



Until we are all equal

JOB DESCRIPTION PLAN LAOS

Title	Project Manager - Climate Ready School		
Unit	Programme		
Reports to	Programme Director		
Location	CO office, Vientiane	Travel required	10-50%
Effective Date	01/02/2026	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

Plan Laos is implementing the *Climate Ready School* project across two districts—Houaxay and Pha-oudom in Bokeo Province—to strengthen school capacity to adopt and implement a youth engagement model that promotes environmental protection and climate change adaptation. The project is carried out in close collaboration with the government line ministries and relevant provincial departments from the education, sports; agriculture and environment sectors. It also

partners with two civil society organizations: the Gender Development Association (GDA) and Zero Waste Laos (ZWL).

The Project Manager provides overall leadership and direction to the project teams, which include staff from Plan and its CSO partners operating in Bokeo provinces as well as Vientiane Capital.

DIMENSIONS OF THE ROLE

The role encompasses the following responsibilities:

- Provides strategic oversight and direction for the implementation of the responsible project, including developing workplans and budgets, ensuring effective execution and monitoring, and maintaining full compliance with donor obligations, Government of Laos (GoL) requirements, and Plan International's standards on safeguarding, PSHEA, gender-transformative programming, and programme quality.
- Oversees all project reporting processes for Plan's Global and Regional Offices, the National Office, donor partners, and the GoL MoU.
- Supervises and supports the project officer, and M&E specialist to uphold high-quality implementation standards, including conducting semi-annual and annual performance reviews.
- Collaborates closely with the project MERL Specialist or Programme Quality Manager to ensure delivery against the results framework and adherence to programme quality benchmarks.
- Works with the Program Director (PD) to align the project with Plan's global strategy and policies, including compliance with the Program Quality Policy.
- Regularly updates the PD on risks related to project delivery, such as grant compliance, budget management, and human resource issues.
- Contributes to Plan's disaster preparedness efforts and may participate in initial humanitarian response activities when required.

ACCOUNTABILITIES AND RESPONSIBILITIES

The Project Manager will be accountable and responsible for the project.

Key Result Area (KRA) 1: Lead the project implementation, ensuring sustainable change for the target beneficiaries.

- Lead the development and timely approval of the project's Detailed Implementation Plan (DIP), annual work plan, budget, procurement, and training plans for the project.
- Ensure high-quality and on-schedule implementation of activities in coordination with local government, CSO partners, and other development actors, while conducting monthly grant reviews to monitor compliance and report risks.

- Represent the project with donors, government agencies, and development partners, including organizing and leading field visits as required.

Key Result Area (KRA) 2: Provide strategic leadership to the project implementation team, ensuring full compliance with Plan standards, the Program Quality Policy, and all funding and contractual requirements.

- Direct reports, Plan teams in the provinces and CSO partners are provided with supervision, technical support, training and coaching to enable them to deliver the project intervention. Ensure coordination of activities among the different partners for optimal use of resources and time.
- Performance of direct reports and CSO partners is monitored and reviewed, in particular, holding staff accountable for meeting the criteria in their job description and delivering any improvement goals which have been identified, giving corrective feedback where required and taking decisive action in the case of unsatisfactory performance.
- Regular communication to direct reports and CSO partners on the project, ensuring each team member understands expected outcomes and that they are aware of the success criteria relating to their work, and how this contributes to the overall project and Plan's work in Laos.
- Team members and CSO partners are supported in a manner that enable them to give their best, e.g. by encouraging and praising good performance, coaching, assisting staff to resolve performance problems, providing resources, tools and equipment, and identifying professional development needs and communicating these to Plan's HR Manager.
- Ensure implementation of the project M&E Framework and results framework targets are met
- Ensure implementation is managed in alignment with the Program Quality, Safeguarding of Children and Young People and PSEA standards.
- Active participation in meetings and leadership on programme issues, contributing significantly to programme implementation and strategic direction decisions. Participation is positive, cooperative, proactive and productive.
- Collaboration with operations, finance, administration, people & culture and communications teams to ensure the most effective and efficient delivery of project.
- Compliance with all policies and strategies of Plan International as well as proposing, updating and implementing changes to existing policies and strategies for Plan Laos.

Below is the list of accountabilities and responsibilities organized by **Project Idea → Design → Planning → Implementation → Closure**,

1) Project Idea

Responsible

- Lead identification of **local partners** from the mutually appraised partner list.

2) Project Design

Accountable

- Approve and be accountable for the project scope, intervention logic, MERL approach, and preparation of the baseline assessment.

Responsible

- Develop key design documents, including the Concept Note, cost estimates, budget, and procurement plan.
- Confirm partners through due diligence and engage stakeholders throughout the design process.

- Identify human resource needs and lead HR planning for project start-up.
- Initiate the implementation plan (DIP) and lead pre-start-up and grant-opening preparations.
- Lead the risk assessment and ensure transition and closure considerations are embedded in the design.

3) Project Planning

Accountable

- Accountable for project resources, including staff hiring and induction.
- Approve the team capacity assessment and strengthening plan.
- Approve the MERL Framework for implementation.

Responsible

- Develop the partnership agreements.
- Complete the comprehensive DIP and implementation plan.
- Continue stakeholder engagement through planning.
- Set up risk and issue management mechanisms.
- Establish reporting and communication plans.
- Finalize the procurement plan.
- Finalize the HR plan.
- Plan transition and closure (build the plan early).
- Review/refine scope, schedule, budget, and activity sequencing.
- Finalize the budget for implementation.
- Lead the project launch (internal).
- Lead the project launch (external).

