



Terms of Reference Community Based Child Protection Officer

JOB PURPOSE:

Based in Ukhiya or Teknaf, the **Community Based Child Protection Officer** will oversee a number of programme support functions in the refugee camps and host communities (Ukhiya or Teknaf). He/she will be responsible to respond to urgent and critical Child protection needs following the influx of the Rohingya community in Bangladesh. He/She will be part of a team to roll-out activities focused on (1) strengthening community-based approaches and systems for individuals harmed or at risk of harm, (2) enhancing positive parenting in the Rohingya and host communities, and (3) supporting in the community outreach and engagement with affected communities and (4) improving knowledge and attitudes on gender, sexual reproductive health and rights (SRHR). He/She will work closely with the affected communities, as part of a team with support from the project coordinator.

Duration: 6 (six) months

Job Location: Based in Ukiya or Teknaf, with daily/regular travel to the camp and host communities

Reporting Lines: CBCP Coordinator

Supervision: Community facilitators

RESPONSIBILITIES AND TASKS

1. The major responsibilities of this position holder will probe around:

The CBCP officer will:

- Support and manage community facilitators/volunteers in their day-to-day implementation of activities.
- Support in any logistics and preparations to ensure that project activities are carried out in a timely and orderly manner.
- Co-facilitate, support and monitor community based mechanisms, including protection committees and youth clubs
- Co-facilitate, support and monitor community facilitators in the roll-out of group sessions with children and adolescents on various topics, including child protection, advocacy, gender, empowerment, SRHR, youth engagement, and life enhancement skills.
- Provide technical support to and regularly monitor project activities of the implementing partner (where applicable)
- Contribute to the elaboration of the reporting (data collection, and narrative report) accordingly to donor/projects requirements.
- Design and facilitate appraisal of Facilitators and presentation of feedback to support increasingly productive help for children.
- Assist volunteers and facilitators to conduct recreational activities, including through mobile and static CFS, for adolescent boys and girls to engage in positive peer interactions and protect them from violence, abuse, neglect, and exploitation
- Contribute to strengthening parents and caregivers of adolescents to have enhanced capacity to protect their children from violence, abuse, neglect, and exploitation.
- Provide technical support to adolescents and youth to challenge gender norms and reduce risk factors for GBV

2. Staff Capacity Building

- Facilitate capacity building plan for camp and host community volunteers
- Contribute to recruitment of volunteers with support from supervisor
- Provide on-the-job coaching and support to the volunteers (of Plan International and partner organization) in technical aspects of the program.
- Carry out trainings for staff on technical topics as required

3. Coordination

- **External Representation:** He/she represents Plan International in the camp level coordination meetings and relevant groups as needed in Ukyia/Teknaf and camp level and sometimes in Cox's Bazar

DIMENSIONS

1. **Budget/Asset Management:** The CBCP Officer in collaboration with the coordinator will need to monitor and record expenditure at the field level - related interventions implemented by Plan and the partner organization for relevant projects: DIP, requisition and expenses.
2. **Direct and Indirect Reports:** The position holder will report to the coordinator and project manager of the relevant project, and directly manage the volunteers who are responsible for implementation of community based sessions.
3. **Communications Requirement:** The CBCP Officer will work in close collaboration with the following individuals:
 - a. Rohingya refugees and host communities
 - b. Community facilitators
 - c. Project Coordinator
 - d. Project Manager
 - e. CPIE Advisor and the CPIE response team
 - f. Other sector colleagues (ex: education, WASH, etc.)
 - g. Camp-level stakeholders
 - h. Through the CPIE Advisor, provide technical inputs to proposal development and compliance/reporting for ongoing projects.
4. **Risk Management:** He/she will take a proactive stance in identifying and mitigating exploitation and abuse and follow Plan International's Child Protection Policy and code of conduct.
5. **External Representation:** He/she represents Plan International in relevant camp level meetings.
6. **Area of Responsibility:** Contributes to technical support and capacity building of Plan and Partner staff and volunteers.

CORE COMPETENCIES

Technical Skills

- University degree in social work, psychology, social sciences or related field.
- Fluency in English and Bangla (both reading and writing), Chittagong language and or Burmese.
- Good knowledge and understanding of humanitarian principles and established international child protection minimum standards.
- Pedagogical knowledge and skills in developing and working with pedagogical material.
- Must be good in creative thinking, management of space and materials, timetabling and events planning.
- In depth knowledge of child rights, child wellbeing and psychosocial needs.
- Minimum 1 year experience working with children, adolescents and/or young people; engagement with communities.

Skills and Behaviours

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train local staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Strong team management, staff capacity building and motivation skills in teamwork and networking.
- Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
- Has basic awareness and sensitivity to gender and diversity.
- Fluency in English and Bangla (both reading and writing)
- Prior experience of working in greater Chittagong Division and knowledge of Chitagong or Rohingya is required