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| Functional Title | : ARH System Strengthening and Governance Specialist |
| Responsibility Level / Grade | : Specialist |
| Department / Project / PN | : USAID ARH Project |
| Workstation | : Surkhet |
| Incumbent's Name | : TBD |
| Supervisor/ Principal Evaluator / Supervisor | : Province Coordinator |
| Technical Manager: | : Technical Director- Health System and Governance |

JOB SUMMARY

USAID Adolescent Reproductive Health (ARH) is an adolescent co-led initiative to empower girls and boys, 10-19 years and including the most marginalized, to attain their adolescent reproductive health (ARH) rights. The goal of the program is to support adolescents to reach their full potential by; ensuring they receive correct and appropriate reproductive health (RH) information and guidance to decision-making skills, creating an environment conducive to making healthy reproductive health decisions and facilitating translation of these decisions into healthy behaviors.

The ARH System Strengthening and Governance Specialist being under the direct supervision of Province Coordinator and technical guidance of Technical Director for Health System Strengthening and Governance will be responsible for overall technical supports of ARH system strengthening and governance activities at province. Based in the province office in close coordination with province health directorate, brings systems strengthening and data expertise, directly supports province government to strengthen ARH services, and facilitates institutionalization. The incumbent will be responsible to support localization efforts to shift power, leadership, and decision-making authority to the local level across the full programming life cycle and intentionally integrates the principles of diversity, equity, inclusion, and accessibility as a core tenant of locally led development. Playing proactive lead role in the overall health system and governance component at province, district and local level in coordination with the concerned sectors and stakeholders in the federal context.

The employee shall fully comply with CARE policies and procedure and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS:

R1. Program Implementation: (35%)

- Support Province Coordinator to prepare annual or periodic plan of ARH system Strengthening and Governance activities and support partners for the implementation of those activities in the field
- Provide direction, leadership, and assessment of the project's ARH & Governance system related component, including activities to support province and local government on strategic planning,



resource allocation, budget execution and monitoring, human resource planning and management

- Support partners to scale up the social accountability tool: community health scoreboard at health facilities with the engagement of adolescents/ youths and advocate with local level and province government for the sustainable use of the tools for improved accountability system
- Advocate with elected political representatives / leaders to ensure that sufficient funding is allocated to key ARH issues and participation of adolescents in various public and private forums
- Participate in province and municipality level annual review meetings and provide necessary technical inputs for better planning and implementation of ARH and FP activities
- Ensure accurate and timely submission of all required technical reports and deliverables for the ARH Systems Strengthening and Governance and relevant components of the project
- Support Technical Director and Province Coordinator for Health system strengthening and Governance to organize technical workshop, policy dialogue and meetings to contextualize adolescent health and development strategy and other program guideline at province
- Engage with youth organizations/ club and private sectors to ensure their engagement in FP and ARH activities in the provinces and districts.
- Work with the team of social norms & SBCC and support to develop ARH related IEC/BCC materials in the context of province and use them in the field

R2. Coordination and Liaison: (15%)

1. Coordinate with municipality, province, and federal government authorities for effective implementation of the project activities
2. Coordinate with other projects of CARE and USAID, and with other organizations at federal, province, and municipality level for resource leverage and synergy building
3. Coordinate with relevant institutes/forums to facilitate exchange of ideas; knowledge and experiences on research field and share /cross fertilize lessons learned and best practices through workshops/seminars, visits
4. Carry out and coordinate with field staff to plan/organize trainings events, review, and reflection meetings, FCHVs, HFOMC orientation and other project activities
5. Maintain relationship with province, district government officials, local level and other stakeholders

R3. Technical support and monitoring: (30%)

1. Support in Partner's capacity assessment and provide technical inputs especially in governance.
2. Supportive technical assistance for effective program implementation. Collect case studies, lessons learnt and challenges from project areas and use them in program planning
3. Monitor health services and training outcomes/impacts through follow-up visit with district field offices, provincial health directorates, health facilities, community people and other projects of USAID and CARE Nepal in the cluster/district
4. Conduct technical support visits to health facility, service providers, female community health volunteer, as guided by project documents and guidelines of the government/ project.
5. Have regular field visits and provide technical inputs to HFOMCs, health workers and project front line workers about the process and use of CHSB, SATH, SAA and other tools of project



6. Analyze the technical support visits/supportive supervision and prepare reports of these findings for further use and dissemination

R4. Documentation, dissemination, and reporting: (20%)

1. Field visit to health facilities for ensuring quality recording and reporting of ARH activities. Take lead in Routine Data Quality Assurance of province and capacitate districts and municipal team for the data quality assurance in close collaboration with MEL team.
2. Prepare reports and process documentation related to ARH activities, progress, and changes observed and disseminate the findings, and learning in relevant forums.
3. Prepare monthly updates, periodic progress reports and stories from the field aligning health system strengthening with various other interventions.
4. Prepare process documentation, best practices, and learning documents of projects innovations
5. Support province and municipality health authorities for initiation and review of youth led-CHSB at project districts. Analyze the progress of YL-CHSB and share at province government and local level

R5. Upholding CARE's Core values and ensuring its principles

1. Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, diversity and inclusion in programming and behaviors.
2. Comply and exercise organizational values and culture.
3. Help to promote rights and good governance.
4. Responsible for gender responsive behavior in all actions and decisions.
5. Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
6. Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.
7. Support to conduct safeguarding risk assessments and include information on safeguarding risks, legal context, and patterns of harm and abuse.
8. Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principle.

Secondary Responsibilities and Task

Any other duties/responsibilities as per the need/priority of mission in consultation with supervisor.

Authority:

Spending Authority: None

Supervision: Province Coordinator

Working conditions:



Based in a province with extensive field visits.

Preferred Qualifications and experience

Master’s degree in public health/nursing or related field with at least 3 years of experience in RH/FP program, health system governance at national and sub-national level. Candidate should have a valid licensee of National Health Professional council and should submit a copy along with other required documents.

Skills and knowledge:

- Required knowledge of budgetary analysis i.e., Budget Vs Actual.
- Excellent knowledge of budgeting principles (especially on contract management) and clear understanding of donor’s financial policies, guidelines, rules, regulations, and reporting requirement
- Expert knowledge of audit, review, and verification techniques
- Report and research writing skill along with basic skill required to prepare analytical report.
- Communication skills including strong verbal and written language skills in both English and Nepali.
- Interpersonal and facilitation skills.
- Strong coordination, networking, and advocacy skills.
- Computer skills, including knowledge of relevant software e.g., Microsoft office and others

Competencies:

- Analytical thinking – Able to analyze and draw conclusions on the budget and actual data of project.
- Initiative – Deals with situations and issues proactively and persistently.
- Teamwork and People Management – Able to work effectively with other people within a work group
- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact
- Communicating and sharing ideas and information - Able to present findings/recommendation and express opinions confidently.
- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____