



## Job description

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| <b>Job title</b>                          | Equity Based planning Provincial (EBP) Coordinator ( <b>Two positions</b> )   |
| <b>Geographic Area focus</b>              | Provincial & Local level<br>(NHSSP Focal provinces: Madhesh, Lumbini and Sudurpaschim provinces)<br>Post holder to work across one of the focal provinces |
| <b>Reporting and Accountability to</b>    | RHITA+ Team Leader  |
| <b>Line management responsibility for</b> | Provincial Health System Strengthening Coordinator  |
| <b>Liaison with</b>                       | Federal level Governance and Accountability Lead Advisor, Quality of Care Lead Advisor and Equity-based planning Advisor                                  |
| <b>Location</b>                           | Butwal or Dang, /Janakpur (50%time travel)  |
| <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 Equity Based Planning 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 Equity Based Planning 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 of Social Development (MoSD)/Health & Population 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 Equity Based planning (EBP) Adviser, the EBP 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 EBP 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/MOHP policy, planning, budgeting and programmes. S/he will provide robust technical leadership at the provincial level to support capacity enhancement for MoSD/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 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 EBP 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 EBP 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 EBP 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/MOHP/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/MOHP/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 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.

### **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 stakeholders; 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 EBP priorities at the focal palika level by supporting and strengthening the work of Palika staff.

### **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 EBP perspective, through active engagement with stakeholders within the MoSD/MOHP 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 focal 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 the annual technical planning for the EBP thematic area for the focal province, and produce a costed work-plan, under the leadership of the EBP Team Lead, and in collaboration with the HSS Provincial Coordinator and C&Q Coordinator.
- Regularly track progress against workplans and ensure effectiveness of EBP work throughout the programme life
- Contribute substantially to the EBP thematic area's technical outputs and deliverables and collaborate with the Kathmandu based EBP Adviser, and Evidence Use & Management Specialist as required in a timely and proactive manner.
- Ensure the EBP area is an integrated across C&Q, HSS and GESI through proactively working with other Provincial Coordinators to align resources and approaches
- Identify, monitor and report any risks arising at the provincial or palika level to the EBP area and results; and with support of HSS and EBP Adviser contribute to managing and addressing risks.

### One-team approach, Collaborations and Relationships

- The EBP 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 EBP area's delivery.
- Build and manage positive and productive relationships with MoSD/MOHP 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<br>Or<br>A basic degree in one of these subjects with several years of experience | ✓         |           |
| <b>Experience</b>  |           |           |

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| <p>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</p> <p>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.)</p> <p>Good experience on communicating evidence effectively to better inform SMNH and FP/SRH planning, decision making, advocacy and accountability within government.</p> <p>Proven expertise in quantitative and qualitative methodologies, operations research, health management information systems, reporting, data quality assessments, data analysis and presentation</p> <p>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</p> <p>Knowledge and experience of working closely with supporting / implementing health programmes with measurable outcomes (preferably large scale TA programmes)</p> <p>Deep understanding of the operations of the Govt of Nepal, MoHP, MoSD/PHD, and familiarity with all spheres of government.</p> <p>Proven experience in strategic planning, budgeting and programme control</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>          |
| <p><b>Skills and attributes</b></p>   |  |  |
| <p>Strong leadership skills</p> <p>Self-starter, able to work independently or as part of a team</p> <p>Critical thinking and problem solving skills</p> <p>Excellent planning and organising skills</p> <p>Ability to make and articulate clear decisions</p> <p>Strong internal and external communication and facilitation skills</p> <p>Ability to collaborate and be a team worker</p> <p>Excellent negotiation abilities</p>  | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><b>Other requirements</b></p>  |  |  |

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| 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  | ✓ |  |