



Caribbean Family Planning Affiliation

Accredited  
Member of



International  
Family Planning  
Federation



**Spotlight  
Initiative**  
*To eliminate violence  
against women and girls*

## VACANCY

**Title:** Project Manager

**Reports to:** Chief Executive Officer of CFPA

**Duration:** December 2021 to March 2023

**Location:** Partly remote

### **1. Background**

Established in 1971, the Caribbean Family Planning Affiliation (CFPA) is a civil society organisation (CSO) with a strong regional presence, comprising 16 Member Association - 12 Member Affiliates, 4 Associate Members, and 4 partner Family Planning Associations (FPAs), which are leading SRHR focused CSOs in the Caribbean. CFPA's regional positioning makes it a leading advocate for SRHR at all levels - community, national and regional. The organisation's mandate is to promote SRHR with particular focus on marginalized populations in the Caribbean region, providing SRH services, education and awareness, and advocacy to end decriminalisation against women, girls and key populations. CFPA has gained credibility for its expertise and campaigns that address a range of SRHR and gender equality issues. The organisation supports the rights of all persons, including youth and persons of diverse sexual orientation and gender identity, to make decisions about their bodies. The CFPA works to promote the prevention of unplanned pregnancy and the right of women's choice and bodily autonomy, the right to access comprehensive sexuality education (CSE) and the elimination of gender-based violence (GBV). The prevention and response to GBV is critical to our work, and thus, integrated into our SRHR objectives, services and programmes. The Member Associations support GBV survivors through trauma informed care and counselling, information and referrals for specialised services, including mental health, empowerment programmes, access to justice and social support. CFPA and its members have strongly advocated for the elimination of all forms of GBV and have spoken out against acts of GBV in various Caribbean countries, working in collaboration with regional governments and multilateral stakeholders to provide support to GBV survivors.

The CFPA, with funding from the Spotlight Initiative (SI), seeks to establish the Caribbean Observatory on Sexual and Reproductive Health and Rights (SRHR) under Pillar 3 of the SI Regional Programme to contribute to "strengthening regional cooperation to prevent and respond to family violence in the Caribbean". The SI seeks to eliminate all forms of violence against women and girls, and ensure that they can realize their full potential in a violence-free, gender-responsive and inclusive way. Recognizing that there are layers of marginalization and intersecting vulnerabilities, the implementation of the SI is guided by the core principle of the 2030 Agenda for Sustainable Development - 'Leaving No One Behind'. The SI aims to address the threat of GBV not just at the national level but also the regional level, by fostering coordination between regional institutions and member states for a collaborative and comprehensive approach to ending VAWG.

The Observatory as an output of the broader SI will specifically contribute to the achievement of Outcome 3.2: Advocacy platforms are established/strengthened to develop strategies and programmes,<sup>1</sup> including community dialogues, public information and advocacy campaigns, to promote gender-equitable norms, attitudes and behaviours, including in relation to women and girls' sexuality and reproduction, self-confidence and self-esteem and transforming harmful masculinities. It will also contribute to Outcome 5 where there is quality, disaggregated and globally comparable data on integrated SRHR/family violence issues and priorities, and these are collected, analysed and used in line with international standards to inform laws, policies and programmes.

Both the CFPA and the SRHR Observatory are integral to help advance SRHR in the region. The SRHR Observatory is aimed at strengthening the region's positioning to deliver on key advocacy to end GBV, and to promote SRHR through galvanising movements to advance legislative and policy changes, and to make programmatic linkages between GBV and SRHR, ensuring that no one is left behind. The SRHR Observatory is envisaged as an impetus for social monitoring and advocacy to improve access to, and uptake of both SRHR and GBV services for vulnerable populations, and to promote comprehensive and integrated SRHR/GBV in the region. The Observatory will also provide timely and independent analysis and will serve as an advocacy platform to address the high tolerance for GBV and to change harmful social norms across the Caribbean, through promotion of south-south cooperation, strategic partnership, innovation and sharing knowledge and good practices.

## **SUMMARY OF DUTIES**

The Project Manager will oversee the project to ensure that it is being implemented efficiently and effectively. The incumbent will develop work plans in keeping with project deliverables and ensures that the project is being implemented in keeping with the signed Implementation Agreement and will lead formation of strategies and their implementation.

