



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

Position	<i>TDABC-Project Coordinator</i>
Duration of Employment	Initially one-year contract with possibility of extension
Type of Contract	Fixed Term Contract
Working nature	Full-time assignment
Project	Using TDABC for defining and integrating essential non communicable disease intervention in Nepal
Duty station	KIOCH office, Budhanilkantha-7, Kathmandu with visits to field as and when needed
Reporting to and supervised by	Team Lead
Compensation	The monthly salary for this position is according to the Project/ KIOCH policy - subject to applicable government taxes, paid on a monthly basis. Cost of travel occurred during accomplishing your assignment shall be reimbursed separately.
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

2. BACKGROUND

Universal Health Coverage (UHC) is a key target under the Sustainable Development Goal (SDG) for health (SDG3). While ensuring access to care is an important goal in its own right, it is also instrumental in the overarching goal of reducing mortality. However, countries have faced significant challenges in achieving the health sector goal of UHC. Gaps are particularly large for health care related to non-communicable diseases (NCDs), and the SDG targeting a reduction in global NCD-related mortality (SDG 3.4) has remained stubbornly out of reach.

NCDs have emerged as a priority in many regions. This is notably visible in recent efforts to refine NCD priorities. The NCD Poverty Network has supported the development of national commissions across more than 20 low- and middle-income countries to articulate national priorities. The Bergen Centre for Ethics and Priority Setting in Health (BCEPS) has explicitly linked



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priority setting and UHC and is working with stakeholders across several countries, including Nepal, to strengthen NCD service delivery through the articulation of a UHC benefit package that takes into account the efficiency, equity and cost implications of NCD care delivery. It is important to develop plans to generate actionable information on the current status of high-priority clinical services, as well as recommendations on how these services might be reorganized to achieve UHC objectives by efficient and effective use of the available resources. In addition to developing locally contextualized recommendations, Centre for Integration Sciences (CIS) is also working with the University of Bergen to extend FairChoices, an interactive online tool offering decision support to national policy makers.

As part of this work, the CIS will collaborate with the Kathmandu Institute of Child Health (KIOCH) to examine NCD care delivery in Nepal. KIOCH oversees the development and implementation of the relevant research activities, and will lead in the development of a report detailing recommendations on how existing NCD services can be expanded. The work highlights the core principles of integration science: leveraging shared competencies in care delivery to optimize the delivery of pro-poor care. In addition to providing actionable advice to national stakeholders, data will serve as an input to the FairChoices platform.

By employing Time Driven Activity-Based Costing, it is possible to gather cost data on the delivery of NCDs and other crucial healthcare services at the facility level with the aim of using this data to efficiently allocate resources, enhance monitoring efforts, and boost effectiveness. So far, little is known of the details related to the delivery of most of the targeted interventions – including the overall level of delivery and how such care might be organized within facilities. This study will use a structured approach to fill this gap.

KIOCH is a not-for-profit organization registered with the Government of Nepal (GoN), with the objective of delivering 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:

The TDABC-Project Coordinator will be responsible for leading the research project planning, budgeting, overseeing the implementation of the project deliverables and monitoring progress of the TDABC

3.1 Tasks and responsibilities

Main tasks & responsibilities of the Project Coordinator will include the following:

3.1.1 Project planning, implementation, reporting and monitoring:

- Oversee the project activities and ensure that the project activities comply with the dedicated timelines.
- Responsible for supervising the execution of project deliverables, budgeting and operational plan.
- Responsible for planning and daily management of project deliverables.



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- Lead the project planning and monitoring process.
- Responsible for submitting the activity reports, meeting minutes and financial reports on regular basis.
- Coordinate and report routinely to the technical consultants, project leads and co-leads regarding the project activities, achievements and project problems and relevant solutions.
- Organize meetings and actively engage in discussion with the national and local stakeholders and donors.
- Lead and implement the research.
- Oversee the supply chain system and other logistics related to the project.
- Monitor and evaluate project progress, financial reports, reporting and recording system and other logistics.

3.1.2 Technical assistance

- Supervise and support other project staff.
- Routine meetings with other staff to maintain the flow of information as well as to discuss and receive feedback from the research implementation team regarding project progress and problems.
- Facilitate training and provide support for conducting training and workshops at sites.
- Responsible for the data collection, analysis and preparation of report.

4. MINIMUM QUALIFICATION

Master's in public health with minimum two years' experience.

5. SKILLS REQUIRED

The Project Coordinator should meet the following minimum requirements:

- Sound knowledge of health research and good understanding of study designs.
- Sound knowledge of health economics.
- Able to travel to remote field sites
- Experience in writing field reports.
- Proficiency in both Nepali and English

6. REPORTING:

The TDABC-Project Coordinator will report directly to the Team Lead regarding project implementation and routine progress.

7. 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 Project Coordinator himself or herself without any support from the



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