



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>Program officer</i>
Duration of Employment	Initially till the end of Fiscal Year with possibility of extension based on performance excellence
Type of Contract	Fixed Term Contract
Working nature	Full-time assignment
Project	The PEN-Plus Partnership: Country-level PEN-Plus Project Initiation & Implementation in Nepal
Duty station	KIOCH office, Budhanilkantha-7, Kathmandu with visits to field as and when needed
Reporting to and supervised by	NCD Specialist
Compensation	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.
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. 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 position's background, conditions, and responsibilities.

3. Background

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



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equity in Nepal. The Commission 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.

KIOCH received grant support from the NCDI Poverty Network to implement PEN-Plus in Nepal in 2021. This is an initiative of the Nepal NCDI-Poverty Commission, housed in KIOCH, to reach the poorest population in Nepal and address severe chronic NCDs. This approach aims at decentralizing NCD service delivery at lower levels of the health system to maintain the continuum of care, systematize a hierarchy of referral chains from the primary health care center (PHCC) to the first-level referral center (usually a district hospital) and then to the higher center, and ultimately protect the vulnerable population from financial hardship.

Now, in partnership with the Ministry of Health and Population (MoHP) with the involvement of various departments of health services, KIOCH is implementing the PEN-Plus project in Nepal. Likewise, in 2022, KIOCH received funding support from UNICEF Nepal to expand the very project in four more districts with a precise focus on severe and chronic NCDs among children and adolescents, including neurodevelopmental disorders.

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 & evaluation, and reporting of the project progress and issues, and for providing creative solutions to them. S/he will directly report to the NCD Specialist.

5. Tasks and responsibilities

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

5.1 Project planning, implementation, reporting:

- Responsible for coordinating with EDCD, 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.
- Coordinate with field officer of different sites to cater the referred cases which need most specialized care in the Center.
- Undertake other program administration tasks.
- Report to NCD Specialist for any changes which impact the project implementation

5.2 Monitoring and Evaluation

- Develop monitoring and evaluation frameworks for projects.
- Monitor project activities, expenditures, and progress towards outcomes.
- Communicate project expectations clearly to team members and partners.
- Collect, compile, and analyze data for monitoring purposes.
- Review quarterly, half-yearly, and annual performance reviews.



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- Supervise program activities to ensure high standards and adherence to plans.
- Analyze program data and provide feedback to the program team and partners.
- Prepare presentations on program progress for various meetings and forums.
- Conduct monitoring visits to program districts and document progress.
- Provide technical support for project implementation.
- Lead the learning component of the project and share insights with stakeholders.
- Design research proposals and write manuscripts based on the given program data
- Ensure compliance with organizational policies, including the Safeguarding Policy.

5.3 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

6. Position Requirements:

- Bachelor's Degree in Public Health with 3 years of experience in managing projects and M&E roles.
- Proficiency in managing and utilizing Google Sheets and the Kobo Toolbox
- Strong interpersonal skills and proven ability to work independently and in a team environment.
- Strong communication skills in Nepali and English.
- Flexibility and ability to work under pressure.
- Willingness to travel as required.
- Advanced computer skills (Microsoft Windows, Word, Excel, PowerPoint, Outlook, and Internet), sound knowledge of data analysis software, and time management skills.
- Ability to prioritize and critically analyze information and write reports effectively.
- Willingness to travel to PEN-Plus Sites.

7. Reporting:

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

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.