

Government of Nepal
Ministry of Health and Population

Syllabus for Recruitment of Contract-based Staff for Global Fund Program Operations

Examination Scheme

Paper	Section	Full Marks	Pass Marks	Exam System	Question × Score	Duration
I	A: Core Technical Competencies and Management	50	20	MCQ Based – 20 Question	20 × 1	1.00 hrs.
	B: Global Fund Technical Subject			MCQ Based – 30 Question	30 × 1	
II	Practical and Strategic Assessment	35	14	Interview - 15 Minutes	15	30 Min.
				Presentation and Q&A - 15 Minutes	20	
III	Education/ Qualification	5	3	Scoring through Screening of Applications		
IV	Relevant Experience	10	6			

****Note (Interview & Presentation)***

- The interview will assess the applicant's in-depth knowledge of subject matters, leadership qualities, coordination skills, and understanding of the Global Fund's working mechanisms.*
- Applicants are required to prepare a presentation based on a real-world case scenario related to HIV, TB, or Malaria, highlighting grant implementation challenges. Those applying for a specific component coordinator position (HIV, TB, or Malaria) must present on the relevant component only*

I. Positions: Project Director, Program Coordinator

Section A: General Management & Governance (20 marks)

- Public Health Leadership & Strategic Management**
 - Leadership styles, conflict management, motivation, team supervision
 - Organizational governance and inter-agency coordination
- Project and Financial Management**
 - Public Financial Management (PFM), annual work planning, budgeting cycle
 - Fiduciary risk control, budget execution, accountability
- Health Sector Planning & Decentralization**

- MoHP structures: Federal, provincial, local roles in program implementation
 - Local governance and service delivery frameworks
4. **HR and Administrative Oversight**
 - Supervision, performance appraisal, team mentoring and staff development
 5. **Communication and Negotiation**
 - Stakeholder management, inter-ministerial and donor coordination
 6. **Monitoring, Reporting and Use of Data**
 - M&E systems, performance tracking, adaptive planning

Section B: Global Fund Technical Subject (30 marks)

1. **Program Context and Strategic Priorities (HIV, TB, Malaria)**
 - Current national and provincial epidemiological trends of HIV, TB, and Malaria
 - Analysis of disease burden, transmission dynamics, and key affected populations
 - Review of national and subnational progress toward Global Fund and SDG targets
 - Key indicators from national strategic plans (NSPs) and health sector strategic plan (NHS-SP)
 - Priority interventions as per Global Fund performance frameworks
 - Identification of bottlenecks, challenges, and programmatic gaps
 - Integration and alignment with vertical and horizontal health programs
2. **Global Fund Architecture**
 - Country Coordinating Mechanism (CCM), Principal Recipient /Sub-Recipient structure and functions
 - Grant lifecycle: Concept Note → Grant Making → Implementation → Closure
3. **Grant Management & Donor Coordination**
 - Technical Assistance support structure; coordination with HIV, TB, Malaria programs
 - Role of Health Coordination Division/MoHP in harmonization and stakeholder convening
 - Support development of national guidelines, SOPs, training modules, and operational research initiatives aligned with Global Fund and national disease strategies
4. **Programmatic Reporting**
 - PUDR cycle (Progress Update and Disbursement Request)
 - Performance frameworks, indicator monitoring

5. Financial and Procurement Oversight

- Budget alignment with workplans, risk mitigation, reprogramming
- Health Products Management Tool (HPMT), procurement pipeline monitoring
- Monitor grant absorption rates, identify financial bottlenecks, and implement timely corrective actions to improve fund utilization

6. Disease Program Implementation (HIV/TB/Malaria)

- National strategic priorities, key populations, testing, treatment, prevention
- Supply chain, provincial-level bottlenecks, service delivery oversight
- Coordinate micro-stratification, malariometric surveys, and epidemiological mapping to guide targeted interventions

7. Field Supervision and TA Tracking

- Supportive supervision framework, documentation, follow-up actions
- TA delivery and performance tracking across federal and subnational levels

II. Positions: Finance and Grants Management Expert, Procurement and Supply Chain Management Expert, Finance Officer, Supply chain officer, Store officer, Finance and Admin officer

Section A: General Management & Governance

1. Public Financial Management (PFM):

- Budget planning, execution, and control
- Financial accountability and fiduciary risk mitigation
- Government of Nepal systems:
 - SuTRA (Sub-National Treasury Regulatory Application)
 - LMBIS (Line Ministry Budget Information System)
 - TSA (Treasury Single Account)
 - e-AWB, CGAS, TABUCS, e-Voucher systems

