

Local Initiatives for Biodiversity, Research and Development (LI-BIRD)

JOB/POSITION DESCRIPTION

Position title:	Nutrition Officer
Project:	Empowered communities and CSOs for inclusive nutrition governance in the hilly and mountain regions of Western Nepal
Level:	6
Supervisor/Reports to:	District Coordinator
Position Description:	New ✓
	Revised
	Vacancy Published date: 6 November 2025
	Anticipated join date: 25 November 2025

Background: LI-BIRD is implementing a project entitled 'Empowered communities and CSOs for inclusive nutrition governance in the hilly and mountain regions of Western Nepal' funded by EU from January 2025 to June 2028. The project aims to strengthen sustainable and inclusive nutrition governance through an effective implementation of the Multi-Sector Nutrition Plan III. The project will support local governments for strengthening local food systems and equitable access to high-quality nutrition services in 10 municipalities of Achham and Bajura districts of Sudurpaschim Province.

Note: *This is a short-term position for six months, with the possibility of adjustment or transfer to another relevant project based on performance and organizational needs.*

Job Summary: Reporting to the District Coordinator, the Nutrition Officer will be responsible for planning, implementing, monitoring, and reporting nutrition-related activities on the ground. The Nutrition Officer's duty include: building the capacity of field staff, enhancing nutrition awareness among target beneficiaries and other key stakeholders and ensuring the integration of nutrition interventions with other sectoral activities to promote a holistic approach to the project.

Key Responsibilities and Tasks:

1. Programme Implementation

- In coordination with the District Coordinator, provide technical support in planning, implementation, monitoring, and quality assurance of nutrition project.
- Support to the district coordinator to implement the project in the district, including capacity building of the LGs, support in child growth monitoring, Nutrition Education and Rehabilitation Programme (NERP) camps and LANN+ and nutrition education to Female Community Health Volunteer (FCHV)s and targeted communities.
- Provide required technical expertise to the Project team for the implementation of interventions in the project.

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- Ensure convergence of nutrition, agriculture and WASH interventions in the project area.
- Develop context-appropriate efforts to reach underserved and marginalized communities with the aim of reducing malnutrition.
- Support government health facilities from project areas for nutritional assessment of children under five and management of acute malnourished children.
- Support and provide technical assistance to local government during the implementation of MSNP III and nutrition friendly local governance at local level activities.
- Ensure all the project activities have been timely and effectively implemented in the project area and report the same to the District Coordinator and Team Leader.

2. Monitoring and Evaluation

- Provide support to MEAL Officer for conducting project's outcome monitoring surveys for situation assessment and progress monitoring purposes.
- Assist District Coordinator and MEAL Officer to conduct programme planning and monitoring
- Work closely with the District Coordinator and MEAL Officer to ensure that monitoring is adequate for management and reporting purposes.
- Support to conduct needs assessments to identify key nutrition challenges and target populations within the community.
- Supervise, monitor, coach and provide regular technical and managerial backstopping support to Field Facilitators to ensure timely and quality delivery of planned activities.
- Assist in collecting, processing and documentation of data needed for monitoring and activity planning and improvisation.
- Conduct regular monitoring and supervision of nutrition-related activities at different levels (municipal, health facilities and community) to ensure the quality of implementation.

3. Knowledge Management and Capacity Building

- Be up to date on Nutrition and WASH and integrate methodologies in the work carried out for the project.
- Provide technical on-site coaches and supportive supervision to municipal/rural municipal health sections, health facilities, Female Community Health Volunteer (FCHV)s, Auxiliary Nurse Midwife (ANM)s, Women Nutrition Advocacy Network, community program staff about essential nutrition behavior and behavior change communication strategy.
- Provide technical guidance to the Field Facilitators through periodic supervision and onsite coaching.
- Ensure the project's lessons, output, outcomes and impacts are documented, analyzed and shared within and beyond the project in the form of reports, flyers, web and other popular articles, radio programs and scientific papers.
- Develop and contextualize information, education and communication materials related to nutrition.
- Develop, document and organize information for effective development and implementation of the project.

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4. Quality Control

- Ensure timely and quality implementation of the project activities at the site level.
- Ensure farmers' and stakeholders' feedback is reflected and addressed in the work plans as well as the overall project strategy.
- Support for quality assurance of the nutrition-related activities implemented on district and community level.
- Support for preparing reports (event report, monthly, quarterly, annual and specific reports) related to the project.

5. Data Collection, Synthesis and Report Writing

- Systematically collect, archive and manage project's households' level and on-farm trial data and information.
- Prepare and submit periodic, weekly and field visit reports as per the project's reporting cycle.
- Ensure that lessons learned are documented and shared within LI-BIRD, communities and stakeholders.

6. Communication, Linkages and Networking

- Build a congenial working relationship with beneficiaries, stakeholders, partners and other projects within LI-BIRD and establish close collaboration with the government technical experts in the municipality/rural municipality and ensure good coordination between these departments in the project area.
- Support to disseminate nutrition related information, education and behaviour change communication materials.
- Support advocacy of community to bring policy amendments at local level related to nutrition services.
- Collaborate with community leaders, local health agencies, CSOs, health professionals, and other stakeholders to build partnerships, and ensure program effectiveness and sustainability.
- Coordinate with local level government, health office, municipal health sections, health facilities, local CSOs, and other stakeholders during the implementation.
- Work closely with local government and stakeholders and leverage resources to scale up project results and fulfill community priority needs.
- Ensure partners and stakeholders are aware, positive, and supportive of the project through transparent and timely information sharing.

7. Admin and Finance

- Provide assistance and give constructive feedback to the Supervisor on administrative matters of the project activities including financial management, human resource management and staff performance evaluation.
- Contribute to other projects of LI-BIRD as and when required and as instructed by Supervisor and Head of Programmes.

Education and Experience: Bachelor's degree in public health, Nutrition or other relevant fields, with two years of relevant work experience in the Nutrition Sector.

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Additional Position Description/Requirements: The Nutrition Officer is responsible for problem-solving at various levels. Situations are variable, and the Nutrition Officer must have the capacity and willingness to listen, learn and apply lessons learned, with strong analytical skills, by understanding the context. The Nutrition Officer must use interpolation skills to pick and choose the right strategy to address a given problem. The candidate must have a personal commitment to social equity, equal rights and opportunities and adhere to LI-BIRD's policies including the Safeguarding policy.

Competencies and Personal Specification:

- Demonstrated ability in the nutrition approaches in the development sector setting.
- Practical and theoretical knowledge in program monitoring and reporting of nutrition.
- Demonstrated ability in documentation, information management, analysis, monitoring, and reporting.
- Experienced in maintaining a congenial working relationship with all the associated stakeholders of the project.
- Ability to take responsibility, meet deadlines and make progress with minimum supervision;
- Willingness to travel extensively to the project implemented sites to conduct training, provide consultation, able to adjust and work in tough field situations.
- Proficiency in MS Office is required, whereas skills in statistical packages such as Access, R programming SPSS are preferred.
- Candidates with valid motorbike/Scooter driving license are preferred.