



## Job description

<b>Job title</b>	M&E and Information Systems Advisor
<b>Geographic Area focus</b>	All governance spheres (Federal, Provincial & Local) Madhesh, Lumbini and Sudurpaschim Provinces
<b>Reporting and Accountability to</b>	RHITA+ Team Leader
<b>Line management responsibility for</b>	N/A
<b>Liaison with</b>	RHITA+ federal and provincial teams
<b>Location</b>	Kathmandu, Nepal
<b>Type of contract</b>	Fixed-term, full-time contract, 40 hours per week, until 31 December 2023

### About Options

We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.

We believe in a world where everyone can access the high-quality health services they need, without financial burden.

### Our Values

In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:

- Our expertise delivers sustainable impact
- Our work generates profit with a purpose

- Through growth and learning, we find new ways to solve complex problems
- We act with integrity, always
- We are building a truly equitable workplace

## Background

The Nepal Health Sector Support Programme 3 (NHSSP 3) had begun in March 2017 as the technical assistance (TA) component of FCDO's Nepal Health Sector Programme 3 (NHSP3), and included two TA components, the General Health Technical Assistance (GHTA) to support the federal MoHP to deliver its Health Sector Strategy 2015-2022; and the Retrofitting and Health Infrastructure TA (RHITA) to MoHP and Department of Urban Development and Building Construction (DUDBC) to support the retrofitting and rehabilitation of two priority hospitals in earthquake affected areas. A no-cost extension for the programme was confirmed recently, to provide support for completion of retrofitting of the two public hospitals, and to enable essential components of health reform in the context of federalism. The no-cost extension is referred to as RHITA+ reflecting this dual purpose and will be delivered by Options.

The health systems strengthening component of RHITA+ will mainly have a sub-national focus and provide support for the early implementation phase of the new Nepal Health Sector Strategic Plan, 2022-2030. The federal constitution mandates local governments to deliver the Basic Health Services package (BHS) and provincial governments are now responsible for most of the referral services. Support is required to enable these sub-national governments to strengthen their capacity for governance and accountability, and to provide quality health services which everyone can access without financial burden.

## Main purpose of the Job

The M&E and Information Systems Advisor will primarily support the RHITA+ federal level and provincial teams, and provide TA to relevant government counterparts to strengthen the use of evidence. The key objective of this role is to build evidence and support internal learning for better programme delivery, as well as to share learning with key counterparts and other external audiences. The job-holder will contribute to the planning of monitoring, evaluation and learning activities to ensure that the objectives of the programme are achieved

## Main duties

### Technical delivery responsibilities

- Proactively support government and build capacities of officials at each level of governance to effectively use the data systems for planning and decision-making purposes.
- Support the implementation of data systems, by identifying the capacity needs, supporting any orientation and training of stakeholders to adopt the improved systems on a regular basis for programme and policy planning.
- Oversee the support to the development and roll-out of technology based solutions (e.g. digitised MSS, electronic health record system, BHCS, QIMIS, and other web-based data management systems) at federal, provincial and local level.

- Provide oversight to the development and tracking of indicators on the RHITA+ Logframe, and support the development of any monitoring frameworks and systems needed for the meeting the Logframe requirements (e.g. Learning Lab monitoring, BHCS monitoring, OCMC monitoring, CEONC functionality monitoring, etc.)
- Conduct and oversee any evaluations, operational research studies, equity analysis, etc. This may include support to the design of the studies, tool development, training, data gathering, analysis, interpretation and reporting.
- Support any activities to develop an understanding of GoN budget and expenditure trends and participate in subsequent discussions and planning at all governance levels based on findings.

### **Cross-team responsibilities**

- Provide substantive technical inputs to identify gaps in evidence on SMNH and FP/SRH issues, 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 policy development and strengthening at the MoHP level from a D4D perspective, through active engagement with stakeholders within the ministry and across the relevant divisions of the DoHS.
- 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**

- Support analysis and writing any technical outputs and payment or non-payment deliverables as assigned and collaborate with the other members of the RHITA+ team as required in a timely and proactive manner.
- Identify, monitor and report any risks arising to the programme delivery; and under the leadership of the RHITA+ Team Lead contribute to managing and addressing risks.

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

- Adopt a "one team approach" to the 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 all RHITA+ members at federal and sub-national level to ensure consistency and quality of the programme delivery.
- Build and manage positive and productive relationships with MoHP, DoHS and provincial government counterparts on an 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.

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 (PhD preferred, or Masters with several years of experience)	✓	
<b>Experience</b>		
Significant and proven of experience (at least 8 - 10 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	✓	
Proven expertise in quantitative and qualitative methodologies, operations research, health management information systems, reporting, data quality assessments, data analysis and presentation	✓	
Strong 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	✓	
Familiar with 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.)		✓
Familiar with communicating evidence effectively to better inform SMNH and FP/SRH planning, decision making, advocacy and accountability within government.		✓
Knowledge of the issues affecting women's health and access to service in Nepal	✓	
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, MoHP, and familiarity with all spheres of government.	✓	
<b>Skills and attributes</b>		
Self-starter, able to work independently or as part of a team	✓	
Critical thinking and problem solving skills	✓	
Planning and organising	✓	
Decision-making	✓	
Communication skills	✓	
Influencing and leading	✓	
Negotiation	✓	
<b>Other requirements</b>		
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 and Nepali	✓	