



## ROLE PROFILE

Title:	Technical Officer		
Functional Area:	Programme		
Reports to:	EiE, Project Manager		
Location:	Ukhiya, Cox's Bazar	Travel required:	Yes
Effective Date:	March 01, 2020	Grade:	B

## ROLE PURPOSE

*[A concise statement, capturing the primary reasons that this role exists and a clear articulation of the context of the role. How will this role contribute to creating lasting change for children?]*

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 and the young people. But this is often suppressed by poverty, violence, exclusion and discrimination. In addition, its girls and young women 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.

Plan has responded to the Rohingya crisis across Ukhiya and Teknaf camps to deliver a timely and appropriate (quality and scale) response to the current crisis. Plan is cognizant that its response should build strong links to the existing programmes in Bangladesh and build's on Plan's experience of 1<sup>st</sup> phase refugee responses.

Plan International Bangladesh has been awarded a project from UNESCO funded by Education Cannot Wait (ECW). The project envisions to create enabling learning opportunities for Rohingya and host community girls and boys through community engagement and system and strengthening in Cox's Bazar Bangladesh.

The position holder will be responsible for the implementation of the Early Childhood Care and Development (ECD) and crisis and gender sensitive (CGE) education components under Cox's Bazar Education Support Programme. S/he will ensure the delivery and achievement of programme outputs in particular running parenting education groups, support for the identification and mobilization and training of ECD facilitators and caregivers in displaced and host communities, support for training, delivery of ECD activities for targeted children and parents including psychosocial support and referral and parenting material. S/he will communicate frequently with Project Manager for expenditure, reporting and donor compliance. S/he will take

proactive stance in identifying and mitigating Child Protection related risk in the implementation of the project interventions and will represent Plan at sub District Level (Ukiya).

## **DIMENSIONS OF THE ROLE**

*[This section provides a summary of the size and authority of the post. It covers the size of the budget held, the numbers of direct reports, other key stakeholders who may depend on it, the type of communication required, the external representation involved and the reach of the role.]*

### Budget/Asset management:

The position holder will not manage the project budget directly but will support to Project Manager for expenditure estimated to be amounting EURO 2 million.

### Direct and indirect reports:

The position holder directly working with teachers, community level volunteers and have not direct reporting staff.

### Communications requirement:

Maintain strong working relationships with Camp level officials, Majhis, volunteers, community people and sub-district level officials, school teachers in host community including negotiating scope of works, addressing requisite revisions in project work, and addressing issues that may arise. Also, s/he must maintain strong coordination between the project, other working partner and respective government departments to avoid duplication, leverage comparative strengths, and contribute to joint advocacy.

### Risk management:

S/he will take pro-active stance for Plan International Bangladesh in identifying and mitigating risks in project implementation, especially children aged 0 to 8 years, person/children with disabilities, young/adolescent mothers and pregnant girls and women, ethnic and religious minorities, children without parental care, elderly, and others as relevant. His/her behaviours and practices reflect Plan International's child protection and gender policy in compliance.

### External representation:

S/he actively participates in meetings/workshops/seminars/trainings at the camp, sub-district and district level, as well as national level as asked/guided. S/he also represents Plan International Bangladesh in the concerned network related to Education in emergency and ECD in emergency at district and national level.

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

The position holder will supervise and follow up volunteers, facilitators, caregivers in accomplishing the project activities as per plan. S/he will communicate frequently with ECD specialist, other technical specialists for implementing the project interventions with quality and donor compliance. S/he will take proactive stance in identifying and mitigating Child Protection related risk in the implementation of the project interventions. S/he will maintain a functional relationship with the Cox's Bazar's other programs to remain aligned with and make meaningful contributions to the achievements of Cox's Bazar's Program. S/he will support Project Manager in ensuring compliance in reporting the Donor, Plan and Bangladesh government and Non-governmental stakeholders.

# ACCOUNTABILITIES

## ASSESSMENT

- Support education/ECD needs assessment as needed in intervention target areas
- Review, assess and update the ECD/education situation in areas affected by emergency (camps sites and host communities) (including, but not limited to – depending on the context – access and barriers for vulnerable groups including girls and children with disabilities, barriers for teachers, safe learning environment for children and teachers, quality of learning and teaching, conflict sensitivity, community participation)
- Highlight education/ECD related issues requiring an immediate or medium term response and inform the PM/ECD specialist and relevant technical specialists.
- Assist in ECD facilitators and caregivers training in coordination with the ECD Specialist and the EIE lead.

