

A. Contact Information

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A. Personal Profile

Martin Tembo is a professional with over 15 years' experience in Nutrition, Health, HIV and AIDS and Agriculture. He possesses analytical, program management and budget management skills. Martin can add value to your work in resource mobilization (concept note and proposal development), program management (start-up, implementation, monitoring, evaluation and close out), nutrition survey design and implementation; and statistical analysis of population survey data. He has a Master of Science Degree in Health and Nutrition (specializing in Public health Nutrition and Epidemiology) and a Bachelor of Science degree in Agriculture specializing in Nutrition, Food Science and Management.

Over the years, Martin has enjoyed increasing level of professional growth in responsibilities in both, short-term and long-term assignments, working for international organisations with staff of varying educational and cultural backgrounds. He has also worked with Malawi government providing technical Assistance in infant and young Child Nutrition (IYCN) project, Scaling Up Nutrition (SUN). Specific technical Assistance roles with Malawi government have been in development of the multi-sectoral Nutrition Policy; national multi-sectoral nutrition strategic plan; national nutrition education and communication strategy (NECS), SUN Training manual, and implementation of the National Nutrition Surveillance System. Currently, he is a member of the national multi-sectoral nutrition committee, Infant and Young Child Feeding Technical Working Group (TWG), Micronutrient TWG and SUN Taskforce.

Martin has a track record of research work including designing, coordinating research and contributing to research publications on nutrition and health that have affected, both, Malawi and global policy frameworks particularly in Nutrition and HIV and AIDS. A list of published research papers bearing his co-authorship is available for sharing on request. He has expert capacity to conduct program evaluations handling quantitative data analysis using a number of statistical software including IBM SPSS, STATA, Cost of the Diet and Epi Info and also data management software such as MS Access, MS Excel. In particular, he possesses skills in advanced statistical modeling to examine relationships between and among variables through bivariate and multivariate analyses.

Martin also possesses program development and management skills gained through training and professional experience. While working for Save the Children, he led the development and implementation of large nutrition programs funded by the European Union and the World Bank through Malawi government. He is well versed with project management cycle from start-up to close out. He has direct experience implementing programs funded by major donors such as USAID, EU and the World Bank. He also has had direct budget holder responsibilities.

Martin has been trained by the World Health Organisation (WHO) Regional Office for Africa on main WHO Nutrition tools for potential consultants focusing on four main areas: Nutrition Surveillance, Infant and Young Child Feeding, Management of Severe Acute Malnutrition; and

Development of Inter-sectoral Policy and Strategic plan. Martin has also received professional training in Cost of the Diet method and Monitoring and Evaluation of Food and Nutrition Security in Developing countries.

Below is a summary of **relevant** professional experience, qualifications and references.

B. Professional Experience

C.1. Consultancies

Name of Project	Client Organization	Details of Contact Persons.	Period
Review of Care Group Model in Malawi	World Food Program (WFP)	Grace Omondi Head of Nutrition UN World Food Programme Malawi Country Office, Lilongwe Mobile: +265998972806 Email: grace.omondi@wfp.org	October to December 2020
Development of Nutrition Advocacy strategy	Save the Children International	Jacqueline Chalemera Program Manager, Afikepo Nutrition Advocacy Save the Children P.O. Box 30374, Lilongwe Jacqueline.chalemera@savethechildren.org	July 2020 to October 2020
Consumption Survey for the Adolescent Nutrition Sensitive Agriculture Pilot Project	Farmers Union of Malawi	Modesta Mlia Tembo, Project Manager, Farmers Union of Malawi, Area 6, Plot No 6/185, Off Mzimba Road, P.O Box 30457, Lilongwe 3. Malawi. Email: modestatembo@farmersunion.mw Phone: +265 212 251 672	April 2020 July 2020
Development Afikepo Nutrition Advocacy program work plan and implementation strategy	Save the Children International	Jacqueline Chalemera Program Manager, Afikepo Nutrition Advocacy Save the Children P.O. Box 30374, Lilongwe Jacqueline.chalemera@savethechildren.org	July 2018 to February 2019
Analysis of food security, rural livelihoods and nutrition data in Lesotho	Food and Agriculture Organization of The United Nations (FAO) FAO Subregional Disaster Risk	FAO Subregional Disaster Risk Reduction Office of Southern Africa (REOSA), Merafe House, 11 Naivasha Road, Sunninghill, Johannesburg, South Africa Attention: Gertrude Kara Email: Gertrude.Kara@fao.org	September to October 2016

