

HERD INTERNATIONAL Terms of References

Title	Intern - Monitoring, Evaluation, Research and Learning (MERL)
No. of Position	2
Job Assignment	Kathmandu office with frequent field visits
Reporting to	Lead - Knowledge and Capacity
Period of Engagement	6 months, Starting from Feb-Jul 2025
Activity	USAID Health Learning

I. **BACKGROUND**

About HERD International

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders of the communities. We are committed to promote inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing the best practice which would ultimately improve the quality of life of people. More information about HERD International can be found on the website www.herdint.com.

About USAID Health Learning

USAID Health Learning is a five-year activity (August 19, 2024 – August 18, 2029) implemented by HERD International to assist USAID/Nepal's Health Office (HO) and its implementing partners (IPs) to adopt uniform and systematic monitoring, evaluation, research, and learning (MERL) activities to advance broader organizational learning and development efforts. It has three interlinked objectives:

- To strengthen program management and decision-making processes of USAID/Nepal's HO and its IPs by providing high-quality, disaggregated data collected from surveys, research, and assessments.
- To improve learning and knowledge management functions by increasing the availability of timely, high-quality evidence.
- To strengthen MERL capacity of USAID/Nepal HO's local partners and federal, provincial, and local governments.

2. **SCOPE**

This cycle of Internship with HERD International for USAID Health Learning aims to provide an opportunity for Youths below 30 years from marginalized population of Karnali and Madhesh, provinces to build their capacity in Monitoring, Evaluation, Research and Learning and in professional growth through:

- Practical experience of working to enhance the knowledge in monitoring, evaluation, research and learning under guidance of the Supervisor and mentor.
- Increase the professional skills and expand professional network of interns

3. **MAIN RESPONSIBILITIES:**

The interns will be engaged in various activities as planned by the USAID Health Learning team to achieve the learning objectives. Some of the illustrative list of activities are:

- **Data Collection and Analysis**
 - Assist in Collecting Quantitative and Qualitative Data from field surveys, interviews, and focus group discussions.
 - Assist in the analysis of collected data using software tools like Excel, SPSS, or other data analysis software.
- **Research and Literature Review**
 - Support in conducting literature reviews for ongoing research projects or evaluations

- Gather secondary data from reliable and credible sources (e.g., government reports, research papers, or published studies)
- **Monitoring, Evaluation, and Learning Tools Development**
 - Help in the design and development of data collection tools (e.g., surveys, questionnaires) based on MEL frameworks
 - Receive Computer-Related Skills on Key MEL Components
- **Documentation and Knowledge Management**
 - Assist in Documenting Lessons Learned and Best Practices from program activities or research
 - Collect feedback from activity/project staff, beneficiaries, and stakeholders regarding the MEL process
- **Coordination and Administrative Support**
 - Assist in organizing and coordinating MERL-related meetings
 - Prepare reports and presentations based on MEL data and findings
- **Capacity Building and Professional Development**
 - Engage in training or workshops to develop a better understanding of MEL tools, techniques, and frameworks.
- **General MERL Support**
 - Provide overall assistance across various MERL tasks and activities as needed, ensuring the smooth execution of MEL functions and supporting the MERL team in any additional tasks or administrative duties.

4. **DUTY STATION**

HERD International/USAID Health Learning Office, Bhaisepati, Lalitpur with frequent field visits.

5. **DELIVERABLE**

- Monthly Timesheet submission
- Internship Completion report.

6. **PAYMENT MODALITY**

Payment will be made within one week after the end of each month, contingent upon the submission of an approved (by the reporting manager) timesheet. The individual must submit the approved timesheet at the end of each month.

7. **DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)**

All duties will be carried out in a manner that supports and promotes absolute commitment to HERD International and its policies, including the promotion of gender equality, Social Inclusion, Diversity, Equity, and Accessibility. HERDi is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, people with disability, medical condition, family care status, or any other basis protected by law.

8. **SAFEGUARDING**

At HERD International, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERDi is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

9. **APPLICABLE POLICIES**

All relevant policies and guidelines of HERD International are applicable to individuals in this role

10. APPEAL

In cases of disagreement on disciplinary action, the intern has the right to appeal through the organizational appeal system.

11. MINIMUM REQUIREMENTS:

- Youths below 30 years from marginalized population of Karnali and Madhesh province.
- At least Bachelor's degree in public health, social sciences, economics, with an interest and passion to gain knowledge in MERL activities.
- Basic computer skills (word-processing, spread sheets, and databases).
- Basic knowledge of writing reports.
- Workable/limited working proficiency in written and spoken skills in Nepali and English.
- Sensitivity to Gender and Cultural Considerations

If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.