



Until we are all equal

JOB DESCRIPTION PLAN INTERNATIONAL LAOS

Title	Head of Programmes, Influencing & Partnerships		
Unit	Programmes		
Reports to	Country Director		
Location	Country Office, Vientiane Capital	Travel required	30-40%
Effective Date	12 March 2026	Grade	

About Plan International in Laos

Plan International has been working in Laos since 2007 to deliver integrated programmes that advance child rights and gender equality. Plan International Laos' (Plan Laos') 2021-2027 Country Strategy takes a life cycle approach to implementing **public health & nutrition, education & skills, adolescent development & participation, and skills & opportunities for youth employment & entrepreneurship (SOYEE)** actions.

Committed to establishing and strengthening our NPA/CSO partnerships in programme and project implementation, we partner strategically with the Government of Laos, managing contractors, and private sector. Plan has established programme and project offices in Bokeo, Champasak, Luang Prabang, Oudomxay and Vientiane provinces and Vientiane Capital, and implement through partner agencies in Luang Nampha, Salavane and Savannakhet provinces. Additionally, we are mandated to respond to the humanitarian needs of children, young people and vulnerable communities throughout Lao PDR.

To implement projects, we work closely with the Agriculture & Forestry, Commerce & Industry, Education & Sports, Foreign Affairs, Health and Tourism Ministry's; development partners and INGO networks in accordance with the principles of aid effectiveness and Plan's locally-led, globally connected commitments. As a leading INGO in Lao PDR, we participate in national, regional and global civil society, Government and external working groups.

Our work includes community-based actions, NPA/CSO partnerships and systemic change through policy influencing and advocacy. Our values-based feminist leadership principles underpin our work. We are committed to the principles of decolonisation and to being locally-led, globally connected.

We contribute towards Plan's global commitment to impact the lives of 200 million girls by 2027.

ROLE PURPOSE

The Head of Programmes, Influencing & Partnerships is responsible for leading programme implementation, influencing actions and strengthening partnerships with NPAs/CSOs, Government of Lao PDR, development partners, the private sector, research institutions and Plan's National Offices (NO).

- They provide high quality leadership and management of the programmes team based at the national and sub-national levels, ensuring strong evidence is generated through programmes and projects to be utilized in systems strengthening.
- In partnership with the Business Development Unit, they lead the development of coherent, integrated and quality projects (design, implementation, monitoring and evaluation, learning and research) in close collaboration with NPA/CSO partners. Co-creation efforts will be guided by NPA/CSO knowledge and lived experience, lessons learned, national plans of action, Lao PDR's Sustainable Development Goals; and Plan International's Gender Transformative programming and influencing approach.
- They will be responsible for the effective management of the programme and influencing team in accordance with Plan Laos' quality management standards, and global policy standards that include safeguarding and prevention of harassment, exploitation and sexual abuse (PHESA); annual KPIs; as well as career and succession planning.

By establishing and strengthening quality partnerships with NPAs/CSOs; and strategic partnerships with the Government of Lao PDR, development partners, national offices (NOs), research institutions, and the private sector, this role will support the building of Plan's impact for children and young people, especially girls.

The Head of Programmes, Influencing and Partnerships, role is a senior leadership position that requires a strong professional approach and commitment to gender equality and the modeling of Plan's core values:

- We strive for lasting impact.
- We are open and accountable.
- We are inclusive and empowering.
- We work well together.

DIMENSIONS OF THE ROLE

The Head of Programmes, Influencing and Partnerships is the key leadership position for Plan Laos programmes, and a core member of the country management team (CMT). This position leads and provides oversight to all Plan's programmes and projects in Laos. The role includes the following:

