

## TERMS OF REFERENCE

Interim Programme Manager – Enabling young people through rights based SRHR delivery and CSE  
Location: London, UK

### 1. Background

IPPF is a locally owned, globally connected civil society movement that provides health services and champions sexual and reproductive rights for all, especially the under-served. IPPF's Member Associations deliver sexual and reproductive health services to millions of women each year, and the Federation aims to provide technical leadership to the wider SRHR community based on global expertise.

Young people under the age of 25 represent almost 25% of the world's population, with 85% of the world's adolescent population living in developing countries. Over the last 15 years, fertility rates among the poorest adolescents in many countries has increased and adolescent girls from the poorest fifth of the population are four times more likely to become pregnant than the richest. There is strong evidence that provision of gender sensitive Comprehensive Sexuality Education (CSE), explicitly addressing harmful gender norms can increase the empowerment of girls and young women, reducing early marriage and pregnancy and associated risks.

Pending donor approval, IPPF will soon begin implementation a new two-year restricted project, funded by the Government of Canada, titled Enabling young people through rights based SRHR delivery and CSE (GAC-CSE). Three Member Associations (MAs), all of which have significant experience in youth centred provision will work on the project. They are: the Centro de Investigación, Educación y Servicios (CIES) of Bolivia, Family Health Options Kenya (FHOK), and the Association Togolaise pour le Bien-Etre Familial (ATBEF). The project will enable each MA to build on their expertise and, in addition to developing their own provision of CSE and youth centred services, act as Centres of Excellence for other organisations in their regions (both Federation members and others) ensuring replication and sustainability of the programme.

During the period of programme start-up, IPPF is seeking management and technical expertise to support efficiency and effectiveness in project initiation.

### 2. Responsibilities and Deliverables

The purpose of the assignment is to support IPPF in the start-up of the GAC - CSE project in partnership with the Regional Offices by providing both management and technical expertise.

The objectives of the assignment are:

1. To provide direction and leadership for the establishment and implementation of the GAC-CSE programme at IPPF in collaboration with the Regional Office and Member Associations.
2. To effectively manage the start-up of the GAC- CSE programme, to include working on the project management structure, staff recruitment, implementation planning, and coordinate project inception, with support from interim / internal staff.

Key tasks:

- Lead programme planning and management set-up, finalising project plans and budgets, and ensuring a cohesive theme throughout the programme.
- Monitoring and evaluation to support the set-up of project processes and systems, and to provide technical assistance and capacity building support to grantees, where required



- Develop effective relationships with regional offices, including effective communication and collaboration for the purposes of supporting programme design, coordination and performance management
- Ensure adherence to all programme reporting, performance management and compliance requirements throughout the assignment period
- Support recruitment and handover processes for the establishment of the GAC - CSE programme team
- To undertake any other reasonable duties as may be requested by the Director, Institutional Delivery

#### Deliverables

- Comprehensive project implementation plan to support the attainment of overall project goals and objectives
- Establish project management structure and support the recruitment process.
- Established performance and compliance management resources, processes and systems
- IPPF Member Associations supported in project start-up
- Project implementation handover to new project lead

### **3. Timeline**

The contractor will be required on a full-time basis.

Anticipated Commencement date: Week of February 18<sup>th</sup> 2019

Factors that may affect commencement date: Signing of donor agreement and project start date

Anticipated Completion date: End of April 2019

Factors that may affect completion date: Successful recruitment of the GAC - CSE Programme Manager

### **4. Contractor requirements**

#### Education & Qualifications:

- Postgraduate qualification in public health, social science or related field essential

#### Proven ability:

- Experience managing a complex, high-value, multi-country project
- Experience of SRH/FP project management in developing countries, particularly in sub-Saharan Africa and in fragile-states
- Comprehensive technical knowledge and advanced application in CSE, youth and adolescent SRH programming, preferably in developing countries. Substantial relevant experience in CSE, youth and adolescent programming

#### Skills:

- Excellent interpersonal skills with a proven ability to influence and negotiate
- Excellent verbal and written communication skill
- Strong leadership skills including the ability to effectively engage a range of stakeholders
- Excellent staff and team management skills – including global / virtual management
- Strong analytical skills



- Excellent project management skills including experience of reporting to donor agencies
- Excellent budget management skills
- Excellent time management skills to meet tight deadlines
- Fluent English essential; French and or Spanish highly desirable

Personal competence:

- Willing to travel internationally
- Cultural sensitivity
- Supportive of a woman's right to choose and to have access to safe abortion services.

## **5. How to apply**

To apply, please submit the following:

- CV
- A cover letter that directly addresses the TOR
- Fees / daily rate
- Availability

Please send the application to Cat Fuller, Director, Institutional Delivery ([Cfuller@ippf.org](mailto:Cfuller@ippf.org)).

