

HERD INTERNATIONAL Terms of Reference

Title	:	Quality Controller
No. of Position	:	6
Job Assignment	:	To be assigned across various districts
Reporting to	:	Lead-Monitoring, Evaluation, Research and Learning
Working days	:	80
Activity	:	USAID Health Learning

I. BACKGROUND

About HERD International

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.herd.com

About USAID Health Learning

USAID Health Learning is a five-year activity (August 19, 2024 – August 18, 2029) implemented by HERD International to assist USAID/Nepal's Health Office (HO) and its implementing partners (IPs) to adopt uniform and systematic monitoring, evaluation, research, and learning (MERL) activities to advance broader organizational learning and development efforts. It has three interlinked objectives:

- To strengthen program management and decision-making processes of USAID/Nepal's HO and its IPs by providing high-quality, disaggregated data collected from surveys, research, and assessments.
- To improve learning and knowledge management functions by increasing the availability of timely, high-quality evidence.
- To strengthen MERL capacity of USAID/Nepal HO's local partners and federal, provincial, and local governments.

The primary responsibility of the Quality Controller is to contribute for the health and nutrition annual household survey implementation process and ensure the quality of the data collection process, ensuring that data is accurate, complete, and collected following the established protocols. The Quality controller will play a key role in data collection preparation and monitoring field teams, providing on-the-ground supervision, and ensuring compliance with survey standards. S/he will also be responsible for identifying and addressing issues related to data quality, providing feedback to field researchers, and coordinating with the central data and survey team to resolve any discrepancies.

2. SCOPE

A Quality Controller contributes to the development and finalization of data collection tools, supports training facilitation, ensures the quality of data collection during field implementation, conducts supportive supervision for the field team, and support the data collection team during emergency responses. They are responsible for performing the data quality assurance, from preparation to the field implementation phase of the survey.

3. MAIN RESPONSIBILITIES:

Quality controller's key roles and responsibilities include but are not limited to the following:

- Contribute to the finalization of the data collection process.
- Conduct field-level data collection for pre-testing.
- Facilitate and support the training of field researchers.
- Coordinate with local authorities and relevant stakeholders for field implementation.

- Contribute to the development of the implementation plan and field mobilization.
- Act as a vital link between the field team and the core research team.
- Conduct regular field visits to monitor and ensure data accuracy and quality from the field teams.
- Supervise household listing processes to ensure all required household details are accurately recorded.
- Enforce adherence to data collection protocols, including interview techniques, anthropometric measurements, and biomarker data collection.
- Perform data verification by visiting selected Enumeration areas to check for consistency and accuracy.
- Conduct an onsite verification of households to assess the quality of responses and detect discrepancies.
- Provide guidance and support to field researchers and supervisors, addressing issues and ensuring protocols are followed.
- Resolve data discrepancies by working with the central data team and field staff to correct any errors.
- Facilitate and collect data in cases where there is an imbalance in the team due to a dropout in team composition. Participate in joint monitoring visits with USAID Health Learning teams and stakeholders to ensure compliance with data quality standards.
- Collaborate with local partners and government officials to support field operations and address survey implementation challenges.
- Share findings from field visits with supervisors, offering feedback and suggestions for data quality improvements.
- Ensure compliance with data security protocols, maintaining confidentiality and encryption of data collected during the survey process.

The above list of responsibilities is not comprehensive, and the Quality Controller may be required to take on additional responsibilities, as determined by the reporting Manager or other senior team members, to meet USAID Health Learning needs and requirements.

4. WORKING PLACE

This is a field-based position that requires extensive travel to various place across the country, including remote wards and households.

5. DELIVERABLES

- Ensure the quality of the data collection process, ensuring that data is accurate, complete, and collected following the established protocols.
- Monthly activity update report (2 pager)
- Timesheet for the working duration(.xlsx)

6. PAYMENT MODALITY

Payment will be made within one week after the end of each month, contingent upon the submission of an approved (by the reporting manager) timesheet. The individual must submit the approved timesheet at the end of each month.

7. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)

All duties will be carried out in a manner that supports and promotes absolute commitment to 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, people with disability, medical condition, family care status, or any other basis protected by law.

8. SAFEGUARDING

At 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 is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

9. APPLICABLE POLICIES

All relevant policies and guidelines of HERD International are applicable to individuals in this role

10. APPEAL

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

11. MINIMUM REQUIREMENTS:

- A Bachelor's degree (Master's degree preferable) in Public Health, Nutrition, Demography, Population, Sociology, Anthropology, Development Studies and any other relevant.
- At least two years of relevant experience; experience in nutrition is preferred.
- Capacity to bring innovative solutions and approaches to address challenges.
- Fluency in multiple languages, with excellent Nepali language and local knowledge (preferable);
- Excellent verbal and written communication skills, essential for effective engagement within and beyond survey contexts
- Recognition and integration of gender and cultural considerations in survey activities.

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.