

## INTERN TERMS OF REFERENCE

Department: Education Program

Position: Early Childhood Education and Basic Education Coordinator

Period of intern: 3 months

### I. Background

Early Childhood Care and Basic Education Program, is seeking to recruit an intern to assist our education program operation. This will provide an opportunity for selected candidates to build practical skills and develop experience working in an international organization; gain exposure to the international development effort; and deepen the understanding of Plan's Education development priorities and challenges. This, in turn, would enrich Plan with interns' unique inputs and perspectives. The internship promises to be an interesting and rewarding opportunity for career and personal development.

To be eligible for the internship Program, candidates must be graduated from Vocational training schools, Training institutions and University program or pursuing a Master's program with plans to return to Lao society in full-time capacity.

### II. Objective

To provide incumbent with on-the-job training to:

- a) provide a framework by which students from diverse academic backgrounds may be assigned to Plan country offices, where their educational experience can be enhanced through practical work assignments;
- b) expose them to an international iNGO environment;
- c) expose them to work of the iNGO with the objective of deepening their knowledge and understanding of Plan's goals, principles and activities; and
- d) Provide Plan Country offices with the assistance of qualified students specialized in various professional fields.

### Tasks

Under the guidance of the Early Childhood Education and Basic Education Coordinator (ECEBEC), the Intern is responsible for the implementation of the following tasks:

#### Program implementation

- Assist ECEBEC with the **monthly forecast**
- Assist the education managers with a monthly financial report
- Attend and support the training in the field with partners and Plan staff.
- Distribute the teacher and students supplies
- Assist ECEBEC to coordinate with training institutions, and partners for any training/workshop/seminars.

#### Monitoring and Evaluation

- Assist in the field data collection, data entry and training the enumerators

- Assist with monitoring the Education program implementation
- Assist the project managers with monthly narrative reports
- Assist in publishing or printing the reports, if needed.

#### Administration

- Prepare the official letters/invitations to the Government institutions and the Ministry of Education and Sports
- Assist in preparing the support documents to the procurement and admin team
- Prepare the traveling plans of all Education staff and arrange the ticket/hotel bookings

#### Internal Communications and Working Relationships:

Position	Reasons for contact	Level (H/M/L)
Education Coordinator and Head of Education and skill	<ul style="list-style-type: none"> <li>• The key relations will be with the program assistant and manager in order to provide supervision and assistance to the intern</li> </ul>	H
Project Managers, Project Coordinator, Facilitators	<ul style="list-style-type: none"> <li>• Work with project teams during fieldwork; meetings at CO, PU or districts</li> </ul>	M
Plan Laos Staff	<ul style="list-style-type: none"> <li>• Provide support as needed</li> <li>• Develop rapport</li> </ul>	L

#### External Communications and Working Relationship:

Position	Reasons for contact	Level (H/M/L)
Government partners	<ul style="list-style-type: none"> <li>• Coordination and planning</li> <li>• Project Implementation</li> </ul>	L
INGO and other networks	<ul style="list-style-type: none"> <li>• Taskforce and working group meetings</li> </ul>	L

#### Level of Contact with Children:

**Low contact** No contact or very low frequency of interaction

#### Physical Environment and Demands:

Typical office environment. The position may require travel to provincial or district levels in Oudomxay, Bokeo and Saravan to support project activities.

#### Child Protection and Safe guarding Expectations/ ຄວາມຄາດຫວັງຂອງອົງການ ກ່ຽວກັບການປົກປ້ອງເດັກ ແລະ ການປ້ອງກັນເດັກ ແລະ ໄວໜຸ່ມ.

- Reads, understands and complies with the Child Protection and Safe guarding policy and Local Procedure/ອ່ານ, ເຂົ້າໃຈ ແລະ ຕ້ອງປະຕິບັດຕາມນະໂຍບາຍການປົກປ້ອງເດັກ, ປ້ອງກັນເດັກ-ໄວໜຸ່ມ ແລະ ຂັ້ນຕອນການປົກປ້ອງເດັກພາຍໃນລະບຽບການທ້ອງຖິ່ນ.
- Seeks any clarifications you may have related to the policy/ສອບຖາມຕື່ມ ເພື່ອໃຫ້ຕົນເອງເຂົ້າໃຈແຈ້ງກ່ຽວກັບນະໂຍບາຍ

- Reports any Child Protection Issues to Plan immediately (within 24 hours). – Reporting must be done to a manager/Country Child protection Focal Point/ຕ້ອງລາຍງານທຸກໆບັນຫາກ່ຽວກັບການປົກປ້ອງເດັກ (ພາຍໃນ 24 ຊົ່ວໂມງ). ຕ້ອງລາຍງານໃຫ້ຫົວໜ້າສາຍງານ ຫລື ຜູ້ຮັບຜິດຊອບວຽກປົກປ້ອງເດັກຂອງອົງການ

### **Gender Equality Expectations/ຄວາມຄາດຫວັງຂອງອົງການກ່ຽວກັບຄວາມສະເໝີພາບດ້ານບົດບາດຍິງຊາຍ**

- Contributes 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
- Avoids gender stereotypes and sexist language in the workplace, and never engages in any form of gender – based violence/ຫລີກລ້ຽງກ່ຽວກັບການນຳໄຊ້ 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 organization 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 maximize 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.