



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 Senior SBC officer

No. of Position(s):	1 (One)
Position	Senior SBC officer
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	NCD specialist
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 an SBC 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)” 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



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

NCDs, protecting the vulnerable population from financial hardship, and maintaining the 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), 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.

3. Purpose:

The SBC officer will be responsible for the planning, budgeting, overseeing the implementation of the program deliverables, and monitoring and evaluating the progress of the program sites.

4. Tasks and responsibilities

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

- To actively engage in planning, preparation, implementation, documentation and monitoring and evaluation of the programme activities
- To conduct and facilitate capacity building trainings for effective implementation of the programme goals

To facilitate SBC approaches like human centered design in development of SBC materials

To develop training protocols and materials in close collaboration with Government counterparts and UNICEF

- To organize and facilitate the training workshops and meetings
- To participate in meetings with the implementation team and other relevant stakeholders
- To carry out supervision visits to implementation sites on a regular basis

Minimum qualification:

MPH or Masters in Health Promotion with at least 1 year experience in related field.



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

5. Skills required

The Sr. SBC officer should meet the following requirements:

Excellent interpersonal skills required, including strong professional communication ability;

Previous experience supporting the development of behavior change communication programs that delivered results;

Able to utilize SBC approaches and develop materials as relevant

Advocacy and networking skills with a broad range of stakeholders including Government counterparts, media and community

Advanced computer skills with proficiency in Windows, Microsoft office.

Experienced in writing reports.

Openness to working collaboratively with a diverse team

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 Senior SBC 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 Sr. SBC Officer will report directly to the NCD specialist regarding project implementation and routine progress.