POSITION DESCRIPTION

World Vision International Nepal

World Vision	**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:	
▪ We are committed to the poor	▪ We are partners
▪ We value people	▪ We are responsive
▪ We are Christian	▪ We are stewards

WORK CONTEXT/ BACKGROUND:

World Vision's primary approach to development is the Area Development Programme (ADP). An ADP covers a number of VDCs within a district, usually between 4 and 7, and implements 3-4 sectoral projects. The intention of the ADP approach is that an integrated approach to development can be taken, with the different projects supporting each other to achieve higher quality results. Based on WV's strategy, the core sectors for each ADP are Maternal Child Health and Nutrition, Education, and Livelihoods. Within the Livelihoods sector the main is to improve the maternal child health and nutrition status of pregnant, lactating women and also children under 5.

An ADP works in partnership with community partners (e.g. mothers groups, school management committees, farmers groups); government partners (e.g. VDCs, DEO, DPHO), and NGO partners. The NGO partners are contracted to deliver some of the activities as part of the ADP. While WV takes primary responsibility for community relationships and social mobilisation, NGOs are contracted for technical support and inputs. WV prioritises working with NGOs that are local to the ADP area. In doing so, the quality of NGOs that are selected is variable. Some have good technical skills, while in others the quality is lower.

Key Position Information

Job Title	Area Technical Co-ordinator – MCHN (Maternal Child Health and Nutrition) - ATCM
Position Reports To	ADP Manager, with matrix reporting to National Technical Specialist MCHN,
Position Location	Eastern & Western Rural ADPs
Position Purpose	The purpose of the Area Technical Coordinator – MCH/N is to ensure that MCH/N technical interventions are delivered to a high quality, and in alignment with WVIN's MCH/N secondary strategy. This includes ensuring designs and plans are in alignment with strategy and latest thinking, but also ensuring that these are delivered effectively. The Area Technical Coordinator – MCH/N, will need to provide direct coaching to the NGO partners that work on MCH/N to ensure they have the capacity to deliver their requirements, and will need to monitor work to assess the quality of implementation.

No. Direct Report:	0	**Position Supervised**	0
Grade	GL-13	**Date updated:**	
Financial Authority **Budget**		**Decision Making Authority**	

Important Functional Relationships

External	Internal	Committees/Groups

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Important Functional Relationships		
External	**Internal**	**Committees/Groups**
NGO Partners	ADP Staff	
District government offices	NO Quality team	

Key Objectives of the Position
The position is accountable for the following:

Expected End Results	Weight (%)	Indicators
Technical Advice In all technical areas there are learning's and improvements being developed based on research and evaluations. Working with the National Technical Specialist for MCH/N the ATCM is responsible for ensuring that s/he has up to date knowledge about improvements and new practices, such that these can be incorporated into projects:	25%	• Provide technical support in the areas of MCHN to ADP team and NGO partners whenever asked during the process of project design, implementation, monitoring or documentation. • Access, compile and share up-to-date information on maternal health, child health and nutrition status of children to ADPs staffs and partner NGOs in his/her coverage areas, Ensure this is available to ADP staff and partners (community, government, NGOs) • Conduct research into community health issues- like maternal health, malnutrition, diarrhoea and pneumonia hat can be prioritised and addressed in ADPs. • Research and update primary stakeholders in the working areas, who can give technical inputs and ensure these are available to ADP staff and partners (community, government, NGOs) that could help improving project implementation • Provide input into annual and 6-month planning in each ADP to ensure that learning's from research and new innovations are incorporated into project plans.
Capacity Building The majority of technical work is delivered by NGOs that are contracted by WV. The ATSM has the primary responsibility to ensure that the NGO partner has the necessary technical skills to deliver quality support to communities. In addition, the ATCM has responsibility to ensure that WV staff has sufficient knowledge of MCH/N to be able to support the project effectively in their role:	20%	• Conduct capacity assessments of NGO partners to determine their areas of strength and weakness and to identify area of development for proper implementation of MCHN activities • Ensure the quality of MCHN activities implementation by assuring appropriate resource person, learning & teaching materials, methodology and timely monitoring of them • Facilitate the capacity building process of NGO partners and ADPs staffs in the area of MCHN so that planned activities will be implemented with expected quality • Extend technical guidance and/or facilitation during the implementation of major planned training workshop in case of support sought from ADP and NGO partner • Develop a capacity building plan for the NGO to build their technical knowledge to deliver quality work. This could take the form of planned reading, training, coaching or other methods. • Deliver capacity building support, such as training and coaching, to NGO staff and development coordinators to ensure that they have the necessary technical capacities for their work.

