

## Job description

<b>Job title</b>	Data for Decision-making (D4D) Provincial Coordinator
<b>Thematic Area</b>	Data for Decision-making (D4D)
<b>Geographic Area focus</b>	Provincial & Palika (Lumbini Province)
<b>Reporting and Accountability to</b>	Subnational Programme Coordinator
<b>Technical reports to</b>	Evidence Use & Management Specialist (Kathmandu)
<b>Technical Co-ordination with</b>	D4D Thematic Team Lead; Information Systems Strengthening Specialist
<b>Line management responsibility for</b>	Health System Strengthening Officers (HSSO) of focussed LLGs
<b>Technical management responsibility for</b>	Health System Strengthening Officers (HSSO) of focussed LLGs
<b>Liaison with</b>	Provincial Coordinators for each thematic areas across the focussed provinces (C&Q, D4D, L&G, GESI, PPFM) and MEL Officer (Kathmandu), Strategic Information Use and Management Adviser
<b>Location</b>	Lumbini Province <i>(Post holder to be based on the headquarter of the focal province)</i>
<b>Type of contract</b>	Fixed-term, full-time contract, 40 hours per week, until 31 October 2022
<b>Post holder</b>	To be recruited
<b>Background</b>	
<p>The Nepal Health Sector Support Programme 3 (NHSSP3), funded by UK aid has been running from April 2017 and will continue until December 2022. The programme is led by Options Consultancy Services Limited with two consortium partners: HERD International and Oxford Policy Management. For further details on each consortium partner – please see</p>	

respective websites: Options: [www.options.co.uk](http://www.options.co.uk) ; HERD International: <https://herdint.com/>; OPM: <https://www.opml.co.uk/>

We seek to build a resilient health system that delivers quality health services, ensuring that no-one is left behind. The programme has two components. The first component is the provision of responsive and technical support to the Ministry of Health and Population (MoHP), increasing its capacity to improve health policy making and planning, procurement and financial management, health services and the use of evidence for planning and management. The second component aims to increase the MoHP's capacity to retrofit health infrastructure to withstand future earthquakes. Both components are integrated and provided by a team based in Kathmandu and "embedded" with the Government of Nepal.

The two-year costed extension to the programme is in response to federalism and will transition technical assistance from the Federal Ministry of Health and Population to local level governments in priority provinces and municipalities. We have reconfigured our technical assistance into three thematic areas which align with new subnational governments overarching priorities for strengthening health outcomes: leadership and governance resulting in improved stewardship of the health sector; data for decision making, facilitating the use of high quality data to enable decision making; and coverage and quality, institutionalising sustainable quality assurance and improvement processes with access to quality basic healthcare services. Cutting across and supporting the three thematic areas is health infrastructure retrofitting priority hospitals, sub-national support to produce integrated health infrastructure development plans and capacity enhancement and policy development. Gender, Equity and Social Inclusion (GESI) cut across all areas and integrated into the design.

### **Main purpose of the Job**

The Data for Decision-making (D4D) Provincial Coordinator will provide technical assistance (TA) under the D4D thematic area to the sub-national governments. The objective of this post is to provide effective technical inputs to the Provincial Ministry responsible for health sector management-such as Ministry of Social Development (MoSD) / Provincial Ministry of Health and Population (PMoHP) and Provincial Health Directorate (PHD) to enable them to deliver against the objectives of NHSP 3. The focus is especially on ensuring that high quality data is generated and used by capacitated duty bearers at the sub-national level for all decision-making. Under the leadership of the D4D Thematic Team Lead for technical matters and Subnational Programme Coordinator for supervisory and administrative matters, the D4D Provincial Coordinator will develop the framework for providing technical support under this thematic area at sub-national levels and oversee its technical delivery to ensure thematic priorities are met. The key purpose of the D4D thematic area is to ensure evidence-based planning and decision-making is practiced and embedded in government processes sustainably.

### **Main duties**

The D4D Provincial Coordinator has overall responsibility for providing strategic technical direction to this thematic area within the focal province and ensuring integration with the other thematic areas at the provincial level, and that evidence from implementation is

reflected in MoSD / PMoHP policy, planning, budgeting and programmes. S/he will provide robust technical leadership at the provincial level to support capacity enhancement for MoSD / PMoHP / PHD and relevant sub-national government bodies as needed, to improve generation of high-quality evidence and its used in decision-making.

