Children: The Future Hope of Addis
Early Childhood Development (ECD) Initiative

Draft Terms of Reference: ECD Project Manager
October 2020

Background
Early Childhood Development (ECD) refers to a comprehensive approach to policies and programmes for children from birth to 8 years of age, their parents and caregivers. What happens during the early years of a child’s life; from birth to eight years, influences children’s outcomes and opportunities in their adulthood. Behavior patterns of a lifetime are formed during this period when brain development is most active. As children acquire the ability to speak, learn and reason in early years cornerstones are laid during this period affecting all later orientation to development and survival in life.

As the second most populous country in Africa, Ethiopia holds huge potential as the country is in the ‘early’ phase of the demographic dividend transition and on the path to a population age structure that may enable it to experience a demographic dividend. Ethiopia is now Africa’s fastest growing economy and according to the World Bank, the country has sustained strong economic growth in the last decade, averaging between 6%-7%. Similarly, over the last decade, Ethiopia has made tremendous development gains in education, health, food and nutrition security.

Big Win Philanthropy is partnering with the Bernard van Leer Foundation (BvLF), the leading philanthropist in the early childhood development sphere, to support the Mayor of Addis Ababa, Adanech Abiebie, as she is prioritizing early education as well as family-friendly urban planning. Ethiopia is rapidly urbanizing and ECD investments in Addis Ababa have the potential to shape the national direction in the medium term. The ongoing major transformation in public infrastructure projects such as housing and human-centric open public space planning, including the Addis Ababa Riverside Development Project Prime Minister Abiy Ahmed launched earlier this year offers unique opportunities to integrate ECD coupled with existing solid platforms such as Urban Health Extension Programme (HEP), family health teams, the Urban Safety Net Programme, and the expansion in its school networks including in pre-primary.

As a first step, Bernard van Leer supported four senior government officials, including the Deputy Mayor of Addis Ababa, to participate in an introductory forum organized by
the Gehl Institute and BvLF in Copenhagen in May 2019 on best practices and planning for broad-based, measurable and sustainable early childhood programming. In June 2019, we took the key people from the federal level and from Addis Ababa on a site visit to Brazil to see first-hand Brazil’s globally renowned Criança Feliz (Happy Child) Programme, which promotes the importance of investing in early childhood development to enhance the quality of human capital and which aims to serve four million people.

**On return from Brazil**, the Ethiopians have developed a contextually appropriate plan focused on children age 0-6 years aimed at improving the awareness, attitude and skills of parents and caregivers in the protection and development of children and preparing children for primary school. Specific program components include:

- Provision of house-to-house health care and social support services to vulnerable households with children and pregnant women, conducted by health and social workers deployed by the Addis Ababa City Administration
- Delivery of quality, public day care services and establishment of model day care centres and ECD centres located in condominiums
- Establishment of child-friendly, green and safe outdoor playgrounds
- Closure of selected roads on Sundays to encourage outdoor child play and mass sports
- Capacity building of ECD workforce comprising health care workers, social workers, pre-primary school teachers, and caregivers.

**The partnership has been formalized in an MOU** signed by the three partners in July 2020. The MOU outlines specific activities, objectives and commitments by the partners and is accompanied by a governing structure currently being established to guide, manage and support the programme. In August 2020, Big Win Philanthropy renewed the consultancy agreement for the engagement and secondment of a Project Coordinator to serve as the Lead Point Person in coordinating the efforts of different sectors and stakeholders to ensure a truly cross-sectoral initiative, strengthening the integrated community support and care delivery platforms that cover all sectors, and providing day-to-day technical and managerial leadership in the Addis Ababa City Administration Mayor’s Office with overarching responsibility for maintaining effective coordination and partnership with stakeholders, including sector bureaus, woreda administration offices, Big Win Philanthropy, Bernard van Leer Foundation, other development partners and the private sector.

Having established an initial program framework, the project partners have identified the need for additional project support alongside the Project Coordinator in order to advance and manage the day-to-day implementation of the various strands of work. It is expected that this additional project support will provide complementary skill sets that allow for the optimization of technical, managerial and administrative capacity required to deliver on the goal and objectives of the Addis Ababa ECD Initiative.

**Scope of work**

At the request of the project partners, the Bernard van Leer Foundation seeks to recruit a Project Manager (PM) to support the Addis Ababa City Administration in managing the implementation of the ‘Children: The Future Hope of Addis’ ECD Initiative. The PM will work alongside the ECD Coordinator, providing hands-on
management, technical and administrative support of the various streams of work in order to ensure the effective development and execution of the ECD Initiative programme components.

Based in the Addis Ababa City Administration Mayor’s Office, the PM will facilitate effective coordination and partnership with and between stakeholders, including sector bureaus, woreda administration offices, Big Win Philanthropy, Bernard van Leer Foundation, other development partners and the private sector.

The main responsibilities of this position are:

A: Operational planning & management

• Develop a strategic plan operationalising the ECD initiative through the organization of a workshop with the Addis Ababa City Administration leadership, ECD Steering Committee and federal stakeholders that will establish measurable goals and specific milestones in the short, medium and long term.

• Translate this strategic plan into a clear Gantt chart outlining prioritized activities that provides clarity for all stakeholders on who does what and when. Communicate and monitor key milestones of each work stream to the various project owners and milestones of an integrated work programme to the senior leadership of the Addis Ababa City Administration and broader Steering Committee.

