



## **Terms of Reference Community –Based Child Protection Coordinator**

### **Job Purpose:**

Following the Rohingya's influx in Bangladesh, Plan International is setting up a CPIE prevention and response program in the refugee and host community, in Cox's Bazar district (Ukhyia and Teknaf). The scope of the coordinator position is to effectively coordinate the implementation of activities focused on (1) improving knowledge and attitudes on gender, sexual reproductive health and rights (SRHR) and (2) strengthen community-based approaches and systems for individuals harmed or at risk of harm.

This will be achieved through delivering gender, SRHR, life skills, strengthening SRHR and PSS services and community based child protection mechanism while providing viable alternatives such as access to life enhancement opportunities. The main component of the project is the roll-out of an adapted curriculum, based on Plan's Champions of Change (CoC) modules. This project is partly implemented through implementing partner Young Power in Social Action (YPSA)

The main target group for this project are adolescent boys between the age of 10 and 19 years old, from Rohingya and host communities.

**Duration:** 6 (six) months

**Start:** ASAP

**Job Location:** Ukhyia sub-district in Bangladesh, Cox Bazar district

**Reporting Lines:** Communication with Community/PSS Specialist

**Supervision lines:** CBCP officers and volunteers

### **Scope of the job**

#### **1. Provide technical support to ensure quality implementation of the CBCP component of the CPIE response**

The coordinator will:

- Manage a team of CBCP officers, and support them in fulfilling their roles and responsibilities
- Coordinate the preparation of rolling out the developed modules for adolescent boys (on Gender, SRHR, youth engagement, protection), including logistical arrangements, site selection, discussions with camp stakeholders, etc
- Provide inputs to the ongoing development of the project curriculum (carried out by consultants)
- Support the development of monthly and weekly activity implementation plans
- Chair and attend project coordination meetings in Cox's Bazar and Ukhyia, attended by Plan/donor/partner staff
- Develop and review project tools, including work plans and basic reporting tools
- Contribute to reporting (data collection, and narrative report) accordingly to donor/projects requirements
- Scope of the programmatic activities:
  - o Identify spaces/sites for project activities, and coordinate activities to identify adolescent boys targeted by the project
  - o Supervise and monitor the roll-out of curriculum sessions in 12 sites in camp and host communities, and ensure implementation according to minimum and quality standards
  - o Coordinate the monitoring of project activities of the implementing partner in 7 additional sites, and provide technical support where required
  - o Set-up, supervise and monitor youth clubs in host communities
  - o Support the development of communication materials, radio messages and public service announcements
  - o Organise sessions with parents, young people and other key stakeholders

#### **2. Staff Capacity Building**

- Design and facilitate staff capacity building plan (appraisal)
- Contribute to building of capacity of staff through formal trainings and on-the-job support
- Contribute to recruitment of workers' position and volunteers

- Provide on-the-job coaching and support to the Workers (of Plan International and partner organization) in technical aspects of the program.

### 3. Coordination

- **External Representation:** He/she represents Plan International in the Communicating with Communities Working Group and relevant Task Forces as needed in Ukyia/Teknaf and camp level and sometimes in Cox's Bazar
- Staff meeting in Cox's Bazar and Ukhya

### Other dimensions of the job

1. **Budget/Asset Management:** This role does not have a delegated authority for expenditure. However, he/she needs to monitor expenditure on CWC/PSS - related interventions implemented by Plan and the partner organization for relevant projects.
2. **Direct and Indirect Reports:** The position holder will report to the CWC/PSS Specialist and directly manage the CBCP Officers (within Plan International) and provide dotted line management to CWC/PSS Workers from the partner organization as appropriate.
3. **Communications Requirement:** The CWC/PSS Coordinator will work in close collaboration with the following individuals:
  - a. CPIE Program Lead, CWC/PSS Program Manager, Specialist, Advisor and the CPIE response team
  - b. Youth engagement specialist
  - c. Plan International Bangladesh's National Child Protection Advisor
  - d. Other sector colleagues (ex: education, Hygiene Promotion, etc.)
4. **Risk Management:** He/she will take a proactive stance in identifying and mitigating exploitation and abuse and follow Plan International's Child Protection Policy and code of conduct.

## CORE COMPETENCIES

### Technical Skills

- Previous experience working on gender, youth empowerment/clubs, engagement with community based groups, awareness raising activities, advocacy and/or child protection
- University degree in social work, psychology, social sciences or related field.
- Good knowledge and understanding of humanitarian principles and established international child protection minimum standards.
- Experience in implementing projects or programs focusing on: adolescents, youth, vulnerable children, refugees
- Proven project management skills, including in management, activity plan, monitoring and evaluation for child protection projects.

### Skills and Behaviours

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train local staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills.
- Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
- Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge of Plan policies and procedures, NGO Code of Conduct.
- Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- About 2-3 years working in a humanitarian context - experience in working with refugees or IDPs is an asset.

- Fluency in English and Bangla (both reading and writing)
- Prior experience of working in greater Chittagong Division and knowledge of Chitagong or Rohingya is a plus