



Functional Title:	Sexual Reproductive Health (SRH) Specialist
Responsibility Level / Grade:	Specialist / Grade F
Department/Project/PN:	Program Quality (Nurture)
Work station:	Sindhupalchowk
Incumbent's Name:	
Supervisor/Principal Evaluator:	Program Manager – SAMMAN (Nurture)
Co-Evaluator/Title:	Program Coordinator – Nurture

JOB SUMMARY

The SRH Specialist is responsible to work in close coordination with Nurture team in CARE Nepal across different projects within Nurture, with special attention to **Increasing Access to Maternal Health Services in Remote Communities**, to implement CARE Nepal's Sexual Reproductive Maternal Health (SRMH) programs. S/he is responsible to provide high quality technical support to the program team and partners in the process of planning, implementation, monitoring, evaluation, and advocacy.

The SRH Specialist will play lead role in identifying areas of scaling of proven models/approaches, developing new concepts, and contribute in proposal writing process aiming to expand and strengthen the CARE Nepal SRMH portfolio bringing the experiences from the field. Working closing with M&E Specialist of Nurture program, s/he will collect & document relevant case studies, process documentation as part of disseminating project's effectiveness. S/he is expected to work in close coordination and maintain good working relationship with Province and Local Authority, NGO partner, government line agencies, and other stakeholders in the province and district for the smooth operation of project activities.

The SRH Specialist will have a strong commitment to Sexual Reproductive Health and Rights along with the ability to represent at various levels. S/he should be highly motivated, flexible, and capable of working both independently and as part of a team. The SRHS will primarily be responsible for providing SRMH-technical guidance to the **Increasing Access to Maternal Health Services in Remote Communities** project, **SAMMAN** and **Suaahara** project in the district.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

Major Responsibilities and Tasks:

R1. Technical support to implement programs under Nurture theme (30% of available time)

- 1.1 Support Program manager and Nurture team to prepare annual or periodic plan of the project activities, both at CARE and Implementing partners level,
- 1.2 Provide technical support to the partner organizations for program planning, implementation, and budget tracking,
- 1.3 Support and manage for the joint monitoring visits from the centre, province and district level in the project sites,



- 1.4 Facilitate in implementation for the quality improvement programs in birthing centre in close coordination with MNH Specialist,
- 1.5 Technical support to assess the gaps in existing program with the local government (health facilities and schools) and provide technical assistance to birthing centres and schools as required,
- 1.6 Provide technical support to province Health Office (DPHO), Education Coordination office and Rural municipalities (Health Facilities and Schools) for effective implementation of the project activities and resource sharing,
- 1.7 Advocate with Local government to ensure sufficient funding allocation to key SRHR issues and hygiene
- 1.8 Ensure government protocols, guidelines and priorities are followed and prioritized during implementation of the project,

R2. Technical support and monitoring of the programs (30%)

- 2.1 Support to develop monitoring plan of implementing partner and make sure that the plan is implemented accordingly
- 2.2 Technical support to the implementation partners to implement the project activities as per the annual work plan as needed,
- 2.3 Visit health facilities/birthing centres and provide technical support to skill birth attendants (SBA), LARC service providers, female community health volunteer (FCHV), mothers' groups as guided by project document and guideline developed by the government
- 2.4 Visit schools and support in health and hygiene activities including monitoring of the construction work in close coordination with construction team, ensure the utilization of the adolescent health corners
- 2.5 Support local government in their periodic plan
- 2.6 Support implementing partner agencies to collect data from field, compile and analyze them, share in project team and provide feedbacks to field staff
- 2.7 Monitor health services and training outcome/impact through follow-up visit with field office, provincial health directorate, health facilities, community people and other projects of CARE Nepal in the cluster/district
- 2.8 Regular visit at the project sites (Health facilities and Schools) and provide sufficient technical support and inputs to ensure quality of program and field work.

R3. Coordination and Liaison at Local and province government : (15%)

- 3.1 Coordinate with Health Facilities, Schools, Local Government and province levels government authorities for effective implementation of the project activities
- 3.2 Support and liaison the district and municipal level policymakers on strategic planning, resource allocation, budget execution and monitoring, human resource planning and management in project areas,
- 3.3 Coordinate with CARE Nepal Nurture team (different project team), and with other organizations at district and rural municipality level for resource leverage and synergy building
- 3.4 Coordinate with relevant institutes/forums to facilitate exchange of ideas; knowledge and experiences on research field and share /cross fertilize lessons learned and best practices through workshops/seminars, visits



- 3.5 Carry out and coordinate with field staff to plan/organize trainings events, review and reflection meetings, and other project activities
- 3.6 Maintain relationship with district government officers and other stakeholders and represent CARE Nepal as required at the district.

R4. Monitoring, Evaluation, Documentation, and Reporting: (25%)

- 4.1 Prepare monthly/quarterly reports and process documentation of the project activities, progress, and changes observed,
- 4.2 Facilitate the preparation of progress reports, updates and report to CARE, donor agencies and relevant government agencies,
- 4.3 Support in development of the visual documentary in coordination with communication team about the impact of the project activities as required,
- 4.4 Prepare monthly updates, and periodic progress reports of project according to requirement,
- 4.5 Prepare process documentation, best practice and other learning documents of projects innovations,
- 4.6 Collect case studies, lesson learnt and challenges from project areas use them in program planning

SPENDING AUTHORITY:

NA

WORKING CONDITIONS:

The position will be based in Sindhupalchowk with considerable field visit and time spent in the program areas. The number of districts are subject to change based on the new funding opportunities.

REQUIRED QUALIFICATIONS:

Master's degree in Public Health with at least 3 years of work experience in the health system of Nepal, especially in health system strengthening and related activities to promote the maternal and new born health. Additional experiences in Menstrual Hygiene Management (MHM) is preferred.

KNOWLEDGE SKILLS AND COMPETENCIES

- Sound knowledge and experience in Maternal newborn, child and adolescent health and familiar with various MNCH services package and menstrual health and hygiene of GON
- Experience in project implementation and health systems strengthening especially in the areas of maternal and neonatal health and hygiene



- Excellent writing, computer use, management and organizational skills
- Knowledge of various M&E tools, statistical packages and their application
- Knowledge and experience in outcome and impact measurement
- Strong interpersonal skills and communication skills, initiative, and good judgment
- Ability to independently plan and execute complex tasks while addressing daily management details and remaining organized and focused on long-term deadlines and strategy
- Sensitivity and responsiveness to Gender, diversity issues
- Basic understanding on Resilience, Governance, GESI and poverty related issues
- Proven initiative, flexibility and ability to prioritize in a demanding environment and to tight deadlines

Approved by: _____

Date: _____

Agreed by: _____

Date: _____