

JOB DESCRIPTION & PERSON SPECIFICATION



National Associate (Bangladesh) Resource and Support Hub (RSH)

November 2021

Job Description and Person Specification

National Associate (Bangladesh), Resource and Support Hub (RSH)

About the Role

This is an exciting opportunity to join an impactful and exciting programme that is expanding its geography to include the South Asia region. The National Associate (NA - Bangladesh) position will be based in Dhaka, in shared office space (to be negotiated). Travel within Bangladesh may be required, should the Covid and security situation permit it.

About Us

In December 2019, DFID (UK Department for International Development – now Foreign, Commonwealth and Development Office - FCDO) launched a new centrally-managed safeguarding programme, the Resource and Support Hub (RSH). This programme aims to provide a global service to the aid sector as a whole by marshalling quality evidence, tools and guidance on safeguarding; it also provides more tailored assistance to smaller, local civil society organisations (CSOs) in developing countries to strengthen their safeguarding policy and practice against sexual exploitation and abuse, and sexual harassment (SEAH).

The RSH contract is delivered by a consortium, contractually led by Options, with Social Development Direct as technical and delivery lead and also including Translators Without Borders, Terre des Hommes and Sightsavers. The first phase took place from December 2019 – Nov 2021, and the second phase runs from December 2021 to December 2024.

The RSH is intended to ensure that organisations delivering aid have access to the tools, guidance, support and training they need to ensure that they do no harm. It has an online global platform which is free, user friendly and accessible to all, offered in English, Arabic, French and Swahili. Our work is focused around three main outcomes

1. Dialogue: Networks of organisations across the aid sector engage in conversations

and dialogue that more inclusive of the voices and experiences of less resourced CSOs, strengthening shared learning on what works to prevent and respond to SEAH in different contexts.

2. Capacity: Less-resourced CSOs have sufficient capacity, motivation to effectively mainstream safeguarding within organisational systems, structures, processes and programmes, contribute to a shift in organisational cultures, and hold partners to account for their behaviour on SEA.
3. Evidence: Contextualised and accessible evidence and learning on what works to prevent SEAH in the aid sector contributes to a strengthened global knowledge and evidence base, which better serves the needs of less resourced CSOs.

To apply

If you are interested in joining our dynamic team, please email your tailored CV with a cover letter by email to jobs@sddirect.org.uk. We will be reviewing these on a rolling basis. Please use this email subject line: '**National Associate – Bangladesh – Your Name**'. The deadline for applying is the **30th November 2021**. Please confirm your eligibility to work in the UK.

Social Development Direct's organisational vision is a just and equal world founded on gender equality and social inclusion. Our mission is to provide excellence in social development to support policies, laws, social norms and institutions that advance social, economic and political justice for all. We are committed to creating a safe, diverse, and inclusive workplace and welcome people from minority backgrounds to apply.

Interviews will be held w/c 6th December. Please let us know if you would require any assistance to attend the interview or complete an assessment.

Due to the high volume of applications, we are only able to respond to shortlisted candidates.

ROLE OVERVIEW

Summary of role		
1	Reports to:	Regional Associate – S Asia
2	Location:	Dhaka, Bangladesh
3	Appointment term:	Full time, fixed term contract Jan 2022 – May 2024
4	Remuneration Package:	Annual Salary £30,000 - £32,500 depending on experience

This is an exciting opportunity to play a key role in one of FCDO’s leading safeguarding programmes. In your role as National Associate – Bangladesh, you will be responsible for the Bangladesh country assessment, which maps organisational safeguarding capacity and demand, safeguarding service delivery and the evidence base on safeguarding. You will also lead on developing a national communications plan, safeguarding community of practice and workplan. You will manage all activities targeting Bangladeshi stakeholders (primarily civil society organisations) via the RSH digital platform and face to face (covid permitting). You will report to the Regional Associate and work closely with colleagues from across the RSH team and Technical Advisor pool. You will have support from regional M&E and communications advisors, as well as a Senior Advisor to the Bangladesh Hub.

