

TERMS OF REFERENCE

Title	Team leader
Objective	To lead in the delivery of the EU-funded Platforms for Dialogue Programme (P4D)
Period	July 2018 – February 2020
Location	Dhaka, Bangladesh with regular travel to other parts of the country where the programme will operate
Reports to	Programme Director – P4D

Background to Platforms for Dialogue

Bangladesh has made significant progress in economic and social development since independence in 1971. There is now recognition of the need to strengthen governance systems, decentralise, and increase citizens’ participation to promote further inclusiveness in Bangladesh’s growth and to consolidate the democratic process.

Platforms for Dialogue (P4D) is a €13 million Euro, three-year programme, managed by the British Council and funded by the European Union. P4D supports the Cabinet Division of the Government of Bangladesh to improve government responsiveness and accountability at both the local and national levels, fostering a more collaborative relationship between government and civil society.

The programme supports both demand and supply side reforms, building CSO and local/national government capacity and fostering collaboration through the formation of multi-actor partnerships and the social action projects developed under them, across 21 Districts in the country. Community Resource Centres set up in parallel will provide neutral convening spaces to assist in information sharing, capacity building and coordination among the local community.

At the national level, government institutions are being supported to deliver on ambitions set out in the Government’s five-year plan and policies centred on the National Integrity Strategy, the Right to Information Act, Citizens’ Charter and the Grievance Redress System. New tools and policy platforms will be developed to provide authorities with the mechanisms needed to operationalise these policies and ensure institutional frameworks are in place to secure and embed the principles of effective and transparent government-citizen engagement.

P4D’s activities are divided across the following three Result Areas,

- Result Area 1: CSO’s ability to influence government policy and practice raised through better accountability to - and more effective representation of - citizen’s interests;
- Result Area 2: Accountability and responsiveness of government officials raised through enhanced capacity building of decision makers and engagement with CSOs;
- Result Area 3: New tools and policy platforms for more effective dialogue between citizens and government are developed and utilised.

About us

The British Council was established in 1934 and creates international opportunities for the people of the UK and other countries, building trust between them worldwide. We work in over 100 countries, connecting millions of people through programmes and services in the English language, Education, Society and the Arts.

The British Council has been working in Bangladesh since 1952 and has operational centres in three cities (Dhaka, Sylhet and Chittagong). We work with over 2.5 million people a year, engaging with a cross-section of government, civil society and business actors.

Role Purpose

To successfully lead in the delivery of P4D in line with the programme's stated objectives, P4D's collaborative approach across government and civil society actors, and in accordance with EU and British Council standards.

The Team Leader will serve as P4D's representative and key point of technical contact for the British Council, European Union Delegation in Bangladesh, all programme partners and other relevant stakeholders.

Accountabilities, Responsibilities and Main Duties

The Team Leader is **accountable** for:

- a) Delivery of the programme's technical outputs and all three result areas to the satisfaction of the British Council
- b) The financial management of the programme to British Council corporate standards

The Team Leader is **responsible** for:

- a) Leadership and supervision of the programme delivery team, both technically and managerially across the three result areas
- b) Managing the programme office and all its resources, in collaboration with the Programme Manager
- c) Management and oversight of programme monitoring and evaluation systems and processes, in collaboration with the dedicated monitoring and evaluation lead
- d) Provision of overall strategic guidance, policy guidelines and programme progress against targeted result areas
- e) Provision of accurate and timely reports, including progress against targets and risks, to the Programme Board and ensuring effective implementation of Programme Board decisions and recommendations

The Team Leader's **main duties** include:

- a) Providing overall strategic direction to the programme in close liaison with the British Council, European Union Delegation and Government of Bangladesh Steering Committee
- b) Leading and coordinating the implementation, quality assurance, monitoring and reporting (both technical and financial reports) of all programme activities as foreseen in the Description of Action, Inception Report and latest logical framework
- c) Leading in the preparation and implementation of workplans and other planning documentation
- d) Ensuring sound financial management, including the application of value for money principles

- e) Overseeing the performance management of all programme staff and consultants (short and long-term) and carrying out further recruitment as needed
- f) Developing, maintaining and regularly updating the programme risk management strategy, in coordination with the Programme Manager.
- g) Continuous liaison, engagement and relationship management with key programme stakeholders, including national and local government, beneficiary institutions, non-state actors and international development partners.
- h) Ensuring effective skills transfer and capacity building through mentoring and coaching of programme staff
- i) Ensuring the capture and dissemination of lesson/stories/case studies related to the delivery of programme results, as part of the wider communication, publicity and visibility effort.

Profile/Requirements

Qualifications	A Master's Degree in Political Science, Economics, Law, Development or related field (desirable but not essential)
Knowledge, Skills and Experience	<ul style="list-style-type: none"> - At least 10 years' proven strategic, advisory, and team leadership experience in civil society and/or governance work, preferably in the South Asia region - Experience of successful delivery of complex multi-annual donor funded governance programmes in Bangladesh or comparable contexts, preferably in South Asia - Knowledge and experience of applying political economy analysis to inform programming decisions - Previous financial management responsibility for annual budgets in excess of £1m - Powerful communicator, influencer and advocate, with advanced skills in communicating complex issues in simple and concise language for multiple audiences, including government, politicians, media, civil society, the business community and international agencies. - Fluency in spoken and written English is essential. Bangla / other relevant languages are desirable
Competencies	<ul style="list-style-type: none"> • Ability to motivate and proactively lead a diverse team • Ability to work with a high level of autonomy and flexibility, drawing on previous policy and practice while also creating new and innovative solutions. • Intercultural fluency • Being action orientated • Being open to identifying and sharing learning and encouraging dissemination • A politically astute approach to their work • Advanced problem solving abilities.

Closing Date

11:59 PM Thursday 27 May, 2018