2. Organizational Governance & Coordination:

- Roles and coordination across MoHP, EDCD, NCASC, NTCC, NPHL, HCD
- PR/SR structure under Global Fund grants
- Federalism and service delivery structure: federal, provincial, local

3. Internal Controls and Audit Readiness:

- Internal control systems and SOPs
- Asset registry and stock records

- Roles of OAG (Office of the Auditor General), LFA (Local Fund Agent), internal and external auditors

4. Team Leadership and Capacity Building:

- Staff supervision and coaching
- On-site mentoring for field finance/logistics officers
- Supporting performance and compliance at SDPs

5. Documentation and Reporting:

- Financial documentation: POs, GRNs, stock cards, bin cards
- Standard reporting formats and retention protocols
- Documentation readiness for PU/DR and audits

6. Communication and Negotiation:

- Stakeholder engagement within MoHP, donors, auditors
- Preparing audit responses and financial clarifications
- Liaison and communication with LFA and PR teams

Section B: Global Fund Technical Subject (30 marks)

1. Global Fund Grant Architecture:

- Grant lifecycle: Concept Note → Grant Making → Implementation → Closure
- Roles of PRs, SRs, and CCM (Country Coordinating Mechanism)
- Understanding of the grant agreement and implementation arrangements

2. Financial Management Tools:

- PU/DR (Progress Update and Disbursement Request)
- QUART (Quarterly Update for Absorption and Tracking)
- EFR (Enhanced Financial Reporting)
- Modular budgeting using GF templates
- Use of systems like Agresso and GoN tools

3. Procurement & Supply Chain Tools:

- HPMT (Health Product Management Tool)
- Wambo.org – Global Fund procurement platform
- Pipeline monitoring, expiry control, buffer stock management
- eLMIS (Electronic Logistics Management Information System)

4. Programmatic Oversight & M&E:

- Performance Framework: indicators, targets, baselines
- Programmatic gap analysis
- Data Quality Audit (DQA)

5. Compliance, Risk, and Audit Management:

- Audit Action Plan Tracker
- Integrated Risk Management Module (IRM)
- Early Warning System (EWS)
- Compliance with fund utilization, procurement norms

6. Grant Oversight and Coordination:

- Grant Operating System (GOS)
- Role of CCM in oversight and governance
- Understanding the Grant Scorecard and ratings
- Coordination among PR, SRs, and MoHP units

III. Positions: Medical Officer, Malaria Surveillance Officer, Entomologist

Section A: Core Technical Competencies and General Management

4. Core Technical Knowledge and Clinical Skills

- Fundamentals of TB, HIV/AIDS and Malaria pathophysiology
- Diagnosis and staging of TB, HIV/AIDS and Malaria cases
- Treatment protocols (regimens, treatment failure, drug resistance)
- Patient-centered care, adherence monitoring, and counseling
- Management of TB, HIV and Malaria in special populations (pregnant women, children, key populations)
- Infection prevention and control (IPC) practices in clinical settings
- Vector ecology and environmental factors affecting transmission

5. National Guidelines and Public Health Protocols

- National HIV/AIDS testing, treatment, care, and support guidelines
- National TB control program and TB-HIV collaboration
- Guidelines for patient documentation, data management, and reporting
- Malaria Elimination Programme
- National IVM strategy and its implementation
- Integration of services and referral mechanisms

6. Program Management, Implementation and monitoring

- Program design and planning for TB, HIV and Malaria interventions
- Monitoring and evaluation (M&E) frameworks
- Data analysis and use for decision-making

- Use of health information systems (DHIS2 or equivalent)
- Budgeting and resource mobilization (e.g., Global Fund-funded activities)
- Interpretation of vector density, infection rates, and resistance profiles

7. Targeted Interventions and Right Based Approach

- Human rights principles in HIV service delivery
- Addressing stigma, discrimination, and gender inequality
- Scaling up programs to reduce human rights-related barriers
- Working with key populations (e.g., MSM, sex workers, PWID, Migrants)
- Screening and referrals at Point of Entry

8. Training, Mentoring & Capacity Building

- Designing and conducting training sessions
- Adult learning principles and effective facilitation techniques
- Mentoring approaches for field staffs

9. Communication and Interpersonal Skills

- Stakeholder engagement, advocacy and inter-agency coordination
- Report writing and presentations
- Teamwork and multidisciplinary collaboration

Section B: Global Fund Technical Subject (30 marks)

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- Technical Assistance support structure; coordination with HIV, TB, Malaria programs

- Support development of national guidelines, SOPs, training modules, and operational research initiatives aligned with Global Fund and national disease strategies

