

Job title	Team Leader, FCDO Samarthā
Department	Global Health
Location	Kathmandu, Nepal
Reporting to	Options' Director of Global Health
Responsible for	FCDO Samarthā team
Liaison with	<ul style="list-style-type: none"> • Options Staff • Consortium Partners • FCDO Nepal • Long and Short-Term Consultants
Hours	Full-time, 35 hours per week
Type of contract	Fixed term

About Options

Options is a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With over 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

Gender equality and social change are at the forefront of our work. We believe in a world where everyone can access the high-quality health services they need, without financial burden.

As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own work making choice possible around the world. We believe in a world where everyone can access the high-quality health services they need, without financial burden.

We have corporate offices in the United Kingdom, Nepal, Nigeria and Kenya and have delivered client-funded projects in over 50 countries worldwide.

Options has worked alongside the health system in Nepal for over 25 years, with longstanding relationships with government and a deep and nuanced understanding of health sector structures and the current challenges and opportunities of transition to a devolved system. Our work has focused on strengthening the health system and enabling women and children to access the healthcare they need by overcoming financial, geographic, and social barriers and facilitating long-term systems change. We have

worked in partnership with government at all levels from national to district and palika, and through local communities, supporting the delivery of successive Nepal Health Sector Programmes.

Our values

In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:

- Our expertise delivers sustainable impact.
- Our work generates profit with a purpose.
- Through growth and learning, we find new ways to solve complex problems.
- We act with integrity, always.
- We are building a truly equitable workplace.

About the programme

Options is seeking a Team Leader for the anticipated Samartha programme in Nepal, which aims to improve systems and capacity of federal, provincial and local governments to deliver quality social services by supporting rational sectoral policies and resources allocations for social sectors. It is anticipated that the programme will include the following components:

- **Improved governance of social services in all three levels of government** to ensure constitutional mandates are met through improved planning, budgeting, and spending in social sectors, including streamlined procurement and financial management mechanisms.
- **Expanded access to quality social services** for marginalised groups by refining and implementing sectoral plans, while also integrating gender equality and social inclusion across all levels of government.
- **Strengthened resilience of social sectors against various shocks**, including large-scale emergencies and public health crises, through proactive planning, preparedness and response measures.

Main purpose of job

Based in the Kathmandu office, the Team Leader will provide inspirational, strategic, technical and managerial oversight of the Samartha programme. They will need to be a strong, proactive leader, sensitive to the experience of Samartha's technical teams and have the ability to engage and build strong collaboration across a large team of experienced technical staff. They will be a self-starter and be able to take initiative to push the programme forward.

The Team Leader will work closely with the Deputy Team Leader, regional based Senior Technical Specialist, and the Programme Management Team to provide strategic and technical oversight and management of the team, operations and client relations.

The Team Leader will directly line manage the programme Senior Management Team. The Team Leader has oversight responsibility of the long-term Samartha team and short-term technical inputs.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Programme delivery

- Oversee development and revisions of work plans, payment deliverables, and programme logframes for approval by FCDO and the Government of Nepal.
- Oversee the smooth implementation of the programme and ensure timely reporting to Options (senior management, programme management and technical team), FCDO and relevant government ministries.
- Provide technical expertise to guide delivery of the programme in line with best practice and the programme terms of reference.
- Oversee delivery of all programme deliverables, ensuring that deliverables are of high quality and that they are submitted to FCDO on time.
- Quality assurance of the programme with the support from Options' Technical Team.

Team leadership

- Provide overall leadership and strategic guidance to the programme team.
- Act as line manager to staff as per the programme organogram.
- Identify short term technical assistance (STTA) inputs required to deliver the programme work plan and deliverable schedule and oversee the development of terms of reference for all STTA in line with plans.
- Oversee management of all STTA.
- Oversee the hiring and inductions of new staff.
- Work with the Programme Manager to ensure that a tracking system for technical assistance (TA) is established, to monitor the progress and impact of the TA.
- Represent and promote the programme's vision and results in high level policy and advocacy forums such as conferences and international platforms.
- Support leveraging of additional resources for the programme and areas of work.

