



Until we are all equal

JOB DESCRIPTION PLAN INTERNATIONAL LAOS

Title	Senior Grants-Finance Officer		
Unit	Programme		
Reports to	Project Manager, Lasting Laos and Plastic Smart Laos Projects		
Location	Plan and LNCCI offices, Vientiane Capital	Travel required	30% national travel with international travel as required
Effective Date	01/11/2025	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 girls.

ROLE PURPOSE

This role will be based in Vientiane Capital and ensure the quality financial management of Plan International Laos focusing on two projects: Lasting Laos and Plastic-Smart Laos Projects. The

Senior Grant Finance Officer will work closely with a variety of functions to ensure the project's expenditure are monitored and donor requirements are applied.

DIMENSIONS OF THE ROLE

The Lasting Laos project is funded by the European Union (EU) under the SWITCH-Asia Programme with co-funding from Plan International Germany. The project builds upon and scales-up key aspects of the previously EU funded project, SUSTOUR Laos project (2020-2024). Specific actions continued into the Lasting Laos project include: Lasting Laos sustainability certification programme, developing green products and services, tackling single-use plastic (SUP) waste and access to finance for MSMEs in the tourism value chain.

Focusing upon key tourist destinations and urban centres with the highest concentration of MSMEs (Vientiane Capital, Luang Prabang Province, Vientiane Province), while expanding and scaling-up to one additional province (Champasak Province), the project contributes to the tourism value chain in its growth, ensuring MSMEs are sustainable, non-polluting and contributing to the sustainable livelihoods of Lao women, men and children.

Plan International and its partners will achieve this by promoting and standardizing sustainability certifications, and bringing MSMEs in a variety of tourism related sectors into the green transition of the economy. The Lasting Laos certification provides tailored support for MSMEs, equipping them with the knowledge and skills to transform their businesses towards circular economy, decent work and SCP practices while creating spaces and opportunities for young entrepreneurs to innovate in these areas. The project creates a foundation for replication and scale-up across other sectors of the Laos economy and ultimately aims to cultivate a movement for environmentally and socially conscious entrepreneurship and investment in the Lao tourism value chain.

The project has 2 main objectives:

- **Specific Objective 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.
- **Specific Objective 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 Plastic-Smart Laos project, funded by the Global Environment Fund with co-funding from the French Fund for the Environment (FFEM), and implemented in cooperation between the World Wildlife Fund (WWF), Swisscontact and Plan International Laos, will support Laos in its efforts to become a plastic-smart country with the objective of reducing the production and use of SUP, in particular those used for the consumption of food and beverage. By aiming to reduce food and plastic SUPs in Laos, the programme will indirectly help to tackle a key source of plastic pollution in the country (45% is SUP waste), and therefore reduce the leakage of plastic waste into the environment.

The programme will adopt a systemic and integrated approach, taking account of all the links in the value chain. In particular, it will involve deploying upstream interventions to reduce the production and use of problematic and unnecessary food and beverage SUP. The private sector will be empowered to be part of the solution both as drivers of change and innovators of concrete solutions.

Across the programme's 5 components, Plan will:

- **Support Component 1:** facilitating the adoption of a regulatory framework enabling the reduction of problematic food and beverage SUPs, and incentivize the production and use of eco-friendly substitutes.
- **Lead on Component 3:** supporting the transition of the tourism/hospitality sectors towards less SUP and better waste management practices through the Lasting Laos certification programme.

The programmes target areas coincide with 3 of the 4 target areas of the Lasting Laos project; Vientiane Capital, Luang Prabang and Vang Vieng.

