

Plan International Myanmar

Terms of Reference

Position	: Project Assistant (CBT)
Report to	: Project Officer (CBT)
Number of Position	: 6 Positions
Location	: Sittwe, Rakhine State
Assignment Type	: Service Agreement
Duration	: Joining date till end of September 2025(with possible extension)
Travel percentage	: 90% time spent in the field
Application Closing Date	: 24 th June 2025, 5:00 PM

ABOUT PLAN INTERNATIONAL MYANMAR

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts. In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

JOB PURPOSE

Plan is working in Myanmar to develop and run cost-effective and high-impact programmes. Using the Child Centered Community Development Approach with a focus on rights-based work, the program will focus on DRR, ECCD, WASH, Child Protection, MN&CH, and Emergency Response.

The Project Officer (Cash Based Transfer_ CBT) is responsible for the quality implementation of field/camps level project activities to ensure children and youth benefit from quality and the cash distribution process. The Project Assistant will work closely with the project officer, protection coordinator, and gender and inclusion coordinator to lead awareness-raising activities, and support community mobilization, and supervise the community mobilizers and volunteers. The Project Assistant will have strong project management skills and experience working with children and other community members using participatory approaches.

DIMENSION OF THE ROLE

- Prepare and Conduct Cash Distributions
- Assist in Cash Handling and Preparation
- Support to the project officer for the updated Beneficiary List
- Ensure facilitation for community engagement
- Regular Conduct Monitoring Activities and supervise mobilizers and volunteers
- Address Beneficiary Issues
- Team Coordination and Development
- Increase Communication
- Reporting and Documentation
- Coordination with Partner Organizations
- Compliance with Safeguarding Policies

ACCOUNTABILITIES

- Organize and oversee cash distributions at designated camps and distribution points.
- Support project officers and team members in cash counting, preparation of delivery notes, and attendance documentation for meetings and awareness sessions.
- Conduct household visits to update and verify beneficiary data monthly.
- Lead pre- and post-distribution meetings, focus group discussions with children and women, and awareness sessions on gender, child protection, and safeguarding.
- Implement community and child-friendly feedback mechanisms.
- Perform Post Distribution Monitoring (PDM) using ODK and KOBO software.
- Carry out Market Price Monitoring in the respective camps.
- Monitor and investigate issues related to ration-card selling, cheating, pawning, family separation, and loss of ration cards among beneficiaries.
- Facilitate team meetings for distribution preparation and problem-solving during challenging conditions.
- Foster a cohesive and united team.
- Share challenges and concerns collected from cash distribution activities with the team and relevant stakeholders.
- Assist project officers and team members in compiling reports and collecting beneficiary lists (Form-A).
- Xerox documents as needed for documentation purposes.
- Report to the Project Officer with monthly activity reports and additional tasks related to gender, child protection, and accountability.
- Participate in monthly coordination meetings with partner organizations to ensure alignment and effective collaboration.

DURATION AND WORKING HOUR OF THE ASSIGNMENT

The assignment is a full-time engagement during this period and based in Sittwe Office with 90% travel to project area. Plan International Myanmar will cover for the transportation, Accommodation and per-diem for the required business travel. The consultant is required to work 5 days a week, with 8 hours per working day. Weekends and public holidays, as observed and confirmed by Plan International

Myanmar, are entitled.

SAFEGUARDING COMPETENCIES, CRITERIA AND LEVEL OF CONTACT

- Deliver project activities are in line with the safeguarding standard "Delivering Safe programming and influencing work", and "Building Positive and Safe Relationships with Children and Programme Participants"
- Identify and address safeguarding gaps within implementing standards in area of responsibility.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure CO level finance, partnership and Operation work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues, and children, their families, beneficiaries, and the wider community.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy

KEY RELATIONSHIPS

Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
Operations Team (HFOM/Finance/Admin/HR Managers)	Budget and HR management, Ensure partners' capacity and compliance to Plan's accountability standards	Medium
PO and M& E Officer	Coordination for baseline data collection, evaluation and research, Documentation and learning	High
PC,PM	Coordination and program integration	Medium

External contact:

Position	Reasons for contact	Level (high, medium, low)
Township Government departments and local authorities	Capacity building, relation building, advocacy and networking, Permissions, sharing information	Low
Children, their families and communities	Capacity building, M&E, Consultation	High

Partners (local NGOs)	Capacity building, networking and partnerships; Strengthen downward accountability	Medium
Working Groups/ Networks (Local level)	Coordination, learning and sharing of information and best practices	Medium

PHYSICAL ENVIROMENT:

- Should be able to work and visit field in rustic and extreme weather environment.
- Should be available for 90% travel to field

QUALIFICATIONS:

Essential:

- Bachelor degree and at least two years of progressive work-related experience including at least one year in the field of statistics, development and humanitarian operations, or another related field
- Strong interpersonal skills; courtesy, tact and ability to work effectively with people
- Ability to interpret and analyze a wide variety of program issues and statistical information, and to maintain accurate and precise records
- Basic knowledge on organizational gender, data privacy and protection, safeguarding and PSHEA policies.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks related to financial work including data privacy to programming work
- Organizes and plans work to accomplish given objectives with minimal supervision.
- Makes decisions, takes actions to move issues forward and follows up on actions
- Focused and results oriented
- Good monitoring and follow-up skills
- Innovative, field oriented, good team member, good negotiating skills.

Desirable:

- Understanding of humanitarian issues in the CBT sector and major players in Rakhine State
- Understanding of community development
- Strong knowledge in planning, monitoring, evaluating programs
- Understanding of integrated development issues and child rights
- At least one year of progressive work-related experience



APPLICATION PROCESS:

Interested Candidates should submit their comprehensive CV, Application letter, expected consultancy fees and send to Myanmar.CO@plan-international.org not later than 24th June 2025, 5:00 PM.

Subject line for application: "Project Assistant (CBT) _ Sittwe".

Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.

Early application is encouraged and highly recommended as we will review applications throughout the advertising period and reserve the right to close the advert early.