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Key Objectives of the Position		
The position is accountable for the following:		

Expected End Results	Weight (%)	Indicators
		• Assess the knowledge and understanding levels of ADP staff in relation to MCH/N. This needs to be done in comparison to the required competencies for each position. • Develop capacity building plans to ensure ADP staffs have sufficient technical knowledge for their role in the project. • Ensure that appropriate guideline/session plan have been prepared for planned activities mainly training, orientation, workshop, meetings and consistently used to maintain the quality of implementation. • Deliver capacity building support, such as training and coaching, to ADP staff to ensure that they have sufficient knowledge for their work.
<u>Quality Monitoring</u> The majority of technical work is delivered by NGO partners or government partners. While the ATCM has responsibility to build capacity for these staff, s/he also has responsibility to monitor quality of implementation and to advise on improvement:	20%	• Prior to an activity being implemented, ensure that the NGO has the necessary materials like packages and standards to do this well. For example, if they are to be conducting a series of trainings, ensure that their training materials are relevant, and provide them with necessary materials • During activity implementation, conduct periodic monitoring visits to assess whether activities are being done to the required standard. For example, if a series of trainings is being conducted, attend a random sample of these to assess the quality of delivery. • Provide monitoring reports to the ADP and to the NGO to highlight areas of strength and weakness in delivery. Based on these, develop plans for improvement. • Conduct periodic monitoring with use of appropriate checklists of beneficiaries to assess the extent to which they are remembering and utilising inputs they have received. • Develop checklists for monitoring of quality of implemented activities and results of these activities • Provide monitoring reports to the ADP and to the NGO to highlight successes and concerns in beneficiary monitoring. Based on these, develop plans for improvement.
<u>Representation</u> The ADP needs to maintain good relationships with a number of district level stakeholders. These include: district government, such as DDC, DEO, DPHO, DADO; UN agencies; other INGOs and NGO networks; other networks such as business or journalists networks. The primary responsibility for representing WV at the district level is with the ADP Manager. However, for some aspects of relationships, the ADP Manager may need higher technical input. The ATCM will therefore represent WV	15%	• Initiate dialogue with stakeholders where this will be beneficial to the ADP's progress • Ensure good relationships are maintained with district stakeholders • Assist ADP Manager to establish functional coordination with DPHOs for smooth operation of MCHN interventions by required visits to DPHOs, • Provide technical input in the district level and regional level relevant networks and groups like RHCC, DACC to MCHN related initiatives • Attend meetings as requested by the ADP Manager • Prepare reports on meetings; ensure these are available to ADP staff and are kept in a clear file.

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Key Objectives of the Position		
The position is accountable for the following:		
Expected End Results	**Weight (%)**	**Indicators**
as requested by the ADP Manager:		
<u>Planning and Reporting</u> Planning and reporting happens at two levels. Each year the ADP has to prepare an Annual Plan of Action based on its ADP design, which is submitted to the funding Support Office. Two 6-month LEAP Management Reports need to be submitted to show progress. At the lower level, each month the ADP needs to ensure that there is a clear plan for the month that is prepared with the relevant partners (community, NGO and government) so that all partners know what they need to accomplish together. Similarly, monthly reports need to be prepared together, looking at what has been achieved together by the partners. Planning and reporting is co-ordinated by the ADP, but will require technical input from the ATCM:	15%	• Participate in ADP designs or redesigns to ensure the design is guided by latest thinking and provide technical input in the areas of MCHN in the project design process • Provide input into annual plans and quarterly plans to ensure that latest thinking, and necessary quality control inputs have been included. • Provide information for 6-month reports regarding the quality of project implementation and successes such that Support Offices have an accurate understanding of how well projects are going. • Prepare regional level progress report (quarterly/6 monthly and/or annual) of MCHN sector of his/her coverage areas with support of ADPs staffs and partner NGOs

Person Specification		
Education	Bachelors' Degree in Public Health or related field	Essential
	Master's degree in Public health or related field	Preferred
Knowledge	Good knowledge of community based health projects	Essential
	Knowledge of maternal child health and nutrition capacity building	Preferred
	Fluent in Nepali with good written and spoken English	Essential
	Knowledge of Microsoft Office, particularly Word and Excel	Essential
	Knowledge and skills for conduction research and studies in the areas of MCHN including data management	Preferred
	Knowledge on communication and report writing	Essential
	Knowledge on facilitation skills	Desirable
Experience	At least 2 years working in public health projects	Essential
	Experience in using logical frameworks and project monitoring	Preferred
	Specific experience in the eastern Region particular in public health sector	Preferred
Work Environment	Based in but responsible for Needs revision and Morang. Frequent travel is required.	

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Person Specification	
	Committed to World Vision Ethos, Mission, Vision and Core values
Core Capabilities	
Achieving Capabilities:	**Achieving Capabilities:** Achieving quality results and service Practicing accountability and integrity Communicating information effectively
Self-Managing Capabilities:	**Self-Managing Capabilities:** Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness
Thinking Capabilities	**Thinking Capabilities** Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity
Relational Capabilities:	**Relational Capabilities:** Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups

Prepared by		**Date**	
Manager		**Date**	
Position Holder		**Date**	
Date of Appointment			