• Taking responsibility of coordinating with various stakeholders, in accordance with the Gantt chart, to ensure coordinated, timely implementation and adjusting timelines and activities in accordance with ongoing developments, opportunities and challenges.

B: Programme development and delivery

• Provide day-to-day technical and managerial support to external technical assistance that will be deployed by Bernard van Leer Foundation and Big Win Philanthropy to provide ECD expertise in areas requested by the Addis Ababa City Administration

• Monitor the program budget for utilizing approved BvLF grants to the city administration to ensure alignment with agreed top priorities reflected in Addis Ababa ECD Action Plan

• Work constructively with other counterparts in the Addis Ababa City Administration and at federal level to ensure timely roll-out and high quality implementation of the ‘Children: The Future Hope of Addis’ ECD Initiative, closely monitoring effective and efficient execution towards the agreed targets

• Provide advice, guidance and trouble-shooting input into emerging issues to ensure their timely and effective resolution

C: Program coordination and stakeholder management

• Facilitate the convening of quarterly Steering Committee Meetings, Bi-Weekly Technical Committee Meetings and the various taskforce meetings comprising representatives of implementing bureaus, federal government agencies and ECD development partners to develop and review technical materials and provide technical guidance on proposed implementation approaches. This includes supporting municipal counterparts in preparing background
documentation, consolidating and distributing meeting summaries and integrating all resulting action items into the overall project Gantt.

- Identify and engage all relevant stakeholders to ensure that the ‘Children: The Future Hope of Addis’ ECD Initiative is harmonized with other government and donor funded programmes and that it facilitates government ownership and leadership.
- Support municipal counterparts in drafting periodic reports and updates as requested by program partners, donors and Steering Committee.

**D: Baseline Study, Monitoring, Performance Tracking and Evaluation**

- Support the development and implementation of a monitoring, evaluation and learning plan for the ECD Initiative in close coordination with the Addis Ababa City Administration leadership, ECD Steering Committee and federal stakeholders to
  - Support the integration of the technical partner into the ongoing functioning of the project in order to provide ongoing feedback loops that can continuously contribute to project learning and improvement.
  - Support the development of a results framework highlighting indicators for each component of the ‘Children: The Future Hope of Addis’ ECD Initiative and the development and implementation of data systems to facilitate ongoing learning, development and evaluation.

**E: Communications and Reporting**

- Develop and implement an effective communications and reporting structure relating to key developments, progress and issues relating to the ‘Children: The Future Hope of Addis’ ECD Initiative between all key stakeholders to keep them abreast of progress and emerging challenges by ensuring that all programme information is appropriately shared.
- Identify and manage any risks associated with the ‘Children: The Future Hope of Addis’ ECD Initiative by timely escalation of issues to the relevant authorities so that the interests and reputation of Addis Ababa City Administration and her partners are well protected.

**Ideal Candidate Profile**

- Educated to post-graduate degree level, or equivalent by experience; background in ECD-relevant content an advantage (health, education, social sciences, etc);
- At least 5/years of relevant work experience with progressive managerial and coordination responsibilities either at municipal or national levels; specific in-country experience in Ethiopia an advantage;
- Good understanding of how governmental departments and private sector entities work, ideally with direct experience working within government;
- Experience with complex and large-scale programme implementation, ideally in Ethiopia;
- Superior expertise in program management, planning, finance, investment project design, financial and economic feasibility, and cost-benefit analysis;
- Demonstrable evidence of methodical programme oversight and management;
Exemplary work ethic with a drive for concrete results in a complex environment;
Ability to work independently and effectively within tight deadlines;
Team player with excellent interpersonal skills and highly developed communication, presentation, negotiation and influencing skills
Motivated, energized and excited to work for the mission of the ECD Initiative
Positive, can-do approach to overall work and challenges
Willingness to travel extensively within Addis Ababa
Proficiency in the use of Microsoft Office Suite and teleconferencing platforms is a critical requirement
Excellent written and oral communication skills in English and national/regional languages (i.e. Amharic) is required.

Duration of Assignment and Duty Station
- **Duration of assignment:** 12 months, with possibility of extension subject to satisfactory performance and status of programme.
- **Duty station:** Addis Ababa City Administration Mayor’s Office.

Reporting Arrangements
- Within the Addis Ababa City Administration Mayor’s Office, the ECD Project Manager shall report directly to the Deputy City Mayor, Ato Jantrar Abay, or to such other person as is designated by the Addis Ababa City Deputy Mayor from time to time (i.e. the “Government Coordinator” - Ato Ephrem Gizaw, the Mayor’s Office Chief of Cabinet).
- The ECD Project Manager acknowledges that although s/he will be seconded to the Addis Ababa City Administration Mayor’s Office, s/he is required to regularly report to the Bernard van Leer Foundation’s Project Managers and keep them reasonably informed as to the progress of the services.
- The ECD Project Manager is also required to participate in monthly progress review meetings involving the Bernard van Leer Foundation (BvLF) and Big Win Philanthropy, including the Project Coordinator seconded to the Addis Ababa Deputy Mayor’s Office by Big Win Philanthropy.

Interested in Applying?
Please send your CV and cover letter to the following email address by **November 11, 2020:** adab-consultant@bvleerf.nl