

TERMS OF REFERENCE

Name of the Position: Deputy Chief of Party, Learning4Impact

We are seeking a full time Deputy Chief of Party (DCoP) to lead a team within Swasti, which will serve as USAID Health Portfolio's Knowledge Partner.

Swasti currently serves as USAID India Health Office knowledge partner. Under this information , innovative products and services can be brought to scale so that the poor and needy have access to health care particularly in the areas of RMNCHA+ and TB programs.

Swasti seeks professionals from public health, business, marketing and finance sectors who will support the innovations in her/his capacity of Deputy Chief of Party. The DCOP will report to Chief of Party, L4I and will need to manage about 4 staffers and liaise with several sectoral experts and individuals of national importance. When required, the DCOP will need to serve the position of the CoP.

Swasti is an international health impact organization headquartered in Bangalore, India, working to improve health and well-being of the poor and marginalized. Through integrated and comprehensive programming, Swasti works in India and 29 countries across the globe with special focus in Asia. Domain areas include: Primary care, sexual reproductive health and rights, water sanitation and hygiene, prevention of gender violence, financial inclusion, social protection, health systems strengthening and technology in health. Approaches include Innovative models for impact through direct community engagement, technical assistance and knowledge management.

The Job

Core function: Responsible for managing and providing oversight for the various knowledge products, keeping an oversight and management of the team. Must be strategic and understand and seek to achieve outcomes through the various outputs. Collaborative in nature, the incumbent will work closely with various policy makers, implementing partners who are from esteemed institutions and with various technical staff within USAID. Responsible for leading the project, the deliverable of the outcomes, development of strategies and the delivery of agreed milestones.

Roles & Responsibilities:

A. Partnerships

- a. Responsive to the needs of USAID team, partners and the sector
- b. Relationship building and maintenance with govt. officials, civil society organizations and private companies to facilitate research, documentation, capacity building, advocacy and learning and generate institutional buy-in for adoption of recommendations
- c. Participate and contribute in key decision making forums related to operations and strategic direction

B. Program Management

- a. Conceptualize, design and support implementation of different components based on the needs of client and primary stakeholders
 - b. Timely delivery of high quality deliverables as per the work plan.
 - c. Support the development of and monitoring work plan, budget and team.
 - d. Identify opportunities for innovation, documentation & appropriate dissemination of best practices for sustainability and replication
 - e. Support the positioning of Learning For Impact as a useful instrument that enhances learning application to improve scale and quality of health programs
 - f. Coordinate planning and review meetings
 - g. Ensure the legacy of the organization s effectively utilized and brought to the L4I platform and vice versa
- C. Financial and contracting obligations
- a. Implementation of prudent financial management practices ensuring fairness and transparency at all times
- D. Human Resource Management
- a. Nurture and provide growth opportunities to the team
 - b. Conduct regular feedback sessions to ensure team is motivated and guided

Reports to: Chief of Party, Learning 4 Impact

1. Interacts with the entire L4I team at Swasti and the consultants at CMS
2. Influences L4I team, vendors, grantees and sub awardees

Age and Gender: No restrictions

Qualification

- A professional public health expert with Monitoring and Evaluation, research, writing and communication skills. Ideally a Postgraduate degree in Public Health, Social Work, Management, Finance or Journalism.

Desired Experience:

- Minimum of 8 - 10 years of progressive experience in either the development sector or corporate sector, with significant portion of it being in health, and knowledge management. Other countries experience is a plus
- Demonstrated experience of interacting and policy advocacy on issues in the Indian Health Systems, with senior representatives of public and private sector
- Must have led teams and also provided capacity building, policy and program level design and influence
- Expert level communication skills including writing
- Strong partnerships with government, INGO, NGO, Universities etc

Knowledge

- In-depth understanding of the Indian health system, global public health, key innovations in the public and private sectors
- Monitoring and Evaluation

Skills

- Strong technical skills in data utilization and analysis and a keen interest in development issues
- Relationship management
- Strategy and implementation of technical products
- Ability to lead a consortium of partners for efficient and timely results
- Big picture and translation to advocacy
- Excellent English verbal and written communication skills; Knowledge of at least one other Indian language essential; Hindi is a definite advantage
- Leadership skills and People management skills
- Proficiency in computers, basic software (MS Office), Proficient in the use of word processing and web browsing software

Work Ethics

- Timely delivery of tasks and milestones with focus on quality and consistency.
- Must work with a sense of urgency.
- Is critical and creative in execution of activities
- Respect diverse opinions and be solution seeking
- Will work to in a focused manner in nurturing and building talent in the team.
- Willingness to work in challenging situations

Aptitude

The role is seen by the organization as being critical to achieving excellent execution and management of the USAID KP program and the ideal incumbent should be -

- Able to manage pressure and to assess and absorb information quickly
- Ability to go in depth of the issues and find creative solutions
- Demonstrates passion and patience in achieving the collective goal of high quality execution of the program

Geography: New Delhi

Travel: Need-based travel to other parts of the country.

Measurement:

The incumbent will be assessed by the Director, Swasti on the accomplishment and delivery of all components described.

The incumbent will also be judged through the performance assessments and feedback of

this program given by partners and USAID.

The measurement will also include demonstrated elements of commitment, passion, accountability, ideation, flexibility, accessibility, and system and process management as well as the expected work ethics.

Authority/Delegation:

Cadre: Associate Director/Director levels

Level: L2 / L3