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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 CENTER FACILITATOR

Position Summary

This position is responsible for the overall management and effective day-to-day operation of the center. The position works closely with one co-facilitator at the center to ensure that the AWP of the center is carried out effectively, financial accounts are maintained in the most transparent and accountable manner, strengthened relationship with the community, and 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 for developing an Annual Work Plan (AWP) each year including the activity plan and budgetary requirement and effectively executing the activities as per the document.
- II. S/he will also ensure that annual reports from the center are submitted on time to the head office.
- III. S/he is responsible for ensuring that the infrastructure and all other facilities at the center are maintained well such as center building, furniture, equipment, education materials, WASH facilities, and drainage systems.
- IV. S/he is responsible for always maintaining a safe and clean work/play area at the center.
- V. S/he is responsible for ensuring that the center's reputation is maintained in the community through various relationship-building activities at the center.

2. Daily Operations

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



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- IV. S/he is responsible for providing constant care to the children
- V. S/he is responsible for ensuring that the children are productively engaged during center hours through reading sessions, playtime, and other activities as per the AWP.
- VI. vi. S/he is responsible for educating 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 socialization through interaction and play
 - Reading habits
- VII. S/he is responsible for ensuring that the children in their care are not discriminated against, abused (physically, mentally, and psychologically), or neglected in any way based on gender, age, ability, economic status, family structure, ethnicity, religion, language, or culture.
- VIII. S/he is responsible for inviting parents to organize meetings and/or one-on-one discussions 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 center, 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 for using the official email of the center (norbugang@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 Executive Director.



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4. Minimum Qualification:

- A minimum class 12 pass certificate who is 18 years and above
- A diploma or any educational certification on ECCD course will be given preference.

5. Additional Merit:

- A candidate from the same community will be given preference
- Knowledge and Experience in Special Education Needs

6. 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 center, the children and their development remain the most crucial aspect of the center, 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 ethic.
- 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 good and be able to maintain good relationships with the community members, especially the local leaders

7. Probation Period:

A probation period of six months shall apply.

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



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7. Remuneration: As per Loden Internal Service Rule

REPORTING TEMPLATE: LODEN EARLY LEARNING CENTER

Center Name			
Facilitators:	1.		
	2.		
Total Student	Boys	Girls	Total
Student Graduating	Boys	Girls	Total
Students Drop Out	Boys	Girls	Total
1. Narrative Report (ACTIVITIES CARRIED OUT IN ACADEMIC YEAR AS PER AWP)			
2. Financial Report (Attached detailed income and expenditure sheet with bills)	Income	Expenditure	
3. New Request (stationery, mattress, blankets, etc.)	Name	Numbers	
	1		
	2		
	3		
4. Annual work plan (for the next	Attached Annual Work Plan		



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academic year)	
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STANDARD OPERATING PROCEDURE (SOP)

1. 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.

2. Reporting deadline

- June end
- November end

The expenditure sheet in the report should be backed with original bills or receipts and submitted to Loden. The office shall not bear expenditure reports without receipts or bills and shall be liable for refund.

The reports need to be final approved by the Executive Director

3. 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:

Write an email to the Programme Officer - Education at least 3 working days in advance along with any supporting documents

The Programme Officer - Education will review and submit for approval and communicate accordingly

Submit training/workshop report no later than 7 working days to claims balance allowances as per Loden Foundation's Service Manual



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Loden Submit train to claim balance allowances as per Foundation's Service Manual than 7 working per Loden Foundation

4. Leave:

- As per the Loden Foundation's Service Manual, all staff are entitled to various leaves. However, certain SOPs are put in place to process the leave request.
- The facilitators must inform the Programme Officer- Education at least three working days before submitting the leave form
- Any unseen leave of absence from the center must be immediately notified to the Programme Office - Education

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.