

Approved  
14/15/2/10

**TERMS OF REFERENCE**  
**HEALTH SYSTEM STRENGTHENING OFFICER**  
**Regional Support Office/ UNFPA/ GoN**

**Scope of services**

The overall role of Health System Strengthening Officer (HSSO) is to ensure reproductive health issues of ICPD are addressed at district level. Under the day-to-day direct supervision of Regional Development Coordinator (RDC), working closely with other UNFPA staff at district, regional and central level, the incumbent will:

**A. Technical Assistance (through District Officers)**

- ✓ Support districts assess health system gaps that impede implementation of national plans and priorities related to ICPD;
- ✓ Support districts Identify and apply capacity building tools and requirements in the areas of UNFPA's technical mandate;
- ✓ Support/assist GoN/ NHTC develop packages for RH related training/orientations and strengthen capacity of the D(P)HOs to conduct training on GBV, MISP, STI, RH Clinical Protocol, SBA (for SNs and ANMs), RH in emergency settings;
- ✓ Facilitate coordination with RHTC/ NHTC for quality RH trainings at district, regional and central level;
- ✓ Provide technical guidance to partners to enhance the quality of RH interventions based on UNFPA policy guidance and best practice;
- ✓ Provide assistance to the D(P)HO generate quality data on RH (timely, reliable, valid and complete) through HMIS and build capacity of the D(P)HO to analyze, interpret and use data for strategies development and planning (evidence-based planning );
- ✓ Support effective implementation of specialized RH camps funded by UNFPA in the field and support district actors in formulation and updating of District Disaster RH Action plan and implementation of MISP;
- ✓ Ensure implementation of MISP during humanitarian situations; and
- ✓ Support IEC/BCC activities based on field situations.

**B. Environmental Scanning**

- ✓ Maintain good relation with other donor support programmes;
- ✓ Be well informed about 'who is doing what' in the district and share information;
- ✓ Explore, negotiate and materialize opportunities for programme collaboration; and
- ✓ Carry out/ assist relevant assessments/ studies for better positioning of programme interventions.

**C. Advocacy and Partnership**

- ✓ Influence district level RH related plans and budgets through District RH Coordination Committee (DRHCC), District AIDS Coordination Committee (DACC) along with respective DOs;
- ✓ Support preparing advocacy materials and documents for special campaigns;
- ✓ Support RDC and DOs with RH related background information for advocacy and policy influence at regional and district levels;
- ✓ Persuade agencies give priorities to RH needs of people during disaster and emergencies and respond accordingly; and

- ✓ Support DOs build capacities of and coordinate with relevant partners for effective implementation of AWP and co financing activities in districts.

#### **D. Monitoring and Evaluation**

- ✓ Prepare and implement joint monitoring and supervision plan with counterparts to ensure RH services conform to the national standards, protocols and guidelines, and of quality;
- ✓ Monitor RH capacity building activities in districts and regional centres;
- ✓ Monitor UNFPA co-financing projects, humanitarian response and report to the CO through the RDC;
- ✓ Support DOs/ DDCs/ DHOs in the development of monitoring checklist and its implementation.

The UNFPA Representative may assign any additional responsibility that might be deemed appropriate for the implementation of UNFPA support in the district.

#### **CORE COPETENCIES:**

- ◆ Integrity/ Commitment to UNFPA's mandate/ Valuing Diversity;
- ◆ Fostering Innovations and Empowerment;
- ◆ Working in teams;
- ◆ Communicating information and ideas/ Knowledge Sharing;
- ◆ Self-management/ Emotional Intelligence and Conflict Management/ Negotiating and Resolving Disagreements;
- ◆ Analytical and Strategic Thinking, Result Orientation/ Commitment to Excellence;
- ◆ Appropriate and transparent decision making and sound judgement.

#### **FUNCTIONAL COMPETENCIES:**

The Health System Strengthening Officer must have a thorough understanding of

- ◆ Advocacy/ Advancing a policy oriented agenda/ Creating Visibility for the Organization;
- ◆ Results-based programme development and management;
- ◆ Leveraging the resources of National Governments and partners/ Building strategic alliances and partnerships;
- ◆ Innovation and marketing of new approaches;
- ◆ Organizational Awareness;
- ◆ Job Knowledge/ Technical Expertise.

#### **QUALIFICATIONS:**

- ◆ Masters degree in health (including medicine and public health), social sciences, management, public/ business administration, Population, development studies etc.
- ◆ Five years of progressively responsible professional working experience at the community and district in programme planning, management, monitoring and evaluation, in a related field preferably within the UN system;
- ◆ Good analytical skills and ability to understand and adapt to complex socio-cultural backgrounds;

- ◆ Excellent knowledge of the Government health system and its functions;
- ◆ Demonstrated leadership, facilitation and team-working skills and ability to establish harmonious working relations with other UN agencies, I/NGOs and most importantly with the Government of Nepal systems;
- ◆ Demonstrated capability of good understanding of technical cooperation in Reproductive Health, Gender and Population programmes;
- ◆ Experience in the usage of computers and office software packages (MS Word, Excel, and Power Point etc.);
- ◆ Experience in health related data management, analysis and interpretation;
- ◆ Excellent command of oral and written English and Nepali are essential, knowledge of other local languages will be value addition.
- ◆ Willingness and capability to station in remote districts of Nepal and undertake duty travels in rural areas.
- ◆ Courtesy, tact and the ability to function in a multicultural work environment.

Equally qualified women and those belonging to the socially disadvantaged and ethnic minority candidates will be given priority hence encouraged to apply.