**SCOPE OF SERVICE/TERMS OF REFERENCE**

**DOCUMENTATION OFFICER**

**Reports to:** Senior Media Manager, Center for Communication Programs Pakistan

**Technical Supervision:** Executive Director, Center for Communication Programs Pakistan

**Project:** Empowerment, Voice and Accountability for Better Health and Nutrition

**Duration:** 10 months

**Location:** Islamabad

**Background:**

A stable and prosperous Pakistan is a top priority in international development efforts of the UK Government. Empowerment and voice of women, girls and marginalized social groups is vital for these efforts to succeed. Therefore, enabling them to articulate their needs and influence legislation, policies and practices that affect themare at the heart of the UK’s development assistance. Better access to reproductive, maternal, newborn and child health and nutrition is an important entry point to achieve this objective.

Pakistan is off-track to achieve the health Millennium Development Goals (MDGs). DFID Pakistan (DFID-P) therefore is focussing on reproductive, maternal, new-born and child health (RMNCH) including nutrition to support effective implementation of health sector strategies that will lead to achievement of the health MDGs. DFID-P has recently signed a Memorandum of Understanding (MOU) with the Government of Pakistan on Provincial Health and Nutrition Programme (PHNP) to achieve RMNCH and nutrition results in Punjab and Khyber Pakhtunkhwa provinces over four years (2013 to 2017).  
  
This TOR relates to the Documentation Officer role on one component of the PHNP - *Empowerment, Voice and Accountability for Better Health and Nutrition (EVA-BHN)*.

The objective of the programme is to increase the demand for better RMNCH services and nutrition and empower citizens to hold the service providers to account. Women, girls and children with the greatest needs and from underserved backgrounds will be prioritized. The sub-programme will complement the supply-side interventions by increasing demand and strengthening mechanisms for greater and effective citizen participation and monitoring of health services. This includes:

* Influence health legislation, policy, practices, and service delivery through greater pressure and demand from the citizens. The supplier will work through a combination of empowerment, voice and accountability approaches including, but not limited to, awareness raising and mobilization, advocacy and lobbying, capacity building, coalitions and partnerships; and
* Pilot innovative solutions for increasing access of the poor and women and girls to RMNCH and nutrition – with priority to increasing immunisation coverage, skilled birth attendance, modern contraceptive usage, child and mother nutrition, management of common child ailments and usage of primary healthcare facilities, community workers, etc.

**Outline of Position**

The main objective of this position is to provide technical support to the programme’s media component specifically focussing the documentation, reporting and editing.

The position holder will work closely with Senior Media Manager and other team members within the EVA-BHNto ensure activities are implemented at the highest level of quality and in consonance with the other EVA activities. The Documentation Officer will provide short-term support for a fixed period of time to complete specific tasks:

**Key Responsibilities, Duties and Tasks**

**Technical:**

* Editing, proof reading and overseeing the designing of the different reports related to different media and religious leaders engagement components
* Provide technical support in drafting proceedings of district-based consultation sessions;
* Assist the program team in collating district-based consultations into provincial “Charter of Demands” for Punjab and Khyber Pakhtunkhwa for brining improvement in health and nutrition;
* Conduct thematic analysis of the contents of stories submitted in response of a Citizen Journalism campaign by Express Tribune and assist in structuring the television magazine show;
* Document impact, quantitative and qualitative, of project’s Citizen Journalism campaign;
* Assist program team in developing a manual on Entertainment-Education Drama based on the two-week workshop with scriptwriters and screenwriters held in Islamabad;
* Assist program team in developing a handbook on rights-based health reporting, based on a weeklong workshop held in Murree and to be used for Refresher Training; and
* Prepare the press releases for different events under the media and religious leaders component

**Support**

* Support program team in conducting district-based television talk shows with background information, talking-points and technical backstopping of panellists;
* Support program team in announcing an annual award on excellence in health reporting as well as subsequent technical backstopping in analysis of submissions and provision of awards.

**Relationships**

The Documentation Officer will be managed by the Senior Media Manager and technically supervised by the Executive Director of Center for Communication Programs Pakistan. This position is required to work in close collaboration with the project team in general. This position is based in Islamabad but would require travelling to districts to cover district-based consultation session and other related events.

The project design requires integration of all media- and communication-related activities with other work streams (Research and M&E, Community based interventions, District and Provincial policy and advocacy forums, grievance redress mechanisms, HANIF and two-ways communications activities). The Documentation Officer will support Senior Media Manager for working, to an extent possible, in collaboration and supporting these other work streams.

**Minimum Qualifications**

* Proven experience, of at least 5 to 7 years, in documentation, report writing, and editing, preferably in developing manuals and handbooks; Master or advance degree in social sciences, preferably in mass media or journalism;
* Proven knowledge of reproductive, maternal, newborn and child health and nutrition issues in Pakistan;
* Understanding of status of health reporting and media coverage of health issues through entertainment-education in Pakistan;
* Competencies required include: communication, working with people, drive for results, deciding and initiating action, relating and networking, applying technical expertise, creating and innovating, formulating strategies and concepts