


POSITION DESCRIPTION

World Vision International Nepal

	Our Vision: Our Vision for every child, life in all its fullness. Our prayer for every heart, the will to make it so.
Our Values: <ul style="list-style-type: none"> ▪ We are Christian ▪ We are committed to the poor ▪ We value people 	<ul style="list-style-type: none"> ▪ We are stewards ▪ We are partners ▪ We are responsive
WORK CONTEXT/ BACKGROUND: World Vision International Nepal (WVIN) is a child-focused International NGO operating in Nepal for over 30 years, with over 200 staff working to help improve wellbeing for children across Nepal. Our goal is to address the causes of poverty and inequity for the sustained well-being of 1 million children. WVIN currently has over 17 area development programs in 11 districts of Nepal, directly reaching over 300,000 vulnerable persons with programming in education, health, livelihoods, disaster risk reduction, and protection. WVIN is implementing health and maternal child health and nutrition (MCHN) activities in a number of districts across Nepal. Health is highlighted as one of WVIN's four major priorities, outlined in the Country Strategy 2016-20, with a particular focus on nutrition, maternal child health, hygiene and sanitation.	

Key Position Information			
Job Title	Health & Nutrition Manager		
Position Reports To	Programmes Director		
Position Location	National Office, Kathmandu		
Position Purpose	<p>The purpose of this position is to provide leadership in designing and managing WVIN's national portfolio of health and nutrition (H&N) related programming, to help ensure achievement of the organisational targets for H&N, including to decrease by 12% the number of underweight children among WVIN programming areas by 2020. The role leads on new program design, proposal development and funding acquisition for H&N program. It is an outward facing position – responsible for building, influencing and managing WV's relationships with H&N related national government, partners and Nepal-based donor leads.</p> <p>The position is responsible for technical oversight for the team of health related technical staff, including the National Health & Nutrition (H&N) Specialist, and Field Office Technical Specialists and Coordinators or Officers for health. Through the H&N Specialist, this role must ensure effective coordination with Operations and MEALS teams to help ensure WVINs health Technical Programme (TP) is implemented effectively, and annual TP reports produced, to a high technical standard. The role provides national technical oversight, learning and continuity across all health projects including from sponsorship, grants and other non-sponsorship funding sources.</p> <p>This position is based in WVIN's national office in Kathmandu Valley, but will be required to travel regularly to WVIN's projects in various parts of the country (up to 20%).</p>		
No. Direct Report:	1 direct report (National H&N Specialist)	Position Supervised	Health & Nutrition Specialist has matrix management of Field H&N Specilaists

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Grade	GL 15	Date updated:	March 2018
Financial Authority Budget	Sector departmental budget. (also responsible for drafting & reporting against H&N national TP budget)	Decision Making Authority	Sector Manager LOA.

Important Functional Relationships

External	Internal	Committees/Groups
Relevant H&N lead points among: <ul style="list-style-type: none"> • Government Departments • National, regional and global networks and partnerships • UN Agencies, INGOs, NGOs in the districts and nationally • International donors based in Nepal and private business / corporate • Research institutes 	<ul style="list-style-type: none"> • WVIN Field Managers • WVIN Field Health Specialists, Coordinators and Officers • PNGO Project Coordinators implementing H&N programs • WVIN NO Departments, especially Operations, MEALS, and Public Engagement • WVI Regional Office and Global Sector Specialists/ Advisors 	<ul style="list-style-type: none"> • AIN Health Working Group • Health and Nutrition Emergency Clusters and other inter-agency groups

Key Objectives of the Position

Specific regular tasks delivered by this position will include:

- Lead on quality design of all new H&N related projects and programs, including all grant, PNS and sponsorship project proposals submitted for funding request; ensure quality design is drafted with clear problem analysis, pathway of change, and results framework.
- Design and redesign for continuous improvement of WVIN's Technical Approach (TA) and Technical Programmes (TP) for Health and Nutrition (sector strategy and workplan), including setting WVIN's strategic targets and indicators for H&N sector and managing the national Technical Programme budget for H&N;
- Lead on new funding acquisition for H&N program, in coordination with resource acquisition unit
- Lead on brokering, strengthening, managing and influencing WVIN's external relationships with H&N leads of donors based in Nepal, national Government, INGOs, NGOs and other consortium partners; build WVINs reputation for H&N programming at national level;
- Manage the national H&N Specialist to ensure:
 - effective oversight and technical support, delivering a filed capacity building plan, to meet technical standards and targets for the successful implementation of WVIN's H&N Technical Programme;
 - all necessary technical tools, training materials, curriculum, information materials, behavioural change communication and other resources are in place and are being used by PNGOs, necessary to implement the health projects to expected standard;
- Coordinate with MEALS team to ensure adequate monitoring of the Health and Nutrition Programme progress against targets and quality benchmarks, including leading on continuous improvement to health technical programme and project designs.

