ROLE PROFILE

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| Title | CBCP Officer | | |
| Functional Area | Program | | |
| Grade | B | | |
| Reports to | Coordinator-CoC | | |
| Matrix Reports to | N/A | | |
| Direct Reports | CoC Facilitators | | |
| Functional Link | Country Office, Programme teams, Finance, Technical Teams, Communication and Campaign, P&C | | |
| Working With | Deputy Director- Rohingya Response & Nexus, Program teams, Technical Team, Technical Staff, Vendors, Partners, Cleaners, Drives, Security Guard | | |
| Location | Ukhiya project office, Cox’s Bazar | Travel required: | Ukhiya project office, Cox’s Bazar |
| Effective Date | 01-Feb-25 | | |

role PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. In alignment with the 2030 Agenda for Sustainable Development, Plan International envisions a world where all children and young people can realize their full potential.

The CBCP Officer will work in Community Household in the camps and host community. He will assist in the provision of age appropriate group activities, skills building, information sessions and other recreational activities that promote support networks and cohesion with adolescent Boys at community spaces. He will also engage caregivers in describing the importance of social connectedness for adolescent Boys. He will oversee and supervise the implementation of life skill and care giver curriculum. He will provide training to CoC Facilitators on life skill curriculum for the implementation of CoC activities. Through observation and regular evaluations, the officer will oversee and ensure the quality of activities implemented by the CoC Facilitators and share relevant information to his/her supervisor. He will be responsible for collecting data and preparing reports and will identify key trends emerging in the field related to adolescent Boys and works closely with other team members to address key issues (for example, accessing vulnerable segments of Boys, introducing case management, etc.).

Dimensions of the Role

* Implement the CoC intervention in field level and provide adequate support to the CoC Facilitator (Volunteers) in assigned areas;
* Coordinate implementation of CoC activities in field level under the UNFPA fund and the achievement of the project outcomes;
* Directly implement of all project activities in CoC interventions and endure necessary support to the partner;
* Assist and support to prepare monthly and quarterly progress reports to Coordinator-CoC as per the Monthly Action Plan & Detailed Implementation Plan;
* Closely coordinate with other relevant actors in assigned areas and provide day-to-day support to Field Mentos & other project stakeholders;
* Coordinating monthly (more often if needed) coordination meetings with sector focal and represent the project at all camp levels meetings;

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Accountabilities

**Key Results Area (KRA) 1: Maintain effective coordination and initiate for effective implementation towards achieving the objectives of the project.**

* CBCP Officer will work with a specific segment of Boys for a full cycle of curriculum implementation.
* Adhere to and dedicatedly promote the women-, Boys- and survivor-centred support approach, and the GBV guiding principles;
* Consult and work with adolescent Boys in the to identify their needs, interests and priorities, and what's important to them, and where possible, adapt activities according to these to ensure activities offered are culturally appropriate and meet the needs of adolescent Boys
* CBCP Officer will implement the CoC interventions directly and ensure standard project implementation as per the Detailed Implementation Plan (DIP) for CoC portion in consultation with Coordinator-CoC.
* Initiate in delivering project activities on time and in line with budget and donor requirements, tracking the progress of activities for assigned areas and providing regular updates on progress, priorities, and constraints of CoC interventions to Coordinator-CoC.
* Monthly review meetings with CoC Facilitator (Volunteers) to ensure all assigned activities on track in the field.
* Select adolescent Boys and care givers to execute CoC curriculum
* Support and supervise CoC Volunteers and other team members to conduct FGDs, sessions, meetings with adolescent Boys and care givers.
* Assist in the planning and implementation of training activities for adolescent Boys participating in community house
* Develop work and movement plans outlining what tasks will be completed and when.
* Document all activities in an accurate and timely manner using agreed tools
* Supervise and support Field CoC Volunteers in timely implementation and delivery of the CoC activities by ensuring maximum quality output.
* Support the process purchase orders of CoC intervention with Coordinator-CoC and communicate with the respective team members or the relevant department to ensure timely completion.
* Facilitate internal communication with HR, Finance, and other support services.
* Ensure to adopt Child Safeguarding Policy and gender equality in assigned working areas.
* Any other duties requested by the Coordinator-CoC and the Project manager.

**KRA 2: Administrative, financial management**

* Support to Coordinator-CoC to make sure 100% utilization rate for allocated budget in assigned areas of CoC activities.
* Assist the Coordinator-CoC in ensuring proper and smooth financial management in the project in compliance with PIB and donor policy and standards.
* Ensure monthly monitoring of project budget utilization through the Action Plan
* Ensure and support to Distribution Coordinator to provide monthly incentives for CoC Facilitator (Volunteers).
* Work closely with Plan’s internal departments, including HR, Finance, Admin, and Logistics, to ensure projects are appropriate resources and project activities are delivered.

