

TERMS OF REFERENCE (ToR)

Job Title:	Level and Location
Executive Director	Special; FPAN Head Office, Pulchowk
1. JOB ENVIRONMENT AND PURPOSE	
<p>1.1 Job Environment</p> <p>Family Planning Association of Nepal (FPAN) established in 1959 and a member association of International Planned Parenthood Federation (IPPF), is the leading national non-governmental organization specialized in providing all aspects of sexual and reproductive health and rights (SRHR). The Central Secretariat is located in Kathmandu but oversees project activities spread in 31 of Nepal's 77 districts through 28 Branch Offices. The target beneficiaries are PMSEU which include people with disabilities, LGBTQI, sex workers, PLHIVs and key focus areas of FPAN include adolescent sexuality, Comprehensive Sexuality education (CSE), SRHR advocacy, access of SRH services, empowerment of young people and women and system strengthening. Also, FPAN programme includes emergency response in humanitarian setting. FPAN collaborates with the Government of Nepal and other NGOs, INGOs and CBOs working in the fields of SRHR.</p> <p>FPAN is governed through its Constitution, 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(CC), while the President of FPAN will make overall supervision of the policy and plan approved by Central Assembly and 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.</p> <p>1.2 Job Purpose</p> <p>Provide overall leadership and direction to implement FPAN policy and program at national, district and community levels.</p> <ul style="list-style-type: none"> • To plan, strategize, lead and oversee FPAN's service delivery operations in Nepal and ensure long term value creation in alignment with FPAN and IPPF's purpose, vision and mission. • To define long term and short-term business goals, identify growth opportunities, facilitate formulation of action plans, communicate purpose, vision, values across the business and drive alignment to the stated mission. • To identify and develop expansion plans for new services under FPAN and expansion into other districts currently not served by FPAN. • To provide leadership, management and development to the staff in the FPAN Office providing a proactive environment that encourages and promotes collaborative, unified working across the Association as a whole. 	
2. DELIVERABLES	
<ol style="list-style-type: none"> 1. Be responsible and accountable for all the activities of FPAN under general direction of the CC members to execute the delegated powers and to discharge duties to achieve strategic goals for financial sustainability thus becoming a self-sufficient organization. 2. Work as the chief executive of the Association and is responsible to manage and oversee strategic and operational delivery of the work of the Association with financial integrity, engendering focus, accountability and alignment with local systems, processes and policies. 3. Liaise with IPPF and other international agencies within the jurisdiction as agreed by the Central Committee (CC). 4. Work closely under the overall supervision of the central committee while dealing with strategic issues, policy, and plan and budget formulation. 5. Periodically brief the President on monthly basis and submit quarterly progress report to the CC, a governance committee, through the President on various programs and initiatives run in FPAN. Seek guidance from the governance team as and when required. 	

