

Job Description

Position	District Coordinator	Grade	
Department & Location	Adolescent Development and Participation Program Based in Pakbeng Districts, Oudomxay Province.	Date	9 Jan 2023
Reports to (position):	Project Manager- Adolescent		
Purpose: How does this post support Plan's strategy and mission?	<p>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:</p> <ul style="list-style-type: none"> • 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 <p>Plan has been working in Laos since 2007, and is delivering programs in Bokeo, Oudomxay and Saravan Provinces. The Adolescent program of Plan Laos encompasses projects that take a comprehensive approach to developing support for gender equality, valuing young people's participation and leadership, and sexual and reproductive health and rights amongst adolescents themselves, community members, and community leadership. These projects promote attitude and behaviour change through a set of mutually re-enforcing actions at school, community and individual levels. Lastly the projects work with and build the capacity of government and civil society partners and deepen these partnerships to contribute to lasting change.</p> <p>The purpose of the position is as follows:</p> <ul style="list-style-type: none"> • To implement and monitor project activities in the target schools and villages according to the project proposal, the donor's requirements and compliance policy, the Plan Lao Country Strategic Plan (CSP), and the MoU with the Ministry of Education and Sports (MoES). • To coordinate and support the capacity development (including delivering training) for all partners namely NPAs and Government duty bearers in areas such as SRHR, gender equality, and disability inclusion. • To coordinate project activities related with Government and CSO partners as guided by the Project Manager. 		

Dimensions of Role:

The position holder provides coordination and technical support for the 'Anakhot Khong Khoi 2' project to build capacity for Plan staff, NPA and Government partners and project beneficiaries; and monitor NPA's project implementation quality; and their financial planning and work plan development .

- Reports to the Project Manager;
- Acts as OIC in absence of the Project Manager;
- Responsible for follow up to ensure activities delivery in the target schools and communities according to the approved work plan and budget;

- Mainly monitor NPA partners' implementation plan, workplan development, budget forecast and financial report.
- Works in partnership with NPA partners, District Education and Sports Bureau (DESB) technical staff and other district government officials, and other program staff in Plan Laos;
- Acts as technical resource to ensures the program activity implementation is aligned with Plan's policy commitments to Gender equality and Safeguarding of Children and Young People;
- Works directly with the Project Manager and other Adolescent program team members to ensure effective project implementation, reporting and monitoring;
- In line with project activities, occasionally support other related adolescent related programs.
- Supervise District Project Officer.

Typical Responsibilities - Key End Results of Position:

"What" is done, "why", and "how"; include indicators for success

In full adherence to Plan International and Plan Laos policies and procedures, Plan's Code of Conduct and Child Protection Policy and Plan Asia's Policy, the District Coordinator will be responsible for the following activities:

1. Planning and coordination

- Assist Project Manager in working with NPA partners, ensuring communications to NPA partners are timely, coordinated and coherent.
- Participate in provincial and national coordination meetings and other relevant meetings with NPAs network assigned by Project Manager and Head of Adolescent Development and Participation Program.
- Work with the project team members and DESB officials to develop a monthly-work plan and budget related to training plans (NPA) and Student-Club activities;
- Work with schools, communities, CSO and DESB to identify training needs to ensure trainings are designed to fit specific needs of the target groups.
- Develop the strong professional relationships with CSO and District government staff, while embracing a strong team approach in implementing the program activities;
- Coordinate with other Plan Laos staff in district/province and other offices

Success metrics

- Project planning meetings are well facilitated and productive (SMART work plans, reflection and learning occurs)
- Partners demonstrate that understand their roles and expectations the effective implementation with minimal delays

2. Capacity building and Staff Management

- Provide induction and refresher training to new and current staff in the team in coordination with Safeguarding Training Coordinator, Gender Advisor and MEL Coordinator, as require.
- Organize, deliver and/or coordinate capacity building activities in accordance with NPA partners' capacity development plans for their staff.
- Organize, deliver and/or coordinate capacity building activities to support government partners.
- Introduce the cross cutting principles (gender, inclusion, sexual health and reproductive rights, child Right, child participation and partnership) to non-program staff (government partners, consultants, contractors) and ensure they understand relevance to their work, in coordination with Safe Guarding and Child Protection and Gender Advisor.
- Coordinate with grants, finance and program staff to conduct initial and periodical capacity assessment for NPA partners in organizational governance, project management and relevant technical areas.
- Support NPA partners to develop and implement action plans based on the capacity assessment in coordination with relevant Plan staff and by linking them to external sources of support.

