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**TERMS OF REFERENCE  
RESEARCH ASSOCIATE**

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**NATIONAL HEALTH SUPPORT PROGRAM  
KHYBER PAKHTUNKHWA HEALTH DEPARTMENT**

### **1. Background**

The **National Health Support Program (NHSP) Khyber Pakhtunkhwa (KP)** is an initiative designed to strengthen the healthcare delivery system across the province, addressing both structural and functional aspects to improve public health outcomes. The KP-NHSP aims to achieve comprehensive healthcare improvements by focusing on primary healthcare services, infrastructure development, and community engagement, ensuring equitable and quality healthcare for all citizens of KP.

### **2. Project Components**

The National Health Support Program aims to improve access to an essential package of quality health services at PHC level for the population of Khyber Pakhtunkhwa.

There are 3 result areas encompassing 09 DLIs i.e. as under;

1. Primary Health Care (PHC) facilities meeting essential health services delivery norms, including in lagging areas and addressing climate risks
2. PHC providers delivering quality essential health services, including in lagging areas
3. Timely and appropriate referral between PHC level and higher levels of care, including in lagging areas.
4. TB case notification
5. Average provincial coverage of Penta- 1 and fully immunized children (FIC) within zero-dose priority districts.
6. Health information systems strengthened through greater integration and use of dashboard, including in lagging areas
7. PHC facilities reporting reductions in stock outs of select FP and nutrition commodities and essential drugs/medicines, including in lagging areas
8. Improved budgeting and budget flow practices
9. Domestic resource mobilization for PHC.

### **3. Objective**

To strengthen equitable delivery and quality of essential health services at the primary health care level in support of Universal Health Coverage.

In particular the project will:

1. Strengthen equitable delivery and quality of essential health services at PHC level.
2. Improving coverage and quality of essential health services.
3. Strengthening Governance and Accountability.
4. Improving Health Financing and PFM.

Specific objectives of this technical assistance are:

1. To enhance the capacity of health managers and healthcare providers, improving the quality-of-service delivery.
2. To provide governance and accountability (M&E) support through the use of information technology and improvement in the capacity of the DGHS.
3. To deliver direct technical assistance for cross-cutting reforms for primary health care by providing consultants and third-party support to the DoH.

### **4. Structure and Staffing of the Project Management Unit (PMU)**

The Department of Health, KP, oversees the NHSP implementation, supported by a Project Management Unit (PMU) led by a **Program Director (PD)**. The PMU includes specialists in health, procurement, finance, monitoring and evaluation, Coordinators and Research Associates to ensure effective project management and execution.

### **5. Scope of Work for Research Associate**



The Research Associate for the National Health Support Program (NHSP) in Khyber Pakhtunkhwa will support research activities to inform policy and program development. Responsibilities include designing and conducting surveys, collecting and analyzing data, and preparing research reports. The associate will collaborate with team members to develop evidence-based recommendations for improving healthcare delivery and outcomes. They will assist in maintaining databases, conducting literature reviews, and drafting research proposals. Additionally, the Research Associate will liaise with stakeholders, including health departments and development partners, to ensure that research findings are disseminated and utilized effectively to strengthen the NHSP's implementation and impact.

#### **6. Duties and Responsibilities**

The Research associate shall be responsible for the following tasks:

- Conduct literature review
- Collect analyse data
- Prepare materials for submission to PMU
- Prepare interview questions
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Summarize interviews
- Provide ready access to all experimental data for the supervisor/ PD
- Manage and respond to project related email
- Prepare, maintain and update website materials
- Attend project meetings
- Summarize project results
- Prepare progress report
- The research associate should also be involved in and actively participate and contribute to Monitoring, Evaluation, Research and Learning (MERL) activities of the Program.

#### **7. Qualification and Experience:**

- BA/B.Sc in economics/statistics/Biological Sciences/Social Sciences/LLB/with good analytical skills. Courses in communication/economics/consumer behavior. Program management certification or equivalent courses will be given consideration.

#### **ii. Required Skills and Specialized Techniques:**

- Highly developed data analytical skills with ability to use SPSS, SAS, STATA or equivalent programs.
- Strong communication skills, including report writing and confidence in delivering complex presentations to a wide range of audiences.
- Good project management, time management and problem solving skills.
- Experience of three years in conducting research and evaluation of development projects especially in health sector.
- Ability to respond to deadlines and prioritize accordingly.
- Ability to interact well and develop positive relationships with stakeholders of different backgrounds
- Sound knowledge of quantitative and qualitative research and evaluation methods

#### **8. Resources and Facilities**

The Research Associate will be provided with necessary resources, office space, and facilities to effectively manage program activities under the NHSP. Close collaboration with the PMU team, Health Department officials, and World Bank representatives is expected.

#### **9. Reporting Requirements**

The Research associate will report directly to the Program Director and Deputy PD, KP-NHSP, and submit regular progress reports, including monthly, quarterly, and annual updates, on procurement activities to the PMU and the World Bank.

#### **10. Duration and Location**

This is a full-time position based in Peshawar, KP, with the requirement to travel frequently to project sites across the province.