



## **Terms of Reference for the position of Project Coordinator of AHP project**

### **Purpose/Role:**

The Project Coordinator will be responsible for the management & implementation of basic education interventions and budget. S/he will manage social empowerment, empowering youth, education in emergency and providing lifesaving assistance with ensure involvement of government authorities under two key components like; 1. Build the capacity of adolescents and youth, including those with disabilities to strengthen everyday peace building and community support empowerment. 2. Girls, adolescents, young women and their families are able to secure their rights to dignity, protection, and education through timely humanitarian assistance programs and services to ensure that the Rohingya camp and host community level. The role involves providing educational and life-saving opportunities and support to girls, youth and families to support them to achieve their goals, as well as supervision of the education, life savings programs and services, including relevant documents & data management. The Project Coordinator will manage relationships with partner Coordinator and Technical Officers and other volunteers at Rohingya camps and host community as well.

### **Responsibilities and Tasks**

#### **1. Assessment**

- Support to the partner in activity implementation process for need assessment as needed in intervention target areas for program designing;
- Review, assess and update the intervention situation in areas affected by emergency (camps sites and host communities) including Adolescents, youth, girls and young women with disabilities, barriers for teachers, safe learning environment for adolescent, youth and teachers, quality of learning and teaching, conflict sensitivity, community participation)
- Highlight education and lifesavings related issues requiring an immediate or medium term response and inform the AHP Project Manager accordingly;
- Provide necessary support to conduct baseline & end line survey and conduct ASER assessment;

#### **2. Coordinate and Lead Basic Education Interventions**

- Oversee development and implementation of a comprehensive AHP Basic Education and life savings interventions that provides enrichment and day to day operational supports;
- Establish and maintain liaison/coordination with local administration at the district, Upazila and Union level; including sub-district level higher education, youth development, social welfare and women & child department etc.
- Collaborate with different stakeholders, site management and govt' officials in the respective camps;
- Supervise the development of workshops, events and training that will support, inspire, and provide necessary inputs to ensure quality of education and lifesavings program among the Rohingya camp and host communities;
- Display and maintain a high level of enthusiasm, energy and commitment;
- Establish and maintain contact with external community organizations, individuals and parents. Schedule bi-weekly, monthly events and ensure relevant logistics accordingly;
- Assist Project Manager to prepare provide information and data for grant proposal by providing required information;
- Coordinate and Liaison with Youth Development Department for ensuring technical support of lifesaving program.

### **3. Response Management and Implementation**

- Organize different project events such as training, meeting and workshop as per project activity plan and need
- Provide guidance to the Technical Officers for giving support to the learning centres/ teachers and gender promoters for taking sessions and maintaining documents.
- Organize monthly staff meeting with all staff and review program progress;
- Visit programme/project sites to supervise and monitor education, life savings and learning/ awareness related activities in the affected communities;
- Review programme documents and progress reports to ensure timely implementation of, basic education and learning activities;
- Monitor budget spending & maintain track accordingly;
- Facilitate in identifying children out of school with plan to return to schools or the non-formal education system;
- Need based learning materials develop and disseminate to learning centres with coordinated partners and related stakeholders.
- Plan for distribution of learning materials from warehouse to learning centres and distribute timely;
- Support the monitoring and reporting of major concerns on program and as well as child protection concerns inside and around the learning centres/spaces;
- Ensure early and rigorous implementation of quality and accountability mechanisms;

### **4. Response Reporting & Evaluation**

- Support reporting and evaluation of EIE programmes output and outcome results achievement;
- Keep all related project information in a way so that any information can be provided as per need of the management;
- Prepare quarterly project achievement reports narrative and formative highlighting project's learning and Challenges;

### **5. Knowledge, Skills and Abilities**

- Ability to work independently and maintain confidentiality;
- Experience with program development, planning, delivery and implementation;
- Willingness to collaborate on projects and work with a team;
- Ability to manage volunteers and/or staff;
- Strong written and verbal communication, interpersonal and relationship-building skills;
- Ability to effectively work with a variety of people and personalities;
- Must be computer proficient ;
- 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
- 3-4 years of experience in education and lifesavings sector. Experience in humanitarian settings is an asset.
- Fluency in English.
- Multiple language skills desirable. Fluency in Chittagonian is required
- University degree; Master's in Social science, Anthropology, economics.

### **6. Human Resources and Administration**

- Contribute to and support training and briefing of Plan AHP- technical officers other key stakeholders on education and life savings program/or related issues in coordination with the AHP Project Manager;

- Ensure staff travel record, Individual Accountability Plan, Performance Appraisal and leave records properly;

### **Key Internal Contacts**

Maintain close, daily contact with project staff (Partner Coordinator, and Technical Officers) and supervisors to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel, Project Manager, Program Manager of EiE, & YEE and Basic Education Specialist;

### **Key External Contacts**

Maintain contact with external community groups, Majlis, NGO representatives, Site Management, parents, RRC representatives (CiCs), Education department, Social Welfare Department, Education Sector and others to assist in resolving problems;

### **Reporting lines**

Report to AHP Project Manager

**Competencies** required for this position are:

- Good knowledge and understanding of DO NO HARM principles and established education & lifesavings/youth economic empowerment in emergencies standards
- Experience with participatory approaches to education, youth and economic empowerment and preferably emergency preparedness, crisis/emergency relief management, or other related area.

### **Duration of the assignment:**

12 months

### **Location:**

Teknaf- Cox's Bazar

**Availability:** Immediate