**HERD INTERNATIONAL**
**TERMS OF REFERENCES**

1. **JOB IDENTIFICATION:**

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| **Job Title** | : | Implementation Research Coordinator |
| **Department** | : | Program Management |
| **Reporting to** | : | Operation Research and Evaluation Manager |
| **Job status** | : | Annual Contract (possibility of extension depending upon the performance) |
| **Working hours** | : | 40 hours per week |
| **Job Assignment** | : | Pokhara Metropolitan City, Kaski District |

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).

3. **JOB PURPOSE:**

The Implementation Research Coordinator role entails overseeing and executing research initiatives crucial to program implementation. Responsibilities include orchestrating research projects, analyzing data, and providing actionable insights to optimize program effectiveness. This position involves collaborating with diverse teams to ensure research findings are integrated into strategic decision-making processes.

4. **MAIN RESPONSIBILITIES:**

As the Implementation Research Coordinator at HERD International, the anticipated roles and responsibilities include but are not limited to the following:

- Oversee the implementation of study protocols in the field, documenting the process comprehensively.

- Collaborate in planning, coordinating, and monitoring project activities at the field level in tandem with the metropolitan office and HERDi central team.

- Engage in data collection through qualitative and quantitative methods, including key informant interviews, focus group discussions, and observation checklists involving various stakeholders at the PMC.

- Contribute as a core team member in the codesign phase, involving group model building workshops, sharing findings, identifying potential action areas, prioritizing points, identifying stakeholders, and action plan development.

- Train field researchers, oversee data collection, and monitor research activities in coordination with the metropolitan office.

- Collaborate with the HERDi central team in data management and processing for both qualitative and quantitative data.

- Participate in stakeholder mapping exercises in the metropolitan area, closely coordinated with the central team.

- Document the process, including case stories, and compile monthly reports summarizing learnings, challenges, and mitigation strategies to submit the HERDi central team.

- Responsible for liaising and coordinating field program implementation activities between the Pokhara Metropolitan Office, HERDi central office, and other relevant stakeholders.

- Conduct workshops to share findings from the need assessment phase and conduct need appraisals with stakeholders to prioritize action points.

- Facilitate the collaborative development of intervention designs based on identified priority action points.

- Coordinate effectively with the Project Coordinator to enhance teamwork synergy.

- Collaborate closely with the metropolitan office, actively participating in meetings and contributing to the decision-making process.

- Assist in developing and finalizing knowledge products in consultation with core team members, disseminating or sharing them with local stakeholders.

- Ensure effective implementation of HERDi's policies and guidelines, including safeguarding policies.

- Systematically integrate GESI considerations into all phases of program implementation.

- Lead efforts to infuse GESI principles into program implementation strategies, ensuring equitable outcomes and effectively addressing the needs of diverse groups across all teams.

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 qualified Implementation Research Coordinator to spearhead research initiatives in our running projects, focusing on Health Learning and Health System Strengthening. The ideal candidate will demonstrate expertise in research methodology and project implementation.

As the Implementation Research Coordinator, you will play a pivotal role in integrating research seamlessly into project implementation. Responsibilities include designing research protocols, coordinating data collection using various methodologies, and deriving actionable insights to optimize project outcomes.

Key competencies essential for success in this role include a robust grasp of research methodologies, a results-oriented mindset, adeptness in collaborative teamwork, strong analytical capabilities, and the ability to translate research findings into actionable strategies for program improvement.

## 11. MINIMUM REQUIREMENTS:

- **Educational Qualifications:** A master's degree in public health, preferably with a background in Medicine from a recognized university

- **Professional Experience:** Minimum Two years relevant experience at the national or international level in research methodologies, particularly in implementation research and non-communicable diseases.

- **Health System Experience:** Demonstrated experience within health systems, showcasing the ability to collaborate effectively with diverse stakeholders for successful project implementation.

- **Data Analysis Proficiency:** Capability to interpret and analyze data to derive actionable insights.

- **Government Collaboration:** Previous experience collaborating closely with government bodies, especially local-level governments.

- **Innovation:** Capacity to bring innovative solutions and approaches to project challenges.

- **Documentation and Reporting:** Strong skills in documentation and report writing, along with proficiency in using Microsoft Word, Excel, PowerPoint, and Outlook.

- **Communication Skills:** Excellent verbal and written communication skills, essential for effective engagement within project contexts.

- **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.*