



JOB DESCRIPTION

Job Title	Women's Empowerment and Small Grants Manager (ALLOWED)
Responsible to	ALLOWED Project Manager
Responsible for	No direct line management responsibilities
Key internal relationships	Country Representative (CR) ALLOWED Project Manager M&E and Communications Officer Finance officer Operational Officer
Location	Vientiane with occasional travels to provinces, Laos
Contract	Full-time, 1 year with possibility to extend
Start Date	August 2025
Salary range	Salary based on relevant skills and experience

Job Context

Cord is an international Non-Governmental Organisation (INGO) with administrative headquarters in the United Kingdom and an operational staff team in Laos. Cord has 50 years of experience in humanitarian and development work with communities worldwide affected by conflicts. We believe that people can only flourish where strong relationships exist between governments, civil Society and the private sector, creating a space for dialogue, dispute resolution and confidence building. This leads to more inclusive development, better governance and people's rights being represented. Cord is looking for people who are passionate about seeing positive change in our world and want to join a small and committed team.

Cord has a presence in Laos since 2011. Cord Laos is a small multi-disciplinary team of technical national and international experts that deliver initiatives to develop the capacity of communities, civil society and government. Cord works in partnership with a range of stakeholders and has a multi-donor, multi-partner programme. Cord in Laos provides capacity and institutional development to local civil society organisations and government partners through mentoring, coaching, training and provision of advisory/technical support. Cord is committed to strengthening the capacity of Lao civil society to contribute to the development goals of Lao PDR and provides practical support to increase the credibility of CSOs by improving practice and demonstrating effective joint action by communities, civil society and local authorities.

The Access to Land - Lao Women's Economic Development (ALLOWED) is an EU funded project that aims to support Women in Laos to have greater access to and control over economic assets as a result of collective efforts and entrepreneurship, secure access to land, participation in land and forest management and address harmful gender norms that exclude them from decision making leading to improved economic agency.

The Women's Empowerment and Small Grants Manager is based in Vientiane capital and is expected to frequently travel to field project sites in Bokeo Province in Paktha District and Phaudom Districts, Savannakhet Province in Xonnabouly District, and Champassak Province in Khong District. The WE&SG manager is responsible for small grants management including developing and implementing the small grant application and selection process, supporting FSTP recipients meet compliance and reporting standards as required, including the establishment of SHGs and ensuring the technical quality of all capacity building components for 12 Women Focused CSOs (WFOs) and 18 Women Leader Cohorts (WLCs). They will provide training, coaching, mentoring to WFO, and WLCs in technical areas related to small business development and advocacy activities.

Job Purpose

The Women's Empowerment and Small Grants Manager will work closely with the other members of the ALLOWED team i.e. ALLOWED Project Manager, Project Officer, M&E and Communications Officer as well as the primary government and local civil society partner.

The WE&SGM will be tasked with fostering strong relationships with WFOs and WLCs creating an environment conducive to learning and support between them.

The WE&SGM will provide support to WFO and WLC grantees for the preparation and implementation of small grants and economic empowerment activities under the project.

Areas of Responsibility

1/ Sub-grant Management

Oversee the sub-grant component of the project, including developing and implementing the sub-grant application and selection process, and monitoring sub-grant recipients to ensure compliance with project requirements.

- Follow procedures and guidelines for awarding small grants to local WFOs and WLCs.
- Ensure that donor regulations, tools and reporting formats are available and used by the grantees.
- Support the identification and selection of WFOs. to be supported by the Programme;
- Work alongside PM and PO and liaise with WFOs and WLCs to support them and provide advice in all the steps of the sub-granting process;
- Monitor progress of small projects implemented by WFOs and WLCs through Grants from the Programme, including through on-site visits;
- Contribute to quality control, incl. through review of reports submitted by Grant recipients;

2/ Support the coordination of Capacity Development measures for WFOs and WLCs

Provide technical assistance to WFOs and WLCs, including training, mentoring, and coaching, to help them build their capacity to develop their own projects and/or business plans.

- Support the conceptualization of an integrated capacity development strategy that will structure the Programme's overall approach to increasing the organisational capacities of target organisations;
- Work together with the PM to set up individual capacity development plans per organisation/group, based on insights gained during Grant preparation processes and otherwise;
- Support the development of coaching plans on project cycle management for WFO grantees;
- Support the establishment of Village Saving and Loan/Self Help Groups (SHGs) for WLCs
- Support SHG groups to create clear, actionable business plans that align with their potential and market demands
- To build a relationship with grantees during small grant implementation.

3/ Monitoring

- Support the development of collection, tracking and monitoring tools.
- Support monitoring of capacity development progress, in particular, related to grant management and measurement of impacts.

4/ Knowledge Management

Maintain accurate and up-to-date project documentation, including records of project activities, sub-grant agreements, Supports the documentation and dissemination of project's impact.

- Document effective practices for small grants and learnings about sub-grant management including successful approaches in project implementation by grantees.
- Assist facilitation of CoP and peer-to-peer learning/sharing groups between WFOs and WLCs and help identify key outcomes of peer-to-peer learning groups, including shared knowledge, best practices and opportunities for collaboration.

5/ Other

- Supports external communication and visibility efforts of the Programme;
- Supports Programme M&E activities and Programme Reporting;
- Actively contributes to a positive learning environment within partners
- Participates in regular project team meetings, trainings and other workshops when needed

PERSON SPECIFICATION

Experience

- At least 5 years of relevant experience in small grant management or project management
- Experience in project coordination, including developing and implementing project plans, tracking progress, and reporting on results.
- Experience in Financial Management in complex environments
- Experience in village saving and loan/Self Help Group establishment
- Proven experience in the field of capacity development and being an advisory role
- Knowledge of and experience working with the Lao civil society sector
- Experience of managing relationships with multiple stakeholders
- Experience of working in a multicultural environment
- Experience of M&E processes and tools
- Understanding of development and peacebuilding programmes

Skills & Abilities

- Ability to support others develop their own capacity/skills, facilitate collaboration and peer learning
- Ability to communicate in English, both verbally and in writing (mandatory)
- Good capacity development skills and mentoring approach
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Excellent computer skills (Microsoft offices) and report writing skills (in both Lao and English)
- Ability to work efficiently as a team player as well as independently
- Well-developed interpersonal skills

Knowledge & Education

- In depth knowledge of the civil society stakeholders and operating environment affecting Lao CSOs
- Understanding of the current challenges and opportunities for Lao civil society sector
- University degree in relevant field of study
- Understanding of organisation development
- Fluency in another ethnic language of Lao PDR would be desirable

Attitudes & Values

- Commitment to Cord's value and ethos
- Commitment to teamwork
- Positive, able and willing to provide support to partners
- Willingness to support an active vibrant and engaged civil society.
- Willingness to travel occasionally within provinces in Laos
- Sensitivity to issues affecting social and economic inclusion/exclusion (gender, ethnicity, HIV status, LGBTI, disability)

- Demonstrated commitment to peace and a vibrant civil society
- Patience and persistence to develop relationships with a range of stakeholders
- Commitment to reflection and personal/ professional learning
- Excellent communication and interpersonal skills
- Self-directed and proactive in seeking out opportunities
- Flexible and adaptable
- High standards of professionalism
- Honesty, humility and integrity

To apply: Submit your CV and cover letter to laosoffice@cord.org.uk by 08/08/2025. This position is open to Lao Nationals Only.

