

ROLE PROFILE

Title	Project Manager-GFFO		
Functional Area	Programme Management and Implementation		
Grade	D1		
Reports to	Programme Manager-GDIP		
Matrix Reports to	Deputy Director-Rohingya Response & Nexus.		
Direct Reports	CBCP Coordinator		
Functional Link	Grants Management and Business development team, Safeguarding, Admin, Communications, Partnerships, Advocacy & Influencing, and MERL (Monitoring, Evaluation, Research & Learning) team.		
Working With	P&C, Finance, Procurement & Logistics, MERL and CP technical team		
Location	Ukhiya Project Office, Cox's Bazar	Travel required	Frequent
Effective Date	Immediate		

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 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.

Plan International Bangladesh envisions a 2030 where children and youth, particularly girls and young women, are recognized as leaders of change in gender norms and can make decisions about their lives. Our country strategy, launched in July 2020, focuses on empowering girls and young women to be heard, live without fear of violence, and achieve their rights. Our significant achievements to date include gender-transformative actions, humanitarian response to the Rohingya crisis and natural disasters, climate and disaster resilience, building our evidence base, and effective advocacy from local to international levels, as well as evolving our partnership approach.

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 and nearby host communities (including Ukhiya, Teknaf, Ramu and Cox's Bazar Sadar) 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.

ROLE PURPOSE:

The Project Manager will be responsible for the overall management of the Joining Forces for Food Security and Child Protection in Emergencies (JF-FS & CPiE) project funded by GFFO in compliance with Plan International Bangladesh's finance and accounting policies. S/he will be responsible for the delivery of commitments and reporting to donor. The Project Manager will oversee the local implementing partner organization, providing necessary support and building their capacity for successful project implementation. Collaboration and coordination will be essential in this role. The Project Manager will work closely with the CPiE technical lead, CPiE Technical Advisor, SOYEE Lead, SOYEE Advisor, Specialist- Food Security & Livelihood, Technical Specialists, M&E Specialist, and other relevant departments within Plan International Bangladesh, as well as with the implementing partner BITA. The incumbent 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 :

Budget/Asset management: Leads, manages and is responsible for implementation of project activities under GFFO fund along with the achievement of the project outcomes. Manages and oversees the activities and budget of all components of the project.

Direct and indirect reports: Prepares progress reports as per Detailed Implementation Plan and provide updated information when needed to Plan International. Ensure the review and timely dissemination of high-quality, analytical reports.

Communications requirement: Closely coordinate with consortium partner and provide day to day support to partner organization & other project stakeholders.

Risk management: She/he monitors (and informs Programme Manager – Ukhiya) of the risks related to statutory and donor compliances at the implementation of consortium projects; takes proactive stances in identifying such risks by working with the technical and design teams. Maintain risk register and update regularly.

External representation: Represent the project at the sub/district level, interact, coordinate, and influence significant external relationships related to consortium clusters. S/he is also responsible for representing related issues to various INGOs or INGO forums as well as different government and non-governmental committees as assigned by the supervisor.

As a leadership role, Project Manager will uphold Plan's value-based leadership guided by feminist principles. The position holder will lead by example, practicing the values in terms of programme management, working with partner, leading team and also working with external stakeholders as well as building an inclusive workplace culture.

ACCOUNTABILITIES:

Manage of GFFO funded consortium project :

- 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 Rohingya 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 and SOYEE (Food security and livelihood) 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.

coordination between PIB & partner organization

- 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.

Administrative financial management:

- Prepare FD-6, FD-7 & FC-1 and collect required approval including need assessment approval from CiCs and RRRC with assistance from Govt. Liaison Specialist and initiate for Certification from Local Authority, contact with relevant magistrates.
- Ensure all required reports including monthly FD-6, FD-7 update to UNO office, CIC offices and collect project closing certificate and endorsement

- 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

Capacity Building:

- Provide necessary support to different specialists (Food Security, Livelihoods & Skills, 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.

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.
- Ensure project has been enrolled in PMERL and updated regularly.
- Ensure project has functionalized community feedback mechanism.
- 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 food security, 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

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.

Donor, NO (German National Office) 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 acting on deviations.
- Work closely with the project focal (programme and finance) of Plan Internal Germany (NO), having regular update sharing call independently and meet all required donor compliance and targets.

Safeguarding Children and Young People; Gender Equality and Inclusion

Ensures that Plan International's global policies Safeguarding, Preventing Sexual Harassment, Exploitation & Abuse and Gender Equality & Inclusion Policy 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: Head of division, Cox's & CHT Programme/ Deputy Director, CPiE Technical Lead, Cox's Bazar/ Advisor, SOYEE Lead, Programme Manager, Ukhiya, Business Development Team, Livelihood and M&E Specialist, Admin & Logistic Manager

External Contact: Child Protection sub-Sector Representatives, Cox's Bazar, Relevant government departments (DC, RRRC, DPEO, UNO, USSO, & CiCs), Partner staff, Local CSOs, Networks

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- University degree in Social Sciences or related field (e.g., Social Science, international relations, humanitarian studies, education, development studies).
- Good knowledge and understanding of Do No Harm principles and other humanitarian standards, including child protection minimum standards (CPMS)
- Five years of experience in child protection sub-sector (whereas 3 years in managerial role) and knowledge and understanding of key CPiE issues.
- At least five years of experience in the child protection sub-sector (whereas 3 years in a managerial role) with strong knowledge and understanding of key Child Protection in Emergencies (CPiE).
- Must have experience to work in CPiE & food security and livelihoods and skills related integrated project.
- Requires sound analytical and problem-solving skills and a strong understanding CPiE, relevant policies, frameworks, and standards.
- Well planned and organized, comfortable to lead on project implementation, and demonstrates initiative in problem-solving and decision making.
- Experience in implementing a project through a partner NGO.
- 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 office Package
- 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
- Proficient 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

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

Based at Ukhiya with 40% travel to camps and host communities of Ukhiya and Teknaf Upazila, Cox's Bazar.

LEVEL OF CONTACT WITH CHILDREN

High level: Frequent interaction with children