**Terms of Reference**

**Subnational Nutrition Cluster Co-Coordinator (NGO)**

The nutrition cluster approach was adopted and initiated in Yemen in August 2009, immediately after the break-out of the sixth war between government forces and the Houthis in Sa’ada governorate in northern Yemen. Since then Yemen has continued to face complex emergencies that are largely conflict-generated and in part aggravated by civil unrest and political instability. These complex emergencies have come on the top of an already fragile situation with widespread poverty, food insecurity and underdeveloped infrastructure. Since mid-March 2015, conflict has spread to 20 of Yemen’s 22 governorates, prompting a large-scale protection crisis and aggravating an already dire humanitarian crisis brought on by years of poverty, poor governance and ongoing instability. This escalation of the conflict has affected the provision of the nutrition services, and increase the children vulnerability to malnutrition due to the deteriorated access to the safe water supply, food and basic health services, which is further complicated by the increased cost of living.

The Nutrition cluster is currently well established at national level, with five sub national clusters at the zonal level in Hodeidah, Ibb, Aden, Saada and Sanaa, holding regular scheduled meetings and calling extraordinary meetings when necessary. The nutrition cluster is co-led by UNICEF and MOPHP.

For more information on the National Nutrition Cluster, consult Cluster TOR at <https://www.humanitarianresponse.info/en/operations/yemen/document/nutrton-cluster-tor>

Effective and efficient cluster management is a shared responsibility held by all Nutrition Cluster partners. The Sub-national Nutrition Cluster Team, led by the Sub-national Nutrition Cluster Coordinator, are the impartial representatives of the cluster as a whole and are responsible for the day-to-day coordination and facilitation of the work of the cluster.

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The Nutrition Cluster Coordination team at sub-national level consists of

* Nutrition Cluster Coordinator from UNICEF
* Nutrition Cluster co-Chair from MoPHP/GHO
* Nutrition Cluster co-coordinator, from an NGO
* Nutrition Cluster Information Management Officer from UNICEF.

Modifications to the composition of the Coordination Team are possible, subject to partners and cluster lead agencies agreement.

The purpose of the Co-coordinator role is to support and strengthen the coordination and performance of clusters and add value of NGO co-coordination by complementing the expertise, experience, capacity, competencies and skills of the Coordinator and the Lead Agency.

The Subnational Nutrition Cluster Co-Coordinator will be expected to work with the Nutrition Subnational Cluster Coordinator to support the implementation of, monitor and evaluate performance of the nutrition cluster against the six core cluster functions and accountability to affected populations (refer to Annex 1) by placing Affected Populations at the centre of decision-making and action.

Specifically, the Subnational Nutrition Cluster Co-Coordinator will:

1. Strengthen pre-existing sectoral coordination by maintaining appropriate links and dialogue with national and local authorities, local civil society and other relevant actors, respecting their respective mandates and programme priorities. Taking reasonable measures to proactively engage with and support local NGOs to participate in cluster coordination and at each phase of the Humanitarian Programme Cycle. Ensuring that the Nutrition subnational Cluster position is informed by the NGO perspective.
2. Support Nutrition needs assessments with the Nutrition partners and other sectors in particular, but not limited to, WASH Nutrition, Food Security and Protection.
3. Contribute effectively to inter-cluster coordination forums and cooperate with other clusters, Government counterparts, and relevant authorities (as appropriate) in planning, coordination, and operational activities, ensuring that the NGO community is contributing to and sharing responsibilities.
4. Ensure protection and early recovery are mainstreamed and awareness of the different needs and capacities of women, girls, boys and men of all ages, people with disabilities, and other diversity characteristics such as ethnicity and religion are informing what we do, how we do it and with whom to promote meaningful access, safety and dignity in all phases of the Nutrition sector response.
5. Participate actively in gap analysis, priority setting reinforcing the complementarity of partner actions by avoiding duplication and gaps.
6. Ensure adequate reporting and effective information sharing, reflecting the agreed minimum standards are in place and that all partners contribute on a regular basis to enable appropriate monitoring and evaluation and review the impact of the cluster activities and progress against the strategic Nutrition subnational Cluster objectives.
7. Convene and facilitate regular meetings as agreed with other team members, ensuring that discussions are participatory and results-oriented. Ensure that the NGO members of the cluster are kept fully informed of the meetings and any decisions that may take place outside of regular Nutrition subnational Cluster meetings.

1. Promote the leadership roles of NGOs within the cluster and ensure that the technical working groups has active national and international NGO participation to help ensure that NGOs support and influence the clusters work.
2. Promote/support training and capacity building of Nutrition sector personnel , of partners and national authorities.
3. Represent the interests of the Nutrition subnational Cluster in discussions with stakeholders on priorities, resource mobilization and advocacy. Taking additional steps to ensure that the resource mobilization and advocacy efforts fairly represents and benefits NGOs as well as the UN agencies in support of the agreed strategy.
4. Ensure adequate contingency planning and preparedness for new emergencies and seasonal adaptation of responses that reflect the actual and potential to scale-up capacities of all partners (local and international).
5. The NGO Co-Coordinator should act as a focal point for receiving NGO concerns in order to raise these with the Nutrition subnational Cluster Coordinator and the Cluster Lead Agency to strengthen accountability and transparency of the cluster’s decisions and work.
6. Act as Nutrition subnational Cluster Coordinator Officer in Charge whenever needed and any other tasks as required and agreed upon in the coordination team.

