

## TERMS OF REFERENCE

### 1. About the Position

<b>Position</b>	<b><i>Registrar (Pediatrics)</i></b>
<b>Duration of Employment</b>	Initially one-year contract with possibility of extension based on performance excellence
<b>Type of Contract</b>	Fixed Term Contract
<b>Working nature</b>	Full-time assignment
<b>Project</b>	The PEN-Plus Partnership: Country-level PEN-Plus Project Initiation & Implementation in Nepal
<b>Duty station</b>	KIOCH office, Budhanilkantha-7, Kathmandu with visits to field as and when needed
<b>Reporting to and supervised by</b>	NCD Specialist
<b>Compensation</b>	According to Project / KIOCH policy applicable government taxes, paid on a monthly basis. Cost of travel occurred during accomplishing your assignment shall be reimbursed separately.
<b>Workplace location and Working Hours</b>	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

### 2. Purpose of Document

The purpose of this Terms of Reference (ToR) is to recruit (Fixed Term Contract) pediatrician who will support in “The PEN-Plus Partnership: Country-level PEN-Plus Project Initiation & Implementation in Nepal” and KIOCH. This document will provide the position's background, conditions, and responsibilities.

### 3. Background

The Nepal NCDI Poverty Commission (Nepal NCDI PC) is a pioneering group of disease specialists, economists, and epidemiologists from government and non-government organizations (NGOs) working to address NCDs and equity in Nepal. The Commission was established in response to an initiative of the global Lancet Commission on Reframing Non-Communicable Diseases and Injuries for the Poorest Billion (The Lancet NCDI Poverty Commission). The commission is created by an alliance of multidisciplinary and multi-sectoral teams working at the national

level for non-communicable diseases in Nepal. The commission is housed in the Kathmandu Institute of Child Health (KIOCH).

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.

KIOCH received grant support from the NCDI Poverty Network to implement PEN-Plus in Nepal in 2021. This is an initiative of the Nepal NCDI-Poverty Commission, housed in KIOCH, to reach the poorest population in Nepal and address severe chronic NCDs (like RHD/CHD, Sickle cell disease, thalassemia, type 1 diabetes). This approach aims at decentralizing NCD service delivery at lower levels of the health system to maintain the continuum of care, systematize a hierarchy of referral chains from the primary health care center (PHCC) to the first-level referral center (usually a district hospital) and then to the higher center, and ultimately protect the vulnerable population from financial hardship.

Now, in partnership with the Ministry of Health and Population (MoHP) with the involvement of various departments of health services, KIOCH is implementing the PEN-Plus project in Nepal. The program has now entered to its continuation phase and is determined to provide care that is more specialized for these severe NCDs.

#### **4. Purpose:**

The pediatrician will be responsible for overseeing and mentoring the PEN –Plus medical doctors for all six PEN-Plus sites, capacity building of medical doctors, provide consultation when needed, oversee training activities, project work plans, participating in project planning, budgeting, implementation and reporting of the project progress and issues, and for providing creative solutions to them. S/he will directly report to the NCD Specialist.

#### **5. Tasks and responsibilities**

The main tasks & responsibilities of the Pediatrician will include the following:

- a) Provide onsite mentorship to all six PEN-Plus medical doctors.
- b) Provide regular CME in difficult subject to medical team.
- c) Lead the medical team (Medical doctor, health assistant and staff nurse) to provide utmost care to PEN-Plus patient.
- d) Oversee the reporting of the patient in EMR/ google sheet/ hard copy.
- e) Participate in PEN –Plus trainings and facilitate as necessary.
- f) Provide updated information on recent advance in terms of diagnosis and treatment.
- g) Support PEN-Plus team as and when necessary.

#### **6. Position Requirements:**

- MD in pediatrics
- Strong interpersonal skills and proven ability to work independently and in a team environment.
- Strong communication skills in Nepali and English.
- Sound knowledge on research, data management and analysis software
- Willingness to travel as required.
- Ability to prioritize and critically analyze information and write reports effectively.

#### **7. Reporting:**

The Program officer will report directly to the NCD Specialist regarding project implementation and routine progress.

## **8. Intellectual property**

KIOCH 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 Program officer himself or herself without any support from the team and embedding data from the project. The Program officer is not allowed to post or publish (electronically or in print) any project-related information without the explicit permission of KIOCH.