

## TERMS OF REFERENCE

### District Coordinator for ENRICH MNP Programme in Thakurgaon District, Bangladesh

Nutrition International (formerly Micronutrient Initiative) is a global organization dedicated to delivering proven nutrition interventions to those who need them most. Working in partnership with countries, donors and implementers, our experts conduct cutting-edge nutrition research, support critical policy, and integrate nutrition into broader development programmes. In more than 60 countries, primarily in Asia and Africa, Nutrition International nourishes people to nourish life.

#### 1.0 The ENRICH Project

The Enhancing Nutrition Services to Improve Maternal and Child Health (ENRICH) project in Africa and Asia aims to improve the health and nutrition status of mothers, newborns and children in select regions of Bangladesh, Kenya, Myanmar, Pakistan and Tanzania. The project seeks to achieve this goal through strengthening of health systems with an emphasis on community outreach services, improving nutrition of pregnant women, infants and young children during the first 1000 days from conception to 24 months of age, and ensuring accountability of results at all levels. ENRICH takes a comprehensive approach to: i) improve delivery of essential health services, including basic nutrition and nutrition-sensitive services to mothers, pregnant women, newborns and children under two; ii) Increase production, consumption and utilization of nutritious foods and micronutrient supplements; and iii) strengthen gender-responsive governance, policy and public engagement in maternal, newborn, and child health (MNCH) in Canada and target countries.

ENRICH is funded by Global Affairs Canada and World Vision Canada. It is implemented by World Vision Canada (WVC) and Nutrition International (NI), with WVC as the consortium lead. This consortium works closely with other Canadian and international partners including Harvest Plus, the Canadian Society for International Health, the University of Toronto's Dalla Lana School of Public Health and the Hospital for Sick Children.

The project is expected to increase the access to basic nutrition and health services to a total of 2.09 million people, including 835,000 women and 740,000 children. In Bangladesh, ENRICH will be implemented in Thakurgaon district and is expected to directly benefit 234,500 pregnant and lactating women and young children, and nearly half a million people in total.

Key NI interventions areas are:

- i. **Health system strengthening** through capacity development of healthcare workers in delivery of nutrition services, supply chain management, collection, analysis and use of nutrition data and information.
- ii. **Behaviour Change Interventions (BCI)** informed by formative research in the project area to develop a context-specific behaviour change strategy for improving the nutrition status of women and children.
- iii. **Food fortification** to increase the demand and consumption of adequately fortified foods as well as promote optimal feeding practices of infants and young children.

- iv. **Policy engagement and advocacy** to support the creation of an enabling environment for implementation of the ENRICH project and to use project evidence to advocate with key decision-makers in government for the scale-up of nutrition-specific and nutrition-sensitive interventions.

## 2.0 MNP programme implementation in Bangladesh

Research shows that the use of Micronutrient Powder (MNP) has been associated with reducing anemia and iron deficiency for children under two years of age<sup>1</sup>. A review of previously conducted MNP interventions has identified some crucial steps to successful implementation, including: i) careful consideration of distribution platforms and BCI; ii) selection of reliable suppliers to ensure continuity of the commodity; iii) establishing partnership with actors with credibility in targeted communities; iv) clearly defined indicators for measuring success related to, for example, coverage; and v) well trained frontline health workers in counselling in Infant and Young Child Nutrition (IYCN) and use of MNP<sup>2,3</sup>.

Nutrition International has worked with the Institute of Public Health Nutrition (IPHN) and Thakurgaon District Ministry of Health and Family Welfare (MOHFW) on the design of an MNP programme and implementation plan. The plan was informed by an MNP landscape analysis and consultation with government and other stakeholders in nutrition. The MNP programme is expected to be implemented from July 2018 to March 2020. The aim of the MNP programme is to improve the nutritional status of infants and young children through the promotion of optimal feeding practices. A BCI strategy, based on the findings from the formative research and baseline assessment, is being developed and will be ready for dissemination in July 2018.

