

HERD International

TERMS OF REFERENCES

1. **JOB IDENTIFICATION**

Job Title	:	Field Researcher
No of Vacancy/s	:	16
Reporting to	:	Project Coordinator
Job status	:	One Month Contract
Job Assignment	:	Pokhara Metropolitan City, Kaski District

2. **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.

3. **SCOPE**

Under the close supervision of respective Focal Person/Supervisor, Field Researcher should complete the task as per defined period/place as mentioned in the contract letter and based on mutual understanding between HERD International and Field Researcher. S/he should collaborate closely with the respective Focal Person/Coordinator and should complete the task as per defined period/place as mentioned in the contract letter as well as mutual understanding between HERD and Field Researcher.

4. **MAIN RESPONSIBILITIES**

As the Field Researcher at HERD International, the anticipated roles and responsibilities include but are not limited to the following:

- Should follow the norms and rules of HERD International during the contract period.
- Participate in the overall training conducted by HERD International to orient Field Researcher for overall data collection.
- Collect adequate relevant data from the mentioned 'study population' based on research proposal.

- Should strongly follow research ethics from 'National ethical guidelines for health research in Nepal' developed by Nepal Health Research Council (NHRC) while collecting data.
- Should implement/conduct household level data collection using tablets as per requirements and write field notes and extended notes.
- Should be responsible enough to bring all the data safely to the office without any damage or loss.
- Ensure all eligible household members are interviewed, and anthropometric measurement (e.g., height, weight) are accurately recorded.
- Collect digital data using Kobo Collect for real-time data collection and ensure the information accuracy by checking all response before leaving the interviewed household
- Submit all the collected data to the Focal Person/Supervisor on time through proper coordination.
- Provide regular progress updates to the supervisor, report challenges or deviations, and ensure compliance with safety, ethical guidelines, and informed consent.
- Responsible for coordinating with health facilities and study participants.
- Maintain professionalism, empathy, and sensitivity during survey interactions, ensuring participants feel comfortable and respected.
- Strictly follow the guidelines, given directions and described operational definitions of the technical terms referred to in the data collection tools.
- Immediately communicate with the research Focal Person (technical team) of HERD International intimes of confusion or any difficulties during the process of data collection.
- Coordinate relevant personnel and institutions as required by the study for data collection purposes.
- Proper coordination with interviewee and manage appropriate time for interview.
- Coordinate with relevant stakeholders to ensure the full integration of social inclusion throughout data collection.
- Maintain Data quality throughout the research process and report regularly to the core team members. Ensure the Issues Handling Excel Sheet is completed and submitted on a regular basis.
- Conduct Qualitative interviews and ensure audio recordings are checked and submitted for each interview.

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 CHORUS needs and requirements.

5. **WORKING PLACE**

This is a field-based position that requires extensive travel to Pokhara metropolitan city, including remote wards and households.

6. **PAYMENT MODALITY**

Payment will be made within one week after the contract ends, contingent upon the submission of a timesheet by the reporting manager. The individual must submit the approved timesheet and completion form of each assigned task.

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, physical or mental 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. **JOB PROFILE**

HERD International, in collaboration with Pokhara Metropolitan City, University of Leeds, and University of York, will be conducting a study on understanding the approaches to strengthen the service delivery of non-communicable disease programs for urban poor at the primary health care setting in Pokhara.

In this process, HERD International will be involved in data collection activities. Field Researchers are being sought to collect the required quantitative data for this study in selected wards of Pokhara Metropolitan City.

12. **MINIMUM REQUIREMENTS**

- Bachelor's degree or equivalent preferably in health sciences sector (preferred bachelor's in nursing, health assistant, or bachelor's in public health).
- Basic knowledge and experience on research data collection (prior experience of tablet/mobile-based data collection is preferred but not a requirement)
- Good interpersonal skills with the ability to coordinate with stakeholders, health facilities staff and study participants.
- Excellent planning and time management skills.
- Confidentiality and professionalism in the execution of duties and responsibilities.
- Able to work independently or in a team
- Strong communication skills

**** Preference will be given to those with a valid two-wheeler driving license****

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.

