ROLE PROFILE

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| Title: | **Child Protection in Emergencies Lead** | | |
| Functional Area: | **Programme Management & Implementation** | | |
| Reports to: | **Head of Cox’s Bazar & CHT Programme** | | |
| Location: | **Cox Bazar, Bangladesh** | Travel required: | 60% within Cox’s Bazar |
| Effective Date: | June 2022 | Grade | D2 |

BACKGROUND

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 realize 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.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach. In Bangladesh, we have set our vision for 2030 ‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’. Our country strategy period runs from 2020 to 2030.

role PURPOSE

Plan International Bangladesh (PIB) started to respond to the Rohingya Refugee Crisis in Cox’s Bazar since the influx of 2017. The key programme areas include: Protection (including Child Protection in Emergencies and Gender Based Violence), Education in Emergencies, Health especially Sexual Reproductive Health and Rights and Livelihood. It holds around 10 Million Euros of annual budget with multiple donors i.e. Unicef, UNFPA, GFFO, BMZ, AHP, JPF etc. PIB is also an active member of different working groups and sub-sectors.

The purpose of this role is to Work closely with the implementation team to strengthen the quality of Plan International’s child protection in emergency programme. S/he will review and develop the programme strategy, design the Child Protection programme in alignment with our overall ambition of Cox’s Bazar Programme ensuring local and global standards, covering both the Rohingya and the host communities. Ensures quality of the programme by developing technical guidelines, putting quality measures and standards and providing technical support at the planning, budgeting and especially at implementation level. One of the major responsibilities of the incumbent is to develop the capacity of staff (both technical and field level implementation). S/he also works closely with the business development and implementation team to design a quality Child Protection Program, develop concept notes, proposals for new grants and programme funding opportunities; maintains local level technical networks, donor relationships including quality reporting and provide oversight in budget supervision with program managers . The Technical Lead will represent the organization in the related technical coordination mechanisms (cluster/sub-clusters) at the Cox’s Bazar, and in other forums for this response programme.

Dimensions of the Role

* **Direct and indirect reports:** Directly line manages Case Management Advisor and 3 of Child Protection Technical Specialists.
* **Programme Development and Quality Implementation:** Provide technical support for CPiE response programme. This would also include (and not limited) to regular assessment and analysis, making strategic suggestions for programme design / modification and working with Senior Management and Business Development in developing quality child protection proposals as per donors’ requirement.
* **Representation and Advocacy:** Represent Plan in government / inter agency coordination meetings and initiatives on CPiE matters. Contribute to ongoing efforts to develop context specific guidance notes and policy-making efforts.
* **Budget/Asset management:** Designs and develops Child Protection in Emergencies programmes and its interventions in alignment Plan’s Country strategy; supporting resource mobilization to meet the programme ambition and target; and takes proactive and systematic approach to transfer knowledge, designing and implementing training to develop the technical capacity of national staff members on protection; and ensures that all programme interventions must follow the locally set and global standards.
* **Communications requirement:** Represents Plan at the protection working group, child protection sub sector and GBV sub sector in Cox bazar. Work closely with Head of Influencing BCO and advocate on issues affecting adversely Rohingya refuges and host communities.
* **Risk management:** Manages the risks related to statutory and donor compliances at the designing of the programmes and projects interventions; takes proactive stances in identifying such risks by working with the implementation teams and partner organizations.
* **External representation:** Representing Plan at district level and managing and influencing significant external relationships related to this response specially with sectors.
* **Reach/breadth of the post/ or area of responsibilities:** Internal communications involve with Programme Managers of Ukhiya and Teknaf, CPiE Project Managers, other Technical Leads, Operations including Finance, HROD in Cox’s Bazar for this response; as well as Country Level Programme Heads to ensure consistency of the approach and technical designs aligned with country strategy and to source support to Cox’s Bazar technical team.

Accountabilities

**Programme Development and Learning support – 35%**

* Develop a protection program plan, concept papers, and proposals in respect of the above and to support resource mobilization to meet the ambition of the Cox’s Strategy and ensure quality of donor reporting. This work requires close collaboration with business development and programme personnel. This position will coordinate with project and programme teams and will work as focal point for any Protection and CPiE concept note and proposal development for Cox’s Bazar. This role also includes design most appropriate protection interventions based on the outcomes of assessments and the context; advices necessary adjustment of the current interventions to make it more relevant towards needs of the Rohingya and host communities.
* Ensure that issues of gender, education, DRR, SRHR, Livelihood and conflict sensitivity (taking into consideration of the government controls) are factored into the program design; Ensure Plan’s guidelines and UN protection cluster standards are considered in designing project and programme.
* Work in close collaboration with other program specialists (i.e. EiE, YEE, SRHR, Gender, Livelihood) to ensure that protection interventions build upon each other and linked in to/integrated part of the overall Cox’s Programme Strategy
* Carry out continuous review; assess and update the protection situation (including, but not limited to – depending on the context – the forms of violence, exploitation and abuse in relation to sexual violence, separated children, early and forced child marriage, child trafficking and other relevant circumstances affecting child and young people vulnerability to violence, exploitation and abuse) covering both Rohingya and host communities. Engage with M&E Specialist to design and develop appropriate surveillance, monitoring and evaluation systems for protection interventions and provide training on the same to field implementation team.
* Review and define aims and objectives of the overall protection program in alignment with the overall programme strategy of Cox’s Bazar Programme.

