**ROLE PROFILE**

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| Title: | Project Manager - Teknaf | | |
| Functional Area: | Programme | | |
| Reports to: | Program Manager - Teknaf | | |
| Location: | Teknaf | Travel required: | Frequent |
| Effective Date: | April’ 2020 | Grade: | D1 |

**role PURPOSE**

The scope of the Project Manager Teknaf position is to ensure to oversee the Child Protection and Youth Empowerment related activities. This includes effective line management of Coordinators as well as ensuring programmes are implemented, managed and budgeted to meet with donor compliance and the identified needs of children, their caregivers and community. The Project Manager also coordinate all activities through direct implementation and in co-operation of its implementing partner(s).

**Dimensions of the Role**

1. **Budget/Asset management:** This role has a component on budget management. The Project Manager will need to plan and monitor expenditure and related interventions implemented by Plan and the partner organization for relevant projects: DIP, procurement plan, financial tracking.
2. **Direct and indirect reports:** The position holder will report to the Program Programme - Teknaf and closely cooperate with Advisors of this response programme, and directly manage the coordinators who is responsible for the direct supervision and monitoring of implementation of field level coordinators and CWC/PSS Workers.
3. **Communications requirement**: The Project Manager will work in close collaboration with the following individuals:
   1. Programme Manager, CBCP and CM Advisor and the CPiE response team
   2. Plan International Bangladesh’s National Child Protection Advisor
   3. Other sector colleagues (ex: education, WASH, etc.)
   4. Through the Advisors, provide technical inputs to proposal development and compliance/reporting for ongoing projects.
   5. Implementing partner
4. **Risk management**: He/she will take a proactive stance in identifying and mitigating exploitation and abuse and follow Plan International’s Child Protection Policy and code of conduct.
5. **External representation**: He/she represents Plan International in external meetings

**Accountabilities**

# Provide technical support to ensure comprehensive programming and quality across the Plan International CPiE response

The Project Manager will:

* Provide input and support to the Programme Manager to expand and update the Response Strategy in Teknaf areas, addressing the protection needs of Rohingya and host community children.
* Prepare and oversee project implementation to ensure timely delivery of project activities, including preparing project kick off meetings, development of detailed implementation plans and work plans, project outlines and phased procurement plans
* Supervise and provide ongoing support and mentoring to Coordinators and Officers (including partner staff ) on community based child protection and case management (community engagement, raising awareness, campaign, life skills training, vocational training, livelihood, youth engagement, GBV, SHRH, UASC, FTR etc). This includes review and development of programmatic tools, designing training modules/session and IEC materials. The Project Manager will have to provide technical feedback to the team to ensure the quality of the service delivery and analyse the needs of teams to fill them
* Building evidence based knowledge through documentation and sharing of learning (i.e. on the causes and concomitants of trafficking, the extent of the problem and analysis of which measures are effective in combating it)
* Provide regular updates to Programme Manager – Teknaf on the progress of the implementation, challenges faced, and additional support needed.
* Closely cooperate with the Youth Empowerment Manager in programme planning and implementation.
* Support the elaboration of the monthly and weekly work plan related to the implementation of the activities (coordination meetings in Teknaf and at times in Cox’s Bazar).
* Consolidate the reporting (data collection, and narrative report) accordingly to donor/projects requirements to submit to the Programme Manager.
* Scope of the programmatic activities:
  + Provide guidance and leadership to set up, supervise and monitor awareness raising/ psychosocial activities ensuring Child protection minimum standards, child safeguarding policies, and child/youth participation and gender balance
  + Coordinate with the CIC and other relevant actors in the camp in Teknaf sub-district
  + Set up, supervise and monitor youth club activities and the quality of the life skills sessions delivered by the workers and the volunteers
  + Set up, supervise and monitor the communication with community /PSS component of the projects: child protection community based groups (CPCBG) activities, design and lead need assessment for strategic programing, solve issues on the field during the implementation, provide on-going technical support of the team to deliver the activities in a qualitative, friendly and timely manner)
  + Support the design and the organization of the Advocacy activities (campaign, radio broad cast…)
  + Ensure providing quality Case Management service and conduct service mapping in Teknaf and establishment of community based feedback and reporting mechanism
  + Setting up programme to support caregivers of trafficked children in host community to receive IGA support for parents and vocational training for adolescents
* Provide support to improved and more effective management of implementing partners.
* Support partner to implementation and delivery of program by ensuring maximum quality output and maintain effective coordination between others project for effective implementation towards achieving objectives of project.
* Provide necessary support to partners for building capacity and support partners for organizing and conducting meetings/training/workshop with government and other stakeholders.
* Provide technical support to partners to process purchase orders, keep records, and track those with the relevant department and communicate with the respective team members or with the field partners to ensure timely completion.
* Ensure 100% project burn rate and support implementing partners for ensuring their burn rate.
* Assist PNGO to spend the project budget as per the implementation plan with quality and facilitate efficient disbursement of fund to project partners and control project budget and ensure cost effective approach

