

## USAID Health Learning / HERD INTERNATIONAL Terms of References

### 1. **JOB IDENTIFICATION:**

<b>Job Title</b>	:	Lead – Data Management and Analysis
<b>Activity</b>	:	USAID Health Learning
<b>Reporting to</b>	:	Chief of Party
<b>Coordination</b>	:	USAID Health Learning Senior Management Team
<b>Job status</b>	:	Annual Contract
<b>Working hours</b>	:	40 hours per week (Monday to Friday)
<b>Activity length</b>	:	5 Years
<b>Duty Station</b>	:	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 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](http://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 Nepal (USAID/Nepal) through the USAID Health Learning. This five-year activity 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 Lead – Data Management and Analysis will be responsible for overseeing all aspects of data management and analysis for the USAID Health Learning activities. This includes leading the data

team, ensuring the integrity and accuracy of data, conducting advanced data analyses, further and deep dive analysis of national survey data, providing technical writing support, and offering capacity-building through data analysis training. The incumbent will work closely with cross-functional teams to ensure that data insights drive project decision-making and contribute to strategic objectives.

### **MAIN RESPONSIBILITIES**

The anticipated roles and responsibilities of Lead–Data Management and Analysis include but are not limited to the following:

#### **Data Management & Analysis**

- Lead the entire data management process, including data compilation, validation, cleaning, processing, and storage in compliance with USAID Health Learning requirements.
- Perform advanced and deep-dive analysis of health-related datasets to generate actionable insights for activity, USAID, its IPs, and other partners.
- Develop and lead the implementation both quantitative and qualitative analysis methods to interpret complex datasets, contributing to informed decision-making.
- Lead the Collaborative Learning and Adaptation (CLA) approach by integrating insights from data analysis into the project’s overall learning agenda.
- Identify emerging trends from the data and provide actionable recommendations to enhance USAID’s programming and decision-making capabilities.
- Work closely with USAID, its IPs, and relevant government bodies to ensure data collection and reporting activities support evidence-based policy-making and program improvement.
- Maintain and ensure quality data entry of implementing partners and thematic teams in MEL System, (extracting reported figures from flux and thematic reports).
- Lead design and programming of Kobo based MEL tools; monitoring checklist, data collection, recording and reporting forms and formats for partners, as guided by MERL Lead.
- Liaise with MERL Lead in USAID/Nepal data reporting process (DIS and performance narrative reports), including data collection from beneficiaries, partners, stakeholders, etc. for indicator reporting and learning documentation.
- Conducts periodic site visits and attends program and grantee events and activities to collect data for monitoring and evaluation purposes, including follow-up monitoring on previously agreed action points for quality improvement.
- Lead routine data management and documentation process.

#### **Documentation & Reporting**

- Prepare Documents and Produce high-quality reports, including regular project status updates, research publications, and technical briefs for USAID.
- Collaborate on the preparation of scientific papers and articles for policy/technical briefs, peer-reviewed journals to disseminate research findings and project results.
- Oversee the submission of accurate and timely reports, ensuring compliance with USAID reporting guidelines.

### **Capacity Building & Mentorship**

- Support in the capacity building training and refreshers for activity staff and partners in the topics related to MERL and data management and analysis.
- Design and deliver training programs to build MERL capacity within USAID Health Learning, USAID Health IP's its local partners, and government staffs at all levels (federal, provincial, local) with a focus on data management, analysis, and interpretation.
- Mentor and coach data analysts and research staff to enhance their technical skills in data analysis and management.

### **Strategic Planning & Project Implementation**

- Contribute to the strategic planning and implementation of the USAID Health Learning, ensuring that MERL activities align with USAID's broader objectives and local health system needs.
- Coordinate with USAID Health Learning Senior Management team and support to the research and knowledge management & capacity development team for implementation.
- Manage the data budget effectively and efficiently, ensuring optimal allocation of resources to support project activities.
- Work closely with the Chief of Party, Deputy Chief of Party, and other key team members to ensure seamless coordination and communication between research, M&E, and program functions.
- Lead the development and execution of data-driven strategies to enhance learning, knowledge management, and decision-making processes.
- Implement robust quality assurance measures to ensure that data collection, analysis, and reporting meet the highest standards of accuracy, reliability, and timeliness.
- Ensure adherence to ethical guidelines and USAID's data privacy and protection standards across all project activities.

### **Leadership & Organizational Development**

- Participate in organizational planning activities, including policy formulation, strategy development, and process improvement.

- Contribute to long-term organizational capacity building by sharing knowledge and insights derived from data with other teams and projects
- Implement organizational policies and guidelines, ensuring adherence to best practices and compliance standards.
- Liaise with external partners, stakeholders, and government agencies to ensure alignment with national health priorities and international best practices.

The above list of responsibilities is not comprehensive, and the Lead – Data Management and Analysis may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet USAID Health Learning needs and requirements.

#### **5. 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 and its policies, including the promotion of gender equality, Social Inclusion, Diversity, Equity and Accessibility. USAID Health Learning/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.

#### **6. 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/HERDi is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

#### **7. APPLICABLE POLICIES**

All USAID Health Learning/HERD international's policies and guidelines.

#### **8. PERFORMANCE APPRAISAL**

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

## **9. APPEAL**

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

## **10. JOB PROFILE**

We are actively seeking a highly qualified Lead – Data Management and Analysis to join our team at USAID Health Learning/HERD International central office. In this critical role, you will play a leading role and will be responsible for training, supervising, monitoring and overall data management of the research. S/he must take pro-active role in data compiling, digitizing, coordinating, and processing of overall research data to make high quality inferential statistical analysis.

If you are passionate about driving meaningful change and possess the qualifications and skills required, we encourage you to apply and become a vital part of our team, dedicated to improving the quality of life for communities we serve.

## **11. MINIMUM REQUIREMENTS:**

- Master's degree in statistics or demography or public health or economics or data science from a recognized institution/university.
- Over five years of relevant experience in big data management and expertise in research and survey design, planning, implementation, and quality assurance.
- Demonstrated experience in designing rigorous quantitative and qualitative data collection systems and methods for data analysis.
- In-depth knowledge of statistical applications, analysis, report writing; and evidence-based planning and decision making.
- Proficient skills on data management and analysis software (i.e. ODK collect, STATA, R)
- Sound understanding of Nepal's health systems and federalism
- Experience of partner coordination and collaboration.
- Excellent team management skills in diverse working environment.
- Recognition and integration of gender and cultural considerations in project activities.
- Excellent spoken and written proficiency in both English and Nepali languages.

*If you have the qualifications and skills to thrive in this role, we invite you to apply and join our dedicated team. We encourage applications from women and individuals from diverse ethnic and geographic backgrounds.*