

HERD INTERNATIONAL

Terms of Reference

Title	:	Field Researcher/Supervisor
No. of Position	:	160
Job Assignment	:	To be assigned across various districts
Reporting to	:	Senior/Research Officer
Working days	:	60
Anticipated Engagement Activity	:	From Jan to April 2024 USAID Health Learning

I. **BACKGROUND**

About HERD International

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders of the communities. We are committed to promote inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing the best practice which would ultimately improve the quality of life of people. More information about HERD International can be found on the website www.herd.com

About USAID Health Learning

USAID Health Learning is a five-year activity (August 19, 2024 – August 18, 2029) implemented by HERD International to assist USAID/Nepal's Health Office (HO) and its implementing partners (IPs) to adopt uniform and systematic monitoring, evaluation, research, and learning (MERL) activities to advance broader organizational learning and development efforts. It has three interlinked objectives:

- To strengthen program management and decision-making processes of USAID/Nepal's HO and its IPs by providing high-quality, disaggregated data collected from surveys, research, and assessments.
- To improve learning and knowledge management functions by increasing the availability of timely, high-quality evidence.
- To strengthen MERL capacity of USAID/Nepal HO's local partners and federal, provincial, and local governments.

The Field Researcher/Supervisor plays a crucial role in managing and coordinating data collection activities during household surveys, ensuring accurate and comprehensive data is gathered. S/he is responsible for supervising (who have supervisory roles) field researchers, coordinating with local officials, and ensuring adherence to protocols while conducting interviews and collecting data. Additionally, s/he oversee data quality assurance processes, monitor field progress, and ensure compliance with ethical standards and safety protocols throughout the survey.

2. **SCOPE**

The scope of this role includes efficiently visiting assigned data collection clusters, including remote areas, for household-level data collection and related tasks. This role involves conducting surveys with a focus on ensuring data accuracy, ethical adherence, and obtaining informed consent from respondents. Household details, GPS coordinates, and anthropometric data will be recorded, particularly for the household members along with the mothers of children under five, and real-time data will be monitored via Kobo Collect. Coordination with local officials and field teams will ensure data quality, and field visits will be conducted for verification, maintaining confidentiality and compliance with safety protocols.

3. **MAIN RESPONSIBILITIES**

Field Researcher's/Supervisor's key roles and responsibilities include but are not limited to the following:

- Visit data collection location, including remote areas, to collect data as per survey protocol
- Attend training on protocols, ethical guidelines, and safety procedures, ensuring equipment readiness and reporting any field challenges.
- Conduct surveys in line with established protocols, ensuring accurate and complete data collection during interactions.
- Maintain professionalism, empathy, and sensitivity during survey interactions, ensuring participants feel comfortable and respected.
- Address respondents queries with tact and diplomacy, ensuring confidentiality and ethical standards are upheld.
- Document survey responses accurately while safeguarding respondent's privacy and complying with data protection protocols.
- Conduct health-related data collection, including surveys and assessments, using tablets or notes as necessary.
- Coordinate with local government officials, health facility staffs and local stakeholders to verify household data and ensure accurate segmentation of enumeration areas through social mapping.
- List out the households from the selected clusters.
- Conduct systematic sampling to select households for interview.
- Identify households with children under five and mark them for interview selection.
- Work with the field team, including interviewers, and supervisors, to conduct surveys.
- Build rapport with household heads or knowledgeable persons to identify eligible respondents for interviews.
- Ensure all eligible household members are interviewed, and anthropometric measurement (e.g., height, weight, MUAC) are accurately recorded.
- Collect digital data using Kobo Collect for real-time data collection and ensure the information accuracy by checking all response before leaving the interviewed household
- Provide regular progress updates to the supervisor, report challenges or deviations, and ensure compliance with safety, ethical guidelines, and informed consent.
- Participate in daily update meeting with supervisors, schedule meetings with quality controller
- Revisit households for data correction if discrepancies are identified by the data monitoring team, including supervisor.
- In addition to this, Field Supervisors have more responsibility for supervising field researchers. Only a few selected individuals will take on this role, and their suitability will be assessed during the training period.

The above list of responsibilities is not comprehensive, and the Researcher may be required to take on additional responsibilities, as determined by the reporting Manager or other senior team members, to meet USAID Health Learning needs and requirements.

4. WORKING PLACE

This is a field-based position that requires extensive travel to various place across the country, including remote wards and households.

5. DELIVERABLES

- Complete the assigned interview sessions into the data collection template
- Assignment completion report in a given format
- Approve timesheet

6. PAYMENT MODALITY

Payment will be made within one week after the end of each month, contingent upon the submission of an approved (by the reporting manager) timesheet. The individual must submit the approved timesheet at the end of each month.

7. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

All duties will be carried out in a manner that supports and promotes absolute commitment to HERD International and its policies, including the promotion of gender equality, Social Inclusion, Diversity, Equity, and Accessibility. HERD International is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, people with disability, medical condition, family care status, or any other basis protected by law.

8. SAFEGUARDING

At HERD International, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERDi is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

9. APPLICABLE POLICIES

All relevant policies and guidelines of HERD International are applicable to individuals in this role.

10. APPEAL

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

11. MINIMUM REQUIREMENTS

- A bachelor's degree in Public Health, Nursing, Medicine, Nutrition, Demography, Population Studies, Sociology, Anthropology, or Development Studies or any other relevant discipline.
- At least one year of relevant professional experience.
- Physically capable of traveling and walking to remote areas while carrying survey materials as required.
- Proficient in Nepali and other local languages (preferable).
- Ability to develop innovative solutions and approaches to overcome challenges.
- Awareness of gender and cultural considerations, ensuring their integration into the survey process.

If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.

HERD INTERNATIONAL Terms of Reference

Title	:	Quality Controller
No. of Position	:	6
Job Assignment	:	To be assigned across various districts
Reporting to	:	Lead-Monitoring, Evaluation, Research and Learning
Working days	:	80
Activity	:	USAID Health Learning

I. BACKGROUND

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- To strengthen program management and decision-making processes of USAID/Nepal's HO and its IPs by providing high-quality, disaggregated data collected from surveys, research, and assessments.
- To improve learning and knowledge management functions by increasing the availability of timely, high-quality evidence.
- To strengthen MERL capacity of USAID/Nepal HO's local partners and federal, provincial, and local governments.

The primary responsibility of the Quality Controller is to contribute for the health and nutrition annual household survey implementation process and ensure the quality of the data collection process, ensuring that data is accurate, complete, and collected following the established protocols. The Quality controller will play a key role in data collection preparation and monitoring field teams, providing on-the-ground supervision, and ensuring compliance with survey standards. S/he will also be responsible for identifying and addressing issues related to data quality, providing feedback to field researchers, and coordinating with the central data and survey team to resolve any discrepancies.

2. SCOPE

A Quality Controller contributes to the development and finalization of data collection tools, supports training facilitation, ensures the quality of data collection during field implementation, conducts supportive supervision for the field team, and support the data collection team during emergency responses. They are responsible for performing the data quality assurance, from preparation to the field implementation phase of the survey.

3. MAIN RESPONSIBILITIES:

Quality controller's key roles and responsibilities include but are not limited to the following:

- Contribute to the finalization of the data collection process.
- Conduct field-level data collection for pre-testing.
- Facilitate and support the training of field researchers.
- Coordinate with local authorities and relevant stakeholders for field implementation.

- Contribute to the development of the implementation plan and field mobilization.
- Act as a vital link between the field team and the core research team.
- Conduct regular field visits to monitor and ensure data accuracy and quality from the field teams.
- Supervise household listing processes to ensure all required household details are accurately recorded.
- Enforce adherence to data collection protocols, including interview techniques, anthropometric measurements, and biomarker data collection.
- Perform data verification by visiting selected Enumeration areas to check for consistency and accuracy.
- Conduct an onsite verification of households to assess the quality of responses and detect discrepancies.
- Provide guidance and support to field researchers and supervisors, addressing issues and ensuring protocols are followed.
- Resolve data discrepancies by working with the central data team and field staff to correct any errors.
- Facilitate and collect data in cases where there is an imbalance in the team due to a dropout in team composition. Participate in joint monitoring visits with USAID Health Learning teams and stakeholders to ensure compliance with data quality standards.
- Collaborate with local partners and government officials to support field operations and address survey implementation challenges.
- Share findings from field visits with supervisors, offering feedback and suggestions for data quality improvements.
- Ensure compliance with data security protocols, maintaining confidentiality and encryption of data collected during the survey process.

The above list of responsibilities is not comprehensive, and the Quality Controller may be required to take on additional responsibilities, as determined by the reporting Manager or other senior team members, to meet USAID Health Learning needs and requirements.

4. WORKING PLACE

This is a field-based position that requires extensive travel to various place across the country, including remote wards and households.

5. DELIVERABLES

- Ensure the quality of the data collection process, ensuring that data is accurate, complete, and collected following the established protocols.
- Monthly activity update report (2 pager)
- Timesheet for the working duration(.xlsx)

6. PAYMENT MODALITY

Payment will be made within one week after the end of each month, contingent upon the submission of an approved (by the reporting manager) timesheet. The individual must submit the approved timesheet at the end of each month.

7. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)

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10. APPEAL

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

11. MINIMUM REQUIREMENTS:

- A Bachelor's degree (Master's degree preferable) in Public Health, Nutrition, Demography, Population, Sociology, Anthropology, Development Studies and any other relevant.
- At least two years of relevant experience; experience in nutrition is preferred.
- Capacity to bring innovative solutions and approaches to address challenges.
- Fluency in multiple languages, with excellent Nepali language and local knowledge (preferable);
- Excellent verbal and written communication skills, essential for effective engagement within and beyond survey contexts
- Recognition and integration of gender and cultural considerations in survey activities.

If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.