



Until we are all equal

## Plan International Myanmar

### Terms of Reference

<b>Position</b>	: Project Officer
<b>Report to</b>	: Project Coordinator
<b>Number of Position</b>	: 2 Positions
<b>Location</b>	: Mandalay
<b>Assignment Type</b>	: Service Agreement
<b>Duration</b>	: Joining date till end of September 2025 with possible extension
<b>Travel percentage</b>	: 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 post holder is responsible for field level implementation to ensure all implementation are aligned with international standards and assist the technical planning of project activities and support the technical capacity of partners especially the field staffs and strengthen accountability. He/she will conduct planning, regular monitoring and representation and liaison at the local level. He/she will lead community mobilization and implement project activities in coordination with community stakeholders.



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## DIMENSION OF THE ROLE

This position supervises efficient distribution of cash at distribution sites, ensure proper distribution record and compliance of the allocated distribution points. S/he will support partners for successful project implementation. This position contributes to timely, efficient, and quality implementation based on work plans and allocated budgets. S/he supports in meeting, training, awareness session and technical planning of cash distribution activities including cross-cutting (Gender Mainstreaming, Child Protection Mainstreaming and Accountability) at the site level and support implementation and technical activities in coordination with partners/communities.

## ACCOUNTABILITIES

- Support the Project Coordinator in identifying and selecting communities for the implementation of the projects in cooperation with the partner organizations.
- Regularly monitor the implementation progress of the project and activities against set indicators.
- Participate in Learning process of Plan Myanmar through project reviews and evidence based learning and sharing events
- Support good communication and coordination among target beneficiaries through regular meetings, coordination events.
- Facilitate local level awareness raising campaigns on specific issues in targeted area.
- Assist the line manager in collecting necessary data and information for reporting and programme related donor requirements.
- Conduct collection, processing and analysis of technical data from the field and follow up on inconsistencies.
- Support line manager in identifying and selecting communities for the implementation of the projects in cooperation with the partner organizations.
- Build the capacity of the partners as required through coaching, trainings and providing constructive feedbacks.
- Regularly monitor the implementation progress of the project and activities by the partners against set indicators.

## 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 Mandalay Office 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 delivery of Emergency Response programs and activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Delivering Safe programming and influencing work. This includes conducting risk assessments and implementing safeguarding protocols
- Ensure the delivery of Emergency Response project activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard "Working with



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Safe Partners” and “Building Positive and Safe Relationships with Children and Programme Participants”.

- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their 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 in other organizations and children, their families, beneficiaries, and the wider community.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar’s policy.

## DEALING WITH PROBLEMS

The post holder will need to identify challenges and opportunities to address any problems in the project locations and flag issues to management as needed in a timely manner. He/she has to analyse local context, current security situation and instantly report any security concerns and accidents in the field to the office. The position will solve any problems linked to project implementation and report these to Line Manager. 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.

## KEY RELATIONSHIPS

### Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
Project Coordinator	Technical support in project planning, implementation, monitoring and progress report	High
Project team	Supports in delivery of project targets and implementation and guidelines under procedure of Plan standard	High
MERL team	Coordination for data collection, evaluation and research, Documentation and learning	Medium

#### External contacts:

Agency	Reasons for contact	Level (high, medium, low)
Target communities	Implement and monitor project activities and progress in target areas	High
Partners, local NGO, CSO	Capacity building, networking and partnerships; Strengthen downward accountability	High
Authorities and other stakeholders	Consultation and coordination with authorities at township level as necessary	Low

#### PHYSICAL ENVIROMENT:

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

#### QUALIFICATIONS:

##### Knowledge:

- University degree in development studies, education, social services, nutrition or any relevant field.
- Minimum 3 years of proven experience in planning, implementing, emergencies projects and preferably in working in community-based projects.
- Experience in working and collaborating with different stakeholders including partnership.
- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender equality, inclusion and diversity issues.
- Basis knowledge and understanding on Child Protection, Safeguarding and PSHEA including policy implementation to the respective area of responsibility.
- 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 to Emergency programming and influencing work

##### Skills:

- Strong communication, interpersonal, and teamwork skills.
- Proven ability to manage multiple priorities.
- Able to work under pressure for multiple tasks to meet dead line.
- Diplomatic, calm and deliberate when handling sensitive issues.
- Good analytical skills.
- Excellent organizational and time management skills.
- Fluency in Burmese and English (written and spoken).

##### 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
- Takes initiative, identifies potential problems and solutions, and anticipates needs ahead of time.
- Demonstrate high degree of professionalism and integrity



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- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.

#### APPLICATION PROCESS:

Interested Candidates should submit their comprehensive CV, Application letter, expected consultancy fees and send to [Myanmar.CO@plan-international.org](mailto:Myanmar.CO@plan-international.org) not later than 28<sup>th</sup> May 2025, 5:00 PM.

Subject line for application: "Project Officer\_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.*