ROLE PROFILE

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| Title: | Livelihood Specialist | | |
| Functional Area: | Technical | | |
| Reports to: | Senior Project Manager | | |
| Location: | Teknaf Project Office | Travel required: | 50% |
| Effective Date: | As soon as possible | Grade: | C2 |

role PURPOSE

Livelihood Specialist will provide technical oversight of Plan Bangladesh’s (PIB) portfolio of decent work programming in close coordination with Senior Project Manager of Australian Humanitarian Partnership Project. She/he will coordinate strategy and operations of this project and assist with the design of activities related to decent work. She/he will be responsible for ensuring that the project implementation is of the highest quality. The Livelihood Specialist will develop SOPs, train field staff and oversee the quality of implementation.

Dimensions of the Role

1. **Budget/Asset Management**: This role does not have a delegated authority for expenditure. However, he/she needs to monitor expenditure on livelihood related interventions implemented by Plan and the partner organization for relevant project.
2. **Direct and Indirect Reports**: The position holder will report to Senior Project Manager.
3. **Communications Requirement**: The Livelihood Specialist will work in close collaboration with the following individuals:
   1. CPiE Quality Team
   2. EiE Quality Team
   3. FIVDB Implementing Partner
4. **Risk Management:** Livelihood Specialist 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. **Area of Responsibility**: Ensures technical supports and capacity building of Plan and Partner staff members in Cox’s Bazar.
6. **External Representation:** He/she represents Plan International in external meetings

Accountabilities

**Technical Oversight and Field Support (50%):**

* Oversee the implementation of Plan Bangladesh Livelihood intervention program, including developing workplans with field units, training and on-going mentorship provided to implementation staff, donor reporting, and coordination with partner organizations.
* Develop SOPs, implementation guidelines and tools for livelihood project component and ensure that they are being adhered to at the field level.
* Meet regularly with field teams to monitor, as well as identify technical challenges and develop contextually grounded solutions. Train field staff on SOPs and project interventions.
* Lead the design and implementation of programmatic assessments, in coordination with relevant PIB technical units (MEL, programs, partnerships etc.)
* Providing regular updates on changes in context and regulation in collaboration with the relevant departments
* Training and capacity building of partners on DRC livelihood manuals and SOPs
* Stakeholder mapping for partnerships and coordination for promoting decent work
* Oversee dialogue tables to promote discussion on decent work
* Lead overall coordination of decent work programs and give the strategic directions and management of the core implementation.
* Coordinate closely with implementation partner to ensure the congruence of activities and adherence to targets.
* Participate in all project kick-off meetings as well as systematic project review discussion.
* Identify relevant staff capacity building activities in coordination with field management
* Review and/ or contribute to donor reports as required.
* Visit program activities and provide support and feedback to implementing partners and PIB staff on technical approaches and methodological issues
* Identify relevant staff capacity building activities in coordination with the Area Program Manager and Senior Project Manager

**Partnerships and External Representation (30%):**

* Identify strategic national level partnerships – particularly with the private sector - and hold regular meetings to develop/ strengthen relationships;
* Conduct mapping of private sector entities for partnership with to promote economic recovery among vulnerable communities in Cox’s Bazaar
* Represent PIB in meetings with other humanitarian and development partners as needed;
* Participate in regular program meetings in coordination with the Senior Project Manager;
* Liaise with PIB technical staff in other regions to promote sharing and methodological coherence around decent work, livelihoods, cash, and economic empowerment programming.

**Strategy Design and Development (20%):**

* Provide field evidence to support the design of new programming and develop new project concept notes.
* Provide technical support in the development of livelihood learning documents and the improvement of PIB’s livelihoods programming across all units.

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:** Programme Manager, Senior Project Manager, Other Project Staff, CPiE and EiE Quality Technical Team

**External:** Partner (FIVDB) Implementing Staff, Community Volunteers, Camp in Charge (CiC), Site Management, Upazila Govt. Officials, Local Govt. Officials, Consortium members, other national & international agencies.

Technical expertise, skills and knowledge

**Essential**

* Bachelor’s degree in one of the following: Agriculture, Livestock, Fisheries, International development, social sciences. A Master’s degree is strongly preferred. \*\*
* At least three years of proven and successful track record as a technical advisor or project manager in the field of livelihoods and skills development;
* Proven experience in livelihood programming in a post-emergency context, private sector engagement, or economic development;
* Experience working in Bangladesh with a range of a local partners in the field of economic empowerment and/ or livelihoods
* Experience with team management and technical support;
* Excellent English writing skills and ability to communicate technical information in an easy to understand, informative and collaborative manner
* Experience with project cycle management and project management tools such as logical frameworks, work plans, budgets and monitoring plans.

**Desirable**

* High integrity and willingness to conduct her/himself transparently and open to scrutiny
* Fluency in English and Rohingya languages
* Good knowledge of the Core Humanitarian Standards or other accountability measures/standards\*\*
* 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.
* 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.

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 position will be based at Taknaf Project Office.
* She/He needs to work both in the Rohingya camps and host communities
* She/He must work outside in an extremely hot and humid climate, walking up and down in the hilly areas

Level of contact with children

**Mid contact:** Occasional interaction with children