



Until we are all equal

JOB DESCRIPTION PLAN LAOS

Title	Monitoring & Evaluation (M&E) Specialist For My Body My Future 3 (MBMF3) Project and Youth-led Climate Action in Education for a Sustainable Future project		
Unit	Programme		
Reports to	MEL manager/Programme Director		
Location	Vientiane Capital	Travel required	60%
Effective Date	04/03/2026	Grade	

About Plan International Laos (Plan Laos)

Plan International has been working in Laos since 2007, delivering integrated programs in Bokeo, Champasak, Luang Prabang, Oudomxay, Saravane, 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**.

ROLE PURPOSE

Plan Laos is implementing two projects to strengthen Children, Adolescent, and Youth (CAY) in all their diversity in sexual and reproductive health and rights, Climate Change and Resilience, and Youth-Led action as change makers.

My Body My Future 3 (MBMF3) project is implementing across three districts—Paktha in Bokeo Province and Houn and Pakbeng in Oudomxay Province while Youth-led Climate Action in Education for a

Sustainable Future project is implementing in two districts (Houaxay and Pha-Oudom) in Bokeo province. The projects are carried out in close collaboration with five government line ministries and relevant provincial departments from the education, health, agricultural and forestry, Lao Women's Union, Lao Youth Union sectors. It also partners with three civil society organizations: the Gender Development Association (GDA), Community Health & Inclusion Association (CHIAs), and Zero Waste Laos (ZWL).

The Monitoring & Evaluation (M&E) Specialist will be responsible for designing and conducting the monitoring and evaluation activities and support the Project Managers with all MERL reporting under the project in coordination with the project teams of Plan, CSO Partners, and MEAL specialist from FLNO and GNO. Further the role entails working with the multi-country program partners to ensure that all MERL requirements are fulfilled. The position will also support capacity building of Plan and Partner staff on MERL and in addition to Climate Change with support from FLNO Climate Resilience specialist.

DIMENSIONS OF THE ROLE

The role encompasses the following responsibilities:

- Implementing the M&E framework; tools and M&E plan to monitor and capture the outcomes, and outputs of the project.
- Provide technical support for building the capacity of Plan and partners' project staff members for rolling out results-based monitoring system; introducing community based monitoring system with the participation of adolescents and community groups; and ensuring all safeguarding and preventing sexual harassment, exploitation and abuse standards in MERL are achieved.
- Provide key oversight to program quality at all steps of the M&E cycle in close collaboration with Project Managers and partner CSO staffs.
- Responsible for preparing Monitoring, Evaluation, Research and Learning (MERL) reports as required by donors and Plan.
- Coordinates and supervises consultants and M&E related activities including developing or reviewing M&E budgets when required.
- Provide strong leadership in MERL area; including strong analytical and strategic thinking skills and report writing abilities.
- Work in a networked and matrixed way with colleagues across the Plan Laos and Partner CSOs and should be able to set priorities aligned with multiple stakeholders and provide high-quality MERL technical advice and input with minimum supervision.
- Be proactive that all ethical issues and safeguarding requirements are ensured.
- Be focal point for Climate Change cross cutting theme in coordination with Plan Finland (FLNO) Climate Change advisor to deliver capacity building to project staffs including Plan and Partner CSOs.

ACCOUNTABILITIES

The M&E specialist will be accountable and responsible for MBMF3 project and

Monitoring, Evaluation, Research and Learning:

- Be familiar with the multi-country M&E framework and support the contextualization to Project M&E; in particular, take part in M&E trainings relevant to Plan International in Plan Academy and for the Project (M&E Strengthening modules; PMERL; Project related M&E workshops).
- Working with the Project Managers; CSO partners, and MEL manager, be the M&E focal point for developing methods, tools to collect data at output and outcome level; and data analysis framework.
- Roll out project result framework and M&E plan. Providing staff (Plan and Partners CSO) orientation on the M&E framework of the project, target indicators to measure results at different levels, methods and tools and establishing data flow from different sources.

- Maintain coordination between Donor, Plan and Partner CSOs requirements for M&E activities
- Track results of the project by extracting data from MIS/PMERL and other sources, analyse data and produce quality periodic report (quarterly, 6-monthly, annually) for management decisions. Capture and document evidence on project progress for internal decision making and external reporting as well as beneficiary accountability.
- Ensure data quality for the purpose of reporting to donor and Plan International's National office, Regional office and Global Hub (GH). For this purpose, develop and implement tool for data quality assurance. Conduct process monitoring in project area and share the findings with management and concerned staff members.
- Develop capacity of Plan project and partner staff in project monitoring by providing them with knowledge in basic M&E approach and tools. Enhance capacity of partner staff for digital data collection and real-time project monitoring and data quality assurance to provide quality data.
- Collect case studies, and most significant change (MSC) stories from the partners, review and substantiate and enrich further information if needed. Preserve the case studies and MSCs to be used in donor reporting, annual report of Plan and share externally for different purposes. Capture and document learning and carryout process documentation as per need of the project. Share the learning across the organisation to contribute to knowledge management at organisation level.
- Coordinate baseline, mid-term and end line study of the project. For this purpose, develop draft TOR, share with central MERL team for finalization. Coordinate the activities of external consultants to ensure high quality reports are delivered.
- Support any others relevant activities/responsibilities as assigned by the Supervisor/Programme Director/Project Manager.
- 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.

