ROLE PROFILE

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Technical Officer-Partner Support (ECD) | | |
| Functional Area: | Programme Management and Implementation | | |
| Reports to: | EiE Coordinator- ECD | | |
| Location: | Ukhiya, Cox’s Bazar | Travel required: | Yes |
| Effective Date: | ASAP | Grade: | B |

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 200 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.

Plan has responded to the Rohingya crisis across Ukhiya and Teknaf camps to deliver a timely and appropriate (quality and scale) response to the current crisis. Plan is cognizant that its response should builds strong links to the existing programmes in Bangladesh and build’s on Plan’s experience of refugee responses.

Role PURPOSE

Technical Officer-Partner Support (ECD) will be responsible for providing technical support to roll out the Integrated ECD program and conduct capacity building initiatives for UNICEF’s local implementing partner’s staff, ECD facilitators and Resource Instructor. S/he will ensure technical support to deliver and achievement of programme outputs in particular TPD (Teacher Professional Development) package, formative assessment approach, teachers’ assessment and coaching & mentoring approach to delivery of high quality I-ECD (Integrated ECD) activities for 3-5 years old children including psychosocial support and referral, delivery of learning and teaching material from Plan international Bangladesh part. S/he will communicate frequently with Technical Specialist-ECCD for technical issues, EiE Coordinator-Partner Support (ECD) for program planning, implementation, reporting and donor compliance. S/he will take proactive stance in identifying and mitigating child protection related risk in the implementation of the project interventions and will represent Plan at sub district level.

Dimensions of the Role

**Budget/Asset management:**

The position holder will not manage the project budget directly but will support to EiE Coordinator-Partner Support (ECD) and Project Manager for expenditure.

**Direct and indirect reports:**

The position holder directly working with UNICEF’s local implementing partner staff, ECD teachers/facilitator, community level volunteers and have not direct reporting staff.

**Communications requirement:**

Maintain strong working relationship with camp level officials, ECD service providers for referral, Majhis, facilitators, volunteers, community people and sub-district level officials, primary school teachers and school management committee in host community and UNICEF’s local implementing partner. Also, s/he must maintain strong coordination between the project, other working partner and respective government departments leverage comparative strength, and contribute to joint advocacy.

**Risk management:**

S/he will take pro-active stance for Plan International Bangladesh in identifying and mitigating risks in project implementation, especially children aged 0 to 18 years, person/children with disabilities, young/adolescent mothers and pregnant girls and women, ethnic and religious minorities, children without parental care, elderly, and others as relevant. His/her behaviours and practices reflect Plan International’s child protection and gender policy in compliance.

**External representation:**

S/he actively participates in meetings/workshops/seminars/trainings at the camp, sub-district and district level, as well as national level as asked/guided. S/he also represents Plan International Bangladesh in the concerned network related to education in emergency and learning in emergency at district and national level.

**Reach/breadth of the post/ or area of responsibilities:**

The position holder will work closely with UNICEF’s local implementing partner staff and support to the ECD facilitators, Program Organizer, Recourse Instructor, other volunteers’ caregivers in accomplishing the project activities as per plan. S/he will communicate frequently with ECD Specialist for implementing the project interventions with quality and donor compliance. S/he will take proactive stance in identifying and mitigating Child Protection related risk in the implementation of the project interventions. S/he will maintain a functional relationship with the Cox’s Bazar’s other programs to remain aligned with and make meaningful contributions to the achievements of Cox’s Bazar’s Program. S/he will support EiE Coordinator-Partner Support (ECD) and Project Manager in ensuring compliance in reporting the UNICEF, Plan and Bangladesh government and Non-governmental stakeholders.

Accountabilities

# Assessment

* Support education needs assessment as needed in intervention target areas;
* Review, assess and update the education situation 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 girls and children with disabilities, barriers for teachers/facilitators, safe learning environment for children and teachers/facilitators, quality of learning and teaching, conflict sensitivity, community participation, etc.);
* Highlight education related issues requiring an immediate or medium-term response and inform the EiE Coordinator-ECD, EiE Coordinator-Partner Support (ECD), Technical Specialist-ECCD and Project Manager;
* Assist in capacity building of field level/camp level staff or volunteers.

# PLANNING and Implementation

* Provide support for effective planning of roll out of Integrated ECD, Teacher Professional Development (TPD) program including coaching & mentoring approach for local implementing partner organization.
* Develop monthly and quarterly activities plan in collaboration with EiE Coordinator, Technical Specialist-ECCD and local implementing partner,
* Implement plan activities in time maintaining quality.
* Provide technical support to UNICEF’s local implementing partner to roll out of Integrated-ECD package in the camp to ensure the safe access and quality of learning of 3-5 years old children
* Track the progress of Integrated ECD related activities and provide regular update to the EiE Coordinator-Partner Support (ECD) and Technical Specialist-ECCD.
* Support to UNICEF’s local implementing partner for assessment of ECD Facilitator & learner and capacity building of them by providing technical support.
* Provide overall technical support to Host community Program Organizer, FDMN Resource Instructors and Facilitators (class conduction, student assessment, tracking learning progress etc).
* Support local implementing partner organization on engagement of parents, community people and ECD service provider for quality implementation develop referral pathway.
* Visit project sites on regular basis to supervise and support I-ECD related activities in the affected communities.
* Participate in education programme review meeting and provide inputs.
* Support the monitoring and reporting of major concerns on education and as well as child protection concerns inside and around the learning centres/spaces and
* Ensure early and rigorous implementation of quality and accountability mechanisms.
* Review, assess and update the education situation in areas affected by emergency.

