



Functional Title	: Nutrition Specialist – Policy and Governance
Responsibility Level	: Specialist
Project	: Nurture Every Future – Poshan
Department	: Program Development and Delivery
Workstation	: Kathmandu
Incumbent Name	: TBD
Supervisor/Principal Evaluator/Title	: Team Leader

BACKGROUND

CARE Nepal is a not-for profit organization that works across the spectrum of humanitarian action and long-term development programs to address gender-based violence, women and girls' leadership and voice, inclusive governance, sexual & reproductive health, livelihoods, food and nutrition security, disaster risk reduction, and climate change. It draws on its global experience to address the underlying causes of poverty and social injustice, with a distinct focus on the most marginalized and vulnerable women and adolescent girls. It works in partnerships with state agencies, donors, NGOs, civil society organizations, research institutes, private sectors, and closely collaborates with community members. It currently has presence in all seven provinces of Nepal.

The Nurture Every Future- Poshan is being implemented in Sudurpaschim, Karnali, Lumbini, and Madhesh Provinces, targeting nine districts with high rates of malnutrition and poor health and nutrition outcomes. The Nurture Every Future - Poshan aims to improve the wellbeing of children and their mothers in targeted districts of Nepal. The interventions aim to strengthen the capacity for health and nutrition services, improve care and feeding practices; increase household food security; promote food safety and hygiene; and promote women's empowerment and leadership.

JOB SUMMARY

This position plays a critical role in strengthening nutrition governance and policy coherence, ensuring that CARE Nepal's nutrition programming contributes meaningfully to national priorities and sustainable improvements in maternal and child nutrition outcomes. Reporting to the Team Leader, the Nutrition Specialist – Policy and Governance (NSPG) will lead engagement with government institutions on health and nutrition policies, in alignment with Nepal's Multisectoral Nutrition Plan. The position is responsible for coordination with key nutrition-sector stakeholders at federal and provincial levels, policy analysis and documentation its use and sharing internally and externally. The Specialist will drive evidence-based policy advocacy, knowledge generation and dissemination, and ensure alignment with Government of Nepal priorities in the Nutrition sector. Working closely with the Team Leader, MERL Manager, thematic specialists, and district teams, the role will support the harmonization of existing policies, protocols, governance, and technical standards to ensure high-quality program implementation.

The employee shall fully comply with CARE policies and procedures and should be accountable for it.

The duties and responsibilities include, but are not limited to, the following:



MAJOR RESPONSIBILITIES AND TASKS:

KEY RESPONSIBILITIES

- Lead engagement with government institutions on health and nutrition policies and protocols in alignment with Nepal's Multisectoral Nutrition Plan (MSNP III).
- Analyze, review, and support harmonization of existing nutrition-related policies, governance mechanisms, strategies, protocols, and technical guidelines to ensure quality program delivery.
- Provide technical support to relevant government stakeholders to review and update the IMAM and MIYCN protocols and support the program team in sensitizing partners and staff on these protocols while aligning program activities with IMAM and MIYCN implementation.
- In close coordination with MERL Manager, contribute to consolidate and synthesize data (primary and secondary) to generate information and evidence to support nutrition related advocacy influencing efforts
- Support evidence-based policy advocacy to influence nutrition-related decision-making at federal and provincial levels.
- Work closely with the Team Leader, MERL Manager, thematic specialists, and district teams to ensure program alignment with national priorities, governance mechanisms, and standards.
- Ensure that nutrition policy engagement contributes to equitable, gender-responsive, and inclusive health and nutrition systems.

STAKEHOLDER ENGAGEMENT AND COORDINATION

- Coordinate with relevant government ministries, departments, and agencies at federal and provincial levels on nutrition and health policy issues.
- Engage with nutrition-sector stakeholders including UN agencies, donors, NGOs, civil society organizations, research institutions, and networks to strengthen collaboration and alignment.
- Represent CARE Nepal in relevant technical working groups, policy forums, and coordination platforms related to nutrition and health.
- Facilitate coordination between health and nutrition interventions and other project components such as food and nutrition systems, market systems, SBCC, WASH, and GESI.

CAPACITY BUILDING

- Provide technical guidance to CARE staff and partner organizations on nutrition policies, protocols, governance, and systems strengthening.
- Strengthen the capacity of provincial and district teams to engage effectively with government counterparts on policy and planning processes.
- Support learning and knowledge-sharing initiatives on best practices, global frameworks, and national standards in maternal and child nutrition.
- Promote gender equality and social inclusion (GESI) integration within nutrition policy engagement and program implementation.

PROGRAM QUALITY AND IMPACT

- Work with the Program Quality and Impact team to support generation and use evidence to inform nutrition policy advocacy and decision-making.
- Contribute to tracking progress and outcomes related to nutrition systems strengthening and governance.



- Support documentation and use of lessons learned, best practices, and innovations to strengthen program effectiveness and policy influence.
- Ensure policy-related interventions are guided by data, learning, and adaptive management approaches.
- Contribute to ensure adherence to program quality standards across programmatic efforts particularly in advocacy activities
- In close collaboration with PQI and Strategic Influence and Partnership team, contribute to document advocacy wins and impact estimates using CARE's Advocacy Impact and Influencing Reporting (AIR) tool

DOCUMENTATION AND REPORTING

- Lead documentation of policy analyses, briefing notes, advocacy materials, learning products, and knowledge resources related to nutrition.
- Ensure timely and high-quality reporting on nutrition policy engagement, coordination efforts, and key results.
- Support dissemination of evidence, learning, and policy messages to internal and external audiences.
- Contribute to donor reports, presentations, and communications related to nutrition policy and system strengthening.

UPHOLDING CARE'S CORE VALUES AND ESURING ITS PRINCIPLES

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

SAFEGUARDING RESPONSIBILITES

- Uphold CARE's Safeguarding Policy and Safeguarding Code of Conduct.
- Must read the Safeguarding Policy and either sign the Safeguarding Code of Conduct or sign a Code of Conduct that is consistent with or references this policy and Safeguarding Code of Conduct.

EDUCATIONS AND QUALIFICATIONS:

- Master's degree in nutrition, Public Health, Health Policy, or a related field.
- Additional training in health systems strengthening, public policy, or nutrition governance is an advantage.
- Minimum 3 years of progressively responsible experience in nutrition, public health, or health policy, preferably within government, INGOs, or UN agencies.
- Demonstrated experience working on nutrition governance or health policy engagement aligned with Nepal's Multisectoral Nutrition Plan or similar national frameworks.
- Proven experience coordinating with government institutions and multi-sector stakeholders at federal and provincial levels.
- Experience in evidence-based policy advocacy, policy analysis, and technical documentation.



- Strong understanding of maternal, infant, and young child nutrition (MIYCN), health and nutrition systems strengthening, and governance.
- Experience working in multi-sectoral programs (nutrition, food systems, market systems, SBCC, WASH, GESI) is highly desirable.

Approved by:

Date:

Agreed by:

Date: