

## **Call for Expression of Interest (EoI) for Consultant Roster**

### **1. JOB IDENTIFICATION**

<b>Job Title</b>	:	Call for Applications - Consultant Roster
<b>No. of Positions</b>	:	14 positions
<b>Type of Contract</b>	:	Independent Consultant
<b>Projects/Activity</b>	:	HERD implemented (including USAID Health Learning).
<b>Mode of Consultancy:</b>		Consultancy can be home based, field based or on site based as required by HERD.

### **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 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](http://www.herdint.com).

### **3. PURPOSE**

We are seeking a diverse roster of consultants with expertise in various areas aligned with HERD and its implemented projects/activities objectives and mission. These consultants will support different aspects of health research, program implementation, monitoring, and evaluation.

### **4. REQUIRED AREA OF EXPERTISE**

HERD International invites qualified consultants to express their interest in joining the HERD International's Expert Roster. Consultants should have expertise in at least one of the following thematic areas to deliver professional services.

- Statistician /survey design expert
- Health and Nutrition Research Expert
- Health System Research Expert
- Biomarker/anthropometric
- Translator (English to Nepali-English)
- Translator (Nepali to Maithili and Awadhi)
- Training/Field Manual Developer
- Public Finance Management Expert
- Data Analyst/Trainer
- Leadership and Management Trainer
- Organizational Development Trainer
- Proof Reading

- Document Designer
- Videography

## 5. Requirements

HERD International is creating a roster of potential consultants. Those who meet the requirements outlined below are encouraged to submit their applications:

SN	Thematic Areas	Required Qualification	Required Experience	Preferred Skills	Remarks
1	Statistician /Survey Design Expert	Master's degree in Statistics, Population Studies, Public Health or Social science	At least 7 years experienced in survey and research design and implementation	Proposal/design document writing, report writing	
2	Health and Nutrition Research Expert	Master's degree in Nutrition, Public Health	At least 7 years of research experience in the area of health and nutrition.	Research design, tools development, training facilitation and report writing	
3	Health System Research Expert	Master's degree in Public Health, or Social science.	At least 7 years' experience in health research Experienced in health system research Familiar with health system of Nepal	Research design, tools development, training facilitation and report writing	
4	Biomarker/anthropometric	Master's degree in Nutrition, Public health	At least 5 years of experience in Nutrition research/survey and Biomarker/Anthropometric measurement.	Biomarker/anthropometric measurement, training facilitation for the component	
5	Translator (English to Nepali-English)	Bachelor's degree in relevant discipline.	At least one year of experience in health survey. Familiar with the health system in Nepal. At least one year of experience in translation.	Basic typing skills in both English and Nepali language.	

6	Translator (Nepali to Maithili and Awadhi)	Bachelor's degree in relevant discipline.	At least one year of experience in health survey. Familiar with the health system in Nepal. At least one year of experience in both forward and backward translation in Nepali to Maithili/Awadhi.	Basic typing skills in both Nepali, Awadhi, and Maithili language	
7	Training/Field Manual Developer	Minimum Bachelor's degree in relevant discipline	At least two year of experience in household or health facility survey. Familiarity with the health system in Nepal. At least one year of experience in research training manual development.	Basic typing skills in both English and Nepali language	
8	Public Finance Management Expert	Master's degree in Finance/Health Economics, Economics/Manage ment.	At least 10 years' experience in the area of Public finance management or health economics.	Public financial accounting and management skills.	
9	Data Analyst/Trainer	Master's degree in Statistics, Population Studies, Information Technology, Public Health, Economics, or Social Science.	At least 10 years of experience in data management and analysis. Familiarity with health research and system database. Experienced in data analysis training facilitation.	STATA, SPSS, R, Python, KoBo Toolbox	

10	Leadership and Management Trainer	Master's degree in Public Administration or Business Administration.	At least 10 year experience in the leadership and management capacity building.	Design and development of training documents / guidelines including PPT.	
11	Organizational Development Trainer	Master's degree in Public Administration, Business Administration or related discipline.	At least 10 year experienced in the area of organizational development capacity building	Design and development of training documents/guidelines including PPT	
12	Proof Reading	Master's degree in Public Health, Social Science or any other relevant field	At least 10 years of experience in research report writing along with editing.	Basic computer skills	
13	Document Designer	Bachelor degree in Social Science or any other relevant field	At least 5 years of experience in the areas of document design.	Document design skills. Advance level of computer skills.	
14	Videography	Bachelor degree in Social Science, videography, cinematography or any other relevant field	At least 5 years of experience in the areas of videography.	Advance level of filming/video making/editing skills.	

## 6. EVALUATION CRITERIA

Applicants will be screened against qualifications and the competencies specified above for each thematic area. The inclusion into the Roster of Consultant will be offered to those individual consultants whose application have been evaluated and determined as (a) responsive/compliant/acceptable, and (b) having received high scores specific to the solicitation.

## 7. CONTRACTING ARRANGEMENT

The successful candidates will be included in HERD International's technical expert roster. Entry into the expert roster system does not necessarily mean that contract with HERD international is guaranteed. This will depend on forthcoming needs. Where a request for services arises, the HERD international shall directly contact the consultant from the roster. A specific Term of Reference (ToR) outlining the outputs for each assignment shall be provided and an Individual Contract will be issued to the consultant if agreement is reached to the fee, availability etc.

## 8. APPLICATIONS PROCEDURES

**Instructions for applying:**

Interested and qualified individuals are requested to use the below link for the application to be completed by **November 20, 2024**.

**[Online Application Form](#)**

Fill out the online application form and attach your latest CV and a Cover letter.

Due to the large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.