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Expected End Results	Weight (%)	Indicators / Focal Areas
<p>Program design & acquisition</p> <p>Lead on new program design and resource acquisition for WVIN's H&N programme</p>	30%	<p>This role is about working collaboratively with the GAM unit to design projects and acquire new resources to implement the Technical Programme.</p> <ul style="list-style-type: none"> • Design and redesign for continuous improvement of WVIN's Technical Approach (TA) and Technical Programmes (TP) for Health and Nutrition (sector strategy and workplan), including setting WVIN's strategic targets and indicators for H&N sector and managing the national Technical Programme budget for H&N; • Lead on development of quality technical design for all new H&N project proposals, including developing strong problem analysis, root cause analysis, pathway of change, results logic, logframe, detailed implementation plan and budget. • Develop a funding strategy for the TP. • Manage H&N Specialist to deliver technical supervision for all health grant projects during implementation to help ensure targets and technical standards are met. • Lead on brokering relationships, positioning and building WVIN's H&N reputation with H&N lead points among bilateral and multilateral donors in Nepal, including facilitating discussions around good practice for health programming, including evidenced based information and research from WVIN programming.
<p>External relationship management</p> <p>Lead on brokering, building and influencing WVIN's external relationships with H&N related national government, partners and Nepal-based donor leads</p>	30%	<p>This role is about being the externally facing lead point for H&N in Nepal. It requires managing WVIN's relationships with government stakeholders in the health sector, and advocating to those stakeholders for improved H&N reputation for WVIN and strengthened policies and services that benefit target communities in line with WVIN's strategic objectives.</p> <ul style="list-style-type: none"> • Proactively broker partnerships and relationships with relevant external bodies to build WVIN's H&N reputation and influence • Build evidence base of WVIN N&H program impact and regularly share with external stakeholders • Regularly meet (monthly) with H&N leads of key donors based in Nepal, demonstrating WVIN's impact and expertise for H&N; identify and position for upcoming funding opportunities for the sector. • Establish and implement external relationship management workplan for important health agencies/government partners. • Work with the Advocacy Manager to develop and implement sector-specific advocacy messages and actions, in line with WVINs health Programme targets. • Broker competitive consortium partnerships with other organisations for new projects, in coordination with resource acquisition unit

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		<ul style="list-style-type: none"> • Work with Communications Team to develop results-based Health materials and share proactively with donors and government to build WVIN's H&N reputation • Meet regularly to influence and build WVIN's reputation with relevant Government ministry, departments and other agencies to coordinate, share good practice, develop good relationships and influence improvements in Health policies/services in line with WVIN health programme goals • Establish MOU with Ministry of Health
<p>Manage the technical programme</p>	<p>30%</p>	<p>This role is about ensuring effective management WVIN's overall WV Health portfolio to deliver on WVIN's Strategic H&N targets, through the H&N Specialist. This includes leading on the development of the national sector workplan, tracking portfolio performance, producing technical program reports, and having oversight of the national programmes' performance throughout implementation across WVIN all Area Development Programmes. This includes ensuring corrective action for operations to ensure the health programme targets meets objectives, and providing regular reporting on the overall progress and performance of the health programme.</p> <ul style="list-style-type: none"> • Ensure systems are in place for tracking the performance; coordinate with MEALS to track the overall portfolio performance against KPIs, and provide recommendations to operations and field staff on corrective action when needed. • Lead on drafting/finalisation of annual TP reports • Regularly review monitoring data to identify trends regarding TP performance; direct field teams to make improvements during implementation • Ensure all necessary technical tools are in place and disseminated to PNGOs for implementing the TPs effectively • Facilitate a process through H&N Specialist for development of ADP project budgets and DIPs during Q3 of each financial year • Facilitate continuous improvement and achievement of results under the Health Technical Programme, including working collaboratively with MEALS team to ensure an effective monitoring and evaluation system is implemented to track performance of the Technical Programme. • Ensure WVIN complies with WVI policies and guidelines for health. • Work to help ensure health project designs empower communities and mainstream crosscutting theme – inclusion, disabilities, environment, gender and protection. • Work with Operations and Disaster Management focal point to establish sector-specific organisational capacity building and and preparation plans for effective immediate disaster response to meet immediate health needs of communities. • Manage the national H&N Specialist to ensure: <ul style="list-style-type: none"> ○ effective oversight and technical support, delivering a filed capacity building plan, to meet technical standards

