

Terms of Reference for hiring Zonal Program Coordinator, consultant Technical Assistance to East Wollega and West Wollega zones in Oromia Region, East Gojjam and Awi zones in Amhara Region, Hadiya zone in Central Ethiopia region.



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 focuses on cost-effective, high-impact nutrition interventions, including Weekly iron and folic acid supplementation and nutrition education for adolescent girls, Iron and Folic Acid supplementation for pregnant women, Vitamin A supplementation for children aged 6–59 months, and Zinc supplementation for the management of childhood diarrhea. NI also promotes optimal breastfeeding and complementary feeding practices for infants and young children (0–24 months) while supporting the fortification of wheat flour and edible oil, as well as salt iodization.

1. SPECIFIC DUTIES AND RESPONSIBILITIES OF ZONAL PROGRAM COORDINATOR:

1.1. COORDINATE AMNCHN GRANT IMPLEMENTATION

- Gather and share relevant AMNCHN information from Zone and woreda to inform context and landscape analysis.
- Coordinate and support project zones to timely prepare and submit AMNCHN program implementation micro plan.
- Advise and support project zones to develop ToRs and spending plan to effectively coordinate and manage AMNCHN program activities like review meetings, learning sessions and supervision.
- Support regional program coordinator and SPO in quality assurance of AMNCHN grant management activities including timely spending, liquidation, financial reporting and documentation.

1.2. MONITORING AND QUALITY ASSURANCE OF AMNCHN PROGRAM IMPLEMENTATION

- Develop TA plans to provide coaching, mentoring and supervision visit to sampled woreda, PHCU, schools.
- Conduct monthly coaching, supervision visit and RDQA to sampled woreda, PHCUs and schools to quality assure the implementation of planned AMNCHN activities.
 - a. Provide technical support to PHCUs to implement their QI plans.
 - b. Provide technical assistance to WoHO and PHCU staff in improving their stock management capacity using IPLS tools (RRF, IFRR, and HPRRF).
 - c. Supervise and spot check sessions to ensure quality of PWC sessions organized at kebeles.
 - d. Provide improvement recommendations.
- Provide capacity building trainings to program officers, health care providers, HEWs and teachers on AMNCHN program interventions.
- Conduct essential health and nutrition supplies stock status monitoring at PHCUs and WoHOs to ensure continuous availability of adequate AMNCHN essential supplies, such as prenatal IFA, IFA for WIFAs, 4% CHX gel, Zinc & ORS, and VACs.
- Support and quality assure Zonal collaborative QI learning sessions to ensure that learnings and bottlenecks are adequately discussed, improvement areas are identified, and change ideas shared between collaborating PHCUs.
- Advise project zones to organize quarterly performance review with ZHDs/RHBs.
- Support ZHDs, WoHOs and PHCUs in planning, implementation and reporting of mop-up and outreach campaigns.

- Collect, compile and share DHIS-2 and parallel AMNCHN program monitoring reports every month.
- Collect, compile and share training, learning session, supervision, review meeting reports every month.
- Conduct monthly program coverage and activity implementation progress review with RPC/SPO.
- Identify success stories for Most Significant Change (MSC) documentation and engage in the documentation process (Story collection, transcription, and report).

1.3. SUSTAIN NI PROGRAM STEWARDSHIP

- Collaborate with ZHD to identify and select potential health facilities for NI interest pilot and new initiatives implementation like preconception care (PCC), eCHIS, VAC direct delivery, father to father strategy.
- Support the CO team in the implementation of CO-led program management activities like baseline assessments, surveys.
- Liaise on NI programming, including new initiatives and pilot programs, with new and existing project woredas.
- Represent NI in nutrition and health emergency response taskforces, AMNCHN-related TWGs, multisectoral nutrition coordination, the SUN network, and other nutrition and gender-mainstreaming platforms in his/her project areas (i.e., at zonal, targeted woredas), ensuring NI visibility and identifying leverage opportunities.
- Build and maintain good collaborative relationships with the health, education, and women's affairs sectors, SEQOTA declaration team, PHCUs, schools, religious, and community institutions and groups.

2. REPORTING LINE

The Program Coordinator (PC) reports directly to his/her supervisor (i.e. regional program coordinator) and will be expected to collaborate closely with the management, technical, and financial teams, as well as staff in the assigned zone, of the health and education departments.

3. REMUNERATION

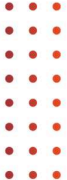
The Zonal Program coordinator will be offered LoE payments based on agreed rates upon submission and acceptance of the expected deliverables. In addition, s/he is provided with funds to cover field expenses each month that must be utilised and accounted for according to NI standard procedures.

4. ADMINISTRATIVE AND DUTY STATION

Program Coordinator (ZPC) will be responsible for a zone s/he is assigned. Each ZPC will be based at ZHD offices. The PC may also be assigned other related duties outside the Zone s/he assigned as it is required.

5. QUALIFICATIONS

- BSc degree in public health / Clinical nurse / Midwifery
- Minimum of 10 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



6. Contract Period: 1st of May 2025 and 31st 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
- Female candidates are **strongly encouraged to apply**.

Deadline: Applications must be submitted by 21st April 2025



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