



ROLE PROFILE

Title	Safeguarding Specialist		
Functional Area	HR&OD (People and Culture)		
Reports to	HR Manager Cox's Bazar (with a matrix relationship to the Country Safeguarding Advisor)		
Location	Ukiya Office Cox's Bazar	National/local travel required	60–70% travel that include community, partner organizations, training institutes etc.,
Effective Date	May 2019	Grade:	C2

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.

Plan International believes 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 Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach. In view of that, the country programme is focusing towards a vision of empowering girls and young women, to be heard, to live without fear of violence and to achieve their rights.

The Safeguarding Specialist will be responsible for delivering high quality, accessible and reliable support, guidance and capacity building across Plan International Bangladesh's programme in Cox's Bazar to support the full implementation of the Plan International's Safeguarding Policy and procedures. This will also include the post holder receiving safeguarding referrals. A central responsibility of the role will be to promote and with the HR Manager to establish a framework to embed Plan International's culture and values in all that we do.

DIMENSIONS OF THE ROLE

Budget and asset management:

Oversees and ensures proper utilization of the safeguarding and other related capacity building budgets; does not have a delegated authority of expenditure

Direct/indirect report:

The position holder do not have any direct reports.

Communications requirements:

Internal communications involve with Project Managers of CPIE, EiE, YEE programmes and Operations Manager and his/her team members for coordinating and implementation capacity building initiatives and to establishing the procedures within programme and operations functions in Cox's Bazar; Country Safeguarding Advisor and Gender & Inclusion Advisor at the Country Office. External communications requirement involves with partners organizations focal persons, CPIE and GBV sub cluster in Cox's Bazar and other development organization.

Risk management:

He/she identifies and reports possible SGCYP related risks at the entire programmes and operations of Plan International Bangladesh in Cox's Bazar.

External representation:

Under the guidance of supervisor as well as Country Safeguarding Advisor and Gender & Inclusion Advisor, the incumbent needs to represent the organization in CPIE and GBV sub-cluster in Cox's Bazar.

Reach/breadth of the post/ or area of responsibilities

To help deliver Plan International strategy and programme at the Cox's Bazar

1. to protect those we work with from sexual exploitation and abuse perpetrated by Plan International representatives and associates.
2. to develop an enabling environment where women staff and children feel safe, empowered and equal.

ACCOUNTABILITIES

Capacity Building

- Identify the training needs of staff and stakeholders including partners in relation to keeping children and young people safe.
- Develop a capacity development plan and ensure resource allocation and implementation of the plan
- Design and deliver capacity building for staff, incentive workers, partners and other stakeholders on Safeguarding of Children and Young People (SGCYP) through formal and refresher sessions, discussion of case studies etc.
- Train and support the SGCYP and GE Focal Points, project coordinators on the fulfilment of their respective responsibilities
- Maintain clear records of number of staff, partners, volunteers, incentive workers and other parties trained in Child Safeguarding

Safeguarding risk assessment and monitoring

- Lead global safeguarding risk assessment for Cox's office, prepare a progress plan based on the findings and ensure follow up
- Conduct risk assessment of sectors, projects and partners in collaboration with respective contacts and focal points of the country program.
- Compile partners' activity documents, analyse partners risk assessment result and support on identified gap.
- Support programme team to develop project risk assessment and mitigation strategy, review all projects from safeguarding lens and ensure do no harm.
- Develop/Review and socialize safeguarding policy monitoring checklist to the managers and ensure monitoring findings are documented
- Monitor safe participation of children and young people in events/activities/training and ensure implementation of safe participation guideline in programmes
- Provide technical guidance on Child Safeguarding to CGF focal persons, partners and other key stakeholders including consultants

Gender Responsive Safeguarding Materials development

- Under the leadership of the National Safeguarding and GE Advisor develop and prepare materials for all Safeguarding and PSEA related trainings
- Develop child and youth-safeguarding messages for various groups of stakeholders and facilitate publication.
- Facilitate consultation with children and young people to develop child/youth to child/youth and adult to child/youth behaviour guideline, culturally inappropriate behaviour guideline and code of conduct
- Develop/review context specific child friendly orientation materials on safeguarding policy and reporting procedures
- Maintain all CSG reports and file appropriately

Support establishment of Gender Responsive Reporting and referral mechanism

- Facilitate consultation with children and young people to develop gender responsive reporting mechanism

