

Terms of Reference (ToR)
Research Consultant (1 Position)

1. Background

Nurturing Health: A Life-Course Approach to Non-Communicable Disease (NCDs) Prevention in Nepal is being implemented by Helen Keller Intl with support from the World Diabetes Foundation (WDF), in collaboration with the Family Welfare Division (FWD) and the Department of Health Services (DoHS). The project aims to strengthen the prevention, early detection, and management of hyperglycemia in pregnancy (HIP), including gestational diabetes mellitus (GDM). Adopting a life-course approach, the project integrates NCD prevention into maternal health services while promoting healthy lifestyle practices.

Helen Keller Intl, in collaboration with FWD/DoHS, will conduct a baseline assessment of service readiness and HIP prevalence, alongside a mapping of private healthcare services for pregnant women, including key informant interviews and stakeholder consultations. Covering five districts of Lumbini Province (Banke, Bardiya, Dang, Kapilvastu, Rupandehi) and three major referral hospitals, the assessments aim to assess service capacity, identify gaps, and provide evidence to guide national strategies for timely, accessible, and quality maternal care.

2. Purpose of the Role

The Research Consultant will lead and provide technical support for the baseline assessment including mapping of private healthcare services and both qualitative and quantitative research components, with the support of the Monitoring and Evaluation team and the Nurturing Health team leader of Helen Keller Intl. The role includes overseeing field implementation, coordinating with health facilities and Research Associates, ensuring quality data collection and ethical compliance, monitoring timelines, and addressing operational challenges. The coordinator will also consolidate and analyze study findings, prepare progress and final reports.

3. Key Responsibilities

a. Study Coordination and Management

- Lead the planning, organization, and execution of assessment activities in line with the research protocol.
- Develop and manage detailed work plans, timelines, and field schedules.
- Coordinate with the Senior Monitoring & Evaluation Manager, Nurturing Health Team Leader, Helen Keller Intl, FWD/DoHS, and other relevant stakeholders.
- Conduct training and capacity building of Research Associates on tools and methods.

b. Field Implementation Oversight

- Supervise and guide Research associates in data collection at field sites.
- Coordinate with health facilities to ensure smooth implementation of the assessment.

- Communicate and address operational and logistical challenges during fieldwork.

c. Data Quality and Ethical Compliance

- Ensure all data collection follows established protocols, quality standards, and ethical guidelines.
- Observe interviews and data collection
- Conduct spot-checks and monitoring visits to maintain data integrity.
- Ensure quality control with continuous monitoring of data collected using digital platforms like ODK.

d. Data Analysis and Reporting

- Prepare syntax or .do file for cleaning quantitative data
- Prepare coding and theme for qualitative data
- Conduct statistical analysis and applies appropriate test for quantitative data
- Ensuring transcribing and translating qualitative data
- Conduct thematic analysis and triangulation of findings.
- Consolidate, interpret, and synthesize study results.
- Prepare progress updates, field reports, draft reports, and the final comprehensive study report with key findings and recommendations.

e. Stakeholder Engagement and Communication

- Serve as the focal point of the assessment for communication among Helen Keller Intl, health facilities, and other partners
- Facilitate meetings, presentations, and knowledge-sharing events related to the assessment
- Support dissemination of findings to stakeholders, policymakers, and technical forums

4. Required Qualifications and Experiences

- Master's degree in public health, Epidemiology, Social Sciences, Biostatistics, or related field.
- Minimum 5 years of experience in research coordination and data analysis (both qualitative and quantitative).
- Strong skills in statistical software (e.g., SPSS, STATA, R) and qualitative analysis tools (e.g., NVivo, Atlas.ti).
- Proficiency in digital data collection tools.
- Demonstrated ability to manage teams, logistics and field operations.
- Proven experience in synthesizing research findings into quality reports.
- Excellent skills in analysis, report writing, and presentation.
- Ability to coordinate multiple teams and stakeholders.
- Willingness to travel frequently to field sites.
- Excellent communication, reporting, and problem-solving skills.
- Experience with health facility assessment tools.

5. Deliverables

- Approved work plan and field implementation plan with schedules and logistics.
- Training materials and orientation sessions for Research Associates.
- Regular field monitoring reports.
- Quality checked Raw data sets, audio record, transcribed document
- Final study report with comprehensive qualitative and quantitative analysis, including HIP prevalence

6. Timeline and Level of Effort

- The consultancy engagement is expected to last approximately four months within a total period of five months, commencing from the date of contract execution. The consultant will be based at the Helen Keller International, Nepal Country Office and will be required to travel frequently to the study areas as needed.

7. Reporting and Supervision:

- The consultant will work closely with the Monitoring & Evaluation Team and the Team Leader of the Nurturing Health project at Helen Keller International, as well as relevant government stakeholders.

8. Benefits and Remuneration

- Helen Keller will provide remuneration as per the organization's Norms.
- No additional benefits will be provided beyond the agreed consultancy fee.
- Helen Keller will reimburse approved travel and field-related expenses, if any, based on actual expenses incurred, per Helen Keller's travel policy, and upon submission of valid supporting documents.

9. Payment:

- Remuneration will be disbursed in installments contingent upon the successful and satisfactory completion of the key deliverables, as outlined in the contract. The detailed payment schedule, aligned with specific deliverable timelines, will be mutually agreed upon and finalized upon the consultant's onboarding.