

USAID Health Learning / HERD INTERNATIONAL Terms of References

1. JOB IDENTIFICATION

Job Title	:	Senior Officer–Capacity Building and CLA
Activity	:	USAID Health Learning
Reporting to	:	Lead–Knowledge and Capacity
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.

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.

2. 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. 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.

3. JOB PURPOSE

The Senior Officer–Capacity Building and CLA will collaborate closely with the Lead–Knowledge and Capacity to guide the project's daily program management, focusing on Capacity Building and Collaborating, Learning, and Adapting (CLA) initiatives. This role will ensure program performance through the monitoring of project activities, and reporting requirements. As a team member of USAID Health Learning, the Senior Officer will lead the development and execution of the activity capacity-building strategy, ensuring that stakeholders are well-equipped to implement effective gender equality initiatives.

4. 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 implementation of capacity-building activities tailored to activity needs;
- Operationalize Collaboration, Learning, and Adaptation activities and ensure effective documentation of learning initiatives;
- Embedding CLA into the project culture and implementation process;
- Facilitating collaboration, learning and sharing of experiences among local partners;
- Coordinate with USAID Health Implementing Partners (IPs) and the Government of Nepal (GON).
- Consolidate training packages and develop Training of Trainers (ToT) manuals, handbooks, and relevant reference materials.
- Develop educational and other materials for stakeholders to enhance understanding of program significance.
- Collaborate with the Health Learning Team and HERD International teams to organize training modules.
- Provide support to the MERL, Data, and activity teams, including conducting baseline assessments of partner organizations.
- Support the CLA related capacity strengthening strategy and ensuring related activities are well planned and implemented;
- Establishing communication systems with partner grantees and helps to support and/or create an enabling environment for collective action among and between partners;
- Overseeing the communication activities of the activity.

II. 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 activity 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 activity-related information.

III. 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 **Senior Officer – Capacity Building and CLA** may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet activity 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. 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. HERDi/USAID Health Learning 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 seeking a qualified Senior Officer–Capacity Building and CLA for the USAID Health Learning. The ideal candidate will possess a strong ability to develop and execution of strategies related to capacity building and Collaborating, Learning, and Adapting (CLA) within the activity framework.

11. MINIMUM REQUIREMENTS:

- Master's degree in public health or social science or development studies.
- At least four years of experience in the area of capacity building activities.
- In-depth knowledge of design and implementation of capacity building-related activities on MERL;
- Sound understanding of Nepal's health systems and federalism;
- Experience on collaboration, learning, and management;
- Familiar with digital platforms for capacity building activities.
- Experience recognizing and integrating gender and cultural considerations into 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.