- Organize an orientation with new partners to ensure they understand Plan and its work in Laos, and Plan’s policies and guidelines on gender equality, child protection and partnership.

Success metrics

- NPA partners achieve that capacity development plans
- Government partners report that capacity building opportunities are relevant for their position and role in the project
- The training plan is well scheduled and delivered to a high standard
- All trainings and workshops have reported learn objectives for participants
- Regular follow up is provided after the training to staff, government and NPA partners

3. Technical support

- Assist the Project Managers to identify and expand partnership opportunities with NPAs in the project.
- Identify good practices and lessons learnt on various aspects of Adolescent SRHR, and facilitate shared learning on SRHR, gender equality and inclusion across project.
- Support the project initiatives in ‘out of the box’ thinking in developing resources and training methods, in results based management, disability inclusion and resilience.
- Monitor performance of NPA’s sub-grant projects against the agreed objectives. In particular, monitor quality of their engagement with children, communities and government counterparts.
- Provide ongoing feedback and practical recommendations to NPA partners based on monitoring, and follow up on areas of improvement, including the use of digital data collection tools.
- Provide technical support and advice to NPA partners on child rights, participation, protection, gender equality and inclusion, with a view to improve quality of their work.

Success metrics

- The project team (all Plan, NPA and Government) are responsive to report issues and adjust plans, approaches and activity design.
- The project team understand what went right or wrong and why; they are able to learn from experiences in implementation and continuously work to improve practices.
- The MEL system for the project is functioning effectively

4. Grant/Sub-grant management

- Support the Project manager to lead the implementation of the project, including FAD and grant compliance and on time implementation of the activities.
- Assist NPA partners to operationalize M&E frameworks, implementation plans and budgets in line with the donor approved project designs.
- Regularly review quarterly narrative and financial reports from NPA partners to ensure progress and compliance. Ensure timely disbursement of funds to NPA partners in coordination with grants and finance departments.
- Regularly review activity Plan and submit monthly cash forecasts for activities directly implemented by Plan.
- Raise compliance issues and/or need for modifications in the donor-approved project designs with line manager in a timely manner.

Success metrics

- The project is in full compliance in accordance with Plan Laos, Plan International; Donor and MOU requirements

5. Administrative/Finance

- Handle required cash advances according to Plan Finance policies as well as expenditure reports to clear these advances with transparency.

- Facilitate field visits for donors and other Plan staff as may be required;
- Ensure that child protection measures are in place and followed in all dimensions of the work;
- Undertake all other tasks as may be required.

Success metrics

- All finance transactions are conducted with transparency and integrity

Dealing with Problems:

- Dealing with all partnership management issues.
- Managing grants and sub-grants and raising issues with line manager for further action.

Communications and Working Relationships:

Operational and Functional (Direct Line) Manager: The position’s primary relationship is with the Program Unit Manager who is responsible for the work planning and performance and day-to-day management and supervision of the incumbent.

Other Internal contacts:

Position	Reasons for contact	Level (H/M/L)
• Head of Adolescent Development and Participation Program	<ul style="list-style-type: none"> • Ensure that team members are supported and equipped to fulfil the responsibilities and requirements of the position 	M
• Project Manager	<ul style="list-style-type: none"> • Provide technical and management support in the programs. • Monitor quality in all aspects of project planning and implementation 	H
Project Officer	<ul style="list-style-type: none"> • Supervise the PE facilitators workplans 	H
Project Finance-admin	<ul style="list-style-type: none"> • Advance requests and liquidations • Management of funds for Plan and NPA partners’ activities. • Coordination, planning of logistics, budget, finance and administration related to project implementation. 	H
District and PU staff	<ul style="list-style-type: none"> • Coordinate travel plans and bookings • Sharing lessons and discussion of good practice 	H
Grants Finance Manager and Grants Coordinator	<ul style="list-style-type: none"> • Coordinate grant and sub-grant management in compliance with donor conditions, and communication with NOs/donors. 	M
M&E Specialist	<ul style="list-style-type: none"> • M&E system for the project • Capacity building 	M

External contacts:

Position	Reasons for contact	Level (H/M/L)
NPA partners	<ul style="list-style-type: none"> • Manage Plan’s communications to NPA partners as delegated by PUM. • Provide managerial oversight for their sub-grant projects. • Provide technical and capacity building support. 	H

