

# *Need Assessment Report*

## *Crèche (Day Care Centers) for Children of Working Women*



**Women Employment Concerns  
and Working Conditions in Pakistan  
(WEC- PK)**



International Labour Organization



Government of Pakistan

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## **Process of Formulating a Project for Piloting “Establishment of Day Care Centers at Women Intensive Workplaces”**

No nation can rise to the height of glory unless your women are side by side with you. We are victims of evil customs. It is a crime against humanity that our women are shut up within the four walls of the houses as prisoners. There is no sanction anywhere for the deplorable condition in which our women have to live.” (*Quaid-e-Azam M. Ali Jinnah, March 10, 1944*)

**Complied by:** Dr. Amjad Saqib  
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# CONTEXT

## 1.1 About Report

This report unfolds the concept and need of Crèche (*Child Day Care Center*) in a country like Pakistan. It highlights the role crèches are playing in other countries, their impacts on the society with special reference to the children of the working women. It also gives detail description of the crèches, their application and describes how a crèche would be established in a tripartite fashion where government employee and beneficiary families will work in tandem as stakeholder and partner.

More specifically, it answers the following questions

1. Why crèche is needed in Pakistan?
2. How it can contribute in women development?
3. How crèche project can be implemented?
4. How crèches are working in other developing or under developed countries?
5. How India is meeting the requirements of crèche?
6. How Pakistan can deal with the situation?
7. What factors are involved in the sustainability of this project?
8. Which short / long term strategies are required to run the project?
9. How an outcome oriented approach can be adopted?

## 1.2 Introduction

The provisions of the constitution of Pakistan, granting equality to women in various spheres, create the legal framework which warrants affirmative action for economic and social advancement of women. Women as a mother hood of the nation should be strong, aware and alert. At the same time, the paradigms for social development have been swiftly changing with greater attention to gender issues at the global and national levels. The government of Pakistan has continuously been formulating strategies and initiating processes to bring women into the mainstream. Women constitute half of the country's population and it is abundantly clear that there can be no development unless women's needs and interests are fully taken into account. In addition, the government of Pakistan has brought about specific legislations to protect and safeguard the rights of women.

For advancement of women, the government formulates plans, policies and programs, enact / amend legislation, guide and coordinate the efforts of both government and non-governmental organizations working in the field of women development. Besides playing its nodal role, the government implements certain innovative programs for women and children. These programs cover welfare and support services, training for employment and income generation, awareness generation and gender sensitization. They play supplementary role to the other general development etc. All these efforts are directed to ensure that women are empowered both economically and socially and thus become equal partners in national development along with men.

## 1.3 Background

One of the best and proven ways out for facilitating working mothers to balance work and family

lives is the establishment of Day Care Centers at their work places. The Crèche (day care center) would facilitate working women particularly those in informal sector to better concentrate on their jobs and have a relief from their reproductive responsibilities at their working time. To implement this idea, it was the thought advisable to establish four crèches (one in each province) with financial assistance from Workers' Welfare Fund (WWF) on a pilot basis and after through understanding of the system, this activity would be expanded by establishing a full-fledged National Crèche Fund in the Budget for year 2007-2008.

## 1.4 Objectives

The primary objective of this assignment is to test the idea of establishing day care centers in a tripartite fashion where government would facilitate in providing necessary (one-time) grant for the establishment of crèche, employers would provide space and recurring costs of the crèche and the workers take the supervisory role in running the crèche affairs.

Specific objectives of this assignment are:

1. To fine tune the idea of establishing day care centers in a tripartite manner
2. To facilitate the concerned agencies in development and formulation of project for establishment of 4 crèches through WWF
3. to identify potential employers (one in each province) who willingly extend support in establishing day care center on pilot basis
4. to document the process of establishing day care centers with major milestones and best practices and recording impact of childcare facilities on working mothers and their children

## 1.5 Methodology

The process involves the following three steps:

1. Studying secondary data particularly the example of India where already a huge fund has been created by the government for the same purpose.
2. Consultation with key stake holders (government, employers, workers, working mothers, civil society) about the establishment of day care centers and fine tuning the idea. All four provincial head quarters were visited and consultations were made with key stake holders in coordination with provincial secretary labor and WWB officials.
3. Developing PC-I or other relevant project approval documents for piloting establishment of crèches through WWF.
4. Practical application i.e. identifying potential partners and workplaces where all the key actors agree to take on their role, establish model crèches and operate it in the best interest of women workers.
5. Documentation of the whole process and documentation of "Impact of Day Care Centers on the Working Mothers and their Children".

## 1.6 Key Outputs / Deliverables

This report provides following outputs:

1. Report on secondary data review and consultations with key stake-holders
2. project documents for piloting establishment of four day care center one in each province for submission to WWF
3. Providing on need basis, technical advice on Establishment of 4 Crèches in four provinces, one in each province, in consultation with Labor Departments and Ministry Of Labor
4. Report on the whole process with key milestones and recommendations particularly stating
  - a. Criteria for selection of target beneficiaries
  - b. Long Term recommendations for sustainability of Crèches
  - c. Recommendations based on international guideline on safety and health, early education and fit within WHO guidelines on maternal and infant nutrition etc



# CRÈCHE

## 2.1 Definition

**Crèche** (also spelled **creche**<sup>1</sup>) is a “French word” that means infant bed. It also means crib (*i.e. a bed for a child older than a baby.*)

### Other Uses of Crèche Or Creche

1. a representation of the Nativity scene
2. a hospital for orphaned infants; a foundling hospital
3. a day nursery : A place, or apartment, in a house, used for the care of children.
4. a group of young who stay together for protection (*marine biology*).



In “English” it may mean:

- Day care center (especially in some Commonwealth countries), an organisation of adults who take care of children in place of their parents.
- Crèche (zoology), care of other's young offspring provided by animals.
- Nativity scene (especially in North America), a group of figures arranged to represent the birth of Jesus Christ. Also called "crib," especially in English speaking countries.

In “British English”:

Day care is the childcare during the day by a person other than the child's parents or legal guardians, typically someone outside the child's immediate family. Day care centers are known in British English as creches.

*A **Crèche**<sup>2</sup> can also be defined as “facilities that provide occasional care for children usually less than eight years old, and these facilities are provided on particular premises for more than five days a year.”*

## 2.2 History

According to its French origin, crèche refers to crib. If this word is seen in this particular context, it refers to the animals' manger in which, according to Saint Luke, the Virgin placed Jesus when he was born. It later came to mean the Place of the Nativity and then the Nativity (The Crèche). The crèche has been displayed in churches during the period from Christmas Eve since the Middle Age, especially after St. Francis of Assisi instituted the custom in 1223 at Gréccio, Italy. It is a Christmas tradition in many homes and existed even before the custom of Christmas trees (Crèche, Columbia University Press). The appeal for crèches in the French history date back to as early as XVIIth century. These crèches depicted the infant Jesus of scenes from the lives of Christ

and the saints. These figures were made of wax, bread dough or spun glass and were set in an imaginary landscape of flowers, waterfalls and animals evocative of paradise (Family Crèches).

As crèche is closely linked to the Nativity, it is interesting to probe into its history too. Nativity plays date back to the Middle Ages when liturgical dramas, mysteries and plays were performed originally in churches. Afterwards they were acted upon just outside, in the church porch or Church Square. The first 'church crèches' emerged and replaced the theatrical style of medieval liturgies in the XVIth century (The Crèche). The 'family crèches' became popular later, in the XVIIIth century after the appearance of Provençal santons<sup>3</sup>.



## 2.3 Purpose or Role of Crèche

Crèche is the concept of providing supervised childcare facilities to the children while their parents are away. The crèches are meant to provide a safe environment for young children, to ensure their healthy growth, sanitation, nutrition, play material, cradles, beds, and a supervisor who can provide a stimulating environment to the children in the absence of their parents. Crèches can serve the following purposes:

1. To provide childcare when required especially for the children of working mothers.
2. To facilitate working mothers at their workplace.
3. To allow parents to engage in activities knowing children are safe, well cared for and enjoying play opportunities.
4. To help parents in bringing up their children with confidence in normal loving, caring environment.
5. To control the problem of baby sitting practices in the poor homes where the mother has to go earn wages and the elder girl is left to care for her younger siblings.
6. To encourage female employment as the mothers leave their children knowing that they are well cared for.
7. To provide an opportunity for the children to socialize with other children in group situation.

It has been widely accepted throughout the world that the early childhood years are the most critical to health and learning of the children. Neglect in these years can cause irreversible damage while love and care provided by parents or professional caretakers can bring lifelong rewards. Crèches or day care centers are working in almost every country. Somewhere they are called Crèches and at other places they are called day care center for the children. In developed countries and in some developing countries it is a sort of business for women belonging to upper class families. They set up Crèches and charge high fee from the parents who leave their children there. In developing countries, it is usually the responsibility of the government to provide such Crèches or facilities for the middle class and lower middle class families as they are the ones who need such services the most. Government departments here are keen to help parents, especially the working parents, in rearing their children with care and love. Besides government there are plenty of privately governed institutions providing such services. These institutions may be "for profit" or "not for profit" but in most of the cases they are registered with the government to ensure the

safety and security of the child.

In Pakistan especially in burgeoning urban centers both men and women need to work for their livelihood. However the working mothers face a lot of financial problems when they have to take leave from their work in order to take care of their children. This practice also highlights the importance of having feeding areas at the workplace so that mothers can easily breastfeed their children without affecting their work.



The crèche or child day care services, as envisaged under law, should be provided to the lower class working women by the government. Under the Pakistan Labor Law (*discussed in Chapter 4*):

*“Any place where more than ten women are working should have a day care center”*

As these women have to leave their children at home where they are at risk of child abuse because of inadequate supervision.

## 2.4 Types of Crèches

Following is a brief classification and major types of crèche:

### a) Permanent crèche

As the name suggests, permanent crèches are located in permanent premises, such as a leisure center or in localities and settlements. They can also be referred to as full day care crèches because they are usually open all day. Parents of children using this facility may leave the premises. There is a full time supervisor depending upon the number of children. If there are more than ten children then the number of supervisors will also increase. The children are given meals; they are properly looked after in the absence of their parents. Various activities like Arts & Crafts, Story telling, Yoga, Nature Walk and Music are undertaken to keep the children busy and at the same time provide them the opportunity to grow according to the needs (National Standards: Crèches).

### b) Temporary crèche

These are established on a temporary basis to care for children while their parents are involved in time-limited activities, e.g. conferences, short courses, exhibitions, meetings and even entertainment activities like parties where kids can not be taken. Such crèches may also be attached to colleges, universities, or Shopping Malls etc. where children are left by their parents for short periods of time. Parents cannot leave the premises in such cases (Early Years and Childcare).

### c) Mobile crèche

Mobile Crèches organization was set up to cater to the needs of the children of migrant construction workers. These are built on the worksite so that mothers can come to see their children and breastfeed their babies, without affecting their work adversely. Healthcare, nutrition and non- formal education are the facilities provided in these crèches. Despite their usefulness they have certain disadvantages e.g. it is hard to monitor and manage them and mostly the construction company or the owners of the Plaza/ building refuse to make any contributions to meet the cost (Mobile Crèche: Home).

Below are few narrowed types of crèches that have already been classified broadly in permanent, temporary and mobile crèches.

#### i. Government crèche

These are government assisted public childcare centers for infants and toddlers. These can be set up in hospitals, Colleges, Universities, government offices and even in Shopping Malls. Department of Social Welfare and Women Development of Baluchistan also runs such crèche in Quetta.

#### ii. Collective crèche

These are public infant care centers for children 2 months to 3 years old.

#### iii. Family crèche

These public childcare centers are run by licensed childcare providers from private homes. They can be set up by individuals privately.

#### iv. Parental crèche

These provide full-time infant care. These types of centers are more common in western countries as life is too busy there.

#### v. Free Public pre-schools

Pre-school or kindergartens are designed to provide developmental and educational facilities to children between 3-6 years old. Such pre-schools are the responsibility of the government as no fee is charged and the salaries are paid by the government.

#### vi. Part time Child care

This is casual child care that offers a place for children to stay at short notice when something unexpected arises for parents.

#### vii. Outside school hours care

This type of care is for primary school age children, before or after school hours, or during the school holidays.

In France, public child care begins at a young age with crèches, care centers for infants and toddlers. Crèches are partially funded by the government, but because the cost of caring for one child is \$ 36 per day, families have to pay fees according to their income. For one year of tuition, a lower class family pays about \$ 390, a middle class family pays about \$ 3,200, and an upper class family pays about \$ 5,300. Around 20% of children, who are under three whose mother's work, attend crèches. Crèches are open from 7 A.M. to 7 P.M. Many precautions are taken to make sure that the schools are safe for the children. For example, all the edges of the doors are lined with hollow rubber tubing to make sure children's hands do not get slammed in them. There are several different types of crèches, each varying in cost and size.

Source:[<http://studentweb.tulane.edu/~julicny/childcare.html>]

#### viii. Mini crèche

Small versions of collective crèches located in apartments or other places (Full Time Infant and Toddler Care).

#### ix. Workplace crèches

These are supplied by the employer. They are located in or near the workplace and are open during all day-time hours to provide childcare for the employees' children. In Karachi and Lahore Nestle, Unilever, Bahria Foundation, Dupont and Procter & Gamble offer such facilities for their employees. This in return promotes employee's loyalty, commitment and efficiency.

#### x. College, University and Hospital crèches

These are provided for the staff of such organizations and students and are usually similar to workplace crèches. (Ref: Crèches, Learn Direct Scotland)

Many universities, colleges and hospitals in Pakistan also have such crèches e.g. Beacon House Group has such crèches for their teaching staff. In Lahore Jinnah Hospital and Lahore College University for women have also established crèche in their premises.

## 2.5 Major Issues in Crèche Establishment

Critics advocate that day care is inherently inferior to parental care<sup>4</sup>. Although their claim is right but several independent studies suggest that good day care for non-infants is not harmful. In fact, good day care can be beneficial as it provides children with different experiences than parental care, especially when children reach the age of two and are ready to interact with other children.

For the children of less skilled parents, consistent and good day care may ensure adequate early childhood education. Some significant issues should be given due consideration before establishing the creches. These issues, which are described below, can play a vital role in the successful implementation of the creche project.

### 2.5.1 Early Childhood Development<sup>5</sup>

The importance of early childhood development is indicated by several research studies internationally. From birth to seven years is a period of rapid physical, mental, emotional, social and moral growth and development in the life of a child. During this phase of their lives, children acquire concepts, skills and attitudes that lay the foundation of a lifelong learning. This time is also ideal to pass on values such as respect for human rights,

#### Islamic University, Islamabad "Child Care Center"

The university has been providing child care facility to not only its employees but students also, for last two years. However students have to pay nominal charges (i.e. Rs 600/month) to the university whereas this facility is free for the employees.

The university is fulfilling the minimal requirements of the center by providing 4 caretakers and basic facilities. The management has also prepared a plan for its expansion. Medical aid is being provided by the famous hospital named PIMS (Pakistan Institute of Medical Sciences).

appreciation of diversity, anti-bias, tolerance and justice. These values are important for the building of a peaceful, prosperous and democratic society.

Medical Science provides clear evidence that early interventions can ensure healthy brain

development and foster the cognitive skills in the children that have long lasting effects on their growth and development, ability to learn, and capacity to self regulate behavior and emotions, all of which protect them from engaging in irresponsible and risky behaviors. The first three years of life are of paramount importance. It is the period when most brain development occurs. Children who do not receive proper care, nutrition and attention in their early childhood years, are more at risk of developing major behavioral problems, including conduct disorders, emotional disorders, and attention deficit disorders in later life.

#### Holy Prophet SAW's Childhood

It was customary among the Arab nobles to send their children in the surrounding villages for suckling the infants. And by this practice the children used to attain good health and learn the pure Arabic language. Because of this fact, the village women used to go to cities quite often to fetch the infants for suckling. Therefore Holy Prophet Muhammad (SAW) was bestowed upon Haleemah Sadiyah (*one of the best care givers*).

### 2.5.2 Children at Risk

Identification and support of “children at risk” earlier in their lives is really important so as to reverse the effects of deprivation. This could be achieved through early and appropriate development and care. This also reduces the need for remedial services to address developmental lag and social problems later in life, thus making it possible for the children to grow and develop to their full potential. Early intervention also increases educational efficiency as these children acquire basic concepts, skills and attitudes necessary for successful learning and development.

### 2.5.3 Child Rights and Education

This leads to the importance of providing quality early childhood development services and care to children in the temporary absence of their parents. These services should consider the child's health, nutrition, education, psychosocial and other needs within the context of the family and the community. Childcare provided to school-going children in the afternoons or during holidays are also important as it ensures a protected environment in which attention is given to homework and children are encouraged to spend their spare time constructively.

Early childcare services also have the responsibility to educate children about their rights and responsibilities as part of their developmental program so that they are grown to be confident, well-balanced and secure persons. These services are support system within the community and it is the responsibility of parents, families and community to complement them and collaborate with them.