- Working with the Country Director to implement Plan International's updated global strategy with a focus on the rights of girls and young women, gender equality and Plan Laos 2021-2027 Country Strategy.
- Contributing as a member of the Country Management Team (CMT) to Plan Laos' policy development, risk assessment and mitigation, and analysis of trends and changes which will impact the programmes and projects.
- Deputising upon request, for the Country Director, and frequently representing Plan to external stakeholders.
- Approving, upon delegation of the Country Director, commitments, contracts, grants, leases, disbursements and transfers to third parties as per the financial delegation framework.
- Supervising programme and project managers, technical advisors, consultants and specialists, as per organisational structure, and defined in individual TORs.
- Reporting regularly to the Country Director on the management of all risks associated with programme delivery including grant compliance, budget and people management, to ensure ensuring that programmes are implemented with quality.
- Supporting the Business Development Manager/Unit; programme leaders or project managers, Plan National Office (NO) partners and Country Director to identify and respond to programme funding opportunities; and

- Supporting the Emergency response team (ERT) as discussed with the Country Director and/or Emergency Response focal person, on anticipatory action, preparedness planning and emergency response efforts in Laos.

ACCOUNTABILITIES

Key Result Area (KRA) 1: Leads the programme team and ensures high quality, relevant and effective programmes are developed in alignment with Plan's Gender Transformative Programme and Influencing strategy, bringing long-term changes in the lives of children, their families and their communities.

Indicators for success:

- With programme leaders or project managers, the implementation, review and refining of Country Strategy programmes, for discussion with CMT.
- Detail programme models (strategies and approaches) for each programme area (Public Health & Nutrition; Education & Skills; Adolescent Development & Participation; and SOYEE).
- Facilitate and support programmes to develop effective plans aligned with Plan International's monitoring, evaluation, learning and research framework and standards.
- High quality, innovative and inclusive programmes are developed that have sustainable and measurable impacts for children and young people, especially girls, in Plan Laos' target provinces.
- Partner with NO's, GoL, development partners including NPAs/CSOs, and other external stakeholders, to establish and maintain Plan's programme and influencing commitments, and contribute to quality, impactful implementation.

KRA 2: Leads programme implementation team and ensures high quality implementation, meeting Plan standards and aligned with the global Programming and influencing strategy that is compliant with funding commitments and contractual obligations.

Indicators for success:

- Oversight the Programme team to develop detailed project implementation plans, documenting activities and budget, to deliver all grant commitments.
- Ensure that all projects are set up and kick-off on time, with staff recruited and onboarded according to schedule, and projects are properly closed in accordance with Plan International Inc. (PII) standards.
- Grants are managed in accordance with Plan Laos donor contracts and aligned with all relevant internal policies and procedures. This includes regular expenditure and activity monitoring, reporting and early identification of any risks, including safeguarding risks, that require contract amendment, and monitoring contract compliance.
- Lead the Programme teams to ensure establishment of projects aligned to financial and project management systems (such as SAP, ERP and/or other systems used in PII).
- Provide direct reports with supervision, support and coaching to enable them to deliver quality programmes. Ensure mid-term and annual performance reviews take a continuous improvement approach, and consider career and succession planning.
- Identify operational constraints and needed support is accessed in the course of programme and project implementation. Ensure risks to grant commitments are identified in a timely manner and reported to the Country Director for discussion.
- Establish and maintain effective linkages with Government, NPA/CSO partners, development partners, research institutions, NO's and other external stakeholders so that strategic networks are established and maintained to support influencing at the provincial, national and regional level.
- Support Plan's global influencing campaigns e.g., Girls Take Over, regional influencing efforts to End CEFMU; and national International Day (e.g., Women's Day, Trafficking in Persons, Girl Child) and campaigns (e.g. 16 Days of Activism to End Violence Against Women).
- Support the ER focal point, Country Director and CMT to annually review Plan Laos' Disaster Preparedness planning, and upon request, Emergency Response Teams deployed in Laos disasters.

KRA 3: Contributes to a comprehensive funding strategy to effectively support deliver of programmes

Indicators for success:

- Analyse, identify and share funding priorities with the Business Development Manager/Unit and Country Director, and participate in fundraising discussions with NO colleagues, programme and project managers, NPA/CSO partners, technical specialists and advisors.
- Support the Business Development Manager/Unit and other staff to develop quality proposals that are aligned with the Country Strategy (FY21 – FY27) and Plan International's theory of change, gender transformative programming and influencing framework.
- Ensure co-creation activities that fully engage NPAs/CSOs and other stakeholders in the review and updating of project theory's of change, planned outcomes, key activities, work plans and budgets.
- Support the programme team to obtain relevant GoL Memorandum of Understanding and/or NPA/CSO Memorandum of Agreement approvals, in order for timely programme/project implementation in target areas.

