



Until we are all equal

## JOB DESCRIPTION PLAN LAOS

Title	District Coordinator - Education Program, Comprehensive Sexual Education (CSE)		
Unit	Programme		
Reports to	Senior Project Coordinator (Oudomxay)		
Location	Xay District, Oudomxay	Travel required	80%
Effective Date	15/07/2025	Grade	

### About Plan International in Laos (Plan Laos)

Plan International has been working in Laos since 2007 and is delivering integrated programmes in Bokeo, Champasak, Luang Prabang, Oudomxay, Saravane, Vientiane Capital and Vientiane provinces, and working through partners in other provinces. Plan Laos' 2020-2027 Country Strategy takes a life cycle approach and focuses on supporting children, especially girls to access their rights to **public health & nutrition, education & skills, adolescent development and participation, and skills & opportunities for youth employment and entrepreneurship**. We are globally mandated to provide humanitarian assistance in the event of an emergency taking place in Lao PDR.

Plan Laos is a leading INGO in Laos, and participates in a number of civil society and government sectoral working groups, regional and global networks. We work closely with the Ministry of Health; Ministry of Education and Sports; Ministry of Agriculture and Forestry; UN and civil society partners in accordance with the principles of aid effectiveness, promoting the child rights, especially girls. Our work includes community-based action, partner strengthening, and policy influencing and advocacy. Our values-based feminist leadership principles underpin our work. We are committed to the principles of being locally-led, globally connected.

Globally, by 2027, Plan International wants to have impacted the lives of 200 million girl.

## ROLE PURPOSE

The purpose of the District Coordinator (CSE) is as follows:

- 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 School Principals and teachers, students, and Government duty bearers in areas such as Comprehensive Sexual Education with the focus on Menstrual Hygiene Management, and gender equality.
- To coordinate project activities related with Government as guided by the Senior Project Coordinator and Project Manager.

## DIMENSIONS OF THE ROLE

- The position holder provides coordination and technical support for the 'Gender responsive hygiene improvement in primary and lower secondary schools' project to build capacity for Plan staff, Government partners and project beneficiaries; and monitor project implementation quality; and their financial planning and work plan development.
- Reports timely and regularly to the Senior Project Coordinator.
- Responsible for follow up to ensure CSE activities delivery in the target schools and communities according to the approved work plan and budget.
- Mainly monitor develop and monitor implementation plan, workplan development, budget forecast and financial report.
- Works in partnership with Provincial Education and Sports Bureau (PESS) and District Education and Sports Bureau (DESB) technical staff and other district government officials, and other project staff in Plan Laos.
- Acts as technical resource to ensures the project activity implementation is aligned with Plan's policy commitments to Gender equality and Safeguarding of Children and Young People.
- Works directly with the Senior Project Coordinator, the Project Manager and other Education and Skills program team members to ensure effective project implementation, reporting and monitoring.
- In line with project activities, occasionally support other related adolescent related programs.

## ACCOUNTABILITIES

### Typical Responsibilities - Key End Results of Position:

#### 1. Planning and coordination

- Assist Senior Project Coordinator in working with government partners, ensuring communications to the partners are timely, coordinated and coherent.
- Participate in provincial and national coordination meetings and other relevant meetings with government partners assigned by Senior Project Coordinator, Project Manager and Head of Education and Skills Program.
- Work with the project team members and DESB officials to develop a monthly-work plan and budget related to training plans and Student-Club activities, paying special attention to Menstruation Hygiene Management/Health (MHM/MHH) and Comprehensive Sexual Education (CSE).
- Work with schools, communities, 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 Provincial and District government staff, while embracing a strong team approach in implementing the project activities.
- Coordinate with other Plan Laos staff in district/province and other offices, especially to utilize the CSE experiences and knowledge of Adolescent Team of Plan Laos.
- Take initiatives to plan and coordinate the government meetings, teacher trainings, and student club activities including community raising awareness in the field of CSE, in cooperation with Education Specialist.

## **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 for the government partners and plan staff in accordance with the project work-plans and budget approved the donor.
- 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.
- Support the schools including teachers and students to develop and implement action plans based on the monitoring and coaching 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.

## **3. Technical support**

- Take initiatives to provide ongoing feedback and practical recommendations to teachers and students based on monitoring, and follow up on areas of improvement, including the use of digital data collection tools, especially with the focus on CSE and SRHR.
- Take initiatives to provide technical support and advice to government partners and communities on child rights, participation, protection, gender equality and inclusion, with a view to improve quality of their work, especially with the focus on CSE and SRHR.
- Identify good practices and lessons learnt on various aspects of sanitary improvement with the focus on MHM and CSE and facilitate shared learning across project.
- Take the project initiatives in 'out of the box' thinking in developing resources and training methods, in results-based management, disability inclusion and resilience.

## **4. Grant management**

- Support the Senior Project Coordinator and the Project Manager to lead the implementation of the project, including FAD and grant compliance and on time implementation of the activities.

- Assist the Senior Project Coordinator and the Project Manager to operationalize M&E frameworks, implementation plans and budgets in line with the donor approved project designs.
- 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.
- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

## KEY RELATIONSHIPS

### Other Internal contacts:

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

### External contacts:

Position	Reasons for contact	Level (H/M/L)
DESB Staff	<ul style="list-style-type: none"><li>Capacity building and support to coordinate all program activities</li></ul>	H
School teachers and students (peer educators)	<ul style="list-style-type: none"><li>Coordination of school of activities, Teachers training, train peer educators, coordinate student clubs</li><li>Capacity building and support for active teaching methodologies and using new digital data collection tools.</li></ul>	M
Parents, community leaders, members	<ul style="list-style-type: none"><li>Project implementation, monitoring and reporting</li></ul>	M

## TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

### Essential:

- Degree in relevant field (Health, social work, law, social science, etc.)
- Knowledge of sexual and reproductive health rights with the focus on CSE (Comprehensive Sexual Education) , 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.

### Desirable:

- 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.

## 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.

## PHYSICAL ENVIRONMENT

Frequent travel to remote villages including overnight stays.

## LEVEL OF CONTACT WITH CHILDREN

High level: Frequent interaction with children.