

**USAID/Nepal
Office of Health and Family Planning**

**Senior Maternal, Newborn and Child Health (MNCH) Specialist
Position Description
July 25, 2013**

Position Description Summary:

As a senior-level development professional in USAID/Nepal's Office of Health and Family Planning (HFP), the Maternal, Newborn and Child Health (MNCH) Specialist leads efforts to expand access to and improve the quality of MNCH services in Nepal. The incumbent reports to the Family Health Team Leader, and works closely with senior management and technical staff in HFP. The MNCH Specialist manages a five-year, \$58.5 million portfolio of bilateral projects/activities in MNCH. As the lead for strategic information activities in HFP, the incumbent also coordinates the annual reporting and semi-annual review processes and manages a five-year, \$3 million portfolio of applied research activities. The MNCH Specialist delivers analytical and technical assistance services to other bilateral/multilateral agencies, Government of Nepal and civil society in developing and implementing policies and programs based on best practices and innovations in MNCH. Representing the U.S. Government, the incumbent leads national technical working groups and builds alliances with External Development partners.

Major Duties and Responsibilities:

- I. Manages a five-year, \$58.5 million portfolio of bilateral projects/activities in MNCH (40%).
 - a. Co-manages the five-year, \$30 million Health for Life Project as the Alternate Contracting Officer's Representative (COR).
 - b. Advises on the MNCH components of the five-year Suaahara Integrated Nutrition Project (\$16 million), Saath-Saath HIV/AIDS Project (\$2 million), KISAN Feed the Future Project (\$7.5 million) and Ghar Ghar Maa Swasthya Social Marketing Project (\$3 million).
 - c. Serves as an Activity Manager for other MNCH programs as needed.
 - d. Monitors multiple implementing partner staff on compliance with the U.S. Government's legal/policy requirements, global changes in best practices and national quality standards on MNCH.
 - e. Prepares resource requests, strategy documents and reports for Washington.
 - f. Establishes and leads integrated project/activity management groups for MNCH.
 - g. Coordinates field trips to project/activity sites for visitors.
2. Leads strategic information activities in HFP (35%).

- a. Administers HFP's implementation of the Mission Performance Management Plan for USAID/Nepal's Country Development Cooperation Strategy.
 - b. Coordinates HFP's submission of results for the annual Performance Plan and Report to Washington.
 - c. Coordinates semi-annual reviews of HFP's activities involving implementing partners and other Mission offices.
 - d. Administers HFP's implementation of USAID's Health Research and Development Strategy and oversees staff involvement in applied research.
 - e. Provides technical expertise in designing studies and collecting and analyzing quantitative and qualitative data for practical applications, including the use of specialized software.
 - f. Manages a five-year, \$3 million portfolio of activities, including national population-based surveys, operations research and independent evaluations.
 - g. Prepares detailed work plans and budgets for implementation, monitoring and evaluation for all strategic information activities.
3. Represents the U.S. Government and leads technical working groups convened by the Government of Nepal and bilateral/multilateral agencies on MNCH issues and strategic information (25%).
- a. Assesses needs and delivers analytical and technical assistance services to enhance Nepal's human and institutional capacity on MNCH.
 - b. Identifies potential opportunities to leverage donor and private sector resources for MNCH.
 - c. Advises USAID, other bilateral/multilateral agencies, Government of Nepal, and civil society to translate evaluation and research data into MNCH policies and programs.
 - d. Tracks the achievement of results and resolves issues of performance through regular meetings with the Ministry of Health and Population technical staff and implementing partners.
 - e. Conducts joint field visits with the Government of Nepal, External Development Partners and other MNCH implementers as needed.
4. Other duties as assigned.

Desired Qualifications:

- I. Education:

A master's degree in public health or similar from an accredited institution is required, doctoral degree in public health or similar field is desired. An equivalent of five to seven years of experience in public health, preferably in MNCH, is required.

2. Prior Work Experience:

A minimum of five years managing health programs, preferably in MNCH, in a developing country is required. Prior experience in managing field-based activities and supervising one or more employees is desired. Prior experience in designing and managing national population-based surveys, operations research and independent evaluations is desired.

3. Language Proficiency:

Level 4 (fluent) written and spoken Nepali and English.

