



Terms of Reference

IEG Co-Chairs

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About the Global Nutrition Report (GNR)

The Global Nutrition Report is the world's foremost publication on the status of malnutrition around the world. It acts as a stock-take on the world's nutrition – globally, regionally and country by country – and on efforts to improve it. It tracks progress on global nutrition targets, ranging from diet-related non-communicable diseases to maternal, infant and young child nutrition.

The Global Nutrition Report aims to provide a single authoritative source on progress towards addressing global malnutrition, with high standards of quality and independence. The GNR is authored by an Independent Expert Group (IEG) headed up by two Co-Chairs, and published by the host of GNR, Development Initiatives (DI). A Stakeholder Group acts as a steering committee to the GNR providing oversight and strategic direction.

The Stakeholder Group appoints the IEG Co-Chairs who are responsible for the content of the annual reports. The IEG Co-chairs appoint and manage the IEG. The IEG Co-Chairs work closely with Development Initiatives, who are the hosts and publisher of the Report, and provide support to the Co-chairs for data coordination, writing, management and analysis, and content production, as well as provide senior project management support, and lead on the communications and outreach, digital communications. The Co-Chairs are also responsible for championing the GNR brand and ensuring the report maintains its reputation for quality and independence.

Role and Responsibilities of the IEG Co-Chairs

The IEG Co-Chairs are expected to co-lead the development of the Global Nutrition Report, oversee the drafting process, supervise and support its outreach and management, develop the messages, commission research and serve as the key contact point with the Stakeholder Group and donors on the content of the report. Together with the rest of the IEG, the IEG Co-Chairs have the ultimate say over the content of the report.

They also manage the appointment of and relationship with the other members of the Independent Expert Group (IEG). The Independent Expert Group is responsible for maintaining the independence of the Report, vouches for the quality of the data, supports the Co-Chairs to develop the narrative around the data, and is held accountable for the quality of the Report and the process that produces it. The current IEG membership is listed on the [Global Nutrition Report website](#). The current IEG was appointed in April 2018 and will serve for two years, through April 2020.

The IEG Co-Chairs are expected to work in close partnership with Development Initiatives (DI), the organization that serves as the host and publisher of the report. In particular, the IEG Co-Chairs engage with a Senior Project Manager and a Senior Nutrition Analyst employed by DI and responsible for ensuring the development of the report remains on track. The Senior Nutrition Analyst is expected to write drafts of the report under the direction and oversight of the IEG Co-Chairs.

Deliverables

As a member of the IEG, the Co-Chair is:

- Responsible and accountable for the independence and quality of the report,
- Able to synthesize and reflect the views and perspectives of the IEG,
- Deliver on the vision for the GNR set by the Stakeholder Group,
- Engage with donors through Development Initiatives to understand donor funding requirements for the GNR and ensure donors are up to date on the GNR content and key issues to be tackled through the annual report,
- Identify research and analysis to be commissioned by external individuals or organisations for the content of each report,
- Be expert in key attributes required to produce the report: data quality, access or analysis; policy expertise, narrative and writing, public outreach.

The role of IEG Co-Chair specifically entails:

- Oversight of the process of development of the report, writing and content production, and responsibility for the final output and its content, messaging and focus

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- Reporting to the Stakeholder Group on the work of the IEG to deliver the vision of GNR, including providing content concept note, report wireframe and drafts for comments
 - Work closely with the host, Development Initiatives, to deliver a high quality robust data-led report which is published to the quality standards required by Development Initiatives and the GNR Stakeholder Group.
 - Co-manage and co-lead the IEG in their involvement of the report, reviewing of the report, physical and remote monthly meetings
 - Signing off meetings minutes of the IEG so that these can be made public to support transparency
 - Responding to and integrate the comments from reviews to the report including feedback from peer review process with an external body and provide feedback to reviewers as required
 - Identifying, securing and managing access and analysis of the available data required to meet the scope of the report as set out by IEG and approved by the Stakeholder group
 - Gathering the data for the report from partners and setting up and running the process of gathering the data on the Nutrition for Growth (N4G) commitments
 - Assessing the quality of the data and agreement of interpretations in relation to the countries, targets and policy implications
 - Determining and structuring the narrative, detailed content and tone of the report
 - Commissioning background work, case studies or further analytical work to fill gaps and inform interpretation in the data, in which IEG members may be involved
 - Commissioning IEG members to provide analysis, case studies or other information for the report or online content
 - Providing guidance and oversight for the data analyst team at DI to ensure they can collate, analyse data and produce data charts as required for content development
 - Producing a published report which provides key data and recommendations in a format most suitable for the key audiences identified by the Stakeholder Group
 - Producing an online resource to support the demand of key audiences
 - Critical reviewing of all outputs as well as responding to external engagement on the content, explaining decisions on how the methodology has been developed and public scrutiny (documents available for comment)
 - Promoting coherence and collaboration amongst stakeholders in engaging with report and data

- Promoting the Report through available communication networks and presenting the findings of the Report at events, roundtables and launches
- Undertaking press interviews and requests to present the GNR at meetings, and act as Ambassador's for the report.

Expectations of all IEG members

Appointed individuals are expected to exercise autonomous, professional judgment. The individuals do not serve as representatives of their respective organisations but in an independent capacity representing the GNR and responsible for maintaining the high quality of the GNR which will be maintained by Development Initiatives who is responsible for quality assuring the report before publication. The IEG and its Co-chairs specifically, must accept the responsibility of being collectively accountable for the quality of the report, must be prepared to answer publicly for the decisions made on data presentation and interpretation, and engage in intellectual debate on the conclusions given.

