

**Terms of Reference (Template)**

***Lead Facilitator for Supporting UN Nutrition Inventory and UN Nutrition Strategy/Agenda Development***

***UN Network for SUN in XX (country)***

**Background**

*Provide background to the nutrition situation in country, including malnutrition rates, trends, government policies and plans with regards to nutrition. Briefly describe any in country coordination efforts on nutrition including the multi-sectoral multi-stakeholder platform and the status of country SUN networks.*

*Describe UNDAF (or equivalent) and UN coordination efforts on nutrition in country. This should include a description of the country UN network for SUN and any in country efforts to strengthen nutrition governance and coordination (e.g. if a REACH country, please describe).*

**Objective**

Under the UN network for SUN, UN agencies at country level are asked to strengthen coordination and the coherence of nutrition sensitive and nutrition specific programmes. Country level UN nutrition teams are also encouraged to articulate their contribution to the national nutrition efforts in a strategic document that builds a common understanding of UN nutrition approaches, activities and priorities vis-à-vis national multi-sectoral nutrition plans, identify any gaps, overlaps and opportunities to improve relevance, efficiency and effectiveness, impact and sustainability and inform future collective UN priority activities. The process of developing a strategic document should be based on an analysis of UN current support to nutrition, discussions on government priorities and the comparative advantages of each agency and the UN as whole in supporting the national program.

To contribute to this process, the Secretariat for the UN Network for SUN has developed a process, based on a pilot approach implemented with the UN nutrition team in Mozambique. The approach uses information gathered from: 1) a UN Nutrition Inventory, 2) one-on-one interviews with UN staff, 3) analysis of government policies and programs as well as the UNDAF (or equivalent) and UN agency programs. The information is analyzed and presented at a workshop allowing key UN nutrition and management staff to hold a discussion based on a strong evidence base from which key strategic questions regarding current and future UN contributions to nutrition can be explored. The workshop aims to help UN nutrition staff determine concrete steps to achieving a more harmonized and coordinated UN approach supporting the government’s nutrition agenda.

The role of the Lead Facilitator is to facilitate and support UN network member contributions to the inventory and strategy/agenda development. This includes facilitating data collection (inventory tool and interviews); performing the supporting analysis; presenting the results to UN network members and senior Representatives; facilitating strategic discussions and decision-making; and documentation of the nutrition strategy/agenda.

**Methodology and technical approach**

The process[[1]](#footnote-1) is intended to provide a common and comprehensive framework/language for describing current nutrition actions and allow UN agencies in the same country to compare the focus/concentration/magnitude and location of nutrition contributions in a meaningful way. The process supports dialogue in a participatory manner so that UN staff working in nutrition will start to develop a common vision with clear outputs and a shared understanding of the roles and responsibilities of each agency and be strongly positioned to strengthen the coordination of the UN for better results for nutrition.

**Deliverables**

The Lead Facilitator should submit the following key deliverables:

* Inception report within 2 weeks after the signing of the contract, outlining details of activities with proposed methodology, consultations and timeline.
* UN Nutrition Inventory spreadsheets (one per participating UN agency)
* UN Nutrition Inventory analysis
* Consolidated interview results
* Facilitation of a 2 day workshop (including all preparations and debrief)
* Draft joint UN nutrition strategy for feedback and comments
* A final version of the Joint UN Nutrition Strategy/Agenda

*Describe to whom the deliverables should be submitted and the process for approval/validation.*

**Management and timeframe**

*Describe the reporting line/management of the Lead Facilitator and time frame for the process and deliverables.*

**Key qualifications**

*Proposed skills and competencies of the Lead Facilitator include:*

* *Post graduate degree in nutrition, public health or related social science field*
* *In-depth knowledge and understanding of issues of health and nutrition inequities*
* *At least 10 years work experience and proven record in policy, strategic planning and M&E*
* *Strong communication and facilitation skills*
* *Good analytical and documentation/report writing skills*
* *Excellent command of oral and written English (and other language?)*

**Budget**

*Add budget as appropriate.*

1. A Guidance Package, which details the 7 steps to the process and includes tools and templates, has been developed by the UN Network for SUN Secretariat and is available for use by the Lead Facilitator and UN Network for SUN at country level. [↑](#footnote-ref-1)