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| Survey Coordinator-SENS Survey |
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**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, 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:** | **Survey Coordinator-SENS Survey** |
| **Exact Job Location:** | Bashanchar, Noakhali |
| **Reports to:** | Nutrition Programme Manager, Emergency Response. |
| **Contract Details** | 2 months contract with possibility of extension. |

**Job purpose:**

This is a national staff position based in Ukhiya Cox’s Bazar, who will be responsible for conducting Standardised Expanded Nutrition Survey (SENS) in Bashanchar Rohingya Camps, Noakhali. He / She will contribute to ensure overall survey quality through the recruitment, training of the survey team, and quality data collection by day-to-day monitoring and supervision, report writing with coordination with different stakeholders as well as programme, logistics, finance and MEAL team of Concern.

The Survey Coordinator will lead the design, planning, implementation and analysis of SENS surveys led by Concern Worldwide in Rohingya Refugee camps. In addition, the Survey Coordinator will strengthen the capacity of the implementing partners of Nutrition Sector in assessment implementation and create a pool of staff able to implement assessments. The Nutrition Survey Coordinator will work in close collaboration with Government stakeholders, UN partners and other nutrition partners working in nutrition programme.

Under the direct supervision of the Nutrition Programme Manager-Emergency Response and in collaboration with UNHCR & Nutrition Sector, the Survey Coordinator will work to ensure quality survey activities implemented through team selection, training, and data collection and reporting. The position will liaise with other departments; Logistics, Finance, and HR to ensure that the project is receiving the necessary support from the support teams.

**Main duties & responsibilities:**

* **Survey Management and Implementation:**
* Develop SENS survey Methodology.
* Gathering available information on the context and survey planning.
* Recruitment and capacity building of Survey team.
* Supervision of the survey data collection: Taking necessary actions to enhance the accuracy of data collected and to ensure the security of team members:
* Visiting teams in the field and making sure that before leaving the field, each team leader reviews all questionnaires and survey forms to ensure that no pieces of data have been left out; making sure that the teams return to visit the absent people in the selected household at least twice before leaving the survey area.
* It is particularly important to double check all cases of oedema, as there are often no cases of oedema seen during the training and some team members may therefore be prone to mistaking a fat child for one with oedema (particularly with younger children). The Coordinator should note teams that report a lot of oedema, confirm cases, and visit all of these children to verify their status.
* Ensuring that households are selected properly; that the anthropometric and anaemia equipment are checked daily; that the anthropometric equipment is calibrated each morning during the survey, and that measurements are taken and recorded accurately.
* Deciding on how to overcome the problems encountered during the survey. Each problem encountered and decision made must be promptly recorded and included in the final report, if this has caused a change in the planned methodology.
* Finalize all questionnaires into the smartphones and transfer anthropometric data into ENA for SMART (if MDC methods) on a daily basis. Organizing data entry into ENA for SMART and Epi Info software (if paper-based survey). Checking any suspect data every evening, by using the appropriate sections of the SMART plausibility report and other checks.
* Organize an evening or morning “wrap up” session with each team to discuss any problems that have arisen during the day.
* Ensuring that the teams have enough time to take appropriate resting periods and has refreshments with them. It is very important not to overwork survey teams since there is a lot of walking involved in carrying out a survey, and when people are tired, they may make mistakes or fail to include more distant houses selected for the survey.
* **Reporting and Documentation:**
* Ensure Data quality and Analysis.
* Produce Survey Report and Sharing with relevant stakeholders (including partner) for validation.
* Disseminate report after validation.
* Ensure Documentation and protection of survey data.
* **Financial / Budget Management:**
* Timely planning and efficient utilization of budgets.
* Prepare DIP and Procurement plan to track budget expenditure.
* Ensure monthly fund request.
* Hold regular grant review meeting to update time to time on budget expenditure.
* Ensure transparency at all levels on financial management following Concern and Donor Compliance.
* Monitor financial management, capacity building and other support as required
* **Coordination and Communication:**
* To play as a focal person for internal and external communication.
* Participate in different level coordination with other stakeholders such as Nutrition Sector, UNHCR, WFP, UNICEF and other partners who are implementing integrated nutrition programme.
* Actively participate on Asssessment technical working group (AIM-TWG) meeting.
* Timely communication with Government stakeholders including RRRC, Civil Surgeon and respective Camp-in-Charge (CiCs) and beneficiaries.
* Maintain good coordination with support and other departments of Concern and Partner to ensure comprehensive support from all departments (finance, HR, supply chain and logistical).

**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:**

* Having a Master’s Degree in any subject. Advance knowledge on Nutrition, Public health and / or humanitarian emergencies will add extra value.
* Having minimum Five (5) years’ experience in humanitarian experience with at least 1 years’ experience in Managing different nutrition survey works (designing, survey methodology development, survey team recruitment and training, sample size calculations and sampling, field supervision, data analysis and survey report writing).
* Familiar with the SMART survey methodology and use of statistical software (Epi Info 7, ENA for SMART, SPSS and Excel application software) for data analysis.
* Fluency in English with excellent professional writing and presentation skills.
* Sound knowledge on Mobile Data Collection (MDC) approach.
* Proficient knowledge on standard computer software and Microsoft office.

**Key competencies:**

* Pro- active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming.
* Results oriented.
* Capacity building and training facilitation skills.
* Good advocacy and networking skills.
* Excellent planning and organisational skills.
* Ability to problem solving and good decision-making skills.
* Strong team player.
* Ability to work in challenging environments and strict deadline.

**Essential competencies:**

* Proficient knowledge on standard computer software and Microsoft office.
* Excellent reporting and communication skills
* Ability to work in team, respect team decisions and support multi-cultural team members.
* Strong leadership qualities and willingness to exercise initiative and work independently.
* Must have a ‘hands on’, practical mentality, be self-driven and very self-motivated.
* Well organized.
* Very high attention to detail.
* Cultural and political sensitivity.
* Strong flexibility is required in terms of mobility and working hour.

***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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