



Until we are all equal

Plan International Myanmar

Terms of Reference

Position	: Project Coordinator (Child Protection)
Report to	: Response and Recovery Manager
Number of Position	: 1 Position
Location	: Mandalay
Assignment Type	: Service Agreement
Duration	: Joining date till end of September 2025 with possible extension
Travel percentage	: 80%

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 BACKGROUND

A 7.7 magnitude earthquake struck central Myanmar on March 28, 2025, causing significant loss of life, infrastructure destruction, and compounding an already dire humanitarian crisis. Plan International Myanmar has been on the ground working hard to reach children and their families affected by the earthquake, providing immediate life-saving relief assistance and long-term recovery effort.

JOB PURPOSE

Project Coordinator for Child Protection in an emergency response plays a pivotal role for technical support and coordination, cooperate with Local partner organization and township level stakeholders to achieve the project objectives implemented in earthquake affected area. The PC (CP) will focus on planning, implementation and monitoring of CPiE activities in collaboration and coordination with other program team members. The position is responsible to develop strategic approach to community relations that allows to have a comparable approach in building positive relationships with key community stakeholders including holding community volunteers to account. The role will be



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responsible for addressing community feedback and tracking of community satisfaction with activities. It is essential this person is able to collect information and analyze it with ERM (Emergency Response Manager) especially around context analysis regarding intra and inter-community grievances.

DIMENSION OF THE ROLE

This position is responsible for guiding and support in field implementation and is responsible to develop strategic approach to community relations that allows to have a comparable approach in building positive relationships with key community stakeholders including holding community volunteers to account. The role will be responsible for addressing community feedback and tracking of community satisfaction with activities. It is essential this person is able to collect information and analyze it with Line Manager especially around context analysis regarding intra and inter-community grievances.

ACCOUNTABILITIES

Quality Control

- Supervise and ensure comparably quality of activity implementation being delivered by project team and local implementing partner ensuring the local implementing partner staff are able to deliver quality activities in line with agreed objectives and within the timeframe.
- Ensure existing tools and resources and materials are contextualized and Plan and partner staff are well trained on the use of those tools.
- Regularly field visits and assess the capacity of staff and identified the gap and provide technical support on the ground (especially in NGCA areas) level where needed.
- Make sure of CFS, Case Management services and community-based child protection activities are operated in line with Child Protection minimum standard.

Training and Coaching:

- Identify capacity building needs of project team, volunteers or partner staff and deliver capacity building coordinate and cooperate with Plan's CPiE specialist if needed.
- Support R&R Manager in developing capacity building action plan based on identify capacity building assessment results.

Reporting

- Compile and analyse progress reports and consult with Line Manager if any modification is needed to ensure accountability to communities.

Coordination:

- Participate in child protection working group & coordination groups and adapt the ways of working to address any gaps and/or challenges.
- Regular communicate with MERL & AAP Officer to track of project achievement on milestone and report to Line Manager any challenges and need to improved areas.
- Ensure close collaboration and positive relationships with partner, cluster, and stakeholders and with management team of the local implementing partner as well as with the Township level authorities.
- Identify potential spoilers within the community and ensure the project planning takes into account



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their perspective to avoid altercation or exacerbate grievances.

- Responsible for maintaining the relationship at the project implementation including technical support and coordination level.
- Attend ongoing coordination with relevant stakeholders locally and provide necessary information to support external representation of the programme at Township/State level as well as Cluster and sector meetings.
- Monitor and support in providing technical capacity trainings for local implementing partner staff and community volunteers .

General

- Support the effective and efficient implementation of CPiE activities in Plan's humanitarian assistance programme by carrying out day to day duties related to humanitarian response activities in line with Plan Myanmar's Guidelines and Policies.
- Report on the child protection related M&E requirements and milestones in coordination with the project officers.
- Ensure appropriate administrative and electronic filing systems within Child Protection are developed and maintained
- Ensure that key documents are easily accessible and archived
- Develop and maintain technical project records such as databases, reports and activity records.
- Support in the ongoing analysis of child protection needs and humanitarian response trends based on effective networks with partners, local authorities and other identified stakeholders.

Planning

- Together with the Line Manager, identify beneficiaries need before project planning; identify assistance gaps and needs for Child Protection in targeted areas and design activities in close consultation with girls and boys and caregivers with a gender sensitive and inclusive approach.
- Set and follow minimum technical standards in the project and planning.
- Ensure that Child Protection Minimum Standards are taken into account in the planning of activities.

Implementation

- Implement CPiE activities in targeted areas with support from the Line Manager, under technical supervision of CP Specialist and in close coordination with other team members.
- Ensure Child Protection activities are well implemented as planned and meeting the CPMS and SPHERE standards.
- Work with CP Sub Sector and develop better collaboration with a range of local stakeholders to ensure a well-coordinated delivery of CPiE assistance by Plan Myanmar.

