

**Helen Keller International
Scope of Work
Consultant - Research Officer**

Position: Consultant - Research Officers

Required number: 2

Duration: 88 days (Spanning over a period of 5 months, June – October)

Reports to: Research Coordinator

Project: Multiple Micronutrient Supplementation (MMS) Supply Readiness Assessment in Nepal

Overall responsibilities: The Consultant-Research Officer will work closely with the Research Coordinator and collaborate with diverse stakeholders to ensure the timely completion of the assessment project. The Research Officer will be responsible for qualitative data collection from the provided list of relevant stakeholders at provincial and local levels, coordinating and facilitating meetings with stakeholders, and supporting in other field level activities. The Research Officer will adhere to Helen Keller Intl's research ethics.

Deliverables:

1. Coordinate and build rapport with the relevant stakeholders at provincial and local levels including non-governmental partners working in nutrition and logistics management.
2. Prepare a field visit plan for conduction of the qualitative data collection at provincial and local levels including non-governmental partners working in nutrition and logistics management.
3. Oversee and support transcribing, translation, and coding of qualitative data by the Research Associates.
4. Support in quality control of qualitative data collection and triangulate the findings where necessary.
5. Ensure adherence of supply readiness assessment activities with the developed implementation plan.
6. Document and share key policy documents available at the provincial and local levels related to IFA/MMS guidelines or supply chain regulations with the research team.
7. Collaborate with research team members and stakeholders during the supply readiness assessment, synthesis of findings, and participate in any relevant meetings and discussions at various levels.
8. Support in the coordination and data collection activities of the overall MMS project when required.

Qualifications and experiences:

1. Bachelor's degree in public health, nursing, nutrition, pharmacy, or relevant field with at least 3 years of experience in research-related activities.
2. Experience in conducting qualitative data collection, coding and analysis.
3. Experience working with Nepal's Health system at provincial or local levels.

Other Skills:

- ✓ Excellent written and spoken Nepali and English language skills, including proficiency in Nepali typing.
 - ✓ Computer literate and proficient with Microsoft Excel, Word, PowerPoint.
 - ✓ Ability to maintain balance when under stress.
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- The consultant position is expected to travel in the field 60% of the time during the job.

In the spirit of our founder and namesake,
Helen Keller places diversity and partnership at the core of our work.

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We encourage small minority, women  
to submit applications.