

Job Description

Position	Support Integration Specialist – Child Marriage Prevention	Grade	C2
Purpose:	<p>Working in 52 developing countries across Africa, Asia and the Americas, Plan International aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programs that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively. Please see http://plan-international.org/about-plan for Plan’s Strategy.</p> <p>Plan International Bangladesh is presently implementing its fourth country strategic plan developed for five years covering fiscal year 2015 to 2020 where the organisation has set out the following vision:</p> <p>“In 2025 Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) will grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued.”</p> <p>In view of achieving this vision, by June 2020, Plan International Bangladesh aimed at achieving 500,000 children and young people (60% girls), especially the most vulnerable in 13 districts, are better protected from all forms of violence including child marriage and child labour through inclusive and effective community based child protection mechanisms linked to newly established National Child Protection System and monitoring of Child Rights Convention implementation.</p> <p>Plan International Bangladesh has been awarded about 3.9 m Euros by SIDA for a 5-year long Plan project titled ‘Building better Futures for Girls: Supporting a district action plan to end child marriage in Kurigram’. Plan is going to implement this project in partnership with RDRS Bangladesh for achieving following outcomes:</p> <p>Outcome 1: Girls protect themselves from harmful gender norms and practice, and determine their own futures Outcome 2: Communities value the girl child, challenge gender stereotypes and take action to stop child marriage Outcome 3: District and local level child protection systems of Kurigram district are strengthened to address and respond to child rights violations (especially child marriage and birth registration)</p> <p>The project is aiming at reaching a total of 137, 532 direct beneficiaries 1,433,866 as indirect beneficiaries which includes higher secondary and higher secondary students, secondary school teachers members of youth club, community based child protection members of UP standing committees and religious leaders etc.</p> <p>In view of the above the Support Integration Specialist will be mainly responsible for supporting the concerned government departments at district and sub-district level for ending child marriage. S/he will be mainly responsible for supporting district and sub-district government offices to prepare, implement child marriage prevention plans and monitoring the plan of action for ending child marriage; implementing a monitoring system for preventing child marriage; facilitating the district authority for facilitating child marriage restraint act; strengthening district and sub-district Child Welfare Board under the guidance of district administration; facilitating the child rights network; and monitoring and producing the analytical reports based on the SMS based data utilisation system.</p>		

Dimensions of Role:

The incumbent will work for the office of DDLGI.

The incumbent will have to play a vital role for supporting the relevant first class government officials for developing child marriage prevention plans, monitoring and reporting system, strengthening activities of Child Welfare Board and providing periodical reports to the district administration.

He/she will work for the office of the Deputy Commissioner, Union Nirbahi Officers (UNOs) especially with the department of E-services centres, department and government funded Stop Child Marriage projects, department of Secondary Education including NGOs working for same objectives.

Typical Responsibilities - Key End Results of Position:

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

KERA 1: Support district and sub-district government officials to prepare and implement plan of action to end child marriage in the district following National Plan of Action (NPA) and Governance Innovation Unit (GIU) guidance.*Indicators for success*

- Facilitate district action plans to eradicate child marriage as per GIU suggested formats and instructions.
- Facilitate sub-district wise (9) action plans to eradicate child marriage as per GIU suggested formats and instructions.
- Conduct a resource mapping across the district for identifying major development organisation contributing to this plan.
- Work with key government key stakeholders in the district for ensuring their support extended to the district level plan of actions.

KERA 2: Support to establish and strengthen the monitoring and evaluation system / activities to end child marriage in the district.*Indicators for success*

- Facilitate and establish progress monitoring indicators from district to sub-district and to union level.
- Collect child marriage related all data from the ‘SMS based age verification server’ in a regular basis.
- Analyze all data and provide reports to all concerned stakeholders and authorities for taking action and policy decisions at district level.

KERA 3: Facilitate district and sub-district authorities for implementation of Child Marriage Restraint law.*Indicators for success*

- Support the authorities for raising community awareness about the laws and penalty factors.
- Support the authorities to take actions against child marriage solemnizers
- Document the cases and come up with suggestions against the approaches of perpetrators.
- Document the cases to identify gaps and the loopholes in the laws for national level advocacies.

KERA 4: Facilitate to strengthen Child welfare board at district and sub-district level

And also to facilitate the CR network

Indicators for success

- Facilitate the formation and support the district, sub-district level ward level committees and forums as per the government guidelines.
- Build the capacities of the members of relevant boards and committees and support the development process of annual plan of actions.
- Participate in all relevant meetings and include the issue of child marriage in the agenda
- Support the visibility of child welfare boards especially on the issues of ending child marriage
- Facilitate the linkage with victim support centres for referral and rehabilitation services.
- Facilitate the child rights network in the district and ensure the integration of resources available from different development organisation.

