



Lusaka and Chongwe Early Childhood Development (ECD) Program

Call for Applications

June 2025

Submission Details

For the benefit of Lusaka City Council and Chongwe Municipal Council, Big Win Philanthropy seeks to hire a team of experts to help coordinate and manage a multisectoral Early Childhood Development (ECD) Program in Lusaka and Chongwe. This call for application outlines the Terms of Reference (ToR) and job description for an ECD Program Coordinator, an ECD Program Manager and an ECD M&E Specialist.

Applications must be submitted via email to Bridget Gyamfi (Bridget.Gyamfi@bigwin.org) and copied to Marcus Langley (Marcus.Langley@bigwin.org) with the subject line “Expression of Interest – Early Childhood Development Program – Lusaka and Chongwe. Submissions must include the applicant’s curriculum vitae, a bio and a capacity statement justifying the applicant’s suitability for the position. The application must include the contact details (address, phone and email) of two references from recent previous/relevant projects. **The deadline for submission is no later than 23.59 Coordinated Universal Time (UTC) on September 10, 2025.**

Introduction

The Mayors of Lusaka and Chongwe Districts in Zambia, have committed to making their cities welcoming, hospitable, and thriving environments for children. With the ambition of The leadership of the two Districts have committed to providing a safe and nurturing environment that fosters children developmental outcomes through an integrated Early Childhood Development (ECD) program. The transformative goal is to ensure that ensuring that 95% of children aged 0 to 5 years developmentally on track in health, learning and socio-emotional wellbeing by 2030.

Research has proven that investing in early years is the single most effective method for poor and vulnerable societies to break out of poverty and vulnerability cycles, address inequality, boost productivity and equip the younger generation with the skills they need for the future. Recognizing the impact of ECD on national development trajectories, the ambition is to leverage on existing systems to promote a multi-sectoral approach in formulating, implementing and tracking strategic interventions that offers holistic, quality and equitable ECD services for children, their families and the environment within which they live.

The prioritisation of the early childhood development and the commitment to place young children and their families, at the centre of development planning could be game changing for the two districts, with the potential to influence national scale up in Zambia. This document outlines the core strategy, and costed plan for the ECD program which will serve as the blueprint and a roadmap to guide program implementation in Lusaka and Chongwe. Big Win Philanthropy has partnered with the Lusaka City Council and Chongwe Municipal Council to design and roll out a comprehensive Early Childhood Development (ECD) program. Through this Terms of Reference, we are seeking qualified individuals to support the design, implementation and monitoring system required for a holistic and comprehensive multisectoral ECD Program in Lusaka and Chongwe.

This document provides an overview of the job descriptions for the roles to be hired for. The selected individuals will render services and be accountable to the Lusaka City Council, Chongwe Municipal Council and Big Win Philanthropy. For avoidance of doubt, this is a private TOR process and not a public procurement of services by any governmental unit or its agencies and instrumentalities.

The ECD Project Management Office

For an ambitious program pivoted on a multisectoral implementation approach, effective program management, coordination mechanism, and a system to timely track performance is crucial to the attainment of the expected outcomes. The Mayors of Lusaka and Chongwe have committed to establish a Program Management Office (PMO) to promote effective coordination between and among the implementing sectors, track performance, measure success, identify program risk and promote timely course corrective measures as necessary. The Program Management Office (PMO) will be politically empowered and will have the responsibility of driving the overall implementation of the ECD Program across the sectors track performance, identify bottlenecks and liaise with the leadership of the two cities to provide the necessary resolutions in a swift manner.

2. Role Profiles

An ECD Program Coordinator, an ECD Program Manager and an ECD M&E Specialist will be hired and assigned to oversee the functions of the Program Management Office. The section below outlines the job description and terms of engagement for each role.

1. Early Childhood Development Program Coordinator

Attribute	Details
Role:	ECD Program Coordinator
Reports to:	Mayor of Lusaka and Chongwe, and the ECD Steering Committee
Employment Type:	Full-time contract
• Proposed Salary:	*
Duration:	12 months with possibility of extension based on performance

The salary will be set based on qualification, relevant experience, earning history, and the job to be completed

Job Overview:

The ECD Program Coordinator will assist the Mayors of Lusaka and Chongwe in coordinating the activities of the ECD Program, ensuring effective documentation, technical support, research, and follow-ups across all program components. This role will serve as the technical anchor for program coordination and provide substantive support for the delivery of the high-impact interventions.

Key Roles and Responsibilities:

- Provide the political leadership and guidance needed for implementation of the ECD Program.
- Provide oversight to the overall program implementation across multiple sectors
- Promote cross-sectoral program coordination, ensuring timely implementation of program goals
- Guide the day-to-day implementation of the ECD program, ensuring that all implementing sectors are on track to delivering program targets per plan.
- Ensure the effective functioning of the integrated monitoring system, utilizing data from the dashboard system to track performance and promote accountability through data use
- Oversee the planning and reporting life cycles ensuring multisectoral annual plans and budget are developed on time
- Lead a broad social movement around ECD across Lusaka and Chongwe
- Lead a high performing team, and be a role-model in building positive working culture towards common goal
- Facilitate the timely release and utilization of program budget from all sources (both City Governments and partner organisations)
- Coordinate the monitoring and evaluating component of the ECD program
- Identify key challenges/bottlenecks faced by implementing sectors and uses the political capital to provide the necessary resolutions in a swift manner.
- Identify program risks, provide mitigation where necessary, and escalates major challenges to the Mayors and/or the Chair of the Steering Committee for resolution.

