**JOB DESCRIPTION**

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| **Job Title:** | | **Division:** | | |
| **Global Lead, Impact & Evidence** | | **Programme Delivery & Capacity Sharing** | | |
| **Location:** | **Responsible to:** | | **Date:** | |
| **Delhi, IPPF South Asia Regional Office** | **Regional Director, South Asia Regional Office**  **Dotted line to Director, Programme Delivery & Capacity Sharing** | | **January 2021** |  |

**Organizational Context**

IPPF is a charity that, building on a proud history of 65 years of achievement, is leading a locally owned, globally connected civil society movement that provides and enables services and champions sexual and reproductive health and rights for all, especially the under-served. IPPF is acting through its network of over a 100 Member Associations working across the globe. In 2019, we delivered 252.3 million sexual and reproductive health services.

In the last ten-months, IPPF embarked on a profound and transformative organizational change journey. IPPF is changing by choice, for choice its governance and operations, focusing on how the Federation can become more member-led, transparent, and learning-focused. So that in the medium and long term, the Federation will be more strategically positioned to respond with agility to the needs of women, girls, and all the people it serves.

**To reach this ambition for our organization, a new Impact & Evidence function has been created to support IPPF Member Associations and Secretariat staff to better collect, analyze, present and utilize data and evidence at country, regional and global levels.**

Currently, IPPF is looking for a passionate, open, dynamic and driven professional interested in leading the operationalization and development of this new organizational function within the Federation.

**You will come with advanced experience on gathering evidence, evaluation and research and utilize evidence to inform organizational strategies and decision-making.**

**JOB PURPOSE**

Impact management is critical in order to ensure sustainable change in the lives of people who are at the core of IPPF’s mission.

The post will ensure the collation, analysis and utilisation of evidence to drive impact of IPPF’s interventions, for effective programme decisions and advocacy. The aim is to ensure that a strategic, integrated approach maximises success in delivering on the outcomes and deliverables of the IPPF Strategic Plan 2016-2022; and the development of a strong performance framework for the next Strategic Plan.

Working with external partners, the post will also ensure strong IPPF’s engagement in global conversations and platforms to assess impact of reproductive health interventions.

**KEY TASKS**

Please describe the *main* activities undertaken by the job holder. The list need not be exhaustive but should reflect the most important features of the job.

**Strategic and integrated approach**

1. Shape and articulate the impact of the Federation’s mission; and evaluating progress against strategic outcomes
2. Lead the implementation of the IPPF data management strategy in support of IPPF Strategic Framework and Business Plan.
3. Promote the utilization of data for performance reviews by all stakeholders, programme decision-making and advocacy asks. To review use of data in collaboration with Secretariat to inform e.g. quality of service delivery, evidence-based advocacy, programme implementation and management.
4. Coordinate across regions to ensure uniformity of mission and standard of data quality.

**People Management, Facilitation and Coordination**

1. Lead a globally matrixed team, supporting a new culture and approach that facilitates and empowers staff with relevant expertise to help shape a global vision and frameworks, that support and enable them to deliver globally, or locally as relevant.
2. Lead and facilitate the development of clear multi-level secretariat-wide results frameworks for advocacy, service delivery including CSE and other key ‘programmatic’ areas in line with IPPF strategic outcomes and donor requirements.
3. Sphere head and coordinate global research agenda by establishing necessary infrastructure and support systems such as Institutional Review Board, community advisory committee (as per need) and donor directory for sexual reproductive health.

**Knowledge Management, Learning and Technical Excellence**

1. Link with Capacity Sharing colleagues to ensure that data generated are utilized in wider systems and processes for dissemination and peer to peer learning; including documenting good data management practices and developing manuals and guidelines.
2. Leverage IPPF’s expertise and learning for the benefit of the wider SRHR community and raise the profile of IPPF, through sharing results in publications, conferences and other networking opportunities – ensuring a mechanism exists to prioritize inputs vis a vis the impact of such opportunities.
3. Engage actively with the Knowledge Sharing & Innovation colleagues to ensure IPPF publications reflect impact beyond output data for donors, MAs and Federation’s visibility and brand promotion.
4. Engage with external partners in global conversations and platforms to agree on results frameworks and indicators and assess impact of reproductive health interventions.
5. Facilitate Federation-wide learning by ensuring that learning experiences and potential linkages between the regional programmes are analysed, documented and incorporated into programmes and advocacy asks.

**Organizational Performance and Resource Mobilisation**

1. Lead the development of organisational performance and data reports; ensuring accountability by providing strategic information, technical expertise and institutional data on IPPF’s performance to donors and other external partners/stakeholders
2. Work with the global Strategic Funding Partnerships and Capacity Sharing teams, supporting the development of results frameworks in proposals and ensuring data are provided as required allowing strong positioning of IPPF with relevant donors and partners.

**Other**

1. Ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.
2. Build and maintain positive relationships with all members of staff, users, stake holders and contacts within and outside the Federation.
3. Become familiar with the Federation’s Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
4. Undertake any other reasonable duties as may be requested from time to time.

**RESPONSIBILITIES**

1. **staff responsibilities carried by the job holder**

Responsible for leading and managing the Data Management & Impact Team (including direct and indirect reports) across the Secretariat, and co-ordinating with Member Association champions.

1. **Financial responsibilities carried by the job holder**

The post holder will be responsible for the Impact, Evidence and Data Management-related budget.

1. **Advisory responsibilities carried by the job holder**

The post holder advises DLT on progress against strategic outcomes and data management to support impact and performance.

**PERSON SPECIFICATION**

1. **EDUCATION & QUALIFICATIONS**

A post-graduate, to at least Masters level, in social sciences, epidemiology or equivalent standard of education.

Degree modules and/or professional courses on evaluation, quantitative and qualitative methodologies, project management, and health informatics an advantage.

Ten years of work experience at senior level of advanced evidence gathering evaluation and research and reporting of evidence.

1. **PROVEN ABILITY**

* Advanced application in managing impact and evidence in the international arena including:
  + collection and analysis of quantitative and qualitative data
  + research & evaluation
  + working with electronic health information and systems, especially in developing countries
  + staff, process and project management and experience of managing consultants. Experience managing geographically dispersed teams highly desirable.
  + Knowledge of medical issues, including sexual and reproductive health an asset.

1. **SKILLS**

* Excellent interpersonal and verbal communication skills – articulate and diplomatic. Ability to interact with and present to diverse groups including technical and non-technical audiences.
* Excellent IT skills; able to work with Information Systems.
* Strong organizational and time management skills required to multitask and meet tight deadlines.
* Written communication and data visualization – the ability to present results clearly and concisely
* Able to work independently and flexibly as a team member.
* Fluent English essential; working knowledge of French or Spanish highly desirable.

**PERSONAL COMPETENCE**

* Willing to undertake international travel – up to 60 days each year.
* Positive attitude to problem solving
* Leadership skills and ready to take initiatives
* Cultural sensitivity
* Supportive of a vulnerable communities’ (including girls, women, transgender, people living with HIV, etc) right to choose and to have access to safe abortion services.  This is an occupational requirement of this post.