Terms of Reference
Specialist for Management Information System (MIS) for Development of the Nutrition Information and Planning Unit (NIPU) under National Nutrition Services (NNS)

I. Title and Reporting

Title: Management Information System (MIS) Specialist
Duty Station: Dhaka
Duration of contract: 6 months and extendable depending upon availability of fund
Reporting to: Deputy Program Manager (DPM), NNS, IPHN

II. Description of the Works

Through the National Nutrition Service (NNS) operational plan of the HPNSDP 2011-2016, the Government of Bangladesh plans to accelerate the reduction of persistently high rates of maternal and child undernutrition by mainstreaming and scaling-up the implementation of proven nutrition interventions into health (DGHS) and family planning (DGFP) services. One of the mandates of IPHN/NNS is to put in place a nutrition information system, which would support the M&E framework of the NNS/OP and allow nutrition interventions to be monitored on a regular basis at national, district and sub-district levels.

NNS is looking for a suitable candidate for a senior Management Information System (MIS) Specialist. The proposed MIS specialist position will work closely with relevant government departments and partners. S/he will be responsible for the following activities:

- Support implementation of identified modalities for nutrition data collection within MOFHW in collaboration with PMMU, including set-up of systems and tools for integration of nutrition indicators into MIS of DGHS, DGFP at national, district and sub-district levels.
- Support development of national guidelines and standards for nutrition data collection and reporting
- Provide technical support and oversee collection, analysis, interpretation and dissemination of nutrition information from routine HMIS/MIS-DGFP, surveys, surveillance and diverse contextual information sources.
- Use information to monitor and analyse impact of nutrition programs and provide updated situation analysis of nutrition at national and sub-national levels
- Preparation and dissemination of technical reports, including but not limited to periodic nutrition bulletins, and other publications, including web portal;
- Building capacity of health authorities, program managers/supervisors and service providers on nutrition information management, including development of training strategies and plans
- Support and participate in information exchange and coordination mechanisms with partners and relevant information systems/units

III. Functions / Key Results Expected

Leading the design and establishment of NIPU to support overall M&E framework of NNS/OP is a key function of this position. Availability of updated, quality analysis on nutrition situation and progress on impact and coverage of nutrition interventions/programmes is expected. Ensuring effective linkages and coordination with HIS/ MIS-DGFP, stakeholder, agencies and partners in nutrition information.

IV. Measurable Outputs and Performance Indicators
1. Functional NIPU and action plan
2. Set of standardized guidelines, tools and templates are developed and utilized for nutrition data collection, analysis and reporting within MOFHW (DGHS, DGFP) at national and sub-national levels
3. NIS working group established and regular meetings with partners held
4. Nutrition information and situation analysis is comprehensive, accurate and updated in all relevant documents, including progress reports, annual reports, periodic nutrition bulletins, etc
5. Number of skilled DGFP and DGHS MIS personnel is increased at national and sub-national levels

V. Skills and Competencies

- Must have strong computer skills (MS Office package, Database Systems)
- Expertise in statistics and MIS systems and software;
- Strong skills in analysis, critical thinking and reporting
- Good oral and written communication skills in English and Bangla and should be able to communicate well with senior government officials;
- Must possess strong teamwork and team building skills.

VI. Required Qualifications and Experience

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<tr>
<th>Education</th>
<th>Advanced university degree (Masters or PhD) in Social Sciences, Development Planning, Statistics or a related technical field</th>
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<tr>
<td>Experience</td>
<td>At least 10 years of working experience with Management Information System (MIS) preferably in health/FP sector, programme monitoring and evaluation</td>
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<td>Language Requirements</td>
<td>Fluency in written and spoken English are essential</td>
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<td>Salary (Gross)</td>
<td>BDT 110,000</td>
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How to Apply:

Interested applicants should submit their application along with CV and two passport size photographs to the Line Director, National Nutrition Services and Director, IPHN, Mohakahali, Dhaka-1212 by post or send to rafiqud@yahoo.com on or before 21 days of the publication within office hour (5 PM).