



Terms of Reference – Adolescent and Youth Technical Officer –B

To support Plan International in addressing Rohingya Influx in Bangladesh

Purpose/Role:

S/he will be responsible for the implementation of the Adolescent and Youth education component targeting Adolescents and Youth 15-24. She/he will ensure the delivery and achievement of programme outputs in particular establishment of Adolescent and Youth learning activities, support for the identification and mobilization and training of Adolescent and Youth facilitators and caregivers in displaced and host communities, support for training, delivery of Adolescent and Youth activities for targeted beneficiaries including psychosocial support and referral, delivery of kits and community mobilisation. S/he will communicate frequently with Adolescent and Youth Specialist for expenditure, reporting and donor compliance. He/she will take proactive stance in identifying and mitigating Protection related risk in the implementation of the project interventions and will represent Plan at sub District Level (Ukhiya).

Responsibilities and Tasks

1. Assessment

- Support education needs assessment as needed in intervention target areas
- Review, assess and update the education situation in areas affected by emergency (camps sites and host communities) (including, but not limited to – depending on the context – access and barriers for vulnerable groups including girls with disabilities, barriers for facilitators, safe learning environment for Youth and Adolescents, quality of learning and teaching, , community participation)
- Highlight education related issues requiring an immediate or medium term response and inform the Youth and Adolescent Specialist.
- Assist in facilitators training in coordination with Project Manager and Technical Specialists.

2. Response Management and Implementation

- Track the progress of Education activities and provide regular update to Project Manager.
- Visit programme/project sites on regular basis to supervise and monitor education and learning related activities in the affected communities.
- Participate in non-formal education programme review meetings.
- Gather and provide information for progress reports to ensure timely implementation of basic education and learning activities.
- Facilitate in identifying Youth and Adolescents out of school with plan to return to education.
- Document best practices and success stories for shared learning.
- Assist Project Manager in data collection and storage
- Support the monitoring and reporting of major concerns on education as well as protection concerns inside and around the learning centres/spaces
- Ensure early and rigorous implementation of quality and accountability mechanisms.

3. Response Reporting & Evaluation

Support reporting and evaluation of EIE programmes output and outcome results achievement

4. Information and Co-ordination

- Provide regular updates to Project Manager on progress, priorities and constraints – verbally and in writing on an agreed frequency.
- Engage and follow up with relevant implementation manager(s)

Key Internal Contacts

Project Manager, Program Manager, EIE specialist, EIE Lead, Emergency Response Manager and other members of the Emergency Response Team as appropriate.

Key External Contacts

Other key education actors at sub- district and community level.

Reporting lines

Reports to Project Manager .

Selection Criteria: Core Competencies

- Training Skills: Experience as an Adolescent and Youth educator is highlight desirable. Ability to monitor and support communities in their delivery of education.
- Facilitation Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan..
- Integrity: Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: 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.
- Awareness and sensitivity of self and others: 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.
- Work style: 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 and skills: Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 2 years of experience in education sector. Experience in humanitarian settings is an asset
- Fluency in Chittagonian is required. Good knowledge of English is highly desirable
- Multiple language skills desirable.

Technical Competencies required for this position are

- Good knowledge and understanding of DO NO HARM principles and established education in emergencies standards
- Experience with participatory approaches to education. University degree in Education, Social Sciences or related field
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Duration of the assignment:

12 months including 3 month probation

Location:

Ukiya with daily travel to the Host Community and Rohingya Settlements. Travel to Cox's Bazar for meetings and trainings as required.

Availability: Immediate