### 2.5.4 General Characteristics and Standards<sup>6</sup>

As crèches are to provide a warm, welcoming, safe and stimulating environment for every child, they must meet the required standards:

1. The basic standard requirement is for suitable and trained staff. The manager or the supervisor of the crèche, the staff and the

#### QUOTE:

"The foundation of every state is the education of its youth."

(Diogenes)

volunteers working in the crèche must have childcare experience. They must possess suitable skills and abilities to care for children, including the first aid training. Preferably, all the staff must be aged 25 or above, and all the trainees under 20 years of age must be supervised.

2. An adequately lighted, ventilated and clean area must be provided for the purpose of the childcare. Staffroom and sickbay should also be provided, but this may be included in the office area.
3. At the time of admission the name, address and date of birth of every child who is looked after at the crèche must be recorded. The staff at the crèche must ensure that the child is collected by the parents from the crèche.
4. There must be an indoor and an outdoor play area in the crèche. Toilets and wash hand facilities must be provided in the ratio of 1 for every 20 children. Hot water supply to the wash hand facilities must be supervised to ensure safety of the children.
5. At least one mattress must be provided per child. The child to staff ratio must be adequate according to the number of children enrolled and the staff available e.g. one adult to three children under 2 years, one adult to four children aged 2 years, one adult to eight children aged 3 - 7 years.

#### **2.5.5 Food and Nutrition**

The children stay in the Crèche from morning to noon, and sometimes till late in the evening. During this time they should be served proper meals. It should be ensured that the food is of good quality. Health and hygiene of the children should be the priority, which can be ensured by providing neat, clean and safe environment. Utensils and infants' bottles must be thoroughly washed; bottles should be sterilized if possible.

#### **2.5.6 Safe Play Area**

The outdoor play area must be provided with a fence and all access doors to this area must

be secured. The area must be free of any poisonous plants and dangerous articles, and must be well maintained. The indoor play area must be free of private furniture and suitably equipped for crèche purposes. All windows must be adequately protected to prevent children from falling out. All power points must be suitably protected and should be out of reach of the children. A first aid box must be provided in the crèche.

Sufficient suitable toys and play materials must be available in the crèche to provide activities and play opportunities to children. These should be appropriate for the ages and individual development needs of the

children. Furniture provided should be suitably designed in good condition, and should be well maintained. (National Standards: Crèches)



### 2.5.7 Staff Qualification

Staff qualification and specialization is very important for the success of a crèche as parents trust them for the care of their children. These people should be trained and experienced in childcare. They must have adequate first aid training to cope with any emergency at the crèche. They must preferably be of age 25 and above so that they are mature enough to care for a child efficiently. The staff of the crèche must be committed and motivated to provide childcare to the children, and must be physically and mentally capable of meeting the required development and educational needs of each child. Special consideration should be given to the character and the personality of the staff, and it should be made clear beforehand that they have never been convicted of any offence. This is of importance because children need to learn about right and wrong at the early stage and these people are there to help them learn about it.

### 2.5.8 Community Involvement

Parents, employers, state and society: they are all stakeholders as far as growth and upbringing of children is concerned. Their collaboration assumes critical importance for establishing a facility like crèche. Community involvement for crèche project may have different connotations. For example

**Sending Children** to the crèche is the basic level of community involvement in the project.

**Parents** should be motivated to send their children to the crèche rather than leaving them at home in the care of a grandparent or an elder sibling. This can be done by building trust in the parents that their children are in a safe and healthy environment while they are working.

**Employers** hold crucial position to ensure community involvement. They can mobilize the support of community by catering to their needs, choosing effective communication channels, maintaining the standards of the crèche and identifying the eligible population and providing other integrated services to them. (*For example Evaluation of ICDS scheme of India (1996-2001) (discussed in Chapter 3) revealed the responsibility of the workers i.e. AWWs.*)

**Nominal Fee** Another form of involvement can be in the form of a fee charged by the crèche administration from the parents. The parents should be motivated by the warm, safe and stimulating environment of the crèche to pay a nominal amount as a contribution. Parents may be encouraged by the education and creative arts facility being provided to their children in the crèche.

**NGOS and Community Based Organizations** can be encouraged to be a part of organizational structure. They can provide resources and become active partners in association with government in planning, organizing, executing, monitoring and evaluating these facilities. Permanent crèche or public crèche have community leaders on governing boards. Crèche in universities and colleges usually have parent's representation on boards. Community involvement especially in developing countries is also required for the transparency and accountability in managing such affairs.

### **Outsourcing Public Private Partnership**

Outsourcing can also provide effective support to such projects. In India, Rajiv Gandhi National Crèche Scheme for the Children of Working Mothers has involved the civil society to run the centers. This Public Private Partnership has produced fruitful outcomes thereby resulting in the mushroom growth of these centers in other parts of the country. (See *Appendix VI*). These NGOs provide staff, technical assistance and management to execute the processes and daily activities of the centers.



## CRÉCHE IN SOUTH ASIA

This chapter provides an overview of crèche systems in South Asia, particularly India, Bangladesh and Sri Lanka. Indian Crèche System has been discussed in detail for possible replication in Pakistan.

### 3.1 India

The Constitution of India reiterates that

*“State shall endeavor to provide early childhood care and education to all children until they complete the age of six years”*

India is the home to the largest child population in the world. As per 2001 census, India has around 157.86 million children, constituting 15.42% of India's population, who are below the age of 6 years. Of these 157.86 million children, 75.95 million children are girls and remaining 81.91 million children are boys. The sex ratio among children (0-6 years) as per Census 2001 is 927 i.e. 927 females per 1000 males. A significant proportion of these children live in economic and social environment which impedes the child's physical and mental development. These conditions include poverty, poor environmental sanitation, disease, infection, inadequate access to primary health care, inappropriate child caring and feeding practices etc.

#### 3.1.1 History and Legislative Actions

History of crèche facility in India is not too old. The first mobile crèche was setup in 1969, at a construction site in Delhi. Government of India proclaimed a **National Policy on Children** in August 1974 declaring children as, "supremely important asset". The policy provided the required framework for assigning priority to different needs of the child. An **Integrated Child Development Services (ICDS)** programme was launched in 1975 seeking to provide an integrated package of services in a convergent manner for the holistic development of the poor families.

The need for child care services has been emphasized in the National Policy for Children, 1994, National Policy for Education, 1986 and National Policy for Empowerment of Women, 2001 and the National Plan of Action for Children, 2005.

The Parliamentary Standing Committee on demand for grants for the year 2002-03 has also pointed out that all sections of the society should be allowed to avail the services of the crèches.

Labor Legislations also contain provisions for child care facilities for women workers. The National Common Minimum Program also emphasizes enhancement of child care and development services in the future.

#### 3.1.2 Major Initiatives in India

##### Integrated Child Development Services (ICDS) Scheme<sup>1</sup>

There are many child development programs or schemes undergoing in India but ICDS launched on **2<sup>nd</sup> October 1975 in 33 Community Development Blocks**, today represents one of the world's

1 [http://wcd.nic.in/schemes.htm#Children Related Scheme]

largest programs for early childhood development. ICDS is the foremost symbol of India's commitment to her children India's response to the challenge of providing pre-school education on one hand and breaking the vicious cycle of malnutrition, morbidity, reduced learning capacity and mortality, on the other.

It is an inter-sectoral program which seeks to directly reach out to children, below six years, especially from vulnerable and remote areas and give them a head-start by providing an integrated program of early childhood education, health and nutrition. The concept highlights the fact that no program on Early Childhood Care and Education can succeed unless mothers are also brought within its ambit as it is in the lap of the mother that human beings learn the first lessons in life.

### A. Objectives of ICDS

1. Lay the foundation for proper psychological development of the child
2. Improve nutritional & health status of children 0-6 years
3. Reduce incidence of mortality, morbidity, malnutrition and school drop-outs
4. Enhance the capability of the mother and family to look after the health, nutritional and development needs of the child
5. Achieve effective coordination of policy and implementation among various departments to promote child development



### B. Services

The Scheme provides an integrated approach for converging basic services through community-based workers and helpers. The services are provided at a centre called the 'Anganwadi'. The Anganwadi, literally a courtyard play centre, is a childcare centre, located within the village itself. A package of following six services is provided under the ICDS Scheme:

1. Supplementary nutrition
2. Non-formal pre-school education
3. Immunization
4. Health Check-up
5. Referral services
6. Nutrition and Health Education

The three services namely immunization, health check-up and referral are delivered through public health infrastructure viz. Health Sub Centers, Primary and Community Health Centers under the Ministry of Health & Family Welfare.

### C. ICDS Team

The ICDS team comprises of the Anganwadi Helpers (AWH), Anganwadi Workers (AWW), supervisors, Child Development Project Officers (CDPOs) and District Program Officers (DPOs). Anganwadi Worker, a lady selected from the local community, is a community based frontline voluntary worker of the ICDS Program. She is also an agent of social change, mobilizing community support for better care of young children, girls and women. Besides, the medical officers, the lady health visitors (LHVs) and Auxiliary Nurse Midwife and female health workers from nearby primary health centers (PHCs) and Health Sub-Centre form a team with the ICDS functionaries to achieve convergence of different services.

### D. Financing Pattern

ICDS is a Centrally-sponsored Scheme implemented through the State Governments/UT Administrations with 100% financial assistance for inputs other than supplementary nutrition which the States were to provide out of their own resources. From 2005-06, Government of India decided to extend support to States up to 50% of the financial norms or 50% of expenditure incurred by them on supplementary nutrition, whichever is less. This Central assistance has been proposed to ensure that supplementary nutrition is provided to the beneficiaries for 300 days in a year as per nutritional norms laid down under the Scheme.

The ICDS Scheme envisages that the administrative unit for the location of ICDS Project will be the CD Blocks in rural areas, tribal blocks in tribal areas and ward(s) or slums in urban areas. For the purpose of working out the estimated number of beneficiaries, *a rural / urban Project is assumed to have a population of 100,000 and tribal project 35,000. One Anganwadi Centre normally caters to 1000 population in a rural/urban project and 700 population in a tribal project*, with suitable adjustments, wherever necessary, in the light of local conditions.

#### **Sparsely populated hilly/desert areas**

In sparsely populated hilly / desert areas, there is provision for setting up an Anganwadi in every village or hamlet having a population of 300 or more. Very small villages/ hamlets with a population of less than 300 are covered by the adjoining Anganwadi.

**Mini-AWCs:** The existing instructions also provide for setting up of Mini-Anganwadis to cover the remote and low populated hamlets/ villages in tribal blocks having a population between 150 to 300.

## Revised Population Norms

An Inter-Ministerial Task Force was set up in 2004 to review the existing population norms for sanction of an ICDS Project/AWC and suggest revised norms. The Task Force submitted its reports/recommendations in May 2005. The revised population norms recommended by the Task Force are as follows:

*[The Task Force has been further requested to consider whether it would be appropriate/feasible to sanction an ICDS Project for CD Block which has a population of less than 5000 or so].*

**Table 3.1: Population wise Anganwadi Centers (AWC)**

| Rural Projects<br>Population | Tribal Projects<br>Population | Urban Projects<br>Population |
|------------------------------|-------------------------------|------------------------------|
| 500 - 1500 : 1 AWC           | 300 - 500 : 1 AWC             | 500 - 1500 : 1 AWC           |
| 150 - 500 : 1 Mini AWC       | 150 - 300 : 1 Mini AWC        |                              |

*[For habitation with less than 150 population, specific proposal are submitted by the State Governments for consideration and appropriate decision by the Government of India.]*

## World Bank assistance

The World Bank has supported efforts to improve nutrition in India, in general, since 1990 through five projects. Support to ICDS, in particular, has been provided in overlapping phases during the period 1990-2006 [TINP-II, ICDS-I, II, III and ICDS-APER Projects] with a total IDA assistance of over US\$ 650 million.



**ICDS II Project (1993-2002):** The ICDS II Project, which ended on 30.9.2002 was in operation in 461 new Blocks in the States of Bihar, Jharkhand, Madhya Pradesh & Chhattisgarh. These Projects were later on covered under the restructured ICDS III Project.

**ICDS-III Project (1999-2004):** World Bank assisted ICDS-III Project was being implemented in 318 Projects in the States of Kerala, Maharashtra, Rajasthan, Tamil Nadu and Uttar Pradesh.

**Restructuring of ICDS-III:** Due to delayed and slow implementation of ICDS-III in the initial years and due to depreciation of Indian Rupee viz-a-viz. US \$, some savings/ additionality were anticipated. In March 2003, the Government approved restructuring of the ICDS III Project. The

restructured ICDS-III, inter alia includes

- i. Covering the erstwhile ICDS-II Projects (in Bihar, Jharkhand, Chattisgarh & Madhya Pradesh) in ICDS-III from 1.10.2002-30.9.2004
- ii. Expansion of ICDS-III to two other States (Orissa & Uttranchal from 1.10.2002-30.9.2004)
- iii. Construction of Model Anganwadi Buildings for 4496 Anganwadi Centres in States which have not been provided civil works under ICDS Projects and
- iv. Payment of additional honoraria of Rs. 500 per month to AWWs and Rs.240 per month to AWHs in World Bank assisted projects w.e.f 1.4.2002.

The Women & Child Development (ICDS-III) Project has ended on March 31, 2006 after 6.5 yrs of implementation.

**UDISHA The ICDS Training Program (1999-2004):** UDISHA is a World Bank assisted country-wide training program for all ICDS functionaries. It has the following main components, viz.

- i. Regular Training (wherein basic job training is provided to ICDS functionaries),
- ii. Other Training (wherein innovative, area specific trainings are provided) and IEC, etc.

#### **E. Monitoring System under ICDS Scheme**

Ministry of Women and Child Development (DWCD) has the overall responsibility of monitoring the ICDS scheme, using its extensive network for gathering community level information on implementation. A Central Cell established in the Ministry collects and analyses the periodic work reports in prescribed formats received from the State Governments. The existing Management Information System ensures a regular flow of information and feedback between each Anganwadi and the project, between each ICDS project and the State Government, and between the State Government and the Government of India.

#### **F. Work Flow and MIS**

A comprehensive Management Information System (MIS) for ICDS has been in existence for a long time. Records are maintained at every Anganwadi Centre (AWC) relating to the number of children, a record of immunization of every child in the catchment area of the AWCs, a register for supplementary nutrition for children. Selected information from the Anganwadi level is included in the MIS to the block, district, state and national levels. This information helps to monitor the number of children receiving supplementary nutrition, pre-school education, immunization as well as information relating to nutritional status of children.

The flow of information is not only upwards but also downwards through the State Governments. The data generated in all the AWCs are recorded in the prescribed records

and registers maintained at the AWCs. Supervisor is responsible for the collection of various periodic reports from the AWCs. On an average 25 AWCs are supervised by a Supervisor. Every month Supervisors collect the prescribed monthly progress reports (MPRs) from these AWCs and submit to the Child Development Project Officer (CDPO), in-charge of the Project at the Block level. Various quantitative inputs are first gathered from Anganwadi Centres and are compiled at the project level. The Child Development Project Officers (CDPOs) at the project level then consolidate this information. In districts where five or more than five ICDS Projects are operating an Office of District Program Officer is located. CDPO/DPO is required to take necessary corrective measures for effective implementation of the Program. CDPO/ DPO send the prescribed CDPO's MPRs to the State Governments every month. State Government, in-turn, sends the consolidated reports on selected indicators to Government of India.

Government of India is reviewing the Status of Implementation with all States regularly

#### **Do girls risk missing out on school when women work?**

Although increasing numbers of women are entering the workforce, their expanded participation is not always matched by an improvement in children's welfare. The need for substitute caregivers while mothers are at work places many children most often girls at risk of being kept out of or dropping out of school in order to care for younger siblings or perform household work, or both. The universally recognized rights of children to play, to receive an education and to be cared for by both parents are at risk, with negative implications for their well-being and future economic status. Evidence of these trends is consistent across many developing countries.

A recent survey in Nepal shows that eldest daughters tend to be at greatest risk of being withdrawn from school to help their working mothers take care of younger siblings and to assume household responsibilities.

Similarly, in countries in South-East Asia, as more mothers work outside the home, the increased need for childcare is met by older children, aunts and grandmothers, who often become the primary caregivers of young children in rural areas.

*Extract: STATE OF THE WORLD'S CHILDREN 2007 (Women & Children) (UNICEF)*

by conducting the State Secretaries meeting and also addresses the issues to the State Government which require urgent action for the smooth functioning of the ICDS Scheme in the country.

### **G. Impact of the Scheme**

To reduce the incidence of mortality, morbidity, malnutrition and school dropout is one of the objectives of the ICDS Scheme. Infant Mortality Rate (IMR) has declined from 110 in 1981 to 58 per thousand live births in 2004. Similarly, under-5 mortality has declined from 161 in 1983 to 87 in 2003 [Source: Sample Registration System]. The surveys have revealed that there has been significant impact of the scheme.

