ROLE PROFILE

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| Title: | Team Leader-NEET EARN Project | | |
| Functional Area: | Programme | | |
| Reports to: |  | | |
| Location: | Dhaka | Travel required: | 40% travel requirement |
| Effective Date: | November 2023 | Grade: | E1 |

Plan International PURPOSE

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. Plan International envisions a world in which all children and young people realize their full potential, a vision 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, often suppressed by poverty, violence, exclusion, and discrimination. Girls are most affected, and Plan International's new Global Strategy aims to transform the lives of 100 million girls through an integrated program and influence approach.

In Bangladesh, our vision for 2030 is to partner to empower girls and young women, to be heard, to live without fear of violence, and to achieve their rights. Our new country strategy, initiated in July 2020, aims to achieve this ambitious vision, demanding an efficient and committed workforce willing to challenge the status quo and engage all community members in creating synergy for change at all levels, from the community to the national level and beyond.

**This position is contingent upon the award of the project by the donor. The position description may be revised based on updated information from the donor.**

role PURPOSE

Plan International Bangladesh seeks to hire a dynamic Team Leader for an upcoming project. The said project initiative aims to amplify access to skill development and employability for NEET youth with diversity in relation to gender, ethnicity and Persons with Disabilities (PwD).The project ensure significant female participation in national workforce by carrying out actions such as alternate education, skills development, employment support, creating an enabling environment, and fortifying institutional capacity. The inclusion of a Contingent Emergency Response Component ensures adaptability. The overarching goal is to empower NEET youth by comprehensively enhancing their skills, advocating for continued education, and cultivating an inclusive environment.

The Team Leader will provide vision and overall leadership in effectively manage project operation to achieve project result by ensuring timely , relevant and high-quality management support and guidance . This position responsible for leading all aspect of contract performance , provind technical guidance in implementation, financial and administrative compliance, oversight, and supervision of consortium performance . Additionally this position responsible to ensure project implementation with high standard of excellence , achiving its set goals and target and within budget . The Team leader will provide high level technical thought leadership and ability to strategically manage risk , monitor finances and ensure each phase of work is started or complete on time . This role will the primary contact for Plan International Bangladesh with donors and all relevant stakeholders, foster effective liaison and collaboration with relevant Ministries and other critical partners at both national and international levels. Moreover Team Leader responsible manag and guide group of experts and other relevant staff, ensuring that reporting requirements and operating plans align with agreed-upon actions, and in-country priorities, and are compliant with both donor and Plan International Bangladesh policies and procedures. The Team Leader will actively spearhead in developing robust strategies that ensure the project continually evolves and adapts to achieve sustained impact , facilitate cross-learning, downward accountability, monitoring integration aspects, and producing consolidated narrative reports aligned with the values and goals of Plan International.

Dimensions of the Role

* Lead & support initiatives tracking by project implementation progress and tangible outcomes, fostering a collaborative culture by engaging members in strategic communication and knowledge-sharing.
* Provide leadership in conducting strategic and result-focused project reviews, identify & mitigate risk & challenges using foresight and innovating solutions, while overseeing the strategic management of project information and steering consultancy for actionable insights.
* Develop dynamic program and financial analyses, informing high-level decisions and driving impactful outcomes, while implementing a robust PMERL framework with actionable indicators and strategically monitoring budgets for the $30 million project, ensuring clear financial allocations and adjustments.
* Establish and manage effective communication channels within the consortium, facilitating regular strategic coordination meetings to discuss progress, challenges, and opportunities, and collaborating with external partners by strategically leveraging expertise and resources.
* Foster an inclusive team culture driven by strategic vision and values, conducting high-level team meetings to share updates, address concerns, and encourage strategic feedback, while providing ongoing strategic training and professional development opportunities.
* Develop impactful advocacy strategies, actively engaging in strategic partnerships with government agencies and NGOs, and representing the organization at events to strategically promote gender-focused perspectives.
* Lead strategic collaboration with local communities and stakeholders, integrating community-centric approaches into the project's humanitarian strategies with an emphasis on cultural sensitivity and inclusivity.

