

## **HERD INTERNATIONAL TERMS OF REFERENCES**

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

<b>Job Title</b>	:	Practice Lead: Capacity Building
<b>Department</b>	:	People and Practice
<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 Practice Lead: Capacity building 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 Practice Lead: Capacity building fortify organizational capabilities through the delivery of comprehensive training, mentoring, and technical assistance to staff and initiatives. This role entails cultivating partnerships with stakeholders at provincial and district tiers, ensuring program initiatives harmonize with strategic frameworks and governmental directives.

The Practice Lead: Capacity building will spearhead internal capacity enhancement endeavors, nurturing collaborations essential for augmenting program efficiency. This involves liaising with provincial authorities and partners to facilitate seamless planning and execution across diverse program facets, fostering sustainable impacts aligned with overarching goals.

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

As the Practice Lead: Capacity building at HERD International, your key responsibilities include:

#### **I. Capacity needs assessments**

- Capacity needs assessments of local partners implementing health activities under the donor funded project to identify the capacity gaps.

- Strengthen Monitoring, Evaluation, Research and Learning capacity of implementing partners by providing training, organizing workshops, coaching, mentoring, organizing exchange visits, etc. in collaboration with donor.

## II. **Develop Training Manuals and Materials**

- Consolidate training packages and create ToT manuals, handbooks, reference materials, and relevant documents.
- Craft educational materials and an orientation plan for stakeholders to understand the programs and their significance.
- Engage with Ministry of Health and Population, National Health Training Center (NHTC), and relevant training centers to align Program team trainings with national needs and training vision.

## III. **Design Comprehensive Training Plans for Program Team Capacity**

- Create and formulate training plans for all staff cadres, especially for new programs.
- Gather feedback from team members and NHTC to refine and enhance training plans and materials.
- Develop, design, and implement quality standards and assurance protocols to evaluate training process and outputs.

## IV. **Collaborate with Program Manager for Service Delivery**

- Contribute to the development of annual workplans in coordination with the Program Manager.
- Identify opportunities to integrate training protocols and programs into the formal government training system.
- Coordinate with various teams and organizations to organize training modules and secure trainers, if necessary.
- Explore pertinent training opportunities for program team members and provide support in accessing these opportunities.

## V. **Devise and Implement Capacity Building Strategy**

- Conduct a feasibility study to identify geographical areas and specific subsectors and occupations for immediate and gradual project focus.
- Establish MoUs with industry associations/chambers to facilitate them in preparing training needs and HR plans for partner companies.
- Provide technical support to the Project Implementation Unit, including conducting baseline assessments of partner companies' profiles.
- Deliver effective career counseling trainings and design workplace-based training features promoting a dual training approach.
- Orient partner organization for the training of their existing workforce and facilitate skill testing, including recognition of prior learning.

## VI. **Provide Ongoing Training and Mentoring Support**

- Conduct training sessions and mentorship programs for staff knowledge development and skill enhancement.
- Mentor individual team members to foster professional growth and excellence in their roles.

## VII. **Facilitate Technical Assistance and Expert Guidance**

- Provide specialized technical assistance to resolve complex challenges within project initiatives.
- Collaborate with external experts or consultants to address specific technical needs.
- Organize events to build the capacity of the GON's provincial and local governments to analyze, visualize, interpret, and use the data collected. This includes providing skills on the use of statistical software such as Stata, SPSS, etc.

## VIII. **Develop Training Strategies for Continuous Improvement**

- Develop innovative training methodologies and tools to enhance learning experiences.
- Monitor industry trends and advancements to incorporate relevant updates into training modules.
- Establish a feedback loop with stakeholders to gather insights for training strategy improvements.

## IX. **Integration of Social Inclusion in Program Design:**

- Spearhead capacity-building initiatives that embed social inclusion practices within training modules, ensuring a focus on gender equality, empowerment of youth with disabilities, and the integration of minority populations in all training content and methodologies.
- Develop and lead capacity-building strategies that equip program participants with the tools and knowledge to effectively implement inclusive practices, emphasizing the importance of diversity, equity, and inclusion across all capacity-building endeavors.

## 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 currently seeking a qualified Practice Lead: Capacity building for an anticipated donor funded project in Nepal such as Health Learning, Health System Strengthening etc., to lead and fortify our organization's capacity enhancement initiatives. As a Practice Lead: Capacity building, you will hold a pivotal role in designing, implementing, and overseeing comprehensive training programs and strategies. The ideal candidate will possess a diverse skill set, showcasing expertise in strategic planning, mentorship, effective collaboration, exceptional communication skills, adaptability, proactive engagement, innovative thinking, and the ability to thrive in high-pressure environments. This role requires a proactive approach towards facilitating professional growth, ensuring skill development, and fostering a culture of continuous improvement within the organization.

## **11. MINIMUM REQUIREMENTS:**

### **Educational Qualifications:**

- Master's degree in public health, Development Studies, Rural Development, Sociology, or a relevant field.

### **Professional Experience:**

- Minimum of 5 years of progressive experience in international development work, with a strong emphasis or active involvement in public health at national, regional, and international levels.
- Demonstrated experience in Capacity Development within the context of international development.
- Previous experience working International funded project such as USAID, EU, FCDO projects is preferred.

### **Skills in Writing, Management, and Organization:**

- Demonstrated excellence in writing, management, and organizational skills.
- Proficiency in effective communication and coordination with diverse stakeholders, including government organizations and project teams.
- Capability to generate coherent and analytical reports providing valuable insights.
- Capacity to handle the training and workshop events independently.

### **Management Skills:**

- Strong management skills with the ability to train and develop staff.

### **Stakeholder Communication:**

- Demonstrated capacity for effective communication and coordination skills with multiple stakeholders, including government organizations and project teams.

**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.*