

Family Planning Association of Nepal (FPAN)

JOB DESCRIPTION

Job Title:		Division:	
ACCESS - Programme Manager		Programme Division of Family Planning Association of Nepal (FPAN)	
Location:	Responsible to:	Date:	Level:
Nepal	Director General - FPAN	October 2020	10

1. JOB PURPOSE

The ACCESS Programme Manager will be responsible for the delivery of a FCDO UK-funded restricted project, titled Approaches in Complex and Challenging Environments for Sustainable SRHR (ACCESS) executed by IPPF with ACCESS Consortium partners, and implemented by FPAN in selected districts of Nepal.

With a focus on four diverse countries, the ACCESS Consortium aims to produce a set of scalable, evidence-based, participatory approaches that support and engage marginalised and under-served populations in complex and challenging environments to claim and access comprehensive SRH information and services. The ACCESS Consortium will work to bridge the humanitarian-development continuum, working with the most marginalised communities to build their overall SRHR resilience and crisis response while simultaneously addressing their SRHR development needs.

2. KEY TASKS

1. Lead the delivery of the ACCESS restricted project in Nepal over three years, with IPPF and five global consortia partners.
2. Oversee the strategic direction for the ACCESS project in Nepal in collaboration with IPPF and global partners, specifically delivering against the results framework and developing learnings / global goods to support FCDO's SRHR future direction.
3. Manage programmatic relationship with FPAN, IPPF, including working with technical and contract teams; and be key point person for FCDO Country Team in Nepal.
4. Contribute to research publications and present the work of the ACCESS Consortium at national/regional conferences and other platforms.
5. Coordinate with an interdisciplinary team at FPAN with expertise in technical areas, operations, finance and monitoring and evaluation following existing FPAN rules and regulations.
6. Manage consortium partner relationships, to include effective communication and collaboration for the purposes of supporting programme delivery, coordination, and contractual and performance management.
7. Ensure timely submission of programme and financial reports to the Head of ACCESS.
8. Manage project risk strategically, ensuring the appropriate mitigation measures and contingency plans are developed (in collaboration with IPPF) to ensure the project follows the appropriate protocols and actions.
9. Advise the Head of Programme on all matters pertaining to the project progress, funding, donor relations, challenges and opportunities.

10. Provide technical leadership and share lessons and best practices of ACCESS on behalf of FPAN.
11. Advise all stakeholders on all aspects of the project as appropriate.
12. Keep up-to-date with relevant technical related knowledge.

3. General

- Ensure gender is effectively mainstreamed within the remit of the post and in line with FPAN's Gender Equality Policy.
- Build and maintain positive relationships with all members of staff, and contacts within and outside the Association/Federation.
- To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
- Take collective responsibility for safeguarding.
- Undertake any other reasonable duties as may be requested from time to time.

4. RESPONSIBILITIES

- The manager is responsible, at a minimum, for the line management of 1 staff member (to be confirmed) and potential consultancies, following FPAN administration policy.
- The manager is responsible for the management of a budget up to £1 million over three years (to be confirmed), following FPAN financial rules and procedures.
- The manager advises FPAN Directors on all aspects of the programme.
- The manager advises the Steering Committee on the strategy and implementation of the programme.
- The manager advises FCDO on progress, opportunities and challenges.
- The manager advises Consortium partners and sub-grantees on all stages of the project cycle and implementation of the project.

PERSON SPECIFICATION

5. EDUCATION & QUALIFICATIONS

- Postgraduate qualification in public health (MPH) is essential.
- At least five years experience in health sector with two years advanced experience in humanitarian response in sexual and reproductive health and rights sector.

6. PROVEN ABILITY

- Advanced application in programme management with a focus on the provision of comprehensive, quality SRH services in complex and challenging settings.
- Demonstrated experience working on projects funded by international donors (i.e. FCDO, UN, USAID), with understanding of donor relations, reporting and compliance to successfully deliver donor-funded contracts.
- Experience managing or providing support to FCDO (formerly DFID and FCO) funded initiatives desirable.
- Experience in evaluation and research/operational research desirable.

- Proven ability to effectively coordinate stakeholders and resources for a common purpose.
- Proven ability to tackle difficult issues and challenging or complex relationships in a constructive, positive and results-driven way.
- Knowledge of up-to-date standards/tools/best practices in SRH and experience in applying it to different contexts.

7. SKILLS

- Excellent people management skills – including remote management.
- Excellent interpersonal skills - articulate, tactful and diplomatic.
- Highly developed project management skills, particularly with regards to programme quality, monitoring and evaluation, financial management, risk management, and donor compliance.
- Developed networking and relationship building skills with the ability to collaborate effectively with a wide range of stakeholders in a multi-partner consortium.
- Excellent written communication skills required to write a variety of documents.
- Excellent organizational and time management skills to meet tight deadlines.
- Good research and analytical skills.
- Understanding of the complexity of SRH issues across a variety of different cultural, socio economic, emergency and development contexts.
- Fluent English and Nepali essential, knowledge of other languages desirable.
- Excellent IT skills.

8. PERSONAL COMPETENCE

- Willing to travel internationally and nationally.
- Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF/FPAN operates.
- Open and approachable, with collaborative approach to work.
- Integrity and ability to maintain confidentiality at all times.
- Understanding of and a commitment to safeguarding including child protection, in a local and international context.
- Supportive of a individual's right to choose and to have access to safe abortion services.
- Commitment to community and civil society engagement including the meaningful participation of marginalised and vulnerable communities.

Date: 2nd March 2021