Accountabilities

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**1. Leadership in Program Planning and Action Management:**

* Provide leadership , supervisory and management support for all program staff , including consortium member program staff and will work closely consortium management team and support function (including finance , administration and program )
* Responsible for meeting contractual obligations, producing deliverables and targets, and achieving Activity results, as specified by donor
* Cultivate in create and mainatain an effective , positive and productive work environment and relationship within consortium partners that all feel a sense of belonging and contribute to achieve key purpose and objectives of the project , This action further faciatates by ensureing active engagement , effective communication and knowledge-sharing.
* Conduct comprehensive and strategic project reviews to derive actionable insights, elevating the overall effectiveness of implementation strategies.
* Promptly address challenges with strategic foresight, collaborating with consortium partners to innovate solutions that align with the project's overarching strategic goals.
* Ensure that all activities conform to the terms and condition of the donor agreement and meed the expected technical quality standards , and the strategic objective and results of the program accomplishe within time.

**2. Program quality and Knowledge Management:**

* Actively oversee the design , monitoring , evaluation and learning of the project in accordance with M & E requirements set out in the contract
* Ensures the project activities implement and monitors the achievement of result , ensure compliance with project success indicators
* Ensure the project implemenatation strteagy and approaches adopt bext practices of gender transformative , do no harm to environment and people involved , protection & safeguarding , transparency and accounatability of project participants
* Ensure timely, accurate, and user-friendly high-quality reporting on services provided under the contract.
* Deliver high-level reports and presentations internally to consortium and external to donor and other staeholders partners
* Develop dynamic and strategic program and financial analyses that inform high-level strategic decisions and drive impactful outcomes.
* Implement a robust and strategic Monitoring, Evaluation, Research, and Learning (PMERL) framework with actionable quantitative and qualitative indicators.
* Ensure planning and conduction of periodical assement and evaluations to measure effectiveness and impact of project interventions , generate continuous learning and adaptive project management based on findings..
* Disseminate strategic research outcomes and lessons learned through various channels for organizational and sector-wide strategic benefit.
* Utilize project-generated information proactively in strategic discussions with donors and external stakeholders, driving impactful and strategic strategies.
* Design and commission studies/evaluations that yield strategic insights and contribute to the project's strategic knowledge.

**3. Grant and Budget Management:**

* Formulate and strategically monitor budgets of projectof projects, ensuring clear financial allocations and strategic adjustments.
* Strategically review and take immediate action to align the budget with strategic project priorities and changing circumstances.
* Implement transparent and strategic financial practices, providing stakeholders with insightful and actionable strategic perspectives on budget utilization.
* Proactively identify strategic cost-saving opportunities without compromising the project's strategic quality.
* Develop and execute a strategic plan for the cost-recovery process.

**5. Partner Management at Consortium and PIB:**

* Establish and strategically manage effective communication channels between consortium members, ensuring timely and strategic information flow.
* Facilitate regular strategic coordination meetings to discuss progress, challenges, and opportunities.
* Collaborate with external partners, strategically leveraging their expertise and resources for maximum strategic impact.
* Implement a feedback mechanism that captures strategic insights from stakeholders for continuous improvement.

**6. Strategic People/Team Management:**

* Foster a collaborative and inclusive team culture driven by strategic vision and values, promoting actionable and strategic collaboration.
* Conduct high-level team meetings to share strategic updates, address concerns, and encourage strategic feedback.
* Provide ongoing strategic training and professional development opportunities for team members.
* Recognize and strategically reward team achievements to boost morale and motivation.

**7. Coordination , communication and Representation :**

* Act as primary project representative for project staff , consortium partners , national and local government and all other relevant stakeholders
* Responsible to build and manage strong and functional relationship with wide variety of stakeholders internally and externally to ensure effective alignment , coordination and collaboration
* Develop effective project communication strategy and ensure its alignment with branding and visbility requirement of donor , Plan International as well as consortium members
* Develop and implement impactful advocacy strategies to strategically influence policies impacting NEET youth.
* Actively engage in strategic partnerships with government agencies, NGOs, and other relevant organizations.
* Represent the organization at conferences, forums, and events, strategically promoting gender-focused perspectives and initiatives.
* Provide strategic training to project staff on effective advocacy and influencing techniques.

