

USAID Health Learning / HERD INTERNATIONAL Terms of References

1. JOB IDENTIFICATION

Job Title	:	Lead–Knowledge and Capacity
Activity	:	USAID Health Learning
Objectives:	:	Knowledge Management and Capacity Building
Reporting to	:	Chief of Party
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 Lead–Knowledge and Capacity 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 activities, budget, and compliance and reporting requirements. As the Lead–Knowledge and Capacity at USAID Health Learning, you'll spearhead the development and execution of the activity knowledge management strategy. Your primary responsibilities include strategizing, planning, overseeing the production, and facilitating the dissemination of reports and knowledge products. This role demands close collaboration with the thematic teams dedicated to fostering excellence in gender equality initiatives.

5. MAIN RESPONSIBILITIES

The anticipated roles and responsibilities of Lead–Knowledge and Capacity include but are not limited to the following:

I. Capacity Building and Leadership Management

- Lead the knowledge management and capacity development team protocols to evaluate training process and outputs.
- Oversee the design and implementation, and quality assurance of Health Learning activities.
- Strengthen Monitoring, Evaluation, Research and Learning capacity of implementing partners by providing training, organizing workshops, mentoring, organizing exchange visits, etc. in collaboration with USAID.
- Coordinate with Health IPs and GON.
- Consolidate training packages and create ToT manuals, handbooks, reference materials, and relevant documents.
- Craft educational materials and an orientation plan for stakeholders to understand the programs and their significance.
- Contribute to the development of annual workplans in coordination with the Lead: Monitoring, Evaluation, Research and Learning.
- Coordinate with Health Learning Team and HERD international teams to organize training modules and secure trainers, if necessary.
- Provide technical support to the MERL, Data and Project Team, including conducting baseline assessments of partner companies' profiles.
- Conduct training sessions and mentorship programs for staff knowledge Café' and skill enhancement.
- Provide specialized technical assistance to Program team to resolve complex challenges within project initiatives.
- Develop innovative training methodologies and tools to enhance learning experiences.

- Organize events to build the capacity of the GON's provincial and local governments to analyze, visualize, interpret, and use the data collected. This includes providing skills on the use of statistical software such as Stata, SPSS, etc.

II. Knowledge Management

- Design and implement a comprehensive knowledge management approach to facilitate sharing and achieving planned outcomes.
- Identify, distill, package, and manage knowledge products for effective dissemination.
- Promote knowledge capturing, sharing, and documentation of best practices within the team.
- Develop and Implement Knowledge Management Technology and Platforms for USAID Health Learning.
- Develop online tools, surveys, and collaboration-oriented projects.
- Explore multimedia opportunities to enhance knowledge reception, capture, and sharing.
- Offer advice, technical support, and training to improve knowledge management across the organization and external partners.
- Engage partners in developing innovative knowledge-based services and facilitate knowledge exchanges.
- Ensure quality assurance for knowledge products and documentation of program challenges and lessons learned.
- Cultivate and oversee diverse knowledge-sharing mechanisms, fostering an environment conducive to seamless information exchange and collaboration.

III. 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.
- Assist in capacity building of project team and partners on social inclusion programming; conduct trainings and other activities as needed.
- Foster strong working relationships by collaborating closely with team members and stakeholders, facilitating the exchange of project-related information.

IV. Integration of Social Inclusion in Program Design:

- Spearhead capacity-building initiatives that embed social inclusion practices within training modules, ensuring a focus on gender equality, empowerment of youth with disabilities, and the integration of minority populations in all training content and methodologies.
- Develop and lead capacity-building strategies that equip program participants with the tools and knowledge to effectively implement inclusive practices, emphasizing the importance of diversity, equity, and inclusion across all capacity-building endeavors.

The above list of responsibilities is not comprehensive, and the Lead–Knowledge and Capacity 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 USAID Health Learning/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 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. HERDi/USAID Health Learning 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 policies and guidelines.

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’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 qualified Lead – Knowledge and Capacity to join our team at USAID Health Learning/HERD International central office. The ideal candidate will have a strong ability to lead the development and execution of activity strategies related to knowledge and capacity management. Success in this role requires a range of key competencies, including strategic thinking, integrity, a results-driven approach, and effective teamwork. The candidate should possess strong networking abilities, excellent interpersonal and communication skills, sound judgment, and analytical acumen. Adaptability, proactive engagement, innovation, sensitivity to gender and cultural considerations, and the ability to work under pressure while embracing change and complexity are also essential for this position.

12. MINIMUM REQUIREMENTS:

- Master's degree in public health or social science or demography or development studies, or a relevant subject.
- Over five years of relevant experience in knowledge management in the area of MERL
- Experience in partner coordination and collaboration, preferably with USAID programs.
- Sound understanding of Nepal's health systems and federalism.
- Experience on learning management, technical assistance to government entities, and implementing capacity building activities
- Experience recognizing and integrating gender and cultural considerations into project activities.
- Excellent spoken and written proficiency in both English and Nepali languages.