DESB Staff	<ul style="list-style-type: none"> Capacity building and support to coordinate all program activities 	H
School teachers and students (peer educators)	<ul style="list-style-type: none"> Coordination of school of activities, Teachers training, train peer educators, coordinate student clubs Capacity building and support for active teaching methodologies and using new digital data collection tools. 	M
Parents, community leaders, members	<ul style="list-style-type: none"> Project implementation, monitoring and reporting 	M
Other INGOs and/ or NPAs in Province	<ul style="list-style-type: none"> Coordination of capacity building support for NPA partners as necessary. Identification of new partnership opportunities in the province. 	M

Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:

Knowledge

- Degree in relevant field (Health, social work, law, social science, etc.)
- Knowledge of sexual and reproductive health rights, gender equality, including child rights, participation, protection, gender equality and partnership.
- Experience in project/grant management, including planning, budgeting and reporting
- Very good English essential.
- Knowledge of an ethnic minority language an advantage

Skills

- 5 years' experience in participatory community development with international organizations
- Demonstrated skills in capacity building and coaching for local staff and partners
- Skills engaging directly with women and children in remote, ethnic group villages
- Good coordination, facilitation and training skills
- Good computer skills in Office applications

Behaviours

- Attitude for reflection, analysis, learning and adaptation
- Willing to work as a team and be based in remote district with frequent travel to remote and isolated districts and villages
- Respect for gender equity and adherence to child rights.

Physical Environment and Demands:

Frequent travel to remote villages including overnight stays

Level of Contact with Children:

High level: *Frequent interaction with children*

Expectation of your Child Protection/ ຄວາມຄາດຫວັງຂອງອົງການ ກ່ຽວກັບການປົກປ້ອງເດັກ

- Read, understand and comply with the Child Protection policy and Local Procedure/ອ່ານ, ເຂົ້າໃຈ ແລະ ປະຕິບັດຕາມນະໂຍບາຍການປົກປ້ອງເດັກ ແລະ ແລະ ຂັ້ນຕອນການປົກປ້ອງເດັກພາຍໃນລະບຽບ ການທ້ອງຖິ່ນ.
- Seek any clarifications you may have related to the policy/ສອບຖາມຕື່ມ ເພື່ອໃຫ້ຕົນເອງເຂົ້າໃຈແຈ້ງກ່ຽວກັບນະໂຍບາຍ
- Report any Child Protection Issues to Plan immediately (within 24 hrs) / ຕ້ອງລາຍງານທຸກໆບັນຫາກ່ຽວກັບການປົກປ້ອງເດັກ (ພາຍໃນ 24 ຊົ່ວໂມງ).

- Reporting must be done to a manager/Country Child protection Focal Point/
ຕ້ອງລາຍງານໃຫ້ຫົວໜ້າສາຍງານ ຫລື ຜູ້ຮັບຜິດຊອບວຽກປົກປ້ອງເດັກຂອງອົງການ

Expectation of Gender Equality/ ຄວາມຄາດຫວັງຂອງອົງການກ່ຽວກັບຄວາມສະເໝີພາບດ້ານບົດບາດຍິງຊາຍ

- Contribute to an organizational culture that promotes gender equality/
ປະກອບສ່ວນເຂົ້າໃນການເຜີຍແຜ່ຄວາມສະເໝີພາບດ້ານບົດບາດຍິງຊາຍຂອງອົງການ
- Demonstrates positive attitudes towards gender equality at all time both in their professional and private lives/ສະແດງໃຫ້ເຫັນທັດສະນະດ້ານບວກກ່ຽວກັບຄວາມສະເໝີພາບດ້ານບົດບາດຍິງຊາຍ ທັງໃນເວລາເຮັດວຽກ ແລະ ໃນຊີວິດປະຈຳວັນ
- Avoid gender stereotypes and sexist language in the workplace, and never engages in any form of gender – based violence/ຫລີກລ້ຽງກ່ຽວກັບການນຳໃຊ້ ຄຳສັບ ສຽດສີທາງເພດ ແບບບໍ່ເໝາະສົມໃນສະຖານທີ່ເຮັດວຽກ ແລະ ບໍ່ໃຫ້ກ່ຽວຂ້ອງກັບທຸກຮູບແບບຕໍ່ຄວາມຮຸນແຮງດ້ານບົດບາດຍິງຊາຍ.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and ‘win-win’ relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.