



TERMS OF REFERENCE

CCA Project 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 Communications and Climate Resilience Professional Service Contractor to support communications and technical activities for The Climate Change Adaptation in the Uplands through Innovative Practices (CCA) project. The CCA project is one of the projects under Lao SOYEE Programme that aims to contribute to increasing rural livelihood opportunities, especially for young women and youth, by supporting improved farming and entrepreneurship opportunities, as well as promoting climate adaptation methods to households in 16 upland communities of Bokeo Province.

CCA Project Officer will be responsible for supporting the Project Coordinator, Manager and SOYEE programme, including supporting activity planning and implementation, as well as administrative activities, such as managing WBS and SAP systems, and consolidating/reviewing coding, cash forecast coordination, assisting in finance, setting up meetings, etc.

SCOPE OF WORK

The Professional Service Contract will be responsible for:

Dimensions of Role:

- a) Support activity implementation and representation of CCA Project and SOYEE Programme at meetings and events
- b) Provide administrative support to CCA Project and SOYEE Programme activities,
- c) Coordination with Plan Laos, CSO Partners and Government Counterparts for administrative and project activity matters,
- d) Does not manage a budget or PO; however, provides analysis and support to the Coordinator or Manager in managing both Budgets and POs, setting up meetings, etc.

Typical Responsibilities - Key End Results of Position:

1. Representation and activity implementation

- a) Prepare and review drawings, blueprints, and other technical documents including conduct basic calculations and technical assessments.
- b) Conduct site visits for inspection and quality control with maintain accurate records of materials, construction timelines, and submit regular reports.
- c) Carry out the implementation of youth-led climate action activity at schools and community.
- d) Support activity planning, logistics and implementation, particularly for key events, including Bi-annual and Annual Meetings.
- e) Work closely with the Coordinator, CSO partners, PAFO and DAFO counterparts for monthly planning and budgeting.
- f) Support the project Manager to gather data, PMERL, activity reports and Monitoring and Evaluation tasks.

2. Planning and coordination

- a) Facilitate general interaction among Plan International, CSO Partners and Government counterparts. This includes arranging meetings for CCA and SOYEE programme with support from the Coordinator;
- b) Assist the Coordinator to compile and send relevant project reports
- c) Assist in the preparation of a wide variety of administrative documents.
- d) Assist with the production and dissemination of and follow-up on various publications, and participate in relevant advocacy and awareness raising activities to provide administrative and logistic support;
- e) 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.).

3. Administration

- a) Assist to arrange air, train, bus tickets and other logistics related to travel within and outside the country for CCA team members and SOYEE programme staff
- b) Assist to organize workshops, meetings and seminars, including to organize documentation, admin and finance.
- c) Assist the Coordinator with following up on correspondence with government focal points, as well organizing workshops and missions and handling the administration of contracts;

3. Finance

- a) Assist in the preparation of a wide variety of financial documents and reports (estimates, budgets, justifications, requisitions etc.) for CCA Project in close cooperation with the grant and finance focal point and the Coordinators' related persons.

4. Others

- a) Perform any other tasks as deemed appropriate.

Dealing with Problems:

- Prioritization of tasks key, having to respond rapidly to requests for administrative support from Finance team and Coordinator.
- Diplomacy and skills in communication with government counterparts' essential including in difficult situations

TIMEFRAME

- This consultancy is for a period of ten **(8) months**, with the possibility of extension based on project needs, consultant performance and budget. And the position is expected to commence **as soon as possible**.

QUALIFICATIONS AND EXPERIENCE

The ideal candidates will possess the following qualifications and experience:

- Graduate degree or equivalent experience in administration or relevant sector
- Knowledge regarding agricultural development including climate change adaptation, employment development, income generation and/or livelihoods improvement
- Experience coordinating with government counterparts and CSO partners
- Excellent written and oral skills in Lao language
- Medium written and spoken English

Technical Skills:

- High level of organization skills
- Very Good computer skills in Office applications
- Logistics and administrative skills
- Experience of working with young people, ethnic minority groups in remote and rural areas;
- Ability to represent in meetings and present on set topics to groups of people

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, youth, community people, farmers, 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, but liaises and supports Project Coordinator.
- **Key Internal Collaborations:** Other Project Managers, Supply chain and grant finance units, Programme Director, etc.
- **Key External Collaborations:** CSO Partner, Government Partners, Corporate Partners.

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 **PU Bokeo Province full-time**. The office is a typical office environment with engagement undertaken in virtual and in-person meetings.
- Occasional travel to project sites, including 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 **31st October 2025** to Laos.procurement@plan-international.org with CC to somkhith.vilasak@plan-international.org, including all supporting documents with subject line "**CCA Project 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.