ROLE PROFILE

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| Title | **Gender Advisor - Australian Humanitarian Programme (AHP )** | | |
| Functional Area | **Program** | | |
| Reports to | **Head of Cox’s Bazar and CHT Program with the matrix line to AHP Consortium Lead / Manager.** | | |
| Location | Cox’s Bazar | Travel required | 40% travel to camps and host communities. |
| Effective Date | December, 2020 | Grade | D2 |

role PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realise their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach. National level influencing that builds on, and is informed by our programme work in Bangladesh and Plan’s other country offices will play a key role in delivering results at scale.

Plan International Bangladesh (PIB) along with 5 others leading INGOs is implementing a consortium-based project focusing on CPiE, EiE and Livelihood sector while gender, disability inclusion, localization will be cross cutting themes for DFAT funded Australian Humanitarian Partnership for a three-year humanitarian project. The project commenced its implementation in Teknaf in December 2020. DFAT. In the consortium, PIB has been assigned as a focal point for Gender and this position will be based in PIB office. The selected candidate will not only be the Gender focal point for Plan Cox bazar, but also Gender lead for the other five consortium member organizations. The Consortium’s Gender Adviso will uphold the Consortium’s commitments to ensure that Gender Equality issues is mainstreamed in all program areas (detailed implementation plan, capacity building guidelines for staff and beneficiaries, and measuring impact on analysis of data disaggregated by gender and age, and use of gender-sensitive and gender- specific indicators) and that all member agencies adopt uniform approaches in this regard. The Gender Advisor hosted by PIB will help build the capacity of all member agencies on Gender sensitive and gender transformative approaches with a special focus on gender in emergency, and will also support and provide necessary technical guidance for all CPiE projects that are being implemented by PIB in Ukhiya and Teknaf Upazillas.

Dimensions of the Role

Budget/Asset management:

The position holder will have delegated of authority for expenditure.

Direct and indirect reports:

The Gender Advisor will report to Head of Cox’s Bazaar & CHT program while maintaining a matrix line reporting to Consortium Coordinator / Manager and have their work plans and budgets signed off by Plan International and the Consortium Management Unit (hosted by CARE). The Gender Advisor will report monthly to the Consortium Coordinator / Manager and Cox’s Bazaar Steering Committee (CBSC) and attend quarterly meetings of the CBSC. The Gender Advisor will document and share learnings and good practice on gender equality throughout the AHP consortium to promote gender issues/provide gender analysis within each sector of the interventions. These will include facilitating monthly meetings, producing success stories, sharing guidelines and resources, joint field visits etc. Gender Advisor will be responsible for donor reporting on Gender issues by coordinating with gender technical focal points from all member agencies. She/he will collect data from program MEAL system ensuring to track progress against outputs and all indicators, report progress to the CMU and highlight areas that require attention or action to support accountability of Consortium partners.

Communications:

Continuous communication externally with consortium’s coordinator / manager and other technical specialists, and internally with CPiE technical lead, EiE technical lead, technical Advisors, Senior Project Manager (AHP), Program/Project Managers, and Heads / Departmental heads at Cox’s bazar and at Dhaka level for gathering necessary information required for different statutory documentations. External communications requirement involves other consortium agencies, GiHA cluster meetings and other relevant government agencies and bodies. Gender Advisor will assist the communication coordinator at the CMU to capture Gender in the consortium communication and advocacy strategy.

Risk management:

S/he will take proactive stance in identifying and mitigating child protection related as well as compliance related risks associated to service contract and ensuring statutory requirement of the organization.

External representation:

This position holder is responsible to represent AHP project in national and international forum. S/he is also responsible for representing related issues to various INGOs or INGO Forums as well as different government and non-governmental committees as assigned by the supervisor. Represent the AHP consortium in all Cox Bazar Steering Committee (CPSC) meetings when invited and other high-level events such as sector meetings, donor visits, NGO platform meetings etc keeping a network spirit.