### **H. Evaluation of ICDS Scheme (1996 - 2001)**

A number of evaluation studies on implementation of ICDS Scheme have been conducted in the past viz., Programme Evaluation Organization of the Planning Commission in 1982, National Evaluation of ICDS Scheme conducted by National Institute of Public

Cooperation and Child Development (NIPCCD) in 1992, Evaluation Results of Annual Survey during 1975-1995, published by Central Technical Committee on Integrated Mother and Child Development on completion of 20 years of ICDS and Nationwide Evaluation of ICDS by National Council of Applied Economic Research (NCAER) conducted a Nationwide Evaluation of ICDS covering nearly 60,000 Anganwadi Centres (AWCs) and 1.8 lakh beneficiary households in the country.

Main findings of report (1996-2001) are as follows:

1. Most of the AWCs across the country were located within accessible distance (100-200 meters) from beneficiary households. A majority of the beneficiary households was within 100 metres of the AWC. Another 10 per cent were about 150-200 meters away. The rest were beyond 200 meters. Thus, the factor of distance of beneficiary households from the AWC was unlikely to affect attendance at the AWC during inclement weather;
2. Most of the AWCs in the country, except those in Tamil Nadu, Kerala, Karnataka and Orissa were functioning from community buildings. The type of building plays an important role in safeguarding against any natural hazards. Of those sampled, about 40 per cent were functioning from pucca buildings.
3. Nearly 50 per cent AWCs reported adequate space, especially for cooking.
4. One out of two AWWs (Anganwadi Workers) was found to be educated at least up to matriculate level across the country. In all central and southern states, less than 50 per cent of the AWWs were 'at least matriculate'; more than 75 per cent of AWWs were matriculates in the northern and eastern states of the country. Gujarat and Rajasthan reported lowest percentage of matriculate functionaries.
5. Though about 84 per cent of the functionaries reported to have received training, the training was largely pre-service training. In-service training remained largely neglected.
6. The day to day functioning of the AWC is a critical indicator of the effectiveness of the ICDS programme. An assessment of on-going activities of sample AWCs through observations, record reviews and personal interviews with the AWWs revealed that, on average, an AWC functioned for 24 of 30 days in a month. On a given day, the AWC functioned for about 4 hours. By and large, environmental factors did not affect the functioning of the AWC.
7. On average nearly 66 per cent of eligible children and 75 per cent of eligible women were registered at the AWCs. This indicates lack of motivation on the part of the AWW in identifying and registering the entire eligible population.
8. Community leaders were generally positive about the functioning of the AWCs (more than 80 per cent in all states) while more than 70 per cent found the programme to be beneficial to the community;
9. Participation of beneficiary women and adolescent girls in AWC activities was reported to be low. These two segments of population form the foundation for any child care programme and their involvement is imperative for successful implementation of the ICDS Services.

2 [<http://wcd.nic.in/schemes>]

3 [[http://nipccd.nic.in/about\\_frame.htm](http://nipccd.nic.in/about_frame.htm)]

## I. Fresh Evaluation by NIPCCD<sup>2</sup> (of 150 projects in 2005-06)

National Institute of Public Cooperation and Child Development<sup>3</sup>, popularly known as NIPCCD, is a premier Institution devoted to promotion of voluntary action, research, training and documentation in the overall domain of Women and Child Development. The Institute is responsible for overseeing training of personnel of Integrated Child Development Services (ICDS), the world's largest, public funded child support program. NIPCCD has conducted quick selective evaluation of the Scheme (150 Projects) in 2005-06.

The preliminary findings of the appraisal conducted by NIPCCD are as under:-

1. The number of children in the age group 6 months-3 years registered for supplementary nutrition has increased from 45% to 57% between 1992-2006 of which 78% of the children are actually availing of supplementary nutrition;
2. In the case of children in the age group of 3-6 years, number of children registered increased from 56% to 63.5% out of which about 75% are actually availing the benefit of supplementary nutrition. As regards pregnant and lactating mothers, the increase in the number of those registered and availing of supplementary nutrition increased from 78% to 87% and from 78% to 89% respectively between 1992 to 2006.
3. The percentage of children with low birth weight decreased from 41 in 1992 to 29 in 2006.
4. The percentage of severely malnourished children in the age group 0-3 years reduced from 7% in 1992 to 1% in 2006 and in case of children in the age group 3-5 years it reduced from 4% in 1992 to 0.8% in 2006.

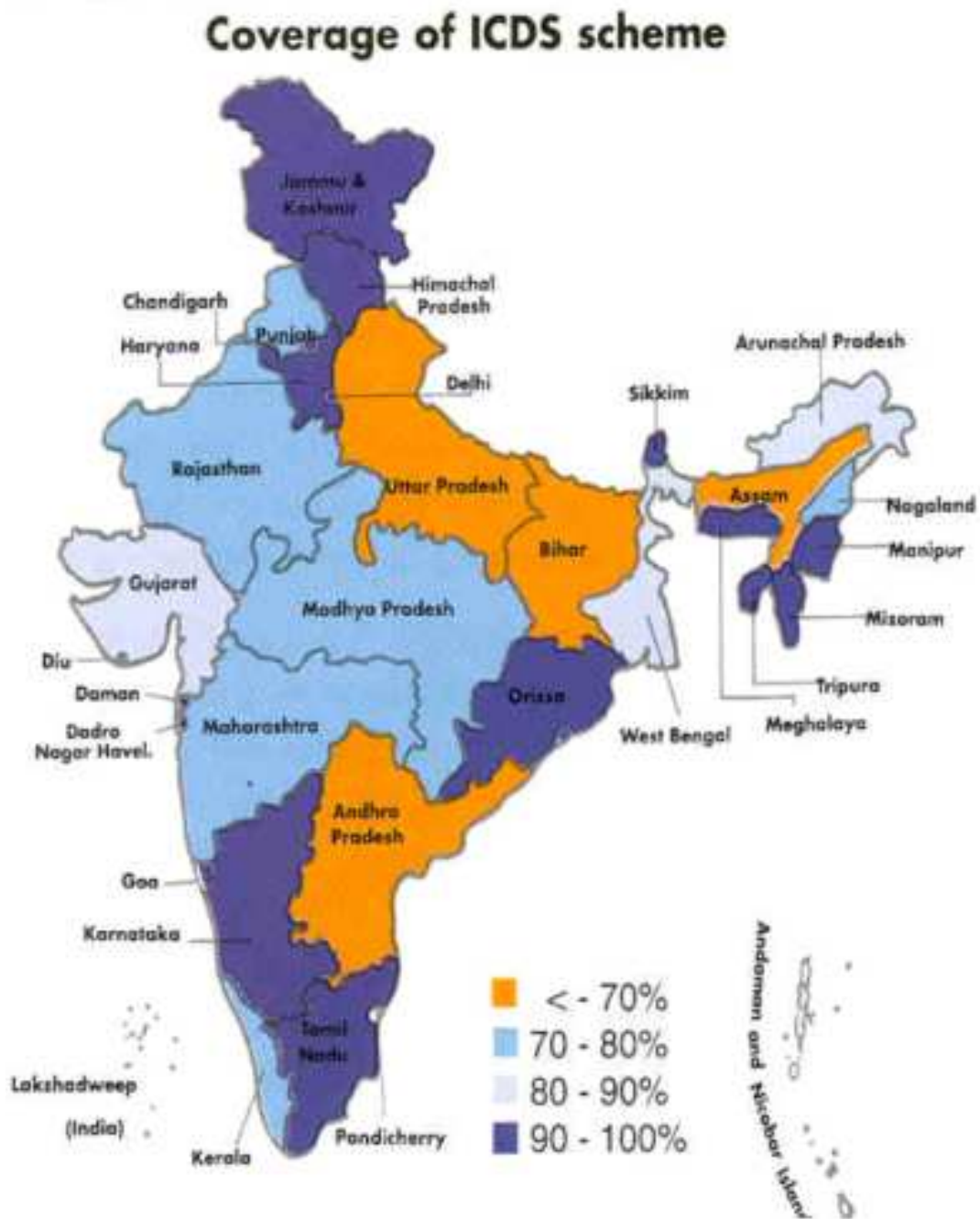
## J. Achievements

There has been significant progress in the implementation of ICDS Scheme during the last 3 years both, in terms of increase in number of operational projects and Anganwadi Centres (AWCs) and coverage of beneficiaries as indicated below:-

**Table 3.2: ICDS Scheme Progress during Last 3 Years**

| Year<br>31 <sup>st</sup><br>March | No. of<br>operational<br>projects | No. of<br>operational<br>AWCs | No. of Supplementary<br>nutrition beneficiaries | No. of pre-school<br>education<br>beneficiaries |
|-----------------------------------|-----------------------------------|-------------------------------|-------------------------------------------------|-------------------------------------------------|
| 2003                              | 4903                              | 600391                        | 387.84 lakh                                     | 188.02 lakh                                     |
| 2004                              | 5267                              | 649307                        | 415.08 lakh                                     | 204.38 lakh                                     |
| 2005                              | 5422                              | 706872                        | 484.42 lakh                                     | 218.41 lakh                                     |
| 2006                              | 5659                              | 748229                        | 562.18 lakh                                     | 244.64 lakh                                     |

Exhibit 3.1: Coverage of ICDS Scheme<sup>4</sup>



4 [<http://wcd.nic.in/schemes>]

### 3.1.3 Rajiv Gandhi National Crèche Scheme<sup>5</sup> for the Children of Working Mothers

This scheme is expanding rapidly throughout India. It is specially designed for the children of working mothers and it caters to the needs of the working mothers and their children. The centers working under this scheme provide good quality child care facilities. They have hired competent, skilled and experienced staff. The short term training modules have been designed for crèche workers with the help of NIPCCD, which not only helps in improving the service quality but also enhances the skills of the workers.

#### Criteria for Selection of NGOs

The government in partnership with private sector organizations or NGOs is running these centers successfully. The new crèches are being sanctioned to the Implementing Agencies through Central Social Welfare Board, Indian Council for Child Welfare and Bhartiya Adim Jati Sevak Sangh. The Crèches are allocated to a State/UT on the basis of the proportion of child population. Uncovered districts/ tribal areas under the Scheme are being given highest priority while extending the scheme to ensure balanced regional coverage. Priority is being given to those districts that do not have even one crèche.

#### Type of Activities to be assisted

Assistance is being provided for developing comprehensive day-care services for the babies (0-6 year) of working and other deserving women provided the monthly-income of both the parents does not exceed Rs. 12000/-.

#### Schematic Pattern

The present scheme provides assistance to NGOs for running crèches for babies (0-6 years) to ensure sleeping facilities, health-care, supplementary nutrition, immunization etc. for running a crèche for 25 babies for eight hours i.e. from 9.00 A.M. to 5.00 P.M. The schematic pattern of expenditure is indicated below:-

#### Recurring Grant

| Sr. No. | Recurring Grant admissible for grant                                                  | Ceiling of expenditure | Grant           |
|---------|---------------------------------------------------------------------------------------|------------------------|-----------------|
| 1       | Honorarium to workers per crèche (two workers)                                        | Rs. 2000. / month      | Rs. 2000 (100%) |
| 2       | Supplementary nutrition per crèche (for 25 children @ Rs. 2.08 per child for 26 days. | Rs. 1352. / month      | Rs. 1217. (90%) |
| 3       | Emergency medicine and Contingencies (per crèche)                                     | Rs. 350. / month       | Rs. 315. (90%)  |

## Non-Recurring Grant

| Sr. No. | Admissible Grant                                 | Ceiling of Expenditure                                                                                                                         | Grant                                                                                                       |
|---------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1       | Non-recurring grant for the period of five years | Rs. 10,000/- and a subsequent grant of Rs. 5000/- at an interval of five years towards replacement of consumable stores on cent percent basis. | Rs. 10,000/- (100%) once in the beginning of every new crèche)<br>Rs. 3000/- (100% at five years intervals) |

## Procedure for Submission of Application

Application is being received through State Units of Central Social Welfare Board, Indian Council for Child Welfare and Bhartiya Adim Jati Sevak Sangh with their recommendations. It is however open to the Central Social Welfare Board to entertain an application direct from an institution/organization of an All-India Character. The application for grant-in-aid from Central Social Welfare Board, Indian Council for Child Welfare and Bhartiya Adim Jati Sevak Sangh for a particular year reaches to the Department by the 31<sup>st</sup> March of the preceding financial year. Application received during the year may also be considered subject to availability of funds. (*Application should be made in the prescribed form given at Annexure-A.*) Each application should be accompanied by the Documents mentioned in Para 17 of the application form.

## Conditions for Grants

Grants are being paid in two installments, the first installment being normally released on receipt of acceptance of conditions enumerated in the letter of sanction project. Application for the release of second or subsequent installment, made after the close of the financial year in which the project was approved shall be accompanied by a statement of accounts of the expenditure incurred during the year. Final installment is released only after audited accounts and a Utilization Certificate, signed by a Chartered Accountant, is received and found in order. (*Please see Annexure-B for Utilization Certificate Format*). On the whole this scheme is growing swiftly in other parts of the country. (*Please consult appendix-VI on Rajiv Gandhi National Crèche Scheme for the Children of Working Mothers*)

## Monitoring System

Government has implemented strict monitoring system to ensure the effective and efficient functioning of the centers. Thus, the independent agencies are being acquired to conduct audit, inspect the activities and evaluate the performance of the centers. Schools of Social Work, Women's Studies Centers and other reputed agencies are engaged to monitor crèche units which then submit the report to the central government. They regularly provide list of sanctioned units in their respective areas with complete address and details of the NGO. A lump sum one time grants of Rs. 10,000/- is being given to each nodal agency and Rs. 700/- per crèche visited and inspected. A uniform format is being provided to the Monitoring Agencies to ascertain that the basic minimum requirements are being met within each Crèche Center. The Monitoring Agency must review the Centers in all aspects. They must in the course of the inspection also assess the motivation and capacity of the Implementing Agencies.

## 3.2 Bangladesh

In Bangladesh<sup>6</sup> about 2.5 million babies are born each year but many of them die before they reach their fifth birthday. The [infant mortality rate](#) fell from 57 per thousand live births in 1998 to 56 per thousand live births in 2001. The mortality rate fell from 92 to 82 per thousand over the same period. There are major discrepancies in the knowledge and practices of early childhood care and development for the under-5 children. One of the reasons for such problems is that women do not have child care facilities whilst they are at work.



In 1994, the Government of Bangladesh agreed to the commitments of the program of Action of the International Conference on Population and Development (ICPD), to create a supportive environment so that men and women can combine their work with child-rearing responsibilities. The supportive environment includes provision of child care and crèche facilities at workplaces to support breast-feeding. Phulki (member of Bangladesh Shishu Adhikar Forum (BSAF)) is providing such facilities since 1990 and playing an active and effective role for the welfare of the children and working mothers. Similarly CARE, BRAC, Gonoshasthya Kendra and several other organizations are providing such facilities. At

present the requirement of such centers is increasing because of the amplified employment opportunities for women e.g. women make up 80% of the garments industry.

Various projects<sup>7</sup> that address the needs of poor women and children are implemented by NGOs. A project of the Department for International Development (DFID)/UNICEF maintains 1,500 centers in urban areas throughout the country and provides 2 years of education, including literacy and basic mathematics. The United Nations Development Programme supports a project (Appropriate Resources for Improving Street Children's EnvironmentARISE) in six divisional headquarters and maintains 20 drop-in centers, which provide basic education, skills training, and basic health care to children from the urban slums. The current activities have several drawbacks:

1. only a small number of poor children have access to services;
2. there are hardly any nutrition interventions;
3. The skills training in the centers concentrate mostly on handicrafts. The probability that these skills will help the children to get a job later is low. Moreover, the aid agencies noted that a change in the training is needed.

Projects targeting women's issues address women and poverty, education and training of women, women and health, violence against women, women and the economy, institutional mechanism for women's advancement, human rights of women. The aid group together with the Ministry of Women and Children Affairs (MOWCA) plans to combine the efforts in a strategic vision for the

"In Bangladesh, both the Government and NGOs run day care centers for children of poor working mothers. Though these efforts are important, the need for support is much higher than the benefits and services available to the poor. Sometimes the services do not reach the areas where the target population lives. The National Children Policy (1994) and the National Plan of Action for Children contain strategies to provide basic protection for disadvantaged children. However, the plan has not been fully implemented yet."

**Extract:** Asian Development Bank, (February 2003): Technical assistance (financed by the Japan special fund) to the People's Republic of Bangladesh for preparing the social protection for disadvantaged women and children project

6 [\[http://www.unicef.org/bangladesh/children.html\]](http://www.unicef.org/bangladesh/children.html)

7 Asian Development Bank, (February 2003): Technical assistance (financed by the Japan special fund) to the People's Republic of Bangladesh for preparing the social protection for disadvantaged women and children project

ministry in charge (MOWCA). There is a clear need for assessing the various activities and establishing a strategic plan for coordinated activities of the Government and Government projects with aid agency funding in order to assist MOWCA in fulfilling its mandate.

