



### **Terms of Reference**

Job Title: Project Manager/ Regional Research Lead  
Project: Key Population Research and Advocacy (KPRA)  
Organization: Asia Pacific Transgender Network  
Location: Bangkok, Thailand  
Contract Length: Nine months with possible extension  
Application Deadline: 15 June 2018

#### **1) General Background**

The Asia Pacific Transgender Network, launched in 2009, is the regional network advocating for the health, legal and social rights of transgender women and men in the region and globally. To build a robust, resilient and self-reliant trans movement, APTN implements programmes and initiatives at both country and regional levels for transgender and gender diverse people as well as policymakers, health care practitioners and providers, international agencies, and donors. APTN's role as the regional convening platform on critical issues such as entrenched stigma and discrimination affecting transgender and gender diverse communities, and its groundbreaking publications on health and legal gender recognition, have helped to guide social policy reform and advance human rights for transgender persons in many countries in the region and globally. APTN recognizes the importance of HIV in the lives of transgender people, and advocates for the urgent need for improved access and appropriate prevention, treatment and care services for HIV and co-infections as well as sexually transmitted illnesses. [APTN's Secretariat is based in Bangkok and currently has five staff members.]

#### **2) About the Project**

The Key Population Research and Advocacy (KPRA) Project aims to advance the role of community in accessing HIV services for key populations. APTN, along with other regional community networks of key populations, is a sub-recipient of a regional Global Fund grant awarded to Save the Children, Nepal (Project Management Unit). APTN is responsible for research activities in four countries—Indonesia, Nepal, Thailand and Vietnam—on barriers to accessing HIV and health care services in transgender and gender diverse communities, and the way in which those barriers can be removed through community engagement and empowerment. APTN's research under the KPRA Project is for nine months with possibility of extension for additional year on coordination of advocacy activities.



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APTN is seeking a Project Manager to support the implementation of the KPRA Project. The Project Manager oversees and coordinates with the PMU and national partners on implementation of research and M&E activities, finances and administration, and writing and editing materials and monitoring and ensuring timely progression.

### 3) Scope of Work

The Project Manager will be responsible for the day-to-day coordination of activities and will ensure timely implementation of the project. The Project Manager will work closely with the regional research consultant and national project partners to implement the research study including data input. The person will be responsible for coordinating all KPRA project activities, interfacing with the PMU, national partners, and other regional partners, and preparing all necessary documentation for successful implementation including financial reporting. The position is expected to accommodate the different time zones and operate with flexibility in terms of coordination with partners.

#### **Research Management:**

- Take lead in management of all project activities and coordination with all stakeholders.
- Ensure the participation and involvement of relevant stakeholders in project activities planning so that the process is inclusive, participatory and transparent.
- Support the development of research protocol and instruments, and ensure national level implementation.
- Monitor data review and ensure national partners are collecting quality through community-based surveys and focus group discussions.
- Provides technical assistance to country partners as needed on implementation of research including data collection, data input and analysis.
- Ensure the timeliness and quality of the outputs and results according to plans.
- Provides support to the writing, editing and formatting of all material pertaining to the project.
- Report on achievements and challenges faced within project implementation.
- Ensure the development of cross-project linkages with other partners and across APTN projects for mutually reinforcing impact.
- Identify and synthesize best practices and lessons learned for organizational sharing and learning.

#### **Project Management – Communications, Finance and Administration**



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- Coordinate with Save the Children Nepal on activities and reporting, and with national partners.
- Undertake day-to-day management of the project Sub Sub-recipients' activities, including smooth implementation of research protocol, data collection, and the efficient use of resources.
- Manage and monitor SSR project budget in coordination with the APTN Finance Team.
- Facilitate field visits of consultant and organize meetings.
- Develop and manage detailed work plans of research and M&E activities.
- Attend external events as required.
- Undertake other duties, which may be appropriate within the areas of responsibility and as assigned by the Program Manager.
- Ensure appropriate recording and accounting documentation as required by APTN, in compliance with the Save the Children Nepal rules and regulations and preparation of required financial reports.
- Prepare necessary documents for approval and facilitate budget revision processes as per APTN policies and procedures
- Ensure that APTN rules and regulations concerning finance, procurement and human resources are adhered to.

#### 4) Competencies and Skills

- Promote the vision, mission, and strategic goals of APTN
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Integrity, professionalism and respect for diversity
- Excellent organizational and planning skills
- Knowledge of research study design, sampling, data management and analysis, especially experience with SPSS and/or NVivo or other research-based programs is highly valued
- Advanced knowledge of MS Office- Word, Excel, Powerpoint
- Strong communication and interpersonal skills with demonstrated ability to work with gender and sexual minorities and influence others through diplomacy
- Ability to work in a fast-paced, diverse cultural environment and work effectively in teams
- Ability to deliver outcomes in timely manner within tight deadlines
- Able to handle confidential and sensitive issues in a responsible manner
- Familiar with trans health issues including HIV at regional and local levels
- Fluency in English and competency in writing reports, and secondary regional language of any of the four languages is a plus



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- Passion and commitment to advance the rights of transgender and gender diverse persons

**5) Qualifications**

- Master's degree in public health, international relations, development, social sciences, management or related discipline
- Minimum of seven to ten years of relevant experience in project management, operational research, and other relevant fields
- Proven track record of managing projects across countries with tight deadlines and quality research/policy deliverables
- Prefer: Experience with Global Fund-funded projects
- Prefer: Persons living or working in Asia-Pacific, [especially those who can work in Thailand]
- Transgender or gender diverse persons from Asia and the Pacific are highly encouraged to apply

Interested candidates should submit a motivational letter, CV, and details of at least 2 referees to: [apply@weareaptn.org](mailto:apply@weareaptn.org)

Please indicate “Application for KPRA Project Manager” in the subject of email.

*Only shortlisted candidates will be notified.*