**8. Humanitarian Action:**

* Lead strategic collaboration with local communities and relevant stakeholders to ensure swift and impactful responses to humanitarian needs.
* Integrate strategic community-centric approaches into the project's humanitarian strategies, emphasizing cultural sensitivity, inclusivity, and strategic crisis response.

**Safeguarding for Children and young people**

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded by 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

**Internal contact :** Deputy team leader , Directors of Plan Internal Bangladesh , Technical expert from various department (e.g. MER , Finance , Communication , Humaniaterian , partnership, SRHR , SOYEE , Protection , Gender & inclusion etc. ) , project team , project partners

**External contact :** Consortium members and their partners , Government stakeholders , donor , project participants , private sectors , relevant national and international organization

Technical expertise, skills, and knowledge

**Essential**

* Postgraduate degree or higher in economics, social sciences, international development, management, or a related discipline
* Substantiave experience implementing economic growth, policy reform, youth-centric and private sector engagement programming in developing countries
* Solid working experience in leading and providing technical, administrative, and management oversight of large and complex international development donor-funded activities in similar role or comparable other management role
* Experience managing international development organization projects and staff with proven ability to oversee projects activities implementaing simultaneously in multiple locations; experience with projects including a grants component
* Professional experience managing complex relationships with a variety of stakeholders and interacting with other donors, implementing partners, private sector, and government and other staeholders
* Demonstrated supervisory skills and ability to work well on a team
* Excellent communication skills and fluency in written and spoken English required;
* Ability to manage agreements and all required programmatic and financial reporting requirements, including sub-grants management.
* Ability to monitor and assess performance of self, project team , consortium partners and other individuals, and / or organizations to make improvements or take corrective action.
* Demonstrated strategic thinking and planning skills, with emphasis on the ability to operationalize and oversee the execution of workplans.
* Strong leadership skills, with a demonstrated ability to collaborate and work across teams and roles. Ability to persuade and motivate people and teams.
* Experience developing capacity of government entities, staff, and other organizations.
* Demonstrated experience in managing government and donor relations.
* Ability to work effectively and sensitively in a cross-cultural context.
* Excellent diplomatic and engagement skills and proven ability to work effectively with government officials, partners, donors, and stakeholders at high levels.
* High level of leadership, interpersonal, technical, and analytical skills, including a demonstrated ability to interact effectively and collaboratively with a broad range of public and private sector counterparts and other key stakeholders
* Strong sense of accountability for project outcomes and experience in monitoring progress against key indicators.
* Experience in optimizing resource allocation, including human resources, finances, and technical expertise.
* Proven ability to identify and mitigate project risks, along with the development of comprehensive contingency plans.
* Ability to work effectively across cultures and backgrounds, considering the diverse nature of project stakeholders.
* Experience in providing leadership, guidance, and mentorship to project team members, fostering a collaborative work environment.

**ICT Skills:**

* Proficiency in standard office software applications.
* Familiarity with project management tools and software for efficient resource allocation and reporting.

**Desirable:**

* Additional certifications in project management or related fields.
* Knowledge of the development landscape in Bangladesh, particularly regarding NEET youth empowerment.
* This comprehensive set of technical expertise, skills, and knowledge is essential for the Strategic Acceleration Architect to lead the Economic Acceleration and Resilience for NEET-EARN Project effectively and achieve its objectives in rural Bangladesh.

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organization by being open, honest, and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others while doing what we say we will do.

**We strive for a lasting impact**

We strive to achieve a significant and lasting impact on the lives of children and young people and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused, and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organization, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities, and our partners.

**We are inclusive and empowering**

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

Physical Environment

Based at the Bangladesh Country Office, with at least 40% travel to project areas, and partner organizations. At the office, he/she uses a computer/laptop and other office equipment for documentation, report preparation, budgeting, etc.

Level of contact with children

Low contact: No contact or very low frequency of interaction √