



## TERMS OF REFERENCE

Job Title: **Family Planning Programme Officer**  
Band/Peg: SB 5/Peg I  
Duty Station: Kathmandu  
Position Number: 00116961

### **1. Organizational Location**

The Family Planning Programme Officer will be located at the UNFPA County Office in Kathmandu, Nepal.

### **2. Background**

UNFPA is currently implementing the “UNFPA Nepal Family Planning Project” (UNFPP)-funded by United Kingdom’s Department for International Development (DFID). The project aims to contribute to improving maternal health, reducing unwanted pregnancies and unsafe abortion through increased access to and use of modern methods of contraception. To achieve this, UNFPA’s will focus on three overarching outputs: advocacy, service provision, and evidence gathering. UNFPA will leverage its comparative advantage for continued policy advocacy work and demand generation. The programme will give priority to reaching vulnerable population groups including adolescents and youth.

Within the framework of the UNFPP, the Family Planning Programme Officer will act as the main focal point for the project. S/he will lead implementation of the UNFPP and will be responsible for planning, implementing, monitoring and coordinating all interventions that will be implemented by UNFPA relating to the project. The Family Planning Programme Officer will work in close collaboration with the UNFPA RH/FP team, the implementing partners, the Family Welfare Division/Department of Health Services, and relevant external development partners to ensure efficient and effective implementation of the project. S/he will be the main focal point for the donor and will be responsible for ensuring project compliance as per donor requirements.

Under the overall guidance and supervision of the UNFPA Family Planning Coordinator and in close collaboration with UNFPA relevant technical and programme teams, in Kathmandu and at sub-national level, as well as with the external partners, the incumbent will perform the following tasks:

### **3. Major Responsibilities**

#### **3.1 Ensures effective implementation of programme strategies to achieve the project results**

- Take lead in the day-to-day management of the UNFPP project including keeping abreast with the FP policy and programme situation in country to leverage contribution to and achievement of the project goal of averting unwanted pregnancies and increasing additional FP users in the project districts.
- Advocate, influence policy, conduct analysis of evidence (global and national), and technically assist project implementation for the effective inclusion of vulnerable group including adolescents and ethnic minorities in the FP programme interventions.



- Review the existing global FP practices and continuously advise/guide in improving the quality of project interventions and implementation.

### **3.2 Ensures effectiveness, efficiency and quality in project implementation**

- Take lead in developing a detailed annual work plan and budget together with the implementing partners for the UNFPP, based on the project document.
- Provide implementing partners with required technical and operational guidance in executing the UNFPP, including for regularly tracking and monitoring of the project output indicators.
- Coordinate with the UNFPA Province FP Technical Advisors for the effective implementation of project activities at the field level.
- Provide and/or mobilize necessary technical guidance and inputs for updating/revising technical guidelines and protocols related to FP.
- Participate in relevant sub-committee meetings and other coordination mechanisms and advocate to advance UNFPP objectives in close coordination with RH/FP team.
- Coordinate regular meetings relating to the project with donor and other stakeholders as necessary.
- Strengthen partnership and collaboration with Government and other stakeholders through effective communications and coordination.

### **3.3 Monitoring, Evaluation and reporting**

- Ensure regular monitoring and tracking of the programme and financial progress.
- Ensure development of a robust monitoring plan for the project and finalize indicators and targets based on the baseline data available in close collaboration with MEOR project.
- Coordinate with GoN, FHD and FP subcommittee for FP target setting and estimates of FP Outcome and Impact indicators of UNFPP.
- Ensure all research undertakings relating to the project are of high quality and fulfils ethical requirements including adequate coordination and communication with government and other stakeholders.
- Take the lead in preparation/documentation of project findings, lessons learned, case studies, good practice and donor reports (internal and external) ensuring required disaggregation and analysis of information gathered.
- Undertake regular monitoring visits to ensure the timely implementation of programme as per the workplan (programme and M&E) and onsite coaching and mentoring as required.
- Regularly monitor implementation of the UNFPP and ensure quality and value for money.
- Provide quarterly progress reports and support in preparing related corporate reporting requirements.

### **3.4 Results Based Management**

- Facilitate organizing and conducting periodic planning and review meetings and workshops such as mid-year review, year-end review and consultations workshops.



### **3.5 Financial Management**

- Take the lead in the management of the project finances through providing necessary administrative and financial supervision to implementing partners, ensuring application of the monitoring system to track progress of both results against expenditures in line with UNFPA policy and procedure.
- Ensure annual work plans are realistically costed and resources efficiently utilized.
- Monitor timely submission of expenditure reports by implementing partners and direct execution by UNFPA and takes necessary action to ensure that expenses stay within the acceptable limits.

Perform any other duties as requested by the Supervisor or Management.

### **4. Required Qualifications**

#### **Education:**

Master's degree in Health or equivalent in Public Health, Social Science

#### **Knowledge and Experience:**

- Seven years of progressively responsible professional experience in planning, programming, implementation, monitoring and evaluation in health projects, preferably in FP.
- Strong technical knowledge on FP.
- Excellent written and oral communication skills.
- Proven ability to work under pressure and multitasking.
- Excellent interpersonal skills, tact, discretion and diplomacy.
- Excellent computer knowledge and other skills such as knowledge on using SPSS software, estimates and modelling applications would be an asset.
- Technical expertise in Excel, data management and understanding of FP programme and data.

### **5. Required Competencies**

#### **Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

#### **Core Competencies:**

- Managing project/s
- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationship
- Communicating for impact



**Functional Competencies:**

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based programmes
- Internal and external communication and advocacy for results mobilization