### **Specific Duties and Responsibilities**

Under the direction and supervision of the CEO of the Caribbean Family Planning Affiliation, the Project Manager will:

#### Delivery and Performance

- Plan, coordinate and manage the project, maintaining an efficient and enabling coordination mechanism, which will yield timely delivery of results aligned to objectives and within budget while engaging the sixteen (16) Family Planning Associations (FPAs) and partner organisations across the Caribbean region.
- Carry out effective project cycle management throughout the project phases of data collection, social monitoring, advocacy and related areas and support strategies for advocacy and resource mobilization.
- Prepare a detailed project plan to schedule key project milestones, work streams and activities
- Manage the delivery of the project according to this plan
- Monitor and manage the availability of resources and allocation to ensure that the project is implemented efficiently

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<sup>1</sup> Including informing parenting skills around gender socialization through early childhood development programmes

- Manage and adjust for any changes in project scope, schedule and/or budget
- Identify and mitigate risks which may impact the successful delivery of the project

#### Knowledge Management

- Communicate project objectives, scope, roles and responsibilities to relevant internal and external stakeholders
- Provide feedback on outputs and deliverables
- Use relevant project management tools to plan, monitor and regularly update stakeholders on the progress of the project.
- Contribute to knowledge management by documenting results, lessons learned and good practices.

#### Team Engagement and Management

- Provide technical support and guidance to the project team in an integrated and coordinated manner
- Work with the Data Monitoring and Evaluation Officer to systematize relevant information and data for the oversight personnel of the SRHR Observatory.
- Work with the Advocacy and Communications Coordinator and senior management to develop and implement strategies for advocacy, visibility and resource mobilisation.
- Work with Advocacy and Communications Coordinator to coordinate policy dialogues with relevant stakeholders including Parliamentarians, CSOs and all relevant entities to advance SRHR and GBV policies to address critical issues for women, girls and vulnerable populations.
- Work with Advocacy and Communications Coordinator to develop briefings and presentations
- Work with Finance Personnel to track project expenditure in ensuring the initiative is delivered on budget
- Work with Data Monitoring and Evaluation Officer to track project and provide regular reports on the project's status to project team and key stakeholders
- Coordinate the project technical coherence, policy and accountability, and provide support and guidance to the project team, including organising relevant training for data collectors and advocacy officers.
- Lead and motivate the project team
- Ensure that behavioural expectations of team members are established
- Ensure that performance reviews are conducted
- Support senior management in selecting, recruiting and training team as required
- Convene weekly meetings with team members to discuss work schedule, deliverables and strategies to advance the project and achieve the desired results.

#### Stakeholder Relations

- Act as focal point of liaison between the project team and CFPA's senior management/oversight mechanism of the SRHR Observatory.
- Connect with relevant CSOs, faith-based organisations (FBOs) and state entities to promote the project objectives and engage their cooperation in the roll out.
- Liaise with Family Planning Affiliations and partners and participate in meetings with government partners, CSOs, FBOs and other partners.

#### Reporting and Donor Relations

- Manage the relationship with the donor and ensure that the project is delivered to their satisfaction
- Systematize and organize information on the results obtained in the project activities during the period, in order to contribute to the reports.
- Work with Data Monitoring and Evaluation Officer to prepare reports as scheduled and as requested and ensure maintenance of project and data files.

**Key Competencies:**

- Robust knowledge of SRHR, GBV and gender issues and human rights-based approach, programming and communication, and knowledge and experience with CSOs in the region;
- Proven skills in the areas of project management, planning, organizing, implementation, and monitoring and evaluation;
- Ability to gather, analyze, and synthesize programme performance data and produce analytical reports to inform the Project Steering Committee and strategic decision-making;
- Excellent written and oral communication and advocacy skills as well as familiarity with tools and approaches of communications for development;
- Excellent interpersonal skills, with an ability to be culturally and socially sensitive as well as with an ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
- Demonstrates integrity by modeling the values and ethical standards UNFPA, CFPA and IPPF/ACRO;
- Advocates and promotes the vision, mission, and strategic goals of the SRHR Observatory, particularly in the Caribbean region; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, and treats all people with respect.

**Required Qualifications, Skills and Experience**

- Master’s degree (or equivalent) in Social Sciences, Sociology, Gender Studies, Sustainable Development Studies, Public Health or a related field;
- At least five years’ experience in project management; as well as in SRHR, GBV, and/or gender equality programming.
- Prior experience in with CSOs in the Caribbean, with particular attention to SRHR and GBV.

Please submit a cover letter with CV and two references to [ceo.cfpa@gmail.com](mailto:ceo.cfpa@gmail.com) by 20 November 2021.

Visit our Website at <https://caribbeanfamilyplanning.com/>