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| **Concern Worldwide Bangladesh**  Livelihoods and Skills Development Advisor    Cox Bazar programmes |
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**JOB DESCRIPTION**

Concern Worldwide is an international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. We believe in a world where no one lives in poverty, fear or oppression; where all have access to a decent standard of living and the opportunities and choices essential to a long, healthy and creative life; a world where everyone is treated with dignity and respect.

Concern started working with the people of Bangladesh in 1972 by extending its support after the devastating cyclone of 1970. Since then, Concern Worldwide has been working to address extreme poverty in the most vulnerable communities of the country by implementing needs based, innovative humanitarian and development projects.

Concern Worldwide, Bangladesh has been implementing Emergency Rohingya Response Projects with funding from different donors focusing on nutrition and livelihood programmes since 2017, however with protracted crises, Concern is shifting its response towards medium to long term programming with focus on self-reliance in refugee camps while sustainable development in wider Cox Bazar district following Joint Response Plan and Cox Bazar District Development Plan.

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| **Job Title:** | **Livelihoods and Skills Development Advisor** |
| **Exact Job Location:** | Ukhiya, Cox’s Bazar. |
| **Reports to:** | Programme Director in Cox’s Bazar. |

**Job purpose:**

S/he will provide leadership and technical guidance for development and delivery of Concern’s livelihoods and skills development strategy in Cox Bazar programme, including developing innovative ways to integrate with other sector interventions mainly food security and nutrition. The positions will be responsible for innovative livelihoods and skills development programme development, planning and management for the response, building the dignity, self-reliance, skills development and food and livelihood security among both Rohingya refugees in camps and Bangladeshi population in wider Cox bazar district. S/he will be responsible to provide assistance to the project staff with technical guidelines for project selection, project planning & development implementation of innovations and changes for sustainability monitoring of field activities and strengthening liaison with government and local partners**.**

**Main duties & Responsibilities:**

1. **Programme Cycle Management**

* Providing technical, management and supervision oversight for Concern’s livelihoods and skills development interventions in Cox’s Bazar, targeting Rohingya refugee camps and Bangladeshi population in wider Cox Bazar district
* Develop programme that (i) support Rohingya refugees in utilization of gained transferable skills in the camps; (ii) Support vulnerable Bangladeshi communities in diversified vocational skills development and sustainable livelihood options that are based on robust market assessment
* Providing the technical strategic direction for livelihoods, skills development programming, including adaptation of the emergency response strategy accordingly
* Preparation of concept notes, proposals and budgets for new grants for livelihoods, skills development for camp and Bangladeshi communities according to the Joint Response Plan as well as Livelihood and Skill Development Framework
* Coordination of livelihoods projects’ start up activities across Concern program, MEAL, logistics, HR, finance and government liaison departments, for timely project kick-off
* Leadership of livelihoods, skills development activities monitoring to ensure quality across both Concern and partner organizations as appropriate
* Coordination of program adaption to emergencies including alignment of implementation modalities especially during monsoon and cyclones
* Ensuring integration of principles of accountability, equality, inclusion, gender, protection, DRR and conflict sensitivity are inbuilt in projects and upheld during implementation
* Leading on the capturing of the impact of the livelihoods, skills development projects in Concern and as well as across relevant sectors and organizations Cox Bazar
* Coordination of the preparation of high-quality project activity and financial reports for both internal and donor purposes, within agreed timelines
* Explore and support synergies with other projects within and outside Concern in the same operational areas for improved impact for the poorest most vulnerable people

1. **Capacity Building**

* Coordination of the livelihoods, skills development trainings including development and/or adaption of context specific training materials and training techniques targeting both refugees and Bangladeshi population
* Carry out training and build the capacity of Concern staff and partners in all aspects of cash-based and/or market-based programming, including for implementation, adaptation, monitoring and evaluation of market-based and cash-based programming.
* Technical support supervision of national partner organizations working with Concern on the livelihoods, skills development and other related projects.