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		<p>and targets for the successful implementation of WVIN's H&N Technical Programme</p> <ul style="list-style-type: none"> ○ all necessary technical tools, training materials, curriculum, information materials, behavioural change communication and other resources are in place and are being used by PNGOs, necessary to implement the health projects to expected standard; ○ Coordinate the design and delivery of adequate training and capacity building for field staff necessary to build field staff technical competencies for delivering all components of the health and nutrition projects to ensure project targets achieved. ○ Facilitate cross-area programme reflections and leading on continuous improvement to programme and project design and implementation. <ul style="list-style-type: none"> ● Hold <u>monthly</u> 1-2h webexes or calls with all field health staff providing coaching, training and capacity building.
<p>Staff management & professional development</p>	<p>10%</p>	<p>This role is about providing technical management for the overall team of health staff across WVIN programmes, including the National H&N Specialist and field technical staff</p> <ul style="list-style-type: none"> ● Ensure H&N Specialist provides effective matrix management to all technical health staff at across WVIN including LPA and grant project staff. Ensure staffs have the skills, tools and plans in place necessary to deliver health project on target and to high standard. ● Provide strategic leadership for effective team engagement with internal and external stakeholders and partners. ● Conduct monthly staff meetings and ensure H&N Specialist provides one-to-one sessions to provide regular coaching and mentoring with all health technical staff across WVIN. ● Contribute to recruitment and performance management of all technical staff for the sector. Monitor and manage their technical performance; Ensure technically competent and motivated staff are hired and retained, and high-performers identified and nurtured. ● Support technical professional and personal development of TP staff. Contribute to the development and implementation of the WVIN Country Strategy, Program Effectiveness plans and GAM Business Plans. ● Increasingly demonstrate an understanding of and commitment to World Vision's Core Values in the approach to work and relationships. ● Develop and complete performance plans and reviews and work to achieve professional development goals and hone skills needed to complete this role. ● Other tasks as requested by the line manager to support the achievements and quality of programming for WVIN.

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Person Specification		
Education	<ul style="list-style-type: none"> • Masters degree in a health and nutrition related field 	Essential
Knowledge	<ul style="list-style-type: none"> • Knowledge on the latest development thinking on health programming, including a strong emphasis on nutrition, maternal child health, hygiene, sanitation, water 	Essential
	<ul style="list-style-type: none"> • Team building, collaboration, facilitation and leadership skills 	Essential
	<ul style="list-style-type: none"> • Understanding of health programming, including empowerment approaches involving community-led activities and advocacy 	Essential
	<ul style="list-style-type: none"> • At least 5 years field experience in health programming or the equivalent in the headquarters of a major NGO (5-10 years preferred) 	Essential
	<ul style="list-style-type: none"> • Basic understanding program cycle including project planning, design, monitoring, evaluation 	Essential
	<ul style="list-style-type: none"> • Demonstrated high level networking, partnership and coordination ability 	Essential
	<ul style="list-style-type: none"> • Excellent analytical/problem-solving skills and detail orientation. 	Essential
	<ul style="list-style-type: none"> • Good English writing skills required to develop Grant proposals, and reports capturing results, evidence, good practice and learning 	Essential
Experience	<ul style="list-style-type: none"> • Experience in developing winning grant technical project proposals 	Essential
	<ul style="list-style-type: none"> • Experience managing relationships with national government and H&N leads of donor organisations 	Essential
	<ul style="list-style-type: none"> • At least 3 years of leadership experience, (matrix management experience is highly preferred) 	Essential
	<ul style="list-style-type: none"> • Proven experience in operations management 	Essential
	<ul style="list-style-type: none"> • Experience and skills in data analysis, research work and community based programming 	Essential
	<ul style="list-style-type: none"> • Experience working in a rural or remote district of Nepal 	Preferred
	<ul style="list-style-type: none"> • Experience in preparing and leading training workshops 	Essential
	<ul style="list-style-type: none"> • Work experience with an INGO/NGO 	Essential
	<ul style="list-style-type: none"> • Experience in developing and delivering programming strategy development, including evidence of achieving programming targets. 	Essential

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	<ul style="list-style-type: none"> • Experience of engaging international donors and Government staff on advocacy 	Preferred
	<ul style="list-style-type: none"> • Understanding and experience working with international government donors or corporate for funding of projects 	Preferred
	<ul style="list-style-type: none"> • Experience of partnering with private business, faith-based organisation or academic institutions to achieve greater impact on the lives of children 	Preferred
	<ul style="list-style-type: none"> • Experience in quality monitoring 	Preferred
Work Environment	<ul style="list-style-type: none"> • Kathmandu with up to 20% based in remote districts 	
	<ul style="list-style-type: none"> • Programme Design & Effectiveness Department 	
Core Capabilities		
Achieving Capabilities:	<ul style="list-style-type: none"> • Achieving quality results and service • Practicing accountability and integrity • Communicating information effectively 	
Self-Managing Capabilities:	<ul style="list-style-type: none"> • Learning for growth and development • Maintaining work/life balance and effectiveness 	
Thinking Capabilities	<ul style="list-style-type: none"> • Thinking clearly, deeply and broadly • Understanding the Humanitarian Industry • Understanding World Vision's mission and operations • Practicing innovation and creativity 	
Relational Capabilities:	<ul style="list-style-type: none"> • Building collaborative relationships • Practicing gender and cultural diversity • Influencing individuals and groups 	

Prepared by	Rachel Skeates-Millar, Programmes Director	Date 7 March 2018
Manager		Date
Position Holder		Date
Date of Appointment		