

## Job description

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| <b>Job title</b>                               | Data for Decision-making Team Leader   |
| <b>Thematic Area</b>                           | Data for Decision-making   |
| <b>Geographic Area focus</b>                   | All governance spheres (Federal, Provincial & Palika)<br>Focal provinces: Province 2, Province 5, Province 7 |
| <b>Reporting and Accountability to</b>         | NHSSP Team Leader  |
| <b>Technical reports to</b>                    | NHSSP Team Leader  |
| <b>Technical Co-ordination with</b>            | Options Technical Specialist   |
| <b>Line management responsibility for</b>      | Evidence Use & Management Specialist, Information Systems Strengthening Specialist, MEL Officer              |
| <b>Technical management responsibility for</b> | Data for Decision-making Team and Lead Provincial Co-ordinator   |
| <b>Liaison with</b>                            | C&Q Team Leader, L&G Team Leader, HI Team Leader and GESI/LNOB Thematic Leader                               |
| <b>Location</b>                                | Kathmandu, Nepal   |
| <b>Type of contract</b>                        | Fixed-term, full-time contract, 40 hours per week, until 31 December 2022                                    |
| <b>Post holder</b>                             | To be recruited  |

## Background

The Nepal Health Sector Support Programme 3 (NHSSP3), funded with UK aid, runs from March 2017 to December 2020, with an extension to December 2022 recently confirmed. 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 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 Ministry of Health’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 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) will cut across all areas and will be integrated into the design.

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

The Data for Decision-making Team Leader will provide TA under the Data for Decision-making Thematic Area. The objective of this post is to provide effective technical inputs to the MoHP/DoHS and to deliver against the objectives of NHSP3. The focus is especially on ensuring that high quality data is generated and used across all spheres of decision-making by capacitated duty bearers. The D4D Team Leader will also have to support the development of the framework for providing technical support at sub-national levels and oversee its technical delivery to ensure D4D thematic priorities are met. The key purpose of the Thematic Area is to ensure evidence-based planning and decision-making is practiced and embedded in government processes sustainably.

### **Main duties**

The Data for Decision-making Team Leader has overall responsibility for providing strategic direction to this thematic area, ensuring integration with the other NHSSP thematic areas, and that evidence from implementation is reflected in MoHP policy, planning, budgeting and programmes. S/he will provide robust technical leadership for the team, support capacity enhancement to the MoHP and DoHS, 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, to guide design and implementation of strategies and programmes, ensuring that activities lead to planned outputs and outcomes, and the ultimate results/impact.
- Lead the development of D4D programme strategic plan and operational frameworks that guide implementation, ensuring that programme strategies and approaches are aligned with the best available international evidence and best practice.
- Ensure the D4D Thematic Area is forward-looking and horizon-scanning to enable proactive and adaptive responses to changing national and external contexts (for example – federalism, disease outbreaks, global commitments, natural disasters, etc.).
- Support MoHP to review and 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 Health Directorate with MoSD in the focal provinces, in close collaboration with the sub-national NHSSP team, 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 MoHP,/ DoHS, Provincial MoSD, and municipalities (and External Development Partners as relevant) to strengthen data quality through establishment of a culture of following protocols and supportive supervision by coordinating with related divisions and assure all information systems are up to current national/ international standards.

#### **Specific technical delivery responsibilities**

- Lead on regular reviews the health-related routine information systems and databases (e.g. Health Management Information Systems, Maternal and Perinatal Death Surveillance and Response) to assess data quality and strengthen their use across all spheres of governance.
- Support the MoHP/DoHS/IHIMS to develop an Integrated Health Information Management Roadmap, and co-ordinate inputs from all government stakeholders and External Development Partners.
- Lead on the support to MoHP/DoHPS/IHIMS in implementing the Roadmap, by identifying the capacity needs, designing an strategic operational plan, ensuring all duty bearers are trained and enabling all stakeholders to adopt the improved systems on a regular basis for programme and policy planning.
- 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).
- Collaborate with national stakeholders to harmonise national surveys, support MoHP to strengthen all national data gathering efforts to reflect needs of new/revised programmes (e.g., BHCS) and contexts (e.g. COVID-19),
- Support MoHP with the development, 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 Govt. at Federal and sub-national level (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.)

- Lead on organizing and where relevant supporting knowledge management processes within NHSSP and with government and external stakeholders; such as knowledge cafes, policy dialogues and similar platforms at federal and sub-national levels; pilot new and innovative 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
- Lead on periodic updates and revisions to any key strategies, standards, protocols, management guidelines, etc. relevant to evidence-generation and use, and provide technical support for their implementation.
- Lead on any specific disease-outbreak related response planning 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 technical direction and oversight to, and hold final accountability for, effective implementation of various programmes at federal, provincial, and municipality level that the D4D team is currently responsible for.

### **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 as well as for sub-national levels from a D4D perspective, through active engagement with stakeholders within the ministry and across the relevant divisions of the DoHS.
- Support technical discussions and provide inputs to Govt. health budget priorities as relevant, and draw out implication for continued SMNH and FP/SRH programme development and implementation
- Encourage and support adoption of bottom-up approaches within the Govt. through mechanisms that strengthen local level planning and enable stronger and effective linkages with higher levels of governance.
- 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**

- Lead annual technical planning for the D4D thematic area, and produce a costed work-plan, and manage the D4D thematic area budget to ensure that financial objectives are achieved
- Regularly track progress against workplans and ensure D4D team effectiveness throughout the programme life; Inspire, actively engage, mentor, coach and support staff to ensure they are motivated and performing.
- Ensure effective quality assurance process is adhered to, for the D4D thematic area's technical outputs and deliverables and ensure that these are produced on time and in accordance with the programme's objectives and terms of reference.
- Participate proactively in and provide strategic inputs to Strategic Leadership Team, which includes the NHSSP Team Leader, Deputy Team Leader and other Thematic Area Team Leads; and ensure appropriate management and governance of the D4D thematic area through effective working with the Strategic Leadership Team,
- Ensure the D4D thematic area is an integrated workstream across C&Q L&G, HI and GESI through proactively working with Thematic Leads to align resources and approaches
- Identify, monitor and manage any risks to the D4D Thematic Area results.

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

- The D4D Team Lead will adopt an "one team approach" to delivery of the programme, and emphasise the collective responsibility of all D4D Team members to achieve 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 Options' Technical Specialist any NHSSP International Technical Specialists to adhere to consistency and quality of the D4D Thematic Area's delivery to meet NHSSP quality standards.
- Lead and oversee 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 15 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   | ✓         |           |
| Strong 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.) | ✓         |           |
| Substantial 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  | ✓         |           |
| 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  | ✓         |           |
| 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.   | ✓         |           |
| Excellent record of people management and management of teams  | ✓         |           |
| <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   | ✓         |           |
| Planning and organising  | ✓         |           |
| Decision-making  | ✓         |           |

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| Communication skills  | ✓ |  |
| Influencing and leading                                     | ✓ |  |
| Negotiation   | ✓ |  |
| <b>Other requirements</b>                                   |   |  |
| Commitment to equal opportunities                           | ✓ |  |
| 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                       | ✓ |  |