### 3.3 Sri Lanka

Day care facility in Sri Lanka was established by the British almost 150 years ago<sup>8</sup>. The British set up a childcare system in tree plantations so that women could pick tea for and earn livelihood without being much concerned about infants and young children. To this day, any mother who wants work can drop her children at a plantation's crèche and they are fed, played with and napped -suspended in hammocks - until the end of the work day. National Worker's Charter 1995 also emphasizes upon the welfare of women and children. There are many multinational and national crèches working in Sri Lanka to not only support the working mothers but also provide quality health, food and nutrition services to the children. World Vision<sup>9</sup> (in more than 100 countries), is a Christian relief, development and advocacy organization dedicated to working with children, families and their communities world wide to reach their full potential by tackling the causes of poverty. It is providing child care facilities in different parts of the country and contributing towards the welfare of children and women. Similarly Mother<sup>10</sup> and Child Social Welfare Organization (since 1968) is a community based organization (CBO) working with government to provide child care facilities specially health facilities by sponsoring different immunization programs.

Sri Lanka is providing comparatively good services to the children of working mothers thereby reducing their problems and controlling child related problems but still government intends to take more steps to support poor families. Generally NGOs, Churches and Multinational Organizations are also providing child care facilities to the children of working mothers.



8 [http://www.photowords.com/Creche,%20opening%20page.html]

9 [http://www.wvasiapacific.org/srilanka/content/view/54/89/]

10 [http://www.motherandchildsrilanka.org/index.htm]

## CRÉCHE IN PAKISTAN

Pakistan's current population is 160 million. According to 1998 census<sup>1</sup>, the population was 132 million comprising 68 million of males and 64 million of females. The sex ratio was 108.5 i.e. 108.5 males per 100 females, the literacy ratio of male was 54.81% and female was 32.02%, which have been increased during the past few years. Population below poverty line is 32% (FY 2000/2001)<sup>2</sup>. The labor force comprises of 45.43 million (FY 2004). 39.6% of the population lies between the age of 0 to 14 years i.e. 33 million males and 31 million females.

Not so enviable economic conditions have created problems for the poor families. Women are compelled to participate in the economic cycle out of their homes. The working women have to leave their children with their relatives or in the streets, which results in children related problems.

### 4.1 History and Legislative Actions<sup>3</sup>

In Pakistan efforts to ensure the protection and development of children started soon after passing a resolution proclaiming 1979 as the International Year of Child (IYC) by the UN General Assembly in December 1976. The Government of Pakistan through designated ministry appointed National level Committee for Observance of International Year of Child.

Apart from other programs the said Committee organized a National Conference on "Child Development; Prospects and Challenges," at Islamabad on 12th to 14th November 1979, which recommended that *"a specific policy on child welfare should be formulated and for its implementation National Commission for Child Welfare and Development should also be formed and be placed in Social Welfare Wing."*

#### National Commission for Child Welfare and Development (NCCWD)

On **16th December 1980** the Government established **National Commission for Child Welfare and Development (NCCWD)** through a resolution being effective from 1st January 1980, which was amended from time to time finally in 1991 that is effective to date.

#### QUOTE:

"The test of the morality of a society is what it does for its children."

(Dietrich Bonhoeffer)

In 1990, the Government of Pakistan ratified the Convention on the Rights of the Child. Pakistan was among the prime movers of the World Summit for children convened in 1990, which gave the "First Call for Children" in the form of international targets for the development of children in the 1990's.

NCCWD acts as an advisory body to government of Pakistan for purposeful coordination, policy making, promotion of integrated planning and development and effective planning of policies and plans for welfare and development for normal and handicapped children in Pakistan. NCCWD is a federal institution located in Islamabad. For the implementation of the national and international commitments the Commission has its counterparts in provinces and regions.

## Provincial Commission for Child Welfare and Development

Now all provinces have their own *Provincial Commission for Child Welfare and Development (PCCWD)*. The AJK Government has established the same Commission AJKCCWD and Northern Areas Administration have a small but effective Child Rights Cell within the Planning and Development Department.

### 4.2 Existing Crèches in Pakistan and Current Situation

In Pakistan working mothers who belong to poor families and are working in factories or other professions, leave their children in the streets or neighborhoods, which have evil implications not only on their lives but also on the society (*discussed earlier*). The crèche facility is available only in limited cities like Karachi, Lahore, Islamabad and Peshawar and satisfies the needs of only upper sections of society. Although government is supporting few centers at some places but most of centers are run by the private sector. It has been estimated that only in Karachi more than 200 day care centers are operating (*discussion held with CEO Catco Kids*). All of these are being run on commercial basis hence they are beyond the access of poor families. Some colleges and universities also provide these facilities to their staff. The timings of these crèches are associated with the office timings which is normally 9 to 5 a.m. Some private organizations have also opened such centers which are very expensive and inflexible in their timings.

#### Packages: Day Care Center, Lahore

Packages is also providing day care facility to its employees but this facility is not fulfilling the requirements of the employees as they have to hire their own personal caretakers for the center and the company does not incur any operational cost. The company has provided the place for the center with few accessories like rooms, TV, furniture etc. but each employee has to appoint her own caretaker.

(Reliable data on day care facility is generally lacking however according to a newspaper report District Wise List of Day Care Centers is enumerated below (Table 4.1))

**Table 4.1: District Wise Details of Beneficiaries of Crèche Facilities**

| District             | Beneficiaries 2004-05 | Beneficiaries 2005-06 |
|----------------------|-----------------------|-----------------------|
| Lahore               | 42                    | 44                    |
| Faisalabad           | 38                    | 34                    |
| Rawalpindi/Islamabad | 39                    | 29                    |
| Multan               | 40                    | 38                    |
| Bahawalpur           | 30                    | 36                    |
| <b>Total</b>         | <b>189</b>            | <b>181</b>            |

(Source: Newspaper "Jang", Sunday Magazine July 23, 2006)

Although the laws in Pakistan about day care facility are very clear;

*"Any place where more than ten women are working should have a day care center"*

Yet the implementation of this law is not visible. For instance, a large number of women are

working in the textile industry which is the biggest industry in Pakistan and contributing approx. 60% in its economy. Even this sector (except few) is not providing crèche facilities to its workers. There is no absolute check and accountability mechanism for such industries which are violating the labor laws.

#### **According to Child's Right Convention (Article 20):**

1. *A child temporarily or permanently deprived of his or her family environment, or in whose own best interests cannot be allowed to remain in that environment, shall be entitled to special protection and assistance provided by State.*
2. *State parties shall in accordance with their national laws ensure alternative care for such child.*
3. *Such care should include, inter alias, foster placement, Kafalah of Islamic law, adoption or if necessary placement in suitable institution for the care of children. When considering solutions, due regard shall be paid to the desirability of continuity in a child's upbringing and to the child's ethnic, religious, cultural and linguistic background.*

Of all privately run crèche facilities, which were visited in various cities, Catco Kids, an organization working in Lahore and Karachi offers quality services. Though these services are meant for the families of higher economic state, yet their system needs review and due consideration.

### **4.3 Catco Kids: Case Study of Private Creche in Pakistan**



Catco Kids is providing child care services to the employees of various renowned companies of Pakistan like Unilever, Nestle, Procter & Gamble, and Dupont by establishing these centers within the companies' premises. Catco Kids is sharing all related expenses with them. As per the calculation of Catco, the cost incurred per child is Rs. 15,000 to 20,000 on commercial basis i.e. corporate model, which can be reduced to Rs. 2,000 per child (rural model) by meeting all the minimum standards.

Catco Kids was established in U.S in 1999 with the mission to create and deliver quality Early Childhood Development (ECD) programs. It has started its activities in Pakistan in 2003 and is presently responsible for the following:

1. Creation and implementation of a self-sustaining, international quality, urban daycare model. There are currently 4 centers already established and running.
2. Launch of the first Professional Training Institute for ECD training (up to Bachelors level) in Pakistan. The training Institute is affiliated with the University of Cincinnati.
3. Launch of the "Baby Daycare and Training Program" in conjunction with the Ministry of Women's Development Sindh for training of women entrepreneurs in establishing quality daycares.
4. Formulation of a draft legislative act to address issues of finance, access and quality for child care.

### 4.3.1 Service Delivery Models

An important intervention of Catco Kids is introduction of Catco Kids Community Outreach Programme like AWC in India; it offers an integrated approach for conveying basic services through Family Resource Center. Catco Kids has developed this programme in collaboration with its proposed partners, which will achieve the following objectives:

1. Identification of all stakeholders
2. Identification of relevant national and regional facilities for family resource centers
3. Review of existing international models for identification of best practices & lessons learned
4. Localization & refinement of the reviewed models
5. Creation of quality and impact assessment frameworks
6. Phase-based implementation of the refined model in 4 regions within 2 years across Pakistan
7. Refinement/improvement of the model based on the results of post-implementation study
8. Replication of the model in multiple locations across Pakistan



#### *Family Resource Center (FRC) Pilot Project*

At present, Catco Kids is developing a comprehensive plan in consultation with 40 NGOs/Service providers and Sindh Education Foundation to identify the roles and responsibilities of various stakeholders. Catco Kids has developed an integrated service model named as "Family Resource Center (FRC)", which will entail the services like

1. Basic Health Care Services (emphasis on maternal, prenatal, postnatal and children 0-5)
2. Early Childhood Education
3. Women's Economic Empowerment
4. Women's support services (i.e. childcare and counseling)

The Family Resource Center (FRC) will not only offer the child care facilities but also provide opportunities to women to enhance their capabilities by learning new skills which are required in the market (cluster development), getting training of quality child care services etc. The completion date of this project is 21-11-2007. Catco Kids has performed a complete analysis for the development of Family Resource Center (FRC)



**Nestle: Child Care Center, Lahore.**  
(304-Upper Mall, Lahore)

Nestle in collaboration with Catco Kids is providing child care facilities to the children of its employees. The center is administered by the Catco Kids as far as child care facilities are concerned. They are running the center for last one year quite effectively and successfully. The staff of the center is well experienced and fully equipped. The security measures are also up to the standards.

The employees who are availing this facility have to pay high amount to the company, which is not affordable by all staff members.

and been able to identify the critical success factors (stake holders management, community involvement, cluster building, quality child care services, counseling to parents etc.) to make this project successful. An initial pre-pilot test is currently underway by Catco Kids in collaboration with the Sindh Education Foundation to test the FRC integrated service delivery model in Pakistan.



# NEED ASSESSMENT FOR DAY CARE CENTERS IN PAKISTAN

To understand the problems, constraints, challenges and opportunities and highlight the need of crèche for the children of working women, a small research study had been conducted in Lahore. The study was conducted in the Nishtar Colony, China Basti and Khana Noa in the district of Lahore where numerous industries and factories are situated.

## 5.1 Objectives of the Study

The main objectives of the study was to

1. Observe the existing child care facilities available to the working mothers and their service quality
2. To identify the areas with potential need and requirements
3. To enhance knowledge and expertise on the protection and rights of children for the care givers
4. To use this knowledge to set up crèches in the areas where children are without proper care and facilities
5. Implementation of best practices and suitable alternatives to institutional care where necessary

## 5.2 Techniques and Methods

Keeping in view the objectives, various approaches (quantitative and qualitative) were adopted which include following research instruments:

- a. **Observation**, existing facilities available to the community were analyzed and shortcomings were notified. Factors like child care facilities, health facilities, quality of services and other child care requirements were critically analyzed and recommendations have been made in this regard.
- b. **Interviews**, people from different ages, sectors or professions and classes were interviewed which includes, children (8-11), teenagers, youngsters, both the parents and teachers and industrialists or businessmen.
- c. **Questionnaires**, a simple structured questionnaire was distributed among the industrialists or businessmen, and community leaders to get their feedback regarding the crèches establishment, their problems and the kind of facilities they might support.

### Methodology

**Target Area:** In Lahore generally speaking, there is no data available on Crèches and children without proper care. The only Crèches available were either in colleges or universities or at private level. However an area was identified by the labor department on Ferozpur Road. It is low income locality having quite a good number of industrial units.

**Sample Selection:** Initially two factories having 50% women workers were visited and interviews were conducted. Constructive group discussions were held with the industrialists and community members. The children of these areas were also included in this survey and their feedback gave a lot of information regarding the ground realities like their family lives and domestic problems.

### 5.3 Research Findings

The data collected depicts the plight of the people of these areas. The natives of these areas (Nishter Colony, China Basti and Khana Noa) are facing following problems in connection with their jobs:

- a. When women are out, 50 % of the children are with grand parents, neighbors, relatives or on the streets till the time their mothers or parents return home.
- b. The quality of the care given in the absence of parents is poor because the care givers i.e. relatives, grand parents or even neighbors are also very poor, therefore it is very difficult for them to take care of others' children.
- c. In some cases women lock their homes and leave their children outside and when they come back in the evening they cook food for the family and children. During day time either the children have to remain without food or the neighbors give them food.
- d. Many women go to far flung areas for their livelihoods. They come back late to their homes. They remain tense all the day and their quality of work is affected.
- e. If there is only a single parent then the situation becomes even worse.
- f. The brothers and sisters of these children have to sacrifice their studies / education to provide them better care.
- g. Young brothers, sisters or adults who look after these children are also unaware of the basic requirements of the infants or children i.e. how to feed them, educate them or treat them if they get sick or hurt.
- h. Children adopt bad habits and are prone to child labor, child abuses, begging, crimes and other evils. They do not have access to safe shelter, nutritious diet, education, health facilities; consequently they suffer emotionally, mentally and physically.
- i. While surveying the working women, 90% of the respondents said that they would be happy if their children are provided with the day care facility.
- j. In most of the cases women were the sole bread earner of the family, because their husbands were either drug addicts or had left them.
- k. 70% of the women responded positively towards contribution in the form of nominal fee.

Poverty and lack of resources is an understatement when describing the living situation in these parts of the city. During survey it was found that the women were working as labors in factories, servants or sweepers in residential areas, sales women, teachers in schools or colleges and working as auxiliary staff in offices. Their normal duty timings are from 9 a.m. to 5 a.m. and if traveling time is added to their office timings they return around 7 p.m. They have to leave their children in the streets or with their relatives. Consequently these children encounter many emotional traumas.

It was also revealed that the women could perform well and work for longer period if they were provided with child care facilities. Two factories of the area were also visited and their response was quite encouraging. The management of these industries recognized the need of such centers because it would provide great help in increasing their production. The owners were keen in developing such centers or providing support to such projects.

## 5.4 Planning Commission (PC) I for four provinces of Pakistan

In this chapter draft PC-I have been presented for four provinces of Pakistan which have been prepared as a result of consultations with the respective provincial departments. Departments however may incorporate any changes if it is deemed necessary.

### Government of Pakistan, Planning Commission PC-I Form of Punjab (Social Sectors)

|     |                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Name of the Project</b>                                              | Establishment of Five Day-care Centre for Children in Punjab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.  | <b>Location</b>                                                         | Lahore 1, Faisalabad 1, Multan 1, Sialkot 1, Gujrat 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.  | <b>Authority responsible for:</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4.  | <b>Sponsoring</b>                                                       | Government of Pakistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5.  | <b>Execution</b>                                                        | Department of Labour & Human Rights,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6.  | <b>Operation &amp; Maintenance</b>                                      | Employees & Workers Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7.  | <b>Concerned Federal Ministry</b>                                       | Labour & Manpower                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.  | <b>Plan Provision</b>                                                   | No Provision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9.  | <b>Project Objectives and its relationship with Sectoral Objectives</b> | The prime objective of the project is to meet the growing demands for crèches and to provide daycare facilities to the working women and thereby enhance their participation in economic activities. The project conforms with Government's commitment to enhance employment opportunities for women under National Policy for Development and Empowerment of Women, Gender Reforms Action Programme, Decentralization Support Programme and Medium Term Development Framework (MTDF) 2007-2009.                                                                                                                                                                                                                                                                              |
| 10. | <b>Description, justification and technical parameters</b>              | One of the best and proven ways out for facilitating working mothers to balance work and family lives is the establishment of 5 daycare centre at work places where women workers could leave their children and check/feed them after some intervals. The daycare centre would facilitate working women particularly that in informal sector to better concentrate on their jobs and have a relief from their reproductive responsibilities at their working time. Apart from that, this facility would also be utilized to meet the growing demand of daycare services mainly to migrant, casual and agricultural laborers and construction workers. Under this scheme, assistance would be provided to registered voluntary organizations to open and run daycare centers. |

## 11. Capital Cost Estimates

Date of estimation of project cost:

Bases of determining rates: most of the rates have been based on prevailing market prices.

Machinery & Equipment etc.