1. **Coordination and Advocacy**

* Liaising with government liaison team in Concern, at both Cox’s Bazar and Dhaka level, for timely project implementation permissions by national, district and camp level authorities
* Ensuring technical coordination of project performance and project operations with consortium partners and national partner organizations working with Concern
* Representation of Concern at consortium, donor, sector meetings and technical working groups on livelihoods, skills development in and outside of Cox’s Bazar as appropriate
* Establishing Concern as a key actor in the Cox’s Bazar food security sector, livelihood and skills development sector, contributing to the sector strategy and the broader humanitarian response in Cox’s Bazar
* Coordinate and develop linkages with other sector staff in including, nutrition and health ensure internal coordination allowing maximum positive impact
* Tracking and dissemination of learning and innovations, and using them as advocacy points to informing the direction of livelihoods strategy in Cox Bazar
* Collaborate with relevant sectors or NGO platforms on other evidence-based advocacy initiatives for the humanitarian response for improved quality of life of both camp and host communities, and/or the project implementation environment

1. **External Representation**

* Actively engage in and represent Concern in the Food Security, Livelihoods and Skills Development Sector and other working groups.
* Meet with donors to provide regular updates on ongoing programming.
* Liaison and collaborate with relevant local and national authorities and stakeholders and represent Concern in relevant forums/cluster/working groups

1. **Contribute to the process of implementing quality programmes by ensure that the Core Humanitarian Standards (CHS) of accountability is conceptualized and effectively implemented throughout the organization, and at the country programme level:**

* Orientating project team and partner NGOs and other stakeholders on the CHS standards, and in particular the Complaint Response Mechanism (CRM).
* Ensure necessary periodical capacity building of staff and effective safeguarding system in place across the project as per standard & policies of Concern.
* Ensuring the CRM is implemented within the programme(s) and is being followed up on by the partner NGO(s).
* Learn from experience through monitoring and evaluation so as to continually improve the programme quality.

**Accountability:**

**In line with Concern’s commitments under the Core Humanitarian Standard (CHS):**

* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

**Person Specifications:**

* Minimum Masters’ Degree in Agricultural Science, Economics or Business with an Agricultural back ground or any other related field
* At least 7 years ( for females 5 years)-experience including humanitarian and/or recovery or resilience food security and livelihoods programmes
* Demonstrated experience in one of the technical areas (livelihoods, skills development, food security, cash based programming, agricultural revival, support for trade and small businesses/entrepreneurship, etc.)
* Experience of developing medium scale livelihood and skill development programme based on robust market assessments
* Sound knowledge and experience of gender transformative programming focussing on livelihood and skill development
* Experience of external representation, coordination and advocacy in humanitarian / development settings
* Good understanding and working experience with major international donors and grants compliance requirements
* Knowledge of Core Humanitarian Standards, Sphere and HAP Standards and other international humanitarian guidelines and protocols
* Fluent written and spoken English.
* Proven capacity-building ability, including training, coaching and mentoring staff.

Empathy with Concern’s Vision, Mission, Goals and Objectives

* Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions.

**Desirable**

* Experience working in Cox Bazar and the Rohingya Response
* Experience of working on programme that has robust private sector engagement

**Key Competencies:**

* Pro- active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming.
* Results oriented.
* Excellent planning and organisational skills.
* Ability to problem solve and good decision making and communication skills.
* Strong team player.
* Ability to work in challenging environments.
* Strong leadership and people management
* Good networking skills

**Safeguarding at Concern: Code of Conduct and its Associated Policies**

*Concern has an organisational* ***Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.*** *These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the* ***highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission****. Any candidate offered a job with Concern Worldwide will be expected to* ***sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment****. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the* ***safeguarding*** *and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including* ***criminal background checking.***

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| *Line Manager’s name* | *Signature* |
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| *Employee’s name* | *Signature* |
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