Small Grants Matching Program: In addition, both projects will contribute to a Small Grants Matching Program which is funded by FFEM, the TUI Care Foundation and Plan International Germany. The program will directly provide financial assistance in the form of small grants for MSMEs and young entrepreneurs operating in the Lao tourism value chain to innovate, develop, and implement green products, services, and solutions. The grants program focuses on fostering sustainable consumption and production, circular economy practices, and tackling priority sectors like agri-food, textiles/handicrafts, and single-use plastic (SUP) waste management. The main objectives of the program are to:

- **Support innovation:** Enable MSMEs and YEs to produce sustainable, low-carbon, and circular economy products, services and solutions for the Lao tourism value chain.
- **Enable Access to Green Finance:** Improve MSME and YE access to green financing mechanisms.
- **Capacity Development:** Provide technical assistance, mentoring, and training to prepare grant applications and implement their business case (e.g., hands-on support to refine grant applications and identify and integrate circular economy practices into their business cases, workshops on proposal writing, mentorship from industry experts to implement their green product, service or solution).
- **Sustainability and Scalability:** Ensure products, services and solutions are scalable and contribute to Laos' circular economy, decent work and sustainable consumption and production.

ACCOUNTABILITIES

The Senior Grants-Finance Officer will be responsible for the effective financial management of the Lasting Laos and Plastic Smart Laos projects as well as the Small Matching Grants Programme, ensuring strict adherence to all donor requirements and Plan International policies. This role is crucial in enhancing the projects impact by ensuring rigorous grant management, compliance with donor regulations, and efficient management of partner and grant information systems. The officer will play a pivotal role in building the financial capacity of project and partner staff, enabling stronger, more sustainable project delivery. Additionally, the position will provide strategic financial insights to project management and Plan Laos Country Office (CO) management, producing timely, accurate reports that meet the highest donor standards and facilitate informed decision-making.

The position is responsible for the assessment and compliance monitoring of grants systems, processes, partnerships management, financial reviews, reporting, field verification visits and analysis of budgets and expenditures of all donor grants and sub-grants. This role will work closely with the Project Manager, Chief Technical Advisor (CTA) and Grant Partnership Manager as well as project partners (i.e., LNCCI) and other internal and external stakeholders. This is a management position based in Vientiane Capital which will directly supervise three project finance and admin officers based in Vientiane Capital, Luang Prabang and Pakse.

Typical Responsibilities - Key End Results of Position:

The main responsibilities for this role will include:

- Supports the Project Manager, CTA and Plan Laos CO finance management in overseeing the financial management and ensuring compliance with all donor and Plan policies across the Lasting Laos and Plastic-Smart Laos as well as the small grants matching programme;
- Works closely with the project team and project partners (LNCCI) to ensure adherence to both donor and Plan processes and procedures, identifying gaps in capacity and providing necessary support;
- Directly supervise three Lasting Laos/Plastic-Smart project Finance-Admin Officers based in Vientiane Capital, Luang Prabang, and Pakse project offices, providing technical guidance, performance management, and capacity building;
- Oversees the disbursement of small-grant awards approved by the project manager under the small matching grants programme, including conducting due diligence of grantees and ensuring compliance with all standards and policies;
- Acts as quality control of all financial processes, reviewing supporting documents and identifying any issues likely to have an impact on the projects' alignment to highest professional financial requirements;
- Support the Project Manager and CTA in the annual budget planning and review process;
- Conduct regular grants monitoring and analysis for the projects and ensure individual grants performance are being tracked effectively and that risks and issues are being recognised and action taken;
- Prepare high-quality financial reports in preparation for submission to Plan Germany (Lasting Laos), WWF (Plastic Smart Laos), donor agencies (EU, GEF, FFEM, TUI Care Foundation), and the Lao government, as required;
- Review and verify regular partner (LNCCI) financial reports, including quality assurance of financial supporting documents;
- Effective communication and coordination with LNCCI and other project partners, government counterparts and key stakeholders;
- Other general administrative tasks as required (e.g. updating data in SAP system).
- 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.

Roles Responsibilities - Key End Results of Position:

Key Result Area (KRA) 1: Provides effective financial management of the Lasting Laos and Plastic Smart Laos projects and grants programme, ensuring full compliance with donor requirements and Plan policies.

