**TECHNICAL Advisor – HUMANITARIAN AND RESILIENCE**

**JOB DESCRIPTION**

**Concern Worldwide Bangladesh**

Concern Worldwide is an Irish-based non-governmental, 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 Worldwide, Bangladesh has been implementing development, emergency and Rohingya Response Projects with the funding from different donors. Concern has been implementing its project directly and through partnership with national and international NGO.

The Humanitarian Programme Advisor (HPA) is a senior level position. The incumbent must have sound technical knowledge and prior experience in humanitarian programming, anticipatory action, disaster preparedness and multi-sector coordination and advocacy.

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| **Job Title:** | **TECHNICAL Advisor – HUMANITARIAN AND RESILIENCE** |
| **Job Location:** | Head Office, Dhaka |
| **Reports to:** | Programme Director |
| **Supervisee** | Humanitarian Programme Coordinator |
| **Contract details:** | Fixed Term Contract as per Concern’s policy for national staff  |

**Job purpose**: The Technical Advisor – Humanitarian and Resilience - is responsible to lead Concern’s work on Goal 2 of its Country Strategic Plan (CSP) which will primarily including Concern fulfils its commitment to respond effectively and efficiently to natural- and human-induced disasters in Bangladesh and support on Goal 4 (mainstreaming climate change, environment and DRR); leading disaster preparedness efforts both within Concern and its partners with an ambition of multi sector (Food security and nutrition, Health, WASH, Cash / Livelihood) response and recovery to natural and human induced disasters (when they occur) in timely manner (e.g. within 24-72 hours); extend high quality technical support on anticipatory actions, Disaster Risk Reduction / Resilience building in all Concern’s programme / projects. The post holder is expected to deliver his / her responsibilities in close coordination with team members across multiple functions (Programme, Systems and Finance). S/he is expected to spend minimum 40% of their time in the field for needs assessment, response coordination, capacity development, project development, monitoring or other related purpose. The management also reserves the right to assign any other responsibilities as part of organisational requirement.

**Main duties & responsibilities:**

**Humanitarian Leadership**

* Ensure Concern’s timely and effective response / recovery (through local partners) to disasters in Bangladesh to alleviate suffering and further vulnerability of affected populations.
* Leadership and accountability to effectively roll out Concern’s Preparing for Effective Emergency Response (PEER) plan.
* Strengthen Concern’s capacity to respond to disasters in Bangladesh (both within and outside of existing programme locations) with an ambition to respond in timely manner (e.g. within first 24-72 hours of occurrence of disasters) and subsequently ability to scale up.
* Lead establishment of an internal gender balanced “Emergency Response Team” (Programme, Systems and Finance) and their capacity building to ensure Concern respond to disasters effectively.
* Lead on development of Concern Bangladesh’s multi-sector multi hazard preparedness planning to respond to disasters covering contingency planning and well-defined response thresholds to ensure early action and response.
* Ensure preparedness efforts carefully factor in vulnerability linked with multiple dimensions such as gender, diversity and inclusion; Adherence to Core Humanitarian Standards (CHS) and Concern’s Bangladesh Country Strategy Plan which promotes Concern’s response to the needs of people living in condition of extreme poverty / furthest behind.
* Strengthen capacity of Concern team and partners on Cash Based Interventions (CBIs) in disaster response and recovery as much as possible.
* In close collaboration with Deputy Director (PQD), develop pilot projects & mobilise funds for innovations in disaster response and resilient recovery programming.
* Undertake regular monitoring and supportive supervision visits to Concern’s partners offices / field for monitoring and technical support.
* Pro-actively monitor emergency and disaster situations regularly and submitting timely situation reports (SITREPs) from field, advise country SMT when the need of disaster response arises.
* Leadership and support Concern’s ERT and partners to carry out rapid need assessments, multi sector assessments to ensure gender sensitive and inclusive response.
* Support integration and consolidation of Concern’s Early Warning Early Action work across sectors (Resilience, Livelihoods, Health and Nutrition).
* Lead, represent Concern & coordinate with Need Assessment Working Group (NAWG) for joint assessments; undertake Real Time Evaluation (RTE) to inform the response and recovery efforts.
* Work in close collaboration with Concern’s team (Programme, System and Finance) and partners to kick off rapid response to disasters, scale up and continue to provide hand holding technical and management support throughout the response and recovery phase.
* Undertake leadership and management role to set up and kick off rapid response to disasters in geographies outside of Concern’s existing operations and gradually hand over to programme team in case if the response/recovery prolongs.

**Resilience Programming**

* Keep abreast of new developments in the resilience field, and – in line with Concern’s organisational

position - train programme teams on these issues so they are up to date and able to adapt programmes to new thinking/approaches.

* Research, adapt and write evidence-based technical program guides, manuals, and other resources to improve and innovate on resilience programmes, with a particular focus on remote roll-out and training using technology interactively.
* Collaborate with all sectors/departments to promote integrated programming, avoid redundancy, and integrate gender equality, inclusion, context flexibility, community feedback, conflict sensitivity,

partnership, and ICT into all activities.

