



## TERMS OF REFERENCE

### Short-Term Technical Vocational Training Officer Service Contract

#### ABOUT PLAN INTERNATIONAL LAOS

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

Plan International Laos is a leading INGO in Laos and participates in various civil society and government sectoral working groups, as well as regional and global networks. We work closely with the Ministry of Health, the Ministry of Education and Sports, the Ministry of Agriculture and Forestry, UN agencies, and civil society partners in line with the principles of aid effectiveness, promoting child rights—especially for girls.

Our work includes community-based action, partner strengthening, and policy influencing and advocacy. Our values-based **feminist leadership principles** underpin our work, and we are committed to being locally led and globally connected. Globally, by 2027, Plan International aims to impact the lives of **200 million girls**.

#### BACKGROUND

Plan International Laos is seeking a short-term Technical Vocational Training Officer Service Contract to support technical vocational training activities and coordination for the Connecting Young Laotians with Decent Job Opportunities Project. The project is one of the projects under Lao SOYEE Programme that aims to contribute to supporting young women and men to access decent and productive employment opportunities by equipping them with relevant technical, soft, and entrepreneurial skills to ensuring they are better able to meet labour market demands and have access to job opportunities in the market. The project will be implemented in Vientiane Capital and will benefit young women and men (18-24 years old), in which at least 50% are females (or other gender identities to participate).

The Technical Vocational Training Officer is responsible for coordinating, developing, and delivering vocational training programs tailored to the needs of disadvantaged youth. The Officer will work closely with the government vocational training institute to co-design and adapt Food & Beverage curricula, ensuring that training integrates both technical and soft skills relevant to the labor market and aligned with government minimum quality standards.

The role places strong emphasis on supporting disadvantaged young women and men to gain confidence, employable skills, and practical knowledge in areas such as beverage preparation, food safety, customer service, and workplace ethics. By acting as a key link between the project, the vocational institute, and private sector employers, the Officer will contribute directly to increasing access to decent work and enhancing the social and economic inclusion of youth.

#### SCOPE OF WORK

##### Representation and activity implementation

- Collaborate with the government vocational training institute to co-develop and update Food & Beverage training curricula.
- Ensure training programs address the needs of disadvantaged youth and follow competency-

based, practical learning approaches.

- Deliver and facilitate classroom lessons, hands-on demonstrations, and workplace readiness sessions.
- Strengthen institute trainers' capacity through mentorship, coaching, and co-delivery of Food & Beverage training.
- Provide tailored guidance and mentoring to support vulnerable young women and men throughout their training journey.
- Facilitate soft skills training (e.g., communication, teamwork, confidence building, gender equality, inclusivity) to complement technical learning.
- Perform any other tasks as deemed appropriate.

#### **Planning and coordination**

- Organise Act as the focal point between the project, the vocational training institute, and private sector employers.
- Collaborate with Starbucks and industry partners to align training with real workplace expectations.
- Coordinate internships, apprenticeships, and job placements for trainees in Food & Beverage businesses.
- Build and maintain networks with government, private sector, and community stakeholders to sustain the program.
- Follow up and coordinate with HR, finance, procurement and other staff for timely procurements and payments of partners, consultants, suppliers and others (equipment material etc.).

#### **Administration and Finance**

- Arrange air, train, bus tickets and other logistics related to travel within and outside the country.
- Organize workshops, meetings and seminars, including to organize documentation, admin and finance.
- Coordinate with following up on correspondence with government focal points, as well organizing workshops and missions and handling the administration of contracts;
- Preparation of a wide variety of financial documents and reports (cash forecast coordination, budgets, justifications, requisitions etc.) for the Project in close cooperation with the grant and finance focal point and the Project Manager.

#### **Monitoring, Evaluation & Reporting**

- Provide Track trainee attendance, completion rates, skills acquisition, and job placement outcomes.
- Maintain records of training activities and contribute to project progress reports.
- Collect feedback from trainees, trainers, and employers to inform program improvements.

#### **TIMEFRAME**

- This service contract is for a period of **ten (10) months**, with the possibility of extension based on project needs, service contract performance and budget. And the position is expected to commence on **1 November 2025**.

#### **QUALIFICATIONS AND EXPERIENCE**

**The ideal candidates will possess the following qualifications and experience:**

- Education: Bachelor's degree in Education, Vocational Training, Hospitality Management, Business Administration, or related field
- Minimum 3 years' experience in vocational/technical training, preferably in hospitality, service, or related.
- Experience working with youth-focused or skills development projects.
- Experience in partnership building with private sector, training institutes and INGO or international development settings.

#### **Technical Skills:**

- Strong facilitation, training, and coaching skills.
- Technical expertise in beverage preparation, food handling, hygiene, and customer service.

- Excellent interpersonal, communication, and mentoring abilities.
- Ability to promote gender equality and inclusive learning practices.
- Strong organizational and reporting abilities.
- Proficiency in MS Office (Word, Excel, PowerPoint).

#### **Other Competencies:**

- Ability to work in remote areas and travel as required.
- Strong organisational skills, including planning activities and budgeting.
- Ability to work with adolescents and youth, especially girls and young women with disabilities.
- Ability to work independently and as part of a multicultural team.
- Proficiency in English and Lao.

#### **REPORTING LINE & KEY COLLABORATIONS**

- **Reports to:** Project Manager.
- **Key Internal Collaborations:** Supply Chain Unit, Grant and Finance Unit, Communications Unit, Programme Director, etc.
- **Key External Collaborations:** Lao-Korea Institute for Skills Development, Plan CSO Partner, Government Partners, Media, Corporate Partners, Creative Agencies

#### **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**

- Based in Vientiane Capital Country Office full-time. The office is a typical office environment with engagement undertaken in virtual and in-person meetings.
- Occasional travel to rural and remote areas, which may involve challenging terrain and basic living conditions.
- May be required to work outdoors in varying weather conditions, including hot and humid climate.
- Adherence to organisational safety protocols when visiting field locations, with the use of necessary protective equipment if required.

#### **TERMS AND CONDITIONS**

The Professional Service Contract will receive the following benefits package:

Monthly Salary (20 days)	Based on agreement
Travel, food allowance and accommodation when visiting the field	According to Plan Laos's policy
Health Insurance	Insurance Plan 3 (PSC)
Sick leave	Maximum 3 days, with knowledge of Project Manager
Income Tax	According to Plan Laos's policy
Public holiday	Based on actual Plan Laos public holidays
Time in lieu/Compensation leave	Based on prior agreement with the Project Manager

#### LEVEL OF CONTACT WITH CHILDREN

- **High contact:** Often interaction with adolescents and youth

#### APPLICATION PROCESS

- Interested candidates are invited to submit their applications, including a CV, Monthly fee, and a cover letter outlining their relevant experience and motivation for applying.
- The application should be submitted no later than **13<sup>th</sup> October 2025** to [Laos.procurement@plan-international.org](mailto:Laos.procurement@plan-international.org) with CC to [somkhith.vilasak@plan-international.org](mailto:somkhith.vilasak@plan-international.org), including all supporting documents with subject line "Technical Vocational Training Officer Service Contract".
- We strongly encourage equally qualified female candidates to apply!
- All applications received after the time of the deadline will not be accepted without exception and only shortlisted applicants will be contacted. Shortlisted applicants may be requested to participate in an in-person or online interview process.