



TERMS OF REFERENCE
National Project Manager
Core Group Partner Project (CGPP)

Hiring Office:	ADRA Nepal, Bakhundol, Lalitpur
Background and Purpose:	<p>ADRA Nepal is seeking a highly qualified National Project Manager to lead the implementation of the CORE Group Partners Project (CGPP) in Nepal. CGPP is a multi-country, multi-partner initiative that supports governments in advancing polio eradication, strengthening surveillance for vaccine-preventable and zoonotic diseases, and enhancing global health security (GHS) through community-based systems.</p> <p>The National Project Manager will serve as the national secretariat lead coordinating all CGPP consortium activities, ensuring alignment with the Family Welfare Division (FWD), Department of Health Services (DoHS), Ministry of Health and Population (MoHP), and other stakeholders.</p> <p>Purpose of the Position</p> <p>The National Project Manager will provide strategic, technical, managerial, and coordination leadership to ensure high-quality implementation of CGPP activities. The role includes:</p> <ul style="list-style-type: none"> • Secretariat coordination with global and regional CGPP mechanisms. • National-level liaison with MoHP, DoHS, FWD, WHO, UNICEF, Gavi, and other stakeholders. • Oversight of surveillance, immunization, MCH, and GHS interventions. • Facilitation of monthly and quarterly coordination meetings with the CGPP consortium and national stakeholders. • Technical leadership for harmonizing CGPP's integrated AFP, VPD, and zoonotic surveillance approach. <p>This is a regular full-time ADRA Nepal staff position, based at the Country Office with field travel.</p>
Scope of work: (Description of services, activities, or outputs)	<p>Key roles and responsibilities include, but are not limited to:</p> <p>A. Secretariat & Consortium Coordination</p> <ul style="list-style-type: none"> • Provide strategic leadership to the CGPP National Secretariat, overseeing coordination among global, regional, and national partners and ensuring timely implementation, reporting, and stakeholder engagement. • Convene weekly coordination meetings with CGPP partners.

	<ul style="list-style-type: none"> • Facilitate quarterly national CGPP stakeholders' meetings. • Coordinate with CGPP Global and Regional Secretariats, ensuring timely information exchange, technical alignment, and joint planning. <p>B. Government and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Serve as primary liaison with the MoHP, Family Welfare Division, Epidemiology and Disease Control Division (EDCD), and NIP. • Ensure CGPP plans are fully aligned with national strategies such as GISAP, NIP 2022–2030, One Health 2019, and JEE recommendations. • Support cross-border coordination meetings and joint micro-planning. <p>C. Program Management & Technical Oversight</p> <ul style="list-style-type: none"> • Oversee implementation of activities related to: • AFP and VPD surveillance. • Zoonotic disease surveillance (One Health). • Immunization program strengthening. • Digital surveillance integration (DHIS2). • Ensure adherence to donor requirements, CGPP technical standards, and ADRA policies. • Provide strategic guidance to local NGO partners. <p>D. Monitoring, Reporting & Knowledge Management</p> <ul style="list-style-type: none"> • Lead development of national work plans, monitoring systems, and progress tracking tools. • Oversee timely submission of donor reports, partner updates, and global CGPP inputs. • Ensure high-quality documentation of AFP alerts, surveillance indicators, FCHV performance, digital reporting, and outbreak responses. • Coordinate operational research, assessments, and learning dissemination. <p>E. Capacity Building & Supervision</p> <ul style="list-style-type: none"> • Provide technical coaching to project staff, surveillance focal persons, and local partners. • Conduct joint supportive supervision visits with government and consortium partners (approx. 30% travel).
Expected outcome:	<ul style="list-style-type: none"> • Effective CGPP national secretariat operational with regular coordination at all levels. • Strengthened AFP, VPD, and zoonotic surveillance with ≥95% timely reporting. • Improved immunization coverage in high-risk areas and reduced zero-dose pockets.

	<ul style="list-style-type: none"> Well-documented quarterly reviews, surveillance reports, and donor submissions. Strengthened cross-border screening, active case search, and outbreak verification missions.
Duration and Working Schedule:	Full project period; regular full-time role.
Place where services are to be delivered:	ADRA Nepal, Bakhundole, Lalitpur,
Expected travel:	Frequent field travel (approx. 30%).
Reports to:	Program Director, ADRA Nepal Functional coordination with: CGPP Global & Regional Secretariats
Required expertise, qualifications, and competencies, including language requirements:	<ul style="list-style-type: none"> Master's degree in public health, Epidemiology, Global Health, or relevant field. Minimum 7 years of experience in public health program management, preferably in maternal child health/ immunization and surveillance. Strong experience working with MoHP and donor-funded health projects. Demonstrated leadership in managing multi-partner programs or consortium models. Knowledge of MCH program, CBS, DHIS2, outbreak response, and polio transition plan. Excellent coordination, communication, and stakeholder engagement skills. Fluency in English and Nepali (written and oral).
Inputs/services to be provided by ADRA	<ul style="list-style-type: none"> Monthly salary and benefits as per HR policy. Required logistics, travel allowances (DSA), communication support, and workspace. Tax will be deducted at source per the Government of Nepal regulations.
Mode of Payments:	Monthly salary upon submission of the timesheet.