

HERD INTERNATIONAL TERMS OF REFERENCES

1. JOB IDENTIFICATION:

Job Title	:	Chief of Party (COP)
Department	:	Program Management
Reporting to	:	Managing Director
Job status	:	Annual Contract
Working hours	:	40 hours per week (Monday to Friday)
Job Assignment	:	HERD International central office with frequent field visit to the project site

2. WHO WE ARE - A BRIEF INTRODUCTION:

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development systems. Our mission is to empower individuals and strengthen communities by working collaboratively with policy practitioners, researchers, and various stakeholders. We are committed to promoting inclusivity, evidence-informed, locally tailored solutions to address critical local issues recognizing the importance of diversity and institutionalize best practices, ultimately improving the quality of life for people.

HERD International is a legally registered as a company under the Office of the Company Registrar, Ministry of Industry, Nepal. Our approach is systematic and comprehensive, involving multiple sectors through collaborative efforts. We go beyond traditional boundaries in the health and social sectors, engaging with diverse actors to enhance people's health and strengthen systems. Our multidisciplinary team embodies cultural, economic, political, and social diversity, reflecting our commitment to inclusivity. More information about HERDi can be found on the HERDi website (www.herdint.com).

3. JOB PURPOSE:

HERD International, a Nepali national organization, seeks applications from qualified candidates for the position of Chief of Party (COP) for an anticipated five-year donor [primarily USAID and FCDO] funded projects in the area of health sector such as on Health Learning and Health System Strengthening.

The Chief of Party (COP) will play a pivotal role in spearheading and overseeing the overall project activities, collaborating closely with donors and Implementation Partners. The COP will provide comprehensive guidance and supervision to teams engaged in the various assignments.

4. MAIN RESPONSIBILITIES:

As the Chief of Party at HERD International, the anticipated roles and responsibilities include but are not limited to the following:

Strategic Leadership and Direction: Provide overall vision and leadership, technical guidance, planning, monitoring quality assurance and reporting.

Policy Development: Create, revise, and enforce organizational policies and procedures that promote ethical conduct, transparency, and compliance with relevant laws and regulations. These policies are essential for ensuring ethical behavior and legal compliance.

Ethical Leadership: Advocate for ethical leadership practices and ensure that ethical considerations are integrated into decision-making processes. Ethical leadership is crucial for maintaining the organization's reputation and long-term success.

Stakeholder Engagement: Engage with various stakeholders, including employees and the community, to understand their concerns and incorporate their perspectives into governance and partnership decisions. Effective stakeholder engagement is essential for building trust and alignment with the organization's goals.

Crisis Management: Develop and implement crisis management and contingency plans for situations that may impact the organizational goal. Being prepared for crises is critical to maintaining stability and resilience in project implementation.

Area of Responsibility (AoRs):

- Provide overall vision and leadership for the project, ensuring alignment with the organization's mission and objectives.
- Offer strategic technical guidance to the project team, imparting expertise and insights to enhance program effectiveness.
- Serve as the primary point of contact with donors, key stakeholders, and Implementation Partners.
- Monitor the implementation of project activities, ensuring quality assurance and adherence to established standards.
- Oversee the reporting process, ensuring timely and accurate submission of progress reports by all project team members, contractors, and implementing partners.
- Foster a culture of continuous improvement by identifying opportunities for optimization and making necessary adjustments to operations to meet the evolving requirements of donors.
- Foster and maintain strong working relationships with the Government of Nepal, donors, and implementing partners.
- Take the lead in organizing and executing partner visits across diverse sites within Nepal to strengthen relationships.
- Implement strategic partnerships and resource mobilization strategies at the operational level to attain program outcomes within the designated areas.
- Participate in government and development workshops and events spanning various thematic areas to advance partnerships and expand the presence of HERD International.
- Develop and strengthen partnerships with the Government of Nepal at central, provincial, and local levels.
- Strategically plan and facilitate meetings with stakeholders and government officials in accordance with program requirements.
- Ensure that all activities adhere to the compliance standards of donor's policies and regulations, government guidelines, policies, laws, and the project's standard operating procedures.

- Direct the seamless integration of social inclusion strategies across all program facets, collaborating closely with technical leads to ensure comprehensive implementation.
- Lead efforts to champion gender equality, empower youth with disabilities, and ensure the inclusion of minority populations within the program's framework, fostering an environment that prioritizes diversity and equity.

5. 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.

6. 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.

7. APPLICABLE POLICIES

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

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. APPEAL

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

10. JOB PROFILE

We are seeking a highly qualified Chief of Party to lead the anticipated donor funded project in Nepal such as Health Learning, Health System Strengthening etc. The ideal candidate will possess a comprehensive understanding of the bureaucratic structure and political landscape in Nepal, coupled with a proven track record

in strategic leadership. The Chief of Party will play a pivotal role in establishing and maintaining key relationships with the Government of Nepal, donors, and implementing partners. This individual will provide overall vision and leadership, offering strategic guidance, technical expertise, and ensuring quality assurance throughout the project.

Key competencies for success include strategic thinking, results-driven orientation, effective teamwork, strong networking and interpersonal skills, sound judgment, and the ability to navigate complex situations.

11. MINIMUM REQUIREMENTS:

- **Educational Qualifications:** A master's degree or higher, preferably in a related field such as management, social science, public health, public administration or humanitarian/development work.
- **Professional Experience:** Minimum seven years relevant experience at the national or international level in design, planning, implementation, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments. Previous experience working International funded project such as USAID, FCDO, EU projects is preferred.
- **In-Depth Nepali Contextual Knowledge:** A comprehensive understanding of the political and bureaucratic landscape in Nepal, coupled with strong networks within relevant Nepali institutions.
- **Strategic Thinking:** Ability to formulate and execute strategic plans aligned with organizational goals.
- **Innovation:** Capacity to bring innovative solutions and approaches to project challenges.
- **Humanitarian/Development Expertise:** A strong understanding of humanitarian/development standards and principles, coupled with an excellent grasp of program systems and international legal and conceptual frameworks.
- **Communication and Influence:** Exceptional communication and influencing skills using evidence-based methods.
- **Sensitivity to Gender and Cultural Considerations:** Recognition and integration of gender and cultural considerations in project activities.
- **Accountability Knowledge:** A solid knowledge of accountability processes.
- **Interpersonal and Negotiation Skills:** Proven strong interpersonal, negotiation, promotion, and diplomacy skills.
- **Results-Driven Orientation:** Proven track record of achieving and surpassing set objectives and outcomes.
- **Sensitivity to Gender and Cultural Considerations:** Recognition and integration of gender and cultural considerations in project activities.
- **Language Proficiency:** Fluency in both English and Nepali.

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.

*Applications are accepted on a rolling basis. Whether you are highly qualified or if your skills align with similar roles, we encourage you to apply for opportunities in other anticipated projects. Please send your CV and cover letter **mentioning the position in the subject line** to jobs@herdint.com by December 11, 2023.*