## 3.0 Purpose of the position

Nutrition International is looking for an MNP Programme District Coordinator for the ENRICH project to work closely with the Thakurgaon district MOHFW to support the implementation of a home fortification intervention. The specific tasks of the ENRICH MNP coordinator are as follows:

- Ensure continuous availability of MNP at targeted health facilities for distribution to mothers and caregivers of children 6-23 months of age.
- Support the implementation of the ENRICH BCI strategy to promote optimal feeding practices and the appropriate use of MNP.
- Monitor the distribution of MNP and data collection quality at facility and community level.
- Assess district capacity needs to undertake an MNP intervention (e.g. human resources and training, community mobilization and supply chain) beyond the support of the ENRICH project.

## 4.0 Scope of Work

### Planning

- Support District MOHFW and WV Bangladesh in planning the trainings of ToTs, front-line health workers and Community Facilitators in the implementation of the MNP and BCI programme.

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<sup>1</sup> De-Regil LM, Suchdev PS, Vist GE, Walleser S, and Peña-Rosas JP (2011). Home fortification of foods with multiple micronutrient powders for health and nutrition in children under two years of age. *Cochrane Database Syst Rev*. 2011, CD008959-10.1002/14651858.CD008959.pub2.

<sup>2</sup> SPRING (2015). Micronutrient Powders Consultation: Lessons Learned for Operational Guidance—Meeting Report. Arlington, VA: Strengthening Partnerships, Results, and Innovations in Nutrition Globally (SPRING) project. [https://www.spring-nutrition.org/sites/default/files/publications/reports/spring\\_mnp\\_consult\\_mtg\\_report\\_2015.pdf](https://www.spring-nutrition.org/sites/default/files/publications/reports/spring_mnp_consult_mtg_report_2015.pdf) [last accessed 15/12/2017]

<sup>3</sup> Tumilowicz A (2017). Towards a better understanding of adherence to Micronutrient Powders: Generating theories to guide program design and evaluation based on a review of published results.

- Extensive travel to participate in the government monthly district and upazila level planning and coordination meetings where the coordinator will provide updates on programme progress to the district and upazila managers of both Health and Family Planning departments.

### **Capacity development**

- Visit health facilities i.e. Community Clinic (CC), EPI center, Satellite Clinic (SC), Union Health and Family Welfare Center, Sub-center, Upazila Health Complex (UHC), Maternal Child and Welfare Center and District Sadar Hospital on a regular basis to discuss progress and identify challenges and solutions.
- Undertake On-the-job capacity building of the government functionaries where support is needed to deliver the MNP services properly to target children via frequent field visits to different health facilities and discussions in review meetings.
- Support the Upazila Health and Family Planning Officer (UH&FPO) and/or any government official in the preparation of the training reports to be sent to IPHN.
- Support upazila and district accounts officer in drafting the financial report to be sent to IPHN.

### **Commodity management**

- Support District MOHFW to forecast supply needs over the course of the project based on coverage and distribution targets.
- Ensure supply chain mechanism function effectively i.e. accurate recording of dispensed MNP, timely transport of MNP to targeted health facilities and adequate storage of the commodity.
- Support MOHFW and NI in monitoring stock levels to ensure timely procurement and continuous supply of MNP.
- Monitor the implementation of the waste disposal plan as outlined in the MNP Implementation Plan.

### **Data collection, monitoring and reporting**

- Work with District MOHFW, WV Bangladesh and NI to operationalize the monitoring plan as outlined in the MNP Implementation Plan and ensure its complementarity with data collection conducted during the annual survey and mid-term evaluation on coverage, adherence and acceptance as well as stock management.
- Conduct regular monitoring visits at district, facility and community level to validate MNP programme activities i.e. distribution and counselling, BCI activities, supportive supervision, reporting and data quality audits.
- Participate in data review meetings to review the quality of reporting of the MNP programme and suggest corrective measures for improvement.

