**Partnership Advisor**

**JOB DESCRIPTION**

**Concern Worldwide Bangladesh**

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. 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.

In Bangladesh, Concern Worldwide works jointly with non-governmental organisations NGOs), Civil Society Organizations (CSOs), different government departments, Local Government Institutes (LGIs) the private sector and other key stakeholders to ensure the sustainable changes in the lives of the extreme poor.

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| **Job Title:** | **Partnership Advisor** |
| **Job Location:** | Head Office, Dhaka, with frequent travel (up to 30%) to programme areas  |
| **Reports to:** | Programme Director |
| **Staff Management** | N/A |
| **Contract details:** | Fixed term Contract up to for Two (02) years with possibility for extension |

**Job purpose:**

The Partnership Advisor will work within the wider Concern Bangladesh team to support mapping, relationship building and engagement with local and national partners, ensuring trusted, effective and equitable partnership are supporting the mission of Concern to eliminate poverty, effective mutual capacity development towards long-term organizational development objectives.

S/he will be responsible for building Concern Bangladesh team’s capacity and skills on partnership approach and practice aligned with Concern’s partnership principles as outlined in the Concern Partnership Strategy 2021.

S/he will work closely with the Concern Management Teams at both Country Office level and Field Office level, as well as the Partnership Advisor based in HQ. S/he will also liaise with stakeholders at the national and regional levels such as relevant sector coordinators, thinks tanks, research institutions, private sector and industry associations and other multi-sectoral forums.

S/he will be responsible for supporting project/programme leads in managing Concern’s relationships with partners, in coordination with relevant finance, support systems and programme staff of Concern.

With CMT, s/he will lead the development and implementation of Concern Country programme Partnership (& Localisations) Strategy and play a key role in the internal change process and capacity strengthening as Concern in Bangladesh moves towards more equitable partnerships and increased localization.

**Main duties & responsibilities:**

**Partner Mapping, Relationships and Engagement:**

* Explore and develop new partnerships with local and national NGOs (but also where needed with INGOs, private sector or other partners such as public and private think tanks and research institutes, contractors and others), which ensures a dynamic country programme with a diverse partnership portfolio. This includes developing partnerships, supporting the facilitation of assessment, teaming agreements selection and on-boarding.
* Coordinate with other local NGOs, INGOs and Alliance 2015 partners to map local/national NGOs.
* Lead and coordinate the process of due diligence assessments with existing and potential new partners.
* Lead and coordinate on the organizational capacity support assessments, planning and processes for each of Concern’s local partners.
* Document learning from the country office’s engagement and collaboration with partners and share with Concern’s global Partnership Advisor and Concern Worldwide globally as appropriate.
* Lead the partnership and localization strategy at country level and its delivery aligned with the Country Strategic Plan (2022-2026) and the Local and National Partnerships Strategy (2021-2025).
* Monitor partnership-related KPIs as set in CSP and develop quarterly progress.

**Partnership Capacity Strengthening:**

* Undertake joint learning sessions between Concern and local partners and develop a system to facilitate cross-partners learning and capacity strengthening support.
* In collaboration with the project and systems team, implement the CILPAT Action Plan to ensure timely support to partners to address the identified gaps in different policies, procedures and other technical capacity needs.
* As part of this, conduct quarterly CILPAT Action Plan review sessions with relevant Concern teams, update the progress, share with partners, monitor the improvements at partner level and capture the learnings. Work with partners to identify gaps in policies and procedures, technical capacity gaps, facilitate development of targeted capacity development plans and ensure timely capacity building support from relevant Concern departments.
* In coordination with respective Concern advisors ensure provision of technical assistance to partners to ensure project implementation is carried out in accordance with international humanitarian standards (e.g. Core Humanitarian Standards, SPHERE) and mainstreaming of cross cutting themes including gender & equality, environment & climate change, DRR and Protection.
* Capacity strengthening of project managers and coordinates to foster a relationship of accompaniment, close mentoring and mutual respect with partner organizations across programme and support system functions.
* Supporting the Safeguarding focal point to ensure that accountability and safeguarding mechanisms are embedded into partners programming, with functioning communication methods and feedback handling mechanisms in place (which are in line with or equivalent to Concern’s Complaints & Response Mechanism (CRM) and safeguarding procedures/policies).
* In coordination with partners and other key stakeholders, organize and facilitate an Annual Partnership Forum, to reflect on lessons learned on partnership, areas of further improvement and ensure accountability between Concern and its partners.
* Conduct regular visits to project/programme locations (where they are implemented through national partners) to capture learning on what is working well and/or areas for improvement in the partnership. Support the Project Manager/Programme coordinator and the partners to implement agreed actions arising from such visits.

