

## VACANCY ANNOUNCEMENT

### NUTRITION IM CONSULTANT, NO-B , MONROVIA, LIBERIA

#### TERMS OF REFERENCE:

Under the supervision of the Nutrition Specialist, the post for a national consultant on Information management is being advertised to allow UNICEF support the Ministry of Health in improving the collection, reporting, analysis and the use of data for decision making. Currently, only two nutrition indicators are included in Health Management Information System (HMIS) and there is need to include more indicators to ensure tracking of progress.

#### Background and Justification

A well-functioning **health information system** ensures the production, analysis, dissemination and use of reliable and timely information on health determinants, health systems performance and health status. Liberia has deployed the DHIS 2 tool for its Health Management Information Systems (HMIS) in the country. The existing version of HMIS contains a comprehensive set of indicators for the health system but is lacking on nutrition indicators. It's imperative that a set of set of standard nutrition indicators is developed, pre tested and integrated in the HMIS. The pre testing of new data collection and reporting tools has been completed. There is a huge task of rolling out the new nutrition information system through training of health workers as well as ongoing support.

Under the supervision of the nutrition specialist, the information management consultant will be expected to;

- Support the nutrition division, implementing partners and health workers at the sub national level in the collection, analysis, interpretation and dissemination of nutrition information according to standards, harmonized indicators and tools.
- Support integration of nutrition indicators into routine Health Management Information System.
- Provide technical support to the revision and update of standardized national nutrition data collection and reporting tools.
- Establish a robust information management system for the nutrition division.
- Support data gathering, analysis from primary and secondary sources, to inform decision making on nutrition policy and programming.
- Provide data and inputs to technical documentation, reports, proposals, including updated nutrition situation analysis.
- Ensure accuracy of nutrition indicator information provided in progress reports, annual reports, donor reports, bulletins, technical documentation, etc.
- Undertake review and mapping of essential information systems in relevant sectors (ie. Health, Food/Agriculture) and facilitate linkages and collaboration with relevant information systems for nutrition
- Support human resources capacity development in nutrition information management.
- Ensure archiving and inventory of available studies, surveys and other information sources relevant to nutrition.
- Lead compilation of data and the field roll out of bottleneck analysis.

#### Objective and targets of the assignment.

The overall objective of consultancy is to lead the monitoring and evaluation work related to the investments by the Power of Nutrition and the UK Natcom for nutrition in Liberia. Specific objectives are to;

- i) Undertake routine programme monitoring to ensure tracking of progress and evidence based decision making
- ii) Lead preparatory work for programme evaluation that will inform funding for phase 2 of the investment.
- iii) Provide technical support in the roll out of bottleneck analysis at county level.

**Specific activities to be completed to achieve the objectives:**

Under the supervision of the Nutrition Specialist, the incumbent will carry out activities across the three broad objectives;

**Routine Programme Monitoring:**

- Support the nutrition division, implementing partners and health workers at the sub national level in the collection, analysis, interpretation and dissemination of nutrition information according to standards, harmonized indicators and tools.
- Support integration of nutrition indicators into routine Health Management Information System (HMIS).
- Provide technical support to the development of standardized national nutrition data collection and reporting tools.
- Establish a robust information management system for the nutrition unit.
- Support data gathering, analysis from primary and secondary sources, to inform decision making on nutrition policy and programming.
- Provide data and inputs to technical documentation, reports, proposals, including updated nutrition situation analysis.

**Programmatic Evaluation:**

- Undertake review and mapping of essential information systems in relevant sectors (ie. Health, Food/Agriculture) and facilitate linkages and collaboration with relevant information systems for nutrition to inform the evaluation.
- Undertake preparatory activities for the evaluation that include consultative meetings, , advertisement etc.
- Prepare applicable technical evaluation related documents such concept note, evaluation protocol, ToR.
- Maintain archiving and inventory of available studies, surveys and other information sources relevant to nutrition.

**Bottleneck Analysis:**

- Consultation meetings with relevant government and other key stakeholders.
- Compilation of data and indicators for the bottleneck analysis exercise.
- Undertake bottleneck analysis at the field level.
- Support human resources capacity development in nutrition information management and bottleneck analysis.

### Tangible and measurable outputs of the work assignment

Objective	Activities	Deliverables/Outputs	Timeline (Months) Tentative start date													
			October 2017													
			1	2	3	4	5	6	7	8	9	10	11	11.5		
1. Undertake routine programme monitoring to ensure tracking of progress and evidence based decision making	<ul style="list-style-type: none"> <li>- Consultation meetings with the government.</li> <li>- Review and update of data collection tools for nutrition.</li> <li>- Desk review</li> <li>- Capacity building exercises.</li> </ul>	a) A functional information management system for nutrition is established.														
		b) Indicators and reporting tools are reviewed for standardization.														
		c) Training plan and budget for 15 counties prepared with the government.														
		d) Indicator reference sheet completed.														
		e) Nutrition indicators integrated in the HMIS.														
		f) Health workers from five counties are trained on nutrition information systems.														
2. Lead preparatory work for programme evaluation that will inform funding for phase 2 of the investment	<ul style="list-style-type: none"> <li>- Desk review exercise.</li> <li>- Internal consultations for the evaluation.</li> <li>- External consultations with RO and donors.</li> <li>- Advertisement for request for expression of interest.</li> <li>- Review of submissions for the evaluation</li> </ul>	g) Mapping of essential information systems in relevant sectors is completed.														
		h) Evaluation protocol is completed.														
		i) Programme evaluation TOR is completed and approved internally.														
		j) Concept note for the evaluation of the co investment is completed.														
		k) Expressions of interest from prospective evaluation firms are reviewed.														
3. Provide technical support in the roll out of bottleneck analysis at county level.	<ul style="list-style-type: none"> <li>- Planning meetings and consultations with government.</li> <li>- Working sessions with the division of nutrition.</li> <li>- Desk work for review and technical preparation of an automated system for BNA.</li> <li>- Bottleneck analysis exercise.</li> <li>- Data analysis and report writing</li> </ul>	l) Planning for bottleneck analysis including fund disbursement is completed with government														
		m) A set of indicators for bottleneck analysis is agreed upon with the government.														
		n) Bottleneck analysis matrix "software" is contextualized.														
		o) Bottleneck analysis exercise completed in two counties														
		p) Report of bottleneck analysis.														
		q) Planning for bottleneck analysis for additional two counties is completed with government.														
		r) Bottleneck analysis exercise is completed in two counties														
		s) Report of bottleneck analysis.														
		t) Final consultancy report														

### Performance indicators for evaluation of results

- Indicator reference sheet prepared by December 2017.
- Nutrition indicators included in the HMIS by February 2018.

- Training of health workers in 15 counties on nutrition information systems completed by March 2018.
- Bottleneck analysis completed in 10 counties by August 2018.

**Official travel involved, if any**

a. Itinerary: DSA related costs and UNICEF transport for in country travel to implementation areas outside of Montserrado to be provided by UNICEF upon approval of Nutrition Specialist

**Qualifications, Specialized Knowledge and Relevant Experience Required**

- Academic qualifications.
  - University degree in either of the following areas; Information technology, computer science, statistics, public health.
- Necessary experience.
  - Minimum 2 years directly relevant work experience in monitoring and evaluation, information management systems, data analysis, data management and capacity building.
- Language skills. Fluency required in English.
- Other necessary/desirable skills/qualifications.
  - Strong verbal and written communication skills
  - Willingness to travel and work in field environments
- Other requirements.
  - Candidate must be a Liberian national
  - Interested applicants must submit a cover letter together with their CV