



Terms of References for FPAN /Executive Director

Background and Context:

The Family Planning Association of Nepal (FPAN) established in 1959 is a leading organization working in the areas of adolescent sexual and reproductive health, HIV/AIDS prevention, safe abortion, access to SRH information and services, and advocacy for sexual and reproductive health and rights. FPAN is a complex organization with geographical coverage of 28 districts across the country having 1200 clinical and non-clinical service delivery centers involving large number of volunteers, community counselors, peer educators, grass root volunteers and staff members. FPAN is an affiliated member of the International Planned Parenthood Federation (IPPF).

FPAN is governed through its Constitution, 1977 (with 19th amendments) and IPPF Strategic Policy Guidelines and Code of Good Governance. FPAN Central Assembly is the supreme body for endorsing the policy and plan of FPAN through the recommendation of Central Committee, while the President of FPAN will make overall supervision of the policy and plan approved by Central Assembly and Central Committee (CC) under implementation. The President shall also be responsible for supervision on overall performance of the ED. The ED shall be appointed on a performance contract basis based on performance indicators as agreed between the FPAN and ED. Against this background, the specific responsibilities of the ED shall be, but not necessarily limited to following:

- The ED shall have to develop the long term, medium term and short term strategy and plan and programme for accomplishing the overall objectives and goals and submit to CC for approval,
- The ED shall have to formulate the annual plan and budget and submit to the Central Committee for approval,
- The ED of FPAN shall be responsible to implement the approved policy, programmes and decisions made through Central Assembly and Central Committee,
- The ED shall ensure effective human resource management, including recruitment, placement, promotion, training, transfer, separation and other HR components, as specified through the FPAN Constitution and Human Resource Manual approved by the Central Committee,
- The ED shall have to introduce new innovations and good practices for overall development and management of FPAN within the specified scope of services,



- The ED shall supervise the performance of the subordinate staff members and provide necessary guidance for enhancing efficiency, if so required,
- The ED shall supervise and manage all staff members employed at all levels under FPAN's network and carry out performance appraisal and provide incentive, promotion or dismissal,
- The ED shall appoint appropriate staff and consultants in compliance to existing regulations and procedures within the framework of HR Manual as required for FPAN programs and projects approved by Central Committee,
- The ED shall ensure good governance in the overall performance of FPAN through sufficient transparency, accountability, integrity and fair practices,
- The ED shall do the needful within the approved framework to mobilize resources from government agencies, and development partners (both internal and external),
- The ED shall ensure compliance to FPAN Human Resource Manual, and financial / administrative regulations and systems in place,
- The ED shall take necessary actions for mitigating and safeguarding the possible fiduciary risks,
- The ED shall liaison with IPPF and other international agencies within the jurisdiction as agreed by the Central Committee,
- The ED shall work closely under the overall supervision of the President while dealing with strategic issues, policy, plan and budget formulation,
- The ED shall make periodic reporting on monthly basis to the President and quarterly basis to the CC through the President,
- The ED shall submit a six monthly report to the CC through the President on his/her individual performance.

Qualification Requirements:

An individual to be eligible for the ED should meet following requirements:

- PhD in public health, or population studies or social science or development management with at least 10 years of experiences in the related field,
- Master's Degree in public health, or population studies or social science or development management with at least 12 years of experiences in the related field,
- Demonstrated experiences in modern approaches to ion management will be an added advantage,



- Experiences gained in developing policy framework, action plans, guidelines and management of family planning related activities,
- Experiences with donor funded projects is preferable,
- Good presentation, interpersonal and communication skills,
- Excellent knowledge of English and Nepali. Knowledge of other international language shall be an added advantage,
- Good knowledge on the basic computer application,

Duration of Services

The ED shall be appointed on performance based contractual basis for a period of two years subject to continuation of contract after one and half years through mid-term review of the performance.

Remuneration and Benefits

- ED shall be entitled with the remuneration and benefits as per the contract signed in accordance to the administrative and financial management regulations/ systems in place ,
- ED shall be provided casual leave, sick leave and home leave as per the regulations of FPAN and the public holidays,
- ED shall be responsible for all taxes and duties including income tax applicable as per the Government of Nepal rules and regulations,
- In case of travel in-country and out-country, he/she will be provided DSA and travel expenses as per the financial regulations of FPAN.

Referees

The applicant should provide two referees in the following format:

SN	Name of Referee	Latest Position and Organization	Tel/Mobile and e-mail
1			
2			
3			

Address of Applicant

Full Name:

Present Address:

District:

Municipality/VDC:

Ward No:

Location:



Tel:

Mobile:

E-mail: