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| **Title:** | Coordinator, Rohingya Response Project |
| **Name:** | ----------------------- |
| **Organisation:** | Caritas Switzerland in Bangladesh |
| **Job Category:** | Project Management |

**Reporting to:** Country Director, Caritas Switzerland Bangladesh Country Office

**Place of Work:** Cox’s Bazar, Bangladesh

**Work time:**  100% (Six months contract with possibility of extension; start date: asap)

**Travel:** Regular travels to the project areas (Refugee camps) of **“Emergency Response to the Rohingya Refugees crisis in Bangladesh through provision of shelter and WASH services”** in Cox’s Bazar, Bangladesh, and their field locations/camps and participation in focal events such as participation in different cluster meetings, NGO Coordination, different line ministries of Government (as and when needed) at Cox’s Bazar level with regular project monitoring for smooth and efficient delivery & partner accompaniment.

**General Framework and Goal of the Position**

Caritas Switzerland (CaCH) in collaboration with Caritas Bangladesh (CB) is going to implement a project named **“Emergency Response to the Rohingya Refugees crisis in Bangladesh through provision of shelter and WASH services”** funded by Swiss Solidarity (SwS). The project is developed in the light of the Caritas Switzerland Country Strategy for 2017-2020 which strongly supports humanitarian aid as key priority intervention. The project aims ***to ensure protection with dignity by reducing the human sufferings of the conflict affected Rohingya families in Leda and Shamlapur camps under Cox’s Bazar district of Bangladesh.*** A total of 1,800 HHs will be covered with population of 11,700 from the two camps as beneficiaries through distribution of NFI and shelter reinforcement/replacement, site improvement including WASH. The project will also undertake feasibility study for exploring alternative water options and other basic WASH facilities.

The Coordinator will be responsible for overseeing of implementation in close collaboration with the implementing local partner NGO CB and relevant Government and UN organizations under the guidance of CaCH Bangladesh Country Office in Dhaka. The Coordinator will ensure monitoring of quality and timely delivery of the project activities maintaining set standard by GoB, RRRC & UNHCR. S/He will also ensure faster communication between Cox’s Bazar and national level. Production of timely reports will also be an integral part of this position.

The incumbent will work under the direct supervision of the Country Director of CaCH in Bangladesh.

1. **Overall Responsibilities of Coordinator, Rohingya Response Project**

The Coordinator is - in close coordination with the Country Director, is responsible to foster and facilitate synergy between CaCH and implementing partner organization toward joint planning, execution, monitoring in a timely manner maintaining quality program delivery and reporting to back donor. S/he ensures that all project activities are in progress as per Logical Framework, Gantt Chart and other program documents.

The Coordinator’s overall main responsibilities include:

1. The overall nature of the role requires composition of a number of qualitative endowments in implementing plans, strategies and guidelines, capacity building and review of gaps in program delivery alongside continuous monitoring of progress of the project.
2. Take initiatives for building synergy in a rapidly transforming reality of the alyssum population and streamlining, coordinating and following up of all level of activities under the Rohingya Response Project maintaining good relationship with implementing partner organizations.
3. Assist and accompany partner organization in undertaking feasibility study following the instruction of Proposal and extend support in formulating need based humanitarian response in view of the geo-physical condition, need of the asylum community of the project area.
4. Provide accompaniment support to the partner organization field team members to implement the humanitarian response program by ensuring the Core Humanitarian and other Standards and assisting in the Detailed Implementation Plan (DIP) ;
5. Ensure overall Quality Assurance of Project Implementation in concurrence with Head of Operation of partner organization including relevant line Director/Managers deployed in Cox Bazar..
6. Representation of project in concurrence with Country Director of CaCH Bangladesh, and towards partner organisations’ and to coordinate, link and network with organisations and institutions with special relevance to Rohingya Crisis Response Project.
7. Coordinate with government agencies, local administration, UNHCR, IOM & RRRC, different clusters such as Shelter, WASH, Food, Protection & Health and other Rohingya crisis response actors towards achieving project goal.
8. Create enabling environment for strengthening partnership towards qualitative program delivery, inter-organization collaboration and exchange of learning between and among partner organizations.
9. **Tasks**

