

Job description

Job title	Chief of Party – USAID Nepal Health Systems Strengthening Activity
Location	Kathmandu, Nepal
Reporting to	Options Director of Global Health
Hours	Full time
Type of contract	Fixed Term for the length of the contract

About Options

Options Consultancy Services Limited (Options) is 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 galvanizing social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalized.

Gender equality and social change are at the forefront of our work. 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.

Options has worked in Nepal for over 25 years. During this time, our work has focused on enabling women and children to access the healthcare they need by overcoming financial, geographic, and social barriers and facilitating long term systems change. We have worked at all levels from national to district and palika, and through local communities, supporting the delivery of successive Nepal Health Sector Programs. Our portfolio focuses on strengthening the devolved health system, supporting government leadership and delivery of the Nepal Health Sector Support Programme (NHSSP) since 2010 – now in its third phase of Options led implementation.

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

Options is seeking a **Chief of Party** for an anticipated USAID-funded health systems strengthening (HSS) project in Nepal. The Activity will work to strengthen health system at municipality, provincial and federal level focused on maternal, newborn and child health to increase access and equity in health care.

Main purpose of job

The Chief of Party (COP) will be responsible for the overall strategic leadership, managerial oversight, and technical direction of the project.

The COP will lead the implementation team and serve as the key point of contact for USAID, government, program partners, and other stakeholders. They will also coordinate closely with other USG projects and development partners to ensure joined up approaches and complementarity with other health and governance programs. The COP is accountable for high quality delivery of the program within the budget parameters. The post holder draws support from Options' global management services. The role reports to Options' Director of Global Health based in Options' London office. Coordinating the inputs of the team from Options and partners, they will ensure that program objectives, outcomes, and deliverables are met and that financial, operational, and reporting requirements are in compliance with USAID regulations and Options' policies and processes.

Note: All levels of position in the organization assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Strategic leadership and people management

- Provide overall leadership, technical direction, and management oversight to staff and the overall project team including staff, consultants, and consortium partners.
- Plan, direct and coordination strategic plans, annual and quarterly work plans, and overall management of the program to achieve project objectives in line with USAID regulations and Options' policies.
- Ensure an effective and robust quality assurance process is in place for all outputs and deliverables, ensuring these are produced to a high quality and on time and in accordance with the program's objectives and terms of reference.
- Oversee implementation of robust financial management procedures, due diligence and compliance on the program in line with USAID regulations and Options policies.
- Implement Options' policies and guidelines on tackling fraud, bribery and corruption and report any suspected cases immediately to the Director of Programs.

- Support the implementation of robust systems for contracting, managing and quality delivery from consultants and other subcontractors while ensuring cost-effective service delivery to the program.
- Lead and manage staff professional development to build their capacity and strengthen competency and professional development. Conduct regular appraisals of the team in line with Options' processes
- Identify, monitor and manage any risks to the program achieving its desired results
- Oversee safeguarding for the program, including policy development and implementation, processes and guidelines for managing allegations, risk management and prevention mechanisms, and promoting a safeguarding culture across the team.

Technical and operational oversight

- Provide overall technical and administrative leadership to the project implementation team, including development of strategies, budgets, work plans, MEL plans and reporting.
- Responsible for meeting contractual obligations, producing deliverables and targets, and achieving project results as specified by USAID.
- Lead planning, monitoring and evaluation of the program, including reviewing the Theory of Change, logframe and other programmatic documents.
- Ensure that program design and implementation are grounded in existing and emerging evidence and that program lessons feed into the wider learning agenda.
- Tailor and implement a Program Quality Assurance Plan that sets out responsibilities for the quality assurance of all aspects of the program, using Options' Quality Assurance Guide.
- Oversee the implementation of systems for monitoring the implementation of plans to budget, lead corrective action where necessary
- Work closely with the finance and operations team to ensure that the project is implemented in accordance with USAID policies and ensure the project's preparedness for USAID audit.

Relationship management

- Primary point of contact with USAID, consortium implementing partners, Government of Nepal at federal, provincial and local government levels, and other stakeholders. Maintain strong relationships with external stakeholders, effectively representing the program at external meetings.
- Manage proactive and responsive relationship with USAID in close collaboration with Options staff in Nepal and the UK.
- Establish and maintain strong relationships with consortium partners, ensuring regular communications and performance management
- Coordinate with other health sector programs and implementing organizations to ensure alignment and harmonization with other projects where appropriate.
- Drive external engagement for the project and act as a thought leader for the project, bringing learning and knowledge to a broader external audience

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Person specification

Criteria	Essential	Desirable
Qualifications		
University degree in a relevant subject	✓	
Experience		
<p>Extensive experience providing technical, strategic and program management oversight to major multi-year and multi-partner complex programs in Nepal and/or South Asia as a Chief of Party or Team Leader.</p>	✓	
<p>Demonstrated experience working to strengthen governance and accountability mechanisms in devolved or federated government structures as well as enhancing national local cooperation.</p>	✓	
<p>Strong understanding of Nepal’s health sector including key context and trends relevant to health systems strengthening. Relevant networks at the municipality, provincial and federal levels.</p>	✓	
<p>Strong external liaison and negotiation experience fostering partnerships between Government and other stakeholders, including at provincial and municipality level, and building national and sub-national capacity. Familiarity with government practice and protocol.</p>	✓	
<p>Significant experience and a track record of successful leadership and management of teams based in multiple locations. Previous experience leading a team of highly skilled, multidisciplinary staff to leverage joint management support, and empowering team members to deliver high quality work. Experience managing teams in high-risk environments.</p>	✓	
<p>Demonstrable experience of working with USAID and familiarity with USAID practice and protocol with a proven ability to represent organizations and program with USAID. Significant experience with USAID planning and reporting systems, operations, programming, and structure.</p>	✓	
<p>Experience in managing budgets effectively with oversight on spending while providing regular oversight on issues related to risk and audit.</p>	✓	

Experience of risk management and mitigation in a program context.	✓	
Skills and attributes		
Leadership and influencing skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Strong financial and risk management skills	✓	
Strong stakeholder engagement and relationship management skills	✓	
Strong administration and organizational skills, good time management	✓	
Excellent verbal and written communication skills, including report writing	✓	
Other requirements		
Commitment to equal opportunities	✓	
Commitment to the project's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.	✓	
Awareness and commitment to diversity, equity and inclusion.	✓	
Fluency in written and spoken English.	✓	