

Job Description

Position	Gender Specialist- Born On Time Project	Grade	C2
Department & Location	Programme, Bangladesh Country Office	Date	4 January 2017
Reports to	Project Manager, Born On Time		
Purpose:	<p>Working in 51 developing countries across Africa, Asia and the Americas, Plan aims to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programmes that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively.</p> <p>Plan International Bangladesh is currently implementing its 4th country strategic plan (CSP-IV) developed for five years covering fiscal year 2016 to 2020 towards a longer term vision of a Bangladesh where <i>“Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued.”</i></p> <p>We will contribute towards this vision by designing and implementing quality programs and projects in major areas following the right based approach. These major areas are: Health, Education, WASH, Child Protection, DRM & Climate Change and Youth Economic Empowerment.</p> <p>Plan International Bangladesh has been awarded a 5 years grant of 5.5 million US Dollar from Global Affairs Canada (GAC) and Johnson & Johnson (J&J) to implement a project named Born On Time. Ultimate outcome of this project is the reduction of neonatal mortality in Bangladesh. The project will be implemented in 6 Upazilas of Rangpur District with an objective of improved and increased availability of quality, gender responsive/ adolescent-friendly maternal, newborn and reproductive health services to prevent and care for preterm births among adolescent girls and women of child bearing age (WCBA). The project will ultimately contribute by improving health service delivery; increasing uptake of health services and strengthening data collection and utilization. LAMB as partner of Plan International Bangladesh will implement this project at field level.</p> <p>The Gender Specialist will be responsible for ensuring alignment with the project’s global gender transformative strategies by developing actions contextualized to the situation of women, men and adolescent girls/boys targeted by the project. S/he will be the focal person for quality check of project implementation based on Gender Equality Programme Criteria prescribed by Plan’s Policy on Gender Equality (2011). Gender Specialist will have thorough understanding of the gender equality priorities of relevant donors and UN agencies and apply global and local best practice relating to gender transformative programming of the project. S/he will develop gender mainstreaming plan for concerned project with an explicit integration with other five strategic objectives of CSP IV of Plan International Bangladesh i.e. child protection, education, WASH, DRR&CJ and Youth Economic Empowerment. Support partner organizations to develop their gender mainstreaming plans. Gender Specialist will represent the project at national forums and maintain networking with Govt. NGOs and alliances on project issues. Other responsibilities include organizing Training Needs Assessment (TNA), designing and developing training curriculum/module for the various project stakeholders including health service providers by integrating a gender and adolescent responsiveness lens in relevant capacity building activities of the project. Develop, implement and monitor the project Gender Equality Strategy to meet the targets of project. Also responsible for capacity building of project partners’ staff for integration of gender component in community mobilization, including the empowerment of women and adolescent girls and the engagement of men, Training & advocacy areas. S/He would closely work with Gender Advisor of Plan International Bangladesh as a member of Gender Resource Team (GRT) to implement Gender Equality Policy, Gender Action Plan and agenda of Women Leadership Forum.</p>		

Dimensions of Role:

This position holder is responsible to contextualize, align with the global Strategy, implement and monitor the Gender Equality Strategy for Born on Time project. To provide technical assistance to all activity streams of the project from a gender, equality and inclusion lens as well as in M&E process including Gender Assessment and baseline survey. To provide Technical supports during TNA for developing curriculum and materials on MNCH issues to address the Gender dimension. To provide technical assistance to partner organizations for developing their gender mainstreaming plan. To have understanding on Plan as organization, its programs, approach with special emphasis on Plan's Policy on Gender Equality and Plan's Strategy of Gender Equality its implementation in programs/projects.

Typical Responsibilities - Key End Results of Position:

"What" is done and "why", but not "how"; include indicators for success

Key Results Area (KRA) 1: Gender Equality Strategy (GES) for the project

Indicators for success:

- Project Gender Equality Strategy with clear targets, implementation/mainstreaming sub-activities developed and incorporated in the concerned project Plan
- Gender equality activities are included in PIP of concerned project and reflected in the periodic work plans
- A base line study/ gender assessment/ research/ gender audit/mapping etc. as per project activities conducted, report prepared and shared with concern bodies
- Budget for gender mainstreaming activities is in place (e.g. Budget for workshop, training on gender equality, report publishing, research/study, IEC/BCC materials on gender equality, day observance, network meeting, etc.)

KRA 2: Support Gender mainstreaming to partner organizations

Indicators for success:

- Gender equality concerns are included in the activity plan of concerned project partners
- Gender mainstreaming plan of partner organization is prepared and available
- Technical supports are provided as per plan report produced and shared
- Technical support and recommendation on Partner's Gender Policy are provided

KRA 3: Training Needs Assessment for gender capacity-building needs of staff; develop module and curriculum; conduct training and support partner's capacity in training

Indicators for success:

- Number of TNA (integrated or standalone for GE) conducted as per plan
- Gaps on knowledge and skills of staff assessed; a continuing staff capacity-building strategy is proposed to HR.
- Report of needs assessment is prepared and available.
- Number of curriculums/ modules developed and in place as per plan.
- BCC/IEC materials, TV spots are reviewed from gender lens and gender equality inputs provided if needed and as required.
- Yearly/ quarterly training plan is in place
- Number of training conducted as per plan and partner's staff training developed
- Report on capacity development activities is prepared and available

KRA 04: Networking/Partnership

Indicators for success:

- Working relation with govt. bodies, likeminded development organizations developed on Gender Equality and MNCH issues
- Action plan shared with others projects of Plan and opportunities of collaboration identified
- Relevant external audience are apprised of project's efforts regarding gender transformative approaches including: gender-responsive services; engagement of men and adolescent boys and empowerment of women and girls through project.
- Institution of gender equality as a core objective of relevant project governance mechanisms.

KRA 05: Monitoring, learning and sharing

Indicators for success:

- Learning best practices documents on gender transformative approaches for both internal and external sharing as per project plan.
- Effective engagement with the project’s global gender equality working group.
- Field visit conducted as per plan; monitoring reports prepared and shared
- Develop monitoring and follow up mechanism for the project and partner organization based on gender monitoring framework prescribed by Plan

KRA 06: Technical Support to Plan International Bangladesh Gender Resource Team (GRT)

Indicators for success:

- Gender tools have developed to mainstream gender and inclusion culture in organization with the support of Gender Advisor.
- Gender and Inclusion Action Plan of Plan International Bangladesh and Gender Equality Policy got technical support in its implementation.
- Strategic input from gender lens has been provided to leap forward the agenda of Women Leadership Forum
- Support provided to Programme team, Communication and Grants and Business Development team to make their work gender transformative with the support of Gender Advisor as required (training, gender analysis in project proposal, gender assessment for project, program document review)

Dealing with Problems:

Application of knowledge required for the role, complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them.

- The job holder needs to analyse and provide quick solutions to problems related to gender issues ie sexual harassment, bullying, and ethical issues in implementation of the project in particular Partner’s issue. Needs to uphold Plan’s Policy on Gender Equality and also Partner’s Policy to promote gender equality in office, staff and project under the guidance of Plan’s Gender Advisor.
- The position will solve the limitations to involve the govt. bodies and LGIs as network partners of gender equality initiatives.
- The position will meet the internal coordination proactively.

Communications and Working Relationships:

Communications and Working Relationships:

Internal

Position	Reasons for contact	Level (high, Medium, low)
Project staff (Newborn Health Specialist, M&E Specialist of Born On Time project)	To sharing of planning, building team spirit and to maintain internal coordination	High
Partner and Field level staff	To sharing planning, capacity building, collect suggestions for proper implementation, coordination and monitoring	High
Head of Health Programme	Exploring suggestions for planning and implementation and reporting through Project Manager	Medium
Gender Adviser – Plan	Taking suggestions and maintaining Coordination with GRT and Women Leadership Forum.	High

External

Position	Reasons for contact	Level
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		(high, Medium, low)
Network partners	To prepare need based/issue based activities, sharing experience and coordination	Medium
Media/Publication/Printers	To produce BCC/IEC materials, TV spots, documentary, etc.	Medium

Knowledge, Skills and Behaviours Required to Achieve Role’s Objectives:

Knowledge:

- Good understanding of the gender dimensions of MNCH globally and in Bangladesh linking GBV, CEFM and VAC MNCH issues
- Experience of working with Gender Equality, Women, Girls child and adolescents Rights

Skills:

- Demonstrated ability to develop and implement gender transformative programs especially using gender mainstreaming tools across project cycles.
- Excellent written and oral communication skills – able to write clear, engaging copy in plain English
- Creative thinking and problem solving skills
- Excellent organisational skills and ability to keep to strict deadlines
- Ability to manage and priorities multiple demands and tasks
- Analytical skills, able to quickly analyse key trends and development and tie the knots together
- Well-developed reporting skills
- Excellent presentation skills
- Highly computer literate (SharePoint, data base management, social media communications)
- Ability to communicate with people from different cultures and time zones

Behaviours:

- Team player
- Able to influence people
- Excellent interpersonal skills
- Goal orientated
- Inclusive attitudes
- Ability to work under pressure

Education and experience:

Masters in Social Science, Journalism, development studies, women and gender studies, law or anthropology with at 3 – 4 years’ experience in working on gender equality, women’s rights, child – youth rights related projects in National and/or International Organizations.

