

HERD INTERNATIONAL TERMS OF REFERENCES

1. JOB IDENTIFICATION:

Job Title	:	Practice Lead: Governance and Partnership
Department	:	People and Practice
Reporting to	:	Chief of Party
Job status	:	Annual Contract
Working hours	:	40 hours per week (Monday to Friday)
Job Assignment	:	HERD International central office with frequent field visits

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 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 website (www.herdint.com).

3. JOB PURPOSE:

HERD International, a Nepali national organization, seeks applications from qualified candidates for the position of Practice Lead: Governance and Partnership 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: Governance and Partnership at HERD International, your primary role is to guide the organization's governance and partnership strategies toward excellence. You will be instrumental in developing and implementing governance frameworks, policies, and procedures that prioritize transparency, accountability, and compliance as well as integrating Gender Equality and Social Inclusion (GESI) and Diversity, Equity, Inclusion, and Accessibility principles into all aspects of operations. Simultaneously, you will play a central role in identifying and nurturing partnership talent, fostering a culture that encourages innovation, inclusivity, and a shared vision, and seamlessly integrating governance and partnership principles into the organization's day-to-day operations.

Your commitment and expertise are crucial in advancing HERD International's mission and societal impact. If you are passionate about strengthening governance, cultivating effective partnerships, and driving positive change, we invite you to join us in this influential role.

4. MAIN RESPONSIBILITIES:

As the Practice Lead: Governance and Partnership at HERD International, your key responsibilities include:

Governance Framework: Develop, implement, and maintain a robust governance framework that defines the structure, roles, and responsibilities of the organization's partnership, including the board of directors, Managing Director, and senior management. This foundational work ensures effective governance and partnership.

Policy Development: Create, revise, and enforce organizational policies and procedures that promote ethical conduct, inclusivity and accessibility, 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, from diverse groups to understand their concerns and incorporate diverse 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 organization's governance or leadership. Being prepared for crises is critical to maintaining stability and resilience in governance and leadership.

Area of Responsibility (AoRs):

I. External Partner Coordination and Development:

- Coordinate with various partners to report progress and identify new funding and partnership opportunities.
- Lead and implement partner visits across sites within Nepal to strengthen relationships.
- Implement the Office partnerships and resources mobilization strategies to achieve programme outcomes within the areas assigned.

II. In-Kind Partnerships:

- Develop and oversee in-kind partnerships with non-government agencies based on organizational needs.

III. Government and Development Engagement:

- Attend government and development workshops and events across various thematic areas (economics, governance, healthcare, public health, finance, and social development) to advance partnerships and enhance HERD International's presence.
- Ensure timely production and submission of all partial and/or progress reports by all members of the project team, contractors and project partners.
- Collaborate with team leadership to align external partner strategy, messaging, and influence.

IV. Government Liaison and Coordination:

- Lead and support the team in developing professional working relationships with government centers and divisions within the Department of Health Services to enhance coordination and resource generation.

- Develop and enhance partnerships with the Government of Nepal at central, provincial, and local levels.
- Lead HERDi relationships with relevant government officials and authorities, liaising and following up for reporting and administrative requests.
- Plan and facilitate meetings with government officials as per Programme requirements.
- Prepare and develop status reports as required.

V. Internal Capacity Development:

- Maintain a government liaison calendar and archive communications.
- Develop staff capacity in skills related to government liaison, including coordination, reporting, and documentation.
- Contribute to the development and implementation of internal procedures and systems, including Government Liaison Standard Operating Procedures (SOP).
- Proactively contribute to knowledge networks and communities of practice.

VI. Stakeholder Engagement:

- Lead in developing and updating stakeholder analysis, including local partners, USAID, FCDO, UN agencies, the private sector, and NGO/INGOs.
- Develop and maintain partnerships with local organizations, including assessing new and existing partners.
- Support the Programme in creating a Local Partner roster and provide inputs regularly.
- Ensure good partnership practices with existing partners according to HERDi standards, including organizing regular coordination calls with senior management of partners.

VII. Compliance and Guideline Adherence:

- Ensure that HERDi's programs follow all relevant government guidelines, especially at the district and local levels. Top of Form

VIII. Integration of Social Inclusion in Program Design:

- Drive governance strategies that prioritize the inclusion of marginalized groups within decision-making processes, fostering partnerships that advocate for gender equality, amplify the voices of youth with disabilities, and engage minority populations in policy formulation and implementation.
- Establish and nurture partnerships that actively promote social inclusion, leveraging networks and collaborations to advocate for inclusive governance structures, ensuring HERDi representation, and equitable participation of diverse communities in decision-making forums and partnerships.

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 Practice Lead: Governance and Partnership 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 and create an inclusive environment. Additionally, experience in partnership capacity assessments and capacity development management is crucial.

11. MINIMUM REQUIREMENTS:

- **Educational Qualifications:** A master's degree or higher, preferably in a related field such as communications, management, political science, public administration or humanitarian/development work.

- **Professional Experience:** Minimum 5 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, preferably in the field of research. Previous experience working with International funded project such as USAID, EU, FCDO 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.
- **Government Liaison and Partnership Building:** A proven track record of successfully establishing government liaisons and building partnerships for organizations.
- **Analytical and Representation Skills:** Proficiency in analytical thinking and effective representation.
- **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.
- **Accountability Knowledge:** A solid knowledge of accountability processes.
- **Interpersonal and Negotiation Skills:** Proven strong interpersonal, negotiation, promotion, and diplomacy skills.
- **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.*