

## **HERD INTERNATIONAL TERMS OF REFERENCES**

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

<b>Job Title</b>	:	<b>Practice Lead: Health System Strengthening</b>
<b>Department</b>	:	<b>Policy and System</b>
<b>Reporting to</b>	:	<b>Chief of Party</b>
<b>Job status</b>	:	<b>Annual Contract</b>
<b>Working hours</b>	:	<b>40 hours per week (Monday to Friday)</b>
<b>Job Assignment</b>	:	<b>HERD International central office with frequent field visit</b>

### **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 Health System Strengthening Lead 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 Health System Strengthening Lead is a key figure responsible for improving and enhancing healthcare systems, infrastructure, and providing crucial technical support in the coordination of project activities with government and relevant stakeholders. This role involves developing, implementing, and monitoring strategies and initiatives aimed at fortifying the resilience, efficiency, and quality of healthcare delivery, particularly with a focus on gender, underserved, and vulnerable populations.

The primary objective of this position is to ensure the healthcare system operates effectively, efficiently, and sustainably. This includes the management and coordination of the quality and timely implementation of activities planned within the program. By achieving these goals, the Health System Strengthening Lead contributes significantly to improving access to quality healthcare services, reducing health disparities, and ultimately enhancing health outcomes for the community or region served.

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

As the Health System Strengthening Lead at HERD International's anticipated project, your key responsibilities include:

- I. **Strategic Leadership and Direction**
  - Provide leadership and guidance for the health system component of the project.
  - Collaborate with policymakers at the province, district, and municipal levels to support policy and programming, strategic planning, resource allocation, legislation, and human resources management that are inclusive.
- II. **Project Planning and Coordination**
  - Work with provincial leadership and technical specialists to assist district-based teams in planning, managing, and governing health service delivery in municipalities and facilities that take into account the diversity, to help address inequities.
  - Ensure coordination of health system interventions with other project components, including evidence generation and clinical service delivery.
- III. **Reporting and Documentation**
  - Prepare regular reports on program activities, achievements, and challenges factoring gender and diversity.
  - Maintain comprehensive documentation of project activities, progress reports, budgets, and records.
  - Provide technical assistance to improve data systems for donor requirements.
- IV. **Project Management**
  - Manage and coordinate the timely implementation of project activities in alignment with program goals.
  - Contribute to implement project deliverables, including annual workplans, and quarterly and annual reporting
  - Collaborate with relevant health and author authorities at various levels to ensure smooth implementation of the project activities and that they are conducted in equitable and inclusive manner
  - Address any delays or issues promptly.
- V. **Monitoring and Evaluation**
  - Develop and implement mechanisms for continuous monitoring and evaluation of project activities.
  - Use data-driven insights for decision-making and program improvements that are inclusive.
- VI. **Capacity Building and Training**
  - Facilitate training, workshops, and meetings in coordination with the government.
  - Support the development of skills and knowledge among project team members and stakeholders, considering gender and diversity.
  - Support the knowledge management process and contribute to develop and share the knowledge products.
- VII. **Collaboration**
  - Collaborate with relevant health authorities at various levels to ensure the smooth implementation of project activities.
  - Coordinate with partners to improve data collection, management, analysis, and reporting.
- VIII. **Program Development**
  - Lead the development and execution of programs at provincial and local levels aligned with program goals that promote equity and inclusion.
  - Contribute to implementing project deliverables, including workplans and reporting.

- Support to develop fact sheets, case studies, annual progress reports as per the need

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

- Develop and oversee health system strengthening initiatives that prioritize inclusive healthcare services, ensuring equitable access for gender-diverse populations, youth with disabilities, and minority communities, thereby reducing healthcare disparities.
- Implement strategies within health system strengthening programs that actively promote social inclusion, collaborating with stakeholders to design and implement interventions that address systemic barriers, fostering an environment that prioritizes the health needs of marginalized groups.

#### **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 highly qualified Health System Strengthening Lead for an anticipated donor funded project in Nepal such as Health Learning, Health System Strengthening etc. with a deep understanding of both the global and Nepal Health System to join our team. The ideal candidate will possess key competencies for success in this role, including strategic thinking, integrity, results-driven orientation, effective teamwork, proficient communication capabilities, adaptability, proactive engagement, innovation, the capacity to work under pressure, and an openness to change and complexity. Experience in Health System capacity assessments and capacity development management is crucial, preferably also focusing on diversity and inclusion. If you're passionate about making a significant impact on Health System development initiatives and have the qualifications and skills required, we encourage you to apply and be a part of our team.

## 11. MINIMUM REQUIREMENTS:

- **Educational Qualifications:** Master's degree in public health, Health Administration/Management, Health Economics, or other relevant fields.
- **Professional Experience:** A minimum of five years of relevant professional experience focused on health systems strengthening, including a demonstrated knowledge of Nepal's health system and federal structures. This experience should encompass monitoring and evaluation, health information, surveillance, research, and a progressive track record in public health.
- **Project Implementation:** Proven experience in project implementation and health systems strengthening in Nepal, with a specific focus on data and monitoring at various levels.
- **Skills in Writing, Management, and Organization:** Demonstrated excellence in writing, management, and organizational skills. Proficiency in effective communication and coordination with multiple stakeholders, including government organizations and project teams.
- **Analytical and Computer Skills:** Strong analytical and computer skills, including data analysis using statistical software.
- **Task Management:** Ability to independently plan and execute complex tasks, while effectively managing daily management details and remaining organized and focused on long-term deadlines and strategic objectives.
- **Sensitivity to Gender and Cultural Considerations:** Recognition and integration of gender and cultural considerations in project activities.
- **Language Proficiency:** Excellent proficiency in both spoken and written English and Nepali languages.

*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.*