

**Terms of Reference (ToR) for the position of
Assistant Program Manager- Childcare Entrepreneurship Development
Under the “Recovery and Advancement of Informal Sector Employment (RAISE)” Project**

Basic Information:

Name of the Position : Assistant Program Manager- Childcare Entrepreneurship Development
Number of the Position : 01 (One)
Age : Max. 45 Years
Experiences : 07 Years
Monthly Consolidated Salary : BDT 1,30,000/- and other admissible benefits
Assignment Duration : 01 (one) year (Annually renewable based on performance and availability of fund)
Duty Station : Dhaka, Bangladesh; Field visit is required across the country.

1.0 Background:

Palli Karma-Sahayak Foundation (PKSF), an apex development organization, was established by the Government of Bangladesh in 1990 for sustainable poverty reduction through employment generation. Since its inception, PKSF has been implementing various poverty alleviation programs and projects through its Partner Organizations (POs) all over the country. Since 2022, PKSF has been implementing the Recovery and Advancement of Informal Sector Employment (RAISE) Project with joint financing from the World Bank and PKSF. The Project aims to enhance income-earning opportunities and employment for low-income urban and rural youth, including youth who are not in education, employment, or training (NEET), young micro-entrepreneurs, climate-vulnerable entrepreneurs, youth affected by COVID-19, and returning migrants. The Project is being implemented nationwide through PKSF's Partner Organizations (POs).

As part of the RAISE Project, PKSF is implementing the Home-based Childcare Entrepreneurship Development Program to promote affordable, quality childcare services while creating sustainable self-employment opportunities for women through the establishment and operation of home-based childcare enterprises. The program seeks to strengthen women's economic empowerment, support parents' participation in the labour market, and contribute to early childhood care and development through a network of trained and supported childcare entrepreneurs. For detailed information about PKSF and the RAISE Project, please visit www.pksf-bd.org.

2.0 Major Responsibilities:

Assistant Program Manager- Childcare Entrepreneurship will oversee and manage childcare activities of the RAISE project. The position reports directly to the Project Coordinator and works closely with Senior Deputy Project Coordinator and the respective focal points of partner organizations.

The major responsibilities are as follows:

Technical and Operational Management

- Perform and coordinate the implementation of the **Home-based Childcare Entrepreneurship Development Program** under the RAISE Project in accordance



with approved project documents, operational manuals, implementation frameworks, and World Bank requirements.

- Coordinate and support the development, refinement, and implementation of the **Home-based Childcare Entrepreneurship Development Framework**, including quality standards, operational guidelines, assessment tools, training strategies and curricula, operational manuals, activity guides, child development and learning tools, parent engagement resources, safeguarding protocols, and other technical materials required for effective program implementation.
- Coordinate with national and international experts, government agencies, development partners, academic institutions, and other relevant stakeholders in developing, reviewing, piloting, validating, and updating technical resources, implementation tools, service standards, monitoring frameworks, and policy recommendations to strengthen program quality and sustainability.
- Support the Project Coordinator in annual work planning, budgeting, procurement planning, implementation review, risk management, donor missions, project evaluations, and other strategic and operational activities related to the Home-based Childcare Entrepreneurship Development Program.

Capacity Building and Training

- Coordinate, supervise, and monitor the delivery of entrepreneurship development, childcare, business management, safeguarding, financial literacy, and other approved capacity-building interventions for home-based childcare entrepreneurs, ensuring quality and compliance with approved curricula and implementation standards.
- Establish and enforce common delivery standards, protocols, and quality benchmarks for all capacity-building interventions to ensure consistent program experience across all implementation sites and Partner Organizations.
- Provide technical guidance, mentoring, and supervisory support to project officers and other program staff engaged in childcare entrepreneurship activities to ensure quality and implementation and continuous capacity development.

Monitoring, Evaluation, and Learning

- Supervise and coordinate the operation of the Management Information System (MIS) and Case Management System related to the childcare entrepreneurship program, ensuring data quality, accuracy, completeness, timely reporting, and effective utilization of data for evidence-based planning, monitoring, and decision-making.
- Analyze program performance, implementation progress, and monitoring data, and prepare periodic progress reports, management briefs, concept notes, technical papers, presentations, donor reports, and other strategic documents for PKSf Management, the World Bank, and other stakeholders.

Partner Oversight and Coordination

- Coordinate and supervise Partner Organizations (POs) in identifying, mobilizing, selecting, and supporting eligible home-based childcare entrepreneurs, ensuring transparency, inclusion, and equitable participation of women, persons with disabilities, and other disadvantaged groups.
- Supervise and monitor the implementation of program activities by Partner Organizations, ensuring timely achievement of project targets, quality service delivery, compliance with project requirements, and timely resolution of implementation issues.



- Define roles and responsibilities of key partner-level staff and ensure standardization of program delivery across all Partner Organizations to guarantee consistent, high-quality services to home-based childcare entrepreneurs' users.
- Monitor and supervise the establishment and operation of home-based childcare enterprises through regular field visits, supportive supervision, and compliance reviews to ensure adherence to child safeguarding requirements, health and safety standards, operational protocols, and service quality benchmarks.

Communication and Stakeholder Engagement

- Support the development and implementation of social and behavior change communication (SBCC) intervention strategy and content package appropriate to the home-based childcare context targeting potential childcare workers, parents and community members.
- Coordinate the documentation and dissemination of best practices, innovations, success stories, lessons learned, and evidence on entrepreneurship development, women's economic empowerment, quality childcare services, child development outcomes, and employment generation.
- Coordinate with relevant units of PKSf, Partner Organizations, government agencies, development partners, and other stakeholders to facilitate effective program implementation and strengthen institutional collaboration.
- Perform any other duties assigned by the Project Coordinator or PKSf Management.

3.0 Required Qualifications and Experiences

- Master's degree with a four-year Bachelor's degree in Early Childhood Development, Social Work, Social Welfare, Psychology, Sociology, Education, or closely related discipline from a UGC-approved university.
- The applicant must have secured at least two First Divisions/Classes or equivalent CGPA/GPA in all public examinations.
- Candidates having Third Division/Class or equivalent CGPA/GPA in any public examination will not be eligible to apply.
- At least 07 (seven) years of professional experience, including a minimum of 4 years of direct experience in the design, implementation, supervision, or technical management of childcare, Early Childhood Development (ECD), daycare, or child-focused development (Only full-time work experiences after graduation will be counted).
- Strong knowledge of evidence-based early childhood care and development practices and quality standards.
- Demonstrated experience in development of program implementation packages, including curriculum development, training manuals, quality standards, and M&E frameworks.
- Proven experience in supervising and providing technical support to implementing partner.

4.0 Age Limit: Maximum 45 years at the last date of application.

5.0 Salary & Allowances:

- Monthly consolidated salary BDT 1,30,000/- (One Lac Thirty Thousand);





- Other admissible benefits (Festival Bonus, Bangla Noboborsho Allowance, Mobile Allowance, Group Insurance etc.) as per PKSf policy;
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

Qualified women candidates are strongly encouraged to apply.

১

গোলাম: হুজুরানী
মিনিয়র উপ-প্রকল্প পরিচালক
RAISE প্রকল্প
পল্লী কর্ম-সমর্থন ইউনিট (পকসএসএফ)

দিলীপ কুমার চন্দ্রাবতী
মহান, প্রকল্প
১৮/৫
১৫৫৫৭৭৭