ROLE PROFILE

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| Title: | Technical Specialist-Basic Education | | |
| Functional Area: | Programme | | |
| Reports to: | Lead Education | | |
| Location: | Teknaf PO | Travel required: | Yes |
| Effective Date: | ASAP | Grade: | C2 |

role PURPOSE

The technical specialist will be responsible for providing technical expertise and guidance on basic education and programming across all of plan international’s EiE interventions in the Rohingya influx response. She/he will provide support for development and/or adaptation of training packages and tools, including teachers training package, in line with the education sector standards. primarily– but not exclusive to – leading on the development of teaching reading instructional guidance. S/he will be responsible for the oversight and management of education response and capacity building to support staff to be able to implement activities in line with international standards. S/he will communicate frequently with EiE lead for quality delivery, assessment and reporting. S/he will communicate with the education team members, partners if any as well as with government officials at local level. S/he will create training and programming that will be gender transformative, promoting quality learning opportunities for girls to thrive; and take proactive stance in identifying and mitigating child protection related risk in the implementation of the EiE interventions.

Dimensions of the Role

* Program design and assessment of youth education program.
* Technical Support for program plan and Implementation.
* Monitoring, Evaluation, Research, and Accountability.
* External Coordination & Representation

Accountabilities

# **Program Design**

* Work in close collaboration with the EIE Lead and other program specialists to ensure that emergency interventions build upon each other and link in to longer-term programming.
* Support the design of high quality EiE projects, including concept notes and log frames for new funding opportunities and inputs during proposal writing as required.
* Ensure all work has a strong gender focus in line with Plan International’s Global Strategy.
* Ensure EiE project designs are aligned with identified needs and key crosscutting priorities including gender, inclusion, protection, DRR, and conflict sensitivity.
* Support EiE project designs to ensure community engagement is considered and that project teams incorporate quality beneficiary and stakeholder input for accountability.

# **Technical Support and Program Implementation Quality**

* Support the effective classroom use of teaching and learning materials.
* Plan and conduct frequent field visits to affected areas to monitor learning activities; and identify opportunities, constraints and any adjustments needed including additional staffing, staff training or other technical support, coaching and mentoring guidance to team members.
* Take active part in capacity building of Plan and Education partners staff as relevant to ongoing programme implementation, including teacher training and assessment strategies, in line with the Education Sector standards and approaches in the response.
* Support and build capacity of staff and volunteers for community engagement initiatives, i.e. community meetings, teacher circles, and other forms of effective and inclusive communication between Plan’s staff and targeted beneficiaries.
* Identify and support adaptation of training manuals, guidance documents, and toolkits on key EiE issues, as required by the EiE Lead.
* Ensure that EiE interventions are aligned with the Inter-Agency Network for Education in Emergencies Minimum Standards (INEE MS) and other existing global guidelines and tools for EiE, internal to Plan and external.
* Provide support to Plan staff with the tools and guidance necessary to implement activities in line with humanitarian principles, INEE MS and principles relevant to their technical area and ensure any departures are documented.
* Work with the key emergency staff focused on: education, ECD, child protection, gender and others, to support integrated programming that meets the multi-sectoral needs of affected children in the response.

# **Assessment, Learning and Accountability**

* Support education needs assessment as needed and relevant to their technical sector in intervention target areas.
* Highlight education related issues requiring an immediate or medium term response and inform the EIE lead.
* Assist the EIE Lead in developing appropriate monitoring and evaluation systems for EiE interventions in collaboration with the MER&A Specialist at Cox’s Bazar.
* Support and coordinate the monitoring and reporting of major concerns on education as well as child protection inside and around the learning facilities.
* Ensure early and rigorous implementation of quality and accountability mechanisms.
* Support the documentation of best practices and success stories for shared learning, and develop case studies and reports of project innovation and successes.
* Review programme documents and progress reports to ensure quality reporting, and timely reports on EiE projects in compliance with internal and donor requirements.

# **Co-ordinAtion and External Representation**

* Actively contribute to EiE coordination mechanisms including the Education Sector, Technical Working Group, and relevant platforms to their technical sector, and facilitate communication and incorporation of input from beneficiaries and field staff.
* Work in close relationship with other partners/UN agencies in the response.
* Support liaison between Plan International and relevant stakeholders at local, national and international level.
* Provide regular updates to the EiE Technical Lead and emergency team on progress, priorities and constraints – verbally and in writing on an agreed frequency.
* 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

Key Internal Contacts

* EiE Technical Lead (supervisor) – Report to, and support on program strategy and update on Literacy related activity progress
* EiE Technical Specialists – Collaborate on material & training development, share challenges and best practices
* BMZ EiE Project Manager– Collaborate on program implementation and provide technical support to the development of timelines and progress reports; jointly supervise the work of Technical Officers
* Technical Officers and Facilitators – Train and provide technical oversight to their work; coaching and mentoring for capacity development
* MER&A Specialist/IMCs – Ensure technical quality of M&E plans and tools relevant to Literacy component
* Other members of the Cox’s Bazar Project Office as appropriate

Key External Contacts

* Sector Coordination – Provision of updates on Plan International’s implementation of Literacy component, collaboration and support for the sector-wide work of Literacy through participation in the Literacy Task Team or other relevant working groups
* Other agencies and actors responding to the emergency, in particular those working in the Education Sector.

Technical expertise, skills and knowledge

**Essential**

* Master degree in Education or masters in social science or relevant field in Education and minimum of 3 Years of experience of working in relevant field and early grades of primary education.
* Expertise on Gender & Inclusion. Participatory decision making, integrity, transparency, proactive stance, respect for gender equity and adherence to child rights
* Good knowledge and understanding of DO NO HARM principles and established education in emergencies standards.
* Experience with participatory approaches to education, and preferably emergency preparedness, crisis/emergency relief management, or other related area. Fluency in English and Experience in humanitarian settings.

**Desirable**

* People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff, and 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 and skills: knowledge of Plan policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general information management and proficiency in information technology/ computer skills.

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 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

This position will be based at Teknaf with the option of frequent field visit to Ukhiya & Cox’s bazar.

Level of contact with children

Mid contact: Occasional interaction with children