**1. Monitoring of Project Implementation** (incl. Maintenance of good relationship with partner organizations)

* Undertake overall monitoring and follow-up to ensure timely implementation of all planned activities maintaining quality and standard.
* Visit the field location frequently for supervision and monitoring of the project activities to oversee progress, quality of the implementation of the project. Provide written feedback to partner organization on observation, insights and recommendations for improvement and also submit written field visit report to Country Director of CaCH.
* Keep the Country Director updated and informed about any changes in government stipulations and or any direction given by UNHCR, IoM and RRRC.
* Assist partner organization in conducting feasibility study in order to identify the possible WASH option in context of geo-physical condition of Shamlapur and Leda along with gap analysis of shelter need and make plan to utilization of earmark fund as provisioned in the project.
* Extend support to partner organization to develop a monitoring and evaluation mechanism for implementation of project activities and quality program management in accordance with strategic goals, objectives and standards of CaCH and of SwS.
* Provide backstopping services to field focal personnel of partner organization in concurrence with respective line authority.
* Ensure that quality financial management of the project are carried out according to the standards of CaCH, law of the land and of the Donor stipulations embedded in the agreement.
* Provide monthly progress report on project implementation to CaCH Country office.
* Support partner organisation in the timely submission of quality reports, operational plans, planning documents, financial reports and audit reports of partner organizations as required per contract (incl. the use of templates whenever necessary).

**2. Overall Quality Assurance**   
 (incl. planning, monitoring, reporting,).

* Assist partner organization in ensuring supply of quality of goods and materials that are purchased from the project fund and keep oversight on distribution, installation and check with beneficiary satisfaction.
* Undertake spot visit to ensure that vendors, field staffs are complying with standard and quality of goods and services provisioned in the project.
* Provide day to day technical assistance to the field level staff members of partner organization in execution of planned activities.
* Keep regular follow up of budget utilization taking into consideration of timeframe of each activities delineated in the Gantt chart.
* Submit the final progress report, along with the progress against the targeted Key Performance Indicators of the “**Emergency Response to the Rohingya Refugees crisis in Bangladesh through provision of shelter and WASH services”** project.
* Oversee budgeting and budget monitoring for the Program.
* Make communication with the partner organization’ senior management team and technical experts in order to assure work quality.
* Ensure revision and improvement of English language/style/presentation of project documents before submitting to SwS.

## **3. Representation of Caritas Switzerland in Bangladesh**

## (incl. communications, networking, partner coordination and support to fundraising through pictures, human stories, etc)

* Ensure representation of “**Emergency Response to the Rohingya Refugees crisis in Bangladesh through provision of shelter and WASH services project”** keeping informed of CD in concurrence with Program Director of CaCH HQ.
* Coordinate, pro-actively link and network with partner organisation and relevant institutions with special relevance to **“Emergency Response to the Rohingya Refugees crisis in Bangladesh through provision of shelter and WASH services project”**
* Liaise as needed with the partner to ensure smooth program implementation.
* Participate in project relevant staff meetings under the “**“Emergency Response to the Rohingya Refugees crisis in Bangladesh through provision of shelter and WASH services project”**including Caritas Switzerland office for coordination and team building as and when needed.
* Arrange/facilitate coordination meetings, discussion sessions related to quality program delivery and planned events under “**Emergency Response to the Rohingya Refugees crisis in Bangladesh through provision of shelter and WASH services project”**.

## **C. Other**

* The Coordinator is employed 100% under direct supervision of Country Director (CD) and be accountable to CD for all his/her tasks. Should s/he want to engage in other work besides his/her work for Caritas (i.e. work for other organizations, institutions or private businesses – be it formally or informally), it must be in agreement with CD, and not affect the quality of his/her work and/or lead to a conflict of interest in regard to his/her work for CaCH.

**D.** **Required Entry Qualifications and Competencies**

**Formal Education**

* Masters in Social Science/Development Studies/Disaster Management.

**Professional Experience**

* At least 7 years of professional experience in humanitarian /emergency contexts
* At least 5 years experience on emergency responses (food / NFI distributions, logistics and WASH support)
* At least 3 years of experience in management of programs in INGOs.
* Previous experience in the region would be an asset
* Familiarity with Bangladesh, Government policies & priorities in Emergency Response and Crisis Management.
* Several years of experience in project monitoring and evaluation.
* Expertise in project financial management.
* Excellent understanding of the international donor community.
* Sufficient knowledge and understanding of NGO works.
* Links with national, international NGOs and donor agencies including government bodies.

**Further Knowledge**

* Excellent analytical, critical thinking and decision-making skills.
* High pro-activeness and creativity.
* Excellent written and oral English language skills.
* Very good intercultural communication, leadership and negotiation skills.
* Firmness and team spirit.
* Ability and willingness to cope with situations of pressure.
* Interest and motivation to actively engage in the themes that Caritas engages; incl. interest in the exploration of new potential fields.

**Thematic knowledge**

* Familiar with Core Humanitarian Standards, Code of Conduct of IFRC, SPHERE etc.
* Able to lead a team with a set of resources.

**Languages:**

* Excellent writing/reporting and editing skills, as well as strong analytical aptitude, communication and presentation skills (in English)

**Computer Literacy:**

* Proficiency in using computer software applications: MS Office