

## Expression Of Interest

### Senior Coordinator

**A Senior Coordinator is required for the preparation of the Memorandum Of Understanding (MOU) for the Plan International in the *Lasting Laos Project – Supporting Young Entrepreneurs and Micro, Small, and Medium Enterprises in the Lao Tourism Value Chain to Adopt and Promote Sustainable Consumption and Production, Circular Economy and Decent Work Practices***

Working in over 50 developing countries globally, Plan strives for a just world that advances children's rights and equality for girls. We engage people and partners to:

- Empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability.
- Drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face.
- Work with children and communities to prepare for and respond to crises and to overcome adversity.
- Support the safe and successful progression of children into adulthood.

Plan has been working in Laos since 2007, and is delivering programs in Bokeo, Oudomxay and Saravane Provinces. We support children and young people to access their rights through our programming in Public Health, Education, Youth Economic Empowerment and Adolescent Development. Our work includes community-based action, partner strengthening, and policy advocacy. Climate change adaptation, disaster risk reduction, Gender Equality and Safeguarding are integrated in all the work we do. Plan is committed to providing disaster response support in case of humanitarian disaster.

Plan International Laos' **Impact Area** around economic empowerment is titled **Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE)**. The overall goal is to foster an enabling environment where young people especially women have control over their aspirations and resources through decent work opportunities in the 21st century labour market. In Laos, we are looking forward to achieving this through enabling young women develop and promote their **agribusinesses as agri-entrepreneurs** primarily in the rural settings. In the urban settings like in Vientiane we will work with young people in **enterprise development** and support their growth and value creating through **impact investment funding**. We are also looking at supporting and enabling **sustainable tourism**.

**Lasting Laos Project:** The Government of Laos development strategies, including the 9<sup>th</sup> Five-Year National Socio-economic Development Plan, Green Growth Strategy, and Sustainable Consumption and Production (SCP) Roadmap have all identified Micro, Small, Medium Enterprises (MSMEs) in the tourism value chain as key to alleviate poverty and create jobs while accelerating green growth and circular economy practices. The tourism value chain is inherently wide ranging and includes MSMEs from many sectors, including agri-food and textiles/handicrafts.

Prior to the COVID-19 pandemic, international tourism arrivals in 2019 reached a peak of 4.79 million visitors, spending USD 934 million, contributing 10.4% to the Lao economy<sup>1</sup>. The tourism sector is expected to rebound with the country reaching pre-COVID levels within the next 3-4 years followed by continued growth. Based on the experience and findings of the ‘SUSTOUR Laos’ project, implemented by Plan International in cooperation with LNCCI and MoIC, tourism provides an important income source for MSMEs, offers employment for women and young adults (YAs), and presents significant opportunities for innovation in SCP and circular economy practices. However, growth of tourism related sectors creates challenges, including: environmental protection; resource and energy use; waste management, particularly single use plastic (SUP) waste; carbon emissions; and poor labour standards. The SUSTOUR Laos project has identified first movers for SCP and circular economy practices and established a network of more than 250 MSMEs who have registered in the Travelife and Lasting Laos sustainability certification programmes. However, MSMEs in Laos still struggle to understand concepts of SCP and circular economy or comply with international standards and access finance, particularly Green Financing Instrument (GFIs). Further investment in and technical assistance for MSMEs in the tourism value chain are needed and essential to the green growth of the Lao economy.

In November 2023, a large consultation workshop was held by the applicant and co-applicant with representatives from government agencies, private sector, Financial Service Providers (FSPs), academia, representatives of MSMEs and of civil society, to validate and finetune the concept, create stakeholder support and identify Associates for the Action.

**Project Overall Objective:** To contribute to Laos 9<sup>th</sup> Five-Year National Socio-Economic Development Plan, National Green Growth Strategy, Sustainable Consumption and Production (SCP) Roadmap and the EU’s New Green Deal by supporting Micro, Small and Medium Enterprises (MSMEs) and young entrepreneurs (YEs) in the Lao tourism value chain to adopt and promote SCP, circular economy and decent work practices.