- Publicize reporting procedure at all level including
- Establish and support focal points (one male, one female) to understand and perform their roles and responsibilities as per the ToR
- Lead context mapping for each location (camp and host community) and establish a referral pathways
- Strong collaboration with sub sectors for PSEA
- Ensure immediate and appropriate response to safeguarding allegations/concerns as per the country procedures

Networking and collaboration

- Networking and collaboration with other agencies, UN and government functionalities to ensure a strong sectoral mechanism for safeguarding children and young people
- Vibrant representation and leadership in PSEA, CPiE and GBV sub-clusters
- Collaboration/support agencies to conduct a joint review on safeguarding
- Coordinate employees trained in TOT and ensure that they are implementing strong child safeguarding systems to partners and the organization at large
- With the programme team, support the organization of learning forum, on child safeguarding practices, at different levels including community volunteers

Child Protection, Gender Equality and Inclusion

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

[This section refers to people inside and/or outside of the organisation that the post-holder needs to have contact with, and why. This should include virtual presence.]

Internal contacts:

Position	Reasons for contact	Level (high/ medium/ low)
Program Managers: CPiE, EiE and YEE at Cox's Office.	<ul style="list-style-type: none"> • Solicit technical support in developing and mainstreaming safeguarding standard in practice • Facilitating day to day relationship for safeguarding compliance management 	High
HR Manager-Cox's Bazar	<ul style="list-style-type: none"> • Direct supervisor 	High
Operation Manager-Cox's Bazar	<ul style="list-style-type: none"> • Safeguarding compliance met for associate selection to providing administrative support in event. • Managing logistics, vehicle and offices from the safeguarding standard 	High
Advisor-Child Protection and Advisor Gender & Inclusion, BCO	<ul style="list-style-type: none"> • Technical support in developing implementation process in line with Plan's policy and approach 	Medium

Cox's M&E person	<ul style="list-style-type: none"> • Develop tools for Plan and partner and mainstream it in programme • Ensuring safeguarding children and young people policy is embedded with evaluation 	Medium
Cox's IT person	<ul style="list-style-type: none"> • It risk assessment is done for Cox's office • Data protection mechanism is strengthen 	Medium

External contacts:

Stakeholders	Reasons for contact	Level (High/Medium/ Low)
Partners	<ul style="list-style-type: none"> • For collaboration and ensuring minimum safeguarding standard in practice 	High
CPIE and GBV sub-clusters	<ul style="list-style-type: none"> • Advocating child protection in emergency issues from sectoral perspective. • Taking leadership in coordination role and joint initiatives 	High
Other development organizations	<ul style="list-style-type: none"> • For collaboration and partnership on specific issues 	Medium

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- A University degree in the social sciences or relevant subject, at least 3 years in capacity building and technical assistance provision to Government, NGOs/CBOs;
- Experience in child protection/safeguarding practice; including work and vulnerable children and youth.
- Demonstrable interest working on PSEA
- Ability to communicate complete and sensitive information to a wide and diverse audience
- Strong experience and ability to facilitate training to a diverse audience (in terms of education, language ability etc.)
- Willingness to travel to and work in hard-to-reach areas; computer literacy and excellent documentation and report writing skills in English are a must;
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Experience on assisting on development of local procedure, manual, guidance on child safeguarding.
- Experience in conducting assessment, monitoring and report writing.
- Good experience in planning, coordinating and implementing work activities
- Fluency in written and spoken Bangla and English.
- Very good skill in communication, report writing and facilitation
- Good team player

Preferred

- Chittagonian and Rohingya language skills
- Experience assisting on development of local procedure, manual, guidance on SGCYP and PSEA
- Experience assisting in investigations into reported safeguarding allegations

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.

3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

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

We work well together

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

We are inclusive and empowering

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

PHYSICAL ENVIRONMENT

The incumbent will be based at the Ukhiya Project Office under Cox's Bazar Programme of Plan International Bangladesh. At office, s/he uses computer/laptop for his/her work. Needs to make extensive visits to fields in Camps and the host community including the remote areas where s/he needs to use local transport occasionally. Needs to maintain a dress code which is culturally acceptable and facilitates the rapport building with the staff members of partner organizations and community level groups with whom the incumbents interacts to deliver his/her accountabilities mentioned above.

LEVEL OF CONTACT WITH CHILDREN

Mid contact: Occasional interaction with children