Indicators for success:

- Maintain a broad and deep understanding of donor policies, regulations and procedures and build this knowledge among other team members;
- Maintain a high-quality financial report, ensuring Plan and donor standards and policies are applied.

- Support LNCCI in managing their project budgets, ensuring Plan and donor standards and policies are met by the local implementing partner;
- Ensures that all expenditure, including small grants awarded to beneficiaries, are in-line with the donor grant conditions and Plan policies;
- Oversee the disbursement of small-grant awards under the small matching grants programme, including conducting due diligence on potential small-grant awardees and spot-checks/field visits of those awarded with a grant, ensuring that grant recipients meet eligibility criteria and adhere to the conditions of their award contract as well as all Plan and donor standards;
- Act as quality control of all financial processes, reviewing supporting documents (e.g. sub-grant contracts) and identifying any issues likely to have an impact on the projects;
- Support regular external audits and/or expenditure verifications;
- Participate in monthly Plan budget vs. actual (BvA) meetings and bi-annual project steering committee meetings.

KRA 2: Provides timely and high-quality financial monitoring, analysis and reporting.

Indicators for success:

- Conduct regular grants monitoring for the project and ensure individual grants performance are being tracked effectively, and that risks and issues are being recognised and action taken;
- Monitor and analyse activities regularly and work with the Project Manager to resolve any issues identified with specific grants;
- Work closely with the Project Manager, CTA and Grant Partnership Manager (Finance) to prepare regular financial reports in preparation for submission to Plan Germany (Lasting Laos), WWF (Plastic Smart Laos), donor agencies (EU, GEF, FFEM, TUI Care Foundation), and the Lao government, as required;
- Work closely with Grant Partnership Manager (Finance) to prepare the SAP Reconciliation Report to ensure the alignment between donor report and SAP system;
- Review and verify regular partner (LNCCI) financial reports, including quality assurance of financial supporting documents;
- Prepare monthly expenditure reports and facilitates monthly financial reviews with the Project Manager, CTA, and relevant financial persons to discuss project expenditure, any challenges being experienced in meeting budget vs. actual expenditure rates, and raises any other issues;
- Support the Project Manager in any budget re-alignment/phasing and modification and updating data in the SAP system;
- Support in central filing and updating grants information in the grants management system;
- Assist in preparing monthly cash forecasts;
- Other administrative tasks as deemed necessary (e.g. preparing cash advances for travel, etc.).

KRA 3: Human resource and partnership management.

Indicators for Success:

- Effective leadership of project finance-admin staff, ensuring quality implementation of the project, as well as identifying gaps in capacity and providing necessary support;
- Effective communication and coordination with LNCCI and other project partners, government counterparts and key stakeholders;
- Build the capacity of LNCCI to manage their project budgets in-line with donor and Plan standards and policies, identifying gaps in capacity and providing necessary support;

- Conduct regular performance appraisals of direct reports, provide ongoing feedback, and develop individual performance improvement plans;
- Identify team capacity gaps and facilitate training, coaching, and other professional development activities to strengthen team performance;
- Promote a collaborative, respectful, and inclusive team culture that upholds Plan International's feminist leadership values;
- Coordinate with the Project Manager and Plan CO management upon disciplinary matters, contract renewals, and P&C compliance requirements.

KRA 4: Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them.

Indicators for success:

- Timely identification and resolution of problems related to project implementation;
- Utilise initiative to identify and solve problems, with only high-level problems being referred to your designated line manager;
- Ability to work in a complex language, culture, and political environment;
- Interpretation of, and tactical application of project strategies and global Plan guidance/policies to provide necessary support;
- Ability to provide leadership and support to staff who are still developing in their roles;
- Facilitate negotiations with different partner organizations, consultants and donor agencies in the event of arising conflict and solicit resolution through a win-win situation protecting Plan's interests and image;

Ensure that project financial and activity plans are fully achieved, with zero request for a no-cost extension.

