

USAID Health Learning / HERD INTERNATIONAL

Terms of Reference

1. JOB IDENTIFICATION

Job Title	:	Field Coordinator
No. of Position	:	Two
Activity	:	USAID Health Learning
Reporting to	:	Lead – Knowledge Management and Capacity Development
Job status	:	Annual Contract
Working hours	:	40 hours per week (Monday to Friday)
Activity length	:	5 Years
Duty Station	:	USAID Health Learning / HERD International, Central office, Bhaisepati, Lalitpur 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 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.

3. ACTIVITY BACKGROUND

HERD International will be providing Monitoring, Evaluation, Research, and Learning (MERL) support to the United States Agency for International Development Nepal (USAID/Nepal) through the USAID Health Learning activity. This is a five-year activity and to be implemented by HERD International from August 2024, which aims to bolster the MERL capacity of Nepal's local institutions. The project focuses on three main objectives first: supporting program monitoring by conducting high-quality household, health facility-based client surveys, as well as municipality health system capacity assessments on a periodic basis. Second: assisting the USAID/Nepal Health Office, USAID implementing partners, and federal, provincial, and local governments with learning and knowledge management by increasing the availability of high-quality evidence in a timely manner that can be applicable to various contexts and third: organizing capacity events to strengthen the MERL capabilities of local implementation partners and government bodies at all levels.

4. JOB PURPOSE

The Field Coordinator will work as part of the USAID Health Learning team and S/he will be accountable for the timely planning and implementation of research, knowledge management and capacity development on MERL activities. S/he will also conduct independent and/or collaborative research, capacity and knowledge management component strategies within the component.

The Field Coordinator will work closely with the Senior Officer, CLA and Capacity and be an integral member of the research, and monitoring team. The primary responsibility of this role is to ensure organizational effectiveness by contributing to the MERL capacity development, knowledge management research function. In collaboration with the MERL Lead, Senior Research Officer, Program Coordinator, Grants and Compliance Manager, Data Analyst, and M&E Officer, this position also supports the development and implementation of activity strategies, plans, and practices.

Additionally, the Field Coordinator will lead a team of field researchers/enumerators, providing guidance, direction, and ensuring quality assurance in the final deliverables. S/he will be responsible to implement the field level activities basically for the local level MERL capacity development, and CLA activities.

5. MAIN RESPONSIBILITIES

The roles and responsibilities of Field Coordinator include but are not limited to the following:

Research Program Planning and Implementation

- Implementation of health system capacity assessments, qualitative study components, and support in health facility rapid assessments.
- Support in planning, implementing, reporting, and managing information flow for the assigned research project, in coordination with the Knowledge and Capacity Lead.
- Develop project implementation plans in accordance with organizational policies and specific program requirements, working in collaboration with relevant team members.
- Collaborate with the Senior Officer, CLA to enhance the efficiency and effectiveness of project planning and implementation through improved coordination and communication between project and support functions.
- Identify researchable issues and areas in healthcare and health systems, contributing to the design of scientifically sound research projects.
- Coordinate and conduct data analysis for assigned projects, ensuring alignment with research, monitoring and capacity development objectives.
- Develop ToR, supervise and monitor the performance of Field Researchers, Data Recorders, Translator and provide required technical inputs regularly.
- Undertake assigned research projects independently or collaboratively, using or developing appropriate methods or techniques.
- Travel to assigned district to check study activities like data collection rechecking, cross-checking, and re-interview conducting.
- Produce high-quality research reports and publications, as required by USAID or for dissemination to the wider research and healthcare communities.
- Oversee project field-level coordination, planning, implementation, and monitoring and evaluation of activities, ensuring alignment with the line manager and relevant stakeholders.
- Provide guidance and support to project staff to ensure effective execution of project activities and achievement of objectives.
- Conduct field visits to coordinate with district stakeholders and ensure proper planning and execution of project activities.

- Prepare and submit regular activity status and other required reports to USAID in collaboration with relevant staff members, ensuring timely submission.
- Take responsibility for resolving issues that may impact project delivery and plan for future projects emerging from current initiatives.

Organizational Leadership

- Participate in different meetings, trainings, workshop, events and seminars as required for the organization.
- Contribute to the effective and efficient implementation of USAID Health Learning/HERD international's policies and guidelines.
- Responsible for completing annual performance appraisals (self) in close coordination with the line manager on the performance appraisal system.
- Contribute to the development and growth of organization through vision-setting, policy formulation, strategy development, process review, and program evaluation.
- Support communication with relevant partners and/or responsible persons to share or correspond relevant information regarding projects.
- Communicate with concerned staff of different level of Government agencies for research program implementation.
- Work in close coordination with the Lead Knowledge and Capacity, deputy chief of party, program manager, and grants and compliance manager, along with their respective team members.

The above list of responsibilities is not comprehensive, and the Field Coordinator may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet activity/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 USAID Health Learning/HERD International/Employer 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 USAID Health learning/ 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. USAID Health Learning/HERD International is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

8. APPLICABLE POLICIES:

All USAID Health Learning/HERD international's/ Employer 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 USAID Health Learning/HERD International/Employer 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 qualified Field Coordinator to provide technical advice, contribute to policy development and analysis, and ensure that activity is effectively guided and meet quality standards in final deliverables. The ideal candidate will have previous experience in the research-based development sector, particularly in research methodology and project implementation.

12. MINIMUM REQUIREMENTS:

- Master's degree in anthropology, sociology, development studies or public health or any related areas.
- At least two years of relevant experience in design and implementation of health system research, household surveys, MERL capacity development
- Proven experience in training facilitation in the area of research, monitoring and evaluation.
- In-depth skills in both quantitative and qualitative research implementation and coordination. Specific working knowledge on both quantitative and qualitative research and good report writing.
- Excellent skills in documentation, analysis of the qualitative data, report writing and presentation.
- Sound understanding of Nepal's health systems and federalism.
- Excellent computer skills and proficient in excel, word, outlook, and access.
- Sensitivity to gender and cultural considerations, with a demonstrated integration of these factors into project activities.
- Excellent verbal and written communication skills in English and Nepali. Skills in Maithili or Awadhi language would be desirable.

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.