I. POSITION INFORMATION	
Position title Position grade Duty station	**Site Management & Shelter Sectors Technical Coordinator/ Team leader** Cox's Bazar, Bangladesh
Appointment type	Consultant equival. P3
Reports directly to	Shelter/NFI and site management sector coordinators
Estimated start date	February 2018 1
Duration	Three months

II. ORGANIZATIONAL CONTEXT AND SCOPE

The Site Management and Shelter-NFI Sectors in Cox's Bazar are responsible for coordinating respectively:
- the site management / coordination response including site planning, development and improvements across displacement sites and
- the shelter and non-food-items response.

For overall accountability and predictability of the humanitarian response in Rohinga refugee sites and camp-like settings, sectors must work in a coordinated and timely manner. The Technical Coordinator will report to the Site Management & Shelter-NFI sectors Coordinators and supports them in leading the site management & Shelter-NFI responses to the humanitarian crisis, which include site planning/development activities. The Technical Coordinator will lead and manage the technical team supporting both sectors, coordinating technical activities and developing standards, guidance and support to the sectors.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

MANAGEMENT
- Supervise the joint technical support team of the Shelter-NFI & Site management sectors;
- Allocate roles and responsibilities within members of joint technical support team following prioritization in coordination with the Sector Coordinators;
- Identify expertise and resources needed to support the work of both sectors;

PLANNING AND STRATEGY DEVELOPMENT
- Support the Sector Coordinators, partner agencies and government counterparts in implementing their site planning and development activities ensuring they meet the sector priority needs and minimum standards;
- Support the Sector Coordinators and partners in harmonizing site development analysis; advising on specific issues such as site planning, development or upgrade of infrastructure and facilities, as well as DRR; development of shelter upgrades/more durable solutions; standardization of essential household item specifications
- As required, support the Sector Coordinators and partners on:
  o Contingency planning
  o Environment protection and mitigation of negative impacts on ecological habitats.
  o Exit/transition strategy for communal settings, as needed.

APPLICATION OF STANDARDS
- With other Technical Team members, participate in and provide secretariat support to technical working groups which are developing guidelines, standards and other outputs, within the sectors.
- Adapt relevant policies and guidelines and technical standards appropriate to the context. As required, develop contextualized guidance notes on shelter, site planning and site development.
- Coordinate with other sectors (particularly WASH, Health and Logistics) to ensure appropriate and context- and crisis-specific solutions are implemented effectively, at the site level.

- Compile different sectors' standards in terms of space requirements, numbers and location of facilities and infrastructure, and ensure that these are incorporated in site plans and in the process of plot demarcation and site development.
- Ensure that sector partners are aware of relevant policy guidelines and technical standards.
- Support sector partners by compiling and harmonizing materials specifications and standard operating procedures.
- Ensure the site and shelter design supports protection and assistance of men, women, boys and girls.
- Ensure that sector partner responses are in line with existing international, national and IASC policy guidelines, technical standards and relevant Government obligations in terms of, for example, urban zoning, building code compliance, labor market and the environment.

MONITORING AND REPORTING
- Provide inputs on sector reports and support in developing monitoring mechanisms to review impact of the sector and progress against implementation plans.
- Promote use of participatory mechanisms for monitoring of shelter programmes and outcomes.
- Support the tracking of performance and humanitarian outcomes using benchmarks, indicators, and data (disaggregated by sex and age) as agreed through sector and inter-sector mechanisms.

PARTNERSHIPS
- Ensure that shelter and site planning responses build on local capacities, context-specific strengths and national response capabilities.
- Ensure appropriate links with and promote the capacity building of relevant authorities including RRRC and their CiC staff.
- Identify and build relationships with key technical advisers and programme staff within the humanitarian community, respectfully of their respective mandates and programme priorities.
- Identify and build relationships with other key partners, including relevant national authorities, the military, and national academic institutions (including urban planning, statistics, engineering, architecture and geotechnics).
- Identify and build cooperative relationships with relevant sectors, particularly Logistics, Health, WASH, Protection and Education.

PREPAREDNESS AND TRAINING CAPACITY
- As needed, promote and support relevant shelter, site planning and site development training for NGOs, UN agencies, local government officials and members of displaced and host communities.
- Support efforts to harmonize and strengthen the capacity of the national authorities and civil society.
- Support the Capacity Building Focal Point in the development and implementation of a common strategy within the Site Management Sector for capacity building and training.

CO-ORDINATION
- Ensure appropriate technical coordination with all humanitarian partners (including national and international NGOs, the Red Cross/Red Crescent Movement, UN and other international organizations), as well as with national authorities and local structures.
- Coordinate and/or support Technical Working Groups including Sub-Working Groups, in collaboration with the Sector Coordinators, including for Site selection, physical planning, site development and expansion, Urban planning, Land tenure, Site improvement, Flood risk mitigation and other hazards, such as landslide and cyclone and Fire safety awareness, fire prevention and response, as may be needed.
- Promote inclusion of all stakeholders in the sector by creating an enabling environment for their participation in Technical Working Groups.
- Ensure an appropriate distribution of responsibilities within the Technical Working Groups, with clearly defined focal points for specific issues as required.

- Ensure that Technical Working Group partners work collectively in a spirit of mutual cooperation and through consensual decision-making, ensuring complementarity of various stakeholders' actions as far as possible.

- Any other task as may be assigned

III. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Professional qualification in urban planning or related sciences (e.g. architecture, civil engineering) is preferred.

EXPERIENCE

- At least seven-year's relevant experience, of which five in the field, with international organizations.
- Experience in cluster / sector coordination.
- Knowledge of the Red Cross Movement, UN System, and NGO humanitarian community.
- Knowledge of site planning in emergency, post-conflict and transitional settings.
- Knowledge of current best practices, technical guidelines and standards in site selection and planning in emergencies as well as transitional phases.
- Knowledge of GIS is a plus.

IV. LANGUAGES

Required (specify the required knowledge)	Advantageous
Fluency in English is required.	Working knowledge of regional languages an asset.

VI. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioral competencies:

Behavioural

- Demonstrated ability for leadership in context of consensual decision-making
- Demonstrated management and facilitation skills
- Excellent written and oral presentation skills
- Strong negotiation and interpersonal skills
- Willingness and ability to work in hardship environments
- Readily available for field visits and travel
- Cultural and Gender sensitivity
- Experience in building partnerships
- Fluency in written and oral English required, with working-level proficiency in another official UN language advantageous.

Technical

- Knowledge and expertise in the following software desirable: Microsoft Office (essential), Adobe suites recommended, and familiarity with online and cloud platform including the humanitariamresponse.info.
- Familiarity with coordination tools and guidance.
- Knowledge of GIS advantageous.