

IGN Regional Coordinator (RC)

Terms of reference

Who we are

The Iodine Global Network (IGN) is a nonprofit non-governmental organization which aims to achieve the sustainable elimination of iodine deficiency worldwide. Our vision is a world where all people attain optimal iodine nutrition and children can reach their full cognitive potential. We are the authoritative voice for iodine nutrition, supporting and catalyzing global and national programs in partnership with public, private, scientific and civic stakeholders. We focus on universal salt iodization as the most cost-effective, scientifically proven, and sustainable solution to prevent iodine deficiency disorders. Our goals are to:

- Support harmonization of national and international iodine program delivery by aligning approaches, partnerships and resources.
- Advocate for political will and increased attention and resources for iodine programs in the context of the broader global nutrition landscape.
- Identify and help address challenges to iodine programs and thereby accelerate progress towards sustained IDD elimination.
- Support and strengthen national programs and broader food fortification coalitions through consistent guidance and enhanced communication.
- Identify and address scientific questions and influence the research agenda to increase the effectiveness of iodine programs.

How we work

We are small global team with a network of regional and national coordinators, who identify issues that inhibit or threaten national progress; to understand and recognize the effects of dietary changes such as use of iodized salt in processed foods and the need for salt reduction; and to sustain critical partnerships to address emerging issues.

We work with governments, local and international industry and civil society and with international partners including UNICEF, WHO, USAID, BMGF, Kiwanis International, GiveWell, The Life You Can Save, Canada Helps, Effective Altruism, GAIN, Micronutrient Forum, Nutrition International, Technoserve, ETH Zurich, and others to maximize the impact of financial and technical contributions.

The RC's role

Regional Coordinators are crucial to IGN's success. They assure our regional presence and advise on issues related to iodine nutrition and salt iodization for their specific region. They develop strategies to improve and sustain iodine nutrition. With their understanding of how country-specific conditions relate to the regional situation, they oversee and guide the network of National Coordinators as a source of country specific in-depth information and to support program implementation.

Regional Coordinators are appointed for a defined period of time (4 years, renewable) and report to the Executive Director of IGN. Broadly, their core responsibilities are to:

- Act as IGN's regional representative, promoting our goals and objectives, and to monitor all relevant developments, regional and national, regarding iodine nutrition and salt iodization.
- Ensure that relevant information about the region is available to IGN and can be used for advocacy purposes, awareness raising, program design and capacity building.
- Develop and implement a budgeted annual workplan with specific activities, which align with IGN's strategic priorities.
- Identify, establish, guide and support a network of National Coordinators in the region.
- Help identify funding and resource opportunities and engage with regional donors.
- Participate in the annual global management council meeting.



Additional responsibilities

Depending on the regional situation and on resource availability, RCs will be involved in additional activities:

Regional:

- Advocate with regional governance bodies, governments, industry and other stakeholders regarding the need to continuously address the consequences of IDD through appropriate interventions and program/policy frameworks and provide technical guidance where required.
- Harmonize efforts to improve iodine nutrition at regional and national level among implementing UN agencies, the salt industry and key stakeholders.
- Facilitate the integration of USI and iodine into the broader nutrition agenda, as well as the alignment with salt reduction strategies and other food fortification activities.
- Identify early warning signs and provide guidance on how to respond quickly to ‘slippage’ in national programs
- Identify opportunities for regional harmonization of legislation, salt iodine levels, requirements for use of iodized salt in processed foods, and salt industry practices relating to USI.
- Support strengthening of laboratory infrastructure in the region which can be leveraged to support monitoring of urinary iodine and the iodine content in salt – by linking to the CDC EQUIP program

Support to national programs:

- Encourage coordination/communication/exchange between NCs within the region
- Regularly update NCs on the state-of-the-art in science and policy relevant to improving USI program coverage and delivery
- Assist NCs and/or national stakeholders to identify and advocate for technical support for key program components for progress in and achievement of sustainable USI
- Help NCs to determine additional evidence needs for the program, in particular assessment of iodine status, household coverage with iodized salt and consumption of processed foods that contribute significantly to salt intake. As needed, advocate for such assessments and technical assistance in the design, implementation, analysis and reporting of iodine-related programs
- Draft/update/refine national legislation and regulations on salt iodization, with a focus on all edible salt including household salt and salt used in processed foods
- Encourage and advocate for government commitment and leadership
- Encourage and advocate for salt and food industry

ownership and capacities

- Advocate for adequate regulatory monitoring and enforcement for salt iodization, including use of iodized salt in processed foods, within the routine food control system.

Competencies

- A keen interest in IGN and its work
- Expertise on iodine nutrition and/or universal salt iodization
- Solid understanding of, and experience in the design, implementation and/or monitoring of national IDD elimination programs
- Understanding of regional determinants influencing iodine status in countries
- Established relationship and stature within iodine nutrition/salt iodization program community at regional level to influence stakeholders and policy
- Ability to be authoritative in discussions on improving iodine nutrition
- Good networking, negotiation and organizational skills
- Experience with program budget management

Administrative arrangements

The RC’s work can be done on a part-time basis. IGN provides an annual base level stipend of \$10,000 for time spent on technical assistance. An additional regional budget of \$25,000 is available for time spent on technical assistance or to fund small regional projects. Both are linked to an annual workplan approved by the Executive Director.

IGN receives donor funding to improve and sustain iodine nutrition and salt iodization. Depending on the focus of these grants, IGN’s overall workplan, and the interest, expertise and availability of the RC, additional responsibilities in relation to such grants can be assigned and are outlined below. RCs will be remunerated on a daily or deliverable basis for support provided in the administration and implementation of activities funded by such external grants.

Grant-related responsibilities:

- Plan for or assist in planning for expenditure of external grants, designing and identifying regional or national activities that will contribute to sustainable improvement of iodine status, taking into consideration the objective of the grant or interests of the external donor.
- Support the implementation of activities funded by external grants including:
 - Development, maintenance and management of a workplan and detailed budget for grant activities
 - Communication and planning with relevant regional or country level partners,
 - Identifying and overseeing external consultants, including assisting in drafting of ToRs and contracts, ensuring adequate communication and joint planning with partner stakeholders, monitoring adherence to IGN travel policies and submission of travel claims, review and approval of final reports and approval of final invoices
 - Planning, organization and facilitation of national, sub-regional or regional meetings if included in the workplan
 - Drafting of reports as required to the external donor

Personal and professional conduct

All persons acting on behalf of IGN are expected to: -

- Respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, gender, religious beliefs, political opinion or disability.
- Uphold IGN's integrity and professional performance through non-racist, non-discriminatory and gender-sensitive conduct.
- Uphold the highest standards of competence, efficiency and integrity and demonstrate truthfulness, dedication and honesty in their actions.
- Be patient, respectful and courteous to colleagues, beneficiaries, local leaders and government representatives, representatives of operational and implementing partners, donors and other NGO and UN colleagues.