Name of Project	Client Organization	Details of Contact Persons.	Period
	Reduction Office of Southern Africa (REOSA)		
Data analysis for Lusaka Survey on Knowledge, Attitude and Practices on Water, Sanitation and Hygiene.	Oxfam - Regional Management Centre	Oxfam - Regional Management Centre GB, Post net Suite 183, Private Bag X15, Menlo Park 0102, 195 Allcock Street, Colbyn, Pretoria, Republic of South Africa, Overtoun Mgemezulu, Phone: +27 (0) 12 423 9900 , Cell: + 27 (0) 828 55 22 68 , E-mail: omgemezulu@oxfam.org.uk mgemezuluop@yahoo.co.uk , Skype: chacha.mgemezu Annies Kalumba-Josephat Oxfam Country Office team in Malawi +265888377222 The Country Director (Attention: John Makina) e-mail: infomalawi@oxfam.org.uk	January to February 2011
Evaluation of Male Involvement Initiative in the prevention of mother to child transmission of HIV in Nsanje District	GOAL Malawi, Nsanje	The Country Director, Attn: Mr Hester Nyasulu GOAL Malawi, Private bag 1, Nsanje e-mail: hester.nyasulu@goalmalawi.org hesternyasulu@gmail.com	December 2010 to January 2011
Evaluation of quality indicators for primary schools assisted by Plan Malawi using the School Quality Index Guidelines (SQI)	Plan Malawi	Country Learning Advisor (CLA), Attention: Lucy Mwenda, Plan Malawi, P.O. Box 2053, Lilongwe	May 2006
Mainstreaming Nutrition, HIV and AIDS in district Development	Office of the President and Cabinet, Department	Deputy Director for Research and Planning Attention: Mr Humphrey Mdyetseni Bag 401, Lilongwe 3, Malawi. E-mail: hajmdyetseni@yahoo.com . Phone: 01770751/0888384055	May – June 2012

Name of Project	Client Organization	Details of Contact Persons.	Period
planning processes	of Nutrition, HIV and AIDS		
Dietary Assessments	University of North Carolina (UNC) Project	UNC Project, Private Bag A-104, Lilongwe, Malawi. E-mail: innocent_mofolo@med.unc.edu Attention: Mr Innocent Mofolo, Manager, Administration. Phone: +265888202152 or +2651755056	January to February 2012

C.2. Long-term employment

C.2.1 Long-term employment

Name of employer	Position	Dates of employment
Save the Children International	Nutrition Advisor and Project Manager	February 2016 to December 2017
Key Responsibilities and Duties Technical Leadership <ul style="list-style-type: none"> • Provide technical leadership and guidance in the development and implementation of the Country Office Strategic plan • Provide technical leadership and support to the nutrition components of Save the Children's projects in all departments – Education, Child Poverty, Program Development and Quality and Humanitarian • Lead the development and implementation of needs based capacity development plan for SCI Nutrition implementing staff for all sectors • Provide leadership and technical assistance in nutrition to the government sectors- Ministry of Health, Agriculture, Education, local government and Rural Development and department of nutrition, HIV and AIDS and other in-country development partners, including support to the development of relevant national plans, strategies and policies • Provide technical assistance for the development and implementation of nutrition-related behavior change strategies and activities • In collaboration with Monitoring, Evaluation, Accountability and Learning (MEAL) colleagues, support the development of feasible and effective monitoring approaches for nutrition-focused interventions and projects • Coordinate with external partners to support the development of training manuals, supervision and monitoring tools, communication materials, job aids and other technical materials to support the implementation of nutrition interventions by Save the Children and other organisations • Conduct periodic field visits to Save the Children projects in all sectors to monitor the technical quality of nutrition interventions and provide technical guidance • Lead the Save the Children Malawi Nutrition Technical Working Group (TWG), ensuring that all Save the Children projects working on nutrition coordinate and collaborate effectively, promoting the sharing of technical resources, learning and mutual support and providing technical back up to all SCI nutrition project staff 		