# Capacity Building

* Support to conduct training related need assessment, developing training plan, training module, training schedule and required materials and tools.
* Organize and facilitate high quality training, refresher, meeting, orientation and workshop for UNICEF local implementing partner’s staffs, ECD Facilitator as per plan.
* Conduct join visit with UNICEF local implementing partner to make follow up of training and capacity building initiatives.
* Visit local partner’s implemented ECD program (jointly/individually) and to provide on side support.
* Provide on the job coaching and mentoring support to the ECD Facilitators, Mentors/program Organizer and partner staffs in technical aspects of the program.
* Support EiE Coordinator- Partner Support (ECD) for overall management and implementation of capacity building initiatives on Integrated ECD.

# Response Reporting & Evaluation

* Support for reporting and evaluation of EiE programme outputs, outcomes and results in time.
* Prepare quality training report and support EiE Coordinator-Partner Support (ECD) for project reporting.
* Collect and document best practices, success stories, learning, challenges of TPD and Integrated ECD related activities, and assist the EiE Coordinator-Partner Support (ECD), M&E Team and Technical Specialist-ECD in data collection and storage.
* Gather and provide information to ensure timely implementation of i-ECD activities;

# Information and Co-ordination

* Regular communication with Technical Specialist-ECCD, EiE Coordinator-Partner Support (ECD), respective staffs of local implementing partner, CiC and other stakeholders for effective roll out of Integrated ECD package.
* Provide regular updates to the EiE Coordinator-Partner Support (ECD) on progress, priorities and constraints both verbally and written on an agreed.
* Engage and follow up with relevant implementation staff.

**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**

|  |  |  |
| --- | --- | --- |
| **Position** | **Reasons for contact** | **Level**  **(high, medium, low)** |
| Project Manager | Project implementation | High |
| EiE Coordinator-Partner Supervisor (ECD) | Line Supervisor, project implementation | High |
| Technical Specialist (ECCD) | Technical assistance and quality assurance | High |
| Admin & Finance | Purchase Requisition and Budget clearance | Medium |
| MER&A | For Monitoring, Evaluation, Research and Accountability | Medium |

**External Contact**

|  |  |  |
| --- | --- | --- |
| **Position** | **Reasons for contact** | **Level**  **(high, medium, low)** |
| CiC, ACiC & Site Management | Implementing Camp level project activities | High |
| UNO and primary education official | Implementing Upazial level project activities | Low |
| Other service provider | As per project need | High |

Technical expertise, skills and knowledge

**Essential**

***Educational Qualifications and work experience***

* Minimum Bachelor level educational qualification in Education, social studies or any relevant subject.
* 2 years of experience in education sector. Experience in humanitarian settings is an asset
* INGO work experience is preferred.
* Working experience with partner is prepared.

***Knowledge***

* Comprehensive understanding of the Humanitarian architecture of the Rohingya Response its operating and regulatory environment.
* Understanding general finance, administration and information management
* Knowledge and understanding of Plan’s vision, mission values.
* In-depth understanding of Child Protection

***Skills & Ability***

* Maintaining work relationships (internal/external)
* Communicating, one to one & in groups, written & verbal, presentations and reports in English; knowledge of Bangla would be necessary;
* Budget management and assessment of financial operations in humanitarian situations
* Facilitation, negotiation and networking
* Persuasion and ability to influence.

**Desirable**

* Good knowledge and understanding of DO NO HARM principles and established education in emergencies standards
* Ability to represent the organization at key external and internal events when required.
* Ability to solve problems, handle setbacks and pressure
* Ability to use basic office electronic equipment & computer applications
* Fluency in English, written and spoken. Understanding and speaking local language of Cox’s Bazar or Chittagong is an advantage.

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation 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

The incumbent will be based at the Ukhiya Office of Plan International Bangladesh with at least 80% travel to projects to ensure technical inputs, on-site support for improved implementation of project activities; meetings with government offices, civil-society organizations. At office, s/he uses computer/laptop for communication, documentation, report preparation etc. Needs to visit fields in the project location where s/he needs to use local transport occasionally. Needs to maintain a dress code, which is culturally acceptable and facilitates the rapport building with the targeted stakeholders.

Level of contact with children

High level: Frequent interaction with children