# 2. Staff Capacity Building

- Design and facilitate staff capacity building plan for Plan and implementing partner staff, DSS, and Police

* Contribute to recruitment of coordinators, Officer position and volunteers and supervise the entire CBCP/CM team (validate leave, sanction, recruitment)
* Provide on-the-job coaching and support to the Coordinators and Officers (of Plan International and partner organization) in technical aspects of the program.
* Design and facilitate capacity development activities/ training of CBCP/CM staff in the areas of implementing (human trafficking, youth engagement, livelihood, caring for child survivors, child victim of trafficking) community based child protection (mapping of existing community structures, community dialogue and engagement, awareness raising activities, parenting sessions, etc.) and in responding to the needs of adolescents (psychosocial support, life skills, etc.)

# Coordination and external Representation

* He/she represents Plan International in relevant coordination meetings in Teknaf, camp level and sometimes in Cox’s Bazar (in collaboration with the Programme Manager/Advisor)
* Staff meeting in Teknaf

# Monitoring, Evaluation and reporting

* Working closely with the MER & Accountability Specialist and Teknaf CPiE Team to ensure the implementation of a CPiE M&E strategy and plan for the whole project(s), ensuring this links to external donor reporting requirements
* Put in place accountability activities for CPiE projects in conjunction with MER & Accountability Specialist, ensuring that feedback from all relevant stakeholders is considered in programme design.
* Prepare, with support from MER & Accountability Specialist, timely and accurate internal programme and external donor reports on CPiE project activities in compliance with internal Plan International Bangladesh requirements and any relevant external donor requirements. Also provide support on FD6/FD7 reporting to national authorities.

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 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;**

* Coordinator – Line Manage
* Program Manager – Teknaf

**External;**

* Government representatives; CIC, UNO and Others
* Implementing Partners and other National & Local NGOs and CSOs
* In-country donors and Peer agencies

**Technical expertise, skills and knowledge**

**Technical Skills**

* University degree in social work, psychology, social sciences or related field
* Previous experience working in Child Protection, Human Trafficking, GBV, Case Management, as well as in Community Based activities, youth engagement, advocacy and Psychosocial Support service provision.
* English working skills mandatory and coordination and team management
* Good knowledge and understanding of humanitarian principles and established international child protection minimum standards.
* Experience in implementing programs focusing on: working with vulnerable children, social work with children and families, working with child survivors of violence, children outside of parental care, psychosocial support, etc.
* Proven project management skills, including in monitoring and evaluation for child protection projects.
* Proven experience of providing training and capacity building on child protection technical areas with a variety of audiences.

**Skills and Behaviours**

* Ability to work independently and as a team player who demonstrates leadership and is able to support and train local staff and also able to work with disaster affected communities in a sensitive and participatory manner.
* Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills.
* Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
* Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
* Demonstrates awareness and sensitivity to gender and diversity. Have 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.
* Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
* Knowledge of Plan policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
* About 4-5 years working in a humanitarian context - experience in working with refugees or IDPs is preferable.
* Fluency in English and Bangla (both reading and writing)
* Prior experience of working in greater Chittagong Division and knowledge of Chitagong or Rohingya is a plus

**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**

The post-holder will be expected to travel extensively, sometimes at short notice to join humanitarian responses. It may be required to work late, weekends and holidays in order to ensure timely delivery of programmes.

**Level of contact with children**

*[****Mid to high level contact****: interaction with children]*