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- Foster new collaborations and enhance partnership with key government, non-government, and private agencies to deliver and scale up the ECD program
- Provides on the site support and mentorship to the ECD implementing sectors at sub-city and institution level
- Perform other duties assigned by the Mayors and the Chair of the Steering Committee

Qualification, Experience, Skills, and Competences:

- A post-graduate degree in social sciences, business, health, education, or related fields.
- A minimum of 12 years' experience in public, private and/or development sector with 5 years' experience in leading and managing high performing teams at an organizational level.
- An understanding of the ECD landscape is desirable
- Experience in leading complex and large-scale program implementation, with good understanding of how to manage high driven program teams to deliver on a set target.
- Experience in leading strategic interactions at high policy levels within government and donor community, with proven experience in managing complex and politically sensitive relationship with different stakeholders.
- Excellent Project Management skills with ability to demonstrate methodical program oversight and management.
- Excellent communication and report writing skills
- Excellent interpersonal and coordination skills.
- Results-oriented with sharp attention to detail.
- Good understanding of data systems platforms, monitoring, evaluation, and learning
- Experience in how government systems work, and an appreciable understanding of Lusaka and Chongwe City Councils Administration structures, processes, protocols, and engagement approach.
- Exemplary work ethic with a drive for concrete results in a complex environment.

2. Early Childhood Development Program Manager

Attribute	Details
Role:	ECD Program Manager
Reports to:	ECD Program Coordinator
Employment Type:	Full-time contract
Proposed Salary:	*
Duration:	12 months with possibility of extension based on performance

The salary will be set based on qualification, relevant experience, earning history, and the job to be completed

The Program Manager will be responsible for the day-to-day management of activities relating to the implementation of the Mayors' strategic priorities on ECD. The role will work closely with relevant implementing sectors and different levels of government and service delivery agents.

Key Roles and Responsibilities

- Provide the political leadership and guidance needed for the swift hiring of the 5000 ECD Workers and the subsequent city-wide implementation approach to the parental coaching program.
- Liaise with relevant sector bureaus to set a clear Sub-city level strategy and action plan to hiring the ECD workers, and delivering the parental coaching program, targeting a minimum of 330 000 vulnerable households
- Provide oversight to the ECD Worker Training Modules development.
- Liaise with cross-sectoral program implementers, ensuring effective coordination and timely implementation of program goals as per workplan.
- Monitor and track implementation, ensuring that all districts are on track to delivering program targets per plan.
- Support the effective functioning of the integrated monitoring system, ensuring the right data sets are being collected and fed into the dashboard system.
- Identify key challenges/bottlenecks faced by implementing sectors and uses the political capital to provide the necessary resolutions in a swift manner.
- Identify program risks, provide mitigation where necessary, and escalates major challenges to the Head of the PMO.
- Foster new collaborations and enhance partnership with key government, non-government, and private agencies to deliver the set target.
- Provide on the site support and mentorship to the ECD implementing sectors at city, sub-city and institutional level
- Perform other duties assigned by the Head of the PMO.

Qualification, Experience, Skills, and Competencies:

- Minimum of 7 years of relevant experience supporting high-level program implementation in public, private, or development sectors, focusing on leading and managing complex programs and delivery teams.
- Bachelor's degree in project management, International Business Management, ICT, International Development, Public Administration, or related fields (master's degree is an added advantage).

- Strong analytical and research skills, including policy analysis.
- Excellent interpersonal, coordination, and people management skills, with a focus on collaborative work across departments and teams.
- The ability to drive the delivery of complex projects in highly challenging and dynamic environments, maintaining momentum and overcoming obstacles to ensure successful outcomes regardless of difficulties.
- Proficiency in Microsoft Office Suite and ICT-based project management tools
- Proven ability to work under pressure and manage multiple tasks simultaneously.

3. Early Childhood Development Monitoring and Evaluation Specialist

Attribute	Details
Role:	ECD MEL Specialist
Reports to:	ECD Program Coordinator
Employment Type:	Full-time contract
Proposed Salary	*
Duration:	12 months with possibility of extension based on performance

The salary will be set based on qualification, relevant experience, earning history, and the job to be completed

Job Overview:

The Project Manager (Monitoring, Evaluation and Learning Specialist) will oversee the development of Projects Performance Management Framework, Project initiation and governance processes including setting clear goals, objectives and key performance Indicators, conducting routine progress tracking monitoring, performance evaluation and reporting functions. This role will ensure that performance tracking systems (dashboards) is developed and effectively implemented and that progress on priority projects is systematically measured, analyzed, and reported to the Mayors and other stakeholders.

Key Roles and Responsibilities:

- Develop and implement a comprehensive Monitoring & Evaluation framework for the program
- Oversee the development of an ECD dashboard system
- Oversee the collection, analysis, and reporting of data on project implementation and outcomes.
- Produce high-quality progress reports, dashboards, and performance briefs.
- Identify and report bottlenecks, risks, and recommend corrective actions.
- Facilitate learning sessions and knowledge sharing on project performance.
- Coordinate with implementing departments and partners to gather performance data.
- Support strategic planning and review meetings with data-driven insights.

Qualification, Experience, Skills, and Competencies:

- Bachelor's degree in economics, Statistics, project management, Monitoring & Evaluation, Public Management and Development/Public Policy, or a related field.
- Minimum of 5-7 years of experience in project management and Monitoring & Evaluation, and report writing preferably within government or donor-funded projects.
- Strong command of data analysis, visualization, and presentation tools.
- Demonstrated ability to develop Monitoring & Evaluation systems and performance dashboards.
- Excellent communication and report-writing skills.
- Proven ability to work under pressure and manage multiple tasks simultaneously.