**Livelihoods, Markets and Cash 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:** | **Livelihoods, Markets and Cash Advisor** |
| **Job Location:** | Head Office, Dhaka, with frequent travel to programme areas  |
| **Reports to:** | Deputy Director Programme Quality & Development |
| **Staff Management** | N/A |
| **Contract details:** | Fixed term Contract up to 30 April 2025 with possibility for extension |

**Job purpose:**

The Livelihoods, Markets and Cash Advisors’ main responsibility is to ensure high quality technical support to Concern’s Gender Transformative Livelihoods, Markets and Cash related work in development and emergency programmes in Bangladesh, targeting especially extremely poor and vulnerable populations. The advisor will be expected to develop and document best practices and to promote organisational learning, liaising closely with the programme teams and partners in Dhaka and Cox’s Bazar, and the Strategy, Advocacy and Learning (SAL) Unit at headquarters level.

The successful candidate will report to the **Deputy Director Programme Quality & Development** on a day-to-day basis, however will have strong links with Rohingya Response Team Lead, Deputy Director Programme Implementation, Programme Managers, MEAL Advisor, supporting integrated programming responses - nutrition into health systems, livelihoods, social protection programmes, DRR and emergency preparedness and response. The Livelihoods, Markets and Cash Advisor, will also be expected to work in a very supportive, pro-active manner with all of Concern’s partners, ensuring that best practice is applied and high levels of programme quality are achieved.

**Main duties & responsibilities:**

* Work closely with the Deputy Director Programme Quality and Development in delivering contextual analysis, identifying existing and potential opportunities, proposal development, and designing innovative pilots engaging Deputy Director Program Implementation and relevant Program Manager(s).
* Engage with Deputy Director Programme Implementation and Programme Managers and support them in implementation of high quality and gender transformative livelihoods, markets, and cash assistance programmes across Concern’s operational areas, and champion evidence based innovative adaptations as appropriate.
* Lead in ensuring that there is a high level of knowledge and skills that contributes to strong alignment to Concerns’ organisational Livelihood Security Policy, Livelihoods Strategy and other relevant sectorial guidelines including innovative used of cash, application of market systems development approaches and the inclusion of cross-cutting issues (e.g. equality, protection, DRR, climate change, environment, conflict sensitive).
* Work with Technical Advisors in HQ to ensure the adaptation of tools and materials for respective delivery modalities that are not only technically sound but suitable to the context as well, in the fields of livelihoods, food security, markets and cash assistance.
* Lead the development and updating of standard operating procedures (SOPs) and training curriculums to support the implementation of high quality, donor compliant, livelihoods, markets system development and cash assistance interventions, and a standard approach is adopted across all regions/partners/programmes.
* Work in close coordination with Systems Director, Country Financial Controller and Internal Audit to ensure SOPs are fully compliant with donor, NGOAB and internal policies.
* Ensure that market assessments and market systems analysis are routinely carried out using appropriate tools, and that the findings are used to inform programme development, adaptation and learning that ensure that all our programmes are appropriately engaging with markets.
* Lead on monitoring of the changing context in Bangladesh (and globally) and how Concern areas of operation are impacted, market trends and how agriculture and small and medium enterprises are coping.
* Represent Concern at livelihoods, markets, food security and cash assistance forums at sector, national, regional and global level, as appropriate.
* Coordinate with the Advocacy Advisor and Deputy Director Programme Implementation to input directly into Concern’s advocacy strategies and annual implementation plans.
* Review monthly progress and assess technical support requirement for all programme teams and partner staff and to provide support accordingly and provide training accordingly.
* Implement the technical assistance plan with regular follow up through frequent field trips.
* Work with the MEAL team to capture and disseminate learning and best practices around gender transformative livelihoods, markets, food security, cash assistance internally and externally and with other Concern country programmes.
* Provide the Communication Coordinator with regular content, that enable us to produce high quality capacity statements, technical briefs, and other communication products that profile Concern’s work.

***Other:***

* Actively participate in preparation or updates of Preparing for Effective Emergency Response (PEER) plan, Security Management Plan (SMP) and other Concern initiatives.
* Take active measures to address equality issues, particularly relating to gender equality and inclusion, in programme as well as operational activities.
* Ensure the highest stands of accountability 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 (P4, finance, logistics, HR, security management etc).
* Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).
* Undertake other related duties as may reasonably be assigned by the Deputy Director Programme Quality & Development, Programme Director, or Country Director.

**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:**

* Masters in Social Science, Business Administration (market as major), Agricultural Science, Economics or relevant discipline

**Job related experience and knowledge:**

**Key competencies:**

* At least seven (07) years’ (for females 05 years) of proven experience of working in similar positions under I/NGOs or UN agencies.
* Highly competent in implementation of and/or providing technical support to high quality delivery of gender transformative livelihood, market, and cash assistance programmes in Bangladesh, both in development and emergency contexts.
* Proven experience in designing, implementing, monitoring gender transformative, inclusive, livelihoods, market and cash assistance interventions
* Extensive knowledge and experience of supporting evidence based, innovative adaptation of approaches, appropriate to the needs of program(s) having livelihood, market and cash assistance, support for trade and small businesses/entrepreneurship etc. as key components
* Competent in market assessments, market systems and trend analysis, using appropriate tools including gender and climate change lance.
* Proven expertise of pro-poor market development and accessing products of extreme poor program participants (women and men) in market and benefiting them from market value chains.
* Experienced in developing/formulating policies, guidelines and or SOPs relevant to livelihood, cash assistance and market driven program components.
* Experience of working in partnership with private sector will be an added advantage
* Representational skills at regional, national and international level livelihood, food security and cash assistance forums.
* Strong ability to manage and deal with diverse stakeholders.

**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:**

* Planning and organizing
* Information technology
* Problem solving and decision making
* Financial management
* Ability to write short reports and concept notes clearly and appropriate to the need

**Essential competencies:**

* Flexibility
* Coaching and mentoring
* Development Orientation
* Thoroughness

***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*  |