4. **Programmatic Reporting**

- PUDR cycle (Progress Update and Disbursement Request)
- Performance frameworks, indicator monitoring

5. **Compliance and monitoring**

- Execution of workplans, risk mitigation, support for reprogramming
- Health Products Management Tool (HPMT), procurement pipeline monitoring

6. **Disease Program Implementation (HIV/TB/Malaria)**

- National strategic priorities, key populations, testing, treatment, prevention
- Supply chain, provincial-level bottlenecks, service delivery oversight
- Coordinate micro-stratification, malariometric surveys, and epidemiological mapping to guide targeted interventions

IV. **Positions: Microbiologist/Lab Specialist, Laboratory Officer (Technical Officer), Laboratory Technologist**

Section A: Core Technical Competencies and General Management

8. **Core Microbiology & Parasitology**

- General and clinical microbiology
- Medical parasitology (focus on Malaria)
 - Life cycle and morphology of *Plasmodium* species
 - Diagnosis of malaria: microscopy, RDTs, PCR
- Mycobacteriology:
 - *Mycobacterium tuberculosis* biology
 - TB diagnosis and transmission

9. **Diagnostic Tools and Techniques**

- Microscopy (including malaria and TB slides)
- Culture and Drug Susceptibility Testing (DST)
 - Solid and liquid media (Löwenstein-Jensen, MGIT)
- Molecular diagnostic tools
 - PCR (Conventional & Real-time)
 - Line Probe Assay (LPA)
 - Xpert MTB/RIF and Xpert MTB/XDR
- Diagnostic algorithms for TB and malaria

10. **Quality Assurance & Laboratory Management**

- Laboratory Quality Management System (LQMS)
 - Internal Quality Control (IQC) and External Quality Assessment (EQA)
- Good Laboratory Practices (GLP)
- Biosafety and biosecurity practices
- Equipment maintenance, calibration, and troubleshooting

11. Programmatic Knowledge

- National Malaria Control Program (NMCP) and National TB Program (NTP)
- Malaria and TB epidemiology in Nepal
- Monitoring and evaluation of diagnostic centers
- Slide rechecking and performance indicators
- Procurement and supply chain in diagnostics

12. Data Management and Reporting

- Laboratory documentation and reporting
- Database entry and QA/QC tracking
- Data interpretation and presentation

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 - 5. **Compliance and monitoring**
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- V. **Positions: Data Officer, Documentation and Reporting Officer, M&E officer, Strategic Information/M&E Officer, Program Assistant**

Section A: Core Technical Competencies and General Management

7. HIV, TB, Malaria Program Knowledge

- Overview of national and global strategies (e.g., WHO guidelines, Global Fund strategies).
- Key indicators and service delivery models for:
 - HIV: ART, OST, HIV Tracker, viral load monitoring.
 - TB: GeneXpert, microscopy, culture, NTPMIS.
 - Malaria: case detection, treatment, surveillance (MDIS).
 - AMR and zoonotic disease surveillance integration.
- Program performance frameworks and result-based management.

8. Monitoring and Evaluation (M&E)

- Concepts and components of M&E frameworks.
- Development and application of:
 - Logical Frameworks (LogFrames)
 - Theory of Change (ToC)
- Designing M&E Plans: indicators, baselines, targets, means of verification.
- Data collection tools and field monitoring protocols.
- Evaluation methodologies (quantitative and qualitative).
- Data quality assurance (DQA) processes.
- Feedback mechanisms and adaptive learning.

9. Health Information Systems (HIS) and Platforms

- National and program-specific platforms:
 - DHIS2, iHMIS, ONHIS
 - NTPMIS, HIV Tracker, MDIS
- Data integration between lab systems and HIS.
- System functionality monitoring, troubleshooting, and maintenance.
- Data security, backup, confidentiality, and access control protocols.

10. Data Management and Analytics

- Data collection, cleaning, validation, and storage best practices.
- Digitization and archiving of laboratory and surveillance data.
- Real-time data entry protocols and system syncing.
- Tools and software proficiency:
 - Excel (advanced), SPSS, R, STATA, Epi-Info, GIS
 - Power BI or other data visualization software.
- Trend analysis, outbreak detection, and epidemiological interpretation.
- Report generation (dashboards, PUDRs, routine programmatic updates).

11. Documentation and Reporting

- Standard operating procedures (SOPs) for documentation/reporting.
- Writing high-quality reports: quarterly, semi-annual, annual, PUDRs.
- Preparing donor and stakeholder communications (e.g., case studies, policy briefs).
- Data storytelling and synthesis for decision-makers.
- Global Fund reporting protocols and compliance standards.

