**Terms of Reference (ToR)-****Volunteer Under- Programme Management and Implementation-PMI department of Plan International Bangladesh**

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 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, specially girls and bringing best out of all to create synergy for movement at all levels – from community to national, and beyond.

Introduction

Plan International Bangladesh (PIB) is committed to promoting youth leadership in the organization and contributing to their career development with opportunities to upskill their competency, specialized knowledge, working environment, etc. This initiative will encourage the young professionals who are passionate about entering the job market to get exposure in a diverse organizational environment practice inclusiveness and equality. PIB works to mobilize girls, women, boys and men with a view to radically transforming the country’s current power relations for the better, enabling girls and young women to ful­l their true potential and realize their rights. Alongside placing girls and women at the centre of our programme work, we will support boys and men to embrace healthy and positive attitudes and behaviors, adopt new masculinities and challenge gender norms.

**Gender and Inclusion:** Plan International Bangladesh’s approach encourages critical reflection on and the questioning and challenging of gender norms, including the gender-based distribution of resources and roles. It tackles the root causes of gender inequality, with the aim of reshaping unequal gender and power relations in order to achieve the full realisation of girls’ rights and equality between all children, young people and adults. By utilising this approach, our Country Strategy 2020-2030 will improve the condition of girls and women, advancing their position and confirming their value in society. At the Strategy’s core is its drive to facilitate girls and women to make informed choices and decisions and then to act upon them, free from fear or threat of repercussions. Plan International Bangladesh (PIB) is one of the leading organizations in Bangladesh for response for humanitarian context specially where children, girls & young women, women, disadvantage group impacted. Plan International’s new Global Strategy set ambition to see All Girls standing strong creating Global change and aim to improve lives of 200m girls within next five years (2022-2027) through partners.

**Role Description**

Under the direct supervision of the Gender and Inclusion Advisor, Volunteer will provide support to the project Management and Implementation (PMI) programme with planning, designing, administrative, programmatic and content development-related tasks, including documentation, managing events, coordinating with other teams and support to different team members as agreed by line manager will be her/his primary responsibilities.

**Specific areas of intervention where VOLUNTEER will provide the inputs (and indicative tasks/deliverables)**

**Time allocation:** 100%-time Gender and Inclusion thematic area under Programme Management and implement (PMI) department.

* Support to prepare guidelines, data collection & analysis, reports on gender transformative programming from divisional and country offices, etc.
* Review and analysis assessment of gender transformative programme
* Support in the documentation of meetings, workshop, training for both internal and external
* Assist in the capacity building activities focusing gender and inclusion, Gender in emergencies, review policies in the lance of gender transformative programme
* Assist in documentation of different programmatic and admin-related interventions- ToR drafting, administrative support, procumbent and logistic support, bill submission and adjustments, documentation review, etc.
* Support day-to-day activities to ensure effective planning with calendar maintenance and timely implementation of gender budgetary events
* Support in CS2030 Light review, programme strategies review process with information collection setting meetings and other interventions.
* Support and join field visits for programme and project monitoring etc
* Support in development of ICE materials related gender and inclusion, girls and women rights
* Perform any other responsibilities assigned as per organizational needed

**Areas of Growth**

* Develop individual technical and soft skills through various upskilling training/courses and ‘Learning by doing’ method under the mentorship from Gender and Inclusion Advisor
* Develop understanding and gaining hands-on experience in gender transformative and inclusive programme designing and implementation for girls, young women, women, young boys & men and diverse group
* Achieve practical experience and develop technical and professional skills
* A great opportunity to build a network with professionals in this field.

**Methodology**

Volunteer expected to carry out the work in consultation with the Gender and Inclusion Advisor, Plan International Bangladesh following organizational guidelines and procedure. It is expected that the Volunteer will produce the expected deliverables within the agreed time frame.

**Key qualifications, competencies and experience:**

* Required: Graduate major in Social Science, Gender Studies, Communications/Journalism/Media Studies or any other relevant subject. Graduates waiting for a volunteer ship is also eligible to apply
* Essential: Basic understanding on gender equality and inclusion, diversity and intersectionality, women rights, human rights, gender in emergencies-GiE, gender transformative programme, feminist leadership, child rights, child protection etc.
* Excellent written, spoken and presentation capacity in both Bangla and English. Excellent command in both languages is highly preferable.
* Essential: Experienced user of basic computer programmes (Microsoft Office – Excel, Word, power point, excel) and research tools, data collection, report writing, is highly preferable.
* Essential: Young (age must be within (20-26), motivated, ability to take initiative, work under

pressure situation without, losing composure and ability to meet deadlines.

* Preferred: girls and young women activism

**Reports to:** Advisor-Gender and Inclusion, Plan International Bangladesh (PIB)

**Allowance:** A monthly allowance of BDT 20,000/- (BDT Twenty Thousand only) Vat & Tax inclusive

**Time Frame-**  From end of May -August 2023 (4 month)

**Travel-** 20% at different divisional offices and other location

**Confidentiality/Ownership**

All documents, papers, reports and data produced during the period are to be treated as Plan’s property and restricted for public use. The volunteer will submit all original documents, reports and data to Plan International Bangladesh.

**Global Policy Safeguarding and other policies**

The selected volunteer will be abided by the Global Policy Safeguarding of Plan International Bangladesh as well as all relevant policies, including data protection, gender and other.