### **Overall strategic technical leadership responsibilities**

- Provide strategic technical leadership and oversight of the D4D thematic area within the focal province to guide design and implementation of strategies and programmes, ensuring that activities lead to planned outputs and outcomes, and the ultimate results / impact.
- Contribute to the development of the overarching NHSSP Provincial Strategic plan by leading on the D4D thematic strategy, plan and operational frameworks for the focal province that guide implementation, ensuring that programme policies, strategies and approaches are well-aligned with provincial needs. These will have to specifically aim at improving evidence quality and evidence use in the health sector within the focal province. S/he will co-ordinate with the D4D Thematic Team Lead in developing and finalising this, while also ensuring an integrated approach at the provincial level by working in collaboration with other thematic provincial coordinators.
- Ensure the D4D thematic work within focal province is forward-looking, and responsive to any emerging local and external contexts (for example – federalism, disease outbreaks, global commitments, natural disasters, etc.).
- Support MoSD / PMoHP / PHD to strengthen existing routine information systems such as the Health Information Management Systems (HMIS), Logistics Management Information Systems (LMIS), Maternal and Perinatal Death Surveillance and Response (MPDSR), etc. to ensure that better quality data is generated.
- Support the MoSD / PMoHP / PHD in the focal provinces, to design and deliver on evidence use strategies and processes that are suited to sub-national contexts, particularly to improve decision-making for strengthening RMNCH & FP / SRH services.
- Work closely with other provincial health sector entities including PHD and other External Development Partners who operate in focal province, to strengthen service quality through establishment of a culture of following protocols and supportive supervision.
- Provide strategic leadership and technical oversight on D4D thematic priorities at the palika level by supporting and strengthening the work of NHSSP Health Systems Strengthening Officers (HSSOs) within the focal province and build capabilities of a sub-group of HSSOs to be peer leaders on the D4D thematic area.
- Accomplish any other evolving responsibilities given by Sub-National Programme Coordinator and Thematic Team Leads.

### **Specific technical delivery responsibilities**

- Undertake regular reviews of the health-related routine information systems and databases (e.g. Health Management Information Systems, Maternal and Perinatal Death Surveillance and Response) within the focal province to assess data quality and strengthen their use sub-nationally.

- Support capacity strengthening which includes design and implementation of training and mentoring strategies to build capacity to use data analytical features of HMIS / DHIS2, roll-out of RDQA system, strengthen core data systems (e.g. MPDSR, CRVS).
- Support MoSD / PHD with the implementation and roll-out of any new data systems (e.g. eHealth recording system or digitized data systems such as MSS, OCMC, SSU, EWARS etc.)
- Provide oversight to the establishment and strengthen monitoring mechanisms within the focal province (e.g. RDQA implementation monitoring, MSS implementation monitoring, BHCS monitoring framework; QI & CEONC monitoring; MPDSR monitoring, OCMC and SSU monitoring, Aama monitoring, disease surveillance including EWARS and information management at Health Emergency Operation Centre, etc.)
- Support knowledge management processes within NHSSP and with government and external stake holders; such as knowledge cafes, policy dialogues and similar platforms at sub-national levels; and implement mechanisms of data dissemination and use for decision-making (e.g. dashboards, scorecards) and other approaches to influence improved data use for policy and programme development / refinement within the focal province.
- Provide technical support as need at the provincial level to periodic updates and revisions to any key strategies, standards, protocols, management guidelines, etc. relevant to evidence-generation and use and their implementation.
- Support any specific disease-outbreak related response planning at the provincial level, from an evidence-building and use perspective (e.g. COVID-19 related) that can help ensure continued delivery of planned programmes and any adaptations to them; or any new programmatic activities that are disease specific or disease sensitive.
- Provide strategic leadership and technical oversight on D4D thematic priorities at the palika level by supporting and strengthening the work of NHSSP Health Systems Strengthening Officers (HSSOs) within the focal province and build capabilities of a sub-group of HSSOs to be peer leaders on the D4D thematic area.

### **Cross-team responsibilities**

- Provide substantive technical inputs to identify gaps in evidence on SMNH and FP/SRH issues at the provincial level, and help build such evidence that supports piloting any high impact packages these services in selected areas and with specific population groups; leading on operational research and any evaluations needed to improve services to achieve LNOB goals.
- Support institutionalisation of various programme monitoring mechanisms within the government system.
- Support policy development and strengthening for sub-national levels from a D4D perspective, through active engagement with stakeholders within the MoSD and PHD.
- Provide technical inputs to other thematic areas, and support cross-team and cross-sphere co-ordination and collaboration to enable effective alignment at federal, provincial, and palika level.
- Support and provide inputs to monitor and build evidence on GESI/LNOB programmes and facilitate evidence-based decision-making on these issues.

