ROLE PROFILE

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| Title: | **Technical Specialist – ECD and Youth** | | |
| Functional Area: | Programme management and implementation | | |
| Reports to: | EiE Technical Advisor | | |
| Location: | Cox’s Bazar | Travel required: | Yes |
| Effective Date: | 1 July 2022 | Grade: | C2 |

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. 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 ‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’. Our country strategy period runs from 2020 to 2030.

role PURPOSE

Technical Specialist-ECD & Youth will be responsible for the technical oversight and coordination of ECD working group activities along with the management of Adolescent and Youth Education activities of Plan’s EiE Programming as per requirement. S/he will support in planning and implementation of adolescent and youth lead activities and ensure capacity building initiatives for project & staff, partner staff and program volunteers in program areas. S/he will develop adolescent and youth education learning packages for facilitators and learners. Besides, S/he will be responsible for effective planning and implementation of ECD Working Group Coordination and Capacity Strengthening project in close collaboration with ECD Working Group and Education Sector. S/he will coordinate with ECD Working Group and Cox’s Bazar Education sector and provide technical expertise and support to ECD Working Group to design and adapt ECDiE packages, documents and support capacity building initiatives following plan and needs. S/he will contribute and support to generate evidence, best practices and advocacy initiatives as relevant and required.

S/he will communicate frequently with Education Lead and EiE adviser, ECD Working Group members, Education Sector, others technical specialists, education field team members and partner for technical support, coordination, capacity strengthening, reporting and donor compliance. He/she will take proactive stance in identifying and mitigating ECD, Youth and Adolescent related education and risk in the implementation of the project interventions and will represent Plan as needed at the district level. She/he will provide support for development/adaptation of ECD packages and tools, gender learning packages and tools for adolescents and youth and for capacity building of youth facilitators and community mobilizer/volunteers.

Dimensions of the Role

* Program design and assessment of ECD & Adolescent and youth education program.
* Communication, Coordination and networking.
* Technical Support for Program plan and Implementation
* Reporting and documentation
* Monitoring, Evaluation and Accountability

Accountabilities

**Program Design and Assessment**:

* Work in close collaboration with the Education Lead, EiE Technical Advisor, and other program specialists to ensure that emergency interventions build upon a link into longer term programming.
* Support EiE Technical Advisor/Lead Education to prepare grant proposal by providing concept notes and required information.
* Assist the EiE Technical Advisor in the development of ToR and documents to hire consultant/consultancy firm to conduct study/research and in developing/adapt learning packages and tools including training for Youth Engagement Facilitators.
* Support and work closely for conducting need assessment and study under ECD Working Group and Youth and Adolescent focused education program as needed in PLAN EiE’s intervention target areas.
* Support ECD Working Group to develop, adapt, review, harmonization, and standardization process of ECDiE package, materials, monitoring and evaluation tools.
* Support ECD Working Group and education sector for developing capacity of ECD implementing partner staffs/Master Trainers pools.
* Support the administration of Safe Spaces or Community Spaces (depending on participatory assessments with adolescents and youth).
* Review, assess and update the education needs of Youth and Adolescents in areas affected by emergency (camps sites and host communities) including, but not limited to depending on the context– access and barriers for vulnerable groups including adolescent girls and children with disabilities, conflict sensitivity, community participation).
* Highlight and document education related issues requiring an immediate or medium-term response and inform the Education and Child Protection Leads.

**Communication, Coordination and Networking:**

* Provide regular updates to the EiE Technical Lead on progress, priorities and constraints – verbally and in writing on an agreed frequency.
* Coordinate with ECD Working Group (ECDWG) formed with ECD programme implementing partner, ECD service provider and education sector in collaboration with ECDWG Co-chair.
* Coordinate and support to organize capacity building initiatives for ECD implementing partner/ECD Working Group members under ECD Working Group and relevant working group of Adolescent and youth.
* Support, coordinate and contribute to establish a culture of cross learning and sharing information about ECD among ECDWG members /ECD partner organization.
* Communicate and organize monthly and need based meeting for ECD Working Group in collaboration with ECD Working Group co-chair and education sector.
* Establish high level of external representation of Plan International Bangladesh in forum and networks at Cox’s bazar education sector level especially in regard to ECD forum.
* Engage and follow up with relevant implementation manager(s) and participate in the Youth Working Group and in any other youth focused initiative/platforms.