MAIN DUTIES AND RESPONSIBILITIES

The primary responsibilities of the postholder are as follows:

1. Plan and deliver the country assessment
 - Provide an overview of the safeguarding landscape – policies, laws, referral pathways, institutions and norms that pertain to SEAH in Bangladesh. This includes key stakeholders and thought leaders working on safeguarding.
 - Design (in collaboration with other colleagues within the wider RSH team), plan and deliver (in collaboration with technical advisors from the short-term technical assistance pool) mapping of safeguarding capacity and gaps in Bangladesh.
 - Collect and synthesise Bangladeshi safeguarding evidence (including an annotated bibliography) (as above)
 - Based on the above, draft and complete the country assessment, including proposing priority strategic areas and workstreams that will contribute to the strengthening of safeguarding practices within civil society and to a wider national safeguarding community of practice.

2. Design, promotion and uptake of the Hub activities and Community of Practice

- Draft and implement national hub communication strategy, community of practice approach, strategic and operational workplans. All of the above to be contextualized in a range of ways. Work with Translators without Borders to agree on priority languages and translation plan for the Hub.
- Promote the use / engagement and visibility of the Resource & Support Hub – including inputting into the design of the national hub web page (with partners Terre des Hommes) and user feedback.
- Organise and coordinate launching of all promotional and communication events in country.
- Promote and facilitate the participation of professionals in webinars and other online learning opportunities.
- Recruit and manage a National Expert Board (NEB) in Bangladesh. The NEB will bring together diverse thought leaders and practitioners working on SEAH (and broader safeguarding agenda), providing contextualised advice, information, networks and contacts.
- Develop the Bangladeshi safeguarding community of practice.
- Establish and maintain national level relationships with stakeholders and networks, including donors, CSOs, others in the aid sector working on safeguarding.
- Identify, quality assure and on board new safeguarding consultants to the Safeguarding Consultants directory on the Hub.

3. Design and oversee delivery of trainings, webinars and other country-based initiatives

- Input into the design of the online hub and the Bangladesh-specific pages. Moderate online discussions in at least one local language.
- Design and deliver (moderate, facilitate, present etc as needed) face to face events, webinars, workshops. Establish mentorship scheme.
- Facilitate access to the digital platform by Bangladeshi organisations.
- Respond to queries raised by Bangladeshi stakeholders on the Hub (eg emailed queries, or those raised at events) and connect enquirers with experts in the STTA as necessary and in accordance with agreed eligibility criteria (the Ask an Expert service).

4. Programme and Hub learning

- Actively contribute to cross regional learning between National Associates; this will take place through monthly regional working group meetings and ad hoc

engagement.

- Organise the quality control of resources and translations
- Manage the collection of resources and publish them (in original language) to feed the virtual platform library, resources and tools
- Organise and implement processed information and resources in written, audio and video format
- Commission translation of materials from Translators without Borders.

5. Management and other

- Identify consultants to assist in delivery of Hub activities as part of the Short Term Technical Assistance (STTA) pool – collect CVs and interview as necessary
- Developing terms of reference/ scopes of work for STTA short assignments, and overseeing the delivery and submission of invoices.
- Work planning and budgeting for activities
- Contribute to reports to FCDO and to the M&E framework on progress of the Bangladesh Hub
- Adhere to FCDO compliance requirements and relevant policies (e.g. safeguarding, code of conduct, conflict of interest).
- Act as the national safeguarding point of contact for any concerns emerging from national level activities within the RSH.
- Responsible for ensuring reporting mechanisms are clearly visible at national level.
- Conduct regular monitoring to assess the awareness, functionality and safety of reporting mechanisms and referral pathways.
- Be familiar with and adhere to RSH safety and security procedures and safeguarding protocols/ Code of Conduct as necessary throughout the life of the programme

Person Specification

Essential:	<ul style="list-style-type: none">• Have at least ten years of experience working within the aid sector• Have professional experience working on safeguarding/ protection from sexual exploitation and abuse and capacity building of organisations, particularly CSOs, within Bangladesh• Have proven management experience with the ability to work autonomously to a high level of delivery• Be able to work under pressure and pick-up new tasks and processes quickly• Be happy to work remotely• Have good networking and facilitation skills• Have good networks among the development community in Bangladesh• Ability to write to an excellent standard in English and Bengali• Have the right to work in Bangladesh and no record of criminal convictions
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