

Terms of Reference long-term Consultant for Project Manager Position in the Community Based Childcare Center Project (CBCC) - Cambodia

PE&D is an international NGO, expert on early childhood and dedicated to improving the living conditions of vulnerable children through five priorities:

- Protection Early Childhood,
- against Gender-Based Violence
- Young Women Professional Integration
- Family Development
- Maternal and Reproductive Health,

Our DNA? Working in partnership with beneficiaries and national and local actors, to strengthen their capacities and experiment new innovative and sustainable methodologies and services.

PE&D has been working in Cambodia for 35 years and implementing social services projects for garment workers for 3 years.

Starting from April 2020 PE&D will carry out in Cambodia for 4 years the **Community Based Day Care Center Project** with the support of the Japan Social Development Fund under World Bank management.

Planète Enfants & Développement is looking of qualified persons to fill the position of Project Manager.

1. BACKGROUND

Garment factories in Cambodia provide jobs to nearly 700,000 people, approximately 90% of whom are women. The sector accounts for \$5 billion USD, or roughly 80 percent, of Cambodia's total export revenue. Many garment workers travel long distances to work each day and some of them are considered to be migrant workers.

The Cambodian Labour Law (1997), Article 186, requires enterprises employing more than 100 women to either establish a daycare center on-premises for children between 18 and 36 months old, or to pay for employees' childcare costs elsewhere. However, a 2017-2018 ILO assessment of factory compliance found that 72% (283) of factories are non-compliant. There are almost no operating on-premises daycares. Rather, factories usually pay minimal childcare allowances to workers.

In Cambodia, there are no public daycare services and very few functional factory daycare centers. Private daycare services are available and growing in urban areas but are not financially accessible for most garment factory workers. The average cost of private daycare in Cambodia is \$100/month for 1 child, while a garment factory worker monthly base wage is around \$180. Traditional Caregivers, typically illiterate grandparents, are often the only affordable

childcare option. However, they are not well-equipped to provide adequate education, stimulation, and nutrition to young children.

IFC's Tackling Childcare research shows that lack of childcare options can translate into higher employee turnover and absenteeism, lower employee satisfaction and productivity, and difficulty in recruiting top talent. This is because the unavailability or unaffordability of care can affect parents' choices regarding taking up paid versus unpaid work. This is a key concern for women as globally they perform 75% of unpaid care work.

Developing options for affordable childcare centers in Cambodia has the potential to reduce time spent on unpaid work and narrow the gender gap. This, in turn, could have a host of benefits, including women's greater financial independence, ability to pursue wage-earning opportunities, and labour force participation. In addition, children who have access to early childhood education and care are more likely to perform well in school and to be healthier and more productive as adults. Hence, childcare can result in a win-win situation for employees and their children, employers, and economies.

This community-based childcare project will first focus on Kampong Speu province, as the area hosts a high concentration of garment factories whose workers live in their own communities and can participate in community-based services.

The project targets 625 garment factory workers and their children and families. The garment factory workers must be employees of participating factories at the time of application to join a CBCC and throughout enrollment.

2. Project Components

Component 1: Institutional Establishment of Community-based Childcare Centers

This component comprises two activities.

Activity A: Institutional Arrangements, Systems and Procedures

This activity will start the negotiations with every stakeholder to engage them in the project at different levels (Ministries, Provincial Representatives of Ministries, local authorities, communities, factories). It will arrange experts, contracts, and procedures to establish the framework of the CBCC services. The activity aims at recruiting a Consultant on Early Childhood pedagogy and childcare, a Contracts and Procedures Advisor, and a firm with experience in financial management and management information systems (MIS) for the project's development. The activity also guides preparation of CBCC Management Guidelines and establishment of Advisory Committees (ACs) to hold each CBCC accountable for quality services.

Activity B: Childcare Center Facility Preparation

This activity entails the land acquisition – mainly by agreement of land use- and site preparation for CBCCs. It includes the hiring of a Design and Infrastructure Specialist. It also outlines standards and guidelines for CBCC construction and operation, including preparation of land use and building designs and facility costing, procuring construction firms, inspecting and certifying CBCCs for operation, outfitting the facilities, and phased-in establishment of CBCCs over 3 years.

Component 2: Capacity-Building of CBCC Workers and Families

The component articulates the different steps for building the capacities of the project staff and actively participating stakeholders.