**Technical Support for Program plan and implementation:**

* Make sure the timely and quality deliverable of the output of the assigned project.
* Work and support for effective planning and implementation of project activities within budget following timeline.
* Closely work and support education sector and ECDWG members to update and share ECD related materials and documents.
* Support to organize and conduct workshop, training, meeting, seminar in close collaboration with ECD Working Group, Co-chair and education sector.
* Assist in capacity building initiatives ECDWG and its staffs/Master Trainers.
* Assist in capacity building of national staff, partners and stakeholders as well as community level youth engagement facilitators.
* Visit project sites to supervise, monitor and technical support of ECD and Adolescent and Youth activities in the affected communities.
* Support ECD Working Group and Youth working group to conduct advocacy initiatives with evidence and data.
* Contribute to training and briefing of Plan Education staff, partners, and other key stakeholders on education and/or related issues in coordination with the other team members.

**Response Management and Implementation**:

* Develop Project Outline (PO) and programme plans for the assigned area in alignment with the ER Project Proposal and objective in consultation with the partners if any and the local community.
* Programme/project sites visit regularly to supervise and monitor adolescent/youth learning related activities in the affected communities and support project/partner staff and volunteers for their improvement.
* Organize programme review meeting at sub-district level.
* Review programme documents and progress reports to ensure timely implementation of early learning, basic education and learning activities.
* Facilitate the identification of out of the school vulnerable adolescents and youth with plan to return to schools or the non-formal education system.
* Document best practices and success stories for shared learning.
* Assist the Education Lead in developing appropriate surveillance, monitoring and evaluation systems for the project’s interventions in collaboration with the M&E Specialist and IM Coordinator.
* Develop training packages for youth education program including Functional Literacy and numeracy (FLN).
* Ensure early and rigorous implementation of quality and accountability mechanisms of the project.

**Reporting and Documentation:**

* Support reporting and evaluation of project output and outcome results achievement in collaboration with the M&E specialist and ECDWG
* Prepare monthly progress report and share in progress review meeting with donor.
* Ensure documentation of meeting, workshop, training and contribute relevant process documentation of ECD Working Group.
* Support the documentation of best practices, learnings, evidence, success stories and challenges on ECDiE and Adolescent and Youth program.
* Support to review study/assessment report and ECDiE and Adolescent and Youth program related documents to ensure quality reporting and documentation.
* Prepare high quality project report i.e. quarterly & annual report and need based report in compliance with internal and donor requirements.

**Monitoring, Evaluation and Accountability:**

* Assist in designing, developing, adapting or selecting appropriate M&E and assessment tools for ECD and FLN program in collaboration with ECD Working Group, Education Lead, EiE Technical Advisor, ECD Specialist and the M&E Specialist in Cox’s Bazar.
* Ensure early and rigorous implementation of quality and accountability mechanisms.
* Support and coordinate the monitoring and reporting of major concerns on education, child protection and safeguarding issues inside and around the learning facilities.

**Safeguarding Children and Programme Participants; Gender Equality and Inclusion**

Ensure that Plan International’s global policies for Safeguarding Children and Programme Participants along with 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**

Education Lead, EiE Technical Advisor, EiE Technical Specialist in the team, CPiE Lead, Project Managers, MER&A specialists and other members of the field team such as project coordinators and technical officers, as appropriate.

**External Contact**

ECD Working Group Co-chair; Education Sector Coordinators, ECDWG members/partner organization, SESAME Workshop and Other agencies and groups responding to the emergency, in particular those working in the Education in Emergency and Child Protection sectors.

Technical expertise, skills and knowledge

**Essential**

* Master degree in Education or masters in social science with diploma in ECD/Education.
* Minimum 3 years of experience of working in ECD/early grades of primary education and Adolescent and youth Education.
* Expertise on Gender & Inclusion. Participatory decision making, integrity, transparency, proactive stance, respect for gender equity and adherence to child rights
* Strong understanding on emergency/humanitarian settings, and a practical understanding INEE MS, Core Humanitarian Standard commitments and the Do No Harm principles.
* Excellent coordination and collaboration skills to coordinate among the education sector and cross sectoral ECD partners.
* Experience with participatory approaches to education, and preferably emergency preparedness, crisis/emergency relief management, or other related area.
* Experience in program designing, training, budgeting and partner management.
* Excellent presentation, facilitation, negotiation, representation, problem solving, decision making skills.
* Strong reporting and process documentation skills.
* Fluency in Bangla & English both written and oral communication.

**Desirable**

* 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.
* Good understanding on Cox’s bazar Rohingya context as well as able to communicate clearly and sensitively with internal and external with the key stakeholders of ECD in Cox’s bazar and/or Bangladesh.
* Partnership management skills and positive attitude to partners, networks and alliances.
* Familiar with Advocacy and Networking at local and national level.
* 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.
* 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.

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 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 programmers 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 Cox’s bazar with the option of frequent field visit to Ukhiya Rohingya camps.

Level of contact with children

Mid contact: Occasional interaction with children.