**KRA 03: Capacity Building**

* Provide technical support to CoC Facilitator (Volunteers) and organize & conduct capacity-building training with the help of and guidance from the technical team & Coordinator-CoC.
* Provide on-the-job coaching and support to the CoC Facilitator (of Plan International and partner organization) in technical aspects of the program
* Support training and creation of training materials and program tools which aid the delivery of the inclusive and gender-responsive program in coordination with the Gender Adviser.
* Provide necessary guidelines and modules to CBCP Officers and the partner staff and ensure participation in different online courses of the Plan Academy.

**KRA 04: Monitoring, Evaluation, Research and Learning (MER&L)**

* Visit assigned working areas regularly to implement the CoC activities in the assigned areas of Ukhiya & Teknaf Upazila, and provide necessary support accordingly.
* Regularly collect feedback from Boys and ensure their voices, requests, and opinions are represented during staff meetings.
* Follow up with Boys who require referrals, ensure they have access to information, and link them with services as necessary.
* Monitor progress and ensure that tools (including monitoring framework) and methods are in place to measure impact and results, and link with reporting requirements under the supervision of Coordinator-CoC.
* Coordinate with the sector focal of assigned areas timely and ensure all of the government requirements in field level with support from M&E specialists.
* Support the development of suitable gender-sensitive responses to child protection/GBV concerns.
* Provide field visit reports, assessment reports, and narrative reports to the Coordinator-CoC.
* Support the reporting of significant concerns on GBV and protection in assigned areas
* Ensure early and rigorous implementation of quality and accountability mechanisms
* Document best practices and success stories and support the development of opportunities for shared learning to Coordinator-CoC.

**KRA 05: Coordination and External Representation**

* With support from Coordinator-CoC, initiate, and carry out all community outreach, mobilization, and risk mitigation activities in selected communities.
* Carry out service mapping of all available services and assistance provided to women and Boys by INGOs, NGOs, other humanitarian actors and government agencies.
* Maintain regular communication and coordination and follow guidance from the Coordinator-CoC and Project Manager on quality technical input, monitoring, expenditure reporting, and donor compliance.
* Support across project teams as required and ensure good coordination and collaboration
* Represent the Plan International in various coordination forums and other meetings in assigned areas.
* Develop and hold relationships with government officials and CICs.
* Attend general coordination meetings at camps and UNO office when necessary.

**Plan policies and procedures (applicable for all roles)**

1. Ensures that Plan International’s global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) 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 | Level | External | Level |
| Technical Specialist | M | Project Coordinator (Partner) | M |
| Programme Manager | M | Programme Manager, (Partner) | M |
| Gender Advisor | M | Relevant government departments (UNO, USSO, & CiCs) | M |
| Project Manager | H | M&E Officer (Partner) | M |
| Coordinator- CoC | H | Child Protection sub-Sector Representatives, Cox’s Bazar | H |

Technical expertise, skills and knowledge

**Knowledge, Skills and Behaviours Required to Achieve Role’s Objectives:**

**Educational Qualifications and work experience**

Essential

* University degree in Social Sciences or related field
* Good knowledge and understanding of CoC module, Do No Harm principles and other humanitarian standards, including child protection minimum standards (CPMS)
* Three years of experience in GBV sector and knowledge and understanding of key CPiE issues and CoC intervention aspects
* Well planned and organized, comfortable to lead on project implementation, and demonstrates initiative in problem-solving and decision making
* Well-developed written and oral communication skills and ability to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills
* Strong leadership skills, ability to support and train staff, and to work with disaster-affected communities in a sensitive and participatory manner
* Experience in designing and delivering training and other capacity-building initiatives at field level.
* A positive and friendly personality who collaborates well with others, works with trustworthiness and integrity, and has a clear commitment to Plan's core values and humanitarian principles
* Strong project management, budget management, and analysis skills and proficiency in Microsoft Excel and Word
* Demonstrates awareness and sensitivity to gender and diversity. Has 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
* An understanding of child safeguarding and equality for Boys
* Fluency in English and Bangla (both reading and writing).

Desirable

* Prior experience of working in the greater Chittagong Division
* Prior experience of working in CoC project/interventions
* Knowledge of Chittagonian or Rohingya
* Experience in humanitarian settings, particularly with refugees or IDPs
* Experience in conducting CP needs assessments
* Knowledge of Plan policies and procedures, Sphere, and the Red Cross/NGO Code of Conduct
* Experience in managing humanitarian projects in the CPiE.

Plan International’s Values in Practice

**We are open and accountable**

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

**We work well together**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

Based at Ukhiya with 80% travel to camps and host communities.

Level of contact with children

Mid contact: Occasional interaction with children.