It will design the operational guidelines which describe the education curriculum of the CBCCs. It will also outline preparation of Caregiver and Manager training materials, focusing on

developing effective training and on-the-job coaching. The development of an e-learning system will also be prepared to provide supplementary Caregiver training materials.

A local NGO will be contracted to provide additional trainings to the CBCC cooks and parents so they may in turn offer the children nutritious food. Another one will provide parent education trainings on financial management & child development. The component additionally outlines CBCC oversight training programs for Advisory Committees and local government representatives.. Lastly, this component also describes the role of a medical doctor in temporarily conducting paediatric check-ups and train the CBCC staff for attitudes and processes to adopt in case of illness or injuries.

Component 3: Community-based Childcare Service Delivery

This component describes the general CBCC system, floor plan and monitoring. It describes the organization of the CBCCs, including human resources and the economic model and financial management. It explains the enrolment activities and the beneficiaries' selection. The role of the project's staff to provide monitoring and on-the-job coaching is also highlighted.

The component also describes nutrition advice for enrolled children, the establishment of a reserve fund to ensure the caregivers' salaries, and a Communication plan to drive demand for services.

Component 4: Project Management, Monitoring, Evaluation and Knowledge Dissemination

This component entails three activities: Project Management and Administration, Monitoring and Evaluation, and Knowledge Dissemination. This includes hiring a Project Manager, detailing the commitment of the Implementing Agency staff on project activities, outlining potential research partnerships with local organizations, and describing the plans for monitoring and evaluation and dissemination of lessons learned.

3. Responsibilities of the Project Manager

The Project Manager shall have the following responsibilities

1. Implementation and coordination of all the project's activities according to the project's framework. The project manager is responsible for high-quality achievement of the project's objectives.
2. Recruitment and management of the project team (consultants and PE&D staff)
3. Procurement of local NGO's for the sub grant implementation.
4. Commitment to and regular contacts with the technical (local NGO's) and financial partners (World Bank) as well as with the provincial and national authorities (MoYES, MoLVT, MoH).
5. Organization of the steering committee meetings, including the agenda proposal and follow-up of the taken decisions.
6. Negotiations with the factories and the communes regarding participating in the project.
7. Analysis of the results obtained within the M&E framework, propose program adjustments as necessary.
8. Financial follow-up of the project with the Finance manager (planning and control of the expenses, according to the budget)
9. Write activity reports

Timing and Expected Outputs

The successful candidate is expected to start from the 18th of May 2020, for a period of 4 years (full time).

The departure to Cambodia will depend to the COVID-19-related situation, regarding borders opening. In the meantime, the project manager will work at home or at the PE&D Headquarter.

The expected outputs and timing are as follows:

Outputs	Indicative Timing
i. Recruitment and management of the team	As described in the TOR of each one.
ii. Liaise with technical, financial and public partners	All along the project
iii. Organization of steering committee meetings	Each year on every quarter
iv. Negotiations with factories and commune councils	Start in first six months of the project, continue as necessary to open the minimum number of CBCCs each year.
v. Review and synthesize the M&E results	At the end of each year
vi. Oversee project budget and expenditures	All along the project, twice a year.
vii. Reporting	Every six months

Qualifications

The candidate for the Project Management position should have the following qualifications:

- Master's Degree in Political sciences, business school, education or health
- A minimum of 5 years of experience as a project manager in a developing country, in Corporate Social and Environmental Responsibility
- Experience in working with Institutional Development Partner
- A background in early childhood would be an asset.
- Excellent social skills for building relationships with senior partners (e.g. ministries, big brands, factories)
- Ability to manage a team
- Organizational skills, rigor, excellent communication skills.
- Creative, takes initiative, autonomy,
- Fluency in English and French is mandatory.

Type of contract : long term consultant, full time

Duration : 4 years

Monthly Allowance : 1800 USD + bonus according to family situation.

Arrangement for health insurance and taxes may be under responsibility of the consultant or paid by PE&D, depending of the consultant status and nationality.

Location: Phnom Penh with frequent travels to Kompong Speu province.

Please to send your offer before April 28th, with the reference RP CBCC 2020, with the following documents: CV, motivation letter and financial expectations to:

Nathalie Dupont – nathalie.dupont@planete-eed.org

Veronique jenn-Treyer siege@planete-eed.org

The Contractor will be awarded on a quality based selection.