



SCOPE OF WORK



Country: **South Africa – Cape Town, Western Cape**
Host site: **Western Cape Department of Health**
Assignment title: **Nutrition Surveillance Expert**
Length of assignment: **6-12 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

The nutritional status of an individual is the outcome of a complex combination of interrelated causes. The Integrated Nutrition Programme is implemented in the province to address malnutrition through a combination of direct and indirect interventions. Interventions are based on best practices and evidence.

Data on nutrition and health is being collected through routine systems and surveys. Information at a provincial and district level are not always readily available or adequate to provide a photographic picture of a specific geographic area. Data is available from various sources/collated by different universities and research bodies but there is no system to centralize or pool nutrition-related information from various sources.

The Western Cape Department of Health, in conjunction with the 3 universities, has started a process towards standardization of research tools and relevant information to pool data collected. For example:

- Nutrition related disease prevalence and incidence
- Determinants/ factors contributing to nutrition related problems
- Implemented interventions- coverage, monitoring, outcomes
- Impact of nutrition related policy

Information systems are an essential tool to support management. Having a nutrition surveillance system in the Western Cape would enable monitoring of the situation towards long term planning (including judgment on progress vs. resource allocation) and to better evaluate the implementation of interventions.

In-country placement site:

The Western Cape Department of Health core function and responsibility is to deliver a comprehensive package of health services to the people of the province.

Western Cape Provincial Department of Health services:

Primary Healthcare Services

- 479 facilities in 32 sub-districts and 6 districts (5 rural districts and 4 sub-structures in the district of metropolitan Cape Town)

Hospital Services

- 34 district hospitals
- 8 regional hospitals (including the level 2 services provided at the central (tertiary) hospitals),
- 6 tuberculosis hospitals
- 4 psychiatric hospitals
- 1 rehabilitation centre and 3 central (tertiary) hospitals



OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: To facilitate and document the development processes towards a nutrition surveillance system and M&E in the Western Cape Province

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

Provide technical support for the development of a nutrition surveillance system through implementation of the following:

- Work as part of the Nutrition Information System team with WC DOH to provide technical assistance to strengthen the Nutrition Information System
- Providing guidance and building capacity of the provincial and regional teams to ensure high quality data focusing on priority indicators is collected, analyzed and reported in a timely manner
- Training teams to maintain the provincial level databases
- Providing ongoing on-the job training/mentoring for focal persons at the provincial, zonal and regional levels on data analysis and reporting
- Additional role that a volunteer will play in the sub directorate to kick start the project as outlined in the activities below
- Assist in the documentation of concepts to be covered e.g. demographics, socio-economic status, nutritional status, lifestyle, nutrition rehabilitation etc
- Reviewing nutrition rehabilitation programmes as part of the nutrition surveillance process in the Western Cape province
 - ✓ Assist with desktop survey of what is available at a local and international level in terms of nutrition surveillance
- Sorting of concepts, questions and tools through the coordination of different workgroups
- Facilitate process to test/validate standardized tools
- Develop a surveillance system funding project proposal with the sub-committee including the following databases;
 - ✓ Facility based services data
 - ✓ local survey data
 - ✓ National survey data
 - ✓ Community based survey data
- Assist in the compiling list of key indicators
- Assist in the establishment of consolidated database from various sources
- Assist in the development of reporting system (pool, analyze and extract data)

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Monthly and quarterly progress reports to the host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Surveillance system in place
- Database available for WC DOH
- Tools validated and tested
- Reporting system in place
- Final report

REQUIREMENTS & QUALIFICATIONS

Length of the assignment: 6-12 months, full time
(8 hours per day; 5 days per week)

Name and title of supervisor: Ms. Hilary Goeiman, Western Cape Department of Health

Volunteer qualifications:

Required:

- Bachelor of Science degree in Nutrition, Statistics or related discipline in Public Health.
- Minimum five years of experience (post qualification) in emergency nutrition with NGOs specific experience in nutrition information systems and early warning systems.
- Experience in conducting nutrition surveys at the field level.
- Experience of training at local government, community and NGO levels is essential.
- Excellent communication and advocacy skills.
- Fluency in (written and verbal) in English
- Strong computer skills, with a good knowledge of MS Office Windows (Word, Excel, Access)
- Able to pay attention to critical details, a keen sense of work priorities and resourcefulness in obtaining and researching important information
- A keen sense of ethics and integrity in dealing with clients and service providers.
- Meets time-lines for delivery of products and services to clients;
- Results-based and client service oriented attitude, as well as excellent organization skills
- Demonstrated behavior of professional and personal ethics, transparency and openness.

Preferred:

- People orientated skills
- Knowledge and use of local language(s)

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete and submit all deliverables to host site and the Twinning Center

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a suitable assignment and site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA HIV/AIDS Twinning Center:

- Conduct pre-assignment orientation for volunteer and placement site staff
- Provide ongoing support of volunteer as needed