

ROLE PROFILE

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| Title: | Project Manager – BMZ | | |
| Functional Area: | Programme Management and Implementation (PMI) | | |
| Reports to: | Programme Manager - Teknaf | | |
| Location: | Teknaf | Travel required: | Frequent |
| Effective Date: | Immediate | Grade: | D-1 |

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.

Under the “Youth from host communities and Rohingya Camps in Cox’s Bazar as Agents of Change” project, PIB has been allocated funds for activities related to child protection, education, and Livelihood focusing on vulnerable children, adolescent girls and boys, young women and men. PIB is seeking a Project Manager who will oversee and manage the smooth operation and implementation of the identified project activities, and also line manage the project staff through partnership implementation modalities on time, on budget and with quality. This includes line management of technical specialists, coordinator of livelihood, protection and education and 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, and will be responsible for reporting, following up with partner, supporting monitoring compliance and regular monitoring of project achievements. The role requires close collaboration with other project teams.

DIMENSIONS OF THE ROLE

* S/he reports to the Programme Manager - Teknaf directly and and directly manages both technical coordinator protection and education who is responsible for the supportive supervision and monitoring of implementation of field level coordinators.
* Oversee The Federal German Ministry of Economic Cooperation and Development (BMZ) “Youth from host communities and Rohingya Camps in Cox’s Bazar as Agents of Change” project with a total funding of EUR 2.4 million for five years.
* She/he will have a close cooperation and discussion on a regular basis with PIB’s SOYEE, CPiE and EiE Technical teams ensuring quality of implementation and timely delivery of activities;
* Directly manages 1 Livelihood Specialist, 1 project support coordinator and one partner organization project staffs in Teknaf.
* She/he monitors (and inform Programme Manager – Teknaf) of the risks related to statutory and donor compliances at the implementation of projects; takes proactive stances in identifying such risks by working with the technical and design teams.
* Representing “Youth from host communities and Rohingya Camps in Cox’s Bazar as Agents of Change” project at sub/district level, interact and coordinate with others actors.

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* S/he needs to plan and monitor expenditure and related interventions implemented by the partner organization manager will ensure quality delivery and achievement of project objectives and results. The role requires close collaboration and coordination of PNGO.

ACCOUNTABILITIES

Project Management and Implementation

* Facilitate the development of the Project Implementation Plan (PIP) for “Youth from host communities and Rohingya Camps in Cox’s Bazar as Agents of Change” project.
* Manage “Youth from host communities and Rohingya Camps in Cox’s Bazar as Agents of Change” project for CPiE, EiE and Livelihood. The post holder will ensure all interventions have a particular focus on addressing the specific needs of young/ adolescent girls and young women throughout this response and recovery program including interventions in the host community.
* Develop detail implementation plan (DIP) with support from Area Programme manager – Teknaf. After DIP is in place the project manager will implement project activity and monitor partner implementation part, provide support to ensure implementation stays on schedule and alerts Program Manager – Teknaf in the event that there is coordinated remediation support needed in the event the project is off track.
* Responsible for quarterly and yearly budget management and support to partner project lead ensure 100% budget burn rate quarterly basis of projects under the specific program area.
* 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
* Identify the loopholes of the project and take corrective measures. In addition, if necessary facilitate the process of different study/survey/evaluations under this project.
* Work closely with Plan’s internal departments, including HR, Finance, Admin and Logistics to ensure projects are appropriately resources and project activities are delivered.
* Manage hired consultants under the project and contribute to strategic and technical direction.
* Provide support for developing and reviewing all the guidelines/manuals mentioned in the proposal for smooth operation.
* Facilitate monthly planning meeting at project office level to ensure CAP updated and agreed between Tech and Projects teams.

# Partnership management

* Organize and conduct monthly review meetings with Partners – ensure all items under grants management and internal coordination section apply to Partner as well.
* Provide support partner organization project lead to improve the effective management of implementing partners.
* Support partner to ensure timely implementation and delivery of program.
* 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.
* Facilitate internal communication with HR, Finance and other support services.
* Provide technical support to adopt Child Safeguarding Policy and ensure gender equality to partner organizations.