Reach/breadth of the post/ or area of responsibilities:

This position holder is responsible to develop uniform approaches to their specialist area across the Consortium partners. To provide technical assistance to all activity streams of the project from a gender, equality and inclusion lens as well as in M&E process including Gender Assessment and baseline survey. To provide Technical supports during TNA for developing curriculum and materials on CPiE and EiE issues to address the Gender dimension. To provide technical assistance to all consortium partner organizations for developing their gender mainstreaming plan. To have understanding on Plan as organization, its programs, approach with special emphasis on Plan’s Policy on Gender Equality and Plan’s gender transformative approach and its implementation in programs/projects. To develop inclusive communication materials specially gender equality messages for men and boys and transgender adolescents for the AHP consortium. To take the lead role in developing the gender equality strategy and gender action plan for the consortium with the participation of other agencies. Lead the process to review the strategy based on the context changes. develop a comprehensive capacity building package including the provision of staff training with action plan for operations. Also, encourage all agencies to allocate budget against plans. To provide on-site technical support for ensuring quality gender equality in implementation.

Accountabilities

**Key Results Area (KRA) 1: Take the lead role in** **developing the gender equality strategy and gender action plan for the consortium with the participation of other agencies. Lead the process to review the strategy based on the context changes.**

*Indicators for success:*

* Project Gender Action Plan with clear targets, implementation/mainstreaming sub-activities developed and incorporated in the concerned project Plan
* Gender Action Plan’s activities are included in Project’s details implementation plan of concerned project and reflected in the periodic work plans across the consortium
* A base/End line study/ gender assessment/ research/ gender audit/mapping etc. as per project activities conducted, report prepared and shared with concern bodies
* Gender Advisor in consultation with gender technical leads of other agencies will review of the project strategy, ensure key tools are gender and disability inclusive.

**KRA 2: The Gender Advisor hosted by Plan International will help build the** **capacity of all agencies on Gender sensitive and gender transformative approaches especial focus on gender in emergency**

*Indicators for success:*

* Develop a comprehensive capacity - building package including the provision of staff training with action plan for operations.
* Encourage all agencies to allocate budget against plans
* Number of TNA (integrated or standalone for GE) conducted as per plan
* Report of needs assessment is prepared and available.
* Number of curriculums/ modules developed and in place as per plan.
* Yearly/ quarterly training plan is in place
* Number of training conducted as per plan and partner’s staff training developed
* Report on capacity development activities is prepared and available

**KRA 3 : Develop inclusive communication materials specially gender equality messages for men and boys and transgender adolescents for the AHP consortium.**

* BCC/IEC materials, modules are reviewed from gender lens and gender equality inputs provided if needed and as required.
* Assist the communication coordinator at the CMU to capture Gender in the consortium communication and advocacy strategy

**KRA 04:** **Networking/Partnership**

*Indicators for success:*

* Coordinate with other technical specialists to identify opportunities for collaboration and making sure there is a cross-Consortium communication and advocacy on gender transformative services
* Represent the AHP consortium in all Cox Bazar Steering Committee (CPSC) meetings when invited and other high-level events such as sector meetings, donor visits, NGO platform meetings etc keeping a network spirit.

**KRA 05:** **Monitoring, learning and sharing**

*Indicators for success:*

* Ensuring work with MEAL teams for ensure gender responsive MEAL framework, data quality, accountability and feedback mechanisms.
* Producing common, best practice training materials and programs to roll out across Consortium partners and their local partners, ensuring lessons are shared across the Consortium
* Effective engagement with the project’s global gender equality working group
* Joint Field visit conducted as per plan; monitoring reports prepared and shared
* Develop monitoring and follow up mechanism for the project and partner organization based on gender monitoring framework prescribed by Plan and consortium

