

JOB DESCRIPTION

Job Title:	
Sr. Technical Advisor – Advocacy and Accountability	
Job Location:	Function:
New Delhi, India	External Relations
Responsible to:	Direct Reportees:
Regional Director	-
1. JOB PURPOSE	
<ul style="list-style-type: none"> • To keep IPPF SARO up to date of current political trends, research and debates on Sexual and Reproductive Health and Rights (SRHR) to ensure relevant and evidence-based advocacy action. • To keep strategic relations with policy analysis, academic institutions, think-tanks and key partners to be abreast of their external environment analysis on SRHR in the region. • To develop robust cutting edge, evidence-based policy positions and associated papers and briefings, identifying opportunities for IPPF to lead and to contribute to external debates on SRHR in consultation with the AAG, programme and technical divisions. • The job holder will ensure that policy positions are consulted internally, informed by the experience and views of regional, liaison offices and Member Associations (MA) and clearly communicated across the Federation. To provide technical and specialised assistance in advocacy to Member Associations and coordinate with key stakeholders at the regional level to achieve their advocacy national outcomes. • To contribute to the achievement of the IPPF Advocacy Common Agenda by linking national, regional and global advocacy including intergovernmental efforts as part of the IPPF Secretariat Advocacy Advisory Group (AAG). • To positively influence South Asia Regional Office (SARO) and Member Associations (MAs) relationship with external stakeholders and relevant partners. • To facilitate the process of putting in place structures that facilitate accountability measures for key stakeholders (including governments, clients, donors and partners) in SAR • Enable effective use of data and evidence to voice demands and needs of most marginalised population groups. 	
2. KEY TASKS	
<ol style="list-style-type: none"> 1. Impactful regional advocacy strategies to achieve expected results as set out in the Regional Implementation Plan and IPPF advocacy common agenda, from the Advocacy initiatives, both at the Member Associations (MAs) and at the Regional level in SAR. 2. Facilitating in the development of initiatives in the areas of Advocacy and Policy Influencing at National and Regional Level. 3. To be the resource on updated knowledge and discourse in the current field of Advocacy, and be the focal point for work on the same in the Region when engaging with Central Office (CO, London), Regional Offices, SAR MAs and other stakeholders including external relationships, coalitions, conferences, events, etc. 4. To be responsible for the up gradation of knowledge and skills of people in the Advocacy portfolio in the MAs and SARO and influencing through capacity development and training, bolstering awareness of advocacy as a pervasive component of work in SRHR. 5. To contribute to IPPF’s emerging agenda on Advocacy related issues by: <ol style="list-style-type: none"> a. Developing, adapting, and disseminating guidelines, policies, standards, and technical tools in areas of Advocacy among MA service delivery points. b. Identifying in-country or regional strategic advocacy opportunities and relevant documentation/ background material thereof and helping in the development of MAs’ influencing plans vis-à-vis governments, donors and other key stakeholders. c. Initiate and bolster research-based approaches to advocacy 	

- d. Conduct analysis of public policies and laws for political mapping at country and regional level and developing policy narratives.
 - e. High impact advocacy campaigns and strategies to influence governments and other decision-making bodies.
 - f. Providing technical support to SAR MAs on developing and implementing the Advocacy section of Annual Programme Budgets.
 - g. Facilitating & coordinating development of donor & other important reports, M&E frameworks to effectively capture advocacy efforts in the region under various projects & initiatives
6. To review, coordinate and support implementation of MAs' Advocacy related initiatives through
 - a. Review of the Annual Programme Budgets of the MAs.
 - b. Review of the Half-yearly and annual reports of MAs and
 - c. Provision of technical guidance and support to MAs, as and where required.
 7. Facilitate National/Regional partnerships and community engagement especially with youth and women networks.
 8. To drive capacity building of MAs, partners and SARO staff on Advocacy & Accountability initiatives in SAR
 9. To develop training modules, organize workshops for Government Officials, Parliamentarians, Media Personnel, & Community Leaders and for the MAs to engage with the mentioned stakeholders and provide trainings.
 10. To meaningfully represent IPPF SAR at strategic meetings and platforms to support and advocate for IPPF SAR's agenda on SRHR, especially SDGs, ICPD, FP2020, Beijing Platform for Action and other global population frameworks.
 11. To liaise with key stakeholders in the Region, to ensure effective execution of Advocacy & Accountability efforts in SAR
 12. To support in the development of concept notes and proposals for securing funding for work on Advocacy and Accountability initiatives
 13. To be responsible for budget management for Advocacy in IPPF SAR.
 14. To provide periodic feedback and timely reporting to the Senior Management Team at SARO, Central Office, and any other relevant body on Advocacy initiatives in SAR.
 15. To build and maintain positive working relations with all members of staff and contacts both within and outside the Federation, and work in collaboration with other team members to ensure integrated execution of programmes in SAR.
 16. To uphold the values, ethics and culture of the organization and be an ambassador of the organization.

Others

17. To undertake any other reasonable duties as may be requested from time to time.

3. RESPONSIBILITIES

a) Staff responsibilities carried out by the job holder

- As assigned for supervision (staff and/or consultants)

b) Financial responsibilities carried by the job holder

- Responsible for the Advocacy and Accountability Budget and Expenditure for SAR

c) Advisory responsibilities carried out by the job holder

- Advise Regional Director, Dy. / Directors, Other Staff at SARO and MAs on technical issues relating to Advocacy, Accountability & Influencing for Policy Formulation.

4. EDUCATION & QUALIFICATIONS

- Postgraduate/ professional qualification in social science, public health, public policy, education, medicine or other relevant discipline

5. PROFESSIONAL EXPERIENCE

- Minimum 7 years' experience of working with advocacy initiatives / campaigns in the field of SRHR, preferably in the voluntary / development sector, with experience developing effective advocacy/campaigns in developing countries
- Experience of working to advocate on issues with policy makers as well as communities at the national and local level.
- Good financial management skills, with experience in budget tracking and management of annual budgets.

6. SKILLS
<ul style="list-style-type: none">• Excellent interpersonal and written communication skills including ability to interact with diverse groups.• Strong extension motivation (reaching out), Group building and Training & Facilitation skills.• Ability to listen, respond and relate with respect, empathy and congruence.• Strong project management, planning, goal setting, execution, and monitoring skills.• Strong problem-solving, innovative and creative thinking skills.• Strong analytical skills and good IT skills – ability to use MS Office. Database skills desirable.• Strong organisational and time management skills to meet deadlines.• Ability to work independently and as part of a team.• Outstanding command of English
7. PERSONAL COMPETENCE
<ul style="list-style-type: none">• Rights-based and gender-sensitive perspective.• Ability to maintain confidentiality.• Understanding of development issues, especially Sexual and Reproductive Health and Rights• Awareness of and sensitivity to the multi-cultural environment in which IPPF operates.• Willingness to travel within India and internationally – approximately 55-60 travel days a year.• Supportive of a woman’s right to choose and to have access to safe abortion services. This is an occupational requirement of this post.