



# 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

#### 1. About the Position

<b>Position</b>	<b><i>PEN-Plus Program officer</i></b>
<b>Duration of Employment</b>	Initially one-year contract with possibility of extension for up to 3 years 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. The remuneration may be revisited at three months based on your performance.
<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) Program Officer who will support in "The PEN-Plus Partnership: Country-level PEN-Plus Project Initiation & Implementation in Nepal" and other works of Nepal NCDI Poverty Commission and KIOCH. This document will provide the background, conditions, and responsibilities of the position.

#### 3. Background

The Nepal NCDI Poverty Commission (Nepal NCDI PC) is a pioneering group of disease specialists, economists, epidemiologists from government and non-government organizations (NGOs) working together to address NCDs and equity in Nepal. The Commission



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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.

***“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 program 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.

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

The Program officer with public health background will be responsible for overseeing Training activities, project work plans, participating in project planning, budgeting, implementation, monitoring, and reporting of the project progress and issues, and for providing creative solutions to them. S/he will directly report to the NCD Specialist.

##### **4.1 Tasks and responsibilities**

The main tasks & responsibilities of the Program Officer will include the following:

##### **4.1.1 Project planning, implementation, reporting, and monitoring:**

- Responsible for coordinating with EDCC, NHTC and other Governmental stakeholders to conduct PEN-Plus training at Center and Sites.
- Responsible for arranging the logistics and other necessary arrangement to conduct PEN - Plus training at Center and Sites.



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- Coordinate with field officer of different sites to cater the referred cases which need most specialized care in the Center.
- Responsible for project budgeting and financial reporting as required.
- Establish monitoring and evaluation and reporting systems including indicators
- Ensure transparency, ethical conduct, and efficiency in project implementation
- Undertake other program administration tasks.
- Reporting on project activities and expenditure and according to project timeframes
- Preparing monthly, quarterly and annual reports.
- Report to NCD Specialist for any changes which impact the project implementation
- Be responsible for monitoring and supervision of activities implemented in the project's sites to ensure effective implementation.
- Supervising and recording project activities expenditure against budget

#### 4.1.2 Technical assistance

- Prepare and participate in periodical meetings with the team and other stakeholders.
- Organize team meetings, activities, manage meeting minutes, and prepare presentations, status reports, and monitor project costs.
- Manage and conduct project logistics, day to day activities, including research activities, budgeting, implementation, monitoring, and reporting and program development.
- Coordinate with project teams in the documentation of projects' achievements
- Assisting the Project coordinator to develop quarterly/annually financial plans.
- Support Finances in payments procedure (verification, follow up)
- Report regularly to NCD Specialist

#### 5. Minimum qualification:

Bachelors in Public health with 2 years' experience in related field.

#### 6. Skills required

The Program officer should meet the following minimum requirements:

- Field report writing.
- Proficiency in both Nepali and English
- Coordination with stakeholders and government agencies
- Able to travel to remote field sites and

#### 7. Reporting:

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



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### **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.