

HERD INTERNATIONAL TERMS OF REFERENCES

1. JOB IDENTIFICATION:

Job Title	:	Qualitative Research Officer
Department	:	Research, Monitoring, Evaluation and Learning
Reporting to	:	Research Manager / Project Lead
Job status	:	Annual Contract (possibility of extension depending upon the performance)
Working hours	:	40 hours per week (Monday to Friday, 9 am to 5 pm)
Job Assignment	:	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).

3. JOB PURPOSE:

The Qualitative Research Officer, as a full-time member of the research/project team, primarily focuses for contributing to and managing qualitative health research projects. Working under the guidance of the qualitative research lead, the primary focus lies in achieving key end-results by actively participating and contributing to study design, data generation, data monitoring and management, as well as analysis and report writing.

4. MAIN RESPONSIBILITIES:

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

- Contribute to the design of qualitative research projects including development of topic guides under the guidance of senior team members
- Engage in implementation of qualitative study including field coordination, planning and monitoring, field data management
- Conduct data collection using various qualitative methods such as interviews, group discussions, ethnography and other participatory approaches
- Perform qualitative data management, coding and analysis under the guidance of senior team members

- Provide support and supervise field teams to execute different research activities
- Use qualitative data analysis software such as Nvivo in routine analysis work
- Engage in training of researchers to generate quality evidence using designed tools and techniques
- Coordinate and liaise closely with local level government health officials, municipal officials, ward chairs and other local leaders to facilitate the research activities.
- Make frequent field trips to ensure timely completion of quality data collection in coordination with research team as per research protocol and activity schedule
- Ensure confidentiality and security of data
- Ensure ethical standards are adhered and considered in different phases of the study
- Develop procedures and manuals for data collection, data quality assurance and maintaining data confidentiality at various stages in guidance of senior team
- Document the overall process and provide regular updates
- Contribute to development of regular reports (progress report, activity reports, and final project reports based on requirements of funding agencies and others) in coordination with senior research team
- Engage with communication team and research team to communicate research findings and produce scientific papers for publications in national and international journals
- Coordinate with field team, other team members and partners to facilitate smooth functioning of study activities
- Undertake any other task as required by the organization
- Contribute ideas and be innovative for the creation and continuation of efficient professional team
- Contribute to an effective roll-out of HERD International's programme planning, implementation and monitoring activities in coordination with other respective units
- Coordinate to create synergies between and within teams and their members and key stakeholders/partners working with HERD International
- Contribute towards the development and growth of HERD International by contributing in vision-setting, policy formulation, strategy development, process review and program evaluation
- Lead initiatives embedding qualitative social inclusion practices within project modules.
- Develop strategies to equip project participants with tools and knowledge for effective implementation of inclusive practices, emphasizing diversity, equity, and inclusion within the program's framework.

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 Qualitative Research Officer to contribute to our research endeavors. The ideal candidate will possess expertise in qualitative research methodologies and a track record in conducting in-depth qualitative analyses.

As the Qualitative Research Officer, you will play a pivotal role in conducting qualitative research, including ethnographic studies, interviews, and data analysis. Your responsibilities will revolve around capturing nuanced insights, interpreting qualitative data, and generating comprehensive reports for project enhancement.

Key competencies crucial for success in this role encompass a strong foundation in qualitative research methods, attention to detail, a keen analytical mindset, excellent communication skills, and the ability to translate complex qualitative findings into actionable recommendations for program refinement.

11. MINIMUM REQUIREMENTS:

- **Education Qualifications:** Master's degree in Social Science or Public Health.

- **Professional Experience:** Minimum 3 years of experience in analyzing qualitative data and generating outputs through diverse methods. Prior experience in managing health-related research studies would be preferable.
- **Software Proficiency:** Competence in utilizing qualitative analysis software such as Nvivo.
- **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.