ROLE PROFILE

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| Title | Project Manager  |
| Functional Area | **Program** |
| Reports to | Programme Manager-Ukhiya |
| Location | Ukhiya project office, Cox’s Bazar  | Travel required | Frequent |
| Effective Date | Immediate  | Grade | D1 |

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 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.

The Rohingya crisis is the largest and most complex humanitarian crisis in the Indo-Pacific region with over 1.2 million people needing humanitarian assistance in Cox’s Bazar, Bangladesh. 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 situation. PIB is cognizant that its response should build strong links to the existing programs in Bangladesh and build’s on Plan’s experience on refugee responses.

The Project Manager will be responsible for the overall management of the project supported by GFFO in compliance with Plan International Bangladesh’s finance and accounting policies. S/he will be the overall responsibility for the delivery of commitments and reporting to donors. In addition, s/he will have close coordination with the technical/project leads of Plan International and partner in delivering its GFFO-supported child protection and livelihood components. He/She will also ensure project implementation meets the global/organizational standards of emergency responses and donors’ compliance aspects; ensure project monitoring mechanism is established and functional to ensure quality implementation and downwards accountability.

Dimensions of the Role

* Represent the consortium in meetings with donor and other relevant agencies at Cox’s Bazar level, provide adequate & required support to the consortium members and partners;
* Lead, manage and responsible for implementation of project activities under GFFO fund and the achievement of the project outcomes;
* Manage and oversight the activities and budget of all components of the project;
* Prepare progress reports as per Detailed Implementation Plan and provide updated information when needed to Plan International and consortium partners;
* Closely coordinate with consortium partner and provide day to day support to partner organization & other project stakeholders;
* Coordinating quarterly (more often if needed) Consortium Committee meetings at Cox’s Bazar level;
* Ensure the review and timely dissemination of high quality, analytical reports;

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Accountabilities

**Key Results Area (KRA) 1: Effectively manage of GFFO funded consortium project through developing an appropriate plan of project implementation.**

* Manage implementation of multi-year consortium project for the CPiE and Livelihood interventions. The post holder will ensure all interventions have a particular focus on child protection in emergencies for the boys and girls (aged 0 to 18) in the Rohinga camps and host community as well.
* Develop DIP with support from the program Manager & technical team, 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 so that project is on track with quality implementation.
* Responsible for yearly budget management and support to partner project lead to make sure 100% budget burn rate of projects under the specific program area.
* Deliver project activities on time and in line with budget and donor requirements, tracking the progress of activities and expenditure and providing regular updates on progress, priorities, and constraints.
* Lead the development of work plans with staff and ensure staff implement activities on time.
* Identify the loopholes of the project and take corrective measures and conduct different studies/surveys/evaluations.
* Work closely with Plan’s internal departments, including HR, Finance, Admin, and Logistics to ensure projects are appropriate 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.
* Work closely with Plan International’s CPiE technical team as well as with Consortium funded Advocacy and Communication Coordinator to ensure implementation of the project activities with quality & evidence, and maintain accurate communication protocol.
* Monthly Planning Meeting at project office level to ensure CAP (Coordinated Action Plan) updated and agreed between Technical and Projects teams.

**KRA 2: Maintain effective coordination between PIB & partner organization for effective implementation towards achieving the objectives of the project.**

* Monthly review meetings with Partners – ensure all items under grants management and internal coordination section apply to Partner as well.
* Provide support to improved and more effective management of implementing partners.
* Support partner in timely implementation and delivery of the program by ensuring maximum quality output.
* Coordinating with other consortium partners to identify opportunities for collaboration and capacity building of implementing partners.
* Support partners for organizing and conducting meetings/training/workshops with government and other stakeholders.
* Provide technical support to partners to process purchase orders, keep records, 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 in partner organizations.

**KRA 3: Administrative financial management**

* Prepare FD-6, FD-7 & FC-1 with assistance from Govt. Liaison Specialist and initiate for Certification from Local Authority, contact with relevant magistrates.
* Prepare costed work plan and share with the team and provide support to revise budget according to the detailed implementation plan and coordinated action plan.
* Support implementing partners for ensuring 100% burn rate.
* Process all kinds of expenditures and payments which come from the field in accordance with activity line, budget, and code.
* Ensure proper and smooth financial management in the project in compliance with PIB and donor policy and standards.
* Ensure monthly monitoring of project budget utilization through the BvA.
* Facilitate efficient disbursement of funds to project partners and monitoring of the project funds are spent correctly and as per the work plan

**KRA 04: Capacity Building**

* Provide necessary support to different specialists (Livelihood, CBCP, PSS & Case Management) to organize & conduct capacity building training by specialists with project staff with the support of and guidance from the technical team.
* Support training and creation of training materials and program tools which aid the delivery of the inclusive and gender-responsive program in coordination with the Gender Adviser.
* staff capacity building process according to BCO training calendar and need assessment and support to the technical team for facilitating the training session.
* Participate in Monthly One to One meeting with Program Manager on MAP (Monthly Action Plan) review.

