



Until we are all equal

Plan International Myanmar

Terms of Reference

Position	: Project Coordinator
Report to	: Response and Recovery Manager
Number of Position	: 1 Position
Location	: Sagaing
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

The Project Coordinator in an emergency response plays a pivotal role in ensuring that humanitarian interventions are delivered efficiently, effectively, and in coordination with relevant stakeholders. This involves managing Project Officer, local partners and ensuring that activities are delivered on time and within the expected standard.

DIMENSION OF THE ROLE

The post holder will be responsible overall management of the response in specific geographical locations. The Project Coordinator will ensure smooth, timely, successful and high quality

implementation of all programmatic work – in coordination and representative for Plan with Plan's partner organizations, government counterparts, donor and other key stakeholders.

ACCOUNTABILITIES

Overall Project Management

- Planning, implementing, and monitoring of emergency response activities in line with the project objectives and donor requirements.
- Manage and lead in the whole project implementation including capacity strengthening, budget control and program quality assurance at the field level.
- Ensure that timelines, budgets, and quality standards are met.
- Working with operation support staff to ensure implementation of appropriate logistics, human resources and financial controls for the field activities.

Team Leadership and Coordination

- Supervise project teams (staff and sometimes volunteers), providing direction, support, and performance management.
- Facilitate internal coordination between technical sectors (e.g., WASH, CVA, Health, and Protection).
- Ensure regular team meetings and updates from field staff.
- Act as the focal point for coordination with local authorities, humanitarian clusters, implementing partners, and community leaders.
- Represent the organization in coordination meetings and ensure alignment with the broader humanitarian response.

Partnership Management

- Well-coordinated and closely working with partner for budget planning, projection, project planning, procurement and project implementation.
- Provides guidance to partner organization for enhancing timely delivery of project activities at targeted communities, including narrative and financial reporting as per detailed implementation work plan to achieve targeted outcomes and expected impacting.
- Coordinate with partners and monitor activities based on the agreed deliverables and standards.
- Strengthen technical capacities of partners in core technical areas and project cycle management, integration of cross cutting intervention through coordination with technical advisories and thematic managers for program quality and development.
- Manage and organize a regular coordination meeting with partners organization to ensure understanding and develop a space for exchange of dialogues and discussions of context natures, difficulties, challenges in implementation project activities.

Monitoring, Evaluation, and Reporting

- Oversee the monitoring and evaluation of project activities and outcomes.
- Ensure timely and accurate reporting to donors and organizational leadership, including sitreps and success stories.
- Track indicators and adapt plans based on changing context and field realities.



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Risk Management and Adaptive Planning

- Identify challenges, gaps, and risks (e.g., access issues, security threats, supply chain bottlenecks).
- Adjust plans and operations as needed in coordination with technical teams and management.
- Ensure safety and security protocols are followed.

Accountability

- Ensure that community feedback mechanisms are in place and used. Ensure that is integrated in all activities including with partners. Close the feedback loop to address issues and concerns arising from the implementation of projects

Personal Development

- Attends internally and externally facilitated training events, workshops, symposiums, studies, conferences to enhance level of performance. Maximize the use of ICT for greater awareness of local and global trends affecting development work. Accepts special objective assignments for skills enhancement and expansion. Shares learning to benefit others.

DURATION AND WORKING HOUR OF THE ASSIGNMENT

The consultant will be contracted for a period of 4 months, with the expected start date of 1st June 2025. The assignment is a full-time engagement during this period and based in Sagaing with 80% 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

- Ensure the guidance, design, and delivery of Emergency Response project activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Delivering Safe programming and influencing work, “Working with Safe Partners” and “Building Positive and Safe Relationships with Children and Programme Participants”.
- Develop guideline, SOP and procedure for programming are in line with Plan International Safeguarding and PSHEA standards and manual
- 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

This position is based in the field where there is a complex and sensitive situation, it is very crucial for the post holder to understand and manage a wide range of issues in the local context and find creative and thoughtful solutions with resources available according to Plan International's values, missions and mandates. The complex situation in the field will require forward planning, attention to detail and building of relationships. All responsibilities of the position holder are expected to be completed proactively through a Do-No-Harm approach, and with the attention to details and professional relationship building. The post holder is expected to identify and solve problems faced in the field using creative solutions but refer to the Response & Recovery Manager for higher level problems.

KEY RELATIONSHIPS

Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
Response & Recovery Manager	Management supports and coordination for any technical advisory.	High
DRR Resilience Manager, Technical Advisors/ Specialist	Coordination and program integration, technical guidelines	High
Operations Team (Finance/Admin/HR/Log)	Work together to run smooth the project	High
MERL team	Coordination for baseline data collection, evaluation and research and documentation	High

External contacts:

Agency	Reasons for contact	Level (high, medium, low)
Implementing partners including local NGOs, CBO and sectoral partners	Coordination, implementation of activities together, information exchange and guidance in cluster strategies	Medium
Project beneficiaries and program participants	Regular engagement and communications to deliver the project targeted activities,	High

PHYSICAL ENVIROMENT:

The post holder will be based in Sagaing with 80% travel to the project area.



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QUALIFICATIONS:

Knowledge:

- University degree in international development, humanitarian assistance, project management, or relevant technical field;
- Minimum 3 years field experience in emergency response (natural disaster, displacement, etc.) including managing and working in community-based projects.
- Familiarity with needs assessments, logical frameworks (log frames), budgeting, implementation, monitoring, evaluation, and reporting
- Understanding of donor compliance and reporting formats (e.g., ECHO, USAID, UN agencies)
- Knowledge of humanitarian architecture, emergency classifications, and response mechanisms (e.g., MIRA, Flash Appeals, Humanitarian Response Plans)
- Awareness of cluster system, inter-agency coordination, and working with local authorities and humanitarian actors
- Sector-Specific knowledge in such as WASH, Food Security, Nutrition, CVA, Protection, Shelter, Education in Emergencies (EiE), Cross-cutting themes: Gender, Protection, Climate Resilience
- 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 Emergency programming and influencing work
- Strong understanding of Core Humanitarian Standards (CHS), Sphere Standards, and the Humanitarian Charter
- Knowledge of Do No Harm, Accountability to Affected Populations (AAP), 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.
- Familiarity with tools like KOBO, ODK, Activity Info, or financial tracking systems
- 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

Behaviours:

- 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.



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- Works effectively in a team environment, builds strong relationships, and communicates openly and honestly.
- Demonstrate high degree of professionalism and integrity

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 28th May 2025, 5:00 PM.

Subject line for application: "Project Coordinator_Sagaing".

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.