6. Develop long term, medium term and short strategic plans of the Association in consultation with volunteers, staff, IPPF, other funding agencies and national experts and submit it to the CC for review and approval.
7. Oversees the preparation of the Annual Business Plan for presentation to the CC for approval.
8. Be responsible to implement the approved policy, programmes and decisions made through Central Assembly and CC.
9. Develops long and medium-term funding strategies for FPAN in consultation with the CC, IPPF and management team of the organization. Take overall responsibility for raising funds to carry out the programs and services of FPAN.
10. Assess community needs, social trends of new generation and emerging developments in the business environment to identify new projects and business opportunities to be explored. Identify opportunities and study feasibility for entry into new services e.g. non SRH, geographical expansion within Nepal and ensure strong business growth.
11. Seek new funding for program from national government, bilateral and multilateral agencies, foreign governments, private foundations and corporate sectors and sign contract and agreements on behalf of FPAN as needed.
12. Periodically meet and work in close association with Government, international donors, bi-lateral and multi-lateral partner organizations to update them on the progress of the projects as well as seek more engagements to strengthen the collaboration further.
13. Develop, maintain and influencing relationships with governmental and non-governmental agencies to facilitate and amplify the work of the FPAN and to develop collaborative program activities through strong strategic partnerships that support FPAN's mission and objectives.
14. Lead the development of strategic intersectional social movements, particularly community and youth networks and partnerships within and outside FPAN's sector to build collective action
15. Design and implement innovative programs and projects to demonstrate the impact and guide to other SRH organizations for scaling up of the best practices in SRH.
16. Identify and communicate key performance targets for fund sourcing, business development, program execution, delivery and evaluation, cost optimization, employee development & growth, building efficiencies and effectiveness and other measurements of operational performance.
17. Carry out periodic review of the Association programs and management pattern and take strategic decisions for changes to make the Association as a dynamic organization.
18. Has overall responsibility for approving projects and grants and ensures that projects and grants are administered in accordance with approved procedures. Key projects and grants need to be then taken to the CC for their approval.
19. Ensure that FPAN meets all its legal and regulatory requirements in connection with its operations and maintains the highest professional standards.
20. Review existing policies of the association keeping in view the long-term benefits to the organization and recommend for change needed for approval to CC.
21. Lead and develop a diverse, collaborative, high-performing team who brings complementary skills, commercial understanding and passion to deliver in new, different and ambitious ways. Support and enable a safe environment workplace, adhering to the safeguarding reporting and monitoring.
22. Manage the required staff across FPAN according to the approved business plan and hiring plan for smooth operation of the program of the association.
23. Ensure timely goal setting, monitoring, review of performance parameters, feedback to the team and approve the decisions regarding appointments, transfers, promotion, development and suspension of staffs.
24. Ensures high staff morale and staff equity and efficiency through regular review of terms of employment, incentives, staff policies and procedures and upgrading of skills as needed.
25. Identify and evaluate risks to the organization and implement measures to control the risks.

3. COMPETENCIES

3.1 Qualification and Professional Experience

Essential:

- PhD in a relevant field required (including Public Health/Medical Science/Management/Economics/ Population Studies/ Social Science/Legal Science or related field essential) from a recognized institution with minimum 5 years' experience of senior managerial position in the related field.
- or
- Post Graduate in a relevant field required (including Public Health/Medical Science/Management/ Economics/ Population Studies/ Social Science/Legal Science or related field essential) from a recognized institution with minimum 10 years' experience of senior managerial position in the relevant field.
- Demonstrated experiences in modern approaches to adaptive and change management will be an added advantage.
 - Experiences gained in developing policy framework, restructuring and structural options, action plans, guidelines and management of sexual and reproductive health and rights.
 - Experiences with donor funded projects, networking building, resource mobilization and business development is preferable.
 - Good presentation, interpersonal and communication skills.
 - Required knowledge in computer skills.
 - Only Nepali citizen can apply for this position Nepali Citizenship.
 - The post holder not exceeding 64 years of age as last date of application.

3.2 Proven Ability

Strategic Leadership and Results Orientation: Vision and drive, along with demonstrable experience of developing and implementing strategy across a complex and diverse organizational structure and set of stakeholders; Strong analytical skills; A healthy appetite for taking calculated risks in pursuit of strategic aims.

Operational Management and Leadership: Lead the Management and Organization within a national organization, including the ability to engage meaningfully at the wider organizational level and share best practice; Strong people management skills; Excellent time management and organizational skills to deliver complex projects on time, to budget and to a high standard; An entrepreneurial approach and the ability to bring creativity and innovation to inspire colleagues and external stakeholders alike.

External Representation and Advocacy: Sophisticated understanding of ever-changing political and socio-economic dynamics across the national, as well as knowledge of the international context; Ability to advocate for and represent the work of the organization with all relevant bodies and other relevant organizations, often against strong opposition in the lobbying environment; Experience of networking with relevant partners and of building donor relations, including those in the national and international development and private sectors.

Interpersonal Acumen and Personal Competence:

- Outstanding interpersonal skills; with gravitas and diplomacy.
- Strong advocacy and negotiation skills.
- Strong partnership building skills.
- A true team-player with an aspirational and empowering approach to leading teams.
- The highest regard for integrity, ability to maintain confidentiality and a flexible personal style.
- Awareness of and sensitivity to the multi-cultural and diverse environment in which FPAN operates.
- An understanding of and a commitment to Safeguarding, including child protection, in a local and international context.

