Functional Title	:	**Research and Knowledge Management Manager**
Department/Project/PN	:	**USAID Adolescent Reproductive Health**
Workstation	:	**Central Office, Kathmandu**
Incumbent's Name	:	**VACANT**
Supervisor/Principal Evaluator	:	**Director for Data Collection, Analytics and Use**
Co Evaluator	:	**DMEL&KM Coordinator, CARE Nepal**

JOB SUMMARY

The Research and Knowledge Management Manager will lead creating and supporting the research & knowledge management process, systems, and products of the USAID ARH project. The incumbent will be providing support to generate research and learning agenda-specific briefs. The incumbent will be responsible for planning, designing, and testing research tools using the Delphi method, and leading research efforts with appropriate design and methodologies to ensure the exploration of knowledge from different project efforts to bring the evidence for programmatic discussion and adaptation. The incumbent will engage in different research efforts leading the process from planning, training, and mentoring to collecting and analyzing data, consolidating findings, and writing reports and scientific articles, and blogs. The incumbent will be responsible for providing technical guidance to project staff on research/KM tools, CLA processes, and strategies, and building the capacity of staff and consortium partners in these areas. The incumbent is also responsible for the development and implementation of systems, processes, and behaviors that will enable the project team to reflect and learn from the changes the project makes in the lives of adolescents at both the grassroots level and in terms of policy influence. The incumbent will also be responsible for communicating and sharing research-based evidence, learning, and updates from projects in the wider USAID and CARE learning platforms and communities of practice. The employee shall fully comply with CARE policies and procedures and should be accountable for them.

USAID Adolescent Reproductive Health (ARH) is a five-year program supported by the U.S. Agency for International Development (USAID). Led by CARE Nepal and in partnership with Howard Delafield International (HDI), Jhpiego, Association of Youth Organizations Nepal (AYON), and Nepal CRS Company, USAID ARH is an initiative to empower girls and boys 10-19 years of age, including the most marginalized, to attain their adolescent reproductive health rights. The project ensures the full participation of adolescents in the design and implementation of all activities. 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 project will contribute to a healthy, resilient, well-nourished population in Nepal. Activity covers 60 municipalities (15 rural, 45 urban) of which 41 municipalities (415 wards) are across 6 districts in Madhesh Province, 12 municipalities (94 wards) across three districts in Lumbini Province, and seven municipalities (87 wards) across two districts from Karnali Province.

Of the total 596 wards, USAID ARH will work intensively in 360 wards across these 60 municipalities.

KEY RESPONSIBILITIES AND TASKS:

R1. Develop, implement, and maintain effective knowledge management practices

- Take the lead in the development and implementation of a Knowledge Management plan, processes, digital platforms, and strategies for the project.
- Support the development of KM tools and systems and lead the process for the implementation of such tools to generate evidence for adaptation, best practices, learning, and gaps and challenges to ensure the quality of program implementation.
- Take the lead and maintain a learning and research brief log sheet of best practices.
- Produce learning and process briefs and generate evidence for impact measurement and scalable models.
- Ensure consistent application of learning and research findings in the projects through capacity-building of consortium partners and LNGOs; establish and promote a culture of learning sharing among staff.

R2. Research Design, Planning, and Implementation

- Take the lead in designing research initiatives that are aligned with project research and learning questions/agendas, priority areas, and strategic approaches.
- Engage with consortium partners to identify ideas and opportunities for action/operational research and learning to sharpen the project approaches, models, and tools.
- Design efficient and productive research methodologies and tools in line with the project requirements and lead the research process as per the developed schedule.
- Engage stakeholders in research design, management, conducting research, analysis, and validating the findings.
- Develop research protocols and obtain ethical approval from NHRC and study approvals from USAID and the project team along with resource and schedule planning.
- Develop a research brief dissemination plan with a clear range of audiences and implement it for the effective dissemination of research results/findings in USAID and CARE learning platforms and communities of practice.

R3. Ensure systematic collection and documentation and sharing of program learning and research brief

- Document case stories, most significant change stories, and important lessons learned, especially regarding results framework/milestones of project in coordination with the Communications and Branding Specialist.
- Prepare research briefs and reports as per the asks of different research initiatives and engage the consortium team in the preparation and analysis process before finalizing it.
- Prepare periodic research briefs and share them with relevant project teams and external stakeholders.

