



Functional Title:	Family Planning /Reproductive Health Advisor
Responsibility Level	Advisor
Department/Project/PN:	USAID Adolescent Reproductive Health
Workstation:	Kathmandu
Incumbent's Name:	VACANT
Supervisor/Principal Evaluator/Title:	Technical Director-ARHSS & Governance
Co-Evaluator:	Deputy Chief of Party (DCoP)

JOB SUMMARY

USAID Adolescent Reproductive Health (ARH) is a youth co-led initiative to empower girls and boys, 10-19 years, including the most marginalized, to attain their reproductive health (ARH) rights. The goal of the program is to support adolescents to reach their full potential by; ensuring they receive correct and appropriate Family Planning (FP)/Reproductive Health (RH) information and guidance and decision-making skills, creating an environment conducive to making healthy reproductive health decisions and facilitating translation of these decisions into healthy behaviors.

USAID's ARH comprises a wide range of components including **promotion of social behavior change** for encouraging shifts in social norms and behaviors that support positive outcomes in ARH, **health system strengthening** to ensure high-quality FP/RH information and services, **collaboration with the private health sector** to enhance the accessibility of FP/RH information and services, **community mobilization** for creating an enabling environment that is nurturing and favorable for the FP/RH needs of adolescents and **youth mobilization** in advocating for policy changes at the local level, ensuring their active involvement in shaping policies and plan that directly impact them. The FP/RH Advisor will be under the direct supervision of the Technical Director-ARHSS & Governance and will be responsible for the technical backstopping to the project team and government at all levels on FP/RH. The incumbent will be responsible for compiling and conveying global and national evidence on FP/RH (especially adolescent RH) to the SMT and program team regularly and when required. The incumbent works as the technical focal point for family planning and reproductive health (FP/RH) and informs SMT for any changes in global and government policies, guidelines, and strategies. The incumbent supports coordination with the federal level MoHP and DoHS/FWD, MoEST and partners for planning and implementation with linkages to the province teams along with the technical director and the program management team. The incumbent will coordinate closely with the MEL team and technical team to generate global and national evidence and support / guide province and district teams in terms of technical aspects of FP/RH. Support in facilitation of various technical workshops, planning meetings and review/ reflection organized at federal and province levels are other key areas of responsibilities.

CARE places gender equality and social inclusion at our work and thrives to make our programs accessible and inclusive of people with disabilities, create space for all diverse genders and sexualities. Thus, CARE seeks to elevate the voice of those who are marginalized and critically addresses barriers to tackle inequalities, discrimination as well as promoting inclusion and accessibility. The incumbent will be addressing systemic barriers towards inclusion and accessibility while bringing lasting impact to our programs.



KEY RESPONSIBILITIES AND TASKS:

R1. Technical: (40%)

- Coordinating the development of the detailed implementation guidelines for project activities and as well as the orientation of project staff at field level for implementation.
- Develop a periodic calendar of the project activities in consultation with the central and provincial project team, updating it as necessary.
- Review various FP/RH related program and policy documents and provide technical support to the project team for planning and implementation of FP/RH related activities.
- Attend the regular meetings of technical working groups at the Family Welfare Division and others, providing technical assistance for review of national guidelines and strategies related to FP/RH in general and ARH specifically.
- Monitor health services and training outcomes/impact through follow-up visits with field offices, provincial health directorate, health facilities, communities, and other projects of CARE Nepal in the cluster/district.
- Assess the training needs of the project staff about FP/RH, develop training curriculum, and organize the training / onsite coaching at field in coordination with province coordinator.
- Support technical director-ARH System Strengthening and Governance to organize technical workshops, policy dialogues and meetings to localize adolescent health and development policies and program guidelines at federal, province and local level by ensuring consultation at all levels in line with priorities and actions of province government.
- Work with the social norms & SBC team to support the development of ARH content for SAA sessions and developed ARH related IEC/BCC materials in the context of province and use them in the field.
- Support provincial and municipal health authorities for initiation and review of youth lead community scorecard (YSCSC) at project district for improved social accountability and quality of FP/RH services. Analyze the progress of YSCSC and share it with province and local government.

R2. Coordination and Liaison: (20%)

- Coordinate with Family Welfare Division, NHTC, NSSD, NHEICC at federal level to plan and implement project activities and provide necessary technical support.
- Coordinate with CARE's other projects, and with other organizations at federal, provincial, and municipal level to leverage resources and build synergy.
- Coordinate with relevant institutes/forums to facilitate exchange of ideas; knowledge and experience on research and share lessons learned and best practices through workshops/seminars, visits.
- Carry out and coordinate with province and field staff to plan/organize trainings events, review, and reflection meetings, FCHVs, HFOMC orientation and other project activities.
- Maintain relationship with province, district government officers and other stakeholders.



R3. Monitoring, Documentation, Dissemination, and Reporting: (20%)

- Field visits to province and district for ensuring quality recording and reporting of FP and ARH activities.
- Support to prepare reports and process documentation related to ARH activities, progress, and changes observed and disseminate the findings, and learning in relevant forums.
- Prepare monthly updates, and periodic progress reports of FP/RH accordingly.
- Prepare process documentation, best practices, and other learning documents of projects innovations.

R4. Communication and networking: (10%)

- Facilitate communication with the concerned sectors, stakeholders, provinces, and districts on any changes in FP/RH related plans, policies, strategies, guidelines at global, national, and local level with close coordination with central and province team.
- Strengthen networking amongst government authorities, non-government stakeholders, private sectors, and communities.
- Establish strong network with various themes, components and technical areas of the project and organization.
- Develop learning briefs on FP/RH based on the learning and good practices of communication and learning and share with senior management.

R5. Upholding CARE's Core values and ensuring its principles: (10%)

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsible for gender responsive behavior in all actions and decisions.
- Conduct Safeguarding risk assessment of program and partners and prepare safeguarding activities in project activity plan to mitigate the risk identified.
- Hold regular staff meetings where safeguarding is part of the agenda and safeguarding issues are discussed and monitor the implementation of safeguarding in the team/ department.
- Establish Feedback and Accountability mechanism at program and partners level and follow up and address safeguarding issues promptly with the support from CO safeguarding focal points.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.

SPENDING AUTHORITY:

None

WORKING CONDITIONS:

The position will be based in the central office, Kathmandu. Regular field visit to the project sites as required (approximately 30%)



REQUIRED QUALIFICATIONS:

- Master’s degree in public health with clinical background and possess at least 10 years of experience in similar field.
- Experience in FP/RH and adolescent health and development programs.
- Prior working experience in International Organizations, UN, or development organization will add value to the application.
- Experience working with marginalized groups (ethnic, disabled, LGBTQI) for sexual reproductive health and rights.
- Familiar with the government health system and structure
- Willing to travel to the field frequently.

KNOWLEDGE SKILLS AND COMPETENCIES

- In-depth understanding of family planning and RH issues at global, country level and local level.
- Team building, coaching, delegating and communication skills.
- Planning, decision making and organizing skills.
- Conflict resolution, liaison, and negotiation skills.
- Skilled and familiar with admin policy and procedures.
- Sensitivity and responsiveness to gender, diversity issues
- Basic understanding on Resilience, Governance, GESI and poverty related issues
- Language proficiency in English and Nepali (written, spoken, typing, editing, etc.) with capacity of independent handling of the MS Office and required software packages (STATA, R, SPSS, etc.)

Approved by: -----

Date -----

Agreed by: -----

Date -----