

JOB DESCRIPTION

ACAPS Bangladesh Team Leader

Location:	Cox's Bazar (80%) and Dhaka (20%)
Duration:	12 months (funding dependent)
Start date:	As soon as possible
Purpose:	To provide overall leadership to ACAPS' portfolio of projects in Bangladesh
Reporting to:	ACAPS Operations Coordinator and NPM Coordinator
Responsible for:	ACAPS Analysis Hub team

ACAPS' PURPOSE

ACAPS is dedicated to improving analysis of humanitarian needs in complex emergencies and crises. We are independent of specific operational and sectoral agendas or interests, and therefore guarantee objective and evidence-based analysis. Our team supports the humanitarian community by providing up-to-date information on more than 40 key crises around the globe. This enables crisis responders to better understand and thereby better address the needs of the affected population, and at the same time strengthening the assessment ecosystem

OVERVIEW OF THE ROLE

The Project Team Leader works under the supervision of Head of Operations at ACAPS HQ to define the scope of the projects and to assure the effective implementation of the activities against the project objectives. The ACAPS Bangladesh Team Leader will have the overall responsibility for ACAPS' activities in Bangladesh ensuring that they achieve their strategic goals, for managing its team of professionals and capacity-building stakeholders as required. The position will have a dual reporting line to ACAPS' HQ-based Operations Coordinator and to the NPM Coordinator.

BACKGROUND TO THE ROLE

In response to the influx of Rohingya refugees into Bangladesh ACAPS and IOM's Needs Population and Monitoring unit (NPM) have established an Analysis Hub in Cox's Bazar. The Analysis Hub is based within the NPM to be close to the primary data collection and design, however the outputs directly support the ISCG as a service provided to all stakeholders. The NPM Analysis Hub has a strong and collaborative relationship with the IMWG.

Enhancing the NPM to create a Needs, Population Monitoring Analysis Hub will enable:

- The valuable work of NPM to continue while creating a deeper analysis of cross sector linkages, trends and key themes available to the humanitarian community working on the crisis
- Locating this analysis within the coordination framework of the ISCG, thus creating an evidence base on which a shared overview of the crisis can be established and strengthened inter-sector coordination
- Facilitating joint analysis
- An analysis of information gaps

- Support to sectors and organizations to use existing data sets to identify targeted planning figures and design qualitative assessments
- Support to the HNO and HRP processes which will be able to use the same, meaningful information that will be shared through the ISCG to sector working groups

ACAPS has been working in Bangladesh since 2012 and has a good reputation and substantial experience from its' support to the Joint Needs Assessment Project hosted by CARE Bangladesh from 2012 onwards. ACAPS continues to provide technical support to the national level Needs Assessment Working Group and provides the technical expertise for the analysis work within the newly localized Start Fund Bangladesh. Because ACAPS focuses exclusively on analysis and technical assessment expertise, is multi-sectoral in its approach and is never a responding partner it brings an added level of credibility and independence to its work.

The Bangladesh Team Leader position is a new position and has been designed to bring senior leadership and to the rapidly expanding and complex work in Cox's Bazar and also to bring together the different strands of work being undertaken by ACAPS in Bangladesh. This will ensure consistency across workstreams and provide value for money for ACAPS' donors. It is envisioned that the Team Leader will spend 80% of their time on the Analysis Hub and 20% on other Bangladesh-based projects.

TASKS AND RESPONSIBILITIES

NPM Analysis Hub (80%)

Governance

- Develop and maintain an appropriate project governance or advisory network with key partners, including, but not limited to NPM, ISCG, IOM, UNCHR and WFP
- Develop the project based on the strategy, the developing humanitarian context, guidance from the ISCG, and feedback from stakeholders.
- Monitor the implementation of the project through regular reviews of the log frame and other project management tools
- To represent the analysis hub at high level forums, as required and establish local and national networks and support systems.
- Maintain regular contact with donors and key partners to the project.

Leadership

- In consultation with the team and in line with the strategy, develop and plan project activities to achieve the objectives set-up in the project logframe.
- Establish and develop relations with key stakeholders with the purpose of improving exchange of information and maintain an awareness of the key humanitarian issues.
- Provide input towards the all Analysis Hub publications and oversee the input of any other partners towards the products.
- Lead the Project staff giving strategic and operational guidance to maximise the hub's relevance to the humanitarian response and maintain high quality analysis products.

Technical Oversight

- Review all information on the Rohingya Influx to understand information landscape and current gaps
- Be responsible for technical quality of ACAPs' analysis hub
- To create a joint analysis framework and plan for relevant stakeholders
- To finalise the list of regular products and approve all ad hoc products
- To provide final review and sign-off of all products, on behalf of ACAPS

Management

- To provide technical line management for all staff working on the analysis hub
- Report on the progress of the project to the ACAPS and NPM management and to donors as required.
- Manage the project budget and monitor against expenditures in close collaboration with NRC Oslo.
- Responsible for the overall administration of the project
- Assure appropriate archiving.

Other ACAPS Projects (20%)

- Represent ACAPS at the national level as part of the Analysis Hub, Needs Assessment Working Group or Start Fund Bangladesh, as required
- Design, plan and coordinate ACAPS deployments to other ACAPS Bangladesh projects
- Maintain an overview of the ACAPS Bangladesh country portfolio
- Collaborate with the ACAPS Head of Programmes and Operations Coordinator to ensure that scale-up and contraction of activities is managed

Any other tasks which may be jointly be agreed on may be added to the job description, as per the project needs.

WORKING RELATIONSHIPS

Reporting to:	ACAPS Operations Coordinator (based in Geneva)
Responsible for:	All ACAPS deployed staff in Bangladesh, technical line management and contribution to performance management.
Working with:	The ACAPS Bangladesh Team Leader will work closely with all members of the NPM team to understand the NPM process and content. She/he will also work closely with the ISCG to ensure that the analysis hub is working on behalf of the ISCG and responding to their needs.

REQUIREMENTS AND QUALIFICATIONS

Formal education and background

- Relevant university degree or higher education, preferably in humanitarian action, management, social sciences, international relations or international development.

Experience

Essential:

- At least seven years of management experience in humanitarian emergencies, including experience leading multi-disciplinary, multinational teams in complex environments.
- Significant experience in managing complex, large-scale humanitarian needs assessments.
- In depth knowledge of the institutional mandates of the IASC agencies and familiarity with the workings of the IASC Needs Assessment Taskforce tools and guidance.
- Considerable experience in the workings of the UN system and humanitarian operations across a variety of geographical areas.
- Demonstrated ability to effectively work in emergency and/or complex operations within a multi-cultural environment.
- Proven skills in analysis and negotiations.

- Excellent drafting skills.
- Proven ability to deliver against targets and meeting deadlines within a short timeframe.
- Experience in leading a team.

Desirable:

- Experience in working with secondary data analysis/desk reviews.
- Experience with needs assessment processes, preferably in a multi sector/multi agency setting
- Experience of living / working in Bangladesh or the region

Knowledge and skills

Essential:

- Very strong communications skills, both written and oral
- Fluent written and spoken English
- Excellent interpersonal skills
- Excellent computer skills (Windows, Excel spreadsheets, word-processing).

Desirable:

- Data visualisation and GIS

Core Competencies

- Result oriented and problem solving
- Attention to detail
- Strong analytical skills
- Proven ability to work in teams
- Proven communication and interpersonal skills
- Flexible and creative
- Structured and focused, proven ability to manage time effectively
- Ability to work under pressure.