

**Department for International Development - Nepal Health Sector Support Programme
(DFID-NHSSP)**

TERMS OF REFERENCE: Evidence Coordinator

Job Title	Evidence Coordinator
Work stream	Evidence and Accountability
Location	Kathmandu, Nepal
Responsible for	Supporting the MoHP to strengthen the routine Management Information System (MIS) and surveys; improve responsiveness of government surveillance systems and improve generation and use of evidence at different levels of governance in federal context leveraging the ICT
Reporting to	Lead Advisor, Evidence and Accountability
Liaison with	Team Leader, SMT, Strategic Advisor, workstream lead advisors; MoHP, Provincial and Local government
Duration of contract	One year with possibility of extension
Background	<p>The Nepal Health Sector Programme 3, funded by DFID, is designed to support the MoHP in achieving the goals of National Health Sector Strategy (NHSS), and is focused on enhancing the capacity of the MoHP to build a resilient health system to enable quality health services to be delivered with no-one left behind. Capacity enhancement of organisations, systems and people will be achieved through nuanced and responsive approaches that build on a deep understanding of the MoHP in Nepal.</p> <p>The technical assistance programme (Nepal Health Sector Support Programme) is managed by four core partners: Options, HERD International, Miyamoto and OPM. Under Options' overall leadership, we have designed a Nepali-led <i>One Team</i> approach which will ensure that each partner contributes to the planning and delivery of the programme with a shared focus on achieving results for DFID and GoN. Consortium partners will jointly plan and monitor progress towards the overall programme objectives, drawing on their respective areas of expertise. They will assume a shared responsibility for ensuring their expertise, experience and efforts are aligned to provide a high quality, cost effective and timely service to the GoN and to DFID.</p> <p>The programme is comprised of workstreams: Health Policy and Planning, Procurement and Public Financial Management, Service Delivery, Evidence and Accountability and Health Infrastructure and GESI. Each workstream is managed by a Lead Advisor, and consists of several specialists or coordinators each with clearly defined roles and responsibilities. Each of the workstreams are integrated and provided by a team based in Kathmandu and "embedded" with the MoHP. The Team Leader facilitates the joint approaches for ensuring the inputs of each partner and each advisor are coherent across the team.</p>
Main purpose of job	The overall objective of the Evidence Coordinator is to provide strategic technical assistance to the Ministry of Health and Population (MoHP) with the aim to enhance MoHP's capacity to develop evidence based policies, strategies and plans that are equitable, responsive to the emerging needs of all levels of government to

ensure that health needs of citizens including the poor and under-served through improved availability and use of quality evidence in decision-making process at all levels leveraging the ICT.

Main duties

Technical

The Evidence Coordinator's main role is to provide effective technical assistance to the MoHP to strengthen the routine information systems and harmonize the surveys to meet the national and sub-national level data needs; and improve the data uptake at all levels. The specific roles include:

- Work with team members and the government counterparts to design and implement a monitoring approach and tools for the federal and sub-national governments including learning labs so that lessons are documented and packaged to inform scale-up.
- Support MoHP to implement the monitoring and evaluation guidelines at all spheres of governance.
- Support MoHP to develop and implement the national e-health guidelines at all spheres of governance.
- Support MoHP to implement the routine data quality assessment systems at all spheres of governance.
- Support MoHP in monitoring availability and utilization of basic health care package with focus on the underserved populations.
- Support MoHP to develop and implement mechanism and tools for measuring quality of care.
- Support Health Training Centres at federal and provincial levels to review the existing trainings packages related to information management.
- Support MoHP to review and synthesize international evidence to inform the policies and programmes.
- Work with team members to monitor implementation of demand-side approaches to increasing uptake of RMNCAH services including underserved populations
- Work closely with local partners who are contracted for implementation of new service delivery approaches to ensure that evidence is generated to inform scale up.
- Support capacity development activities of government agencies to build resilience of the health systems by surveillance systems.
- Synthesize evidence from innovative approaches to inform policy and planning.
- Establish and operationalize a robust internal monitoring system for the programme
- Coordinate inputs from team members to track progress against the programme results framework.
- Support the design and conduct any internal assessments / studies needed to track progress of specific initiatives
- Establish an internal feedback mechanism to ensure that monitoring or study results are disseminated internally (for internal reflection/programme strategy/course corrections etc.)

Overall programme delivery and support

- Work effectively with government and national programme counterparts as required.
- Support the workstream lead advisor, team leader, SMT and other team members as required.
- Provide technical input to the development and design of all relevant payment deliverables including quarterly reports.
- Provide technical support to government and national programme counterparts as required.
- Contribute to reporting and effective communication with government, donors and partners.

Person specification

Criteria	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • Master's degree in Public Health, statistics, epidemiology, Social Sciences or similar discipline. 	✓	
Experience		
<ul style="list-style-type: none"> • Minimum five years of demonstrable experience in routine MIS and survey data analysis and knowledge management preferably in the health sector 	✓ ✓ ✓	

<ul style="list-style-type: none"> • Strong writing and presentation skills • Experience of interpreting large scale health related data for programme and purposes • Demonstrable experience in the use of capacity development, mentoring, and knowledge transfer methodologies • Proficiency in the use of the Microsoft Office suite, any open-source or other software for data visualization, and data communications and familiar with the use of databases • Proficiency in the use of data analysis packages such as SPSS or STATA • Experience in managing large datasets and in data analysis • Knowledge of emerging technologies in the area of information systems and new technologies involving web integration and application development for various operating systems and platforms, desirable • Previous experience of working with the Nepal Government • Previous experience of working with the Public Health Sector 	 ✓ ✓ ✓ ✓	
Skills and attributes		
<ul style="list-style-type: none"> • Proven ability to communicate technical information to a non-technical audience • Strong inter-personal skills and ability to work with people from diverse backgrounds • Strong organisational skills, with the ability to handle multiple tasks and activities with competing deadlines • High level of communication skills, verbal and written. 	 ✓ ✓ ✓	
Other requirements		
<ul style="list-style-type: none"> • Commitment to equal opportunities • Fluency in written and spoken English and Nepali 	 ✓ ✓	