

**Terms of Reference – Project Manager – D1**

To support Plan International in addressing the Rohingya Influx in Bangladesh

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are now active in more than 70 countries.

**Role Purpose:**

In response to the Rohingya influx in Bangladesh, Plan has been working in Cox Bazar to restore and increase access to safe, quality and inclusive educational opportunities for children and adolescents (girls and boys) affected by crisis in both refugee and host communities.

Plan is starting a new intervention that supports the immediate educational needs of children, adolescent girls and young people who do not have access to education in Cox's Bazar, Bangladesh. Opportunities for equitable learning will be provided in a safe and protective environment and will address the main barriers to education in this emergency, including lack of physical space in the camps, lack of qualified teachers and restrictions on movement.

The project manager will be responsible for managing the project intervention and leading the EiE and CPiE team. This includes line management of technical and PSS/Case Management officers, as well as ensuring that the project is implemented, managed and budgeted to meet with donor compliance and the needs of the community and children. The project manager will ensure quality delivery and achievement of project objectives and results. The role requires close collaboration with other project teams.

Plan International promotes equal opportunity employment and pays special consideration to female candidates.

**Responsibilities and Tasks:**

Assessment

* Support education and CP needs assessment in intervention target areas as needed
* Review, assess and provide updates on the education situation in areas affected by the emergency
* Highlight education and protection related issues requiring an immediate or medium-term response, in line with Plan’s code of conduct

Project Management and Implementation

* Deliver project activities on time and in line with budget and donor requirements, tracking progress of activities and expenditure and providing regular updates on progress, priorities and constraints
* Lead the development of workplans with staff and ensure staff implement activities on time
* Work closely with Plan’s internal departments, including HR, Finance, Admin and Logistics to ensure projects are appropriately resources and project activities are delivered
* Lead project team, with direct supervision of the technical and PSS/Case Management officers, who in turn coordinate a team of community volunteers
* Manage hired consultants under the project and contribute to strategic and technical direction
* Work closely with Plan International’s Child Protection in Emergencies (CPiE) team as well as gender focal points to ensure CPiE is fully integrated and the project is gender responsive
* Take a proactive stance in identifying and mitigating protection related risk in the implementation of the project intervention

Capacity Building

* Support training and creation of training materials and programme tools which aid the delivery of inclusive and gender responsive education programmes, in coordination with specialists
* Work with EiE and CPiE team to develop individual and team learning plans, with support from specialists
* Ensure PSS/Case Management officers receive necessary training and are included in capacity building initiatives led the CPiE and EiE team
* Provide line management to the technical and PSS/Case Management officers and ensure fulfilment of performance management processes

Monitoring, Evaluation and Reporting

* Visit project sites on regular basis to supervise and monitor teams and education and learning related activities in the affected communities
* Monitor progress and ensure that tools (including monitoring framework) and methods are in place to measure impact and results, and link with reporting requirements
* Prepare timely monthly/quarterly financial and narrative reports (including FD7 reports) in compliance with Plan, donor and government requirements, with support from M&E specialists
* Support the development of suitable gender sensitive responses to education and protection concerns, including the identification of children without access to education and reintegration plans
* Support the reporting of major concerns on education and protection
* Ensure early and rigorous implementation of quality and accountability mechanisms
* Document best practices and success stories and support the development of opportunities for shared learning within and across teams

Coordination and External Representation

* Maintain regular communication, coordinate and follow guidance from the program managers and specialists on quality technical input, monitoring, expenditure reporting and donor compliance
* Support across project teams as required and ensure good coordination and collaboration
* Support good communication and serve as a focal person with the donor and Plan national offices as required
* Represent Plan in various coordination fora and other meetings (including meetings with camp and local education officials) as required

Any other tasks as required.

The successful candidate will be expected to work closely with the technical leads, specialists, program managers and other future EiE and CPiE staffs. The person will also work closely with CPiE colleagues to ensure that child protection is a fully integrated part of Plan International’s EiE activities. The successful candidate will be expected to form positive, productive, and friendly working relationships with all other colleagues to ensure that Plan’s EiE and CPiE activities are well coordinated as part of Plan’s overall humanitarian response.

**Key Internal Contacts**

Technical specialists both from EiE and CPiE, EiE Lead, CPiE Lead, EiE Program Manager, CPiE Pprogram Manager, Deputy Director Cox’s Bazar Program and other members of the emergency response team as appropriate.

**Key External Contacts**

Key education/protection actors at sub-district and community level

**Reporting Lines**

Reports to EiE Program Manager with a functional relationship to CPiE Program Manager

**Selection Criteria: Technical expertise, skills and knowledge**

Essential

* University degree in Education, Social Sciences or related field
* Good knowledge and understanding of Do No Harm principles and other humanitarian standards, including INEE minimum standards
* 3-4 years of experience in education sector, Child Protection sector and knowledge and understanding of key EiE and CPiE issues
* Well planned and organized, comfortable to lead on project implementation and demonstrates initiative in problem-solving and decision making
* Well-developed written and oral communication skills and ability to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills
* Strong leadership skills, able to support and train staff and to work with disaster affected communities in a sensitive and participatory manner
* Experience of designing and delivering training and other capacity building initiatives with a variety of audiences
* A positive and friendly personality who collaborates well with others, works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles
* Strong project management, budgeting and analysis skills and proficiency in Microsoft Excel and Word
* Demonstrates awareness and sensitivity to gender and diversity. Has experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts
* An understanding of child safeguarding and equality for girls
* Fluency in English and Bangla (both reading and writing)

Desirable

* Prior experience of working in greater Chittagong Division
* Knowledge of Chittagonian or Rohingya
* Experience in humanitarian settings, particularly with refugees or IDPs
* Experience of conducting education and CP needs assessments
* Knowledge of Plan policies and procedures, Sphere and the Red Cross/NGO Code of Conduct
* Experience in managing humanitarian projects in EiE or CPiE

**Duration of the assignment:**

12 Months (with possibility of extension)

**Location:**

Teknaf / Ukhiya with regular travel Rohingya Settlements and Host Community

**Availability:** Immediate