KRA 4: Manages performance of programme team and empowers them to deliver sustainable changes for the children and their communities.

Indicators for success:

- Monitor and review the performance of direct reports, 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 in a timely manner.
- Communicate regularly with direct reports and the larger programme team on the vision of Plan Laos, ensuring each team member understands the expected outcomes of their role, the success criteria relating to their work, and how these contribute to Plan's overall work in Laos.
- Ensure that their own, direct report, programme and NPA/CSO team work is well planned, cost-effective and focused upon evidencing impact upon target communities.
- Support team members and enable them to give their best e.g., by encouraging and praising good performance, coaching, assisting staff to resolve performance problems; provide resources, tools and equipment; and identify and communicate staffing professional development needs and communicate to the Plan Laos P&C Manager.
- Identify future leaders amongst key Plan Laos staff, working with the P&C Manager and Country Director to develop capacity development and succession planning for the role. Coach and mentor individuals to reinforce Plan Laos commitments to national leadership.
- Provide quality leadership to ensure Plan International's values, principles and commitment to child rights, child protection, and gender equality are considered and applied by all team members to support the achievement of Plan's organizational outcomes.

KRA 5: Participate in the Country Management Team (CMT) to provide effective leadership and decision making.

Indicators for success:

- Participate actively in country management team (CMT) meetings, providing leadership on programme issues, contributing significantly to decisions on policy and strategic direction. Participation is positive, cooperative, proactive and productive.
- Collaborate proactively with operations, finance, supply chain, gender equality & inclusion, PMERL, administration, P&C, security, safeguarding and communications teams and personnel to ensure the most effective and efficient delivery of programmes.
- Support programme teams to meet deadlines for annual budget planning, document GTM assessments and achieve global management standards. Oversight programme inputs into internal and external audits; all reports (including Influentialness, Plan in Numbers).

- Ensure alignment to all PII policies and strategies as well as proposing, updating and implementing approved changes to existing policies and strategies for Plan Laos.
- Represent Plan Laos at national and international meetings as agreed with the Country Director.
- 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

Internal Positions	Reasons for contact	Level (high, medium, low)
Country Director	Is line managed by the Country Director; collaborates on strategic direction; risk and team management; organisation structure and CO reporting.	High
Operations Director/Head of Supply Chain Management, Administration, IT and Security (as of FY27 based in Cambodia &/or Laos)	Plan and ensure the required operational support is provided to Plan Laos programmes and projects (as available), and relevant service contracts.	High
Grants Managers/ Finance Managers/ Partnership Managers/ Compliance Manager (as of FY27 based in Cambodia &/or Laos)	Develop and/or oversight new project budgets, relevant project amendments, monthly Budget vs. Actual meetings and expenditure reports, and analysis to ensure alignment to project contractual compliance standards, and PII reporting requirements.	High
MERL Manager and MERL Officers (as of FY27 based in Cambodia &/or Laos)	Oversight the inclusion of PMERL and MERL standards to ensure high-level analysis and reporting for all programmes, project, Plan 2021-2027 country strategy, regional influencing priorities, and global approaches to provide quality evidence for reports, PMERL and MERL standards; and project results-based management standards.	High
P&C Manager and team (as of mid-FY27 based in Cambodia &/or Laos)	Provide support and advice for recruitment, performance management, professional development and training.	Medium
Business Development Manager (location to be determined)	Collaborate on funding submissions, proactively seeking and communicating resource mobilization opportunities.	Medium
Communications Manager and Communications Officers (as of FY27 based in Cambodia &/or Laos)	Collaborate on influencing and visibility opportunities to showcase partners, communities and supporters of Plan Laos; which reflect the core values of the organisation. Support co-creation of content and contribute to a narrative that represents children and young people, especially girls' in all their diversity.	High
Programme leaders and/or project managers	Provide line management for programme leaders or project managers and/or project managers. Provide oversight and leadership to the programmes teams. Support programme leaders or project managers to identify innovations and sustainability actions, and	High

