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Loden Foundation

Thimphu: Bhutan | P.O. Box. 131
Tele: +975-77193322 / +975-77195599
Email: info@loden.org
www.loden.org

TERMS OF REFERENCE: LODEN EARLY LEARNING CENTRE FACILITATOR

Position Summary

This position is responsible for the overall management and effective day-to-day operation of the centre. The position works closely with one another co-facilitator at the centre to ensure that the AWP of the centre is carried out effectively, financial accounts are maintained in the most transparent and accountable manner, strengthened relationship with the community and ensure timely reporting to the head office.

The position shall also be willing to take on any other tasks as and when directed by the Executive Director. The position reports directly to the Programme Officer - Education at Loden Foundation.

Major Duties and Responsibilities:

1. Centre Management

- I. S/he is responsible to develop Annual Work Plan (AWP) each year including activity plan and budgetary requirement and effectively execute the activities as per the document
- II. S/he will also ensure that annual reports from the centre are submitted on time to the head office
- III. S/he is responsible to ensure that the infrastructure and all other facilities at the centre are maintained well such as centre building, furniture, equipment, education materials, WASH facilities and drainage systems.
- IV. S/he is responsible to maintain a safe and clean work/play area at the centre at all times.
- V. S/he is responsible to ensure that the centre's reputation is maintained in the community through various relationship-building activities at the centre

2. Daily Operations

- I. S/he shall provide full support in helping parents and/or guardians of the children to help with the registration process.
- II. S/he shall ensure that the centre is opened and closed on time.
- III. S/he shall ensure that the centre is fully equipped with all educational resources.
- IV. S/he is responsible to provide constant care to the children.



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- V. S/he is responsible to ensure that the children are productively engaged during the centre hours through reading sessions, play time and other activities as per the AWP.
- VI. S/he is responsible to educate the children on building good habits including the following but not limited to -
- Toilet habits
 - Sharing toys
 - Proper hand washing after food, snack and toilet
 - Care for younger children and respect for older children
 - Encourage healthy nutrition
 - Encourage socialisation through interaction and play
 - Reading habits
- VII. S/he is responsible to ensure that the children in their care are not discriminated against, abused (physically, mentally and psychologically) or neglected in any way on the basis of gender, age, ability, economic status, family structure, ethnicity, religion, language or culture.
- VIII. S/he is responsible to invite parents to organise meetings and/or one-to-one discussion with them about the progress of the children.
- IX. S/he shall maintain a proper book of accounts and should be able to produce information as and when required by the office.

3.Communications

- I. S/he is responsible for creating awareness about the centre, its facilities and the benefits of early childhood care and development through holding community meetings and using social media platforms.
- II. S/he should be able to interact with the children in Dzongkha, English and local language if required.
- III. S/he shall promptly respond to any emails or communications from the head office.
- IV. S/he shall be responsible to use the official email of the centre (samtse@loden.org) for all official communications.

The position is also required and should be willing to take on any ad hoc task assigned by the Education Programme Officer.



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Minimum Qualification:

1. A minimum class 10 pass certificate who is 18 years and above.
2. Experience in working at similar centres.
3. Diploma or any educational certification on ELC courses will be given preference.
4. A candidate from the same community will be preferred.
5. Knowledge/experience in Special Education needs.

Personal Qualities:

The position operates with independence under the close supervision of the Programme Officer - Education and is expected to meet deadlines and efficiently carry out the tasks. As the facilitator of the centre, the children and their development remains the most crucial aspect of the centre, therefore, the facilitator must possess the following personal qualities-

- Must enjoy caring for the children between 3-4 years of age and meaningfully engage the children in educational activities.
- Must possess high integrity and work ethics.
- Must be someone who enjoys doing social work.
- Must be aware of children's rights both at the national and international level.
- Must be able to read and write Dzongkha and English Must be able to communicate in the local community language.
- Must be aware of the overall activities of the Loden Foundation Must be of good nature and be able to maintain good relationships with the community members, especially the local leaders.

Probation Period:

A probation period of six months shall apply:

- I. The period shall be viewed as a period of trial where the organisation assesses the competence, character, aptitude, discipline and suitability of the candidate.
- II. The newly recruited employee will not receive any additional benefits during the first six months of the employment.
- III. After six months of probation period, the employee will be considered a full- time employee of the Loden Foundation.



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STANDARD OPERATING PROCEDURE (SOP)

Reporting:

The facilitator will submit bi-annual reports to the Programme Officer- Education in the head office, who will review the report and submit it to the Executive Director.

Reporting deadline

- June end
- November end

The expenditure sheet in the report should be backed with original bills or receipts and submitted to Loden. Expenditure report without receipts or bill shall not be borne by the office and shall be liable for refund. The reports need to be finally approved by the Executive Director.

Training:

The office will inform the facilitators of any training/workshop opportunities at least a week in advance and complete instruction will be provided in the note sheet. However, if the facilitators receive any training/workshop opportunities, the following SOP applies:

1. Write email to Programme Officer - Education at least 3 working days in advance along with any supporting documents.
2. The Programme Officer - Education will review and submit for approval and communicate accordingly.
3. Submit any claims for allowances as per Loden Foundation's Service Manual.
4. Submit training/workshop report no later than 7 working days to claim balance allowance as per Loden Foundation's Service Manual.

Leave:

As per the Loden Foundation's Service Manual, all staff are entitled for various leaves. However, certain SOPs are put in place to process the leave request.

1. The facilitators must inform the Programme Officer- Education at least three working days before through submission of the leave form.
2. Any unseen leave or absence from the centre must be immediately notified to the Programme Officer - Education.
3. In case the Programme Office - Education is on leave or unavailable, the next person to report to will be the Administration Officer. In case the Administration Officer is unavailable as well, the Executive Director may be contacted directly.