Knowledge Management:

- Maintain a system for collecting, storing, analysing, and communicating project and Program information (excluding grant files).
- Leads and supports staff in the implementation of Plan's global Knowledge Management Strategy and Standards.
- Controls confidentiality, security, storage, and destruction of data collected during Evaluation and Research initiatives in line with Plan's global standards, in partnership with the ICT Manager. This includes ensuring that all data privacy requirements are met.
- Program documents are properly stored, organized, and easily accessed by Plan Laos staff
- Relevant national-level information from internal and external sources is maintained, updated, and are made accessible and available to users.
- Support the Project Managers in the M&E sections of the Project Donor and MOU/MOA Reports.

Dealing with Problems:

The M&E Specialist role will deal issues and challenges relating to working across diverse teams and capacities; managing internal and external stakeholder relationships and working with short deadlines for reporting. Therefore the incumbent needs to ensure that they are equipped with skills in the following:

- a combination of firmness and diplomacy in dealing with partners
- Working across departments, National Offices (Nos) and partners to ensure effective grants reporting, other key challenges including deal with different/conflicting demands from a variety of clients and responding to tight deadlines.

- Capable of building constructive working relationship across the whole organization as well as external partners.
- Understanding of programmatic and compliance requirements from a variety of donors.
- Demonstrate the ability to problem solve, thinking strategically while introducing innovations as needed to meet the demands of a dynamic and sometimes unpredictable operating environment.

KEY RELATIONSHIPS

Internal:

Relation with:	Reasons for contact	Level (high, medium, low)
Program Quality Manager/MEL Manager	Direct line management; collaboration on all MERL functions	High
Programme Director	Collaboration of Country research and M&E projects; ethics approval; PMERL	Medium
Project Managers (MBMF3 and Youth-led Climate Action in Education for a Sustainable Future)	To get conceptual clarity of different aspects in project, to supply data and report on project progress; learning sharing; to support the implementation of Programme Quality Policy.	High
Plan Finland National Office/Plan GNO	To get clarity on different concepts, indicators and results framework, to provide information for reporting.	High
APAC and GH MERL Specialists and GH ethics approval committee	Collaboration of regional research and M&E projects; ethics approval; PMERL	Medium

External:

Relation with:	Reasons for contact	Level (high, medium, low)
Partner CSO staff	To develop capacity on M&E tools, and data quality assurance and to establish data flow from partner to Plan office.	High
External consultant	To coordinate baseline, mid-term and end line studies and any other relevant studies/research.	High
Government Ethics committees	Obtain ethics approval on research projects	Low

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- Degree, preferably in Development Studies, Research, or another relevant field;
- At least 3-4 years' experience to work in similar role in national or international development organizations.
- Proficient in using MS Excel and skilled in using software for data analysis.
- Experience in using digital platform (Kobo toolbox, Commcare, Suvey CTO, etc) for programme monitoring is preferred.
- Experience in using data analysis software (SPSS, Power BI) and produce project Dashboard would be advantages
- Have good knowledge in qualitative and quantitative M&E methods.
- Have experience and knowledge in indicator definition development, and data collection tools.
- Have good knowledge on data disaggregation namely gender, age and disability disaggregated
- Experience in data cleaning, processing and data analysis (both qualitative and quantitative is advantageous) and data quality assurance.
- Skilled IN report writing in both Lao and English.
- Good understanding of evaluation tools and methods.

Desirable

- Experienced in TOR development, ability to coordinate evaluation to get quality deliverable from consultants.
- Willing to provide 60% of his/her time for field visit.
- Possesses good communication skill.
- Positive team spirit, adopts a teamwork that adds value to work and reinforces good working practices.
- Demonstrates an understanding of gender equality and about the Safeguarding of Children and Young People Policy and compliance, applies the possible protection measures within the scope of job, and provides inputs for strengthening safeguarding measures.
- Demonstrates understanding and respect for sexual and reproductive health and rights of all young people in their diversity.
- Skilled in capacity building on M&E for partners (training, coaching, mentoring).

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 at Country Office, Vientian Capital, with at least **60% travel** to project areas in Bokeo and Oudomxay province. There may also be requirements for international travel as relevant to the program.

LEVEL OF CONTACT WITH CHILDREN

Mid contact: Occasional interaction with children