

## **HERD INTERNATIONAL TERMS OF REFERENCES**

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

<b>Job Title</b>	:	Practice Lead: Monitoring, Evaluation, Research and Learning (MERL)
<b>Department</b>	:	MEL & Compliance
<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 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](http://www.herdint.com)).

### **3. JOB PURPOSE:**

HERD International, a Nepali national organization, seeks applications from qualified candidates for the position of Practice Lead: Monitoring, Evaluation, Research and Learning (MERL) 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 MERL lead, you will hold a pivotal role within HERD International, charged with the strategic leadership of our commitment to data-driven excellence. This position is instrumental in setting the vision and course for our MERL function, overseeing its multifaceted operations with the highest level of proficiency and expertise.

At the heart of this role is the unwavering commitment to evidence-based decision-making and the continual enhancement of our programs. The MERL lead is responsible for shaping the MERL strategy, guiding the MERL team with technical mastery, and seamlessly integrating MERL functions across HERDi.

With an unwavering focus on data quality, accuracy, and reliability, the MERL lead ensures that our MERL system operates at the most exacting standards. This role is transformative, enabling our organization to adeptly navigate challenges, seize opportunities, and optimize outcomes for the individuals and communities we serve. Emphasizing local relevance and tailored solutions, the MERL lead plays a pivotal role in the enduring advancement of health and social development systems, ultimately elevating the quality of life for the people we are dedicated to supporting.

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

As the Lead: Monitoring, Evaluation, Research and Learning at HERD International's anticipated project, your key responsibilities include:

##### **I. MERL Strategy Development and Leadership:**

- Lead the development of a comprehensive MERL strategy aligned with the organization and Project's mission and goals.
- Ensure the strategic alignment of MERL with program design and implementation.
- Oversee the development and implementation of MERL activities and work plans.
- Focus on strengthening the MERL system, building capacity of partners and staff, and improving alignment with national and partners requirements.

##### **II. Data Collection, Analysis, and Quality Assurance:**

- Supervise the collection of high-quality data, ensuring it's consistent, accurate, and timely.
- Analyze data to derive actionable insights for program improvement, policy advocacy, and decision-making.
- Implement quality assurance measures to maintain high data qualitative, accuracy, and reliability.
- Develop and lead the implementation of quantitative and qualitative tools.
- Oversee data collection, entry, verification, analysis, and reporting on actual achievements against set targets.

##### **III. Learning, Adaptation, and Reporting:**

- Prepare regular MERL reports for internal and external stakeholders to inform strategic decision-making and program enhancement.
- Develop and lead the implementation of collaborative learning and adaptive (CLA) approach as per the MERL plan.

##### **IV. Capacity Building and Integration:**

- Facilitate the training, mentoring, and coaching to project and subcontractor staff on data and MERL systems.
- Foster seamless integration of MERL functions into program design and implementation, making it an integral part of decision-making processes.

##### **V. Budget Management and Partnerships:**

- Manage the MERL budget effectively and efficiently, ensuring optimal allocation of resources to support MERL activities.

- Collaborate with internal team and external partners, institutions, and stakeholders to ensure effective MERL processes, data sharing, and coordination.

#### **VI. Project Management:**

- Collaborate with relevant health and author authorities at various levels to ensure smooth implementation of the project activities.
- Oversee the publication and dissemination of information on successful and promising approaches, lessons learned, and other program results to program partners, Nepali counterparts, and other key stakeholders.
- Gather and evaluate information and ensure that these findings are accurately presented in all project reporting and tracking tools.
- Responsible for developing and designing project systems to track program progress against indicators, collecting and verifying information, and maintaining performance monitoring plans, reports, work plans, and monthly reports.

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

- Collaborate extensively with technical leads to guarantee comprehensive integration of social inclusion across program design, planning, and execution of activities.
- Spearhead initiatives aimed at embedding inclusive methodologies and suggestions into program design and activities, emphasizing the inclusion of gender perspectives, empowering youth with disabilities, and addressing the needs of minority populations.

#### **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 actively seeking a highly qualified Practice Lead: Monitoring, Evaluation, Research and Learning (MERL) to join our team at HERD International for an anticipated donor funded project in Nepal such as Health Learning, Health System Strengthening etc. In this critical role, you will provide strategic leadership to our MERL operations, ensuring the collection and analysis of high-quality data, fostering a culture of excellence within the organization, and aligning MERL functions seamlessly with program design and implementation. Your proficiency in public health, maternal and child health, family planning, and MERL methodologies will be crucial in building partner and staff capacity. By managing the MERL budget efficiently and staying abreast of emerging trends, you will contribute to the improvement of healthcare delivery and social development systems. Additionally, liaise with health authorities, oversee the publication of program results, and play a crucial role in tracking program progress against indicators, ensure effective monitoring, evaluation, research, and learning processes, contributing significantly to the project's success is crucial.

If you are passionate about driving meaningful change and possess the qualifications and skills required, we encourage you to apply and become a vital part of our team, dedicated to improving the quality of life for communities we serve.

## 11. MINIMUM REQUIREMENTS:

- **Educational Qualifications:** A master's degree or higher, preferably in research methods, statistics, public health, social sciences, demography or a relevant discipline, from a recognized institution.
- **Professional Experience:** A minimum of five years of progressive experience in public health, including monitoring and evaluation, research. Previous experience working with International funded project such as USAID, EU, FCDO projects is preferred.
- **Monitoring and Evaluation (M&E) Expertise:** Demonstrated expertise in designing and managing M&E systems and prior experience with related projects and protocols.
- **Data Collection and Analysis:** Demonstrated experience in designing rigorous quantitative and qualitative data collection systems and methods for data analysis.

- **Health Systems Experience:** Experience of working closely with health systems in Nepal at the national levels.
- **Report Writing and Communication Skills:** Proven ability to write analytical and comprehensive reports independently and in teams, with strong leadership and motivational skills as well as effective communication, organizational, and time management skills.
- **Project Management:** Proven track record of timely and quality delivery, handling multiple research projects, and meeting deadlines.
- **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:** Excellent spoken and written proficiency in both English and Nepali languages.
- **Analytical and Computer Skills:** Strong analytical and computer skills, including data analysis using software.

*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.*