Year-wise estimates of physical activities (all figures in PKR)

### I- Furniture & Fixture (for 5 Centres)

|                                   |                       |
|-----------------------------------|-----------------------|
| 1. Cot 25 Nos. (steel)            | Rs. 1,25,000/-        |
| (one cot for two children)        |                       |
| 2. Swing Cot 10 No. (steel)       | Rs. 40,000/-          |
| 3. Baby Chair 50 Nos. (Plastic)   | Rs. 10,000/-          |
| 4. Bed 25 Nos. (steel)            | Rs. 1,00,000/-        |
| (including foam)                  |                       |
| 5. Office Table & chairs (5 sets) | Rs. 50,000/-          |
| 6. Rack for files 5 Nos.          | Rs. 15,000/-          |
| 7. Cupboard 5 Nos.                | Rs. 40,000/-          |
| 8. Contingencies                  | Rs. 25,000/-          |
| <b>Sub-total</b>                  | <b>Rs. 4,50,000/-</b> |

### II. Machinery & Equipment (for 5 Centres)

|                                   |                       |
|-----------------------------------|-----------------------|
| 1. 5 Deep Freezer (Medium)        | Rs. 1,25,000/-        |
| 2. A.C. split 1 tone (5 Nos.)     | Rs. 1,00,000/-        |
| 3. Ceiling Fan (15 Nos.)          | Rs. 30,000/-          |
| 4. Electric Heater 10 Nos.        | Rs. 6,000/-           |
| 5. Gas burner 5 Nos.              | Rs. 5,000/-           |
| 6. Water Dispenser (5 Nos.)       | Rs. 45,000/-          |
| 7. Toddlers Slide (5 Nos.)        | Rs. 75,000/-          |
| 8. Computer & Printer (5 Nos.)    | Rs. 2,50,000/-        |
| 9. T.V. with DVD Player           | Rs. 1,00,000/-        |
| (5 Nos.)                          |                       |
| 9. Sowing Kit (5 Nos.)            | Rs. 25,000/-          |
| 10. Cooking range (5 Nos.)        | Rs. 60,000/-          |
| 11. Microwave Oven (5 Nos.)       | Rs. 25,000/-          |
| 12. Utensils (5 Nos.)             | Rs. 25,000/-          |
| 13. Black Board W, B, G (15 Nos.) | Rs. 20,000/-          |
| 14. Contingencies                 | Rs. 75,000/-          |
| <b>Sub-total</b>                  | <b>Rs. 9,66,000/-</b> |

### III. Other Facilities (for 5 Centres)

|                                  |              |
|----------------------------------|--------------|
| 1. Toys (for 5 centres)          | Rs. 50,000/- |
| 2. Baby cycle (plastic) 25 Nos.  | Rs. 10,000/- |
| 3. Horses swing 10 Nos.          | Rs. 25,000/- |
| 4. Toilet pots 20 Nos. (Plastic) | Rs. 5,000/-  |

|     |                                              |                       |
|-----|----------------------------------------------|-----------------------|
| 5.  | Blankets 50 Nos.                             | Rs. 25,000/-          |
| 6.  | First Aid Kits (5 Nos.)                      | Rs. 25,000/-          |
| 7.  | Story and Colouring Books<br>(for 5 centers) | Rs. 15,000/-          |
| .   | Towels Small 50, Med. 50                     | Rs. 7,500/-           |
| 9.  | Dust Bin (20 Nos.)                           | Rs. 2,500/-           |
| 10. | Baby Bouncers (30 Nos.)                      | Rs. 25,000/-          |
| 11. | Baby Prams (25 Nos.)                         | Rs. 1,00,000/-        |
| 12. | Contingencies                                | Rs. 18,000/-          |
|     | <b>Sub-total</b>                             | <b>Rs. 3,08,000/-</b> |

#### IV. Utilities (for 5 centers)

|    |                                                                                                         |                        |
|----|---------------------------------------------------------------------------------------------------------|------------------------|
| 1. | Electric and Gas charges                                                                                | Rs. 7,00,000/-         |
| 2. | Water charges                                                                                           | Rs. 15,000/-           |
| 3. | Telephone charges                                                                                       | Rs. 75,000/-           |
| 4. | Maintenance of goods                                                                                    | Rs. 50,000/-           |
| 5. | Washing & Cleanliness                                                                                   | Rs. 25,000/-           |
| 6. | Miscellaneous charges                                                                                   | Rs. 75,000/-           |
| 7. | Medical facility<br>(The centre will be attached<br>with the nearest hospital/<br>Clinic for emergency) | Rs. 1,25,000/-         |
|    | Rent of building (5 Nos.)<br>(for one year)                                                             | Rs. 9,00,000/-         |
| 8. | Contingencies                                                                                           | Rs. 1,50,000/-         |
|    | <b>Sub-total</b>                                                                                        | <b>Rs. 21,15,000/-</b> |

#### 12. Cost estimates for the establishment of six daycare center.

|    |                                                            |                        |
|----|------------------------------------------------------------|------------------------|
| 1. | Teacher @ Rs. 8000/-<br>(5 Nos.)                           | Rs. 4,80,000/-         |
| 2. | Aya @Rs. 5000/- 10 Nos.                                    | Rs. 6,00,000/-         |
| 3. | Helper @ Rs. 4000/- 5 Nos.                                 | Rs. 2,40,000/-         |
| 4. | Chowkidar @ Rs. 4000/-<br>(6 Nos.)                         | Rs. 2,40,000/-         |
| 5. | Sweeper @ Rs. 2000/- 5 No.                                 | Rs. 1,20,000/-         |
| 6. | Project Allowance for<br>Coordinator Punjab @ Rs. 10,000/- | Rs. 1,20,000/-         |
|    | <b>Sub-total</b>                                           | <b>Rs. 18,00,000/-</b> |
|    | <b>Grand Total</b>                                         | <b>Rs. 56,39,000/-</b> |

#### 13. Demand and supply analysis

- Demand for day-care centers would come from
- Employees (Public & Pvt.)
  - Workers
  - Associations
  - CBOs / Neighborhood association
  - NGOs, and
  - Staff Unions (Government & Private) Supply:

|                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14. Financial Plan and estimates for two years of six centres</b> | Total estimates: <b>95,54,000/-</b><br>For the period of first year 56,39,000/-<br>For the period of 2 <sup>nd</sup> year 39,15,000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>15. Project benefits and analysis</b>                             | <p>The project would enhance the participation of women in the realm of economic activities and would also give a boost to the emerging demand of industrialization – particularly the Government's plans to establish new Industrial Estates in various locations:</p> <p>The project initially plans to create six day-care centers for two years and would benefit on estimates women workers in different sectors of employment including:</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Doctors</li> <li>• Nurses</li> <li>• Industrial workers</li> <li>• Government servants</li> <li>• IT, Finance and other technical agencies</li> </ul> <p>One of the major indirect benefits of daycare centers would be the promotion of Breast feeding among working women – which would not only serve as income saving but also would prevent children from various post-natal diseases. Availability of day-care centre augurs well for maternal health as well since mothers become capable of handling their work related stress and balancing it child responsibility.</p> |
| <b>16. Implementation Schedule</b>                                   | 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

Approved by \_\_\_\_\_

## 5.5 Government of Pakistan, Planning Commission

### PC-I Form for Sindh (Social Sectors)

|     |                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Name of the Project</b>                                              | Establishment of Four Day-care Centre for Children in Sindh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.  | <b>Location</b>                                                         | Site Karachi 1, Korangi 1, Federal B Area 1, Hyderabad Industrial Estate (Site) 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.  | <b>Authority responsible for:</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4.  | <b>Sponsoring</b>                                                       | Government of Pakistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5.  | <b>Execution</b>                                                        | Department of Labour & Human Rights, Government of Sindh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6.  | <b>Operation &amp; Maintenance</b>                                      | Committee comprising of Labour Department & Representative of Site                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7.  | <b>Concerned Federal Ministry</b>                                       | Labour & Manpower                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.  | <b>Plan Provision</b>                                                   | No Provision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9.  | <b>Project Objectives and its relationship with Sectoral Objectives</b> | The prime objective of the project is to meet the growing demands for crèches and to provide daycare facilities to the working women and thereby enhance their participation in economic activities. The project conforms with Government's commitment to enhance employment opportunities for women under National Policy for Development and Empowerment of Women, Gender Reforms Action Programme, Decentralization Support Programme and Medium Term Development Framework (MTDF) 2007-2009.                                                                                                                                                                                                                                                                              |
| 10. | <b>Description, justification and technical parameters</b>              | One of the best and proven ways out for facilitating working mothers to balance work and family lives is the establishment of 4 daycare centre at work places where women workers could leave their children and check/feed them after some intervals. The daycare centre would facilitate working women particularly that in informal sector to better concentrate on their jobs and have a relief from their reproductive responsibilities at their working time. Apart from that, this facility would also be utilized to meet the growing demand of daycare services mainly to migrant, casual and agricultural laborers and construction workers. Under this scheme, assistance would be provided to registered voluntary organizations to open and run daycare centers. |

## 11. Capital Cost Estimates

Date of estimation of project cost:

Bases of determining rates: most of the rates have been based on prevailing market prices. Machinery & Equipment etc.

Year-wise estimates of physical activities (all figures in PKR)

### I- Furniture & Fixture (for 4 Centres)

|                                   |                       |
|-----------------------------------|-----------------------|
| 1. Cot 20 Nos. (steel)            | Rs. 1,00,000/-        |
| (one cot for two children)        |                       |
| 2. Swing Cot 8 No. (steel)        | Rs. 32,000/-          |
| 3. Baby Chair 40 Nos. (Plastic)   | Rs. 8,000/-           |
| 4. Bed 20 Nos. (steel)            | Rs. 80,000/-          |
| (including foam)                  |                       |
| 5. Office Table & chairs (4 sets) | Rs. 40,000/-          |
| 6. Rack for files 4 Nos.          | Rs. 12,000/-          |
| 7. Cupboard 4 Nos.                | Rs. 32,000/-          |
| 8. Contingencies                  | Rs. 25,000/-          |
| <b>Sub-total</b>                  | <b>Rs. 3,29,000/-</b> |

### II. Machinery & Equipment (for 4 Centres)

|                                   |                       |
|-----------------------------------|-----------------------|
| 1. 4 Deep Freezer (Medium)        | Rs. 1,00,000/-        |
| 2. A.C. split 1 tone (4 Nos.)     | Rs. 80,000/-          |
| 3. Ceiling Fan (12 Nos.)          | Rs. 24,000/-          |
| 4. Electric Heater 8 Nos.         | Rs. 48,000/-          |
| 5. Gas burner 4 Nos.              | Rs. 4,000/-           |
| 6. Water Dispenser (4 Nos.)       | Rs. 36,000/-          |
| 7. Toddlers Slide (4 Nos.)        | Rs. 60,000/-          |
| 8. Computer & Printer (4 Nos.)    | Rs. 2,00,000/-        |
| 9. T.V. with DVD Player           | Rs. 80,000/-          |
| (4 Nos.)                          |                       |
| 9. Sowing Kit (4 Nos.)            | Rs. 20,000/-          |
| 10. Cooking range (4 Nos.)        | Rs. 48,000/-          |
| 11. Microwave Oven (4 Nos.)       | Rs. 20,000/-          |
| 12. Utensils (4 Nos.)             | Rs. 20,000/-          |
| 13. Black Board W, B, G (12 Nos.) | Rs. 16,000/-          |
| 14. Contingencies                 | Rs. 75,000/-          |
| <b>Sub-total</b>                  | <b>Rs. 7,87,800/-</b> |

### III. Other Facilities (for 4 Centres)

|                                  |              |
|----------------------------------|--------------|
| 1. Toys (for 4 centres)          | Rs. 40,000/- |
| 2. Baby cycle (plastic) 20 Nos.  | Rs. 8,000/-  |
| 3. Horses swing 8 Nos.           | Rs. 20,000/- |
| 4. Toilet pots 16 Nos. (Plastic) | Rs. 4,000/-  |

|                                                                         |                                                                                                                                                                                                                                                 |                                                                                                         |                        |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------|
|                                                                         | 5.                                                                                                                                                                                                                                              | Blankets 40 Nos.                                                                                        | Rs. 20,000/-           |
|                                                                         | 6.                                                                                                                                                                                                                                              | First Aid Kits (4 Nos.)                                                                                 | Rs. 20,000/-           |
|                                                                         | 7.                                                                                                                                                                                                                                              | Story and Colouring Books<br>(for 4 centers)                                                            | Rs. 12,000/-           |
|                                                                         | .                                                                                                                                                                                                                                               | Towels Small 40, Med. 40                                                                                | Rs. 6,000/-            |
|                                                                         | 9.                                                                                                                                                                                                                                              | Dust Bin (16 Nos.)                                                                                      | Rs. 2,000/-            |
|                                                                         | 10.                                                                                                                                                                                                                                             | Baby Bouncers (24 Nos.)                                                                                 | Rs. 20,000/-           |
|                                                                         | 11.                                                                                                                                                                                                                                             | Baby Prams (20 Nos.)                                                                                    | Rs. 80,000/-           |
|                                                                         | 12.                                                                                                                                                                                                                                             | Contingencies                                                                                           | Rs. 18,000/-           |
|                                                                         |                                                                                                                                                                                                                                                 | <b>Sub-total</b>                                                                                        | <b>Rs. 2,68,000/-</b>  |
|                                                                         |                                                                                                                                                                                                                                                 | <b>IV. Utilities (for 4 centers)</b>                                                                    |                        |
|                                                                         | 1.                                                                                                                                                                                                                                              | Electric and Gas charges                                                                                | Rs. 5,60,000/-         |
|                                                                         | 2.                                                                                                                                                                                                                                              | Water charges                                                                                           | Rs. 12,000/-           |
|                                                                         | 3.                                                                                                                                                                                                                                              | Telephone charges                                                                                       | Rs. 60,000/-           |
|                                                                         | 4.                                                                                                                                                                                                                                              | Maintenance of goods                                                                                    | Rs. 40,000/-           |
|                                                                         | 5.                                                                                                                                                                                                                                              | Washing & Cleanliness                                                                                   | Rs. 20,000/-           |
|                                                                         | 6.                                                                                                                                                                                                                                              | Miscellaneous charges                                                                                   | Rs. 60,000/-           |
|                                                                         | 7.                                                                                                                                                                                                                                              | Medical facility<br>(The centre will be attached<br>with the nearest hospital/<br>Clinic for emergency) | Rs. 80,000/-           |
|                                                                         |                                                                                                                                                                                                                                                 | Rent of building (2 Nos.)<br>(for one year)                                                             | Rs. 3,60,000/-         |
|                                                                         | 8.                                                                                                                                                                                                                                              | Contingencies                                                                                           | Rs. 1,50,000/-         |
|                                                                         |                                                                                                                                                                                                                                                 | <b>Sub-total</b>                                                                                        | <b>Rs. 13,42,000/-</b> |
| <b>12. Cost estimates for the establishment of four daycare center.</b> | 1.                                                                                                                                                                                                                                              | Teacher @ Rs. 8000/-<br>(4 Nos.)                                                                        | Rs. 7,20,000/-         |
|                                                                         | 2.                                                                                                                                                                                                                                              | Aya @Rs. 5000/- 8 Nos.                                                                                  | Rs. 4,80,000/-         |
|                                                                         | 3.                                                                                                                                                                                                                                              | Helper @ Rs. 4000/- 4 Nos.                                                                              | Rs. 1,92,000/-         |
|                                                                         | 4.                                                                                                                                                                                                                                              | Chowkidar @ Rs. 4000/-<br>(4 Nos.)                                                                      | Rs. 1,92,000/-         |
|                                                                         | 5.                                                                                                                                                                                                                                              | Sweeper @ Rs. 2000/- 4 No.                                                                              | Rs. 96,000/-           |
|                                                                         | 6.                                                                                                                                                                                                                                              | Supervisor @Rs.20000/-                                                                                  | Rs.2,40,000/-          |
|                                                                         | 6.                                                                                                                                                                                                                                              | Project Incharge @10000/-                                                                               | Rs. 1,20,000/-         |
|                                                                         |                                                                                                                                                                                                                                                 | <b>Sub-total</b>                                                                                        | <b>Rs. 20,40,000/-</b> |
|                                                                         |                                                                                                                                                                                                                                                 | <b>Grand Total</b>                                                                                      | <b>Rs. 47,66,800/-</b> |
| <b>13. Demand and supply analysis</b>                                   | Demand for day-care centers would come from                                                                                                                                                                                                     |                                                                                                         |                        |
|                                                                         | <ul style="list-style-type: none"> <li>• Employees (Public &amp; Pvt.)</li> <li>• Workers</li> <li>• Associations</li> <li>• CBOs / Neighborhood association</li> <li>• NGOs, and</li> <li>• Staff Unions (Government &amp; Private)</li> </ul> |                                                                                                         |                        |
|                                                                         | Supply:                                                                                                                                                                                                                                         |                                                                                                         |                        |

**14. Financial Plan and estimates for two years of Four centres**

|                                        |                    |
|----------------------------------------|--------------------|
| Total estimates:                       | <b>81,48,000/-</b> |
| For the period of first year           | 47,66,800/-        |
| For the period of 2 <sup>nd</sup> year | 33,82,000/-        |

**15. Project benefits and analysis**

The project would enhance the participation of women in the realm of economic activities and would also give a boost to the emerging demand of industrialization – particularly the Government's plans to establish new Industrial Estates in various locations:

The project initially plans to create four day-care centers for two years and would benefit on estimates women workers in different sectors of employment including:

Teachers

Doctors

Nurses

Industrial workers

Government servants

IT, Finance and other technical agencies

One of the major indirect benefits of daycare centers would be the promotion of Breast feeding among working women – which would not only serve as income saving but also would prevent children from various post-natal diseases. Availability of day-care centre augurs well for maternal health as well since mothers become capable of handling their work related stress and balancing it child responsibility.

