

## **HERD INTERNATIONAL TERMS OF REFERENCES**

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

<b>Job Title</b>	:	Practice Lead: Knowledge Management and Evidence Uptake
<b>Department</b>	:	Research Development and Innovation
<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 Chief of Party (COP) 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: Knowledge Management and Evidence Uptake at HERD International, you'll spearhead the development and execution of the organization's knowledge management strategy. Your primary responsibilities include strategizing, planning, overseeing the production, and facilitating the dissemination of reports and knowledge products. This role demands close collaboration with the thematic teams dedicated to fostering excellence in gender equality initiatives.

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

As the Practice Lead: Knowledge Management and Evidence Uptake at HERD International, your key responsibilities include:

#### **I. Develop and Implement Knowledge Management Strategy**

- Design and implement a comprehensive knowledge management approach to facilitate sharing and achieving planned outcomes.
- Lead the development of Organization's strategies through needs assessments.

- Identify, distill, package, and manage knowledge products for effective dissemination.
- Promote knowledge capturing, sharing, and documentation of best practices within the team.
- Stay updated on latest developments in relevant areas and facilitate contextualized knowledge sharing.

## **II. Develop and Implement Knowledge Management Technology and Platforms**

- Contribute to creating and executing knowledge platforms and services for diverse audiences.
- Develop online tools, surveys, and collaboration-oriented projects.
- Explore multimedia opportunities to enhance knowledge reception, capture, and sharing.

## **III. Provide Capacity Building on Knowledge Management**

- Offer advice, technical support, and training to improve knowledge management across the organization and external partners.
- Conduct knowledge management training for staff members and stakeholders.
- Engage partners in developing innovative knowledge-based services and facilitate knowledge exchanges.

## **IV. Lead Production of Reports and External Knowledge Products**

- Support in preparing annual reports and other external knowledge products.
- Collaborate with external relations unit for strategic communications assets.
- Ensure quality assurance for knowledge products and documentation of program challenges and lessons learned.

## **V. Coordinate and Communicate Knowledge Products**

- Contribute to the development and implementation of HERDi's knowledge management strategy.
- Cultivate and oversee diverse knowledge-sharing mechanisms, fostering an environment conducive to seamless information exchange and collaboration.
- Collaborate on external dissemination of program results/events.
- Facilitate knowledge sharing through platforms and events.

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

- Lead inclusive knowledge management strategies integrating diverse perspectives for effective evidence dissemination, prioritizing Gender Equality and Social Inclusion (GESI) across programs.
- Advocate for evidence uptake prioritizing GESI, influencing policies to address the needs of diverse, marginalized populations in knowledge dissemination and policy shaping.

**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 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: Knowledge Management and Evidence Uptake, for an anticipated donor funded project in Nepal such as Health Learning, Health System Strengthening etc., to lead the development and execution of our organization's knowledge management strategy. As a Practice Lead: Knowledge Management and Evidence Uptake, you will play a pivotal role in strategizing, planning, and overseeing the production and dissemination of reports and knowledge products. The ideal candidate will possess a diverse skill set including strategic thinking, integrity, a results-driven orientation, effective teamwork, excellent communication capabilities, adaptability, proactive engagement, innovation, the ability to work under pressure, and an openness to change and complexity.

## **11. MINIMUM REQUIREMENTS:**

### **Educational Qualifications:**

- Master's Degree in the public health or social studies (rural development, women and gender studies, demography) or in relevant subject.

### **Professional Experience:**

- At least 5 years of progressive experience in international development work
- Experience in knowledge management and in leading/managing knowledge product development and dissemination.
- Previous experience working International funded projects such as USAID, EU, FCDO 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.
- Capacity to bring innovative solutions and approaches to project challenges.

### **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.

### **Results-Driven Orientation:**

- Proven track record of achieving and surpassing set objectives and outcomes.

### **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.*