ROLE PROFILE

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| Title | Technical Specialist- SRHR | | |
| Functional Area | Program Management and Implementation. | | |
| Reports to | Project Manager – LEAP | | |
| Location | Cox’s Bazar Project office | Travel required | Frequent (at least 70% travel require) |
| Effective Date | Immediate | Grade | C2 |

Plan International 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 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. It's 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 as, ‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’. We have started the new country strategy in July 2020 aiming to achieve this exciting and ambitious vision. This would require the organization to have an effective, efficient, and committed workforce willing to challenge the prevailing status-quo, engaging men, women, boys, youth people, especially girls and bringing the best out of all to create synergy for movement at all levels – from community to national, and beyond.

role PURPOSE

Lifting Healthy, Empowered and Protected Girls and Women (LEAP) in Cox’s Bazar is a consortium project for a $6.5 million CAD project funded by the Global Affairs Canada (GAC). LEAP is a gender-transformative, human-centred, feminist approach that aligns with FIAP’s core action areas around the promotion of equality for women and girls and human dignity (health/SRHR). The project will be implemented in host communities (19 unions) in selected sub-districts (upazilas) of Cox’s Bazar District in Chittagong Division, south-eastern Bangladesh and two selected Rohiyinga camps. The host communities are in two Unions in Ukhiya, two unions in Teknaf, seven Unions in Ramu and eight Unions in Cox’s Bazar Sadar sub-district. Along with the host communities, the project will also work in Rohingya camps 3 and 4 (Ukhiya sub-district). LEAP will employ a comprehensive, integrated programmatic approach by engaging a variety of stakeholders and facilitating gender- and adolescent-responsive and inclusive (GARI), Sexual and Reproductive Health and Right (SRHR), Sexual and Gender Based Violence (SGBV) and Mental Health and Psychosocial Support (MHPSS) services by strengthening government health systems, including establishing/strengthening referral linkages (from community to health facilities and between different sectors) to bring transformative change among the most at-risk adolescent girls and young women in host communities and camps. Plan International Bangladesh is the lead of this consortium project with HOPE Foundation for Women and Children of Bangladesh (HOPE), Partners in Health and Development (PHD), Samaj Kallyan O Unnayan Sangstha (SKUS), and Mukti Cox’s Bazar. The project will be implemented from April 2022 to September 2024.

The Technical Specialist-SRHR is a key technical position for Plan International Bangladesh to advance the realization of sexual and reproductive health and rights (SRHR) of adolescent’s girls and young women (AGYW) in all their diversity in Cox's Bazar host communities and refugee camps. This position requires technical skills in developing technical guideline, training manual and also conduction of training to the respective partner organizations. The job holder will maintain close coordination/functional relationship with Plan’s regional colleagues, concerned authority, institutions/departments and relevant GoB Department like as, Health and Family Planning, Youth Development, Women and Children Affairs, Health Sector, SRHR WG, Adolescent WG of ISCG and like-minded organizations for better quality implementation of SRHR services. S/he is responsible for monitoring SRHR programme quality, documentation and dissemination of project’s learning and good practices.

Dimensions of the Role

* The position holder is responsible for quality ensuring and improvement of the SRHR program in field.
* S/he is the focal person to collect and coordinate to update the PIB and partner staffs in different SRHR related standard, guidelines and position paper of PIB in SRHR arena.
* Accountable for ensure the strategic direction and implementation of all kinds of SRHR related guidelines and principle maintaining the standards.
* Provide technical support on design of service and activities of the project(s) and support PIB staff and partner organizations through trainings and monitoring.
* Regularly communicate and attend SRHR sub sector and other related sector meetings at appropriate levels to feed into PIB priorities in the field.
* Regularly communicate and attend the meetings at Health and Family Planning Department of GoB at Cox’s Bazar level.
* Ensure field concerns are brought to relevant stakeholders to push for standard and procedures that systemize SRHR implementation and coordination in the field.
* S/he will take necessary steps for ensuring the quality of the SRHR activity in collaboration with the partner’s implementing team.
* S/he will report to the Project Manager. Besides, she/he needs to involve with the technical persons of other thematic areas, HR & OD, finance, logistic and admin, IT, partners staff, etc.
* S/he will take a proactive stance in identifying and mitigating safeguarding of children and young people and gender transformative related risks, implementation of interventions by Plan International Bangladesh.
* S/he will ensure qualitative and quantitative achievement of key deliverables of assigned project (s) over time.

# ACCOUNTABILITIES

**Planning and implementation:**

* Support Project Manager (PM) to develop Project implementation plan and supports partner ensuring quality project implementation and strictly follow compliances of both Plan International and Donor
* Support PM to develop the annual project budget; provide oversight, guidance and support to the project staff of implementing partner in management of budget planning, and preparation of annual project plans.
* Take lead to identify the SRHR related issues in field operation and resolve those as a technical expert.
* Support project implementation team to facilitate SRHR related activities maintaining the SRHR standard of Plan and other technical guidelines.
* Update the project team on recent context related changes in SRHR sector for further decision making.
* On-site technical assistance, quality monitoring/field visits are conducted as per plan to track and observe the progress of project(s) indicators and practices, identify constraints and provide immediate guideline to the project team and partner for further improvement.
* Field visit reports are produced, shared and followed-up with all concerns.
* Project MIS is developed/established to generate information for monitoring and management decisions.
* Ensure proper financial utilization and adjustment/readjustment of budget while required. Meet the compliance of donor, Plan International Bangladesh and implementing partner.