**16. Implementation Schedule**

2 years



Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

Approved by \_\_\_\_\_

## 5.6 Government of Pakistan, Planning Commission

### PC-I Form for NWFP (Social Sectors)

|     |                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Name of the Project</b>                                              | Establishment of three Daycare Centre for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.  | <b>Location</b>                                                         | Peshawar 2, Women Training Centre, Hayatabad, Women Training Centre Gulbahar, Abbottabad 1, Women Technical                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.  | <b>Authority responsible for:</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.  | <b>Sponsoring</b>                                                       | Government of NWFP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5.  | <b>Execution</b>                                                        | Department of Labour & Human Rights,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6.  | <b>Operation &amp; Maintenance</b>                                      | Employees & Workers Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7.  | <b>Concerned Federal Ministry</b>                                       | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 8.  | <b>Plan Provision</b>                                                   | No Provision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.  | <b>Project Objectives and its relationship with Sectoral Objectives</b> | The prime objective of the project is to meet the growing demands for three daycare centre and to provide day care facilities to the working women and thereby enhance their participation in economic activities. The project conforms with Government's commitment to enhance employment opportunities for women under National Policy for Development and Empowerment of Women, Gender Reforms Action Programme, Decentralization Support Programme and Medium Term Development Framework (MTDF) 2007-2009.                                                                                                                                                                                                                                                              |
| 10. | <b>Description, justification and technical parameters</b>              | One of the best and proven ways out for facilitating working mothers to balance work and family lives is the establishment of daycare centre at work places where women workers could leave their children and check/feed them after some intervals. The daycare centre would facilitate working women particularly that in informal sector to better concentrate on their jobs and have a relief from their reproductive responsibilities at their working time. Apart from that, this facility would also be utilized to meet the growing demand of daycare services mainly to migrant, casual and agricultural laborers and construction workers. Under this scheme, assistance would be provided to registered voluntary organizations to open and run daycare centers. |

## 11. Capital Cost Estimates

Date of estimation of project cost:  
Bases of determining rates: most of the rates have been based on prevailing market prices. Machinery & Equipment etc. Year-wise estimates of physical activities (all figures in PKR)

### I. Furniture & Fixture (For Three Centres)

|                                   |                       |
|-----------------------------------|-----------------------|
| Cot 15 Nos. (steel)               | Rs. 75,000/-          |
| <i>(one cot for two children)</i> |                       |
| Swing Cot 6 No. (steel)           | Rs. 24,000/-          |
| Baby Chair 30 Nos. (Plastic)      | Rs. 6,000/-           |
| Bed 15 Nos. (steel)               | Rs. 60,000/-          |
| <i>(including foam)</i>           |                       |
| Office Table & chairs (3 sets)    | Rs. 30,000/-          |
| Rack for files 3 No.              | Rs. 9,000/-           |
| Cupboard 3 Nos.                   | Rs. 24,000/-          |
| Contingencies                     | Rs.25,000/-           |
| <b>Sub-total</b>                  | <b>Rs. 2,53,000/-</b> |

### II. Machinery & Equipment (For Three Centres)

|                               |                       |
|-------------------------------|-----------------------|
| 3 Deep Freezer (Medium)       | Rs. 75,000/-          |
| A.C. split 1 tone (3 Nos.)    | Rs. 60,000/-          |
| Ceiling Fan (9 Nos.)          | Rs. 18,000/-          |
| Electric Heater 6 Nos.        | Rs. 3,600/-           |
| Gas burner 3 Nos.             | Rs. 3,000/-           |
| Water Dispenser (3 Nos.)      | Rs. 27,000/-          |
| Toddlers Slide (3 Nos.)       | Rs. 45,000/-          |
| Computer & Printer (3 Nos.)   | Rs. 1,50,000/-        |
| T.V. with DVD Player (3 Nos.) | Rs. 60,000/-          |
| Sowing Kit (3 Nos.)           | Rs. 15,000/-          |
| Cooking range (3 Nos.)        | Rs. 36,000/-          |
| Microwave Oven (3 Nos.)       | Rs. 15,000/-          |
| Utensils (3 Nos.)             | Rs. 15,000/-          |
| Black Board W, B, G (9 Nos.)  | Rs. 12,000/-          |
| Contingencies                 | Rs.50,000/-           |
| <b>Sub-total</b>              | <b>Rs. 5,84,600/-</b> |

### III. Other Facilities (For Three Centres)

|                               |              |
|-------------------------------|--------------|
| Toys (for 3 centres)          | Rs. 30,000/- |
| Baby cycle (plastic) 15 Nos.  | Rs. 6,000/-  |
| Horses swing 6 Nos.           | Rs. 15,000/- |
| Toilet pots 12 Nos. (Plastic) | Rs. 3,000/-  |

|                                              |                       |
|----------------------------------------------|-----------------------|
| Blankets 30 Nos.                             | Rs. 15,000/-          |
| First Aid Kits (3 Nos.)                      | Rs. 15,000/-          |
| Story and Colouring Books<br>(for 3 centers) | Rs. 15,000/-          |
| Towels Small 30, Med. 30                     | Rs. 4,500/-           |
| Dust Bin (12 Nos.)                           | Rs. 1,500/-           |
| Baby Bouncers (15 Nos.)                      | Rs. 15,000/-          |
| Baby Prams (15 Nos.)                         | Rs. 60,000/-          |
| Contingences                                 | Rs.15,000/-           |
| <b>Sub-total</b>                             | <b>Rs. 1,95,000/-</b> |

#### **IV. Utilities (For Three centers)**

|                                                                                                                                           |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Electric and Gas charges                                                                                                                  | Rs. 4,20,000/-        |
| Water charges                                                                                                                             | Rs. 9,000/-           |
| Telephone charges                                                                                                                         | Rs. 4,50,00/-         |
| Maintenance of goods                                                                                                                      | Rs. 30,000/-          |
| Washing & Cleanliness                                                                                                                     | Rs. 15,000/-          |
| Miscellaneous charges                                                                                                                     | Rs. 45,000/-          |
| Medical facility                                                                                                                          | Rs. 75,000/-          |
| Rent of building<br>( for one year for Abbottabad)<br>(The centre will be attached<br>with the nearest hospital/<br>Clinic for emergency) | Rs. 2,40,000/-        |
| <b>Sub-total</b>                                                                                                                          | <b>Rs. 8,79,000/-</b> |

#### **V. Renovation Expenditures (For Three centres)**

|                                                     |                      |
|-----------------------------------------------------|----------------------|
| Peshawar for Two centres<br>(2 Lac for each centre) | Rs. 4,00,000/-       |
| Abbottabad for one Centre                           | Rs. 5,00,000/-       |
| <b>Sub Total</b>                                    | <b>Rs.9,00,000/-</b> |

#### **12. Cost estimates for the establishment of three daycare centers.**

#### **VI. Staff (For Three centres)**

|                                                             |                        |
|-------------------------------------------------------------|------------------------|
| Teacher @ Rs. 15,000/-/-<br>(5 Nos.)                        | Rs. 9,00,000/-         |
| Aya @Rs. 5000/- 6 Nos.                                      | Rs. 3,60,000/-         |
| Helper @ Rs. 4000/- 3 Nos.                                  | Rs. 1,44,000/-         |
| Chowkidar @ Rs. 4000/-<br>(3 Nos.)                          | Rs. 1,44,000/-         |
| Sweeper @ Rs. 2000/- 3 No.                                  | Rs. 72,000/-           |
| Project Allowance for<br>Coordinator NWFP<br>@ Rs. 15,000/- | Rs. 1,80,000/-         |
| <b>Sub-total</b>                                            | <b>Rs. 18,00,000/-</b> |
| <b>Grand Total</b>                                          | <b>Rs.46,11,600/-</b>  |

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |                    |                              |             |                                        |             |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------------------|-------------|----------------------------------------|-------------|
| <b>13. Demand and supply analysis</b>           | <p>Demand for day-care centers would come from</p> <ul style="list-style-type: none"> <li>• Employees</li> <li>• Workers</li> <li>• Associations</li> <li>• CBOs / Neighborhood association</li> <li>• NGOs, and</li> <li>• Staff Unions (Government &amp; Private)</li> </ul> <p>Supply:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |                    |                              |             |                                        |             |
| <b>14. Financial Plan and mode of financing</b> | <table> <tr> <td>Total estimates:</td><td><b>71,90,600/-</b></td></tr> <tr> <td>For the period of first year</td><td>46,11,600/-</td></tr> <tr> <td>For the period of 2<sup>nd</sup> year</td><td>25,79,000/-</td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Total estimates: | <b>71,90,600/-</b> | For the period of first year | 46,11,600/- | For the period of 2 <sup>nd</sup> year | 25,79,000/- |
| Total estimates:                                | <b>71,90,600/-</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                    |                              |             |                                        |             |
| For the period of first year                    | 46,11,600/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                    |                              |             |                                        |             |
| For the period of 2 <sup>nd</sup> year          | 25,79,000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                    |                              |             |                                        |             |
| <b>15. Project benefits and analysis</b>        | <p>The project would enhance the participation of women in the realm of economic activities and would also give a boost to the emerging dem and of industrialization – particularly the Government’s plans to establish new Industrial Estates in various locations:</p> <p>The project initially plans to create one day-care center for one year and would benefit on estimates women workers in different sectors of employment including:</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Doctors</li> <li>• Nurses</li> <li>• Industrial workers</li> <li>• Government servants</li> <li>• IT, Finance and other technical agencies</li> </ul> <p>One of the major indirect benefits of creating daycare centers would be the promotion of Breast feeding among working women – which would not only serve as income saving but also would prevent children from various post-natal diseases. Availability of day-care centre augurs will for maternal health as well since mothers become capable of handling their work related stress and balancing it child responsibility.</p> |                  |                    |                              |             |                                        |             |

**16. Implementation Schedule**      2 years

Prepared by: \_\_\_\_\_

Checked by: \_\_\_\_\_

Approved by: \_\_\_\_\_



## 5.7 Government of Pakistan, Planning Commission PC-I Form for Baluchistan

### (Social Sectors)

|     |                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Name of the Project</b>                                              | Establishment of Day-care Centre for Children in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.  | <b>Location</b>                                                         | Quetta, Balochistan. Social Welfare & Women Development Department is already operating two crèches in Quetta. This project envisages enhancing the capability of one of these facilities by adding one room and giving additional inputs like furniture, equipment etc.                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.  | <b>Authority responsible for:</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4.  | <b>Sponsoring</b>                                                       | Government of Pakistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.  | <b>Execution</b>                                                        | Department of Labour & Manpower, Government of Balochistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6.  | <b>Operation &amp; Maintenance</b>                                      | Employees & Workers Association, Social Welfare, Women Development Department, Government of Balochistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 7.  | <b>Concerned Federal Ministry</b>                                       | Labour & Manpower                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8.  | <b>Plan Provision</b>                                                   | No Provision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 9.  | <b>Project Objectives and its relationship with Sectoral Objectives</b> | The prime objective of the project is to meet the growing demands for crèches and to provide day care facilities to the working women and thereby enhance their participation in economic activities. The project conforms with Government's commitment to enhance employment opportunities for women under National Policy for Development and Empowerment of Women, Gender Reforms Action Programme, Decentralization Support Programme and Medium Term Development Framework (MTDF) 2007-2009.                                                                                                                                                                  |
| 10. | <b>Description, justification and technical parameters</b>              | One of the best and proven ways out for facilitating working mothers to balance work and family lives is the establishment of day-care centre at work places where women workers could leave their children and check/feed them after some intervals. The day-care centre would facilitate working women particularly that in informal sector to better concentrate on their jobs and have a relief from their reproductive responsibilities at their working time. Apart from that, this facility would also be utilized to meet the growing demand of day-care services mainly to migrant, casual and agricultural laborers and construction workers. Under this |

scheme, assistance would be provided to registered voluntary organizations to open and run day-care centers.

## 11. Capital Cost Estimates

Date of estimation of project cost:

Bases of determining rates: most of the rates have been based on prevailing market prices. Machinery & Equipment etc.

Year-wise estimates of physical activities (all figures in PKR)

### Furniture & Fixture

|                                                     |              |
|-----------------------------------------------------|--------------|
| 1. Cot 5 Nos. (steel)<br>(one cot for two children) | Rs. 25,000/- |
| 2. Swing Cot 2 No. (steel)                          | Rs. 8,000/-  |
| 3. Baby Chair 10 Nos. (Plastic)                     | Rs. 2,000/-  |
| 4. Bed 5 Nos. (steel)<br>(including foam)           | Rs. 20,000/- |
| 5. Office Table with chairs                         | Rs. 10,000/- |
| 6. Rack for files 1 No.                             | Rs. 3,000/-  |
| 7. Cupboard                                         | Rs. 8,000/-  |
| 8. Contingencies                                    | Rs. 10,000/- |

#### Sub-total

**Rs. 86,000/-**

### Machinery & Equipment

|                                  |              |
|----------------------------------|--------------|
| 1. Deep Freezer (Medium size)    | Rs. 25,000/- |
| 2. A.C. split 1.5 tone           | Rs. 35,000/- |
| 3. Ceiling Fan (3 Nos.)          | Rs. 6,000/-  |
| 4. Electric Heater 2 Nos.        | Rs. 1,200/-  |
| 5. Gas burner 1 No.              | Rs. 1,000/-  |
| 6. Water Dispenser               | Rs. 9,000/-  |
| 7. Toddlers Slide                | Rs. 15,000/- |
| 8. Computer & Printer            | Rs. 50,000/- |
| 9. T.V. with DVD Player          | Rs. 20,000/- |
| 10. Sowing Kit                   | Rs. 5,000/-  |
| 11. Cooking range                | Rs. 12,000/- |
| 12. Microwave Oven               | Rs. 5,000/-  |
| 13. Utensils                     | Rs. 5,000/-  |
| 14. Black Board W, B, G (3 Nos.) | Rs. 4,000/-  |
| 15. Contingencies                | Rs. 20,000/- |

#### Sub-total

**Rs. 2,13,200/-**

### Other Facilities

|                                |              |
|--------------------------------|--------------|
| 1. Toys                        | Rs. 10,000/- |
| 2. Baby cycle (plastic) 5 Nos. | Rs. 2,000/-  |
| 3. Horses swing 2 Nos.         | Rs. 5,000/-  |

|                  |                              |                     |
|------------------|------------------------------|---------------------|
| 4.               | Toilet pots 4 Nos. (Plastic) | Rs. 1,000/-         |
| 5.               | Blankets 10 Nos.             | Rs. 5,000/-         |
| 6.               | First Aid Kit                | Rs. 5,000/-         |
| 7.               | Story and Colouring Books    | Rs. 3,000/-         |
| 8.               | Towels Small 10, Med. 10     | Rs. 1,500/-         |
| 9.               | Dust Bin                     | Rs. 500/-           |
| 10.              | Baby Bouncers (5 Nos.)       | Rs. 5,000/-         |
| 11.              | Baby Prams (5 Nos.)          | Rs. 20,000/-        |
| 12.              | Contingencies                | Rs. 10,000/-        |
| <b>Sub-total</b> |                              | <b>Rs. 67,000/-</b> |

#### Utilities (one year)

|    |                          |                |
|----|--------------------------|----------------|
| 1. | Electric and Gas charges | Rs. 1,40,000/- |
| 2. | Water charges            | Rs. 3,000/-    |
| 3. | Telephone charges        | Rs. 1,500/-    |
| 4. | Maintenance of goods     | Rs. 10,000/-   |
| 5. | Washing & Cleanliness    | Rs. 5,000/-    |
| 6. | Miscellaneous charges    | Rs. 15,000/-   |
| 7. | Medical facility         | Rs. 25,000/-   |

*(The centre will be attached with the nearest hospital/ Clinic for emergency)*

**Sub-total Rs. 2,13,000/-**

#### Miscellaneous

|  |                                                                  |                |
|--|------------------------------------------------------------------|----------------|
|  | Civil works                                                      | Rs. 3,00,000/- |
|  | <i>(Construction of one room measuring 20'×16' and bathroom)</i> |                |

**Sub-total Rs. 3,00,000/-**

#### 12. Establishment (staff) charges for one year.

|    |                                                            |                |
|----|------------------------------------------------------------|----------------|
| 1. | Teacher @ Rs. 8000/- p.m. (1 No.)                          | Rs. 1,00,000/- |
| 2. | Aya @ Rs. 5000/- p.m. (2 Nos.)                             | Rs. 1,20,000/- |
| 3. | Helper @ Rs. 4000/- p.m. (1 Nos.)                          | Rs. 48,000/-   |
| 4. | Chowkidar @ Rs. 4000/- p.m. (1 No.)                        | Rs. 48,000/-   |
| 5. | Sweeper @ Rs. 2000/- 1 No.                                 | Rs. 24,000/-   |
|    | Project allowance for Coordinator @ Rs. 5,000/- pm (1 No.) | Rs. 60,000/-   |

**Sub-total Rs. 4,00,000/-**

**Grand Total Rs. 12,79,200/-**

#### 13. Demand and supply analysis

- Demand for day-care centers would come from
- Employees (Public & Pvt.)
  - Workers

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <ul style="list-style-type: none"> <li>• Associations</li> <li>• CBOs / Neighborhood association</li> <li>• NGOs, and</li> <li>• Staff Unions (Government &amp; Private)</li> </ul> Supply:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>14. Financial Plan and estimates for two years</b> | Total estimates: <b>18,92,200/-</b><br>For the period of first year 12,79,200/-<br>For the period of 2 <sup>nd</sup> year 6,13,000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>15. Project benefits and analysis</b>              | <p>The project would enhance the participation of women in the realm of economic activities and would also give a boost to the emerging demand of industrialization – particularly the Government’s plans to establish new Industrial Estates in various locations: The project initially plans to create additional facilities in one day-care center for two years and would benefit on estimates women workers in different sectors of employment including:</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Doctors</li> <li>• Nurses</li> <li>• Industrial workers</li> <li>• Government servants</li> <li>• IT, Finance and other technical agencies</li> </ul> <p>One of the major indirect benefits of daycare centers would be the promotion of Breastfeeding among working women – which would not only serve as income saving but also would prevent children from various post-natal diseases. Availability of day-care centre augurs well for maternal health as well since mothers become capable of handling their work related stress and balancing it child responsibility.</p> |
| <b>16. Implementation Schedule</b>                    | 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

Approved by \_\_\_\_\_

## CRÉCHE DESIGN OR STRUCTURE

Knowledge of international best practices and information on international guide lines on health, safety, food and special needs for the children in crèche is very vital.

