

Helen Keller Intl JOB DESCRIPTION

Employee's name: xxxxxxxx

Position: Consultant- Project Management and Software Development for USAID Integrated Nutrition

Department: IT Department

Location: Kathmandu

Reports: Senior Manager MIS

Scope of Work

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome long-standing cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential. A new activity led by Helen Keller Intl is USAID Integrated Nutrition.

USAID Integrated Nutrition's primary goal is to improve the nutrition status of women, adolescents, and children in Nepal's underserved and marginalized communities. USAID Integrated Nutrition tackles direct and underlying determinants of malnutrition in Nepal while strengthening the national and local enabling environment to implement multisectoral nutrition programming. Achievement of the purpose and objectives will be measured by improvements in indicators of nutrition status and nutrition-related behaviors (including service use) among women of reproductive age, adolescents, and children. Program management will also be measured by staffing, progress in implementing activities, and efficient use of resources. USAID Integrated Nutrition is implemented with core consortium partners as well as many local partners and requires a robust project management system to ensure successful execution and monitoring of operational activities. It needs to be streamlined for use and compatible with other software (DHIS2 and others) to be able to import only needed data.

Scope of Job

We are seeking a highly skilled Project Management and Software Development Specialist to manage the vendor selection, system development, and application deployment processes for our project management system. The ideal candidate will possess a blend of both software development and project management skills, enabling them to customize the application to meet our needs and drive forward. S/he will work closely with the IS and M&E departments under the supervision of Senior Manager MIS.

Key Responsibilities:

1. Project Management (Project Management System deployment)
 - Develop and maintain detailed work plans and timelines
 - Monitor project progress ensuring adherence to deadlines
 - Facilitate effective communication and collaboration within the project team ensuring all staff are well-informed project activities and status

- Manage vendor relationships and oversee the implementation of the chosen project management system
2. System Planning & Vendor Selection
 - Collaborate with USAID Integrated Nutrition and System & Applications staff to define a clear system concept and establish functional and technical requirements
 - Identify and evaluate potential software vendors
 - Lead the vendor selection process, ensuring compliance with critical system requirements
 3. System Development and Customization
 - Work closely with the chosen vendor to customize the project management system, providing necessary input and data
 - Guide the system development process, incorporating as many staff requirements as possible
 - Ensure user-centric design to meet the needs of different stakeholders by coordinating with relevant staff in the development and customization processes
 - Integrate the system with other applications, such as SharePoint, Teams, Office 365, DHIS2, and NetSuite.
 - Consolidate data from DHIS2 and other sources into an interactive role-based project management dashboard
 4. Application Deployment and Training:
 - Develop and maintain a plan and timeline for deploying the application to the entire project staff including partner staff.
 - Create necessary training modules and materials
 - Coordinate and provide training sessions for USAID Integrated Nutrition staff and local NGO partners
 - Develop orientation materials for new system users
 5. Reporting and Documentation:
 - Collaborate with vendors and the project staff to create customizable dashboards and reports for various user groups, including senior management, front-line managers, and partner staff per their roles in the system
 - Import/export of data for processes including building of reporting mechanisms in PowerBI and other standard reporting formats
 - Produce comprehensive documentation of the project management system and underlying business processes
 6. System Support and Security
 - Ensure compliance with the USAID and Helen Keller Intl reporting requirements
 - Treat system data maintaining accuracy, confidentiality, integrity and availability
 - Provide support for application end-users and keep the system up to date

Deliverables:

1. **Inception Report:** A comprehensive report outlining system requirements, technical specifications, and a strategic action plan for integrating the project management system (PMS) with DHIS2 and other applications.
2. **System Architecture Design Document:** A detailed design document specifying the architecture and technical structure of the PMS, ensuring compatibility with DHIS2, SharePoint, Teams, and NetSuite, and meeting all functional and security requirements.

3. **Functional PMS Setup:** A fully customized project management system with interactive, role-based dashboards that display real-time data from DHIS2 and other integrated sources, tailored to support decision-making across user roles.
4. **Data Integration and Testing Report:** A report summarizing the successful integration and testing of data flows between DHIS2 and the PMS, ensuring accurate and timely data transfer for project tracking and reporting.
5. **Training Materials and User Manuals:** Complete training modules, user guides, and instructional materials for staff and partners to navigate, utilize, and troubleshoot the PMS effectively, including live training sessions if necessary.
6. **Final Project Report:** A conclusive report documenting the project lifecycle, system deployment, challenges encountered, resolutions implemented, and recommended practices for system sustainability and scalability.

Timeline and Level of Effort:

- The PMS Consultant role requires a full-time commitment over a 90-120 day period, from November 2024 through August 2025. Project progress will be assessed through biweekly milestone reviews to ensure alignment with timelines and deliverables.

Reporting:

- The PMS Consultant will report directly to the Senior Manager of MIS and collaborate closely with the M&E and IT teams, providing weekly progress reports and communicating any critical updates as needed.

Qualifications and Required Skills:

- Bachelor's degree in computer science, Information Technology, Project Management, or a related field
- Minimum of 5 years of experience in project management and software development
- Proven experience of managing large-scale projects, preferably in an international development context
- Certifications in project management (PMP, PRINCE2 or similar) and PM tools or relevant software development credentials
- Proficiency in software development and customization
- Experience with role-based access controls and hierarchical activity management
- Familiarity with using AI tools, integrating AI into systems and making use of API and other programming tools
- Familiarity with integrating applications such as SharePoint, Teams, Office 365, DHIS2, and NetSuite
- Understanding of industry-standard data security and backup practices
- Excellent communication and interpersonal skills
- Ability to work effectively in a multicultural environment

Budget and Payment Terms:

- Payments will be structured around key project milestones. An initial payment will be made upon contract signing, with subsequent payments tied to specific deliverables. The final payment will be released upon successful project completion and acceptance of all deliverables.

Application Process:

- Qualified candidates are invited to submit a cover letter, resume, and examples of previous PMS or DHIS2 integrations, especially those involving data extraction and dashboard customization. Only shortlisted candidates will be contacted for interviews.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, caste, age, disability, or any other status that has no bearing on the ability of an individual to perform the functions of the job.

Agreed by:

Date:

Acknowledged by:

Date: