ROLE PROFILE

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| **Title** | **Girls Not Brides – Advisor** |
| **Functional Area** | Programme |
| **Reports to** |  **Head of Influencing as Secretariat lead** *(having functional relationship with the focal persons of other network members)* |
| **Location** | Dhaka, Bangladesh | **Travel required** | Not Frequent |
| **Effective Date** |  September 2020 | **Grade** | D1 |

role PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realise their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach.

Girls Not Brides (GNB) was initiated in 2011 and is a global partnership of more than 1000 civil society organisations committed to ending child marriage and enabling girls to fulfil their potential. GNB has National Partnerships in eight countries: Bangladesh, Ghana, Mozambique, the Netherlands, Nepal, Uganda, the United Kingdom and the United States. The Bangladesh Alliance to End Child Marriage was launched in September 2013, and became an official Girls Not Brides National Partnership in July 2014. At present, the National Partnership is comprised of 27 organizations, national and international, as members from across the country. GNB National Bangladesh has a steering committee and a secretariat whose functions will be fulfilled by Plan International for the next 2 years starting February 2019.

Specifically, Girls Not Brides aims to:

* Raise awareness of the harmful impact of child marriage by encouraging open, inclusive and informed discussion at the community, local, national and international level;
* Facilitate learning and coordination between organisations working to end child marriage; and
* Mobilise all necessary policy, financial and other support to end child marriage.

We looking for an individual who can take on the challenge of combining the individual strengths of the National Partnership members to forge a group that will position itself strategically in key policy, research and human rights forums. The GNB Advisor will identify key individuals, networks and institutions that can serve as resources for the National Partnership and facilitate the partnership’s influencing agenda. Working in close consultation with the Steering Committee, the GNB Advisor will develop critical lobby and advocacy actions to highlight gaps in investments and policymaking to end child marriage. The GNB Advisor will work with the members to assess and strengthen their capacities to undertake policy analysis, interpret research, use data and draft messages to advance evidence-based advocacy and raise awareness of stakeholders. On an ongoing basis, the GNB Advisor will oversee coordination and information sharing actions, support resource mobilization efforts as well as represent the National Partnership as required.

Dimensions of the Role

The GNB Advisor will serve as the senior manager of the GNB Secretariat and report to Head of Influencing as Secretariat Lead (Plan International Bangladesh). The incumbent will have functional relationship with the focal person from other members of the network. He/she will also maintain a functional relationship with relevant Heads of Programme, specialists, operational teams, MERL and influence team in Plan International for effective coordination and joint action. He/she will work in close collaboration with steering committee of GNB national partnership and GNB Global Chapter. On a day-to-day basis, the GNB Advisor will oversee the coordination and informing sharing actions of the partnership as well as represent GNB in national, regional and international forums related to advocacy to end CEFM.

Accountabilities

**Support in strategic leadership and positioning the platform as an active actor to stop CEFM**

* Establish and continue strategic relationship with relevant ministries that have stake for CEFM and bridging of CSO’s voice.
* Accelerate the mechanism to collect evidence, best practices of member organizations for evidence base advocacy and influencing.
* Enhance collaboration among GNB and other platforms that monitor human rights (UPR, CEDAW, CRC) on CEFM point for collective achievement.
* Promote youth leadership on CEFM of member organization
* Assist in the positioning of GNB as a “leading” combating CEFM network supporting civil society to more effectively.

**Encourage and support the establishment of strong working relationships with national and regional-based stakeholders and allies**

* Establish and maintain good working relationships with GNB global network and disseminate briefing notes and reports.
* Establish and maintain good working relationships including national and local governments; UN agencies; institutional donors; development banks; academic & research bodies; media; partner organisations; to position CEFM on the agendas.
* Manage the undertaking of needs / capacity assessments of GNB members and relevant national/ district civil society networks, associations and alliances
* Support the establishment of new membership and collaboration with other networks and platforms
* Support resource mobilization and coordination with donor community and upholding GNB’s portfolio.

**Coordination of the National Partnership**

* Coordination among members including convening quarterly meetings of the Steering Committee, general members meeting, annual meetings other workshops as necessary.
* Consistent and transparent communication and information sharing among members.
* Six monthly update of the group address of contact details.
* Support in operationalizing the action plan of the Alliance, including by coordinating between working groups and actively engaging member organizations.
* Support in fundraising.
* Support in ensuring that all members are aligned with the vision, mission and core values of the Partnership.
* Coordinate with the global secretariat to carry forward the global agenda of the Girls Not Brides partnership and communicate about developments in Bangladesh.
* Maintain the documentation of all relevant correspondence (meeting minutes, reports, letters, etc…

**Operational responsibilities to implement the annual work plan**

* Strengthen GNB operational and administrative capacities, particularly the skills and capacities of members, to improve collaboration within and across districts and facilitation of GNB programmes and activities undertaken by members combat CEFM and promote girls rights
* Support the planning of AGM, trainings and events to support the outworking of GNB objectives
* Establish and maintain healthy relationships and two-way communications with global and national platform and also with external actors.
* Assist in the development, implementation, monitoring and reporting of GNB Bangladesh operational plans, activities and associated budgets
* Oversee hosting arrangements for regional events/ conference, prepare including MOUs, budgets and contractual arrangements
* Thought leadership and active participant in relevant internal cross-team working groups.

Key relationships

**Internal:**

* Heads of Programme, Divisional Managers and Project Managers, for integration and technical inputs.
* Other staff, including members of the Country Management Team and the Country Director, from the Bangladesh CO

**External:**

* GNB partnership members.
* GNB global chapter.
* CSOs and CSO networks
* Government, UN and donor representatives

Technical expertise, skills and knowledge

**Knowledge**

Education Experience: Master’s degree preferably in social science, Sociology, Development Studies, Gender and Development, International Affairs, Law or other relevant field.

**Professional experience:** 4-5 years’ experience in senior management position especially in the field of girls rights and development in any development organization. Experience in rights based program development and management on women’s’ and girls’ is mandatory. Experience in representing agencies at high level externally.

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

Based at Bangladesh Country Office with no significant in-country travel and periodic international travel.

Level of contact with children

Mid contact: Occasional interaction with children