

Women Development Department, Government of Punjab
Terms of Reference
Day Care Experts – Punjab Day Care Fund

Background

Punjab Day Care Fund has been established by the Government of Punjab to ensure quality care for children of working parents, especially women. Women Development Directorate of Punjab (as secretariat for the fund) is rendering funds to public organizations, not-for-profit organizations and other civil society organizations (NGOs/CSOs/CBOs etc) to establish around 65 day care centres in different districts of the province. Equipment and operational costs of these day care centres will be borne by the PDCF society (wdd.punjab.gov.pk/) for a period of one year. Considerations to continue funding after licensing are also underway and will be mainstreamed once notified.

International Labour Organization (www.ilo.org/islamabad) is a United Nation's agency, assisting the WDD in establishing an assessment and reporting mechanism to ensure quality care at the day care centres. Day Care experts play a key role in ensuring just this, by visiting each centre, assessing the care activities based on pre-defined Assessment & Reporting tool and reporting to the PDCF society.

Assessment & Reporting Tool

High quality standards for eminent care have been developed by the WDD and transformed into an assessment and reporting tool by the ILO. It has 114 standards supported by a glossary and a list of equipment/stationery. Once on board, the Day Care experts will be oriented in detail on the Assessment & Reporting tool for utilization during visits to assess the day care centres. The tool has informally been tested in existing day care (takes 1 to 2 hours) and found to be adequately addressing following requirements:

- Building and space (35 standards)
- Staff (09 standards)
- Health & safety (35 standards)
- Daily programme (09 standards)
- Parents / guardians (06 standards)
- Child record (02 standards with 22 sub-clauses)
- Staff record (02 standards with 5 sub-clauses)
- Nutrition (12 standards)
- Emergencies (04 standards)

Responsibilities of the Experts

- Visit the flag-ship day care centre in Punjab secretariat to get exposure and first-hand knowledge of the PDCF Society's view point and expectations from the new day care centres. If authorised, the visit will also be used to demo/test the Assessment & Reporting tool (group mechanism suggested to avoid inconvenience to children).
- Submit a visit plan to the PDCF Society based on the finally authorised day care-centres within ten working days to the signing of contract (Visit Plan Format).
- Total number of Day Care Centres authorised to any one expert and the total number of days required to visit each of the authorised centres four times during one year, depends on the finalized visit plan (explained later in this document). On average, somewhere between 12 to 20 days in all, will be required during one year.

