**Terms of Reference (ToR) for ECCD Facilitator**

**1. Position Title:** Early Childhood Care and Development (ECCD) Facilitator  
**2. Location:** CNR Village ( Staff Quarter)  
**3. Reporting To:** Chairman of the Center  
**4. Employment Type:** Regular contract for initial period of one year

**5. Purpose of the Position**

The ECCD Facilitator is responsible for the overall management of the Early Childhood Care and Development (ECCD) center, ensuring a safe, nurturing, and stimulating environment for young children. The facilitator will plan and implement age-appropriate activities that promote children's holistic development, including cognitive, social, emotional, and physical growth.

**6. Key Responsibilities**

**6.1 Childcare and Learning Activities:**

* Plan and implement structured learning activities that support early childhood development.
* Foster a safe and stimulating environment that encourages exploration and learning.
* Promote inclusive education by addressing the diverse needs of children.
* Monitor children's progress and provide feedback to parents/guardians.

**6.2 Health, Safety, and Nutrition:**

* Ensure a clean, hygienic, and safe learning space for children.
* Monitor children’s health and well-being and report any concerns to parents.
* Promote proper nutrition and hygiene practices among children.

**6.3 Parent and Community Engagement:**

* Maintain regular communication with parents regarding their child’s progress and well-being.
* Organize parent meetings on child development and parenting skills.
* Foster a strong partnership between the center, parents, and the community.

**6.4 Center Management and Administration:**

* Maintain attendance records of children and ensure compliance with ECCD regulations.
* Assist in the procurement of necessary materials and equipment for the center.
* Report any maintenance or operational issues to the concerned authority
* Ensure adherence to the center’s policies, including safety and child protection guidelines.

**7. Required Qualifications and Experience**

* Minimum of Class XII passed with certificate in Child care learning
* Prior experience in early childhood education or child care is preferred.
* Excellent communication and interpersonal skills.
* Ability to work collaboratively with parents, children, and colleagues.

**8. Working Hours and Leave Entitlement**

* Working hours: 8:30 AM to 4:30 PM (Monday to Friday)
* Leave entitlement: Follows the school vacation schedule with an additional 10 days of casual leave per year.

**9. Monitoring and Evaluation**

* The facilitator’s performance will be evaluated periodically based on key performance indicators, including child engagement, parental feedback, and adherence to center policies.
* Regular reporting and self-assessment will be required to ensure continuous improvement.

**10. Remuneration and Benefits**

* Nu. 15000 per month with Nu. 200 as yearly increment