	incorporate key learnings into programme and project design.	
	Share programme and project actions, key learnings, and reflections with programme leaders and/or project managers in Cambodia as planned.	Medium
Gender Equality & Inclusion (GEI) Specialist (as of FY27 based in Cambodia or Laos) and GEI Officer (in Laos, budget dependent)	Actively support the advice provided upon gender equality and safeguarding functions and commitments of Plan Laos	High
National Organisations	Together with other senior team members, foster and maintain collaborative relationships with NOs. Be a responsive partner towards NOs, maintaining open communications.	High
APAC Hub and Management Team	Support Country Director in reporting to APAC and participate in regional initiatives to end CEFMU; Girls Leadership and DRM as agreed.	Medium
Global & regional thematic leads, Global Gender Transformative Practice and Policy Group, Impact leaders	Working with programme leaders and/or project managers, contribute to refining global programme models, regional influencing models, and alignment of Plan Laos models to thematic approaches.	Medium

External Positions	Reasons for contact	Level (high, medium or low)
Government, national and sub- national	Ensure Plan's programmes are aligned with, and influence government policies and strategies. Ensure sound partnership in design, implementation and monitoring particularly with sub-national authorities. Ensure MOU and/or MOA approval from government for programme implementation.	High
Development partners	Together with the Country Director, determine co-chair or chair responsibilities e.g., technical sector working groups (such as Adolescent Girls Working Group). Represent and/or support programme / project leaders to take on similar roles in their sector (e.g., UN cluster, and Education Innovation & Research working groups).	High
Donor/funding agencies	Promote recognition of Plan Laos as a partner of choice for donors engaged in Laos. Identify opportunities for country-specific and/or regional funding (liaising with country and/or regional business development personnel).	Medium
Managing contractors	Work with the Business Development Manager and Country Director to progress partnerships for service contracts with managing contractors.	Medium
Civil Society	Engagement on common advocacy issues, including contribution to local civil society development, including the SUN-CSA network.	Medium
Private sector	Foster new partnerships with the private sector on initiatives aligned to the Plan Laos Country Strategy (FY21 – FY27).	Low

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

Knowledge

- Master's degree relevant to development programming **or** a Bachelor's degree with substantial, quality experience in lieu.
- Knowledge and experience of bilateral, multilateral and private sector donor compliance and financial management requirements.
- Knowledge of rights-based development approaches and how to apply these to programming. Knowledge of child rights-based and gender transformative programming approaches is highly desirable.
- Qualifications or demonstrated knowledge in programme quality and development effectiveness.
- Knowledge of Laos and the development context.

Skills

- Minimum 10 years' experience in a senior role in a development agency, INGO or related experience.
- Demonstrated skills in project cycle management, with a minimum of 10 years' prior experience managing grant funded programmes and projects.
- Excellent analytical and problem-solving skills.
- Demonstrated skills in change management.
- Demonstrated skills in human resource management, with proven experience in supporting and coaching teams in a cross-cultural environment.
- Excellent speaking and writing skills in English (e.g., reports, proposals, analysis, briefings).
- Demonstrated solutions-focused approach to resolving challenges.
- Excellent and effective interpersonal communication and negotiation skills.
- Excellent time management and organisational skills.

Desirable

- High level representation skills, including to senior officials in government, development partners, and the private sector.
- Highly effective communicator that builds relationships in order to influence others.
- Demonstrated capacity to create and manage complex partnerships that contribute to organizational goals.
- Strives for high performance and involves others in setting and achieving goals.
- Holds self and others to account to deliver on agreed goals and standards of behaviour and promotes a learning environment in the organisation.

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, with 30-40% of time spent travelling to Plan's programme target provinces and internationally to represent Plan at internal and external fora.

LEVEL OF CONTACT WITH CHILDREN

Low contact: No contact or very low frequency of interaction

Mid contact: Occasional interaction with children

High level: Frequent interaction with children