**KRA 05: Monitoring, Evaluation, Research and Learning (MER&L)**

* Visit project sites on regular basis to supervise and monitor project activities in the camps & host communities of Ukhiya & Teknaf Upazila, and provide required support accordingly.
* Monitor progress and ensure that tools (including monitoring framework) and methods are in place to measure impact and results, and link with reporting requirements
* Orient the partner staff 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 development of suitable gender-sensitive responses to child protection concerns.
* Support the reporting of major concerns on livelihood and protection
* 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

**KRA 06: Coordination and External Representation**

* Maintain regular communication, and coordination, and follow guidance from the Program Manager and PIB’s technical team on quality technical input, monitoring, expenditure reporting, and donor compliance.
* Attend in Bi-Monthly meetings at Ukhiya with the technical team to review CAP and ensure it is up to date.
* Responsible for project area follow-up with the relevant technical team if there are challenges to schedule.
* Support across project teams as required and ensure good coordination and collaboration
* Represent Plan in various coordination forums and other meetings (including meetings with camp and local government officials).
* Develop and hold relationships with district & Upazila level government officials and CICs as well.
* Attend in general coordination meetings at camps and UNO office as well when necessary.
* Maintain registration in relevant sector mailing lists and review notes and agenda items.

**KRA 07: Donor Compliance, Reporting, and Grants Management:**

* Prepare quarterly reports and coordinate with the Program Manager for coordinated inputs so that quality reports are submitted on time. Follow the agreed deadline to send the reports for technical team review and sign off.
* After reviewing from the Program Manager & technical team review, submit the project reports to Grants Focal at BCO and address any questions/comments accordingly raised by grants/donors on reports.
* Share approved reports with Grants Team with cc to Program Manager and Head of CXB and CHT Programme.
* Closely work with the Program manager to justify in writing deviations from the agreed project document and communicate requests to the BCO Grants team before taking action on deviations.

**Plan policies and procedures (applicable for all roles)**

1. 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

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| --- | --- | --- | --- |
| Internal | Level | External | Level |
| Head of division, Cox’s & CHT Programme | H | Child Protection sub-Sector Representatives, Cox’s Bazar | H |
| CPiE Technical Lead, Cox’s Bazar | H | Relevant government departments (DC, RRRC, DPEO, UNO, USSO, & CiCs) | H |
| Programme Manager, Ukhiya | H | Livelihood and M&E Specialist | M |
| Business Development Team | M | Local CSOs, Networks | M |

Technical expertise, skills and knowledge

**Knowledge, Skills and Behaviours Required to Achieve Role’s Objectives:**

**Educational Qualifications and work experience**

Essential

* University degree in Social Sciences or related field
* Good knowledge and understanding of Do No Harm principles and other humanitarian standards, including child protection minimum standards (CPMS)
* Four years of experience in child protection sector, child protection sector and knowledge and understanding of key CPiE issues and livelihood project aspects
* 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, ability to support and train staff, and to work with disaster-affected communities in a sensitive and participatory manner
* Experience in designing and delivering training and other capacity-building initiatives with a variety of audiences
* A positive and friendly personality who collaborates well with others, works with trustworthiness and integrity, and has a clear commitment to Plan's core values and humanitarian principles
* Strong project management, budget management, and analysis skills and proficiency in Microsoft Excel and Word
* Demonstrates awareness and sensitivity to gender and diversity. Has 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
* An understanding of child safeguarding and equality for girls
* Fluency in English and Bangla (both reading and writing)

Desirable

* Prior experience of working in the greater Chittagong Division
* Knowledge of Chittagonian or Rohingya
* Experience in humanitarian settings, particularly with refugees or IDPs
* Experience in conducting CP needs assessments
* Knowledge of Plan policies and procedures, Sphere, and the Red Cross/NGO Code of Conduct
* Experience in managing humanitarian projects in the CPiE

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

Based at Ukhiya with 40% travel to camps and host communities.

Level of contact with children

Mid contact: Occasional interaction with children