Client and government relations

- Liaise and maintain positive relations with FCDO Nepal.
- Serve as the key point of contact for Government of Nepal, FCDO and other sector stakeholders.
- Ensure programme stakeholders are fully apprised of programme objectives, activities and progress.
- Coordinate the preparation and submission of detailed quarterly and annual technical, financial and administrative reports to FCDO that demonstrate delivery and progress of the programme as a whole against the logframe, in collaboration with the Samartha Programme team.

Programme management oversight

- Oversee financial management and reporting of the programme including the signing of cheques and vouchers in collaboration with the Finance and Administration Manager.
- Work closely with the Programme Manager to regularly coordinate and update the

work plan and ensure adherence to the programme budget.

- Trouble shoot to support the smooth implementation of the programme including timely reporting to the relevant government ministries and to FCDO
- Ensure adherence to Options policies and templates on:
 - Procurement of goods and services
 - Contract development and approval
 - Reporting of programme to FCDO
 - Financial reporting and planning
 - Risk identification and management
 - All other agreed protocols.

Consortium management

- Coordinate, oversee and manage inputs from consortium members.
- Participate in consortium meetings and report on technical, managerial and policy issues and ensure that consortium members are kept up to date with programme and sector developments.

Security

- Ensure security systems are effective and adhered to by all staff and consultants, in collaboration with the programme security focal point.
- Be available to respond to emergency calls in case of security incidents. The Team Leader will be expected to carry the programme satellite phone with him/her at all times in case of emergency.

Safeguarding

- Act as the regional Safeguarding Focal person.
- To act as a champion for safeguarding within Options, seeking to improve and drive the organisational culture such that a safeguarding mindset becomes embedded.
- Ensure that the name and contact details of the Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice.
- To act as one of a number of points of contact for concerns regarding safeguarding incidents at country and/or programmatic level, and to raise those concerns to the Director of Global Health and the Assistant HR Director.
- To support the implementation and monitoring of the Child and Adult at Risk Safeguarding Policy.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Key skills

- Leadership and influencing skills.
- Strategic thinking, problem-solving, and decision-making skills,
- Strong financial and risk management skills.
- Strong stakeholder engagement and relationship management skills.
- Strong administration and organisational skills, good time management.
- Excellent verbal and written communication skills, including report writing.

Key experience

- Experience as a **Team Leader** on large and complex multi-partner programmes funded by FCDO or other donors.
- Experience leading programmes designed to strengthen the **governance and accountability mechanisms** in social sectors.
- Thematic experience in at least two of **health, education, WASH, nutrition, social protection/development and women's empowerment**.
- Experience working in **Nepal, South Asia, or other similar contexts**.
- Experience leading programmes in **politically complex** environments, applying approaches such as PEA to support delivery.
- Strong external liaison and negotiation experience fostering partnerships between Government and other stakeholders, including at provincial and municipality level, and building national and sub-national capacity. Familiarity with government practice and protocol.
- Significant experience and a track record of successful leadership and management of teams based in multiple locations. Previous experience leading a team of highly skilled, multidisciplinary staff to leverage joint management support, and empowering team members to deliver high quality work.
- Experience in **managing budgets** effectively with oversight on spending while providing regular oversight on issues related to risk and audit.
- Experience of **risk management and mitigation** in a programme context.

Formal education/qualifications

- University degree in a relevant field subject.

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

Other essential requirements:

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Awareness and commitment to diversity, equity and inclusion.
- Fluency in written and spoken English.
- Fluency in written and spoken Nepali is beneficial.

Please note: this position is contingent upon funding being awarded to Options.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Version History (For HR use only)

Date JD reviewed by HR team member:	
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