Training:

Ability to develop and conduct training on gender equality and inclusion as well as skills-based training on mainstreaming gender in project cycles is mandatory.

Training on networking, advocacy and campaigns will be appreciated.

Core competencies:

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| <ul style="list-style-type: none"> ▪ Understanding Plan: <i>Understands the role of Plan and context in which Plan works (proficient).</i> |
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- Leadership: *Cultivates an environment where people are confident to take the initiative to get things done, be innovative and learn new ways of working. (proficient)*
- Communicates effectively: *Adopts an appropriate communication style when communicating with the whole range of colleagues, partners, Children and communities; exhibits active listening and effective feedback; ability to clearly and convincingly express thoughts and ideas in written and verbal form. (proficient)*
- Facilitating CCCD: *Adopts appropriate tools and methodologies to facilitate interventions for the disadvantaged children, families and women. (knowledgeable)*
- Management: *Manage resources (staff, budgets and work) to deliver results to agreed quality standards; able to apply planning-leading-organizing-controlling skills. (proficient)*
- Positive team style: *Adopts a team style which adds value to work and reinforces good working practices. (proficient)*
- Child protection awareness: *Demonstrates an understanding about the Child Protection Policy and compliance, applies the possible protection measures within the scope of job, and provides inputs for strengthening child protection measures. (knowledgeable)*

Functional competencies:

(Set of knowledge, skills and attitudes specific to the managerial, technical or support requirements of the position which may also be discipline specific)

<p>Communicating and influencing others <i>Ability to express ideas and facts in writing and orally in a clear, organised and convincing manner appropriate to the audience and occasion. Listens to others and shows understanding of what they are saying. Facilitates an open exchange of ideas. Builds collaborative relationships and customer orientation. (proficient)</i></p>
<p>Innovation <i>Ability to improve performance by doing new things which can include the introduction of an innovative protocol unknown in the work unit, but known elsewhere. (Knowledgeable).</i></p>
<p>Project management: Ability to assess – plan- negotiate-organize- monitor-evaluate measure the success of project (Knowledgeable)</p>
<p>Networking and collaboration: <i>Establishes good relationships with stakeholders, works cooperatively with other units, and maintains networks outside the organization which is extended to within country of posting and regional level (proficient).</i></p>
<p>Development management: <i>Understanding of and ability to serve as development catalyst and practitioner (proficient).</i></p>
<p>Facilitation Skills: <i>Effectively handles discussions with a focus on both groups and individuals to enrich participant’s understanding of particular subjects or solutions, understand s process and can diagnose group needs and incentives (desirable).</i></p>
<p>Negotiation skills: <i>Effectively handles partnership elements like contracts/ MOUs, effectively sorts-out mutual expectations among partners (including donor), influence positively stakeholders towards a common goal (proficient)</i></p>
<p>Donor’s policy and procedure: <i>Knowledge of and experience in concerned donor’s project management and administration policies, procedures and reporting requirement and demonstrated ability to meet rigorous timelines and tract project results (proficient).</i></p>

Physical Environment and Demands:

May be “typical office environment”; note if heavy lifting, climbing, excess travel, etc.

Based at the Plan International Bangladesh Country Office with substantial (50%-60%) travel is required to the project sites, partner organizations and other networking bodies.

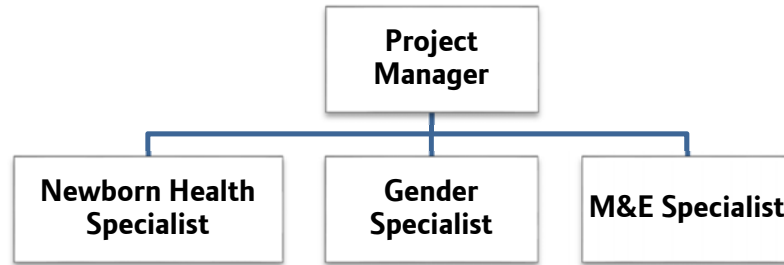
Level of Contact with Children:

Low contact: No contact or very low frequency of interaction

Mid contact: Occasional interaction with children **X**

High level: Frequent interaction with children

Please attach an organization chart of your department:



Certification

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

MANAGER:
Name

Signature
Date

I have read the Job Description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as required within the mandate of Plan.

POSITION HOLDER
Name

Signature
Date