

**Terms of Reference  
Program Officer**

<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>	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)
<b>Duty station</b>	Bajhang district
<b>Reporting to and supervised by</b>	NCD Specialist
<b>Workplace location and Working Hours</b>	Bajhang district 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 Program Officer 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)” and other works of KIOCH. This document will provide the background, conditions, and responsibilities of the position.

**2. Background**

“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)” compliments the Package of Essential Non-Communicable Diseases Interventions Plus (PEN-Plus) programme that has been initiated in Nepal. 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 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 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 is implementing partner for the PEN-Plus Partnership Project in 3 districts in Nepal in partnership with the Ministry of Health and Population.

The C&A PEN-Plus is a program aimed at establishing integrated health service delivery for severe or advanced chronic NCDs in children and young adults at the first-level referral hospital, built upon the PEN-Plus. 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 defect at first-level (district) hospitals. It is assumed that this approach, with some modification based on the context of the Nepalese health system and practices, can advance toward universal health coverage (UHC) for NCDs by strengthening NCD services and the referral chain, by capacity-building training to bridge skilled human resource gap, and by providing best avenues to support vulnerable patients and their families. 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.

### **3. Purpose:**

The Program officer will be responsible for the execution of the project deliverables at C&A PEN-Plus sites, facilitation of the project meetings and pieces of training, conducting monitoring and evaluation of the project implementation, and reporting project progress and issues. S/he will directly report to the project coordinator.

### **4. Tasks and responsibilities**

The duties and responsibilities of the Program Officer will include the following tasks but not limited to:

#### **1. Project implementation, reporting, and monitoring:**

- Actively engage in the implementation of project activities at PEN-Plus sites
- Monitor the project progress by the timeline and ensure adherence to the timeline throughout the project duration.
- Maintain records and reports of PEN-Plus clinic-related activities at the site.
- Coordinate with the procurement team for timely procurement as well as manage other logistics relevant to the project.
- Manage and conduct project logistics, day to day activities, including research activities, budgeting, implementation, monitoring, and reporting and program development.

#### **2. Technical assistance**

- Facilitate planning and review meeting with the site implementation team and other local stakeholders
- Plan and conduct training for the PEN-Plus clinic implementation and running.

Facilitate SBCC activities in the community

Engage with provincial government, local government, district /provincial hospitals to update program progress, gaps and challenges on a regular basis

- Provide assistance and support to the PEN-Plus staff during PEN-Plus implementation.
- Organize team meetings, activities, manage meeting minutes, prepare presentations, status reports, and monitor project cost.
- 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)
- Reporting to the project coordinator regarding project progress and issues related to it routinely and when necessary.

Frequently travel to remote field sites and engage in stakeholders at local level

**Minimum qualification:**

BPH with at least one year experience in NCDs

**5. Skills required**

The Program officer should meet the following requirements:

- Project management at province/district/palika level

Communication skills with relevant stakeholders including Government, likeminded organizations and community

Experienced in writing field 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 Program officer 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.

### **Reporting:**

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