

Terms of Reference: **Intervention Coordinator**

WHO WE ARE

HERD International is a national research organization, dedicated to generate quality evidence using science and technologies and promote evidence-informed policies and practices for sustainable development in health, education, environment and social sectors to improve quality of life. We work closely with government and other stakeholders at local, provincial, and national level including international academic and non-academic partners.

HERD International is conducting a research project 'Comprehensive Anemia Program and Personalized Therapies (CAPPT)' in Kapilvastu, which is a non-blinded cluster randomized controlled trial (RCT). The main aim of this research is to address issues of iron deficiency anemia in pregnant women by intervening a home based intervention with tailored iron folic acid (IFA) supplementation and participatory learning and action (PLA) in the community including providing education, counselling and advice about anemia, good food practices and a mechanism of behavior change for barriers women face in improving their health during pregnancy.

Therefore, HERD International is seeking an Intervention Coordinator, based in Kapilvastu district to oversight and coordinate the intervention activities in the field.

WHAT WE EXPECT

The Intervention Coordinator is full-time member of CAPPT team, stationed in Kapilvastu office, expected to ensure implementation of intervention activities of this trial in study clusters (with an approximate 70% field visit) within district. The intervention coordinator will work under the direct supervision of CAPPT intervention Manager. The intervention coordinator will directly supervise and support nutrition assistants (NA) to effectively implement home counselling and PLA related activities.

Key responsibilities of the Intervention Coordinator are as follows:

Core technical functions

1. Overall management of home counselling and PLA intervention in all clusters
1. Undertake day to day line management of field based NA's and other relevant staff
2. Support in finalization of intervention manuals and tools, working closely with intervention manager and central team
3. Supervise NA's to effectively and efficiently deliver home counseling and PLA intervention and provide feedback wherever needed
4. Monitor and review the progress of home counselling and PLAs, including collecting relevant information from NA's and troubleshooting the problems
5. Prepare regular reports (progress report, activity reports, etc.), with support from research manager, intervention manager and surveillance manager, based on requirements of projects
6. Conduct observation and documentation of home counselling and PLA intervention activities, as a part of process evaluation including conducting interviews and group discussions
7. Provide oversight and facilitate (when required) for all relevant local training activities required to develop the performance capacity of the field team in the trial clusters.

8. Undertake technical supervision of the NAs to ensure timely completion of planned intervention activities with high quality work and results.
9. Monitor the data related to intervention being collected in the field and track the inconsistencies, incompleteness and errors and support in the process of minimizing the errors, incompleteness, inconsistencies in data related to intervention.
10. Collect the reports from NA's and inform them regarding any upcoming events
11. Manage the logistics required for various intervention activities in the intervention clusters and maintain the log of logistics deployed in the field.
12. Undertake any other task as required by the organization

Organizational Management and Leadership

1. Contribute ideas and be innovative for the creation and continuation of efficient professional team
2. Provide strategic inputs in performing result-based achievement in order to ensure value for money
3. Contribute to an effective roll-out of HERD International's programme planning, implementation and monitoring activities in coordination with central team
4. Facilitate to create synergies between and within teams and their members and key stakeholders/partners working with HERD International
5. Undertake line management and mentorship of district based trial team as per the organization guideline

Communications and Working Relationships

1. Co-ordinate monthly meetings with intervention and surveillance team to communicate trial related and administrative matters to them
2. Monitor and document the progress of the NAs with daily reports to Intervention Manager and CAPPT M&E Manager in Kapilvastu and trial co-ordinator in HERDi central office team.
3. Participate in monthly meetings with field-based NAs and CAPPT managers
4. Document all the process and troubleshooting of problems and report on daily basis to Intervention Manager and M&E Manager
5. Work in close coordination with field staff and district office-based staff.
6. Ensure an effective feedback mechanism is implemented within the team
7. Ensure internal communications through electronic and physical meetings with project core teams to share progress and challenges
8. Coordinate and liaise closely with local level government health officials, municipal officials, ward chairs and other local leaders to facilitate the trial activities.
9. Support to communicate with relevant partners and/or responsible persons to share or correspond relevant information regarding the research projects
10. Ensure the confidentiality of all collected data for the research purpose including other sensitive data
11. Ensuring ethical standards and safety and security of the project staff in the field.

WHAT YOU MUST HAVE

Essential

- Minimum Bachelor’s degree in Public Health, Nursing or any health-related subject
- At least two years of demonstrable experience in
 - working in field implementation of health related project and monitoring project activities.
 - coordinating with Government bodies, external donors, partners and stakeholders.
- Proven ability to analyze the information and write comprehensive reports
- Proven track record of timely and quality delivery
- Fluent in spoken Awadhi
- Fluent in spoken and written English and Nepali
- Excellent computer skills and proficient in excel, word, outlook, and access and using tablets for data collection.
- Knowledge and experience of working in nutrition sector
- Excellent interpersonal, written and oral communication skills

Desirable

- Experience of working with government and development agencies
- Working in implementation of research project with participatory approaches and data monitoring, including conducting observation and qualitative interviews and discussions
- Working experience with the team and supervising/ mentoring junior colleagues

ABOUT THE POSITION

Duration of Employment	16 months contract with possibility of extension
Working nature	Full-time assignment
Working hours	40 hours a week
Duty station	District office in Kapilvastu with 70% field visit within district
Supervisor	CAPPT Intervention Manager