

TERMS OF REFERENCE

SRHR PARTNERSHIP / EURONGOS

SECRETARIAT

GENERAL PRINCIPLES

- The Steering Committee is empowered to appoint a Coordinator, who is delegated responsibility to appoint other members of staff of a Secretariat after consultation with the Chair.
- The Coordinator is accountable to the Steering Committee, through the Chair, for the coordination, facilitation and enabling of the network.
- The Secretariat is the main facilitating and coordinating body of the SRHR Partnership and it is responsible for the day-to-day operational management of activities. Its purpose is to enable the SRHR Partnership to achieve its mission and strategic objectives by translating into actions (primarily carried out by the members) the Steering Committee's decisions.
- The Secretariat is based in Brussels, Belgium and hosted by the SRHR Partnership fiscal agent.

ROLES & RESPONSIBILITIES

The Secretariat is responsible for:

Administration & Finance.

- Ensure the smooth administrative activities of the office.
- Prepare budgets in coordination with SRHR Partnership fiscal agent, to be approved by the Steering Committee
- Manage grants according to the regulations set for each program and cycle and in line with the SRHR Partnership fiscal agent's rules.
- Ensure that the SRHR Partnership fiscal agent keep appropriate records of financial transactions, ensure adherence to generally accepted accounting principles, and reporting on finances is done in a transparent and comprehensible manner to donors.
- Play a pro-active role in fundraising - developing donor relationships, writing proposals, and submitting concepts in cooperation with the Steering Committee.

Strategic Planning

- Support the Steering Committee in carrying out its functions.
- Support any member-led Thematic Working Groups/Task Forces appointed by the Steering Committee for strategic purposes.
- Based on input from members, Steering Committee and the Advisory Group, prepare multi-annual strategies to be pre-approved by the Steering Committee and adopted by the membership at the AGM.

- Prepare annual reports in cooperation with the Steering Committee, for presentation by the Steering Committee to the members at the Annual General Meeting
- Regularly update the Steering Committee on progress and challenges and suggest corrective measures to activities/strategy when needed.

Programme

- Serve as the primary liaison between the Steering Committee, the Advisory Group, the membership, partners and friends.
- Support the members and partners in delivering activities, particularly in advocacy and capacity building, that lead to achievement of the multi-annual strategy and joint agenda, by coordinating, facilitating and enabling them in their activities.
- Prepare, coordinate and follow up annual work plans and related activities in cooperation with the Steering Committee and taking into account members' input.
- Propose activities that can help the SRHR Partnership achieve its strategic objectives to the Steering Committee. Such activities need to be incorporated into annual work plans.
- Under the guidance of the Steering Committee, implement specific activities, including workshops, training, AGM, annual conferences, monitoring and evaluation.
- Ensure the development of the network and of the capacity of its members.
- Ensure timely and effective internal and external communication
- Manage the website, list serves and newsletter.

Representation

- Ensure the effective and appropriate representation of the network and its visibility in cooperation with the Steering Committee.
- Liaise with members and external parties (donors, other networks/NGOs) and when delegated by the Steering Committee represent the network externally.
- Support the development of capacity of the members to represent the SRHR Partnership

MANAGEMENT OF SECRETARIAT STAFF

- The Coordinator is the Head of the Secretariat. She/he is appointed and managed by the Chair in consultation with the Steering Committee and employed by the SRHR Partnership fiscal agent. The Chair retains the right to dismiss the Coordinator under the terms and conditions of the employment contract and Belgian law, with approval from the Steering Committee and of the SRHR Partnership fiscal agent.
- The Coordinator is responsible for recruiting and managing other Secretariat's staff and consultants in cooperation with the Chair. New positions may not be created without prior approval of the Chair and of the SRHRPartnership/EuroNGOs fiscal agent.

- The Coordinator detailed job description is approved by the Steering Committee and upon request made available to the membership.

TRANSPARENCY & ACCOUNTABILITY

- The Secretariat is accountable to the SRHR Partnership Steering Committee to which it reports on a regular base. The Chair acts on behalf of the Steering Committee in overseeing the Coordinator's work.
- The role and responsibility of the Secretariat staff and contact details are posted on the SRHR Partnership website.
- The Secretariat is responsible to circulate information, annual reports and expenditures among members in a timely and comprehensive fashion.