

**Ministry of Human Development, Social Transformation and Poverty Alleviation
Ministry of Education, Youth, Sports and Culture
Ministry of Health**

Terms of Reference

Name: Early Childhood Development Technical Working Group [ECD-TWG]

Members

1. Director MOEYSC - QADS
2. Director MHDSTPA - DHS
3. Director MOH PAPU
4. MHD
5. MCH
6. MOEYSC
7. Chair
8. The ECD Coordinator will participate in all of the TWG meetings as recording secretary, with voice and no voting capacity.

Goals

1. To design, implement, monitor and evaluate the national Early Childhood Development strategic and operational plans.
2. To promote and protect the intra and interministerial approach to early childhood development

Deliverables

Support the implementation of the technical aspects of Ministry (internal) ECD action plan components, with the aim to:

- (1) Recommend revision to ECD policies, governance structure and statutory regulations;
- (2) Increase the mainstreaming of an integrated ECD approach within each Ministry strategic plan;
- (3) Promote the expansion of district level coverage of specific ECD components;
- (4) Promote increased linkages between internal ministry programmes; and
- (5) Promote more concrete cooperation between the different Ministry actions
- (6) Support the undertaking of technical aspects of the national ECD commitments and strategic plan
- (7) Review individual ministry data collection processes and internal information, to identify common points and requirements between Ministries, and specific differences.
- (8) Development and implementation of the national ECD strategy and operational plan
- (9) Monitor and evaluate implementation of the ECD plans [strategy and operational]; data collection for the construction of ECD Index indicators will be in partnership with NCFC M&E Subcommittee
- (10) Coordinate the training of ECD service providers

- (11) Mobilize resources on behalf of ECD providers
- (12) Develop ECD job aid tools
- (13) Direct the work of the ECD Coordinator
- (14) Liaison with ECD related specialized agencies

Scope

1. The CEO's from MOH-MHDSTPA-MOEYSC, hereafter "the CEO's" are responsible for the implementation of the Government of Belize Core Commitments in Early Childhood Development.
2. The ECD TWG, shall request guidance and approval from the CEO's on critical issues related to ECD. The TWG advises and guide the ministries in the implementation of the ECD commitments and plans.
3. The TWG will liaise with the three line ministries ensuring ECD activities are coordinated.
4. The TWG is responsible for the completion of deliverables by the ECD Coordinator.

Resources

1. The ECD Coordinator workstation will be at the National Committee for Families and Children [NCFC] Office, where the NCFC secretariat will provide administrative assistance [office space, access to internet, phone, computer, basic utilities, office materials and supplies]. The ECD Coordinator salary will be paid by the MHDSTPA.
2. The CEO's and the TWG will actively seek funding for ECD projects.

Governance

1. The decision making in the TWG will be by consensus.
2. The minutes of the meetings will focus on agreements as a result of discussions; the minutes will be made available [e copy] to the TWG members no later than the third day after the meeting for review, corrections in preparation for acceptance at the following TWG meeting. The corrected minutes will be circulated the CEO's.
3. The CEO's shall appoint the chair of the TWG.
4. The TWG will recommend to the CEO's the creation of subcommittees for the implementation of the plans

Meetings

The TWG will meet frequently during the first year [monthly] of implementation of the plans. At the end of the first year, the TWG will review and recommend that meetings be held at a greater interval.

Quorum

The TWG quorum is four members and must include at least one member of each of the line ministries. In event of the chair not being present, those present shall nominate an alternate for the duration of the meeting only.

Notes

1. The main mode of communication outside of meetings will be done via email or phone between TWG members and with the CEO's. The CEO's shall

provide the time requested by the TWG to discuss matters that requires their attention.

2. The chair of the TWG will submit reports to the CEO's as necessary.