ROLE PROFILE

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| Title | Project Support Coordinator | | |
| Functional Area | Program Management and Implementation. | | |
| Reports to | Senior Project Manager | | |
| Location | Teknaf / Cox’s Bazar Office | Travel required | Frequent (at least 60% travel require) |
| Effective Date | Immediate | Grade | C-1 |

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 2024 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

Centrality of Protection in Protracted Crises (CPPC) is a consortium project in Cox’s Bazar funded by the DFAT-AHP. Under the Consortium project, PIB has been allocated funds for activities related to CPiE, EiE, and Livelihood focusing on vulnerable children, adolescent girls and boys, young women and men. The project will be implemented in host communities (03 unions) and Rohingya communities (04 Camps) in Teknaf sub-district (upazila) of Cox’s Bazar District in Chittagong Division, south-eastern Bangladesh. The PIB is seeking a Project Support Coordinator who will support the Project Manager to oversee and manage the smooth operation and implementation of the identified project activities through partner NGO on time, on budget, and with quality. The Project Support Coordinator will support to ensure quality delivery and achievement of project objectives and results. The role requires close collaboration with other project teams.

Dimensions of the Role

* The position holder will provide operational support by assisting AHP Project's Technical Specialists in conducting training sessions, including refresher training, for the staff and facilitators of PNGOs.
* S/he is responsible for coordinating with the finance, procurement, and administrative teams of both PIB and PNGO where needed.
* She/he has a coordinating role with the implementing partner to monitor the quality and progress of the project's activities.
* This position will support Sr. Project Manager to ensure operational delivery in line with organizational and donor policies and procedures for the programmes within his/her role portfolio.
* 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 and document qualitative and quantitative achievement of key deliverables as assigned by the Sr. Project Manager.

ACCOUNTABILITIES

**Key Results Area (KRA) 1: Planning and implementation**

* Support Sr. Project Manager to develop project implementation plan and support partners in ensuring quality project implementation following compliance of both Plan International and Donor.
* Support Sr. Project Manager 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.
* Quality monitoring/field visits are conducted as per plan to track and observe the progress of project(s) indicators and practices, identify constraints and share with Project Manager for further improvement.
* Support to developed/established Project MIS to generate information for monitoring and management decisions.

**Key Results Area (KRA) 2: Monitoring, evaluation, Documentation and reporting**

* Support to build the capacity of partner organizations and work closely with MERL to ensure reliable M&E systems, better data and information management.
* Ensure process monitoring in regular basis for data processing and output results.
* Support PM to prepare Monthly/quarterly/annual and need-based reports of the project by providing necessary data
* Prepare learning documents and case studies to promote the visibility of the project and project learnings and achievements.

**Key Results Area (KRA) 3: Maintain effective coordination towards achieving objectives of consortium project**

* Established internal coordination to ensure technical and programmatic support, Strategic direction, MERL, HR, financial, logistic, and procurement-related support where assigned.
* Support Sr. Project Manager to maintain regular and effective coordination and networking with the GOB, NGO, and other institutions.
* Participate in different relevant meetings, training, seminars, and workshops as desired by the program and organization.
* Coordinating with consortium partners to identify opportunities for collaboration and capacity building when required.

**Key Results Area (KRA) 4:** **Partnership relation management:**

* Support partner to organize and participate in monthly review meetings.
* Provide support to improved and more effective management of implementing partner.
* Support partner in timely implementation and delivery of the project with maximum quality output.
* Support to partner to process purchase orders, keep records, and track in coordination with the technical team when needed.
* Support to adopt Child Safeguarding Policy and ensure gender equality to partner organizations.
* Support Plan and partner team members for organizing and conducting meetings/training/workshop with government and other stakeholders.

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:

* Sr. Project Manager
* Program Manager
* Head of Cox’s & CHT
* Technical Team of SOYE, Child protection, Education and SRHR
* Gender Advisor
* Safeguarding Specialist
* Cox’s Bazar based thematic and technical team, Finance, HR, Admin, M&E etc

External contact:

* Partner staffs (FIVDB)
* Government stakeholders (UNO, CIC, UFPO, Social Welfare, Youth Development, Women Affairs, and Others
* Consortium partners, UN Agencies, International, National & Local NGOs, CBOs, and CSOs.

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

**Education:**

* Master’s degree in social science or equivalent. (e.g., Social Science, international relations, humanitarian studies, development studies).
* At least 3 years’ experience with partners in implementing on Child Protection, Education or Livelihood related Projects, where 1 years’ proven experience in humanitarian responses specially in Rohingya responses with PNGO will be preferred.

**Essential**

* Demonstrated skills in providing technical inputs in project operation-related activities such as financial management, budget analysis, procurement, logistics support and M&E tools.
* Have strong insights on the complex situation for adolescents and young regarding their protection, education, SRH rights and SGBV issues.
* Demonstrated skills in training manual/module development and facilitation skills.
* Ability to support PNGOs on 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 and partnership concepts.
* Working experience in matrix management.
* Flexible and adaptive to take challenges.
* Excellent interpersonal communication skills.
* Verbal and written proficiency in English.
* Ready for extensive travel to remote geographical location.

**Desirable**

* Willingness to visit remote areas and to work with children and young people.
* Ability to manage budget and monitor outcomes
* 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

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 Plan International Office, Teknaf Office with at least 60% travel to project areas (Camp and Host areas of Teknaf and any other Sub-Districts of Cox’s Bazar as per requirement).

Level of contact with children

Mid contact: Occasional interaction with children