

## HERD INTERNATIONAL TERMS OF REFERENCES

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

<b>Job Title</b>	:	Grants and Compliance Manager
<b>Department</b>	:	Management and Resources
<b>Reporting to</b>	:	Chief of Party
<b>Job status</b>	:	Annual Contract
<b>Working hours</b>	:	40 hours per week (Monday to Friday)
<b>Job Assignment</b>	:	HERD International central office with frequent field visit

### 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](http://www.herdint.com)).

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

HERD International, a Nepali national organization, seeks applications from qualified candidates for the position of Grants and Compliance Manager 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 Grants and Compliance Manager will manage the contract, compliances, and partnerships and provide technical and strategic guidance in the preparation of partnership contracts, preparation, submission and processing the grants cost proposal, due diligence for Implementing Partners (IPs) mainly the USAID and FCDO funded projects.

### 4. **ROLES AND RESPONSIBILITIES:**

- Develop and maintain the contract and grant management system, policies, and procedures in collaboration with the Finance, HR and other related departments as appropriate. Similarly, analyze and provide recommendations for the system changes to address a broad range of contract and grant management needs.
- Assist and provide guidance in the preparation of financial proposals for the grant / contracts.
- Review the terms and conditions of the grant/contract agreement, provide feedback, negotiate, and resolve the issues and coordinate with the Operations team to finalize it before signing by the parties.

- Maintain current knowledge of the rules and regulations of the funding agencies such as USAID, EU, FCDO.
- Analyze monthly project activity, monitors spending reports and expenditures posted to respective projects.
- Ensure the expenditure charging under the projects are accurate, reasonable, and allowable. Also, process and coordinate for the VAT and an in-country tax reimbursement.
- Responsible for coordinating the administrative and financial management of all grants for the project while ensuring compliance with donors and HERDi's rules and regulations.
- Review IPs financial reports, building financial management capacity among IPs.
- Oversee all project-related activities such as administration policies, financial management policies, and implementation of procedures, systems, and all documentation.
- Maintain an up-to-date tracker for IPs expenditures and advances and work closely with other staff members in developing and carrying out IPs annual work plans and budget.
- Ensure that all program/grant deliverables are completed on time and are of high quality.
- Assess and recommend for the training needs of finance staff, administrative and program staff in grant and contract management and budget monitoring and organize the training.
- Carry out financial reviews and project audits of IPs to ensure donor compliance.
- Arrange site visits and conduct financial monitoring of the IPs together with the finance team.
- Develop and enforce grant guidelines that prioritize and incentivize projects integrating social inclusion principles, collaborating with program teams to ensure funded initiatives emphasize gender equality, inclusion of youth with disabilities, and support for minority communities.
- Implement robust compliance mechanisms that assess and monitor grantees' adherence to social inclusion mandates, providing guidance and support to ensure funded programs effectively integrate inclusive practices throughout their activities.

##### **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 long-term professional for the position of Grants and Compliance Manager, for an anticipated donor funded project in Nepal such as Health Learning, Health System Strengthening etc., who will work closely with the Chief of Party, thematic leads, the Deputy Chief of Party (DCOP), and the technical and operation team to design grants, support IPs, monitor and maintain quality, engage in grants coordination for all project grants. Specifically, the Grants and Compliance Manager ensure the grant cycle management process is managed to the Key Performance Indicators, and monitor and report on progress to the Chief of Party, manage thorough Financial management, Operational Due Diligence and Contract Management, Monitor the compliance of IPs in relation to their grant agreements and Oversee and provide necessary orientation, training, capacity development and information to IPs to support compliance with financial accounting, reporting and procurement requirements of their grant agreements.

**11. MINIMUM REQUIREMENTS:**

- Master's degree in finance, business administration, public administration, economics, or another related field; MBA in related field preferred.
- Minimum seven years of experience in international donor-funded programs, with a preference for experience gained on donor funded programs such as USAID / FCDO.
- Excellent record of successfully managing grants for donor-funded programs of similar scope and complexity
- Demonstrated experience working with and building the capacities of Implementing Partners, local communities and NGOs.
- Excellent analytical and problem-solving skills.

- Experience of developing policies, procedures and systems related to finance and grant/contract management.
- 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](mailto:jobs@herdint.com) by December 11, 2023.*