

**Data Management Assistant**

**Terms of Reference**

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| Unit: | Healthier population through the Life Course (Cat 3) |
| Department: | Nutrition |
| Level | G-6 |
| Location | Peshawar (KP) |

**Purpose of the Consultancy**

The position will provide assistance on data and monitoring indicators, related to nutrition program, nutrition surveillance and support to nutrition stabilization centers to the flood emergency response in NSCs supported through WHO in Pakistan

**Background**

In 2022, Pakistan faced massive flooding which affected more than 33 million people and had severe impact on the health and nutrition of the people. In response, WHO scaled up support for Nutrition Stabilization centers across the country to support treatment for severely malnourished children under 5 with medical complications. A data management consultant is needed in order to provide support in analysis of data received from NSCs and nutrition surveillance.

**Work to be performed.**

**Output 1:** Provincial database update and preliminary analysis focused on predefined nutrition indicators and provide support on surveillance

**Deliverable 1.1:** Collect and keep proper and updated record of all nutrition supplements, medicines and equipment of support provided to Nutrition Stabilization Centers in the province and forecast consumption

**Deliverable 1.2:** Maintain databases and draft reporting formats for baseline, and other data management in consultation with the supervisor.

**Deliverable 1.3:** Collect and regularly update 4W information on monthly basis from province.

**Deliverable 1.4:** Collect, compile and analyze nutrition stabilization centers data on monthly basis, generate the desired reports like bulletins, monthly situation reports on nutrition, 5 W matrix on monthly basis and provide feedback to the team.

**Deliverable 1.5:** Support in nutrition surveillance roll out, data collection and punching, monitoring and evaluation

**Output 2:** Submit reports and data to supervisor and country office as per predefined timeline

**Deliverable 2.1:** Forecast needs for commodities on ground and share timely information with supervisor.

**Deliverable 2.2:** Draft and share success stories and case studies and ensure proper documentation such as consent form etc. for sharing with supervisor and country office

**Deliverable 2.3**: Share NSC data as per predefined timelines with country office, identify issues and perform data analysis in discussion with supervisor

**Planned timelines** (subject to confirmation)

Start date: 1/8/2024

End date: 31/12/2024

**Deliverables and timelines**

Reports, success stories and related will be shared on monthly basis (5th of each month for previous month) with country office after review from supervisor

Payment will be made on monthly basis subject to satisfactory performance.

**Technical Supervision**

The selected consultant will work in the supervision of:

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| Responsible Officer/s: | Dr. Noureen Nishtar  NPO Nutrition  Dr Mazhar Khan  Technical Officer | Email  Email | [Nishtarn@who.int](mailto:Nishtarn@who.int)    khanmaz@who.int |
| Responsible Officer: | Thom Ellen  Cluster lead category 3 | Email | [Thome@who.int](mailto:Thome@who.int) |

**Specific requirements**

Qualifications required:

University Degree in Data Management, information technology, software engineering, sociology, computer science or related field.

Experience required:

At least two year of work experience in data management, research and analysis specifically related to nutrition/related

Skills / Technical skills and knowledge:

* Sound interpersonal and communication skills
* Time management skills
* Expertise in Microsoft Excel and office.
* Working experience with WHO in nutrition intervention and closely working with DOH will be preferred.
* Ability to work in intense settings and willingness to travel to intervention sites frequently.
* Sound monitoring skills

Language requirements:

Excellent spoken and written skills of English and local language.

**Place of assignment**

The selected candidate will have to perform duties at WHO provincial office or as directed by the supervisor.