**Technical support in programme management and implementation – 35%**

* Work closely with the relevant implementation manager(s) i.e. Programme Managers, and relevant project managers (all projects which have protection component or impact) at Plan and partners and support them to ensure that the implementation of relevant activities are planned and implemented in a phased and prioritised manner in full consultation and co-ordination with all relevant agencies both governmental and non-governmental.
* Provide technical guidance and direction to Plan’s and partner’s implementation team for effective planning, implementation and monitoring of agreed protection plans including the psychosocial recovery (care) and assistance to vulnerable children and their families.
* Ensure cooperation and integration with GBV and Child Protection programmes through working with the other project managers and team
* Make frequent field visits to monitor implementation of activities, identify opportunities and constraints and any adjustments needed including additional staffing or staff training.
* Ensure rigorous implementation of quality and accountability mechanisms; develop relevant guidelines and build capacity of the field team on the same.

**Capacity Building of national staff members & Partner NGO/organizations staffs: 10%**

* Support management in devising TNA tool, carry out TNA to identify the capacity gaps of staff at Plan and setting a realistic capacity building plan for staff of Plan as well as partner organizations.
* Design training module and facilitate session for staff based on the identified needs; sourcing support from CO technical team or Global Hub for the same in consultation with the Head of Cox’s & CHT Programme.
* Source required budget for the capacity building initiatives by provision the same in new grants proposal; cluster capacity building initiatives and working with the Programme Managers and HROD team at Cox’s Bazar for capacity building planning.
* Coordinate and/or implement training and briefing of Plan staff, partners, and other key stakeholders on GVB, child protection and/or related issues.

**Information, Co-ordination and Representation: 20%**

* Provide regular updates to Head of Cox’s Bazar & CHT Programme , Director- Programme management & implementation and other members of Cox’s team on progress, priorities and constraints – verbally and in writing on an agreed frequency.
* Represent Plan to governmental and non-governmental groups as needed and agreed with the Head of Cox’s Bazar & CHT Programme.
* Representation of Plan International and active participation in protection sector meetings and relevant sub sectors/working groups
* Brief updates and reports on sectoral activities/strategies to PIB management, donors and other stakeholders. Notify PIB management about any change in protection related contextual updates i.e RRRC or CIC regulations, UNHCR or Sector updates which may have potential impact on PIB works in camp and host communities
* Build relationships with other institutions i.e Save, Care, World Vision, IRC, NRC, DRC, ECHO field office etc and collect information in any partnership opportunities and funding opportunities.

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 Contact**

* Technical Leads, Operations – Admin Logistics Finance security, ERHR Manager; CO Technical Advisor, CO Grants & Compliance team, Business Development team, Director – PMI and Director – PDL
* National Offices, related to proposal development, technical queries at implementation, reporting and compliances
* APAC and Global Hub: Child Protection in Emergencies Global Team, CPiE network (country, region, national colleagues)

**External Contacts**

* Partner organizations – National NGOs
* Other agencies and groups working in Cox’s Bazar, particularly those working in child protection, GBV and related issues
* Donor agencies
* Protection sector, Food Security, Health, Child protection sub-sector, GBV Sub Sector, and related working groups e.g. youth WG
* In-country donors (UNICEF/ UNFPA / UNHCR etc)
* Peer agencies and different National Office of Plan International

Technical expertise, skills and knowledge

***Educational Qualifications and work experience***

* The qualified candidate will be a child protection in emergencies professional with relevant degree in public health, psychology, anthropology, social work or equivalent
* At least 3-5 years’ experience working of child protection in emergencies, particularly assessing, designing, developing and implementing leading Protection Programme (with case management, GBV, CBCP) for refugee/ displaced people.
* Experience in developing technical guides, tools and manuals. Experience developing participative tools will be highly considered
* Experience of working in refugee settings and in host communities is desirable
* Extensive knowledge of CPiE program design and implementation including monitoring and evaluation
* Knowledge of international humanitarian standards and codes of conduct
* Demonstrated effective communication, analytical and problem- solving skills
* Experience in coordination and technical assistance provision at the level of working group/task force or equivalent.
* Significant experience in working with the NGO partners and local government in Child Protection programs in similar emergency contexts, especially in Cox’s Bazar is desirable
* Proven experience in developing capacity building initiatives for staff and different stakeholders on various child protection aspects is an essential requirement for the position.
* Proven experience in proposal development and programme design and implementation as well as assessments

***Knowledge***

* A good knowledge and understanding of DO NO HARM principles and established international child protection standards (especially UNCRC and CPMS)
* Knowledge on and experience with participatory approaches to protection, emergency preparedness, crisis/emergency relief management, or other related area.
* Comprehensive understanding of the Humanitarian architecture of the Rohingya Response its operating and regulatory environment is an asset
* In-depth understanding of the humanitarian architecture, approaches and tools.
* Knowledge and understanding of Plan’s vision, mission values.
* In-depth understanding of Protection, Education in Emergencies, SRHR, Livelihood, Financial and Admin policy and procedures at country and global level.
* A good knowledge of principles and strategies for project management

***Skills & Ability***

* Writing and communication skills: Ability to write quality paper, proposal and concept note in English. Well versed in English and Bengali to communicate properly with national and international stakeholders.
* People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with disaster affected communities in a sensitive and participatory manner.
* Communication Skills: 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.
* Integrity: Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
* Resilience/Adaptability and flexibility: 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.
* Awareness and sensitivity of self and others: 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.
* Work style: 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.
* Demonstrate tact and discretion at all times
* Persuasion and ability to influence.
* 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 organization 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 organization, 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 Programme’s 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

Medium contact: Monitoring activities and others require medium frequency of interaction