

HERD INTERNATIONAL TERMS OF REFERENCES

1. JOB IDENTIFICATION

Job Title	:	Data Analyst
Department	:	Data Science
Reporting to	:	Lead- Information System and Population Service
Job status	:	Annual Contract
Working hours	:	40 hours per week (Monday to Friday)
Job Assignment	:	HERD International central office 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.

3. JOB PURPOSE

Data Analyst is a member of the Data Science Department at HERD International. S/he is expected to work collaboratively to manage and analyze data from various sources available at HERD International, as well as data from all programs and projects conducted by the organization. Additionally, data analyst will be responsible for both the quantitative aspects of assigned research projects, contributing to their development and finalization.

Working alongside managers, project leads, and other team members, the Data Analyst will support the development and implementation of organizational strategies, planning, and practices. They will collaborate closely with the Data Science team and project teams to integrate, visualize, and utilize data effectively.

4. SCOPE OF WORK

The Data Analyst will work closely with the data science team taking responsibility for managing and analyzing quantitative data to generate actionable insights that drive evidence-based decision-making. This role involves developing and validating data collection tools, ensuring high-quality and reliable data acquisition through digital and paper-based methods. The analyst will independently lead data management processes, including cleaning, validation, and documentation, while maintaining strict compliance with data privacy and ethical standards. Utilizing advanced statistical techniques in STATA or R, the analyst will conduct detailed analyses to identify trends, patterns, and associations,

contributing to the organization's research objectives and policy recommendations. Responsibilities also include producing clear and concise reports, visualizations, and dashboards to communicate findings effectively to technical and non-technical audiences. Data Analyst will collaborate with multidisciplinary teams, provide training on quantitative methodologies and STATA or R, and participate in study design and capacity-building activities. A focus on continuous improvement, innovation, and adherence to ethical standards is essential for this role, ensuring impactful contributions to health systems and policy development.

5. MAIN RESPONSIBILITIES

The anticipated roles and responsibilities of Data Analyst include but are not limited to the following

Quantitative Data Collection Tools Development

- Design and develop robust data collection tools and templates for surveys, assessments, and monitoring activities.
- Collaborate with research teams to ensure tools capture relevant quantitative data for study objectives.
- Test, validate, and refine data collection tools for accuracy, usability, and reliability.
- Provide technical support for the deployment of digital data collection tools (e.g., mobile or web-based platforms).
- Train field teams on the use of data collection tools, ensuring consistent and accurate data entry.

Data Management

- Develop and maintain efficient data storage, organization, and retrieval systems.
- Oversee data cleaning, validation, and quality assurance processes to ensure the integrity of datasets.
- Standardize data coding and formatting to facilitate consistent analysis workflows.
- Maintain accurate metadata and documentation for datasets, including variable descriptions and processing steps.
- Establish data management protocols to safeguard data security and confidentiality.

Data Analysis

- Perform statistical analyses, including descriptive, inferential, and multivariate techniques, using STATA or R.
- Conduct advanced analyses, such as regression modeling, factor analysis, and longitudinal data analysis.
- Explore data for trends, associations, and patterns relevant to health research objectives.
- Provide insights into key research questions and develop predictive models when necessary.
- Support research teams with sample size calculations and power analyses during study design.

Data Interpretation and Reporting

- Interpret complex analytical results in a clear and concise manner for diverse audiences.
- Develop reports, presentations, and dashboards to communicate findings effectively.
- Collaborate with researchers to contextualize results within health systems and policy frameworks.
- Create data visualizations to highlight significant trends and insights.
- Contribute to the development of peer-reviewed manuscripts, policy briefs, and technical reports.

Collaboration and Capacity Building

- Work closely with interdisciplinary teams, including epidemiologists, public health specialists, and policymakers.
- Provide mentorship and capacity-building sessions on quantitative data collection and STATA or R usage.
- Engage in collaborative study design, including identifying appropriate variables and measurement techniques.
- Participate in workshops and meetings to align data activities with organizational goals and objectives.

Ethics and Compliance

- Ensure data collection and analysis activities adhere to ethical research guidelines and data privacy regulations.
- Support the preparation of datasets and methodologies for submission to ethical review boards.
- Maintain compliance with funding agency requirements and organizational data governance policies.

Continuous Learning and Improvement

- Stay updated on new developments in quantitative research methods, data analysis, and STATA/R/Python functionalities.
- Recommend and implement innovative tools and methodologies to enhance data workflows.
- Evaluate the effectiveness of data processes and propose improvements to optimize efficiency.

The above list of responsibilities is not comprehensive, and the Data Analyst may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet 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 HERD International and its policies, including the promotion of gender equality, social inclusion, diversity, equity and accessibility. HERD International 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 HERD International, 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. HERD International is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

8. APPLICABLE POLICIES

All HERD international's policies and guidelines are applicable to its members of staff.

9. PERFORMANCE APPRAISAL

The performance appraisal of the position will be completed annually by the Line Manager as per the 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 actively seeking a highly qualified Data Analyst to join our team at HERD International.

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.

12. MINIMUM REQUIREMENTS

- **Educational Qualifications:** Master's degree or above in public health or health science or statistics or data science or demography, biostatistics or social sciences or a relevant discipline that includes quantitative methods from a recognized institution.
- **Professional Experience:** Minimum of three years of progressive experience in public health, data management, advanced biostatistical analysis, data visualization, geospatial data handling and analysis, monitoring & evaluation, and research.
- **Understanding and knowledge:** Clear understanding on the health system of Nepal and well known about the health system data along with the national representative surveys and census database
- **Data Collection and Analysis:** Demonstrated experience in designing rigorous quantitative data collection systems and methods for data analysis using R or STATA. Experience in handling big data.
- **Analytical and Computer Skills:** Strong analytical and computer skills, in MS-Excel, STATA, R using .do file or R scripts.
- **Report Writing Skills:** Proven ability to write analytical and comprehensive reports independently.

- **Sensitivity to Gender and Cultural Considerations:** Recognition and integration of gender and cultural considerations in project activities
- **Language Proficiency:** 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.