### **Co-ordination and communication**

- Establish and maintain regular communication with the District Ministry of Health and Family planning functionaries including supervisors i.e. Community Health Care Provider, Family Welfare assistant, Health Assistant, Assistant Health Inspector, Health Inspector, Family Planning Inspector, Family Welfare Visitor, Sub Assistant Community Medical Officer, Statistician and World Vision ENRICH Project Manager on the MNP programme.

- Ensure the progress in implementation of the MNP programme is included in discussions during district and sub-district coordination monthly meetings.
- Provide regular updates on the MNP programme to the ENRICH Project Officer.
- Represent NI, alongside the ENRICH Project Officer, in project bi-monthly partner coordination meetings at District level.

#### **Advocacy and liaison with the government**

- Maintain constant and intensive liaison with the Office of the District Civil Surgeon, Deputy Director Family Planning, UH & FPO and Upazila Family Planning Officer to discuss progress, identify gaps, share evidence and experience as well as advocate for corrective actions based on data from previous monthly reviews and field visits.
- Advocate to all the government officials and field workers from upazila and district levels to increase the use of MNP for children 6 to 23 months of age children during monthly reviews and field visits.

The ENRICH MNP Programme Coordinator will perform other duties as required.

#### **5.0 Key Deliverables to NI**

- Work plan for the duration of the contract. The work plan will be developed in consultation with the ENRICH Project Officer and be aligned with the project's year three Annual Work Plan and MNP Programme Design and Implementation Plan.
- Revised monitoring plan for the MNP programme, including BCI activities, informed by the experience of operationalizing the plan in the first couple of months of implementation.
- Monthly and quarterly progress report, submitted as per the agreed timelines in the above mentioned work plan.
- Final report that includes lessons learned and good practices for improvement in the implementation of the MNP programme, including recommendations for integration of MNP, BCI activities targeted for IYCN and MNP activities, capacity development of healthcare providers, supply chain management and monitoring and reporting.

#### **6.0 Reporting Lines**

The MNP Programme Coordinator reports to NI's ENRICH Project Officer.

#### **7.0 Experience and educational qualifications that are required for this position**

The position is based in Thakurgaon district. Extensive field travel (80%) will be required each month.

**Educational Requirements:** Minimum bachelor's degree preferably in social science, public health or nutrition from a recognized institution.

**Experience Requirements:** A minimum of three years nutrition programme experience at district or national level, e.g. coordination of Maternal and Child Health and Nutrition projects is desired. However highly motivated, exceptional candidates fulfilling other requirements but with less than 3 years' experience will also be considered.

**Other Requirements:**

- Ability to network and negotiate effectively with a wide range of stakeholders, especially at district and sub-district level to achieve the objectives of the programme.
- Good knowledge of the Bangladesh health system
- Good skills in planning, organizing and monitoring field level activities.
- Ability to innovate, analyze issues critically, and understand local context, culture, norms and power structure
- Fluency in English (reading, writing and oratory skills) is a prerequisite.
- Ability to work independently and with minimum supervision.
- Computer operating skill in MS word, MS excel and power point is mandatory.
- Experience of working in partnership / collaboration with GoB and NGOs will be an added advantage.

**How to apply?**

Please submit the following documents electronically in one file: curriculum vitae, a suitability note for the position of "District Coordinator - ENRICH Programme" and names of three (3) referees to the following email address [proposalsbangladesh@nutritionintl.org](mailto:proposalsbangladesh@nutritionintl.org).

The applications should be in MS Word, and should have subject "District Coordinator - ENRICH Programme". The closing date for receiving applications is March 31, 2019. Only short listed candidates will receive an acknowledgment and will be called for interview. Monthly fees for this position is **BDT 50,000**. Travel and other expenses will be provided in addition. Selected candidate will be hired on 11 months contract.

**NI is a non-smoking work environment**