**Monitoring, evaluation, Documentation and reporting**

* In coordination with MER&L team, facilitate the designing and implementation of M&E system, as well as mid-term and final evaluations for the project.
* Build capacity of project staff and partner organizations and work closely with MERL to ensure reliable M&E systems, better data management, and ethical SRHR data collection and information management.
* Ensure process monitoring in regular basis for process data and output results.
* Produce monitoring report in regular basis to identify the achievements and variance against target.
* Ensure and monitor the SRHR skills training quality, and status of targeted youths especially girls and young people.
* Ensure comprehensive and quality monitoring and data collection at each stage of the project i.e initiation, implementation, evaluation, and closing phase.
* Prepare Monthly/quarterly/annual and need-based plans and share with partners and project Manager
* Prepare Monthly/quarterly/annual and need-based reports of the project and support baseline, midline, and end-line evaluation following partner's report.
* Ensure report meeting quality standards in terms of language and are fed with appropriate field information,
* Support project manager to prepare donor reports in timely manner and in required format.
* Prepare and coordinate to develop relevant documentation in compliance with donor guideline and organizational principles. Prepare many Learning documents and case studies to promote the visibility of the project and project learnings and achievements.

**Coordination with Country office, other stakeholders, and government offices**

* Established internal coordination among the internal technical personnel for ensuring technical and programmatic support, Strategic direction, better coordination, financial, logistic, procurement-related support, technical support for the alignment with result framework, documentation and influencing works.
* Coordinate external contact for ensure the good quality implementation of the project, disseminate information and mobilize support and knowledge sharing.
* Maintain regular and effective coordination and networking with the GOB, NGO, and other institutions implementing similar nature of the projects.
* Participate in different relevant meetings, training, seminars, workshops as desired by the program and organization share good practices of the project interventions and learning.
* Promote collaborative relationships, networking, and advocating project approaches to concerned authorities, departments/institutions at sub-district, district and divisional level and like-minded organizations. Coordinating with consortium partners to identify opportunities for collaboration and capacity building of implementing partners.
* Support PIB and partners team members for organizing and conducting meetings/training/workshop with government and other stakeholders.
* Facilitate internal communication with HR, Finance, M&E and other support services.

**Partnership relation management:**

* With mutual respect, mentoring the partner(s) level project personnel on SRHR. Ensures the partner staff members are trained properly and performing duties according to the procedures.
* Supervises the partner SRHR/CP team, assign objectives and plans of actions and control the quality of their work on a regular basis.
* Ensures that HR procedures and documentation are implemented and followed (attendance, leave, appraisal, recruitment, disciplinary actions etc).
* Respects the security rules specified in the divisional office and security plan.

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:

* Project Manager - LEAP
* CSE advisor / Lead-SRHR
* Program Manager
* Head of Cox’s & CHT
* MERL specialist
* Technical Specialist GBV
* Safeguarding Specialist
* Cox’s Bazar based technical team, Finance, HR, Admin, M&E etc
* BD Team at BCO

External contact:

* Health & SRHR sub sector and related working groups
* Partner’s staffs
* Government representatives; Civil Surgeon, DD FP, UH&FPOs, UFPOs, DD Social Welfare, DD Youth Development, DD Women Affairs, CIC, UNO and Others
* Consortium partners, UN Agencies, International, National & Local NGOs and CSOs
* In-country donors and Peer agencies

# TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

**Education:**

* Master’s degree in social science or equivalent. Any degree in adolescent/sexual and reproductive health or MPH will be preferred
* At least 3 years’ experience with partners in implementing SRHR Projects, where 1 years’ proven experience in humanitarian responses specially in Rohingya responses will be preferred.

**Essential**

* Good understanding on contemporary SRHR relevant development issues and national policy and law.
* Demonstrated skills in providing technical inputs to PIB, and partners team to overcome social and structural barriers related to GE, SRHR, SGBV prevention and protection, MHPSS and autonomous decision-making capacities to make informed life choices by the adolescent’s girls and young women.
* Have strong insights on the complex situation for adolescents and young regarding the their SRH rights.
* Demonstrated skills in training manual/module development and facilitation skills on SRHR.
* In–depth knowledge, understanding on and working experience with health and family planning system and administration of Bangladesh and FDMN context as well.
* Ability to lead implementation, monitoring and supervision of development projects.
* Ability to work in a matrix management, strict date line and multi-tasking environment.
* In-depth understanding on gender dimension, gender equality and inclusion, gender transformation as well as equal power partnership concepts.
* Exposure to community development especially in the child rights and SRHR
* Must have an appropriate communication style when communicating with the whole range of colleagues, partners, government high officials, children and communities.
* Working experience in matrix management.
* Flexible and adaptive to take challenge
* Excellent interpersonal communication skill
* Verbal and written proficiency in English.
* Excellent reporting skills in English and Bengali.
* Ready for extensive travel to remote geographical location

**Desirable**

* Prior experience of working in greater Chittagong Division. Knowledge of Chittagonian or Rohingya
* Experience in humanitarian settings, particularly with refugees or IDPs
* Knowledge of Plan policies and procedures, Sphere and the Red Cross/NGO Code of Conduct
* Willingness to visit remote areas and to work with children and young people.
* Ability to develop budget and to monitor outcomes
* Clear understanding of development agenda of Bangladesh
* Professional training programmes on Child Protection and SRHR
* Skills in organization and facilitation of training and workshops for different stakeholders
* Ability to work independently while being a strong team player
* Experience in managing humanitarian projects
* Familiar with Plan International.
* Familiar with the GAC.

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 a lasting impact**

We strive to achieve a 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 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

Based at the Cox’s Bazar of Chittagong Divisional Office with at least 70% travel to project areas (Cox’s Bazar sadar, Ramu, Ukhiya,Teknaf and any other Sub-Districts of Cox’s Bazar as per requirement ) specially in camps and host communities and partner organizations.

Level of contact with children

Mid contact: Occasional interaction with children