- In collaboration with MEAL and other technical colleagues, develop research protocols and tools related to nutrition and support all nutrition-focused research activities including surveillance and nutrition assessments
- Prepare research papers, presentations and scientific articles based on primary research conducted by Save the Children programs and collaborate with other technical experts to identify suitable opportunities for sharing evidence from Save the Children nutrition-focused programming

Representation, Networking and Advocacy

- In collaboration with Advocacy colleagues, lead on nutrition-focused advocacy initiatives and serve as a nutrition technical resource for the Advocacy department
- Stay abreast of the latest nutrition technical evidence and data, both global and Malawi-specific, and periodically share with technical and programme colleagues in the Health and Nutrition, Education, Humanitarian and Child poverty and other teams
- Serve as Save the Children Malawi's focal person for all nutrition-related issues, liaising with the government sectors- Ministry of Health, Agriculture, Education, Local Government and Rural Development and DNHA, UN agencies, other NGOs, Civil Society Organisation Nutrition Alliance (CSONA), donor agencies, academic and research institutions, professional bodies and other in-country stakeholders as appropriate
- Represent Save the Children Malawi's nutrition priorities, innovations, experiences and projects in professional circles, including learning fora, meetings, conferences and presentations
- Ensure Save the Children's active participation and contribution to policy dialogue and engagement with stakeholders at the national level, including relevant TWGs, sub-committees and other forums
- In collaboration with the Director of Health and Nutrition, ensure that Save the Children Malawi's nutrition-focused programming and strategic ambition is effectively communicated to and supported by other Save the Children entities, including Save the Children members and the Health and Nutrition Global Initiative

Strategy and New Business Development

- Support the Director of Health and Director of Programme Quality and Development (PQD) to identify and develop new nutrition-focused projects as well as the nutrition components of other priority areas within the health, livelihoods and other sectors
- Lead the development and subsequent operationalization of a nutrition strategy for Save the Children Malawi, seeking relevant inputs from a range of internal and external stakeholders
- Support the nutrition components of Save the Children Malawi's emergency preparedness plans; in the event of an emergency response, lead the organisation's nutrition-focused response, including liaising with donors, developing and submitting proposals and budgets, and overseeing the technical aspects of implementation

Staff Management

- With support from Director of Health and Nutrition and the Save the Children People and Culture (Human Resource) Department, lead the recruitment of Save the Children nutrition project managers
- Implement effective performance management for all nutrition project managers in accordance with Save the Children policies
- Ensure that all new project staff receive an effective orientation on Save the Children and nutrition programming

- Ensure all nutrition project managers receive orientation and appropriate training in accordance with the HR and staff development policies of Save the Children
- Manage and provide support to the nutrition project managers reporting to this position and support other project staff members as necessary

C.2.2 Long-term employment

Name of employer	Position	Dates of employment
Save the Children International	Project Manager	September 2014 to January 2016
Key Responsibilities and Duties Project Planning and Implementation <ul style="list-style-type: none"> • Develop detailed implementation plans, annual and quarterly work plans in collaboration with SNIC project staff and relevant stakeholders • Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement • Provide managerial, technical, and financial leadership and direction to the SNIC project • Collaborate with other Health and Nutrition Department managers and staff in order to ensure the effective and efficient project delivery • Coordinate the delivery of services among different stakeholders to increase effectiveness and efficiency • Designing and implementing nutrition surveys (cost of the diet assessments) Project Coordination and Partnership Management <ul style="list-style-type: none"> • Coordinate closely with local and international partners and build and maintain excellent working relationships with the DNHA, Ministry of Health, Mwanza and Mangochi district entities and other key stakeholders in implementing project activities • Represent Save the Children's nutrition programming with relevant UN agencies, in particular the World Bank, other NGOs, government departments and community partners. Participate in national, regional, and international fora to present Save the Children's experience in multi-sectoral nutrition programming • Collaborate effectively with technical and award management colleagues in Save the Children UK Budget Management <ul style="list-style-type: none"> • Develop and review the annual budget based on the annual work plan in support of project activities • Monitor and approve all budgeted project expenditure and ensure that the project operates within its approved budget, working with the SNIC Grants Officer in order to ensure effective expenditure and cost control • Ensure timely procurement, inventory, management and distribution of SNIC project supplies • Manage all project funds according to Save the Children's established accounting policies and procedures • Coordinate with the SNIC Grants Officer to ensure that all financial records for the program are up to date Project Monitoring <ul style="list-style-type: none"> • Ensure that the SNIC M&E system, Performance Management Framework and M&E plans are clearly developed and understood by all project staff. 		

