**Annex A**

**Terms of Reference**

**Title**: Regional Director, Southeast Asia

**Scope of Work**:

[Serve the Company in the capacity as Regional Director, Southeast Asia of the Company for Singapore (the “**Territory**”) with the objectives of:

***Overall Responsibility***

The Regional Director leads the development, implementation, and regular updating of the Singapore and Philippines strategy, work plan, resources and manages the budget to ensure attainment of program goals and objectives.  The incumbent supervises the team and ensures the timely delivery of high-quality outputs and sustained impact and is also responsible for capacity building and coaching of staff.

The Regional Director is responsible for the design and implementation of the strategic plan, including budgets, and for overall institutional development.  Together with the teams in both Singapore and the Philippines, the Regional Director will be responsible for developing and executing the program portfolio.

The incumbent is also responsible for the financial and operational sustainability of the office; represent the office in liaising with other ACCESS Health offices, including the central office in the United States and will foster relations with donors, in country partners, and international stakeholders.

The Regional Director will also be responsible for resource mobilization for existing and new programs.

The Regional Director will be required to manage external relations with governments, private sector, donors, and civil society partners and will also proactively collaborate with other ACCESS Health International Country Leaders to support knowledge sharing across programs.

The Regional Director will also work with the Director of Human Resources for recruitment and training of the team.

**SPECIFIC RESPONSIBILITIES**

***Business Development***

* Ensure that ACCESS Health makes significant positive impact for grant organizations and clients through delivering high quality programs and ensuring that the processes of planning, implementation, monitoring, evaluation, and learning, are robust.
* Generate demand for services through building awareness with new and existing clients. Build and nurture relationships with clients, strategy and business development teams in within ACCESS Health to identify and develop new business opportunities.
* Ensure a sound physical and online document management and customer relationship management system.

***Consulting***

* Engage with public and private partners to identify potential products and services that may be taken to market.

***Fintech for Health***

* Execution and reporting

***Management***

* Ensure a culture of respect, trust, collaboration, and passion for results within the team.
* Build support and engagement among staff members for long term goals and the overall strategic direction of the organization.
* Build organizational identity and the value proposition as an employer within the industry.
* Build and inspire direct reports and through them the rest of the organization to deliver and sustain a high level of performance.
* Ensure performance management of team to implement the country strategy effectively.
* Develop and execute an innovative long-term strategy focused on awareness, access, and affordability. Identify innovative technology and management solutions to deliver cost effective healthcare.
* Set relevant and effective medium- and long-term goals, leading it from the front and through ambiguity.
* Communicate objectives to all relevant partners and scale national healthcare initiatives in public private partnerships, ensure comprehensive risk management and governance, ensure financial sustainability of the organization, and actively lead in networking and fundraising.
* Monitor the regional healthcare environment closely on an ongoing basis and identify trends and emerging business opportunities on a proactive basis. Be seen as a thought leader in the healthcare and health policy ecosystem.
* Collaborate with other ACCESS Health International Country Leaders to support knowledge and resource sharing across thematic areas.
* Identify and implement fundraising strategies that benefit and complement the mission and vision of the organization.
* Ensure that the financial management of the organization is accountable and transparent at every level, and that all staff is fully compliant with finance and other policies.
* Ensure budget management and its adherence, timely reporting and overall project management of all business verticals and manage expectations of clients and other key partners.
* Ensure implementation of activities in compliance with program agreements.

**Reporting**:

Reporting to the Chair and President, ACCESS Health International

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and effect from January 01, 2022 to December 31, 2024.