- Collaborate with other NHSSP thematic areas to develop an understanding of GoN budget and expenditure trends in the respective technical areas and participate in subsequent discussions and planning at all governance levels based on findings.

### **Management responsibilities**

- Perform a Line management functions to provide the overall strategic administrative management and supervision to the HSSOs.
- Provide technical management oversight for the palika level and support a group of HSSOs (D4D) to provide high quality TA support on the D4D thematic area. This will entail ensuring the technical priorities are responsive to sub-national priorities and providing technical mentorship to the HSSOs to enable them to do their work effectively.
- Support the annual technical planning for the D4D thematic area for the focal province, and produce a costed work-plan, under the leadership of the D4D Thematic Team Leader, and in collaboration with the Lead Provincial Coordinator and Sub-national Programme Coordinator.
- Regularly track progress against workplans and ensure effectiveness of D4D work throughout the programme life
- Contribute substantially to the D4D thematic area's technical outputs and deliverables and collaborate with the Kathmandu based D4D Thematic Team Lead, and Evidence Use & Management Specialist as required in a timely and proactive manner.
- Ensure the D4D thematic area is an integrated workstream across C&Q, L&G, HI and GESI through proactively working with other NHSSP Provincial Coordinators to align resources and approaches
- Identify, monitor and report any risks arising at the provincial or palika level to the D4D thematic area results; and with support of Lead Provincial Coordinator and D4D Thematic Team Lead contribute to managing and addressing risks.

### **One-team approach, Collaborations and Relationships**

- The D4D Provincial Coordinator will adopt an "one team approach" to delivery of the programme, consistently work towards achieving the cross-cutting objectives of building the resilience and improving the equity and quality of the Nepal health system while Leaving No-One Behind.
- Work collaboratively with NHSSP members across all thematic areas at federal and sub-national level to ensure consistency and quality of the D4D thematic area's delivery.
- Build and manage positive and productive relationships with MoSD / PMoHP and PHD and palika counterparts on on-going basis, and apply supreme diplomacy, influencing and consensus-building skills to build alliances with a range of stakeholders, external development partners and networks within the focal province.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, based on contextual changes, the job description will be reviewed and be subject to amendment in consultation with the job holder.

**Signed by:**

**Date:**

Criteria	Essential	Desirable
<b>Qualifications</b>		
An advanced degree in Public Health, Demography, Social Statistics, Social Sciences, Development Studies Or A basic degree in one of these subjects with several years of experience	✓	
<b>Experience</b>		
Proven of experience (at least 7 years) in monitoring and evaluating of programmes within the health sector, proactively engaged in evidence-building and supporting evidence-based planning and decision-making, and strengthening government health system, preferably in Nepal	✓	
Experience of producing, packaging and communicating evidence for various audiences (government, donors, international organisations, etc.), on different platforms (print, web, mobile, broadcast, etc.), and through various methods (reports, published articles, briefings, graphic and visual products, knowledge management events, etc.)		✓
Good experience on communicating evidence effectively to better inform SMNH and FP / SRH planning, decision making, advocacy and accountability within government.	✓	
Proven expertise in quantitative and qualitative methodologies, operations research, health management information systems, reporting, data quality assessments, data analysis and presentation	✓	
Good technical skills, including ability to process and analyse data using one or more statistical software packages, including at least one of the following: SPSS, Epi-Info, Stata, MS Access		✓
Knowledge and experience of working closely with supporting / implementing health programmes with measurable outcomes (preferably large-scale TA programmes)		✓
Deep understanding of the operations of the Govt of Nepal, FMOHP, MoSD / PMoHP / PHD, and familiarity with all spheres of government.	✓	
Proven experience in strategic planning, budgeting and programme control		✓
<b>Skills and attributes</b>		
Strong leadership skills	✓	
Self-starter, able to work independently or as part of a team	✓	
Critical thinking and problem-solving skills	✓	

Excellent planning and organising skills	✓	
Ability to make and articulate clear decisions	✓	
Strong internal and external communication and facilitation skills	✓	
Ability to collaborate and be a team worker	✓	
Excellent negotiation abilities	✓	
<b>Other requirements</b>		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programme's and NHSSP principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Applicants must have the right to live and to work in Nepal	✓	
Ability to travel within Nepal as required	✓	
Fluency in written and spoken English	✓	