

Terms of Reference (ToR) for the position of
Program Officer- Childcare Entrepreneurship Development

Under the “Recovery and Advancement of Informal Sector Employment (RAISE)” Project

Basic Information:

Name of the Position : Program Officer- Childcare Entrepreneurship Development
Number of the Position : 01 (One)
Age : Max. 40 Years
Experiences : 05 Years
Monthly Consolidated Salary : BDT 120,000/- 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:

The **Program Officer – Childcare Entrepreneurship Development** will support the implementation and day-to-day management of the Home-based Childcare Entrepreneurship Development Program under the RAISE Project. The position will report directly to the Project Coordinator and work closely with the Senior Deputy Project Coordinator, technical team, Partner Organizations (POs), consultants, and other relevant stakeholders. The major responsibilities are as follows:

Technical and Operational Management

- Support the implementation of the Home-based Childcare Entrepreneurship Development Program under the RAISE Project in accordance with approved project



guidelines, operational manuals, implementation frameworks, and other applicable project requirements.

- Assist in the development, refinement, and implementation of the Home-based Childcare Entrepreneurship Development Framework, including operational guidelines, quality standards, assessment tools, training materials, activity guides, child development tools, parent engagement resources, safeguarding materials, and other technical resources required for effective program implementation.
- Coordinate with relevant experts, consultants, and stakeholders in developing, reviewing, piloting, validating, and updating technical materials, implementation tools, service standards, monitoring tools, and other program resources.

Capacity Building and Training

- Coordinate and monitor the delivery of entrepreneurship development, childcare, business management, safeguarding, financial literacy, and other approved training and capacity-building interventions for home-based childcare entrepreneurs, ensuring compliance with approved curricula, implementation guidelines, and quality standards.

Partner Oversight and Field Implementation

- Assist Partner Organizations (POs) in identifying, mobilizing, and selecting eligible home-based childcare entrepreneurs, ensuring transparent selection processes and equitable participation of women, persons with disabilities, and other disadvantaged groups.
- Support Partner Organizations in conducting community outreach, awareness campaigns, entrepreneur enrollment, orientation, and other field-level implementation activities to ensure timely and effective program delivery.
- Conduct regular field visits to monitor the establishment and operation of home-based childcare enterprises, ensuring compliance with child safeguarding requirements, health, hygiene, safety standards, service quality benchmarks, and other project requirements.

Monitoring, Evaluation, and Learning

- Maintain the quality, accuracy, and completeness of program data in the Management Information System (MIS) and Case Management System by reviewing data submissions, coordinating with Partner Organizations and the MIS team, and following up on data validation and reporting requirements.
- Analyze program data and prepare periodic progress reports, implementation updates, management briefs, presentations, and other reports highlighting implementation progress, achievements, challenges, lessons learned, and recommendations.
- Document best practices, innovations, success stories, lessons learned, and evidence of project outcomes related to entrepreneurship development, women's economic empowerment, employment generation, quality childcare services, and child development.







Communication and Stakeholder Engagement

- Coordinate with relevant units of PKSf, Partner Organizations, consultants, technical experts, and other stakeholders to facilitate effective implementation of program activities and strengthen collaboration among implementing partners.

Other Responsibilities

- 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 05 (five) years of professional experience, including a minimum of 3 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 40 years at the last date of application.

5.0 Salary & Allowances:

- Monthly consolidated salary BDT 120,000/- (One Lac Twenty Thousand);
- Other admissible benefits (Festival Bonus, Bangla *Noborsho* 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.



গোলাম জিলানী
সিনিয়র উপ-প্রকল্প সমন্বয়কারী
RAISE প্রকল্প
পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)




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&
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