ROLE PROFILE

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| Title: | Technical Specialist – ECD Coordination | | |
| Functional Area: | Education in Emergencies | | |
| Reports to: | Lead Education, Matrix relationship with Sr. Project Manager. | | |
| Location: | Cox’s bazar | Travel required: | Yes |
| Effective Date: | ASAP | Grade: | C2 |

role PURPOSE

Technical Specialist-ECD coordination will be responsible for coordinating ECD working group along with providing technical expertise and guidance to the ECD related activities across of Plan’s EiE programming. S/he will communicate frequently with Lead Education (supervisor), EiE Technical Advisor, ECD Working Groups members, Education Sector, EiE program manager, others technical specialists, with the education field team members, partner as well with government education officials at upazila and district level. S/he will take proactive stance in identifying and mitigating child protection related risk in the implementation of the project interventions. S/he will provide support for development/adaptation of ECD packages and tools, including ECD training package and providing direct training to staff at all levels.

Dimensions of the Role

* Communication, Coordination and networking.
* Program design and assessment
* Technical Support for Program Implementation
* Reporting and documentation
* Monitoring, Evaluation, and Accountability

Accountabilities

# **COMMUNICATION, CoordinAtion and Networking**

* Coordinate with ECD working group 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.
* Support, coordinate and contribute to establish a culture of cross learning and sharing information about ECD among ECD WG 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.
* Provide regular updates to Education Lead and EiE Technical Advisor on progress, priorities, challenges, best practices – verbally and in writing on an agreed frequency.
* Engage and follow up with relevant EiE implementation manager(s) and education sector partners wherever necessary.
* Ensure ECDWG coordination in collaboration with Education sector and the other Co-chair of the working group.
* 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.

# **Program Design AND Assessment**

* Support and work closely for conducting need assessment and study under ECD working group and Plan’s EiE program as needed in intervention target areas.
* Coordinate and support ECD working group to review, harmonization and standardization process of ECD packages, materials, monitoring and evaluation tools.
* Support ECD working group and education sector for developing capacity strengthening plan and strategies for ECD implementing partner.
* Contribute in developing/adapting/reviewing and harmonization of ECD packages and tools including teachers training in regard to ECD programming.
* 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, safe learning environment for children and teachers, quality of learning and teaching, conflict sensitivity, community participation.
* Work in close collaboration with the Education Lead, EiE Technical Advisor and other program specialists to ensure that ECD interventions build upon each other and link into longer term programming.
* Contribute in developing EiE program plan and strategies by providing concept notes and required information.

# **Technical Support for program Implementation**

* Make sure the timely and quality deliverable of the output of the project funded by Sesame Workshop.
* Work and support for effective implementation of EiE project at assigned areas.
* Closely work and support education sector and ECDWG members to establish an online based resource hub to share ECD related materials and documents and update accordingly.
* Assist in capacity building of Plan and Partner organization’s staffs including ECD implementing Partner at Cox’s Bazar level.
* Visit programme/project sites to supervise, monitor and technical support of ECD activities in the affected communities.
* Assist project team in developing appropriate monitoring and evaluation systems and tools for EiE interventions in collaboration with the M&E Specialist at Cox’s Bazar.
* 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.

# **Reporting and documenttaion**

* Support reporting and evaluation of EIE programmes output and outcome results achievement in collaboration with the M&E specialist.
* Prepare Monthly meeting notes, workshop and relevant process documentation of ECD working group
* Support the documentation of best practices and success stories for learning interventions, and develop case studies and reports of project innovation and successes.
* Review programme documents and progress reports to ensure quality reporting, and timely reports on Sesame project and other EiE projects in compliance with internal and donor requirements.

# **MonitoritnG, Evaluation and Accountability**

* Assist in designing, developing, adapting or selecting appropriate M&E and assessment tools for ECD program in collaboration with Education Lead, EiE Technical Advisor, EiE Specialist and the MER&A 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.
* Provide technical inputs to regular progress reports in compliance with internal and donor requirements.
* Support and coordinate the monitoring and reporting of major concerns on education, child protection and safeguarding issues inside and around the learning facilities.

**GENERAL**

* Ensures that Plan International’s global policies for Safeguarding Children and Young People and 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

**Key Internal Contacts**

* Education Lead (supervisor) – Report to, and support on program strategy and update on ECD working Group and EiE project progress.
* EiE Technical Advisor –collaborate on documentation, materials, learning & training package development on ECCD, share challenges and best practices.
* EiE Technical Specialists – Collaborate on material and training development, share challenges and best practices
* EiE Project Manager and Coordinator – Collaborate on ECD project implementation and provide technical support to the development of timelines and progress reports.
* Technical Officers and Facilitators – Train and provide technical oversight to their work; coaching and mentoring for capacity development.
* MER&A Specialist/IMCs – Ensure technical quality of M&E plans and tools relevant to ECD.
* Other members of the Cox’s Bazar Project Office as appropriate.

**Key External Contacts**

* Sector Coordination- closely coordinate, collaborate and support on ECD working group, update progress, challenges, best practices and documentation, advocacy issues.
* All sectors’ ECD partners/ ECDWG members- closely coordinate, collaborate and support on ECD working group activities and implementation, documentation, advocacy.
* SESAME Workshop– Provision of technical progress updates on ECD programming.

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 and early grades of primary 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 skills to coordinate among the education sector and cross sectoral ECD partners.
* Fluency in English both written and oral communication.

**Desirable**

* Good understanding on Cox’s bazar Rohingya context as well as good relation with the key stakeholders of ECD in Cox’s bazar and/or Bangladesh.
* Partnership Management Skills and positive attitude to partners, networks and alliances.
* Experience on Advocacy and Networking at national and local level.

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 programs 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 and Teknaf.

Level of contact with children

Mid level: Occasional interaction with children