

ROLE PROFILE

|  |  |
| --- | --- |
| Title | Accountability to Affected Populations (AAP) Specialist |
| Functional Area | Disaster Risk Management Department, Global Hub |
| Reports to | Information Management and Accountability Specialist  |
| Location | Global Hub | Travel required | 40% |
| Effective Date | July 2022 | Grade | 4 |

role PURPOSE

Plan International is a rights-based development and humanitarian organisation working for a just world that advances children’s rights and equality for girls. We are independent of government and have no political or religious affiliation.

We have been building powerful partnerships for children for more than 80 years, and are now active in more than 70 countries.

Plan International’s global strategy applies a full spectrum approach where Disaster Risk Management (DRM) is an integral part of everything the organisation does for children and girls, especially in fragile settings. A new DRM vision was developed in 2018 highlighting Plan’s ambition of becoming a global leader and the NGO partner of choice for promoting gender equality and protecting girls’ rights in disaster and conflict settings, working at the nexus of development and humanitarian efforts.

Plan International has over the last 15 years developed a significant DRM portfolio (€153 million in FY 17) and focused its efforts on both mainstreaming DRM within its long-term development programmes as well as building the necessary disaster preparedness and response capacity across the organization to ensure the delivery of timely and appropriate programmatic responses to crisis as per sector quality standards, The Core Humanitarian Standard on Quality and Accountability (CHS).

As Accountability to Affected Populations Specialist you will be responsible for building capacity to ensure feedback and complaints mechanisms are well integrated to all aspects of Plan International’s Disaster Risk Management work. You will travel frequently to Plan International Country Offices and when required deploy at short notice to support scale up of emergency responses.

Dimensions of the Role

The post holder will ensure all work is developed and implemented in ways that improve gender equality and empower girls and women.

The post-holder will lead on enhancing Accountability to Affected Populations (AAP) across Plan International and will develop appropriate tools and guidance to support Country Offices incorporate AAP into their work. When on deployment 1 or 2 staff may report to the postholder. The postholder will ensure strong linkages with Plan International’s safeguarding teams.

Representation of Plan International in relevant external fora and inter-agency coordination groups.

Support reporting against and implementation of the CHS 9 Commitments across Plan International Federation.

Responsibility for upholding and implementing relevant aspects of all Plan policies and procedures, including the ‘Say Yes! To Keeping Children Safe’ Policy.

Accountabilities

* Ensure gender equality is core to all AAP activities, positioning Plan International as the Go To agency for gender responsive humanitarian action.
* Develop appropriate tools and guidance notes in coordination with other stakeholders within Plan International
* Engage in relevant Plan International working groups.
* Support the roll out of Plan International’s Emergency Response Manual (Programmes) AAP related material
* Represent Plan International in relevant external fora and interagency working groups, in particular child focussed organisations supporting the development of child consultation standards in humanitarian response.
* Strengthened awareness of AAP approaches by Plan International (Country Offices, Regional Hubs, Global Hub, National Organisations), including on prevention against sexual exploitation and abuses
* Develop and coordinate a network of AAP specialists across the organisation
* Close liaison with the safeguarding team, and the Global Safeguarding and Protection from Sexual Harassment, Exploitation and Abuse Advisor
* Develop capacity of CO staff to implement AAP particularly in emergency responses.
* Support Plan International’s engagement with the CHS, including reporting, implementation of the CHS Action Plan and supporting Country Offices integrate the CHS into their operations.
* Deploys, often at short notice, to emergency responses to support AAP activities.
* Support NOs with fundraising activities for AAP activities.
* Support the AAP component on the Plan International Emergency Roster ensuring appropriately qualified and experienced staff are identified and added to the roster and manage AAP deployments
* Support the implementation of AAP sessions during roster member learning events to develop understanding of roster members responsibilities.
* Document and analyse lessons (on programmatic and technical issues) coming from emergency responses and translate these into changed process or practice and disseminate across the organisation.
* Write external think pieces, or policy & practice documents, ensuring profile and visibility for Plan International.
* Review current reporting mechanisms when deployed to a Country Office, making recommendations to the Country Management Team to strengthen it and enabling safe and fast reporting of any concerns.
* Ensure 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 area of responsibility. Including, but 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); relevance to area of work, and concerns are reported and managed in accordance with the appropriate procedures

Key relationships

**Internally:**

* Works closely with Global Hub Humanitarian team members.
* Regional Heads of DRM – to support integration of AAP into programmes and to develop capacity of staff.
* National Organisation disaster risk management network
* Global Hub Safeguarding department
* Plan’s policy and advocacy teams to ensure AAP is incorporated into relevant policy and advocacy tools, guidance notes and position papers.
* L&D for the development and coordination of AAP capacity building initiatives.
* Monitoring, Evaluation, Research and Learning Network
* Gender Transformative Policy and Practice Team (GTPP)

**Externally:**

* Interagency working groups and coordination fora.
* Interagency children’s consultations working group
* Accountable Now
* BOND Feedback Mechanisms Group
* CDAC network

Technical expertise, skills and knowledge

* Broad knowledge of the humanitarian sector
* Demonstrable experience of integrating gender into humanitarian programmes.
* Experience of implementing humanitarian programmes, particularly of implementing AAP activities in emergency response
* Must be fluent in English, highly desirable to be able to communicate in r French or Spanish
* Demonstrable experience of humanitarian standards (Sphere, CHS etc).
* Experience in implementing PSEA activities and training.
* Experience of developing guidance notes and tools for use by country office staff globally.
* Regional or global Headquarters experience with an international organisation
* Proven experience in networking and external representation.
* Creative approach to problem solving is central to the job.
* Experience of developing and conducting capacity building programmes.
* Flexibility to adapt plans to a changing environment
* Developing and maintaining collaborative relationships; managing self in a pressured and changing environment; motivating and influencing others
* Adherence to humanitarian principles and standards
* Minimum of intermediate level of expertise while using Microsoft packages

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

Extensive travel, sometimes to hazardous environments. Periods of intense work at all times of day and night. Working in multiple locations and on the move

Level of contact with children

Mid contact: Occasional interaction with children