TERMS OF REFERENCE

Job Title: Program Officer – Family Planning
Band/Peg: SB 5 Peg I
Duty Station: Kathmandu

1. Organizational Location
The Program Officer- Family Planning (FP) will be located at the UNFPA County Office in Kathmandu, Nepal.

2. Background
UNFPA will be implementing the UNFPA Nepal Family Planning Project (UNFPP)-funded by United Kingdom’s Department for International Development (DFID) for the period of four years (December 2016 to December 2020). The project aims to contribute in 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 also leverage its comparative advantage for continued policy advocacy and demand generation.

Within the framework of this UNFPP, the Program Officer-FP 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 program officer will work in close collaboration with UNFPA RH team, Family Health Division/Department of Health Services, relevant external development partners, and implementing agencies to ensure efficient and effective implementation of the FP project. S/he will be the main focal point for the donor and implementing partners and will be responsible to ensure project compliance as per donor requirements.

Under the overall guidance of the UNFPA Assistant Representative, Reproductive Health and the direct supervision of the Reproductive Health Programme Specialist and collaboration with internal teams within and outside UNFPA Country Office, the incumbent will perform the following tasks:

3. Major Responsibilities

3.1 Ensures effective implementation of program strategies to achieve the project results
- Take lead in management of the UNFPP project including keeping abreast with the Family Planning policy and program situation in country to leverage contribution to and achievement of the project goal of averting unwanted pregnancies and increasing additional Family Planning users in the project districts.
- Advocate, influence policy, analysis of evidences (global and national), and technically assist project implementation for effective inclusion of vulnerable group including adolescents and ethnic minorities in the FP program 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 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.
• Provide necessary technical guidance and input in updating/revising technical guidelines and protocols related to RH/FP.
• Coordinate/participate in relevant sub-committee meetings and other coordination mechanisms and advocate to advance UNFPP objectives.
• Coordinate for relevant regular meetings relating to the project with donor and other stakeholders as necessary.
• Strengthen partnership and collaboration with Government and other stakeholders through effective communication and coordination.

3.3 Monitoring, Evaluation and reporting

• Take lead in developing a robust monitoring plan for the FP project and finalize indicators and targets based on the baseline data available.
• 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, including NHRC.
• Take 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 field visits to support the implementation of M&E activities and workplan implementation
• Regularly monitor implementation of the UNFPP and ensure quality and value for money.
• Provide quarterly progress reports to support SRH Programme Specialist and Assistant Representative (RH) to prepare 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 on the management of the project finances through providing necessary administrative and financial supervision to implementing partners, ensuring application of a monitoring system to track progress of both results vs. expenditures in line with UNFPA policy and procedure.
- Prepare annual project Work plan and budget, timely review, analyze and accommodate necessary revision.
- Monitor timely expenditure report submission of implementing partners including of UNFPA implementation relating to the project and takes necessary action to ensure that expenses stay within the acceptable limits.

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

Required Qualifications

Education:
University 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, both at global and national level.
- 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 program and data.

Required Competencies:

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

Core Competencies:
- 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 programs
- Internal and external communication and advocacy for results mobilization