

## HERD International Terms of Reference

<b>Title</b>	:	Field Researcher
<b>No. of Position</b>	:	12
<b>Job Assignment</b>	:	To be assigned across various districts
<b>Reporting Manager</b>	:	Monitoring, Evaluation, Research, and Learning Officer
<b>Supervision Team</b>	:	National Statistics Office and HERD International
<b>Working days</b>	:	35
<b>Training days</b>	:	4
<b>Working period</b>	:	Mid- July to Mid-September
<b>Activity</b>	:	Pandemic Preparedness Toolkit (PPT)

## 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](http://www.herd.com)

### About Pandemic Preparedness Toolkit Project

The Pandemic Preparedness Toolkit (PPT) project is a five-year project (2023 – 2028) which aims to co-create an accessible and sustainable Toolkit to enable National Statistics Offices (NSOs) to add value to infectious disease surveillance systems by unlocking their expertise in this area.

For regular surveillance and during outbreaks, NSOs may play an expanded role in collecting and analysing health and non-health data. This includes tracking the epidemiology of diseases, assessing policy effectiveness, and measuring the broader social or economic impacts of the outbreak. To do this, organisations like NSOs could repurpose existing administrative data, household survey data, or other data sources not originally collected for wider statistical analysis purposes. This expanded role highlights the need for robust data governance and a clearer understanding of public attitudes toward the data collection process e.g. surveillance and reuse of their personal data. This study will explore the public's attitudes towards the acceptability of using personal data for both infectious disease surveillance and broader statistical purposes, including during times of health stability and health emergencies, which will help strengthen NSO's data governance. The objectives of this study are as follows:

### General objective

- To understand the public acceptability of infectious disease surveillance and the acceptability of using their data, from a variety of sources, for broader statistical purposes.

### Specific objectives

- To assess the public's awareness and understanding of how data is generated through various health and non-health data systems (programs, censuses, surveys, surveillance systems, and administrative processes), including surveillance systems.
- To explore public perceptions on trust, perceived benefits, and concerns while providing their data.
- To examine the public's understanding of how their health and non-health data is used by government or other institutions.
- To determine the level of acceptability among the public regarding the use of their personal data, collected through different channels.

- To assess public acceptability of data collection and use for infectious disease surveillance during health epidemic and pandemic versus stable periods.
- To explore the experiences and perceptions of service managers related to public acceptability when collecting personal information during service delivery.

The Field Researcher plays a crucial role in managing and coordinating data collection activities during household study and key informant interview, ensuring accurate and comprehensive data is gathered. S/he is responsible for coordinating with local officials, and ensuring adherence to protocols while conducting interviews and collecting data. Additionally, s/he oversee data quality assurance processes, monitor field progress, and ensure compliance with ethical standards and safety protocols throughout the study.

## **2. SCOPE**

The scope of this role includes efficiently visiting assigned data collection enumeration areas, including remote areas, for household-level data collection and related tasks. This role involves conducting study with a focus on ensuring data accuracy, ethical adherence, and obtaining informed consent from respondents. Household details and GPS coordinates data will be recorded, particularly for households and real-time data will be monitored via Kobo Collect. Coordination with local officials and field teams will ensure data quality, and field visits will be conducted for verification, maintaining confidentiality and compliance with safety protocols.

## **3. MAIN RESPONSIBILITIES**

Field Researcher's key roles and responsibilities include but are not limited to the following:

- Visit data collection location, including remote areas, to collect data as per study protocol
- Attend training on protocols, ethical guidelines, and safety procedures, ensuring equipment readiness and reporting any field challenges.
- Coordinate with local government officials and local stakeholders to verify households in the selected enumeration area.
- List out the households from the selected enumeration area.
- Conduct systematic sampling to select households for interview.
- Identify households with persons above 18 years and who have completed 8<sup>th</sup> grade.
- Select household members through randomization.
- Identify service managers in the enumeration area for key information interview.
- Conduct study in line with established protocols, using digital data through KoboCollect, ensuring accurate and complete data collection during interactions.
- Maintain professionalism, empathy, and sensitivity during study interactions, ensuring participants feel comfortable and respected.
- Address respondents queries with tact and diplomacy, ensuring confidentiality and ethical standards are upheld.
- Document study responses accurately while safeguarding respondent's privacy and complying with data protection protocols.
- Work with other field team, including interviewers, and supervisors, to conduct study and collect data.
- Build rapport with household heads or knowledgeable persons to identify eligible respondents for interviews.
- Ensure the information accuracy by checking the all response before leaving the interviewed household
- Provide regular progress updates to the supervisor, report challenges or deviations, and ensure compliance with safety, ethical guidelines, and informed consent.
- Participate in daily update meeting with Supervisor(s)
- Revisit households for data correction if discrepancies are identified by the data monitoring team, including supervisor.

The above list of responsibilities is not comprehensive, and the Researcher may be required to take on additional responsibilities, as determined by the reporting Manager or other senior team members, to meet PPTs 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**

- Complete the assigned interview sessions into the data collection template
- Assignment completion report in a given format
- Approve timesheet

#### **6. PAYMENT MODALITY**

Payment to the consultant will be made as per organizational policy.

#### **7. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY**

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, 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 in Public Health, Nursing, Medicine, Demography, Population Studies, Sociology, Anthropology, or Development Studies or any other relevant discipline.
- Preference will be given to candidates who have knowledge of routine health information systems and/or disease surveillance systems of Nepal.
- At least one year of relevant professional experience.
- Physically capable of traveling and walking to remote areas while carrying study materials as required.
- Proficient in Nepali and other local languages (preferable).
- Ability to develop innovative solutions and approaches to overcome challenges.
- Awareness of gender and cultural considerations, ensuring their integration into the study process.

*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.*