4) Project Implementation

Accountable

- Accountable for the baseline (during implementation setup).
- Accountable for the mid-term evaluation.
- Accountable for timely implementation on approved budget.

Responsible

- Lead/coordinate delivery of activities to achieve outputs.
- Manage project finances (execution, forecasting, controls).
- Manage supply chain (SC) throughout delivery.
- Manage project HR and team performance.
- Manage partner collaboration (agreements, coordination, reviews).
- Monitor project and grant progress, outcomes, and quality.
- Provide partner support and conduct monthly/quarterly reviews.
- Lead Real-Time Reviews (RTR) when relevant.
- Manage local currency expenses in line with controls.
- Manage risks and issues; escalate where needed.
- Run monthly project BvA meetings and drive minor corrective actions.
- Lead re-phasing of plans/budgets (proposal & validation).
- Lead re-alignment (proposal & validation) in agreement with NO/donor.
- Prepare external narrative reports for submission.

5) Project Closure

Accountable

- Accountable for completion of procurements needed for closure.
- Accountable for completion of final partner activities.
- Accountable for final payments in line with agreements.
- Accountable for internal evaluation and audit readiness.
- Accountable for asset verification, reassignment or disposal.

Responsible

- Lead closure planning meeting and finalize the transition/closure plan.
- Communicate closure/transition plans to stakeholders.
- Deliver final activities and review achievement of objectives & deliverables.
- Coordinate external evaluation if/when required by the donor.
- Lead knowledge & information management; capture & share lessons learned.
- Produce internal final narrative report.
- Produce internal final financial report (in coordination with Finance).
- Archive key project documents per policy.
- 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

The Project Manager may coordinate with positions listed in the tables below:

Internal contacts:

Position	Reasons for contact	Level (H/M/L)
Program Director (PD)	<ul style="list-style-type: none">• Line managed by the PD, working together to ensure the project is implemented to high quality, with full budget expenditure.	High
Operations Director (OD)	<ul style="list-style-type: none">• Work together on compliance matters and risk management.	Medium
Grants Finance and Partnership Manager	<ul style="list-style-type: none">• Support project and budget amendments approved by OD, monthly expenditure reports, and analysis for contractual compliance.	Medium
Programme Officer	<ul style="list-style-type: none">• Work closely to ensure quality project management and implementation; provide line management	High
M&E Specialist	<ul style="list-style-type: none">• Project management and implementation, data collection and analysis.	High
Program Quality Manager	<ul style="list-style-type: none">• Access technical support for programme quality, including M&E,	Medium

	data collection and analysis, and alignment with the Program Quality Policy. Work together to have quality evaluations with recommendations.	
People & Culture Manager	<ul style="list-style-type: none"> Support and advise recruitment, performance management, professional development and training. 	Medium
Communications Manager	<ul style="list-style-type: none"> Communications materials for communities are provided to support implementation. Promotional, case studies and other materials available for donors, government and others are aligned with Plan's programmes. 	Medium
GEIS Manager and GEIS Coordinator	<ul style="list-style-type: none"> Access technical support for Gender, Inclusion, and Safeguarding to document Gender Transformation Markers, and support gender transformation. 	Medium
Finland National Office	<ul style="list-style-type: none"> Access technical support, information sharing on project progress, reporting, M&E updates 	High
Asia and Pacific Regional Hub	<ul style="list-style-type: none"> Information sharing and reporting as required. Participate in sharing, networking and marketing events as requested. 	Low

External contacts:

Position	Reasons for contact	Level (H/M/L)
Government, national and sub-national authorities	<ul style="list-style-type: none"> Ensure the project is aligned with government priorities and MoU. Ensure sound partnership in implementation and monitoring. Ensure approval from the government for project implementation. 	High
Civil Society	<ul style="list-style-type: none"> Coordination with project based partnerships with GDA, CHIAs for activity implementation, ensuring programme and financial compliance. Mentor CSOs to take a continuous improvement approach across their work. 	High

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- Degree relevant to development studies, public health, education or any other relevant field.
- Experience of working with young people.
- Demonstrated skills in project cycle management.
- Demonstrated skills in team management, with proven experience in supporting and coaching teams.
- Excellent interpersonal, communication and facilitation skills suitable for youth, CSOs and high-level government audiences.
- Experience of compliance for donor funded projects.
- Have an advanced understanding of gender transformative programming, inclusion, maintaining safeguarding and PSEA standards.
- Have a strong commitment to achieving gender equality, sexual rights of young people; and youth engagement.
- Proficiency in written and spoken English.
- Good ICT skills including Word, Excel, email/internet, Teams, and PowerPoint.

Desirable

- Experience in advocacy and campaigns, youth development and community development.
- Experience in developing training materials, developing a training program and lesson planning.
- Experiences in working and supporting CSOs.
- Commitment to taking a feminist leadership approach to management and leadership.

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 Bokeo with travel to provinces and districts.
- Travelling, working and staying in remote rural communities as necessary.
- Occasional travel within Laos and internationally for training and workshops

LEVEL OF CONTACT WITH CHILDREN

Mid contact: Occasional interaction with children