



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

NCD Specialist

No. of Position(s):	1 (One)
Position	NCD Specialist
Duration of Employment	Initially one-year contract with possibility of extension for up to 3 years based on performance excellence
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	Project Lead
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 NCD Specialist 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 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



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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), neurodevelopmental 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 NCD specialist is responsible for overall technical oversight and implementation of this project. S/he will be responsible for developing and maintaining the programme environment to support program planning, budgeting, implementation, monitoring, evaluation, and individual staff.

4. Tasks and responsibilities

The duties and responsibilities of the NCD Specialist will include the following tasks but not limited to:

1. Provide technical guidance for the implementation of the C&A PEN-Plus.
2. Work in close collaboration with the EDCC/Department of Health Services, Ministry of Health and Population, Nepal Health Research Council, Provincial Government, Local Government, academic institutions, other sectors of government, civil society and private sector organizations for effective planning and implementation of the project.
3. Promote and strengthen public health research in the area of NCDs to provide recommendations for policy reforms in child and adolescent NCDs.
4. Supervise and guide the process of development of standards, guidelines, manuals and procedures for the operation and evaluation of the program activities.
5. Supervise and guide the application of concepts, principles, and methods to the planning, implementation, monitoring, and evaluation.
6. Identify capacities for human resources and infrastructures needed to achieve programmatic goals.
7. Facilitate and actively engage in meetings, virtual as well as in-person, with the implementation team and other stakeholders on a regular as well as need basis.
8. Review and guide the team for operational plan, protocol development, and preparation of the training manuals and reports of the project.



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Ensure regular reporting and documentation of program activities with UNICEF and Government

9. Undertake additional activities (which may not be related to the project) as required by the team lead.

Minimum qualification:

- MD General Practice or MD Internal Medicine or MD Pediatrics with two years' experience in related project or MPH
- MD Community Medicine with two years' experience.

5. Skills required

The NCD Specialist should meet the following requirements:

Skilled in project management

Ability to manage diverse project staff

Excellent interpersonal skills required, including strong professional communication ability;

Advocacy and networking skills with a broad range of stakeholders including government, private sector, civil society, NGOs and international cooperation;

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 NCD Specialist 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 NCD specialist will report directly to the Project Lead regarding project implementation and routine progress.