



Technical Rapid Response Team

Technical Rapid Response Team (Tech RRT)¹ Terms of Reference (ToR) Remote Support

Post Title	MAMI Adviser
Supervisor	
Location supported	
State date for remote technical support	
End date for remote technical support	
Number of working days	<i>This can be less than the period of support</i>

1. BACKGROUND

Provide a contextual and humanitarian analysis of the crisis. Explain the current situation relevant to the crisis with details on how this situation developed and extent of expected deterioration. Provide any cultural, demographic or infrastructure details pertinent in understanding the complexity of the situation. Elaborate the ongoing intervention by your organization and explain how it fits within the response. Include any assessments done or key reference documents.²

¹ The Tech RRT is a project led by International Medical Corps in consortium with Action Against Hunger and Save the Children funded by USAID/OFDA, Irish Aid and SIDA. The Tech RRT project works in close collaboration with the Global Nutrition Cluster (GNC) and UNICEF Nutrition Program Division and comes under the Global Technical Assistance Mechanism for Nutrition (GTAM). For additional information, please visit our website <http://techrrt.org>

² The grey/italics is the instruction that has to be completed for each section. The black writing is examples of potential job duties/deliverables that the Technical Adviser can complete. All the highlighted text needs to be adjusted to be specific for this technical support.



2. PURPOSE

Briefly explain what purpose the Technical Advisor will fulfill. What would be the general goal of the Technical Advisor personnel? What role is the Technical Advisor expected to perform? The purpose represents the impact you are seeking to achieve through the Technical Advisor personnel. The purpose should be tailored for each remote support and context of intervention.

The MAMI Adviser will contribute to the assessment of feasibility, planning and/or design of integrated MAMI activities, strengthening the overall emergency nutrition response by building the capacity of response stakeholders in the management of at-risk mothers and infants under 6 months. S/he will provide senior leadership, technical support and capacity building during remote support to governments, nutrition clusters, the Global Nutrition Cluster (GNC) and / or local and international non-governmental organizations.

3. SCOPE OF DUTIES AND RESPONSIBILITIES: Technical Adviser

Enlist and specify all tasks that the Technical Advisor is expected to perform.

1. Assess the feasibility of the MAMI Approach for a given context
2. Guide integration of MAMI into existing nutrition or health activities
3. Remote support in the design of appropriate and evidence based MAMI response/ action plans
4. Remote support in the development of proposals and fund raising activities for MAMI
5. Facilitate virtual orientations on MAMI for relevant stakeholders
6. Provide practical and logistical advice (e.g. specification and quantification of supplies for MAMI) for the set-up of MAMI activities.
7. Remote support in the development of monitoring and evaluation systems and tools to be used across the MAMI response to ensure quality, consistency and assist comparability and learning

4. EXPECTED TIMELINE

Please detail a work plan/timeline based on the activities outlined above in the below table.

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6

Time and scheduling permitting the Technical Adviser may also be requested to **XXXXXX**. The ToR and expected deliverables will be assessed on an on-going basis, as the situation remains dynamic and requires a certain degree of flexibility.

5. EXPECTED DELIVERABLES: Technical Adviser

Provide a list of expected results from the Technical Advisor's support by which his/her performance can be evaluated. These results can be in the form of completion reports and task related documents. The expected deliverables enlisted must be tangible and linked to the above scope of duties.

1. MAMI Feasibility assessment
2. MAMI response/ action plan outlining gaps, activities, timeline, and resources and funding needed
3. Virtual MAMI Orientations facilitated for relevant persons
4. Training package for MAMI field teams
5. A package of standardised M&E tools

6. SCOPE OF DUTIES AND RESPONSIBILITIES: In-country Supervisor

IN-COUNTRY SUPERVISOR (NAME AND ORGANIZATION OF PROPOSED SUPERVISOR)

1. Supervisor and Technical Adviser review ToR on an on-going basis and make any necessary ToR updates and agree on reporting and feedback cycles.
2. Appointment of a focal point person(s) in-country (could be the in-country supervisor) during the whole period of remote support to support the Technical Adviser in delivering his/her assignments.

3. Arrange for focal point person to provide any background and demographic and contextual information relevant to the assessment/survey.
4. As a means to acknowledge the support of the GTAM, Tech RRT and its donors, Tech RRT, GTAM and donor logos should be included in any or all materials produced by or with the support of the Technical Adviser, unless there is specific security reasons for not doing so. While the Technical Adviser will ensure these are in place and according to requirements, the supervisor should support these efforts.
5. Towards the end of the assignment, the in-country supervisor will provide an assessment of the Technical Adviser's work in consultation with the Technical Adviser through the Performance Evaluation Form. This should be completed within 5 days after the end of the remote support.
6. Participate in the post-remote support webinar (if relevant) – a 1½ hour remote session with interested parties globally (GNC, NGOs, UN agencies, donors, others) to foster information sharing, follow up of actions from the remote support and discussion on the situation in the country; this includes presenting one slide on the background situation in the country and the reasons for the initial request as well as participation in the discussion.
7. Complete the user-satisfaction survey and share with relevant stakeholders that were actively involved in the remote support.

7. GENERAL TERMS FOR THE REMOTE SUPPORT

The GTAM and implementing agency will hold the possibility to cease technical support if there is not enough support and commitment from the in-country supervisor or agency. In this respect, the responsible agency will have to reimburse all costs related to the support of the Technical Adviser that were covered by Tech RRT or GTAM grants.

