

USAID Health Learning / HERD INTERNATIONAL Terms of References

1. JOB IDENTIFICATION

Job Title	:	Research Officer
Activity	:	USAID Health Learning
Reporting to	:	Lead-Monitoring, Evaluation, Research and Learning (MERL)
Job status	:	Annual Contract
Working hours	:	40 hours per week (Monday to Friday)
Activity length	:	5 Years
Duty Location	:	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 Research Officer will work as part of the USAID Health Learning team member and will be accountable for the timely planning and implementation of activities in the assigned districts. S/he will also conduct independent and/or collaborative research and contribute to research strategies within the

activity. The Research Officer will work closely with the Senior Research Officer and be an integral member of the research team. The primary responsibility of this role is to ensure Activity effectiveness by contributing to the 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 project strategies, plans, and practices. Additionally, the Research Officer will lead a team of field researchers/enumerators, providing guidance, direction, and ensuring quality assurance in the final deliverables.

5. MAIN RESPONSIBILITIES

The anticipated roles and responsibilities of Research Officer include but are not limited to the following:

Research Program Planning and Implementation

- Lead the design and implementation of health system capacity assessments, qualitative study components, and support in health facility rapid assessments.
- Take a lead role in planning, implementing, reporting, and managing information flow for the assigned research project, in coordination with the MERL 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 Research Officer 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 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 Health Learning 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 project status, activity, and other required reports to USAID Health Learning 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-MERL, 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 Research Officer 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/HERDi 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.

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/HERDi 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 Research Officer to provide technical advice, contribute to policy development and analysis, and ensure that projects are 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.
- At least four years of relevant experience in design and implementation of qualitative research.

- In-depth skills in qualitative research implementation and coordination. Specific working knowledge on both quantitative and qualitative research and good report writing.
- Excellent skills in qualitative data analysis and report writing.
- Proficient to use the qualitative data management software (i.e. Nvivo, AtLast TI).
- 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 spoken and written proficiency in both English and Nepali languages.

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.