KERA 5: Support district offices for documenting learning from different initiatives taken by the GO and NGOs for achieving the child marriage prevention target and support integration of initiatives.

Indicators for success

- Support documentation process of different learning for helping scaling up and national level advocacies.
- Create resource pools for capacity building of the local Child Welfare Board involving local development organisations.
- Develop solutions in association with development partners for preventing the loopholes being utilised by the child marriage perpetrators.
- Develop joint advocacy agenda involving all development partners active in the district and working for the same objective.

Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them

The position holder needs to:

- Work with the government officials for ensuring their support on time.
- Facilitate development partners to get the desired result
- Coordinate with different government and non-government actors for implementing the action plans.

Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

Internal contact:

Contacts:

Position	Reasons for contact	Level (high, medium, low)
- Sub-district and district level administration	- Engage and involve them in the program implementation process	- High
- Local government authorities	- To facilitate protection issue in Union Development Plan and involve them with development activity	- High
- Other development organizations (NGO/CSO)	- For coordination at the field	- Medium

Job nature: The employment contract will be of five years. However, the contract will be renewed at the end of every year subject to requirement and the demonstration of satisfactory performance.

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

Gained through education, training, & experience

Education:

Master’s degree in any discipline of Social Sciences with relevant experience

Experience:

The incumbent must have at least 5 years’ experience in implementing child protection focused projects with demonstrated skills in providing technical inputs for addressing child marriage. The incumbent must have exposure to community development process within the framework of child protection and child rights. Demonstrated experience of working with government officials at district and sub district level and experience about government protocols related to first class officers based at district and sub district level. The incumbent must be able to visit remote areas and use motorbike for field works and to produce quality reports based on the field findings.

Training:

Basic TOT on Child Rights Convention, Child Protection and Reporting and Responding Mechanism

Knowledge, Skills and demonstrated Behaviour: Core and Functional Competencies required for this job with level (i.e. proficient, knowledgeable or aware)

Core competencies:

(Set of knowledge, skills and attitudes necessary for all Plan-Bangladesh staff)

Leadership: <i>Cultivates an environment where people are confident to take the initiative, be innovative and learn new ways of working</i>	Aware
Communicates effectively: <i>Adopts an appropriate communication style when communicating with the whole range of colleagues, partners, government high officials, children and communities; exhibits active listening and effective feedback; ability to clearly and convincingly express thoughts and ideas in written and verbal form</i>	Proficient
Management: <i>Manages resources (staff, budgets and work) to deliver results to agreed quality standards; able to apply planning-leading-organizing-controlling skills</i>	Aware
Positive team style: <i>Adopts a team style which adds value to work and reinforces good working practices</i>	Knowledgeable
Child Protection Awareness: <i>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.</i>	Proficient

Functional competencies and level:

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

Human Rights (including CRC) : <i>Knowledge and clear understanding on Human Rights and child rights issues, rule of law system and child trafficking aspects within the social context of Bangladesh and/or of similar culture, social norms and practices.</i>	Proficient
Child rights Parameter: <i>Should equipped with recent local ,national and international child protection parameter and have ability to analyze child rights issues</i>	Proficient
Networking and collaboration :	Proficient

<i>Establishes good relationships with stakeholders, works cooperatively with other departments, maintains networks outside the organization.</i>	
Communication and Facilitation skills: <i>Effectively communicate and facilitate stakeholders workshop to enrich participant understanding of particular subject</i>	Proficient
Problem solving: <i>Ability to analyze the problem, information and circumstances and provide quick and quality solutions</i>	Knowledgeable
Technological knowledge: <i>Use of various technological tools (Computer including e-mail, internet, scanner, software (MS Offices), etc.)</i>	Knowledgeable

Demonstrates the attitudes of:

- Respect towards the hierarchies of government structure
- Integrity, transparency, proactive stance
- Respect for gender equity and gender sensitivity
- Adherence to child rights and child protection

Physical Environment and Demands:

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

Based at the office of Deputy Commissioner, Kurigram, the incumbent will have to spend 50% time in the field in unions, sub-districts and districts. S/he uses computer/laptop at office for reporting, communication, documentation, etc. Driving of motorbike for field works will be an essential requirement.

Level of Contact with Children:

Low contact: *No contact or very low frequency of interaction*

Mid contact: *Occasional interaction with children*

High level: *Frequent interaction with children ✓*

Certification

I have carefully reviewed this job description and are satisfied that it fully and accurately describes the requirements of the position.

Supervisor
Name
Signature
Date

I have read the job description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile carries indicative 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