**KRA 06:** **Managing and reporting on their budgets to the Consortium Manager and host agency**

*Indicators for success:*

* Budget for gender mainstreaming activities is in place (e.g. Budget for workshop, training on gender transformative approach, SGBC, report publishing, research/study, IEC/BCC materials on gender equality, day observance, network meeting, etc.)
* Gender Advisor will be responsible for donor reporting on Gender issues by coordinating with gender technical focal points from all agencies. She/he will collect data from program MEAL system ensuring to track progress against outputs and all indicators, report progress to the CMU and highlight areas that require attention or action to support accountability of Consortium partners

**Plan policies and procedures (applicable for all roles)**

* Ensures that Plan International’s global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

* 1. **Internal:**

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| Relation with: | Purpose: |
| Project staff (Program Managers, Senior Project Manager (AHP), Project Mangers, Technical Field Staff) | To sharing of planning, building team spirit and to  maintain internal coordination (High) |
| Disability inclusion Specialist and Localization Specialist from Consortium | To sharing planning, capacity building, collect suggestions for proper implementation, coordination and monitoring (High) |
| All consortium Partner and PIB Field level staff | To sharing planning, capacity building, collect suggestions for proper implementation, coordination and monitoring (High) |
| CPiE Lead, EiE lead and Livelihood Specialist | Exploring suggestions for planning and implementation and reporting through consortium Manager (Medium) |
| Gender and inclusion Adviser – Plan Country Office | Taking suggestions and maintaining Coordination  with GRIT cox’s bazar team and Women Leadership Forum (High) |

**External:**

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| Relation with: | Purpose: |
| Network partners | To prepare need based/issue based activities, sharing experience and coordination (Medium) |
| Media/Publications/Printers | To produce BCC/IEC materials, documentary etc (Medium) |

Technical expertise, skills and knowledge

**Knowledge, Skills and Behaviours Required to Achieve Role’s Objectives:**

**Knowledge:**

* Good understanding of the gender in emergency and linking SGBV, Child protection and SRHR issues.
* Experience of working with Gender in emergency, Gender Equality, Women, Girls child and adolescents Rights

**Skills:**

* Demonstrated ability to develop and implement gender transformative programs especially using

gender mainstreaming tools across project cycles.

* Excellent written and oral communication skills – able to write clear, engaging copy in plain

English

* Creative thinking and problem solving skills
* Excellent organisational skills and ability to keep to strict deadlines
* Ability to manage and priorities multiple demands and tasks
* Analytical skills, able to quickly analyse key trends and development and tie the knots together
* Well-developed reporting skills
* Excellent presentation skills
* Highly computer literate (SharePoint, data base management, social media communications)
* Ability to communicate with people from different cultures and time zones Functional Competence

**Behaviours:**

* Team player
* Able to influence people
* Excellent interpersonal skills
* Goal orientated
* Inclusive attitudes
* Ability to work under pressure

**Qualification and Experience Required**

Masters in Social Science, disaster management, development studies, women and gender studies, law or anthropology with at 3 – 4 years’ experience in working on gender in emergency, gender equality, women’s rights, child –youth rights related projects in National and/or International Organizations.

Plan International’s Values in Practice

**We are open and accountable**

* Promotes a culture of openness and transparency, including with sponsors and donors.
* Holds self and others accountable to achieve the highest standards of integrity.
* Consistent and fair in the treatment of people.
* Open about mistakes and keen to learn from them.
* Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

* Articulates a clear purpose for staff and sets high expectations.
* Creates a climate of continuous improvement, open to challenge and new ideas.
* Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
* Evidence-based and evaluates effectiveness.

**We work well together**

* Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
* Builds constructive relationships across Plan International to support our shared goals.
* Develops trusting and ‘win-win’ relationships with funders, partners and communities.
* Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

* We empower our staff to give their best and develop their potential
* We respect all people, appreciate differences and challenge equality in our programs and our workplace
* We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

Based at Cox’s Bazar with 40% travel to camps and host communities.

Level of contact with children

Mid contact: Occasional interaction with children