It is expected that all IEG members will leverage their professional networks and capitalise on opportunities to promote the Report. Each member of the IEG will act as individual ambassadors of the Report and play an active part in communicating and disseminating it through available communication channels, events and presentations.

IEG Members are expected to engage actively in the work of the group and maintain its standards of quality and independence. Any member unable to fulfill this responsibility will be asked to step down and a replacement made by the IEG Co-Chairs. If an IEG co-chair steps down, the Stakeholder Group Co-Chairs will be responsible for recruiting their replacement.

Members will engage appropriately and professionally with processes of internal and External Validation: The Stakeholder Group, external technical reviewers and Development Initiatives, will have the opportunity to review and comment on Report outline and drafts. Development Initiatives will provide Quality Assurance for the report and ensure it meets their requirements for publication. Subject to concerns around media reporting, documents will be made as widely available as possible for comment – learning from the model established by the Committee on Food Security's High-Level Panel of Experts

The IEG will also be expected to maximise efficiency and to seek to avoid duplication, fragmentation and increasing transaction costs in the use and presentation of data and the production of the report.

Members will be asked to declare publicly any conflicts of interest and confirm a statement of intent of impartiality.

Attributes of Co-Chair

Essential

- Demonstrable leadership in the field of malnutrition and recognized for their expertise and leadership in tackling malnutrition
- Strong management skills and experience of managing high profile projects
- Deep and broad experience in international development and nutrition
- Track record of successfully communicating and championing complex issues to a range of audiences effectively
- Track record in mastering complex data landscapes; generating credible analysis out of complex and imperfect data and developing data based, action-oriented agenda
- Track record of managing collaborative relationships with stakeholders and donors effectively
- A good understanding of the nutrition environment and stakeholders of importance to the GNR
- Experience of effective advocacy with governments and donors
- Able to commit the time required for full collaboration in the work of the IEG, acknowledging deadlines and the need for responsiveness.

Desirable

- Expertise in multiple areas of nutrition: undernutrition, obesity, non-communicable diseases, nutrition in emergencies/conflict settings, gender equality, agriculture, food systems, infant and young child feeding.
- Fluency in issues relating to political economy, financing, and private sector actions that influence nutrition
- Experience living and working for extended period of times in countries with a high burden of different forms of malnutrition, both developing and developed
- Strong numeracy and data analysis skills and demonstrated in-depth understanding of data relevant to nutrition, such as nutritional status, financing, economics, policies, programmes and underlying drivers of malnutrition
- Experience of working on projects monitoring commitments and holding stakeholders to account
- Experience of leading flagship publications
- A good understanding of how to support research uptake and monitor the impact of research.

Timelines of GNR

Quarter 1 – Development of concept note and report wireframe and inputting into a project plan. Presentation of content outline and wireframe to Stakeholder Group and donors. All this will be undertaken working closely with DI's Senior Nutrition Policy Analysts and Senior Project Manager who will manage the drafting and putting project documents together. Continue to deliver presentations for the previous year's Global Nutrition Report. DI will undertake analysis of impact and donor reporting for the annual period.

Quarter 2 – Once approval is secured from the Stakeholder Group, commission research, gathering data, setting out the guidelines for analysis for the data team, undertake additional research, locate case studies and work with IEG members to pull content together for the report. DI will develop a communications and engagement plan to support the dissemination and uptake of the report in close cooperation with the IEG. DI will hold meetings with other nutrition reports and ensure there is coordination between them and coherence. IEG may convene roundtables with key stakeholders to better understand how they respond to their needs.

Quarter 3 – drafting and messaging of content, peer review process, management of reviews, synthesis of comments and re-drafting. All this will be undertaken working closely with DI's Senior Nutrition Policy Analysts and Senior Project Manager who will manage the drafting and putting project documents together.

Quarter 4 – Launch of the GNR and extensive outreach programme to ensure engagement and uptake of the GNR across the world in target regions and countries. Feedback from users on use of the tool and how it is shaping action and implementation.

Regular aspect throughout the year:

- Regular communications with SG and donor group through their meetings
- Regular participation on calls with DI's project team (weekly/ fortnightly)
- Respond to other stakeholders as requests for information/ events are received
- Regular meetings of the IEG and e-communications

Duration

The Co-chairs will be appointed for a period of three years and contract will start in early 2019 as soon as the selection is made.

The Co-chairs will be expected to contribute a third of their week to GNR for an annual payment of £65,000,

Management and Contact

The Co-Chairs contracts will be established and maintained by Development Initiatives and a payment schedule set up for a quarterly payment once contract is signed.

Recruitment Process

The process to recruit IEG Co-chairs will be spearheaded by the co-chairs of the Stakeholder Group—Abigail Perry, Senior Nutrition Adviser, UK Department for International Development, and Lucy Sullivan, Executive Director of 1,000 Days—together with a small selection committee comprised of members of the Stakeholder Group.

If you wish to be considered for this role, please forward a copy of your CV and a supporting letter in Microsoft Word format, along with any relevant documentation to Ms. Perry at A-Perry@dfid.gsx.gov.uk and Mrs. Sullivan at lucy@thousanddays.org by latest 15th February. Please put “IEG Co-Chair Application” in the subject line of your email. In addition, kindly provide full details of three people who are willing to act as references. We will not contact these referees without your express permission.

All information will be in the strictest confidence. We will revert to you as soon as feasible when we have reviewed your application.

You will also be required to participate in a number of telephone conversations with the Stakeholder Group co-chairs and selection committee to ensure there is a clear understanding of the Terms of Reference and also an appropriate “fit” for you and the Global Nutrition Report.

Once we have the details of all those interested in going forward for this role, we will evaluate all applicants against the requirements of the role as outlined above.