12. Capacity Building and Stakeholder Engagement

- Designing and delivering training sessions on data and M&E systems.
- Building capacity of SDPs, field officers, and lab staff.
- Coordinating with government departments and implementing partners.
- Organizing and facilitating review meetings, workshops, and feedback loops.

13. Research and Surveillance Support

- Technical assistance in operational research and publications.
- Surveillance design and data support for emerging diseases.
- Collaboration with research institutions for data-driven insights.

14. Program Planning and Management

- Annual work planning and alignment with national strategic plans.
- Budgeting for M&E and data systems.
- Supportive supervision and mentoring of field activities.
- Use of data for strategic decision-making, forecasting, and resource allocation.

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VI. Positions: Admin/Program Associate, Logistics Assistant, Senior Administration Assistant

Section A: Core Technical Competencies and General Management

7. General Knowledge and Aptitude

- Basics of administrative and financial systems in public institutions
- General understanding of public health program operations
- Time management and multitasking
- Politeness, clarity, and professionalism in communication

8. Office Administration and Support

- Office management and filing systems (physical and digital)
- Meeting scheduling, event/workshop logistics
- Record keeping: maintaining inventory, documentation, and office supplies
- Handling communication with internal/external stakeholders
- Use and maintenance of office equipment (e.g., printer, intercom, scanner)

9. Financial and Logistic Support

- Requisition form and voucher preparation and b
- Financial documentation, invoice/receipt handling
- Inventory management of supplies and medical commodities
- Storage, disposal procedures, and audit compliance

10. Logistics and Program Support

- Logistics planning and coordination
- Transportation arrangements for field staff and supplies
- Coordination with suppliers and service delivery points
- Monitoring and reporting of supply usage and requirements
- Support in training and workshops (including payment processing)

11. Field Operations and Coordination

- Working with district/MoHP/partner offices
- Coordinating with multiple departments and stakeholders
- Understanding of program documentation and reporting needs
- Ability to travel and work under limited supervision

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VII. Position: Support Staff

- 1. General Knowledge and Understanding of Role**
- Understanding daily responsibilities
 - Importance of cleanliness and organization
 - Role in supporting smooth office operations
 - Familiarity with basic office layouts and needs
- 2. Cleaning and Maintenance Tasks**
- Techniques for cleaning various surfaces and equipment
 - Safe use of cleaning products and tools
 - Personal hygiene and workplace safety

- Waste disposal and recycling practices
- 3. Office Setup and Preparation**
 - Arranging furniture and office equipment
 - Preparing meeting rooms (tea/coffee service, materials, etc.)
 - Basic decorum for formal and informal setups
- 4. Inventory and Stock Management**
 - Tracking and reporting stock levels
 - Reordering procedures for stationery/supplies
 - Labelling and organizing items
- 5. Handling Equipment and Office Tools**
 - Safe operation of photocopiers, fax machines, printers
 - Basic troubleshooting of equipment
 - Proper shutdown and care of machines

VIII. Position: Driver

1. Driving Skills and Traffic Regulations

- Local traffic laws and road signs.
- Defensive driving techniques.
- Emergency driving procedures
- Safe overtaking, parking, and reversing.
- Seat belt and speed regulations.
- Handling inclement weather or rough terrain.

2. Vehicle Maintenance and Safety Checks

- Routine checks: oil level, coolant, brake fluid, tire pressure.
- Identifying and reporting mechanical issues.
- Vehicle cleaning and hygiene.
- Understanding vehicle service schedules and logs.
- Safe handling of fuel.

3. Navigation and Local Knowledge

- Familiarity with local and regional road networks.
- Use of maps or GPS.
- Estimating travel time and planning routes.
- Awareness of alternate routes and traffic patterns.

4. Professionalism and Confidentiality

- Confidentiality protocols (especially for sensitive health-related travel).
- Interacting respectfully with staff, clients, and partners.
- Dress code and personal hygiene.

- Ethical conduct and discretion.

5. Logistical and Administrative Support

- Maintaining trip logs, mileage, fuel records.
- Assisting in loading/unloading supplies.
- Coordinating schedules with staff.
- Document management (driver's license, insurance, vehicle registration).

6. Work Ethics and Flexibility

- Readiness to travel on short notice.
- Flexibility in work hours and locations.
- Handling pressure and tight schedules.
- Teamwork and cooperation.

7. Health and Safety Awareness

- HIV-related program context awareness (basic understanding).
- Safe transport of medical supplies.
- Infection prevention protocols (e.g., hand hygiene, mask use).
- Emergency procedures during transport