- Oversee and support timely surveys, participate in development of monitoring system and oversee data collection quality and timely reporting on progress of project activities
- Write and submit high quality project reports as required by Save the Children, the donor and other partners.
- In collaboration with finance and grants staff, ensure compliance with donor financial and regulatory requirements and timely and accurate financial budgeting, monitoring and reporting
- With technical support from Save the Children technical staff, participate in research-related activities including major project surveys (e.g. midline and endline assessments)

Staff Management

- With support from the Director of Health and HR department, lead on the recruitment and induction of all SNIC project staff
- Develop and implement performance management processes for all SNIC project staff, in accordance with Save the Children policies
- Ensure all project staff members receive orientation and appropriate training in accordance with the policy guidelines of Save the Children
- Mentor and supervise project staff.

C.2.3 Long-term employment

Name of employer	Position	Dates of employment
Save the Children International	Nutrition Specialist and program manager	November 2012 to September 2014

Key Responsibilities and Duties

Technical lead for nutrition component

- Providing technical support, backstopping and coordination to Feed the Future Integrating Nutrition in Value Chains project implementing partners.
- Identifying areas requiring technical assistance and developing scopes of work for technical assistance
- Ensuring smooth implementation of project activities in accordance with the program work plan and in collaboration with implementing partners
- Providing technical support for conducting baseline and end of project surveys on nutrition and formative research and barrier analysis studies to understand nutrition and health practices.
- Ensuring that nutrition lessons learned by the project are properly documented and disseminated within the Feed the Future Integrating Nutrition in Value Chains project, nationally and regionally
- Drawing monthly, quarterly and yearly detailed program activity implementation plan including expenditure projection and other appropriate requirements
- Developing capacity building materials

Sub-grantee grant management

- Building technical capacity of sub-grantees to effectively implement community based nutrition activities and strengthening bidirectional referral between health facilities and community services.
- Reviewing, guiding proposal development and passing sub-grantees project proposals
- Reviewing/ developing integrated curriculum for Nutrition activities of the project

Staff management

- Conducting performance appraisal of project staff on annual basis.

National Nutrition Technical working group representation

- Supporting Ministry of Health with logistics, and mobilization during Child Health days and relevant activities that affects the health of the child and mother.
- Representing the project at nutrition technical meetings with development partners, government and civil societies

C.2.4 Long-term employment

Name of employer	Position	Dates of employment
PATH	Monitoring & Evaluation (M&E) Adviser	February 2011 to December 2011
Key Responsibilities and Duties <ul style="list-style-type: none"> • Developing monitoring and evaluation framework for the pilot implementation of the Infant and Young child Nutrition (IYCN) Project in Malawi • Supporting the IYCN country team and other stakeholders in the development of the community infant and young child feeding training package. • Supporting the IYCN country team in the development of the national Infant and young child feeding strategy • Working collaboratively with international and local partners to build the capacity of community nutrition workers and to use research findings to improve the quality and efficiency of community services • Training community nutrition workers and strengthening supervision of service providers • Coordinating periodic data collection at select health facilities and communities to monitor program development and ensuring timely compilation and reporting of data • Generating monthly indicator reports, analyzing data, and tracking progress on key indicators • Tracking the implementation of a two-way referral system between the health facility and the community for effective delivery of nutrition services • Working with Malawi Government's Department of Nutrition, HIV and AIDS in planning and implementing a national nutrition surveillance system. • Providing policy technical assistance in Nutrition through membership in Technical Working Groups such as Infant and Young Child Feeding (IYCF), Micronutrients (MN), National Nutrition Committee, (NNC) National Nutrition Education and Research (NNER) • Participating in operations research work with local data collectors to ensure timely compilation of data. • Compiling quarterly and annual program progress reports • Monitoring progress against project indicators, IYCN monitoring and evaluation framework • Developing and implementing quarterly and annual work plans and monitoring project activities to ensure that the project is on track • Preparing donor (USAID/PEPFAR) reports on quarterly and annual • Preparing quarterly performance reports for PATH Washington DC office and Malawi government • Ensuring that all IYCN country activities are adequately documented and stored 		

