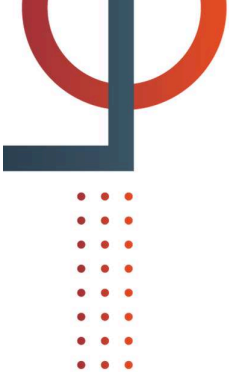
## 1. BACKGROUND

Nutrition International (NI) has been supporting Ethiopia develop and successfully implement health and nutrition policy and programs under institutional support grant (ISG: 2019-2024). NI's projects have a strong focus on proven, cost-effective high impact nutrition intervention including Adolescent Health and Nutrition (WIFAS for Adolescent girls & Nutrition Education for both girls and Boys), daily Iron Folic Acid supplementation (IFAS) to pregnant women, Vitamin A supplementation (VAS) to children 6 – 59 months, Zinc supplementation for the management of childhood diarrhea, promotion of optimal breastfeeding practices (that include timely initiation of breastfeeding (TIBF) within 1 hour of birth, exclusive breastfeeding (EBF) for the first 6 months of life and continued breastfeeding for 2 years and beyond) and promotion of safe and appropriate complementary feeding practices for infant and young children (6 - 23 months of age).

## 2. ROLE NAD RESPONSIBILITIES

### 2.1 Grant and Project Management

1. In collaboration with the CO team and zonal extenders, cascade hands-on technical support and microplanning tool to the targeted woredas and develop woreda specific grant project plan through a participatory approach, engaging key intermediaries from key sectors (i.e. health, education and women & social affair sectors).
2. Use RFP and develop regional grant project plan by compiling each woreda plan and submit to NI ensuring its review and official endorsement by regional multisectoral nutrition coordination team.
3. Assist the RHB in the timely transfer of grant funds to the targeted zones and woredas through developing project activities with a budget disbursement plan that is consistent with the approved micro plans of the targeted zones and woredas.
4. Conduct joint supportive supervision visits with ZPCs and regional multisectoral teams to targeted zones, selected woredas, and their SDPs, as well as coordinate Zonal extenders' travel and specific engagement as required.
4. Oversee the on-site quality and implementation fidelity of key grant project activities, including ToT sessions, cascading trainings, and zonal and cluster-level learning sessions, while also ensuring that activities scheduled at the regional level are carried out with the expected standards of quality and fidelity.
5. Organize and lead quarterly virtual meetings with SPOs, zonal extenders, and key intermediaries from RH&EBs as well as targeted ZHDs and ZEDs to collaboratively monitor the quality and fidelity of implementation, enhancing the overall effectiveness and sustainability of grant activities within the targeted zones, Woredas, and their SDPs.
5. Closely work with zonal extenders, SPOs, and Senior MEAL officer to populate the Data Entry Sheet (DES) with monthly reach and supply availability data for each project.
6. Prepare and submit separate technical reports for each major grant activity conducted during the reporting period, while DES will be populated with numeric data on key intermediaries—disaggregated by type, level, and sex—who participated in these major activities (i.e. trainings, learning sessions, QIT, and multisectoral meetings) per the targeted zones.
7. Work with SPOs, PAs, and the SFO to ensure the timely completion, review, and



submission of official grant technical and financial reports, along with the required financial supporting documents.

### **3. REPRESENTATION, TECHNICAL INFLUENCE AND ADVOCACY**

#### **3.1 REPRESENTATION**

1. The Regional program coordinator will actively represent NI in the assigned region: (a) the Seqota Declaration's PDU (Amhara and Sidama regions) and the Nutrition Coordination Office (Oromia and CE regions); (b) the nutrition and health emergency response taskforce; (c) the multisectoral nutrition coordination technical committee; (d) the ECSC-SUN regional TWG; and (d) other nutrition and gender-mainstreaming technical alliances and partnership platforms identified through stakeholder mapping.
2. Attending regular meetings and regional workshops to advance planned activities, provide technical insights, and influence while also identifying opportunities to position him/herself in leadership roles within existing technical alliances and partnership platforms, thereby increasing NI's visibility and impact.
3. Regularly updating the RHB and key stakeholders on NI's ongoing support through formal reports and presentations.
4. Participating in government-led national or regional public health campaigns, with particular emphasis on the planning phase and joint SS visits, ensuring the integrated implementation of NI-supported high-impact & cost-effective nutrition interventions.
5. Support NI's advisory role with PDUs (Amhara and Sidama regions) and NCOs (Oromia and CE regions) to provide hands-on technical assistance to Seqota Declaration-targeted woredas, ensuring the government-led expansion of WIFAS implementation is aligned with their woreda-based costed plans.

#### **3.2 TECHNICAL INFLUENCE**

1. Actively engage in government-led capacity-building activities, such as materials and manual development workshops, ToT and cascading trainings, and joint supportive supervision visits, among others.
2. S/he will liaison NI's demonstrated technical expertise in: (a) the implementation of high-impact cost-effective package of AMNCHN interventions; (b) institutionalizing quality improvement approaches (CQI) and tools within WoHOs and PHCUs; and (c) integrating gender mainstreaming into AMNCHN program implementation at all levels.

#### **3.3 ADVOCACY**

1. Facilitate support the planning, coordination, and execution of advocacy activities and events to be organized by NI within their assigned regions.
2. Develop NI-supported project results, lessons learned, and success stories for effective communication and dissemination during regular meetings of regional technical and partnership platforms, as well as planned advocacy events by the RHB and its AMNCHN key stakeholders.
3. Ensure that results, lessons learned, and success stories from NI-supported projects are formally recognized and incorporated into the RH&EBs' official reports, presentations, dissemination activities, as well as advocacy and communication materials.



#### 4. REPORTING LINE

The regional program coordinator reports directly to his/her supervisors, who are the Senior Program Officers responsible for each of the AMNCHN portfolios and MEAL SPO, as well as to the MNCH and nutrition delegated coordinator of the respective RHB.

#### 5. PAYMENT AND DELIVERABLES

The regional program coordinator will be offered LoE payments based on agreed rates upon submission and acceptance of the expected deliverables. In addition, s/he is provided with funds to cover field expenses each month that must be used and accounted for according to NI standard procedures.

#### 6. QUALIFICATIONS

- Master's degree in public health with a background in health-related fields
- Minimum of 5 years' experience in managing health and nutrition programs
- Strong background in Ethiopian primary health care systems
- Proven experience working with government health information systems (e.g., DHIS2, UNIS, eCHIS)
- Familiarity with regional contexts and proficiency in the local working language is an asset

7. **Contract Period:** 1<sup>st</sup> of May 2025 and 31<sup>st</sup> of March 2026.

#### HOW TO APPLY

Interested and qualified candidates are invited to apply by following the steps below:

- Use the **job title** as the subject line of your application email.
- Complete the online application form using the following link:  
<https://forms.office.com/r/2aduhUrvGN>
- Email your application letter and updated CV to:  
[Program.ApplicationETH@NUTRITIONINTL.ORG](mailto:Program.ApplicationETH@NUTRITIONINTL.ORG)
- Female candidates are **strongly encouraged to apply**.

**Deadline:** Applications must be submitted by 21st April 2025



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