Individual selection criteria to qualify as NGO Co-Coordinator

* Operational presence in crisis affected areas of the sub-national cluster and delivering emergency nutrition interventions;
* At least three (3) years of technical expertise in Nutrition in emergencies and coordination;
* Working with an NGO with at least three (3) years of experience in nutrition programming;
* Familiarity with Cluster Approach;
* Commitment to contribute regularly to the cluster coordination team tasks;
* Active partner of the Nutrition Subnational Cluster;
* Expression of commitment, i.e. management’s full support for the co-coordination function

**Responsibilities and accountabilities**

The co-coordinator’s administrative line of reporting falls within the management structure of the NGO seconding the co-coordinator, however on the cluster activities – the NGO co-coordinator will report to a Cluster Coordinator.

Both the Cluster Coordinator and the NGO Co-coordinator will ensure that a joint work plan for their activities, including reporting lines and management structures, is developed and adhered to. The respective line managers of the Coordinators will meet on a regular basis to review and discuss the coordination arrangement, with an aim to identify any capacity gaps and address challenges arising.

Both parties (cluster Coordinator and Cluster co-coordinator) are accountable to the affected populations they commit to serve. The Cluster Coordinator and NGO Co-coordinator commit to promoting and strengthening accountability to affected populations among cluster partners.

Both the Cluster Coordinator and the NGO Co-coordinator, having committed to neutrally representing the views of the Cluster as a whole, are accountable to the Cluster partners for ensuring that the Cluster is functioning to its highest standards.

The Cluster Coordinator, Cluster Cc-chair and the NGO Co-coordinator commit to joint decision-making in all aspects of cluster management, strategy and activities. In specific cases the Cluster Lead Agency maintains the right to take a final decision given that it is directly accountable to the Humanitarian Coordinator.

Avoiding Conflicts of Interest

* Individuals in an NGO co-coordinator position should act, and be perceived, as impartial and fair representatives of the cluster, not as representatives of their particular agency.
* When a co-coordinator is attending a meeting in more than one capacity, it must be made clear when they are acting as a representative of that agency, rather than as a co-coordinator.
* Co-coordinators should be willing to excuse themselves from meetings (eg: CHF Peer Review Teams) when issues directly related to their own agency are under discussion.

Expected Commitments from Cluster Coordinator, co-Chair and the NGO co-coordinator are to work together according to the ‘Principles of Partnership’, endorsed by the Global Humanitarian Platform.

**Dispute resolution**

The relationship between the chair, cluster lead agency, cluster coordinator, co-coordinator and cluster partners should be based on transparency, respect and a commitment to resolve disputes by mutual agreement.

The Cluster Coordinator, Cluster CO-lead and the NGO Co-coordinator commit to joint decision-making in all aspects of cluster management, strategy and activities. In specific cases the Cluster Lead Agency maintains the right to take a final decision given that it is directly accountable to the Humanitarian Coordinator.

Between the Nutrition Subnational Cluster Coordinator and Nutrition subnational Cluster Co-coordinator

* If an issue cannot be resolved by the individuals concerned, it should be brought to the attention of the sub-national nutrition cluster partners
* Where appropriate the advice of the National Nutrition Cluster Coordinator may be sought.
* If the issue with regards to the administrative arrangements, it should be brought to attention of the UNICEF Head of Office and NGO Country Director for resolution.

Between Cluster Partners and the Nutrition subnational Cluster Co-coordinator

* If an issue between the NGO co-coordinator and Nutrition subnational Cluster Partners in the cluster cannot be resolved directly, it should be brought to the attention of the Nutrition subnational Cluster Coordinator.
* If appropriate, the guidance of the National Nutrition Cluster Coordinator may be sought.

**Annex 1 Cluster core functions:**

**The six core functions of a cluster at country level are:**

1. Support service delivery by:
2. Providing a platform that ensures service delivery is driven by the Humanitarian Response Plan and strategic priorities.
3. Developing mechanisms to eliminate duplication of service delivery.
4. Inform the HC/HCT’s strategic decision-making by:
5. Preparing needs assessments and analysis of gaps (across and within clusters, using information management tools as needed) to inform the setting of priorities.
6. Identifying and finding solutions for (emerging) gaps, obstacles, duplication and cross-cutting issues.
7. Formulating priorities on the basis of analysis.
8. Plan and implement cluster strategies by:
9. Developing sectoral plans, objectives and indicators that directly support realization of the overall response’s strategic objectives.
10. Applying and adhering to common standards and guidelines.
11. Clarifying funding requirements, helping to set priorities, and agreeing cluster contributions to the HC’s overall humanitarian funding proposals.
12. Monitor and evaluate performance by:
13. Monitoring and reporting on activities and needs.
14. Measuring progress against the cluster strategy and agreed results.
15. Recommending corrective action where necessary.
16. Build national capacity in preparedness and contingency planning
17. Support robust advocacy by:
18. Identifying concerns and contributing key information to HC and HCT messaging and action.
19. Undertaking advocacy on behalf of the cluster, cluster members, and affected people.

Ensure effective and comprehensive integration of relevant crosscutting issues, including age, gender, environment and HIV/AIDs.