Any intellectual property (IP) developed during the course of this remote support will be jointly owned by both the GTAM/Tech RRT and the country and/or organization requesting the remote support. This means that the tools and resources developed can be freely used, shared and distributed without informing the other, including posting it on relevant websites (GTAM, Tech RRT, cluster, organizational, etc.). If there is any particular piece of work that cannot be treated in this way and should be entirely owned by the country and/or organization, this should be discussed during the remote support and confirmed in writing (email) to ensure the Tech RRT or GTAM does not unintentionally share the specific work.

8. BUDGET

This should detail agreements about who will cover costs for the remote support. Costs could be covered by the Tech RRT, or the requesting agency/country or a mixture of the two (as explained below) and this should be discussed with the Tech RRT Coordination Team. Briefly explain here the financial ability to contribute to remote support costs. Also specify the need for Technical Advisor to prepare/manage any budget in country for activities that they will undertake. Red section is for information purposes and can be deleted.

Cost sharing and cost recovery options are possible for the remote support. Countries/organizations should contribute to costs when they can, but this should not be an impediment to support. Countries that cannot afford to contribute can potentially access support with the costs covered by the Tech RRT/GTAM's grants.

Cost sharing and cost recovery arrangements will be on a case-by-case basis for each remote support, with a cost estimate provided shortly after contacting the Tech RRT Coordination Team.

Depending on the resources that a country/organization has available, the below tiered system will guide cost sharing and cost recovery:

Tier	Financial contribution of the country/organization(s)
Tier 0	No contribution
Tier 1	Only adviser salary/fees
Tier 2	adviser salary/fees plus program support costs

One of the following arrangements will be used according to discussions with the Tech RRT Coordination Team.

Cost-sharing arrangement: The Tech RRT and (organization) have divided the costs between them. The total fee for the remote support is estimated at \$xx,xxx to accomplish the goals and activities for this technical support. The Tech RRT will contribute \$xx,xxx to cover the costs related to (staff salary/fees, program support costs) and (organization) will contribute \$xx,xxx related to (staff salary/fees, program support costs). However, this fee does not include any costs related to the activities related to the technical support, such as training, workshops or assessments, and these costs will also be covered by partners in country. The costs covered by (organization) are payable 50% in advance and 50% within 30 days of submission of the final report and an invoice.

Costs to be covered by (organization): All costs for this remote support will be covered at Tier (2 or 3) by (organization), with a total estimated cost of \$xx,xxx. This fee includes all travel costs, staff salary/fees and program support costs. However, this fee does not include any costs related to the activities to be undertaken by the Technical Adviser, such as training, workshops or assessments, and these costs will also be covered by partners in country. The costs covered by

(organization) are payable 50% in advance and 50% within 30 days of submission of the final report and an invoice.

Costs to be covered by Tech RRT grants: All costs for this remote support will be covered by the Tech RRT grants, with a total estimated cost of \$xx,xxx. This fee includes all staff salary/fees and program support costs. However, this fee does not include any costs related to the activities to be undertaken by the Technical Adviser, such as training, workshops or assessments, and these costs will also be covered by partners in country.

All expenditures must be reasonable, allocable and allowable subject to the U.S. Government's definition of "reasonable, allocable and allowable" as detailed in the Office of Management and Budget (OMB) Circular 2 CFR 200 Part E-Cost Principles.

In the event that the host agency facilitates payments that will be covered by Tech RRT resources, upon submission of an Invoice and all supporting documents (receipts), XXXX (the Adviser's contracting agency) shall process payment in order to reimburse XXX for incurred cost. All invoices must be submitted within 30 days of completion of the remote support. Payment of the invoice will be within net 30 from date of the receipt and XXX reserves the right to withhold payment for invoices that are 60 days past the completion of the remote support.

9. QUALIFICATIONS AND COMPETENCIES

Provide required and desirable qualifications and competencies in the Technical Advisor needed. Cover all aspects of experience, education, skills, language, travel etc.

Required:

1. Substantial experience and a track record of success in delivering high quality MAMI programmes
2. Demonstrated capacity in writing and delivering high quality orientations and trainings
3. Strong skills in coordination and the ability to work effectively with a range of stakeholders, including nutrition clusters, partners and the Ministry of Health
4. Highly developed writing skills – both at a programmatic level (assessment reports, proposals) and a policy level (policy papers, guidance notes)
5. Strong communications skills (both written and verbal) at a level appropriate for high-level external representation (lobbying, presentations)
6. Ability to analyze diverse, contextual information and design integrated programmes for quality and impactful results, and appropriate to the emergency response
7. Masters degree in Nutrition or Public Health or equivalent

Desirable:

1. Practical experience of the cluster approach at country and global level.
2. Working knowledge of French, Spanish and / or Arabic.

10. ACCEPTANCE AND AGREEMENT

This section should be completed by organizational signatories to acknowledge understanding of the contents of the agreement and acceptance of the conditions including within it. Depending on the situation, the requesting and host organisation could be the same, and the implementing and funding organisation could be the same.

The following organizations agree on the contents and conditions of this ToR, as witnessed by the below official signatories for each organization, effective as of the day, month and year when both parties have signed this document.

[requesting organisation]	Save the Children (implementing organisation)
By:	By:
Title:	Title:
Signature:	Signature:
Date:	Date:
[funding organisation]	
By:	
Title:	
Signature:	
Date:	

