

## HERD INTERNATIONAL

### TERMS OF REFERENCES

#### 1. **JOB IDENTIFICATION**

<b>Job Title</b>	: Qualitative Research Officer
<b>Reference No.</b>	: 05/2079-080
<b>Department</b>	: Research, Monitoring, Evaluation and Learning
<b>Reporting to</b>	: Research Manager / Project Lead
<b>Job status</b>	: Project Contract
<b>Working hours</b>	: 40 hours per week (Monday to Friday, 9 am to 5 pm)
<b>Job Assignment</b>	: HERD International central office with frequent field visit

#### 2. **WE IN BREIF:**

HERD International is a national agency that aims to generate evidence and use them to strengthen systems and empower people in health and social development sectors. In doing so, HERD Int. engage communities, policy practitioners, researchers and respective stakeholders to promote evidence informed locally tailored solutions to local issues and help institutionalization of good practices to improve quality of life of people. It is legally registered as a service company under the Office of the Company Registrar, Ministry of Industry, Nepal. We follow a systematic and comprehensive approach encompassing every component of the systems through multisectoral collaboration. We attempt to breach the traditional boundaries of the health and social sector to engage with multiple actors for improving people's health and strengthening systems. Moreover, we encompass cultural, economic, political and social diversity, which is upheld in the multidisciplinary team composition.

#### 3. **JOB PURPOSE:**

Research Officer is one of the members of research/project team, working under the approach of one-team of the organization. This position's primary purpose is to bring value to the organizational effectiveness with focus on research and development works, with additional emphasis on qualitative and ethnography approaches. S/he will provide technical input in project development (literature review, conceptualization, project design, tools and guidelines), implementation (training management, stakeholder coordination, team mobilization and support), project monitoring evaluation and learning (MEL) including process documentation and report writing. Also, this position contributes to the development and implementation of organizational policies, strategies, plan and practices.

#### 4. **MAIN RESPONSIBILITIES:**

- a. Support to deliver projects activities in coordination with respective team members. The tasks include.
  - Review of relevant literature and write up,
  - Develop project concepts, project objectives/research questions and theory of change,
  - Develop project documents to communicate the project to internal team and external stakeholders,

- Develop and execute project implementation plan, impact pathway, monitoring and evaluation frameworks and analysis plan
  - Lead ethnographic fieldwork in diverse contexts and settings, write ethnographic field notes and participate in ethnographic / qualitative data analysis and writing, with supervision and mentoring from the team
  - Carry out and facilitate participatory workshops and meetings with service providers, local leaders, community people and other key actors in local health systems (For example, female community health volunteers)
  - Develop process documentation framework, ensure timely documentation of inputs and write reflective reports
  - Incorporate comments from team members and support towards finalization of project report.
- b. Execute field implementation plan of respective projects by mobilizing field team, visit field sites, conduct on-site observation and monitoring of the project.
  - c. Coordinate with stakeholders for project design and implementation.
  - d. Provide technical input to produce high quality project/research report, publication and other research uptake materials as envisioned in the project scope of work.
  - e. Responsible for the project level coordination, planning, implementation, monitoring and evaluation of project's activities in coordination with line manager and other relevant parties.
  - f. Develop project risk register and update in consultation with project team.
  - g. Take responsibility for resolving problems affecting the delivery of project and planning future projects that might emerge from the current project.
  - h. Respect organizational values and contribute their implementation with high ethical standards.

### **FUNCTIONAL ROLE AND RESPONSIBILITIES:**

#### **A. Monitoring and Coordination**

- i. Be responsible for monitoring and implementation of the projects.
- ii. Keep record of field activities, update and report progress and findings.
- iii. Develop and maintain relevant forms and formats related to project documentation and monitoring.
- iv. Keep up to date records of all information collected in an activity log.
- v. Support to prepare project documentation, evaluation and learning report.
- vi. Prepare and submit periodical progress/field report to the respective team member/line manager.
- vii. Perform other duties as assigned by line manager.

#### **B. Data compilation and management**

- i. Implement mechanisms to maintain confidentiality and sensitiveness of all data collected within the project scope and organizational framework
- ii. Ensure proper documentation of process, practices and issues related to project
- iii. Assist to develop different data collection instruments for the project
- iv. Support data management and compilation

- v. Run real time data checks and provide feedback to respective team members.
- vi. Contribute to field related meeting and training as required and write minutes.

**C. Organizational Effectiveness**

- i. Contribute ideas and be innovative for the creation and continuation of efficient professional team.
- ii. Contribute to use data in decision making and management style of the organization.
- iii. Contribute on driving initiatives in the management team and organizationally that contribute to long-term operational excellence.

**D. Organizational Leadership**

- i. Contribute to team meetings, sharing performance update and support to implementation plan.
- ii. Participate in different meetings, trainings, workshop and seminars as required for the organization.
- iii. Contribute to short and long-term organizational planning and strategy as a staff member of the organization.

**E. Administrative**

- i. Support to implement HERD international's policies and guidelines effectively and efficiently.
- ii. Responsible to complete periodical performance appraisal (self) in close coordination with the Line Manager as well as contribute on the performance appraisal of other team members.

**F. Communications and Working Relationships**

- i. Work in close coordination with other team members across the organization
- ii. Support to communicate with relevant partners and/or responsible persons to share or corresponds relevant information regarding the research projects.
- iii. Communicate project related and administrative matters to the staff members.

**5. SCOPE AND RANGE**

The position is under the Research unit. The responsibility and authority of the position is executed/ guided by the HERD international's policies and guidelines.

**6. ORGANIZATIONAL POSITION**

This position is linked to the organizational structure as Research Officer under the Research, Monitoring, Evaluation and Learning unit.

**7. JOB DESCRIPTION AGREEMENT**

The job description of the position is a part of the employment contract.

**8. 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.

**9. EQUAL OPPORTUNITIES:**

All duties will be carried out in a manner that supports and promotes absolute commitment to the HERD international's and its policies.

**10. APPLICABLE POLICIES**

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

**11. APPEAL**

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

**12. JOB PROFILE**

S.N.	Assessment criteria	Essential	Desirable	Remarks
1	Academic Qualification/Training	Master's degree in Social Sciences such as Anthropology, Sociology.	Master's Degree in Anthropology or Sociology (with specialization in health or medical sciences preferred)	
2	Experience	Two years' experience in research with particular focus on ethnographic and qualitative methods and project management	Demonstrable experience using mixed methods with focus on ethnographic and other qualitative research approaches	
3	Knowledge	Knowledge in research design, tools development, project management, ethnographic and qualitative data collection, field work, field note writing, data management and analysis, and literature and report writing.	Design of ethnographic and qualitative approaches and report writing	
4	Skills and Abilities	Excellent computer skills and proficient in MS Office, Nvivo and statistical software. Excellent communication skills both verbal and written. Proven skill of research program implementation in	Good planning, implementation, Communication, and monitoring skill and field note and reporting writing	

		coordination with different stakeholders. Ability to look at situations from several points of view.		
5	Attributes	Commitment to social justice and the mission. Excellent interpersonal skills and a collaborative management style, attracts trust and respect of other people, able to make healthy relationships, and pay attention to equity, inclusion, intersectionality, diversity and local world view	Team player, leadership, courageous, compassionate empathy, open-minded	
6	Especial Competencies	Analysis and use of ethnographic and qualitative, information, participatory decision making, ability to work effectively with others, communication with others, influencing others by examples, organizational awareness, managing change and making change happen, continual improvement	Excellent presentation skills, sportsmanship, humorous, outgoing, careful listening	