Monitoring

- Perform regular monitoring visits to the project implementing fields as necessary.
- Support the assessment of child protection needs of children and gaps in service provision in targeted areas on a regular basis with due consideration to age, gender, and diversity/vulnerability, and use this information to inform programming and adapt activities subsequently.
- Produce field monitoring reports, shared with R&R Manager and CO level technical specialist.
- Monitor project progress regularly, report and consult with Line Manager if any modification is needed.
- Provide the Line Manager detailed and accurate inputs to fulfil project technical and financial reporting requirements.



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Representation, Networking and Communication

- Ensure appropriate representation of Plan in the Child Protection Sub-Sector and with the local authorities, UN, INGOs, local NGOs and communities, etc.
- Support Line Manager for ongoing coordination with relevant stakeholders locally and provide necessary information to support external representation of the programme at Township/State level.
- Provide regular programme updates and early alerts to the R&R Manager for timely decisions
- Develop and maintain proactive, positive and professional relationships with other NGOs, donors, key local officials, beneficiaries.

DURATION AND WORKING HOUR OF THE ASSIGNMENT

The assignment is a full-time engagement during the period and based in Mandalay Office with 80% travel. 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 per 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

- Ensure the delivery of CPiE programs and activities in accordance with Safe Programmes and Influencing Interventions standards. This includes conducting risk assessments and implementing safeguarding protocols.
- Ensure the delivery of Emergency Response project (Child Protection in Emergency) activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard “Working with Safe Partners” and “Building Positive and Safe Relationships with Children and Programme Participants”.
- The post holder will be act as a Safeguarding focal point of the Mandalay PU office
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure project activity 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.
- Ensure that staff understand their role and responsibilities for safeguarding and PSHEA and manage performance accordingly.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations 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.

DEALING WITH PROBLEMS

The complex situation in the field will require forward planning, attention to detail and building of relationships. He/She is expected to take do-no-harm approach and make decisions based on the correct application of policies and procedures. The post holder is expected to identify and solve problems faced in the field using creative solutions but refer to the Line Manager for high level problems.

KEY RELATIONSHIPS

Internal contacts:

Situation	Reasons for contact	Level (high, medium, low)
Response and Recovery Manager	Coordination and program integration,	High
MERL Team	Coordination for data collection, evaluation and research, Documentation and learning	Medium
Child Protection Advisor	Technical guidance and coordination	High
Country Lead Safeguarding and PSHEA Focal Point	Technical guidance and coordination related on Safeguarding and PSHEA	High
Operations Team (Finance/Admin/HR, Log)	Budget and HR management, Ensure partners' capacity and compliance to Plan's accountability standards	Medium

External contacts:

Agency	Reasons for contact	Level (high, medium, low)
Township Stakeholder departments and local authorities	relation building, advocacy and networking, Permissions, sharing information	High
Children, their families and communities	Capacity building, M&E, Consultation	Medium
Partners (local NGOs)	Capacity building, networking and partnerships; Strengthen downward accountability	High
Working Groups/ Networks (Local level)	Coordination, learning and sharing of information and best practices	High

PHYSICAL ENVIRONMENT:

The post holder will be based in Mandalay with 80% travel to the field.



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QUALIFICATIONS:

- University degree holder in related area and minimum 3 years' relevant professional experience including Child Protection, CPiE.
- Proven strong technical knowledge and skills in at least one area of CPiE.
- Strong experience on organisational gender, safeguarding and PSHEA policies.
- Reflects on their value system and takes account of our biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks to Child Protection in Emergency programming and influencing work
- Prior experience working in emergency settings or insecure environments.
- Effective in representation and liaison with external parties
- Awareness of cluster system, inter-agency coordination, and working with local authorities and humanitarian actors
- Proven ability to work as part of a team.
- Experience in and strong commitment to capacity building and mentoring of national staff
- Personal qualities: Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible
- Knowledge of Do No Harm and Protection Principles

Skills:

- Strong communication, interpersonal, and teamwork skills.
- Proven ability to manage multiple priorities.
- Ability to lead multi-disciplinary teams, delegate tasks, and manage resources effectively
- Work independently, and adapt to changing situations.
- Excellent organizational and time management skills.
- Skilled in liaising with internal and external stakeholders, writing clear reports, and presenting updates
- Cultural sensitivity and effective communication with affected communities
- Fluency in Burmese and English (written and spoken).
- Strong analytical and decision-making skills in rapidly changing environments
- Ability to adapt plans based on evolving contexts, such as displacement, access, or conflict

Behaviors:

- Ability to emulate Plan International's commitment, both in and outside of the workplace, to empowering girls and young women in securing their rights to equality
- Flexibility in a workspace with growing needs and responsibility
- Demonstrably passionate about accountability to affected People and Community Engagement and committed to achieving the goals of the AAP Project.
- Takes initiative, identifies potential problems and solutions, and anticipates needs ahead of time.
- Works effectively in a team environment, builds strong relationships, and communicates openly and honestly.
- Demonstrate high degree of professionalism and integrity



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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 29th May 2025, 5:00 PM.

Subject line for application: "Project Coordinator (CP) _ Mandalay".

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.