KEY RELATIONSHIPS

Inside Plan:

Position	Reasons for contact	Level (high, medium, low)
Project Manager	Line managed.	High
Chief Technical Advisor	Work closely together on project lifecycle management.	High
Project Officers (VTE, LPB, PKZ)	Provide ongoing advice, support, quality assurance and capacity building.	High
Project Admin-Finance Officers (VTE, LPB, PKZ)	Line management, supervision, quality assurance and capacity building.	High
Country Director	High-level coordination and communication related to project implementation and quality.	Medium
Programme Director	Coordination related to programme implementation and quality, as part of the overall Plan programme portfolio. Monthly BvA meetings with Project Manager and CTA, as relevant.	Medium

Operations Director	Work together on Compliance matters and risk management, operational policies and financial accountability; member of the CMT team for Plan Laos.	Medium
Grants Partnership Manager	Support for project and budget amendments, monthly expenditure reports, financial report submit donor for submission to donors and financial analysis for contractual compliance.	High
GEIES Coordinator	Support for adherence to Plan GEIS standards and practices.	Low
Supply Chain Manager	Procurement – planning and implementation of procurement requests, compliance to procurement policy.	Medium
P&C Manager	Support and provide advice for recruitment, performance management, professional development and training.	Medium
Asia Regional Hub	Regional Influencing and dialogue, with support from the Project Manager and Programme Director.	Low

Outside Plan:

Position	Reasons for contact	Level (high, medium, low)
Government, national and sub-national	Coordination and regular reporting to government departments including at bi-annual steering committee meetings.	Low
Project Donors	Support the CTA and Project manager in effective donor communications and ensure alignment with donor policies.	Low
Project Implementing Partners (LNCCI)	Works closely throughout project implementation, building LNCCIs capacity to manage their budget in-line with donor and Plan policies and standards.	High
Project Consortium Partners (WWF, Swisscontact)	Coordination with local NGOs and project-based partnerships.	Low

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

Knowledge:

- A Bachelor's Degree in finance, accounting, business, international development or related field;
- Qualification as an accountant, with recognized certification;

- A minimum of 5 years' experience working with non-governmental organizations and/or international development agencies in Laos in a similar role;
- Demonstrated knowledge and experience in awards/grants portfolio management and understanding donor compliance from diverse institutional donors (EU, GEF, FFEM);
- Thorough current knowledge and understanding of grants management systems and financial regulations;
- Experience in supervising multi-location teams, managing staff performance and facilitating staff development;
- Experience in working with and building capacity of local implementing partners;
- Ability to work in a multi-disciplinary and multi-cultural environment.

Skills:

- Strong organizational skills and competencies relevant to the financial management of donor-funded projects;
- Excellent attention to detail and analytical skills;
- Previous experience in SAP ERP or any recognised grants management system;
- Ability to learn quickly, especially regarding donor compliance and Plan policies;
- Ability to communicate effectively with project team members, partners, government counterparts, donors and other stakeholders;
- Rapid identification of issues/risks and problem-solving capabilities;
- Excellent command of Lao and English languages (spoken and written) and ability to develop and edit high-quality documents;
- Excellent computer skills (including Word and Excel).

Leadership Behaviours:

- Ability to collaborate effectively with a wide range of stakeholders including government, private sector, service providers and other development agencies;
- Ability to mentor team members and project partners;
- Ability to influence others' behaviour through effective relationship building;
- Positive, pro-active and flexible working attitude.

Desirable

Knowledge:

- Demonstrated knowledge and experience in administering a similar small matching grants programme (i.e., sub-grants to project beneficiaries) would be an advantage.

Skills:

- Builds capability on financial management by coaching colleagues, partners and sharing knowledge in networks.

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

The position is based in Vientiane Capital, working in both the Plan Laos Country Office and LNCCI project office, with up to 30% travel anticipated to Vientiane, Luang Prabang and Champasak Provinces.

Some international travel may be required to participate in Plan regional meetings and/or trainings.

LEVEL OF CONTACT WITH CHILDREN

Low contact: No contact or very low frequency of interaction.