### 6.1 International Guidelines on Health, Safety, Food and Special Needs<sup>22</sup>

The following guidelines can help to setup and execute child care centers successfully and effectively.

1. **Data / Personal Information of Staff:** The premises must keep the complete record i.e. name, address, telephone, city, state / province and other related information of every staff or person who is attached with the center.
2. **Children and Parents Information:** There must be a record of every child i.e. name, address, date of birth, habits, disease or sickness etc and also parents or guardians details like name, address, phone, office etc; so that in case of emergency they can be contacted.
3. **Child Lost:** There must be well defined procedures to be followed in the event of a child being lost or a parent failing to collect a child.
4. **Safe and Secure Premises:** The premises need to be safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.
5. **Changes:** Changes must be notified are made to the premises or their use.
6. **Constructive Environment:** Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.
7. **Precautionary Measures:** The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents. The premises must keep a statement of the procedures to be followed in the event of a fire and fire extinguishers must be in working conditions.
8. **Health standard:** The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill. Medical facilities must be available within the premises and first aid box and trained staff should be present all the time during working hours. The premises must keep a record of all medicines administered to children.
9. **Record of Accidents / Death or Major Incidents:** There must be a signed record of all accidents to children in the premises, and notify office of any serious injury or death to any child.
10. **Diagnosis of Serious Disease:** The staff must notify office of any infectious disease that a qualified medical person considers notifiable.
11. **Food and Drink:** Children are provided with regular drinks and food in adequate



- quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.
12. **Equal Opportunities:** The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.
  13. **Special Needs** (including Special Educational Needs and Disabilities)  
The registered person must be aware that some children may have special needs and should be proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps must be taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.
  14. **Behavior:** Adults / Staff caring for children in the provision should be able to manage a wide range of children's behavior in a way which promotes their welfare and development.
  15. **Working in Partnership with Parents and Carers:** The registered person and staff work in partnership with parents to meet the needs of the children, both individually and as a group. Information should be shared as and when necessary.
  16. **Complaints and Compliance:** The premises must keep a statement of the procedure to be followed where a parent has a complaint about service.
  17. **Child Protection:** The registered person complies with local child protection procedures as envisaged by law and ensures that all adults working and looking after children in the provision are able to put the procedures into practice. The premises must keep a statement of the arrangements in place for the protection of each child, including arrangements to safeguard children from abuse or neglect and the procedures to be followed in the event of allegations of abuse or neglect.
  18. **Age Factor:** Children under 2 years of age are among the most vulnerable children being looked after. They need extra care and support. This is best achieved where registered persons have a good understanding of the needs of very young children. Staff working with babies should have suitable training and experience in caring for such young children. They offer continuity of care by suitable staffing arrangements and by consulting with parents about children's individual routines.
  19. **Trained Staff:** Staff time is planned so that they talk to, hold and play with babies and toddlers. Staff plan activities and organize play space and resources so that babies are safe and have suitable toys and equipment to meet their needs.
  20. **Documentation**  
Records, policies and procedures which are required for the efficient and safe management of the provision and to promote the welfare, care and learning of children, are maintained. Records about individual children are shared with the child's parent.

## 6.2 Legal Framework

Policies, procedures and methods should be developed by considering the International Guidelines, Labor Laws and Child Rights. These policies and procedures are to be in line with the circumstances, environment and culture of Pakistan.

Legal framework can provide crèche management strategic, efficient and effective approach to achieve their objectives, which will help continue the project successfully. Legal framework also provides staff the clear understanding of their responsibilities and duties.

Following factors needs to be addressed while constituting policies and procedures.

- a. **Parents Policy** may be related to the following issues
  - i. only parents can pick and drop the children,
  - ii. All the contact numbers along with addresses will be with crèche
  - iii. Parents involvement will be sought for further promotion and development
  - iv. If child lost, which procedures will be followed like announcements in the nearest mosques or in the area or informing nearby police station?
  - v. Child Termination or Departure Policy
- b. **Child Health, Nutrition and Illness** crèche will ensure following requirements
  - i. Parents will inform prior to admission about child health or sickness
  - ii. Child's Habits
  - iii. Child's Nutrition
- c. **Human Resource Policies** should cover following management and staff issues.
  - i. Hiring, Firing or lay offs, Leaves, salaries, insurance, medical etc.
  - ii. Compensation and Benefits
  - iii. Training and Development Policies
- d. **Safety Policy**, management will take necessary precautionary measures to ensure the safety of the children as well as staff, which includes fire policy, insurance policy, premises safety and risk management etc.
- e. **Administration**, policies and procedures regarding daily activities and routines should be well defined e.g.
  - i. Punctuality, Attendance etc.
  - ii. Disciplinary Actions
- f. **Financial Policy**, each and every transaction should be signed by two authorized signatories. Cash inflows and outflows will be recorded i.e. Grants, charities, expenditures etc. How government will intervene and how private organizations will participate? Arrangements for internal and external audits will be made.

Policies and procedures should be developed to avoid fraud and forgeries and to ensure the transparency of the system.

On account of variance in socio-economic conditions in all four provinces, the local authorities may develop their own systems within the legal framework and guidelines given above. (*See Appendix - VI for formats of various forms*)

### 6.3 Proposed Physical Infrastructure and Service Delivery<sup>23</sup>

Physical infrastructure needs to be designed considering the international guidelines for crèches. Following is a broader framework.

1. A crèche centre must have a minimum space of 6-8 sq. ft. per child to ensure that they can play, rest, and learn without any hindrance.
2. The Centre should be clean, well lighted with adequate ventilation. A fan or air conditioning system should also be installed in the Centre where electricity supply is available.

3. The centre must have clean toilet and sanitation facility that caters to the needs of small children.
4. There should be adequate safe play area outside the Centre. Essential play material and teaching and learning material must be available to meet the needs of pre-school children.
5. Within the Centre, there should be sleeping facilities for children, i.e. mattresses, cradles, cots, pillows and basic infrastructure to meet the requirement of the children.
6. The cooking area must be located at a place which is away from the activity area of the children. Basic cooking equipment like stove, gas cylinder or the traditional chulhas must be available and safely placed.
7. Attendance Register must be maintained at every Center. It should be available for inspection at any time during the working hours of the crèche centers.
8. Implementing Agencies and the Crèche Workers must ensure linkages with the local Primary Health Centre or a hospital in the area. They should also have an arrangement in place with the nearby medical centers and for health care inputs like immunization, polio drops, basic health monitoring.



### Food and Other Essentials

1. The centre must at all times be equipped with a basic First Aid Kit containing pediatric medicines for common ailments like fever, vomiting, cough and cold, dehydration, common stomach ailments, minor injuries, ointments, band-aids, cotton wool, disinfectants.
2. The Centre must have adequate cooking facility, cooking utensils, utensils to feed the children- which should be cleaned regularly before and after use. They should be kept in an identified space.
3. The Centre must have a safe and regular drinking water source. If necessary, chlorination or boiling of drinking water must be done.
4. Food provided to the children must have adequate nutritional value and there should be variety in the food that is given to the children every day.
5. The food should be acceptable to the babies and children. For this, the workers should know what are the nutritious preparations suitable for babies and children and they must cook food with due care and cleanliness.
6. Weekly visits by doctors should be carried out for treatment and checkup.

## 6.4 Designated Personnel or Departments within the Crèche

In case of a large facility, many sections or departments are involved to manage the crèche or child care center, which are as follows. *(In case of small facility these responsibilities may be performed by Project Incharge or by some of the staff members)*

#### 6.4.1 Administration and I.T

*"Supervisor or Administrator"* will manage and administer the daily routines. He will be responsible for daily activities of the center and keep record. *"Assistant Supervisor"* will assist the administrator in record keeping and daily routines. Network administrator will ensure the smooth working of the databases, hardware, software and reports printing.

#### 6.4.2 Public Relations

This department will work under the supervision of *"Project Manager"*. It will coordinate with government and non-government bodies. It will also act as a liaison between the two. (*Public Private Partnership*)

#### 6.4.3 Accounts / Finance Department

This department will be headed or executed by the *"Accounts Officer or Manager"*. He will keep track of every monetary transaction. He will maintain the accounts of the center like grants, revenues, expenses, expenditures etc.

#### 6.4.4 Training and Development

This section will also work under the supervision of *"Project Manager"*. It will cater to the needs of the staff regarding trainings and capacity building.

#### 6.4.5 Catering

This department will also be looked after by *"Supervisor"* and executed by the chefs or qualified cooks.

### 6.5 Staff / Human Resource

The staff should be hired on merit and must possess the required skills and competency. The following work force will be required to run a crèche. However the strength is determined on the basis of size of the crèche and number of children to be catered. Proposed PC-Is entail minimal number of staff.



#### 6.5.1 Senior Staff

1. Project Manager / Project Coordinator
2. Accounts / Finance Manager
3. Supervisor / Administrator
4. Database / Network Administrator

#### 6.5.2 Supporting Staff

1. Teacher (*Graduate or Above*)
2. Cooking woman
3. Washing & Cleaning woman
4. Peon
5. Driver
6. Guard
7. Volunteers

Please see Appendix - VI for details

## 6.6 Worker's Training

The following points must be kept in mind for imparting training:-

1. Basic understanding about the need and importance of day care for children.
2. A crèche worker and helper will undergo a short-term training after he/she joins.
3. Training will emphasize on areas such as childcare, health first aid, Cardio Pulmonary Resuscitation, emergency handling, hygiene.
4. Pre-school education has to be provided to children in the age group 3-6 years. This will be based on Early Childhood Education guidelines for which the crèche workers will be trained. They will be taught how to engage children in a variety of pre-school activities with adequate teaching and learning material.
5. The crèche workers will also be trained to teach the children basic and personal hygienic habits.
6. The crèche workers will be trained on nutrition and methods of cooking healthy, tasty and nutritious food.
7. To enable them to develop better understanding of critical issues of child survival, growth and development with special reference to children below three years and to orient them to integrated approach to child development.
8. To develop skills for organizing various activities to promote all round development of children.
9. To develop skills in addressing the psycho-social care of young infants and toddlers.
10. To enable to plan and prepare need based program for holistic development of child.
11. To develop an appreciation about the need of parent participation and community involvement in the crèche program.
12. Develop the capacity to work with parents.

### *Training Objectives*

After training the Crèche workers will be expected to perform following functions:-

1. Organize pre-school education activities for children between 3 to 6 years of age based on the guidelines provided during training.
2. Organize stimulation activities for children below 3 years.
3. Prepare low cost teaching learning aids.
4. Teach Personal hygiene Habits to the Children.
5. Prepare Nutritious food for children attending the crèche centre.
6. Keep the centre and its surroundings neat and clean.
7. Motivate parents for immunization and obtain assistance of health staff in ensuring immunization of children.
8. Provide proper arrangements for sleep and rest of children.
9. Ensure regular home visits and mothers meetings to elicit community participation.
10. Create awareness about better child care in the community.
11. Maintain records and register.

12. Ensure weekly visits by doctors / health workers.

## 6.7 Crèche Schedule or Activities Plan

*Please see Appendix VI for activities and details*

## 6.8 Monitoring Of the Crèches

Anything that is not monitored is not done this highlights the importance of regular monitoring. Monitoring of the Crèches will be conducted through independent agencies, to be identified in each Province, which will submit reports direct to the department. It is expected that every crèche will be inspected at least twice a year. Schools of Social Work, Women's Studies Centers and other reputed agencies may be engaged to monitor crèche units. They may be provided list of sanctioned units in their respective areas with complete address and details of the NGO or Private Organization involved in operation of crèche, if management of crèche is outsourced.

A uniform format will be provided to the Monitoring Agencies to ascertain that the basic minimum requirements are being met in each Crèche Center. No independent budget has been allocated for this activity in the PC-I. Supervision and monitoring may also be done by the department.

## 6.9 Free Service Criterion

Assistance will be provided for developing comprehensive day-care services for the babies (0-6 year) of working and other deserving women provided the monthly-income of both the parents does not exceed Rs. 9,000/-.

### 6.9.1 Crèche Charges / Fee

Crèche charges can be determined by the firms or organizations where women are working

1. Any rational or agreed amount as a fee per child per month may be collected from children from such industries or factories which have large networks and big market share.
2. Nominal fee can be charged from the parents also.

## 6.10 Extent of Assistance

The proposal (PC-I) envisages financial support from WWF and it is expected that implementation will be entrusted to department of labor. The mechanism will continue for two years. Subsequent to that following opportunities may be available.

1. Annual operational cost to be provided by Workers Welfare Board.
2. Annual grant from the Provincial Labor Department.
3. Shifting of expenses to local industry.
4. Raising funds through philanthropy and advocacy.
5. Levying user fee provided the families are able to bear the cost.

## 6.11 Sustainability of the Project

Projects aiming at social development usually suffer on account of shortage of financial resources. To carry on this project, there should be a clear monetary policy and plan. Following factors can be supportive to ensure the non-stop availability of funds.

### 1. Awareness

Print or Electronic Media should be used to raise awareness among the local community as well as among the masses about the need of the crèches and their importance. Government agencies can play an effective role in this regard. Awareness should also be created among the industries and business organizations highlighting their social responsibility and participation.

### 2. Charging Nominal Fee

Charging nominal fee to the parents can also help in meeting the financial requirements of such centers. *(As discussed earlier)*

### 3. Local Community

Local community should also be involved in this program for the financial support. They should be invited to visit these centers and their working. The management control and financial system should be transparent and above board in community dealings.

### 4. Industries / Business Organizations

Owners of such organizations, where women are working, should be contacted for funds. According to preliminary findings, the industrialists or business men are willing to bear some expenses.

### 5. NGOs / Civil Society

NGOs and other civil society organizations can also play an effective role to support this project. They can create awareness among the parents about the importance of such centers and their impacts on the lives of the children.

### 6. Offering Other Facilities at the Center

A project can only sustain if it is able to generate income and be self reliant. The center may offer vocational skills to the young girls in the area with the support of local NGOs and charge some fee. This facility can be availed by both girls and boys at different timings. Girls/women can be invited for free childcare and hygiene training courses. It may help produce volunteers to further expand such facilities.

### 7. Promotional Activities

Promotional activities can also play a vital role in the sustainability of the program:

#### a. Inviting Social Figures or Famous Personalities

Elite like sports personalities, actors, artists, politician, religious scholars etc. can be invited to draw people's attention. It will help motivate the community to participate actively in this program.

#### b. Occasional/Special Days

Special days like Eid, Independence Day etc may be celebrated to attract people's

attention.

## 6.12 Recommendations and Future Course of Action

1. In this rapidly progressing society where economic pursuits have gained priority over all other social obligations, the women-folk have also been motivated to take part in the national development. As a result, a number of women are working, especially in the urban areas and big cities, and they require most of their social needs to be met in these changed circumstances. One of their needs is that their young children should be looked after; during the time they go to office and workplaces. The care to children is necessary to be provided, if there is no other person in their home to look after children in absence of their mothers.
2. One of the best and proven ways out for facilitating working mothers to balance work and family lives is the establishment of Daycare Centers at workplace where women workers could leave their children and check/ feed them after some intervals. The Crèche would facilitate working women particularly those in informal sector to better concentrate on their jobs and have a relief from their reproductive responsibilities at their working time. Apart from that, this facility would also be utilized to meet the growing demand of daycare services, mainly to migrant, casual and agriculture laborers and construction workers.
3. The Crèche project would enhance the participation of women in the realm of economic activities and would also give a boost to the emerging demand of industrialization particularly the Government's plans to establish new industrial Estates in various locations. The project would also enable the working women to strike a fair balance between their productive and reproductive responsibilities at workplace as well as in their families. Another major benefit of the project would be the promotion of breastfeeding among working women. This would surely improve most of the health indicators for children in the country, a step towards meeting MDGs. The Day Care Centres may provide institutional care to children of pre-school age of working women.