# Administrative financial management

- Prepare FD-6, FD-7, FD-2 and FD-3 with an assistance from Govt. Liaison Specialist and

* Prepare costed work plan and share with team and provide support to revise budget according to the detail implementation plan and coordinated action plan.
* Support implementing partners for ensuring 100% burn rate within quarter.
* Ensure proper and smooth financial management in the project in compliance with PIB and BMZ policy and standards.
* Ensure monthly monitoring of project budget utilisation through BvA analysis.
* Facilitate efficient disbursement of fund to project partners and monitoring of the project funds are spending correctly and as per wok plan

# Capacity Building

* Provide necessary support to conduct training need assessment (TNA) and organize & conduct capacity building training by specialist with project staffs with the support of and guidance from SOYEE , CPiE & EiE technical team.
* Support training and creation of training materials and program tools which aid the delivery of
* Work with EiE and CPiE teams and livelihood specialist to develop individual and team learning plans, with support from Area program Manager.
* Hold monthly project staff meetings and incorporate capacity-building sessions for those staff.
* Initiate staff capacity building process according to Bangladesh country office (BCO) training calendar and needs assessment and support to technical teams to facilitate the training sessions.
* Organise monthly One to One meeting with Program Manager-Teknaf on MAP review.

# Monitoring, Evaluation, Research and Learning (MER&L)

* Working closely with the MER & Accountability Specialist and Teknaf CPiE Technical 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
* Ensure timely tracking/ monitoring of the progress of the project against agreed LMF indicators and inserted in PMERL system throughout the action.
* Ensures that all indicators for gender transformative project implementation are captured, analyzed and feedback to the development of action plans.
* Ensure regular data are updated in CPIMS+ system and information for 5W reports are available to CPIMS+ Specialist
* Visit project sites on regular basis to supervise and monitor teams and protection, education, Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE) 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
* 40% of working time is spent for effective project supervising & monitoring at the host and camp
* Orient the partner staffs to effectively use project monitoring tools and guidelines so that they can use those properly to collect monitoring data.
* Ensure that the project monitoring tools which were developed by PIB are implemented by partners to measure the project progress.
* 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 reporting of major concerns on education and protection and Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE)
* 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 Area program managers-Teknaf and PIB’s technical teams on quality technical input, monitoring, expenditure reporting and donor compliance.
* Project manager will attend Bi-Monthly Meeting at Teknaf: Technical team to review CAP and ensure it is up to date. Attend periodic all staff meetings (e.g. weekly).
* Conduct project area follow-up with relevant technical teams if there are challenges to schedule.
* Support across project teams as required and ensure good coordination and collaboration
* Represent Plan in various coordination fora and other meetings (including meetings with camp and local education officials).
* Develop/strengthen and maintain relationships with Upazilia level government officials and camp in charge (CIC).
* Attend camp general coordination meetings as well as in upazila nirbahi officer (UNO).
* Maintain registration in relevant sector mailing lists and review notes and agenda items.

# Plan policies and procedures (applicable for all roles)

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;

* Technical specialists both from SOYEE, EiE and CPiE, SOYEE, Livelihood Specialist, EiE Lead, CPiE Lead
* Technical Coordinator – Protection & Education
* Programme Manager – Teknaf – Direct line Manager
* BD Team at BCO

# 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

# Essential

* + University degree in Development studies/Social Sciences or equivalent degree in related field.
  + At least 5 years’ experience managing complex humanitarian and/or development programs while 3 years managerial experience in livelihood/education/child protection including strong project management, budget management and analysis skills.
  + 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
  + Proficiency in Microsoft Excel and Word
  + 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 livelihood, 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/CPiE/livelihood
  + Familiar with Plan International.
  + Familiar with the The Federal German Ministry of Economic Cooperation and Development (BMZ) funded project.

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, it may be required to 40% travel to camps and host communities. Sometimes at short notice to join humanitarian responses

LEVEL OF CONTACT WITH CHILDREN

High level: Frequent interaction with children