**Project Specific Objectives:** 1). MSMEs throughout the Lao tourism supply chain adopt SCP, circular economy and decent work practices through the Lasting Laos sustainability certification programme supported by an enabling policy environment; and 2). MSMEs and young entrepreneurs (YEs) are provided with technical support to access green financing instruments (GFIs) in order to produce and adopt and promote green products, services and solutions that demonstrate circular economy, low carbon and SCP practices for the Lao tourism value chain.

The position will be based in Vientiane Capital to support, coordinate and facilitate the MoU preparation process that will involve consultation workshops with the relevant GoL at central level and in the target provinces that include Vientiane Capital and Vientiane, Luang Prabang and Champasak Provinces.

#### **Responsibilities:**

The position will be responsible for:

1. Supporting the preparation of MoU documents in English language
2. Oversee translation of MoU documents in Lao language

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<sup>1</sup> UNDP / Lao PDR Ministry of Information, Culture and Tourism (2021), Lao PDR’s Tourism COVID-19 Recovery Roadmap 2021-2025.

3. Coordinate the MoU process between Plan International Laos' senior management and local partners (i.e., LNCCI).
4. Organize and facilitate consultation meetings and negotiations with relevant GoL departments at district, provincial and ministry levels.
5. Revise documents based on feedback from GoL.
6. Support the preparation of the project inception phase, including drafting ToRs (e.g. for baseline assessment), project plan, start-up project administration and job descriptions for key positions.
7. Oversee finance, admin and procurement procedures as necessary.
8. Work closely with the project Technical Adviser on effective communication and proactively identify issues and solutions with local partners and GoL.

### **Reporting**

Reports to the Head of SOYEE Program. On monthly basis, a brief monthly report (5 – 10 pages), timesheet and invoice are submitted, and at the end of the contract, the completion report (10-15 pages) is submitted to the Head of programme for her or his review and approval.

### **Selection criteria:**

To the apply for this position, the following qualification and skills are required:

- A Master or equivalent Degree in tourism, hospitality, international development or related field
- A minimum of 5 years' experience working on development and/or commercial development in Laos (previous experience in tourism and/or private sector focused development projects would be a significant advantage)
- Demonstrated knowledge and experience working with local partners, Lao government, and private sector organizations/stakeholders
- Thorough current knowledge and understanding of relevant policies and frameworks related to the Lao development and tourism sectors and general MSME development and promotion
- Knowledge of sustainable practices in the tourism sector, including various international standards and certification
- Knowledge of sustainable consumption and production (SCP) policies and practices
- Skills in facilitating workshops
- Ability to negotiate effectively and communicate the project requirements and policies with project partners, government counterparts and other stakeholders.
- Excellent command of English language (spoken and written) and ability to develop and edit high-quality project documents
- Strong interpersonal and communication skills.
- Excellent computer skills (including Word and Excel).

### **Timing of inputs**

This role will be a full-time position on a Service Contract for 6 months with an opportunity to extend to 8 months. The assignment commences in mid October 2024.

### **Application**

The application should be submitted no later than 11<sup>th</sup> October 2024 to [Laos.procurement@plan-international.org](mailto:Laos.procurement@plan-international.org) with CC to [Maniphone.phoutphong@plan-international.org](mailto:Maniphone.phoutphong@plan-international.org) including all supporting documents with subject line “**Senior Coordinator, MOU preparation of the Lasting Laos Project**”.

Any questions regarding the details for this ToR can be sent to Mr. Ounkeo Pathammavong, Head SOYEE Programme at [ounkeo.pathammavong@plan-international.org](mailto:ounkeo.pathammavong@plan-international.org)

We strongly encourage equally qualified female candidates to apply!

**All applications received after the time of the deadline will not be accepted without exception and only shortlisted applicants will be contacted. Shortlisted applicants may be requested to participate in an in-person or online interview process.**