

## **The Project Management Unit (PMU)**

Project Management Unit (PMU) is established within MoSS in order to ensure systematic coordination and supervise the implementation of the project activities. The PMU works under the overall guidance of Head of Central Administration for Social Care/Project Director, who makes high-level managerial decisions and ensures alignment with the ECD initiatives and projects implemented by the government and other development partners, including the National Program.

### **Each role of PMU members**

#### **Chief Adviser (Japanese long-term expert):**

Chief Adviser shall manage the project holistically with PMU director and advice CPs (including Senior Coordinator and Project Coordinator) and Japanese experts to achieve output1-3. Other than overall management, Chief Adviser shall work to ensure appropriate development of content and timely approval of HRD and Monitoring SOPs (output 1 and 2) within MOSS

- advice PMU to achieve PDM
- policy suggestion for PMU
- ensure appropriate development of content and timely approval of HRD and Monitoring SOPs (output 1 and 2) within MOSS.
- manage WG and negotiations
- handling day-to-day task allocation across the team staff

#### **Expert (Japanese long-term expert):**

ECD expert is to play a role in ECD quality assurance for the project, and to work on content development for HRD and Monitoring SOPs (output 1 and 2) and awareness campaigns (output3).

- ECD quality assurance for output 1-3
- in charge of content development for HRD and Monitoring SOPs (output 1and 2) and awareness campaigns (output3)

#### **Senior Coordinator:**

Senior Coordinator shall manage the project with Chief Adviser and be in charge of generating output1-3. Other than the project management, Senior Coordinator shall work to ensure appropriate development of the content and timely approval of HRD and Monitoring SOPs (output 1 and 2).

- reporting to PMU director and Chief Adviser
- generate Outputs 1-3
- in charge of HRD and Monitoring SOPs (output1 and 2)

- manage WG and negotiations
- handling day-to-day operations and coordination required for the Project.

Project Coordinator(s) :

Project Coordinator(s) is in charge of coordination and training implementation for the target nurseries/areas.

- coordination with Modereyas and Indaras
- implementation of training for HRD and Monitoring SOPs (output1 and 2) and awareness campaigns (output3)