C.2.5 Long-term employment

Name of employer	Position	Dates of employment
University of North Carolina (UNC) Project	Nutrition Officer	January 2004 to July 2008

Key Responsibilities and Duties

- Providing technical expertise and supervision for staff on nutrition activities of the project;
- Planning and implementing nutrition training for project staff;
- Ensuring that implementation of nutrition activities is in accordance with the current National (Malawi) policies and guidelines;
- Developing tools for nutrition status assessments and monitoring for HIV positive women and their infants;
- Developing Nutrition Education and Counseling materials;
- Reviewing project implementation progress
- Acting as a link person for UNC Project with partners in Nutrition implementation;
- Providing Nutrition mentorship to students from the University of Malawi on industrial attachment to UNC Project
- Conducting staff performance appraisals
- Contributing to nutrition manuscripts for publications

C.3. Internships**C.3.1 Nutrition Internship**

Name of employer	Position	Dates of employment
Clinton Health Access Initiative	Nutrition Intern	April to 2004 to July 2008
Key Responsibilities and Duties <ul style="list-style-type: none"> • Examine programmatic challenges to uptake of nutrition and HIV services within the ministry of Health in CHAI supported districts • Determine synergies between nutrition and HIV programs in CHAI supported districts • Review case detection systems and procedures in the delivery of nutrition and HIV services in the four CHAI supported districts • Determine data quality and utilization • Participate in nutrition screening of under-five children 		

C.3.2 Nutrition Internship

Name of employer	Position	Dates of employment
UNICEF – Malawi	Nutrition Intern	April to 2004 to July 2008
Key Responsibilities and Duties <ul style="list-style-type: none"> • Review nation vitamin A supplementation and measles vaccination programs • Support supervision of national measles vaccination and vitamin A supplementation activities • Review of the national efforts in infant feeding in the context of HIV and AIDS • Review and appraise nutrition project proposal submitted to UNICEF – Malawi for funding 		

C. Education and Professional Qualifications

Period	Qualification awarded	Awarding Institution
2016	Accredited Cost of the Diet practitioner	Save the Children United Kingdom (SCUK)
2008-2010	Master of Science (MSc) in Nutrition and Health	Wageningen University, The Netherlands

2009:	Certificate in Monitoring and Evaluation to improve impact of food and nutrition security in developing countries	Wageningen International, The Netherlands
1999-2003	Bachelor of Science (BSc) in Agriculture, Specialisation Human Nutrition, Food Science and Management	Bunda College of Agriculture, University of Malawi

D. Computer Skills

Statistical packages:	Epi Info, SPSS (Advanced modelling), ENA and VBS,
Spreadsheets:	MS Excel
Data Management:	MS Access
Others:	MS Word, MS PowerPoint, MS Publisher, Windows Explorer, Outlook, OneNote

E. Referees

<p>Jacqueline Chalemera Program Manager, Afikepo Nutrition Advocacy Save the Children P.O. Box 30374, Lilongwe</p> <p>Mobile phone: +265996886268</p> <p>e-mail: Jacqueline.chalemera@savethechildren.org</p>	<p>David Melody Crown Agents – Myanmar e-mail: melodydavid@hotmail.com</p> <p>Job Title: Deputy Fund Director (David was formerly Director of Health and Nutrition at Save the Children Malawi Office and my direct supervisor)</p>	<p>Violet Orchardson USAID/Malawi NICO HOUSE (City Centre), P.O. Box 30455, Lilongwe, Malawi.</p> <p>Work phone: +265 (0) 1 772 455 Ext 5312: Mobile phone: +265 (0) 999 202 700: VOIP : 1-202-216-6244 Ext 5312: Fax: +265 (0) 1 773 181: E-mail: vorchardson@usaid.gov</p> <p>Job Title: Nutrition Specialist</p>	<p>Mr. Humphrey Mdyetseni Office of the President and Cabinet (OPC), Department of Nutrition, HIV and AIDS, Private Bag 401, Lilongwe 3, Malawi. E-mail: hajmdyetseni@yahoo.com</p> <p>Job Title: Deputy Director for Monitoring, Evaluation, Research and Planning. Phone: +265888384055</p>
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