

## Terms of Reference: **Senior Research Fellow- Qualitative Research**

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### **WHO WE ARE**

HERD International is a dynamic national organization, dedicated to generate 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 various stakeholders at local, provincial, national and international level.

HERD International is conducting multiple research projects with focus on strengthening the health systems at national and sub-national level. Through building resilient capacities of local governments, these projects aim at improving access and delivery of basic health care services that are of quality, effective, responsive and gender-equitable, in fragile settings in Nepal.

Therefore, HERD International is seeking a Senior Research Fellow – Qualitative Research as a member of central team, to lead and contribute to management and analysis functions of multiple qualitative research projects.

### **WHAT WE EXPECT**

The Senior Research Fellow-Qualitative Research will work as a full-time senior member of research unit at HERD International, stationed in head office - Kathmandu, expected to lead and manage qualitative health research projects under the guidance of Managing Director and Qualitative Research Lead. The scope of the position is accomplishment of the stated key end-results by providing strategic leadership/team management and professional expertise in study design, data generation, data monitoring and management, analysis and write up.

Key responsibilities of the Senior Research Fellow are as follows:

#### **Core technical functions**

1. Contribute in design and implementation of qualitative research projects, taking lead role in managing project and team
2. Lead the development of field guides and other data collection related materials and approaches
3. Conduct qualitative data collection applying various qualitative methods including participatory approaches, with frequent field visits and working closely with community
4. Perform qualitative data management and analysis using different analytical methods and frameworks (using or adapting existing ones or creating new), including application of gender and intersectionality framework
5. Use qualitative data analysis software such as Nvivo in routine analysis work
6. Engage in recruitment process and training of researchers on technicalities of qualitative approaches to create a common level of understanding about research priorities and standards within the team to generate quality evidence using designed tools and techniques
7. Provide routine guidance and mentoring support to team members to execute research activities
8. Coordinate and liaise with project partners (both national and international) for effective implementation of the study

9. Represent organisation in different qualitative research related national and international meetings and platforms
10. Contribute to the development of detail implementation plan of projects, ensuring alignment with project impact pathway, log frame and indicators and ensure routine monitoring and documentation of project activities focusing on timeliness and quality
11. Engage with Monitoring and Evaluation team to develop and implement a monitoring, evaluation and learning strategy by developing theory of change, log frame and indicators to track progress of the projects
12. Make frequent field trips to ensure timely completion of quality data collection in coordination with research team as per research protocol and activity schedule
13. Ensure confidentiality, anonymity and security of project data adhering to the ethical standards
14. Support Qualitative Research Lead in development and routine update of institutional strategies and guidelines related to qualitative research
15. Lead development of regular reports (progress report, activity reports, and final project reports based on requirements of funding agencies and others) in coordination with other research team
16. Contribute to knowledge translation and capacity development of team through in-house training and workshops in data generation, management and analysis and writing
17. Engage with communication team and research team to communicate research findings and produce scientific papers for publications in national and international journals
18. Ensure internal communications through electronic and physical meetings with project core teams to share progress and challenges
19. Coordinate with government and other partners to facilitate smooth functioning of study activities
20. 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. Lead team and contribute to develop and strengthen human resource capacity in qualitative research
3. Contribute to an effective roll-out of HERD International's programme planning, implementation and monitoring activities in coordination with other respective units
4. Provide strategic inputs in performing result-based achievement in order to ensure value for money
5. Facilitate to create synergies between and within teams and their members and key stakeholders/partners working with HERD International
6. Line manage and mentor colleagues as per the organization guideline
7. Contribute towards the development and growth of HERD International by contributing in vision-setting, policy formulation, strategy development, process review and program evaluation

## Communications and Working Relationships

1. Co-ordinate monthly meetings with field-based and central team to communicate research and administrative matters
2. Ensure monitoring and documentation of progress with regular reports to HERD International central office team
3. Ensure open communication channels so that all emails, correspondences and activities are well informed by/to project team
4. Work in close coordination with Managing Director, Operations and Support unit, ICT, Research Uptake and Communications, Research and Programme team members in HERD International central office
5. Support to communicate with relevant partners and/or responsible persons to share or correspond relevant information regarding the research projects
6. Communicate with concerned staff of different level of government agencies and other related I/NGOs and stakeholders for project implementation, as needed

## WHAT YOU MUST HAVE

### Essential

- Education: Master's degree in social science/ sociology/ anthropology or public health, preferably a PhD in qualitative research
- At least 5 years of demonstrable experience in designing, implementing, managing and analysing applied qualitative health research
- Advanced training and experience of applying various qualitative methods such as ethnography, focus groups, interviews amongst others
- Understanding and experience of applying different qualitative analysis methods
- Strong research and peer reviewed publications record with proven analytical skills mainstreaming gender and intersectionality in overall research
- Competent in using qualitative analysis software such as Nvivo
- Proven ability to analyse complex data and write comprehensive reports independently and in team
- Ability to work with interdisciplinary research teams, with strong leadership and motivational skills as well as effective communication, organizational and time management skills
- Proven track record of timely and quality delivery, handling multiple research projects and meeting deadlines
- Demonstrated capacity of effective communication and coordination skills with multi-stakeholders, government organizations including project team
- Excellent spoken and written English and Nepali

### Desirable

- Experience of working with government and development agencies in health sector programmes and health systems
- Experience of conducting participatory community-based interventions
- Proven ability of confidence and an ability to work well as a team member whilst demonstrating a genuine appetite for personal learning

### ABOUT THE POSITION

Duration of Employment	Initially one-year contract with extension to 3 years or more depending on performance excellence
Working nature	Full-time assignment
Working hours	40 hours a week
Duty station	Head office in Kathmandu with frequent visits to project sites
Supervisor	Managing Director

Interested candidates can download detailed Job Description and standard application form from [www.herdint.com/career](http://www.herdint.com/career).

Submit your CV and a cover letter along with the duly filled standard application form **mentioning the position in your email subject line** to [jobs@herdint.com](mailto:jobs@herdint.com) before **5 PM, Thursday, 7<sup>th</sup> October 2021**.

*HERD International reserves the right to accept and reject applications.*