



Kathmandu Institute of Child Health

Children's Hospital Network

Budhanilakantha Municipality, Ward No. 7, Hepali Height, Kathmandu, NEPAL

Phone: +977-1-4370373, email: info@kioch.org.np, web: kioch.org.np

Terms of Reference M&E Coordinator

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| No. of Position(s): | 1 (One) |
| Position | M&E Coordinator |
| Duration of Employment | Till the end of Fiscal Year with possibility of extension |
| Type of Contract | Fixed Term Contract |
| Working nature | Full-time assignment |
| Project | Strengthening Primary Health Care and Referral System for Prevention and Management of NCDs including Neurodevelopmental Disorders among Children and Adolescents in Nepal (C&A PEN-Plus) |
| Duty station | KIOCH office, Budhanilkantha-7, Kathmandu with visits to field as and when needed |
| Reporting to and supervised by | NCD Specialist |
| Workplace location and Working Hours | KIOCH Office, Budhanilkantha-7, Kathmandu with travels to concerned parties/ offices within the country as and when required. Working hours will be as per the KIOCH Human Resource Manual - 2077. You might have to work beyond the working hours at specific situations. |
| | All the employee must comply with child protection, Protection from Sexual Exploitation and Abuse (PSEA) and including other organizational policies of KIOCH. Other conditions of employment, not mentioned in this contract, shall be as per the KIOCH Human Resource Manual-2077 |

1. Purpose of Document

The purpose of this Terms of Reference (ToR) is to recruit M&E Coordinator who will support “Strengthening Primary Health Care and Referral System for Prevention and Management of NCDs including Neurodevelopmental Disorders among Children and Adolescents in Nepal (C&A PEN-Plus)” of Kathmandu Institute of Child Health (KIOCH). This document will provide the background, conditions, and responsibilities of the position.

2. Background

The Package of Essential Non-Communicable Diseases Interventions-Plus (PEN-Plus) is an integrated service delivery model that provides quality services to severe NCDs at the first-level referral (district) hospital and it addresses more severe NCDs and NCDs prevalent among the poor such as Type 1 Diabetes, advanced rheumatic heart disease, and sickle cell disease. This model aims at progressive



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decentralization and integration of chronic care of NCDs at the lower levels of the health system through training and ongoing mentorship, eventually contributing to the reduction in the burden of NCDs, protecting the vulnerable population from financial hardship, and maintaining the continuum of chronic NCD care. KIOCH is implementing the PEN-Plus Partnership Project in three first-level hospitals of Nepal in partnership with the Ministry of Health and Population (MoHP).

“Strengthening Primary Health Care and Referral System for Prevention and Management of NCDs including Neurodevelopmental Disorders among Children and Adolescents in Nepal (C&A PEN-Plus)” adapts the concept of PEN-Plus specially focusing on the children and adolescents in Nepal, and aims to expand the programme in Siraha, Gulmi, Dailekh and Bajhang districts of Nepal. The C&A PEN-Plus incorporates integrated care teams to provide chronic care for severe NCDs including Type 1 Diabetes, Rheumatic Heart Disease (RHD), neurodevelopment disorders and birth defects at first-level-referral (district) hospitals. This approach will also expedite the process of decentralizing NCD service delivery at the first-level referral hospitals in regard to the common NCDs among children and adolescents in an effort to achieve the UHC in Nepal.

The “C&A PEN-Plus” is being implemented in Nepal by KIOCH in partnership with UNICEF. KIOCH is a not-for-profit organization registered with the Government of Nepal (GoN), to deliver high-quality and affordable multispecialty care to children across Nepal by building a comprehensive pediatric care facility within the nation and conducting research activities to act upon preventable deaths due to NCDs.

3. Purpose of assignment:

The M&E coordinator will be responsible for project planning and overseeing the implementation of the project deliverables, and monitoring and evaluating the progress of this project.

4. Tasks and responsibilities

The duties and responsibilities of the M&E Coordinator will include the following tasks but not limited to:

• Project planning, implementation, reporting, and monitoring:

1. Oversee the project activities and ensure that the project activities comply with the dedicated timelines and M&E framework.
2. Responsible for project data management using relevant statistical software
3. Responsible for supervising the execution of project deliverables, budgeting, and operational plan.
4. Responsible for planning and daily management of project deliverables.
5. Lead the project planning and monitoring process.
6. Responsible for submitting the activity reports, meeting minutes, and financial reports on a regular basis.
7. Coordinate and report routinely to the lead regarding the project activities, achievements and project problems, and relevant solutions.
8. Organize meetings and actively engage in discussion with the national and local stakeholders and donors.
9. Lead PEN-Plus protocol and training manuals development.
10. Oversee the supply chain system and other logistics related to the project.



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11. Monitor and evaluate project progress, financial reports, reporting and recording system, and other logistics.

• **Technical assistance**

1. Supervise and support other project staff.
2. Routine meetings with other staff to maintain the flow of information as well as to discuss and receive feedback from the PEN-Plus implementation team regarding project progress and problems.
3. Facilitate training (MTOTs and TOTs) and provide support for conducting training and workshops at sites.

Minimum qualification:

MBBS with MPH with 1 year of experience in related field or MD Community Medicine.

5. Skills required

The M and E Coordinator should meet the following requirements:

Experienced in writing reports.

Proficiency in both Nepali and English

6. Intellectual property

KIOCH and UNICEF shall, solely and exclusively, own all rights in and to any work created in connection with this agreement, including all data, documents, information, copyrights, patents, trademarks, trade secrets, or other proprietary rights in and to the work except on the methodological innovation made by the PEN-Plus Project Coordinator himself or herself without any support from the team and without embedding data from the project. The M&E coordinator is not allowed to post or publish (electronically or in print) any project-related information without the explicit permission of KIOCH.

7. Confidentiality

This Agreement, including any information received in connection herewith, is confidential and shall not be disclosed by the employee except when such disclosure is authorized by KIOCH in writing or is required by the state authorities in accordance with relevant laws.

The employee hereby agrees to use all reasonable efforts to take such action as may be appropriate to prevent the unauthorized use and disclosure of, and to keep confidential all such Confidential Information. Any unauthorized disclosure or use of Confidential Information by the employee shall be deemed to be an unauthorized use or disclosure by the employee under this Agreement.

The obligation of the employee to maintain confidentiality of the Confidential Information shall remain operative for the contract period.

8. Reporting:

The M and E Coordinator will report directly to the NCD specialist and the Lead regarding project implementation and routine progress.