



Plan International Myanmar

Terms of Reference

Position	: Response and Recovery Manager
Report to	: Emergency Response Manager
Number of Position	: 1 Position
Location	: Mandalay
Assignment Type	: Service Agreement
Duration	: Joining date till end of November 2025
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 Response and Recovery Manager will be primarily responsible for providing professional support across the entire project management cycle, including donor reporting, donor communication and partnership management. This role also involves a provision of technical support alongside technical advisors in the Country Office (CO) to project teams in implementing activities in earthquake affected areas of Mandalay and Sagaing. S/he will oversee and be accountable for the quality implementation of assigned humanitarian and earthquake response interventions, project activities, key results, project deliverables and stakeholder communications. S/he will ensure that programme delivery integrates gender sensitivity, diversity and inclusion, protection and other cross-cutting themes. The position

reports to the Emergency Response Manager and serves as a core member of the Emergency Response team.

This position requires regular and active involvement in the production of donor reports, effective engagement in partnership management, and participation in project related meetings/ events/ workshops including (but not limited to) project start-up, baseline studies and end line evaluations and reviews. S/he will work closely with technical experts, advisors and managers on resource mobilization, business development, grant proposal preparation, technical guidance, and reporting. Collaboration with Operations is also essential to address operational, risk and compliance issues. Additionally, s/he will be responsible for providing key findings, analyses, recommendations and action plans to support effective project implementation.

DIMENSION OF THE ROLE

- S/he will responsible and accountable for the quality implementation of assigned project cycle management, including coordination with technical experts to ensure appropriate technical solutions are applied to project interventions.
- S/he will lead the assigned project management team to ensure sound and smart implementation with technical quality intervention, project results in achievement, financial management and partner relations.
- S/he will lead planning and monitoring efforts, working closely with respective project managers to provide oversight and ensure the delivery of high-quality results that maximize positive impact.
- S/he will work with the Emergency Response Manager (ERM) and relevant technical teams program resource mobilization, grant proposal development, and donor reporting.
- S/he will contribute to the management of a response budget of over USD 3 million, ensuring that outcomes, impacts and results are achieved in accordance with the agreed framework, work plans and contractual agreements.
- S/he will participate as needed in 1st phase humanitarian response in the event of an emergency.

ACCOUNTABILITIES

Strategic Representation

- Represents Plan International at coordination, cluster, partner and donor meetings which take place at the field level.
- Engages with Plan International Country Office and the Emergency Response (ER) team to enhance coordination, maximize synergies and promote the application of programmatic best practices.
- Stays informed on humanitarian actions and funding trends discussed in the earthquake zone and provides regular updates on these trends and analysis to ERM, Country Director and ER team.

Programme Management

- Contribute to the development and refinement of the humanitarian response strategy, ensuring alignment with Plan International's core competencies and clearly defined priority areas.
- Provide strategic leadership and management support to earthquake response projects for high quality and timely implementation to achieve targeted outcomes and overall goals in line with Plan International policies and procedures.
- Provide necessary support to respective project teams for compliance with donors' regulations.

- Ensure that appropriate policies, procedures and systems are in place to properly manage programs/projects.
- Monitor the implementation of projects to ensure consistency with project proposal, through review of project implementation plans and activity reports.
- Manage financial resources allocated to projects, including the review and approval of budgets (with appropriate cost-sharing/match components), ensuring timely and accurate financial reporting in both local and donor currencies.
- Ensure the preparation and submission of high-quality, timely reports to donors and government bodies in line with contractual obligations.
- Work closely with internal departments – including finance, procurement, HR, external relations etc.- to ensure coordinated support for program and project delivery.
- Ensure the integration of gender equality and women's leadership ensuring it is a central part of all work including gender and protection mainstreamed in all projects.

Partnership Management

- Provides management support to partner organizations to ensure the timely delivery of project activities within target communities, as well as the preparation of narrative and financial reports in line with the detailed implementation workplan, to achieve the intended outcomes and impact.
- Support the strengthening of partners' technical capacities in key thematic areas and project cycle management, through coordination with technical advisors to ensure high-quality programme design and implementation.
- Lead and facilitate regular coordination meetings with partner organizations to foster a shared understanding of contextual dynamics, challenges, and project management practices.

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 Emergency Response programs and activities in Mandalay are in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the Safeguarding and PSHEA standards and manual
- Overall responsibility to functional and departmental activities are in line with Safeguarding and PSHEA policy implementation 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 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.

- Ensure that all staff understand their role and responsibilities for safeguarding and PSHEA and manage performance accordingly.
- 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.

KEY RELATIONSHIPS

Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
ERM	Management supports and coordination for any technical advisory.	High
Director of Programme Implementation	Implementation support and coordination for project management.	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 tam	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
Township Stakeholder departments	Relation building, advocacy and networking.	Medium

DEALING WITH PROBLEMS

This position is based in Mandalay where there is a complex and sensitive situation. It is crucial for the post holder to understand and manage a wide range of issues and stakeholders 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 ERM for higher level problems.

PHYSICAL ENVIROMENT:

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

QUALIFICATIONS:

Knowledge:

- University degree in relevant area with at least 5 years of senior level project management experience in fragile contexts. High level of comfort with, and experience in adaptive project management standard and operations standard.
- Familiarity with managing emergency programmes in a number of humanitarian crises would be an advantage.
- Proven experience in the implementation and in the integration of cross-cutting themes in the area of gender equality & inclusion, child protection, resilience and conflict sensitivity.
- Proven ability to support diverse teams, creating a sense of trust, empowerment, professional growth and accountability to.
- Must be able to develop and manage detailed plans, implementation work plan, logical framework and budgets in accordance with contractual requirements.
- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender equality, inclusion and diversity issues.
- Good in developed analytical and problem-solving skills.
- High level of reporting skills and budget management skills.
- Behavioural role model for others, demonstrating Plan International's core values of empowerment, inclusiveness and accountability.
- Sound communication skills with partners and proven ability to work effectively with national partner organizations and senior government partners
- Must be able to work effectively across functional units and to support colleagues to work effectively across functional units.

Desirable

- Thematic experience in at least two of Plan International's main areas of programmatic focus: SRHR, youth economic empowerment, education in emergency, early childhood development, youth leadership, child protection, gender and partnership management.
- Higher degree in relevant areas such as community development, social change, programme/project management, development studies from reputable university.

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

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
- Demonstrates a passion for accountability to affected People and Community Engagement
- 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
- Willingness to travel to remote areas
- Occasionally work during night time, weekends and holidays to produce timely and quality output.

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: "Response and Recovery Manager _ 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.