* Assist with and technically oversee the development of high quality concept notes, proposals, reports and briefing papers that are in line with Concern and sector strategies and meet donor requirements.
* Provide inputs to ensure that approaches included adequately promote environmental protection, sustainability and climate change adaptation.
* Gather, collate and write up lessons learned, and develop learning briefs on the resilience programmes, in consultation with technical and sector leads at country and head office.Develop concept notes and proposals for fund raising within tight deadlines and also compiling comprehensive progress reports in collaboration with others as and when required.
* Ensure Concern’s response and recovery programmes strictly adhere to the Core Humanitarian Standards (CHS); lead in CHS assessments and support the audit (if needed); promote Gender Equality, Diversity and Inclusion (GDI) in humanitarian programming.
* Promote and factor in past lessons and good practices while designing and implementing disaster preparedness and response in a way that it reduces future vulnerabilities and risks (“build back better”).
* Support programme team for mainstreaming of impactful anticipatory actions, Disaster Risk Reduction and resilience building across all programme / projects.
* Support programme to undertake regular Capacity, Vulnerability, and Risk Assessments and ensure the programming and implementation is risk-informed.
* Provide technical support (using diverse means) to Concern team and its partners on designing and implementing risk informed programme based on vulnerability to multiple hazards and robust context analysis.
* Promote and provide technical support to Concern team and partners towards embedding Anticipatory Actions, Early Warning / Early Actions (EWEA) systems thinking in all our development programme.
* Assess the level of knowledge and understanding of, and attitude towards, the extent and importance of environmental degradation and climate change amongst programme and partner staff, and identify gaps or areas that require further explanation or clarification. Using the findings from the assessment above, develop and roll out a series of awareness raising sessions on environmental and climate change related subjects, that are relevant to the context in Bangladesh.
* Lead environmental assessments/screening as needed within different areas and/or programmes, including developing/adapting tools, methodologies, training teams, collecting data, analysing data, and writing up the findings. Work with the programme teams and Programme Director to ensure the findings and recommendations are incorporated into future programme design.

**External coordination, representation and advocacy**

* Develop relationship and networking with counterparts in other I/NGOs, UN and donor agencies, continue to explore common areas of interest (joint assessments, programming, advocacy) and act accordingly;
* Under the strategic guidance of CD and PD, effectively represent Concern and contribute in national and sub national coordination platforms such as but not limited to – HCTT, clusters / sectors, Start Fund Bangladesh, INGOs ESC, various task forces; relevant GoB authorities (e.g. DDM, DMCs etc)
* Under the strategic guidance of CD and PD, represent Concern in [Alliance 2015](https://www.alliance2015.org/)[[1]](#footnote-1) and undertake lead role / contribute on various joint initiatives around disaster preparedness and response;
* Work in close collaboration with advocacy advisor and programme team to contribute in evidence based national and local level advocacy on following but not limited to: Financing of locally led disaster preparedness, EWEA and response actions; shock responsive social protection, institutionalisation and digitalisation of capacity building of DMCc etc.

**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:**

**Education and aptitude:**

* A professional having Master’s Degree in Social studies, Humanitarian Action, Development Studies, Disaster Management, Climate Change or in related discipline.

**Job related experience and knowledge:**

* At least 7 years progressively responsible professional work experience with INGOs in managing Disaster Risk Reduction/resilience projects and emergency response programmes; Familiarity with the Anticipatory Action, Forecast based Action (FbA) agenda is an advantage;
* Sound technical skills and demonstrated experience on Anticipatory actions, disaster preparedness and response, Disaster Risk reduction / resilience building informed development programme;
* Proven track record of managing medium to large scale multi sector disaster response and recovery programme in partnership with local and international NGOs;
* Experience of cash based interventions in disaster response and recovery programme;
* Ability and demonstrated experience of working in close coordination with multiple functions (Programme, Finance, Systems) and partners in disaster response and recovery programme
* Solid understanding of GoB relevant policies and procedures and experience of humanitarian / DRR advocacy work;
* Familiarity with Core Humanitarian Standards, Sphere Standards and other relevant international standards
* Excellent skills and proven track record of external representation and coordination at national level;
* Excellent inter-personal and problem solving skills and proven ability to negotiate with a wide range of

people (internally and externally);

* High energy, and able to effectively prioritize and execute multiple tasks in a high-pressure environment;
* Familiarity with major donor rules and regulations (e.g. ECHO, FCDO, UN, BHA/USAID).
* Skills in networking, negotiation and persuasion, advocacy and for mainstreaming new concepts and approaches.
* Experience of working in refugee crises will be an advantage

**Key competencies:**

* Strong leadership and people management
* Excellent communication and presentation skills
* Ability to manage change effectively
* Excellent negotiation skills
* Good networking skills
* Flexibility, reliability, cultural sensitivity, resilience and resourcefulness
* Excellent computer and internet 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 |
| Date  |
| Employee’s name  | Signature |
| Date  |

1. <https://www.alliance2015.org/> [↑](#footnote-ref-1)