

## **HERD INTERNATIONAL TERMS OF REFERENCES**

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

<b>Job Title</b>	:	Practice Lead: Diversity, Gender Equity and Social Inclusion (DGESI)
<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: Diversity, Gender Equity and Social Inclusion 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.

As the Practice Lead: Diversity, Gender Equity and Social Inclusion at HERD International, your role is central to fostering inclusivity, diversity, and equity within our program activities. You will lead the design and implementation of context-specific gender and social inclusion analysis, ensuring that findings are integrated into the program's implementation and the collaboration, learning, and adapting (CLA) agenda. Collaborating closely with technical specialists, the program team, and the monitoring and evaluation team, you will develop DGESI activities and targets, and recommend improvements to address the needs of marginalized and excluded populations. Additionally, you will promote discussions on best practices and learning with external stakeholders as planned within the program.

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

As the Practice Lead: Diversity, Gender Equity and Social Inclusion at HERD International, your key responsibilities include:

## **I. DGESI Policy Development and Implementation:**

- Develop and oversee the DGESI policy, principles, and strategy, including specific activities and capacity building.
- Ensure the integration of DGESI into the program's Collaboration, Learning, and Adapting (CLA) agenda.

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

- Coordinate closely with technical leads to ensure the full integration of social inclusion throughout program design, planning, and activity implementation.
- Lead efforts to integrate inclusive practices and recommendations into program design and activities, with a focus on gender, youth with disabilities, and minority populations.
- Promote DGESI integration and conscientization at HERDi, federal, and local partners.

## **III. Capacity Building and Training:**

- Conduct training and other capacity-building activities as needed.

## **IV. Collaboration and Stakeholder Engagement:**

- Collaborate with program beneficiaries, community leaders, public and private sector actors, and other key stakeholders to develop and implement inclusive and gender sensitive. practices, periodically report on achievements to the program teams, partners, and donor.

## **V. Monitoring and Reporting:**

- Develop DGESI indicators and targets in collaboration with the inter-team.
- Support the MERL team in data collection and monitoring program activities' impact on marginalized populations.
- Prepare reports and recommendations for program implementation.
- Ensure the program's responsibilities in safeguarding children, youth, and vulnerable adults from abuse and harm are met.

## **VI. Internal Coordination and Reporting:**

- Track project progress periodically and report to management.
- Ensure quarterly and annual reports are provided as required.
- Ensure system is in place for reporting and responding to incidents, and that appropriate support is given to HERDi team, implementing partners on managing child, youth and vulnerable adults safeguarding incidents based on the local procedure and global guidance.

## **VII. External Liaison and Representation:**

- Develop and maintain associations and liaisons with relevant stakeholders.
- Actively represent the program in relevant forums.

**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 Governance and Partnership Lead for an anticipated donor funded project in Nepal such as Health Learning, Health System Strengthening etc. with a deep understanding of the bureaucratic structure and political landscape in Nepal. The ideal candidate will possess a robust skill set to make an immediate impact on our Government and Partnership development initiatives. Key competencies for success in this role include strategic thinking, integrity, results-driven orientation, effective teamwork, strong

networking abilities, excellent interpersonal skills, proficient communication capabilities, sound judgment, analytical acumen, adaptability, proactive engagement, innovation, sensitivity to gender and cultural considerations, capacity to work under pressure, and an openness to change and complexity. Additionally, experience in partnership capacity assessments and capacity development management is crucial.

## **11. MINIMUM REQUIREMENTS:**

### **Educational Qualifications:**

- Master's Degree in the social sciences (development studies, rural development, women and gender studies, sociology, anthropology) or in relevant subject.

### **Professional Experience:**

- A minimum of five years of pertinent professional experience with a strong focus on DGESI and conducting assessments, monitoring and evaluation, as well as demonstrating proficiency in analysis and report writing.
- Solid knowledge and practical experience in community-based safeguarding and protection approaches, with expertise in participatory methodologies.
- Previous experience working International funded project such as USAID, FCDO, EU projects is preferred.

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

- Proven excellence in writing, management, and organizational skills.
- Proficiency in effective communication and coordination with diverse stakeholders, encompassing government organizations and project teams.
- Ability to produce coherent and analytical reports.

### **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.

### **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.*