### The services may include:

1. Institutional care.
2. Food and Milk.
3. Health care.
4. Recreation.
5. Nursery education.
4. Following options are available for establishment of crèche facility
  - a. Opening and running crèche facility by public sector, government departments.
  - b. Assistance could be provided to registered voluntary organizations to open and run crèches through National Crèche Fund.
  - c. Working in partnerships with private sector and civil society. Public sector will have to play an instrumental role and encourage other stakeholders. In a tripartite arrangement, an Advisory Committee comprising of voluntary social workers and the supervisors of the Centre may be constituted to help the staff in proper running of

these Centres.

During discussions with employers and factory owners it transpired that they are already sensitized to the issue and are convinced of the need for such services. They agreed to the idea of steering committee which could perform following functions.

1. Supervision of the Crèche facility
2. Maintenance of minimum standards
3. Assurance of quality
4. Marketing & Raising funds
5. Initiation of new projects
6. Provision of resources, recurrent cost etc.

The steering committee may comprise of following:

- 1) Representative of the department
  - 2) The representative of the employers
  - 3) Representative of parents
  - 4) Representative of civil society
  - 5) Any prominent philanthropist
  - 6) Any prominent social worker
  - 7) Representative of trade union
5. Establishment of federal Crèche fund may be an important milestone for expansion of crèche facility to far flung towns and urban slums. The fund may help identify local partners and outsource Crèche facility to them. There are many such examples where funds for specific objectives have been established. These funds work in partnership with small organizations. For example; Pakistan Poverty Alleviation fund is working with nearly 100 grass root organizations. It provides resources and ensures quality compliance while the service delivery is exclusive responsibility of partner organizations.
6. Under the provisions of ISO Certification and international market standards the employers are required to provide daycare facilities for the employees. This however is observed very rarely in Pakistan. Strict legal compliance should be ensured in this regard.
7. There are plenty of capacity issues which hamper the establishment of good quality daycare centres. Need for certified attendants and supervisors of Crèche can never be overemphasized. The proposed national fund may allocate resources for such needs and outsource the training and certification to professional organizations.
8. Providing an enabling and regulatory environment for the private sector crèches is an important requirement. According to some estimates more than two hundred day care centres are working only in Karachi. Quality of these centres, however, leaves much to be desired. Regulation and facilitation by government is urgently required if such services are to be nurtured, sustained and expanded.



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## APPENDIX

### 5.4.1 Terms of References for the Project Manager

The Project Manager will be fulfilling the following requirements

#### Responsibilities:

- a. Planning, Designing, Implementing and Monitoring
- b. Public Relations (coordinating with all stake holders)
- c. Reporting to District / Provincial Level
- d. Leading the team
- e. Guiding them towards the right direction to achieve the program objectives
- f. Supervising the Project and Taking Corrective Actions (Proactive approach)

#### Eligibility:

- g. Must have Masters Degree in Social Sciences, Public Administration or Public Health or any relevant degree
- h. 3-5 Years of experience in public or private sector in a child care or social welfare projects or programs in the same capacity
- i. Leadership, interpersonal, report writing skills
- j. Computer literacy is essential
- k. Proficiency in various languages like English, Urdu, and local language
- l. Certification in Project Management would be an added advantage

**Proposed Salary:** Rs. 25,000 35,000 (per month)

### 5.4.2 Accounts / Finance Manager

Accounts Manager will be performing the various activities

#### Responsibilities:

- a. Book Keeping / Accounts Maintenance
- b. Prepare various reports (weekly, monthly, biannually, yearly)
- c. Periodic Checks on Outstanding Dues
- d. Keeping track of all financial transactions
- e. Staff salaries, grants, expenditures etc.

#### Eligibility:

- f. Must hold MBA Finance or M.Com or ICMA or equivalent qualification
- g. 2-4 Years of experience in public or private sector in a child care or social welfare projects or programs in the same capacity
- h. Should be conversant with computer based accounting

**Proposed Salary:** Rs. 20,000 25,000 (per month)

### 5.4.3 Database / Network Administrator

Database / Network Administrator will be responsible for the following activities

**Responsibilities:**

- a. Administering the Crèche MIS (Management Information System)
- b. Monitoring and Administering daily transactions
- c. Trouble shooting the Network and Database
- d. Hardware / Software Configuration
- e. Printing reports
- f. Hardware / Software Inventory

**Eligibility:**

- g. Must be BCS / MCS
- h. 2-3 Years of relevant experience
- i. Command on Hardware / Software configuration
- j. Web development skills will be an added advantage
- k. Proficiency in English

**Proposed Salary:** Rs. 10,000 12,000 (per month)

**5.4.4 Supervisor / Administrator**

Administrator will be responsible for the following activities

**Responsibilities:**

- l. Administering the Crèche working and environment
- m. Directing the supporting staff
- n. Ensuring clean and hygienic environment by conducting frequent visits
- o. Meetings with parents
- p. Checking various departmental reports and sending to Project Coordinator

**Eligibility:**

- q. Must be graduate or above
- r. 2-3 Years of experience of administration of schools/ projects etc
- s. Computer literacy is essential

**Proposed Salary:** Rs. 10,000 12,000 (per month)

Timings (6 Days a week)

8:00 a.m. to 7:00 p.m. (Summer)

9:00 a.m. to 6:00 p.m. (Winter)

Staff like teachers, supervisors and others will be present at the premises 15 minutes before office timings.

Activities (May be changed according to local conditions and timings)

- 1. Guard will receive the parents and children and direct them to the supervisor.
  - i. Supervisor along with supporting staff will mark attendance of children and also receive signatures from their parents
  - ii. Children will be taken to the Dinning Hall

2. Chefs will receive the teachers and children and breakfast will be served (according to the age of the child)
3. Children will be segregated as per their age groups
4. Educational Activities like story telling, coloring books, reading books etc.
5. Children will be taken again to the dinning hall (Brunch)
6. Indoor games like building blocks, toys etc.
7. Lunch Time
8. Rest Rooms / Halls
9. Cartoons or Child Shows
10. Snacks / Tea Time
11. Outdoor Activities like swings, running etc.
12. Marking Attendance and counting them
13. Handing over to their parents and getting their signatures

**Table 5.1: Activities (Morning till Evening)**

| Activity No. | Time  | Details                                                   |
|--------------|-------|-----------------------------------------------------------|
| 1            | 08:00 | Attendance of the children and settling them down         |
| 2            | 09:00 | <b>Break Fast</b>                                         |
| 3            | 10:00 | Divide or separate children according to their age groups |
| 4            | 10:15 | Educational Activities book reading, building blocks etc. |
| 5            | 11:45 | <b>Brunch</b>                                             |
| 6            | 12:15 | Indoor Games / Activities                                 |
| 7            | 01:15 | <b>Lunch</b>                                              |
| 8            | 02:30 | <b>RESTING TIME</b>                                       |
| 9            | 03:00 | Video Games, Cartoons, Child Shows                        |
| 10           | 04:30 | <b>Tea Time Or Snacks</b>                                 |
| 11           | 05:00 | utdoor Games / Activities                                 |
| 12           | 06:15 | Marking Attendance and making them ready to leave         |
| 13           | 07:00 | Handing them over to their parents                        |



## Brief History of the Child

Date: \_\_\_\_\_

**PHOTOGRAPH**

1. Father/Mother Name \_\_\_\_\_
2. Child's name \_\_\_\_\_
3. Age of the child \_\_\_\_\_
4. Gender \_\_\_\_\_
5. Date of Admission \_\_\_\_\_
6. Reason of admission \_\_\_\_\_
7. Any health issues \_\_\_\_\_
8. Any special habit of the child \_\_\_\_\_
9. In case of emergency who should be informed; name and contact number.  
\_\_\_\_\_
10. Remarks (*If any*)  
\_\_\_\_\_  
\_\_\_\_\_

## Admission Form for the Crèche

Crèche \_\_\_\_\_

1. Name of the Father \_\_\_\_\_
2. Name of the Mother \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Monthly Income \_\_\_\_\_
5. Number of family members \_\_\_\_\_
6. Child's Name \_\_\_\_\_
7. Child's Age \_\_\_\_\_
8. Occupation of the parent/parents \_\_\_\_\_
9. Education of Father/Mother \_\_\_\_\_
10. Duration for which the child will be left: From \_\_\_\_\_ to \_\_\_\_\_
11. Telephone Numbers \_\_\_\_\_
12. Working Address & Tel. number \_\_\_\_\_
13. Health of the child \_\_\_\_\_
14. Are the parents ready to pay fee \_\_\_\_\_
16. ID card number & Copy \_\_\_\_\_
17. Any other information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **FOR OFFICIAL USE ONLY:**

Comments of the Supervisor:

Approved By:

## Departure Notice

Date: \_\_\_\_\_

In case the child leaves the Crèche, before the scheduled time the supervisor needs to furnish departure notice to the Project Manager. The following format can be used.

1. Name of the child \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Mother's Name \_\_\_\_\_
4. Age and Gender \_\_\_\_\_
5. Reasons for leaving the Crèche  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of Parents

Signatures of Supervisor

## Acknowledgement from the Crèche, Parents/Guardians

Date: \_\_\_\_\_

- a. The child will stay in the Crèche under the supervision of the experienced staff
- b. The child will be given security
- c. The child will be involved in healthy educational activities
- d. The child will come on time
- e. The child will be handed over to the parents only
- f. Prior permission will have to seek out if any other person will collect the child
- g. The parents will inform Crèche management if the child has some special ailment or the child needs any special diet
- h. Parents will abide by the rules and regulations of the crèche

Signature of the Parent

Signature of the Supervisor

### Monthly Report of Crèche (*CHILDREN*)

Monthly report for the month of \_\_\_\_\_

| No. of children | New admissions | Children left | Children paying fee | Total Children |
|-----------------|----------------|---------------|---------------------|----------------|
|                 |                |               |                     |                |
|                 |                |               |                     |                |
|                 |                |               |                     |                |
|                 |                |               |                     |                |
|                 |                |               |                     |                |

### Monthly Report of Crèche (*MEDICAL*)

Monthly report for the month of \_\_\_\_\_

| No. of cases | Nature | Expenses | Doctor | Staff Name | Date |
|--------------|--------|----------|--------|------------|------|
|              |        |          |        |            |      |
|              |        |          |        |            |      |
|              |        |          |        |            |      |
|              |        |          |        |            |      |
|              |        |          |        |            |      |

### Monthly Report of Crèche (*for PARENTS*)

Monthly report for the month of \_\_\_\_\_

| Child Name | Progress | Behavior | Diet | Health | Remarks | Name, Sign of Staff |
|------------|----------|----------|------|--------|---------|---------------------|
|            |          |          |      |        |         |                     |
|            |          |          |      |        |         |                     |
|            |          |          |      |        |         |                     |
|            |          |          |      |        |         |                     |
|            |          |          |      |        |         |                     |

## Field Trip Report *(for PARENTS)*

Monthly report for the month of \_\_\_\_\_

| Trip | Place | Nature | Date | Day | Timing | Staff |
|------|-------|--------|------|-----|--------|-------|
|      |       |        |      |     |        |       |
|      |       |        |      |     |        |       |
|      |       |        |      |     |        |       |
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|      |       |        |      |     |        |       |
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### Remarks

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*For official use only*

*Details of Expenses:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **Rajiv Gandhi National Crèche Scheme for the Children of Working Mothers**

State-wise location/sanction of crèches under Rajiv Gandhi National Crèche Scheme for the Children of Working Mothers as on Feb. 2006

| <b>Name of the State</b> | <b>No. of Crèches sanctioned/located in the States</b> |
|--------------------------|--------------------------------------------------------|
|--------------------------|--------------------------------------------------------|

|                      |      |
|----------------------|------|
| 1. Andhra Pradesh    | 3178 |
| 2. Arunachal Pradesh | 165  |
| 3. Assam             | 561  |
| 4. Bihar             | 840  |
| 5. Chattisgarh       | 372  |
| 6. Delhi             | 293  |
| 7. Goa               | 44   |
| 8. Gujarat           | 1046 |
| 9. Haryana           | 758  |
| 10. Himachal Pradesh | 654  |
| 11. Jammu & Kashmir  | 181  |
| 12. Jharkhand        | 48   |
| 13. Karnataka        | 877  |
| 14. Kerala           | 698  |
| 15. Madhya Pradesh   | 2127 |
| 16. Maharashtra      | 1946 |
| 17. Manipur          | 333  |
| 18. Meghalaya        | 182  |
| 19. Mizoram          | 203  |
| 20. Nagaland         | 52   |
| 21. Orissa           | 970  |
| 22. Punjab           | 222  |
| 23. Rajasthan        | 647  |
| 24. Sikkim           | 135  |
| 25. Tamil Nadu       | 1507 |
| 26. Tripura          | 179  |
| 27. Uttaranchal      | 289  |
| 28. Uttar Pradesh    | 1587 |
| 29. West Bengal      | 1552 |
| 30. A& N Islands     | 92   |
| 31. Chandigarh       | 57   |
| 32. D&N Haveli       | 13   |
| 33. Daman & Diu      | 4    |
| 34. Lakshadweep      | 14   |
| 35. Pondicherry      | 212  |

**TOTAL : 22,038**

*Note: For further details the following implementing agencies may be contacted;*

**Central Social Welfare Board  
B-12, Tara Crescent, Qutab Institutional Area  
New Delhi**

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**Indian Council for Child Welfare  
4, Deen Dayal Upadhaya Marg  
New Delhi**

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**Bhartiya Adim Jati Sevak Sangh  
Thakkar Bapa Smarak Sadan  
Dr. Ambedkar Marg, Link Road  
New Delhi**

# ANNEXURE A

## CENTRAL SCHEME OF ASSISTANCE TO VOLUNTARY ORGANISATIONS FOR CRECHES

### APPLICATION FORM

*(These can be amended and improved according to Pakistan Laws)*

Note (Application received in an incomplete form will not be entertained.)

#### **PART – I**

*(To be completed by the applicant)*

1. Name of the Institution/organization:
2. Objectives of the Institution/Organization:
3. Brief history of the Institution/Organization and its objects and activities:
4. Whether recognized by the State Government:
5. Whether registered under Indian Societies Registration Act, 1860 (ACT XXI of 1860)
6. Whether the institution/organization is of all India character. If so, give the nature of its all-India character:
7. Whether located in its own/rented building:
8. Present number of beneficiaries (i.e. babies in the age group of 0 -6 years) and the numbers of crèches run by the organization.
9. Details of the crèches project for which grant is applied (i.e. the number of additional babies to be provided with care in the existing crèches, additional crèches proposed to be started, the nature of baby care service to be provided, item-wise details of estimated expenditure etc.):
10. Likely dates of commencement and completion of the crèche project:
11. Whether the project is likely to be assisted by some other official or nonofficial sources. If so, give details thereof:
12. Justification for the project indicating its important features which entitle it to central assistance (mentioned the name of the work etc.; the working mothers which will be benefited, and give any other relevant information):
13. Total estimated expenditure on the project for one year:
  - (a) (i) Non-recurring \_\_\_\_\_ Rs.
  - (ii) Recurring \_\_\_\_\_ Rs.
  - (b) Period for which recurring assistance is required:
14. a) Amount of grant requested (not exceeding 90% of the estimated expenditure);
  - i) Non-recurring \_\_\_\_\_ Rs.
  - ii) Recurring \_\_\_\_\_ Rs.
  - b) Period for which recurring assistance is required:

15. Is accommodation available for running the crèches to or temporary shelter is proposed to be improvised?
16. Whether the institution is in a position to meet 10% or balance expenditure? If so, indicate the sources:
17. List of papers/statements to be attached (in duplicate):
  - a) Prospectus/Memorandum of Association or a note giving aims and objects of the institution/organization:
  - b) Constitution of Institution/Organization:
  - c) Constitution of the Board of Management with brief particulars of each member:
  - d) Latest available annual report:
  - e) Audited accounts for last two years along with a copy of their certified balance sheet for the previous year:
  - f) A statement giving details (year, purpose, amount etc.) of assistance received during the last two years from the Central/State Government, Central Social Welfare Board, local bodies or any other quasi-Government institutions including requests made there of to any one of these or any other organization for the project under consideration or for any other project:
  - g) A statement giving item-wise and year-wise details of estimated recurring and non-recurring expenditure on the proposed crèche project:
18. List of additional papers, if any:
19. Additional information, if any:
20. Does the institution/organization work of profit to any individual or body of individuals?

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**Signature of Secretary/President.**

## ANNEXURE B

### Utilization Certificate

I have verified the accounts of \_\_\_\_\_ in respect of the grants of Rs. \_\_\_\_\_ released by the Department of Women and Child Development/Central Social Welfare Board for the period \_\_\_\_\_ with the help of vouchers and certify that they are correct and that an amount of Rs. \_\_\_\_\_ has been utilized upto \_\_\_\_\_ for the purpose for which it was sanctioned. The balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year has been surrendered to the Govt. (vide No. \_\_\_\_\_ dated \_\_\_\_\_)/ will be adjusted towards the grant-in-aid payable during the next year \_\_\_\_\_.

**(CHARTERED ACCOUNTANT)**