**Programme Development:**

* to ensure partners are involved in programme designing and development, where possible ensuring partner-led processes, and inclusion in decision-making
* Support programme managers to identify and engage strategic partners, wherever relevant, while designing and developing new projects and funding proposals with partners.
* Coordinate with programme / project manager to work with partners to adapt and/or develop new proposals / interventions, including ensuring provision of technical and practical support on project design and budget development.
* Work with Deputy Director- Business Development and MEAL staff to help ensure that learning from programme implementation by partners and Concern is reflected upon and incorporated into future work.
* In collaboration with relevant programme team, develop a partner on-boarding curricula, contribute to joint Concern and Local Partner staff project inception meetings to ensure a shared understanding on principles of equitable partnerships and their integration in overall project implementation and monitoring.

**Organizational Learning and Representation:**

* Work with the CMT and co-lead the development and implementation of Concern Bangladesh Partnership & Localisation Strategy.
* Support Concern Bangladesh teams to deliver on the Country Strategic Plan objectives on building strong, equitable partnerships and help implement the Partnership & Localisation Strategy.
* Work with Advocacy and Communications Advisors to capture/document/share learning related to partnership.
* Represent Concern in networks or platforms focused on partnership and localization. Identify opportunities to share learning by partners and at relevant fora (e.g. Capacity Strengthening Working Groups, Partnership Community of Practice, webinars, etc.).
* Establish and maintain relationships with Partnership/Capacity strengthening staff in other NGOs, institutions, and professional groups to remain abreast of trends and good practice around localization, partnership and organizational capacity strengthening.

**Others:**

* Actively participate in collective exercises such as updates of Preparing for Effective Emergency Response (PEER) plan, Country Strategic Plan (CSP), security management plan (SMP) and other Concern initiatives.
* Ensure Concern’s cross cutting themes are incorporated in all aspects of your role including: Gender & Equality; Protection; DRR; Climate Adaptation; Environment.
* Ensure the highest standards of accountability (as outlined in the Core Humanitarian Standards (CHS) to which Concern is a signatory) through ensuring good communication and information sharing within and outside the organisation.
* Be aware of, understand and comply with all of Concern’s policies and procedures (Code of Conduct & Associated Policies, finance, logistics, HR, security management etc.).

Undertake other related duties as may reasonably be assigned by the Programme Director.

**Emergency response:** Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and Bangladesh programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

**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:**

**Essential Qualifications & Experience**

* Masters’ degree in Development Studies, Organisational Development, Project/Programme Management or another relevant discipline.
* At least seven years of relevant experience with a national and/or international NGO, UN agency or other multi-lateral or bilateral agency in Bangladesh.
* Excellent understanding and demonstrated experience of working on Organisational Development (OD) approaches.
* Specific experience in partnership approach, working with a range of different partner organisations (national / local NGOs, private sector, research institutions etc.), partner mapping, assessments and on-boarding.
* Practical experience of developing relationships with a variety of stakeholders in supporting a partner-based and partner-led approach to programme implementation.
* Participatory capacity assessment and capacity strengthening experience.
* Excellent written and oral communications and interpersonal skills in English. Demonstrated ability to communicate complex information in an accessible format.
* Strong networking, influencing and leadership skills.
* Experience of organisation representation, advocacy and coordination with NGOs/UN, donors, government institutions.
* Experience working in one or more of the following - accountability, equality and risk management.

**Desirable Qualifications & Experience**

* Post graduate degree in relevant discipline and other evidence of continued learning on Organisational Development, capacity building, etc.
* Experience working within Concern Worldwide or a good understanding of the organisational structure and dynamics of Concern. Alternatively, demonstration of equivalent experience of working in an international organization.
* Trained in quality standards such as Core Humanitarian Standard (CHS), SPHERE, Red Cross Code of Conduct, etc.
* Strong human resource management skills including capacity building and mentoring.
* Demonstrated experience of developing and implementing a Partnership Strategy.
* Budget and fiscal oversight.

**Essential Character:**

* Strong leadership skills with sensitivity in dealing with government authorities on critical issues
* Strong management skills and ability to motivate others and promote accountability among staff
* Strong leadership skills and ability to manage change effectively
* Skills in time management and prioritising
* Ability and willingness to work as part of a multi-disciplinary team
* Pro- activity
* Analytical and independent thinking
* Knowing How to Learn and Adapt with result oriented learning approach
* Reasoning
* Resourcefulness and Initiative
* Sense of Responsibility
* Open to new ideas

**Essential Skills:**

* Ability to build strong relationships within the Concern team and with staff members of partner organisations, recognising power imbalances in relationships and how to offset these.
* Capability to work on own initiative and set strategic goals and targets independently with little supervision, while asking for support when appropriate.
* Experience and skills in the design and delivery of training and workshops (both for own organization and partners).
* Demonstrable facilitation skills, including ability to facilitate difficult conversations.
* Demonstrated aptitude and passion for continuous learning, innovation and improvement.
* Ability to analyse and understand organisational/institutional capacity and development processes.
* Ability and personal resilience to work in fast paced, dynamic and pressurised environment.
* Excellent computer skills particularly Microsoft office (high proficiency in Word, PowerPoint required, skills in Excel an added advantage)
* Empathy with Concern’s vision, mission and values.

**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 Signed  |
| Date  |
| Employee’s name  | Signature |
| Date  |