- Synthesize learning and adaptation actions from periodic review and reflection meetings, and CLA workshops to develop knowledge products and evidence packages.
- Ensure that all the information collected as part of program implementation and monitoring and evaluation is being systematically captured in the KM digital platform to enhance the knowledge generation process.
- Document the most significant change stories, learning, and evidence in support of best practices and key projects/approaches by traveling to project areas.
- Strategically engage with USAID and CARE knowledge management communities of practice, networks, and platforms and showcase USAID ARH learning and research findings.
- Prepare manuscripts based on the research, periodic reports, and data for publication in peer-reviewed journals.

R4 Program/project and LNGO staff capacity building on Research and Knowledge management

- Assess the capacity of the consortium partners and support capacity-building training and orientation about the most significant change story documentation, study tools, KM tools, research design, methodology, and process.
- Develop and manage KM and research capacity strengthening plan for the LNGOs MEL team, and consortium team staff; and provide mentoring and training on selected topics.
- Build the capacity of LNGO & consortium partner staff on knowledge management and research design, data, and information collection.
- Ensure gender-sensitive, inclusive, and participatory processes across KM and action/operational research.
- Prepare progress reports in line with KM and research capacity-building plan implementation.
- Support the MEL Manager and consortium partners to prepare periodic progress reports building learnings and research narrations and share at various levels in their respective working areas.

R5. Human Resource Management
- Not Applicable

R6 Upholding CARE's Core values and ensuring its principles

- Conduct Safeguarding risk assessment of program and partners and prepare safeguarding activities in project activity plan to mitigate the risk identified.
- Hold regular staff meetings where safeguarding is part of the agenda and safeguarding issues are discussed and monitor the implementation of safeguarding in the team/ department.
- Establish Feedback and Accountability mechanism at program and partners level and follow up and address safeguarding issues promptly with the support from CO safeguarding focal points.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, equality & social inclusion in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender-responsive behavior in all actions and decisions

AUTHORITY:

Spending Authority: Not Applicable

Supervision: Not Applicable

Working conditions:

- Based in Kathmandu, an estimated 50% travel to project-implementing municipalities.

PERSON SPECIFICATION REQUIREMENTS:

Qualification:

Master's Degree in a related field such as public health, knowledge management, demography, statistics and data science, development studies, research, social science, or equivalent; ideally with a strong focus on knowledge management and research. A candidate having a PhD degree is preferred for this position.

Experience:
At least 6 years of working experience in knowledge management and research in a lead role in international non-governmental organizations or academic institutions with a demonstrated level of experience in quasi-experimental research design in both quantitative and qualitative research methods.

Skills and Knowledge
- Strong knowledge and experience in knowledge management tools, processes, and system building.
- Knowledge and experience in developing and implementing a KM framework, tools, and systems.
- Demonstrated capacity to conduct high-quality independent research as evidenced by three first-authored publications in peer-reviewed journals is preferred.
- Good training and facilitation skills, and proven experience in capacity building in the development field.
- Knowledge and experience in information collection and analysis, its effective management, and capturing and documenting program learning and best practices.

- Excellent written and verbal communication skills in English and Nepali, with particular emphasis on oral communication with research participants, with high-level academic writing skills.
- Proficiency level experience in using statistical analysis software including STATA/SPSS, NVIVO, and qualitative tools.
- Excellent interpersonal, time management, and organizational skills with a proven ability to deal with multiple tasks; establish priorities and meet deadlines.

Competencies:
- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives
- Teamwork – Able to work effectively with a team
- Developing others – Able to foster the development of others by providing a supportive learning environment
- Communicating and sharing ideas and information - Able to present information and express opinions confidently to internal and external audiences
- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact
- Initiative – Deals with situations and issues proactively and persistently
- Embracing and Valuing Diversity – Able to contribute effectively to a culture that positively values the diversity of people, values, and ideas within CARE Nepal
- Influencing – Able to generate commitment and build consensus among others and gain their support
- Innovation – Demonstrates openness to new ideas, seeks out new opportunities
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others

Approved by: _____   Date: _____

Agreed by: _____   Date: _____