## RESPONSE MANAGEMENT AND IMPLEMENTATION

- Track the progress of ECD activities and provide regular update to the Project Manager/ECD specialist. Visit programme/project sites on regular basis to supervise and monitor learning related activities in the affected communities.
- Participate in ECD programme review meeting at sub-district level.
- Organize and conduct teacher/facilitator trainings as per project plan
- Gather and provide information for progress reports to ensure timely implementation of ECD and learning activities.
- Facilitate in identifying target children and their parents with plan to organize parenting education sessions and home visit as per need.
- Document best practices and success stories for shared learning.
- Assist the Project Manager/ECD specialist in data collection and storage
- Support the monitoring and reporting of major concerns on ECD/education as well as child protection concerns inside and around the learning centres/spaces in camps and schools in host community.
- Ensure early and rigorous implementation of quality and accountability mechanisms.

## RESPONSE REPORTING & EVALUATION

- Support reporting and evaluation of ECD programmes output and outcome results achievement

## INFORMATION AND CO-ORDINATION

- Provide regular updates to Project Manager and the ECD specialist on progress, priorities and constraints – verbally and in writing on an agreed frequency.
- Engage and follow up with relevant implementation manager, specialist and coordinator(s)

## CHILD PROTECTION, GENDER EQUALITY AND INCLUSION

- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion 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

## 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.]

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### Internal Contact

Position	Reasons for contact	Level (high, medium, low)
Project Manager	Project implementation	High
ECD/EiE Specialist(s), Coordinators	Technical assistance and quality assurance	High
Admin & Finance	Purchase Requisition and Budget clearance	Medium
MER&A	For Monitoring, Evaluation, Research and Accountability	Medium

### External Contact

Position	Reasons for contact	Level (high, medium, low)
UNO	Implementing Upazial level project activities	Medium
CiC, ACiC & Site Management	Implementing Camp level project activities	High
UEO,URC-Instructor & AUEO	Implement host community level project activities	High
Other service provider	As per project need	Low

## TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

[This section details the skills, knowledge and expertise the postholder will be required to demonstrate in doing the job well.

This should include clear levels of technical expertise and skills that support our work at national, international, and global level.]

### Essential

#### **Educational Qualifications and work experience**

- Minimum Masters level educational qualification in Education, ECD, development studies, social studies or any relevant subject.
- 2 years of experience in education sector. Experience in humanitarian settings is an asset
- INGO work experience is preferred.

### **Knowledge**

- Comprehensive understanding of the Humanitarian architecture of the Rohingya Response its operating and regulatory environment.
- Requires general finance, administration and information management
- Knowledge and understanding of Plan's vision, mission values.
- In-depth understanding of Child Education & Protection, Case Management, YEE or Education

### **Skills & Ability**

- Maintaining work relationships (internal/external)
- Communicating, one to one & in groups, written & verbal, presentations and reports in English; knowledge of Bangla would be necessary;
- Budget management and assessment of financial operations in humanitarian situations
- Facilitation, negotiation and networking
- Persuasion and ability to influence.

### **Desirable**

- Good knowledge and understanding of DO NO HARM principles and established education in emergencies standards
- Ability to represent the organization at key external and internal events when required.
- Ability to solve problems, handle setbacks and pressure
- Ability to use basic office electronic equipment & computer applications
- Fluency in English, written and spoken. Understanding and speaking local language of Cox's Bazar or Chittagong is an advantage.

## **PLAN INTERNATIONAL'S VALUES IN PRACTICE**

### **We are open and accountable**

We create a climate of trust inside and outside the organisation 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 lasting impact**

We strive to achieve 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 organisation, 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 programmes 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

*[In this section, state “typical office environment”, or conditions such as “must work outside in an extremely hot and humid climate”. Also note if any protective equipment is required.]*

The incumbent will be based at the Ukhiya Office of Plan International Bangladesh with at least 50% travel to projects to ensure technical inputs, on-site support for improved implementation of project activities; meetings with government offices, civil-society organizations. At office, s/he uses computer/laptop for communication, documentation, report preparation etc. Needs to visit fields in the project location 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 targeted stakeholders.

## LEVEL OF CONTACT WITH CHILDREN

*[Please delete as applicable]*

Low contact: No contact or very low frequency of interaction

Mid contact: Occasional interaction with children

**High level: Frequent interaction with children** ✓