HERD INTERNATIONAL
TERMS OF REFERENCES

1. JOB IDENTIFICATION:

Job Title	:	Deputy Chief of Party (DCOP)
Department	:	Operations
Reporting to	:	Chief of Party
Job status	:	Annual Contract
Working hours	:	40 hours per week (Monday to Friday)
Contract length	:	5 Years
Job Assignment	:	HERD International central office with frequent field visit

2. WHO WE ARE - A BRIEF INTRODUCTION:

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 including communities. We are committed to promoting inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing best practices, ultimately improving the quality of life of people. More information about HERD International can be found on the website www.herdint.com.

3. PROJECT BACKGROUND

HERD International will provide Monitoring, Evaluation, Research, and Learning (MERL) support to the United States Agency for International Development (USAID)/Nepal through the USAID Health Learning. This five-year project aims to adopt uniform and systematic monitoring, evaluation, research, and learning (MERL) activities to advance broader organizational learning and development efforts. The project focuses on three main objectives: first, Strengthen USAID/Nepal's Health Office (HO) and its implementing partners (IPs) program management and decision-making processes by providing high-quality, disaggregated data collected from surveys, research, and assessment; second, Improve USAID/Nepal's HO, its IPs, and federal, provincial, and local governments' learning and knowledge management functions by increasing the availability of timely, high quality evidence. And third; Strengthen the MERL capacity of USAID/Nepal HO's local partners and federal, provincial, and local governments in MERL.

4. JOB PURPOSE:

The Deputy Chief of Party (DCOP) will work closely with the Chief of Party (COP) to guide the project's day-to-day program management for Health Learning Activities, to ensure program performance through monitoring of project activities, budget, and compliance and reporting requirements. The DCOP will oversee and provide technical expertise in project planning,

implementation, monitoring, evaluation reporting, and handling administrative and financial responsibilities. S/he will also be responsible to liaise with counterparts and partners at the operations level, provide opinion on the soundness and feasibility of new approaches, train staff on key concepts and improve their technical competencies, and manage an effective learning process to adjust as needed.

5. <u>**MAIN RESPONSIBILITIES:**</u>

The anticipated roles and responsibilities of Deputy Chief of Party include but are not limited to the following:

I. **Project and Leadership Management**

- Manage, implement, and monitor systems, services, staff and budgets to achieve financial, administrative and programmatic goals.

- Lead and oversee project operations and management of project resources (Human, Financial, Grants and Logistics), with adherences to GESI, DEIA, and Localization principles.

- Provide oversight of implementing partners, foster a positive collaborative working environment among implementing partners to achieve program objectives.

- Coordinate with the COP to provide leadership to the development and maintenance of a comprehensive needs-based strategy for effective project management, compliance and adherence to USAID guidelines.

- Collaborate with the COP and senior management team in support of maintaining project objectives, evaluate program effectiveness, and determine corrective action needed to achieve objectives

- Coordinate with key staff/component leads and partners to ensure activities align with the work plan and timelines, adhering to best practices, project framework, and regulations.

- Collaborate with the COP and the technical implementation team to develop the annual work plan, while reviewing and updating existing performance monitoring plans. Oversee the management of monitoring, evaluation, and reporting systems to ensure the achievement of results.

- Work closely with the GESI Specialist and technical staff to ensure GESI activities are meaningfully integrated in technical activities at all levels.

II. **Program Reporting, Documentation, Monitoring, Learning and Research**

- Ensure good practice by supporting the implementation of M&E mechanisms to support high quality implementation by partners.

- Support development of strong monitoring, evaluation and learning mechanisms, program monitoring tools, and efficient systems to ensure high quality implementation

- Periodically review project performance plans based on the annual work plan, document implementation successes, challenges, and lessons learned, and share updates with relevant agency.

- Ensure high-quality and accurate financial and related reports, and provide timely contributions to quarterly and annual reports within the project, organization and to and the funding agency.

- Assist the COP with program reporting tasks, including quarterly and annual reports, success stories, and other documentation as requested by USAID and HERD international.

III. Sub-contracts and Compliance Management

- Ensure appropriate implementation, oversight of subgrants to sub-contractors and compliance with USAID regulations and procedures

- Ensure compliance with all regulations, policies, and procedures as required by the funding agency and government policy and legal provisions

- Manage and facilitate contractual processes and capacity development of subcontractors including on organizational compliance and due diligence.

- Develop project budget planning, oversees project's budget implementation and project financial management, and supervising the Project's Finance and Grants Manager

- Provides training, guidance, and direction to technical staff on planning, implementation, and compliance of grants policies, procedures, and instructions, specifically their role in the process.

IV. Organizational Development

- Actively participate and document the information in meetings and attend organizational events, trainings, workshops, and seminars to contribute to both short-term objectives and long-term strategic planning initiatives.

- Implement organizational policies and guidelines, ensuring adherence to best practices and compliance standards.

- Foster strong working relationships by collaborating closely with team members and stakeholders, facilitating the exchange of project-related information.

- Manage and facilitate relationships with key local stakeholders, including government actors at the local, provincial, and federal levels. This includes managing relations with MOFE, MoHP, USAID, key subcontractors, and other stakeholders.

- Lead and supervise the administration, logistics, grants, and subcontracts team.

- Serve as acting COP as needed.

The above list of responsibilities is not comprehensive, and the DCOP may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet Project/organizational needs and requirements.

6. 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, physical or mental disability, medical condition, family care status, or any other basis protected by law.

7. SAFEGUARDING:

At HERDi, 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.

8. APPLICABLE POLICIES:

All HERD international's policies and guidelines are applicable to its members of staff.

9. PERFORMANCE APPRAISAL:

The performance appraisal of the position will be completed annually by the Line Manager as per the HERD international's performance appraisal system. In addition, the line manager may execute performance appraisal for specific issues in a specific period.

10. APPEAL:

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

11. JOB PROFILE:

We are seeking a highly qualified DCOP for USAID Health learning project in Nepal. The ideal candidate will possess a robust skill set to make an immediate impact on our Government and Partnership development initiatives. Key competencies for success in this role include strategic thinking, integrity, results-driven orientation, effective teamwork, strong networking abilities, excellent interpersonal skills, proficient communication capabilities, sound judgment, analytical acumen, adaptability, proactive engagement, innovation, sensitivity to gender and cultural considerations, capacity to work under pressure, and an openness to change and complexity.

12. <u>MINIMUM REQUIREMENTS:</u>

- Master's degree in management, business administration, project management, economics, or a relevant subject.

- Over five years of experience in project management, operations, and implementation as a senior member.

- Previous experience as a DCOP or manager for large-scale donor-funded projects, with familiarity in USAID contracting mechanisms preferred.

- Familiarity with USAID programs, their history, and development, with mastery of USAID regulations governing such programs.

- Fluency in English is required.

- Experience recognizing and integrating gender and cultural considerations into project activities.

- Proven strong interpersonal, negotiation, and diplomacy skills.

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.