



## RESEARCH AND M&E ADVISOR – Kathmandu, Nepal

### Position Description

**LOCATION:** Kathmandu, Nepal (local Nepal hire position)

**LANGUAGE REQUIREMENTS:** Nepali (proficient), English (intermediate-proficient)

### OVERVIEW OF FACT PROJECT IN NEPAL

The Fertility Awareness for Community Transformation (**FACT**) Project in Nepal aims to foster an environment where women and men can take actions to protect their reproductive health throughout the life-course. As a research, intervention, and technical assistance project, FACT is testing solutions for increasing fertility awareness and expanding access to Fertility Awareness Methods (FAM) at the community level, with the goal of reducing unintended pregnancies and improving reproductive health outcomes. The FACT Project in Nepal is a five-year project funded by USAID and USAID/Nepal and implemented by IRH in partnership with Save the Children. The Ministry of Health (MOH), represented by the Family Health Division (FHD) and other related divisions and centers of MOH are critical stakeholders.

### POSITION SUMMARY

The **Research and M&E Advisor** will lead and provide technical assistance and oversight for endline research activities in addition to monitoring, learning, and evaluation (MLE) of the FACT Project in Nepal. S/he will work closely with implementing partners and research firms to ensure the high quality of qualitative and quantitative research and MLE activities. S/he will coordinate regularly with IRH headquarters (HQ) staff in Washington, DC to ensure that data is effectively collected and reported. S/he will also provide technical support for program management and M&E related to FACT. S/he will represent the Institute in relevant fora, including meetings with government, implementing partners, institutional review boards (IRBs), donors, and other stakeholders. The Research and M&E Advisor is based in Nepal, and is hired by Save the Children/Nepal on behalf of IRH.

### ORGANIZATIONAL OVERVIEW

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning (FP), increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale-up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from U.S. foundations and government agencies, including the U.S. Agency for International Development (USAID).

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

### **Research and Monitoring and Evaluation Activities**

- Lead the design and implementation of the FACT project's endline research activities;
- Coordinate research activities with all stakeholders (Government and health institutions) and implementing partners;
- Support the development of research protocols and instruments including in-depth interview (IDI) guides and focus group discussion (FGD) guides;
- Ensure accurate Nepali translations for all tools prior to field work; review and finalize all data collection updates and reports, compile appropriate statistics, and check accuracy of analyses in a timely manner
- Provide clear and frequent communication with implementing research partners and report to IRH HQ;
- Participate in research trainings before field work (12-23 March, 2018)
- Provide technical support for operational research/surveys for family planning programs, and disseminate study findings;
- Prepare and submit all research related protocols to the local Institutional Review Board (IRB), defend protocols, and follow up as needed.
- Lead the preparation and submission of IRB applications and attend meetings if required from local IRB;
- Develop Terms of Requests (TOR) for local research agencies and assist in the selection of research agencies for data collection activities
- Facilitates research field visits with the Family Health Division (FHD), District Health Office (DHO)/District Public Health Office (DPHO) and FACT district teams;
- Lead data analysis and work with research agencies, with support from IRH HQ staff and share data for planning, evaluation and adjustment of project activities;
- Coordinate and provide technical support of district-based project staff of implementing partners for recording, reporting and documentation;
- Provide technical support for data quality assurance and share findings with project teams for timely updates and accurate reporting;
- Support Knowledge Improvement Tool follow-up for health facility staff and Roving Auxiliary Nurse-Midwives (RANMs) in addition to client follow up and analyze data, prepare reports, and share with implementing partners and HQ team;
- Contribute to efforts to publish research outcomes;
- Travel (20%) to monitor research activities, particularly in March, April, and early May;
- Prepare quarterly and annual technical reports, monitoring reports, and other progress reports;
- Work with HQ staff to design evaluation research and develop study tools to assess the feasibility, acceptability and effectiveness of interventions;
- Disseminate research results broadly in Nepal at all levels;
- Hire and supervise research staff/consultants, as needed.

### **Program Management**

- Have a complete understanding of the project's goals, objectives, target groups and approaches.
- Establish relationships with implementing partner and stakeholders to obtain input into research design, analysis, interpretation and application.
- Develop/maintain relationships with implementing partner and stakeholders to promote the integration, ownership and sustainability of successful interventions.
- Ensure accurate and timely reporting to IRH HQ staff, implementing partner, government - Family Health Division including District Public/Health Offices (DPHOs) and donors on project processes and deliverables.
- Represent IRH in relevant fora, including meetings, conferences and other events related to research and MLE.

### **Communication/Technical Writing**

- Prepare and deliver high-quality presentations on project progress and results.
- Write/edit reports, technical briefs, and peer-reviewed journal articles.
- Contribute to the development of other materials related to project results.

Other tasks in line with the essential functions/responsibilities mentioned above may be required.

## **QUALIFICATIONS**

### **Education**

- Doctorate degree in public health, anthropology, sociology, demography, or a related social science field.

### **Experience**

- Minimum of 7 years' professional experience conducting service delivery research in the area of sexual and reproductive health.
- Research experience in family planning/sexual and reproductive health and gender programming.
- Demonstrated expertise in mixed-methods (qualitative and quantitative) research to develop and assess sexual and reproductive health interventions, including instrument development, data collection and analysis.
- Proven expertise in facilitating focus group discussions and conducting in-depth interviews in rural and urban settings.
- Program monitoring and evaluation experience.
- Experience synthesizing and using data/evidence for decision-making and program design.
- Experience working on community-based initiatives with government leaders/officials (key decision-makers) and other stakeholders in decentralized settings.
- Experience working with diverse settings, including rural areas.

### **Skills**

- Knowledge of sexual and reproductive health and gender, knowledge of behavior change communication and promotion desired.
- Ability to design and implement service delivery research with strong skills in study design and instrument development.
- Technical analysis and writing skills, with proven ability to produce research protocols, technical briefs, conference abstracts, journal articles, presents research findings in national and international forums, and accomplished publisher.
- Capacity to compile and report data for key programmatic output, outcome, and impact indicators including routine data validation.
- Demonstrated ability to work in a collaborative, professional fashion, and communicate with partners, and colleagues with a high level of tact and diplomacy.
- Strong qualitative and quantitative analysis skills and familiarity with data analysis software (e.g. ATLAS.ti, NVivo, SPSS, Stata, SAS).
- Good knowledge of and experience with Microsoft Office programs (e.g. Microsoft Word, PowerPoint, Access, Excel) and other computer applications (e.g. Google applications and documents).
- Demonstrated competence in research and evaluation ethics and standards of quality.
- Fluent spoken and written English and Nepali required; proficiency in local languages desired.
- Strong analytical and problem-solving skills.
- High attention to detail and self-starter mentality.

**To apply, please send resume and cover letter to [st968@georgetown.edu](mailto:st968@georgetown.edu) and reference “Nepal Research and M&E Advisor”. Submit resumes by March 7<sup>th</sup>, 2018.**