



## GRADE: 4ROLE PROFILE

Title	Roving Education in Emergencies Specialist – Ukraine Response		
Functional Area	Humanitarian		
Reports to	Technical Team Manager		
Location	Flexible – based in a location with a Plan office, and with the legal right to work in the location	Travel required	70% travel: field-based for emergency response (Country Office/Regional Office)
Effective Date	November 2019	Grade	4

## OUR ORGANISATION

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion, and discrimination. And it’s girls who are most affected.

Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

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

## ROLE PURPOSE

The conflict in Ukraine is resulting in a major humanitarian crisis with over 3 million people having fled to neighboring countries, and millions displaced within Ukraine. Plan International is responding to the crisis and working in partnership with civil society organisations in Poland, Romania, and Moldova to meet the key needs of those affected by the crisis as well as host communities.

This position will play a key role in the support to country level activities and will provide technical support and guidance to Plan International teams and partners in Poland, Romania, and Moldova. The position will initially be remote but may well be based in one of the 3 countries in the future.

The Ukraine Hub is a service-oriented structure to support initiation of activities, and to help find solutions to problems as and when arise. Creative thinking and identifying work arounds to problems faced will be a critical element of the role.

## DIMENSIONS OF THE ROLE

The position will develop Plan International's approach to Education in Emergencies across all response locations, in close collaboration with our partners.

The role is the primary point of contact for technical staff in Poland, Moldova, and Romania and will ensure Plan International is following high standards of programme quality. The post holder will represent Plan International in external fora, ensuring the organisation is seen as a leader in gender focussed programming in humanitarian response.

## ACCOUNTABILITIES

### **Program Design and Assessment (15 %)**

- Ensures all work has a strong gender focus in line with Plan International's Global Strategy.
- Lead on education needs assessments coordinating with Plan's other programmatic areas and country-based EiE Working Groups, ensuring assessment findings are documented and disseminated.
- Support Plan International programmes in Poland, Moldova, and Romania on assessment of education needs and the design and evaluation of programs ensuring a portfolio of high-quality Education in Emergencies programming across the Ukraine Response.
- Provide technical assistance to programme teams in the formulation of EiE program strategies and plans.
- Ensure that EiE interventions are linked into longer-term programming.
- Support preparedness activities across all response locations.

### **Program Implementation (35%)**

- The post holder will deploy to Country Offices to provide technical support and leadership on Education programs across the Ukraine response.
- Coordinate with Plan education and Early Childhood Development (ECD) advisors and other staff to ensure coherence with Plan education framework and to build synergy with existing skills and training.
- Work with the key emergency and development staff focused on: education, ECD, child protection and others, to support integrated programming that meets the multi-sectoral needs of affected girls and boys.
- Ensure alignment of Plan International's Education in Emergencies work with key cross cutting priorities (for example girls and inclusion) whilst also ensuring innovation is central to our approach.
- Ensure the effective planning, implementation and coordination of education programming that address the key EiE needs for girls and boys.
- Contribute to the development of staffing plans to implement EiE program activities and work with the Human Resources (HR) team to recruit in line with approved grants.
- Ensure that EiE interventions are aligned with the Inter-Agency Network for Education in Emergencies Minimum Standards (INEE MS) and other existing global guidelines and tools for EiE.

### **Representation and Partnership (10%)**

- Represent Plan International at relevant clusters, working groups, and other events related to Education in Emergencies.
- Identify opportunities and establish dialogue towards partnerships with other humanitarian agencies.
- Support the development of Plan International's profile in Education in Emergencies programming, particularly in regard to girls

### **Resource Mobilization (10 %)**

- Build and maintain relationships with relevant government departments, UN agencies and NGOs.
- Establish/maintain new/existing relationships with key donors.
- Support Plan's Ukraine response teams build a diversified portfolio of funding for EiE.

- Support development and submission of quality proposals in response to identified opportunities at Country Office level.

### **Program Monitoring and Evaluation, Reporting and Accountability (10 %)**

- Work closely with the Monitoring & Evaluation (M&E) colleagues in Plan International and partner organisations to develop a child protection M&E framework.
- Build capacity of EiE and M&E staff to collect quantitative and qualitative data, ensuring all data is disaggregated by sex, age and disability.
- Document and disseminate key learning from the EiE responses.
- Prepare timely reports on EiE projects in compliance with internal and donor requirements.
- Input to the regular Ukraine Response sitreps.
- Establish accountability activities for education, ensuring that feedback from all relevant stakeholders is considered throughout all phases of the response.

### **Learning and capacity Building (10 %)**

- Develop capacity building plans and tools for programme staff and partner organisations.
- Provide training, coaching and mentorship to program staff, partners and other key stakeholders on EiE and related issues such as gender equality and inclusion.
- Promote the application of best program practices in EiE.
- Identify and develop training manuals, guidance documents, and toolkits on key Education and ECCD in Emergencies issues, as required.

### **Research, policy and Advocacy (10%)**

- Drive learning, knowledge management and policy impact by authoring, commissioning and contributing to publications, policy documents, briefing notes and other resource materials ensuring that Plan International has distinct knowledge and evidence on gender transformative programming in emergencies.
- Support response teams and partners develop case studies and reports of program innovation and successes.
- Engage with key technical groups within Plan representing Education in Emergencies.
- Contribute to relevant global advocacy and policy objectives with documented learning and evidence.

### **General**

1. 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**

### **Internal**

- Programme technical leads.
- Ukraine Hub
- National Organisations
- Global Hub departments (including humanitarian, finance, legal, funding)

### **External**

- Civil Society Organisations

- UN Agencies
- Institutional Donors
- Embassies

## TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

### Essential

- University Degree or equivalent in education or related fields.
- Significant experience in planning, design and implementation of integrated humanitarian programs.
- Significant experience of working in a range of humanitarian contexts (e.g. refugee, conflict, rapid onset).
- Progressively responsible professional experience in EiE work.
- Good knowledge of and experience in INEE Minimum Standards and with the Education Cluster.
- Knowledge and understanding of key EiE issues.
- Experience of conducting education needs assessments.
- Experience providing technical support and oversight to EiE programs.
- Experience of capacity building on education technical areas with a variety of audiences.
- Experience in program design and proposal development and ability to secure funding from public and private funding streams
- Excellent negotiation and representation skills and the ability to work comfortably with an ethnically diverse staff in a very sensitive environment.
- Has a significant network with other organisations involved in this field.
- Experience of designing and delivering training.
- Fluency in English, written and spoken.

### Desirable

- Strong team management, staff capacity building and motivation skills in teamwork and networking.
- Excellent skills in writing funding submissions and donor reports.
- Language skills in Ukrainian, Polish, Moldovan or Romanian.

## 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 remotely, working in a virtual hub. Required to travel to operational locations on a regular basis, sometimes at short notice.

## **LEVEL OF CONTACT WITH CHILDREN**

High level: Frequent interaction with children