

TERMS OF REFERENCE FOR CONSULTANCY CONTRACT

Title:	
Administrator - Family Planning Association of Nepal (FPAN)	
Location	Function
Kathmandu, Nepal	Senior Level Management
1. PURPOSE	
International Planned Parenthood Federation (IPPF) invites applications for the position of Administrator to be based at its member association (MA) office in Nepal.	
2. DESCRIPTION	
<p>IPPF is a global service provider and a leading advocate of sexual and reproductive health and rights for all. In addition to its global headquarters in London, UK, IPPF has six Regional Offices Africa (Nairobi, Kenya); Arab World (Tunis, Tunisia); Europe (Brussels, Belgium); South Asia (Bangkok, Thailand and New Delhi, India); East, South East Asia and Oceania (Kuala Lumpur, Malaysia); Western Hemisphere (New York, USA).</p> <p>Family Planning Association of Nepal (FPAN) is a full Member Association of International Planned Parenthood Federation (IPPF) South Asia Region. FPAN is a voluntary non-profit autonomous body registered with the objectives of promoting sexual and reproductive health services. Established in 1959, FPAN has been regularly complementing and supplementing national health and population programs. Its beneficiaries are poor, marginalized, underserved people including adolescent, sex workers, Injecting Drugs Users (IDU), Lesbian Gay Bisexual Transgender Intersex (LGBTI), People living with HIV/AIDS (PLHIV), Gender Based Violence (GBV) survivors, trafficked returnees, people with disabilities etc.</p> <p>FPAN is one of the largest NGO organization in Nepal involved in SRH services with service delivery network covering 37 districts and through its associate organizations.</p>	
3. RESPONSIBILITIES	
<p>Under the overall guidance of IPPF South Asia Regional Office (SARO) undertake the following functions:</p> <ul style="list-style-type: none"> • Manage day-to-day operations and ensure continuation of implementation of the programs/ projects. • Provide guidance to senior management in planning, budgeting and supervision of programmes and staff. • Ensuring smooth and transparent implementation of financial and technical processes • Spearhead organization change management process including: <ul style="list-style-type: none"> ○ Taking management restructuring which is underway to a conclusion. ○ Support SARO to set up Independent Governance Reform Commission to facilitate governance reform. • Ensure setting up and implementation of adequate internal control systems within the association. • Strengthen management systems and processes (including financial management systems, HR systems, procurement systems, asset management system, communication system, risk management system, resource mobilization system, ICT system etc.) in the line with accreditation recommendations and audit observations. Strengthen and provide support to the internal audit function and ensure implementation of its recommendations. • Ensure compliance with all legal and statutory requirements. • Monitoring and periodic review of activities and programmes and ensure donor reporting as required. • Provide leadership and mentoring of all staff. • Be the principal spokesperson and representative for the organization. • Ensure timely and regular reporting to the FPAN Governance Committee. • Rebuilding and strengthening partnerships with key partners including the Government, NGOs, INGOs and donor community. • To be the member-secretary (ex-officio) of the Governance Committee of FPAN. • Helps in formulation (required new policies) and amend of (existing) policies and strategies. • The position will be responsible to Regional Director IPPF SARO and report on a fortnightly basis. 	

4. EDUCATION AND QUALIFICATIONS
Post-graduate/Professional degree in social science, public health, medicine or management or equivalent standard of education.
5. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> • At least ten years' work experience at senior management positions in related SRH organizations or corporate sector including development and management of relevant national/regional level programmes/initiatives. Experience of leading the organization will be preferred. Experience of working in Nepal will be an added advantage. • Appropriate understanding and capacity of managing technical and financial resources of the organization and guiding high level decisions. • Prior experience in handling institutional crisis and change management processes will be added advantage.
6. TERM OF APPOINTMENT
<ul style="list-style-type: none"> • One year consultancy contract (extendable, if required)