4. Knowledge:

Knowledge of the Ministry of Health and Population's Nepal Health Sector Plan II, U.S. Government's Global Health Initiative and MNCH-related policies, best practices and programs. USAID's strategies, business processes, and resource management practices desirable. Knowledge of initiatives and investments at the national, regional and global levels (including *A Promise Renewed, Every Women Every Child*) and strategies, policies, programs, structures and business processes of the Government of Nepal, especially the Ministry of Health and Population, for MNCH. Thorough, current knowledge of research, policy developments and programmatic approaches in MNCH, particularly as they relate to family planning/reproductive health, HIV/AIDS (including the prevention of mother-to-child transmission) and other development issues. Knowledge of program design and quantitative and qualitative research methods.

5. Skills and Abilities:

- a. *Problem solving*: Essential for the position. Identifies and solves complex technical and management problems faced by USAID's implementing partners, other bilateral/multilateral agencies, Government of Nepal and civil society during program implementation. Requires diplomatic communication and coordination with mid- and senior-level officials at the local, national and global levels. Recommends and advocates for changes in existing policies, formulation of new policies and/or shifts in strategic and operational approaches. Given Nepal's current political and security environment, this skill is required for smooth and secure implementation of planned activities.
- b. *Planning ahead*: Essential for the position. Anticipates and resolves performance issues of implementing partner organizations. Tracks sub-obligations and expenditures for appropriate funding actions. Identifies opportunities to collaborate with other partners/stakeholders and to leverage resources outside of USAID. Tracks developments in MNCH and trends in U.S. and Nepal's policies to align investments with new priorities.
- c. *Innovation*: Essential for the position. Remains abreast of program evaluations and applied research studies to identify state-of-the-art, high-impact MNCH interventions. Leads teams in gathering information, weighing alternative solutions, reaching consensus and implementing solutions. Leads communities of practice in formulating policy and associated budget decisions and adopting new applications and

technologies. Synthesizes an array of information to create new approaches to meet emerging challenges or policy directions.

Position Elements:

1. *Supervision Received:* The position reports directly to the Family Health Team Leader.
2. *Exercise Judgment:* The position requires the ability to independently exercise sound and logical judgment, with minimal supervision and oversight.
3. *Authority to Make Commitments:* None
4. *Nature, Level and Purpose of Contacts:*
 - a. *Internal:* The incumbent advises USAID/Nepal on the current status of USAID projects/activities; investments by other bilateral/multilateral agencies and the Government of Nepal; findings and conclusions from evaluations and applied research studies; changes in Nepal's laws, policies, strategies, action plans, and programs; and recommendations for USAID.
 - b. *External:* As a leader of national technical working groups, the incumbent advises mid- and senior-level officials from other bilateral/multilateral agencies and the Government of Nepal and other participating organizations involved in project management on the current status of USAID projects/activities; findings and conclusions from evaluations and applied research studies; changes in Nepal's laws, policies, strategies, action plans and programs; and recommendations for country-level stakeholders.
5. *Evaluation Criteria - Quality Ranking Factors:*

Candidates must address and will be evaluated and ranked based on the following selection criteria:

A. Technical Experience and Skills (50%)

- Minimum of 5 years of progressively responsible experience providing effective oversight and management of health programs, preferably in MNCH, in a developing country.
- Strong skills in providing technical expertise in MNCH and for evaluations and applied research studies.
- Demonstrated in-depth knowledge of state of the art approaches to strengthen MNCH programs.

B. Teamwork and Interpersonal and Collaboration Skills (25%)

- Demonstrated strong interpersonal skills and ability to work in a multi-cultural setting.
- Demonstrated experience working collaboratively with senior managerial and technical Government of Nepal counterparts, External Development Partners and other stakeholders at national, regional and district levels.
- Demonstrated ability to take on leadership in a technical area and in a team.
- Demonstrated experience working closely with government decision-makers and program managers at national, regional and district levels.

C. Language, Communication and Computer Skills (25%)

- Strong written and verbal communication skills. Must be fluent (Level 4) in written and spoken Nepali and English and have proven ability to communicate quickly, clearly and concisely in both speech and writing. Excellent writing skills must include ability to produce and edit documents in a timely manner.
- Able to facilitate meetings and make logical and persuasive oral presentations to senior officials and partners in a multi-cultural context.
- Strong computer skills. Able to produce concise, clear reports and utilize word processing, spreadsheet and database programs.

6. *Supervision Exercised:* None required.

7. *Time Required:* Full-time (40 hours/week). Refer to percentage of time required for each area of major duties and responsibilities.