



## **THINK EQUAL Moldova Programme Coordinator**

### **Role profile**

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Title: Moldova Programme Coordinator

Engagement: 12-month contract as an independent contractor under a consultancy agreement.

Level of effort: The Consultant is anticipated to provide services at a level of effort averaging approximately 20 hours per week, as needed to perform the Services and meet agreed deliverables.

Fee: USD1,250 per month as a consultancy fee

Project Lead: Eastern European Manager

Location: Think Equal is a fully remote, global organisation. The Consultant will deliver services remotely from their own location and retain flexibility over working hours and work methods, subject to agreed deliverables, timelines, and coordination with the Company's designated project lead.

Travel: Local and international travel may be required on an ad hoc basis, subject to advance agreement.

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### **About Think Equal**

Think Equal is an award-winning global education initiative dedicated to building a more just, inclusive, and empathetic world by integrating Social and Emotional Learning (SEL) into early childhood education. Our programme is designed for children aged 3 to 6, when 90% of brain development occurs, and lifelong attitudes and behaviours are most effectively formed.

Co-created with leading experts in neuroscience, education, and psychology—including Sir Ken Robinson, Dr Marc Brackett (Yale Centre for Emotional Intelligence), and Professor Richard Davidson—Think Equal equips educators with:

- 24 original narrative picture books (globally representative, translated in local languages)
- 90 step-by-step lesson plans aligned with national curricula
- Printable classroom and at-home resources.

Operating across 36 countries on six continents, our programme has already reached over 550,000 children in 48 languages. In 25% of these countries, national governments have adopted Think Equal as a mandatory part of their early years curriculum.

Recognised by UNICEF, UNESCO, and the World Bank, and a recipient of the WISE Award and HundRED Innovation Award, Think Equal is driving global impact in early childhood education.



**Purpose of the role:** To support the implementation, monitoring, evaluation, reporting and sustainable integration of the Think Equal programme within Moldova in partnership with the local stakeholders: the Ministry of Education and Science and UNICEF. This role has a special focus on maintaining strong relationships with, and guiding local partners and stakeholders, including local teachers, Department of Education personnel (from local, regional or national education authorities, Universities and colleges) and other stakeholders.

## **Roles and Responsibilities**

### **Program Administration and Coordination**

- Maintain accurate filing systems and operational processes to ensure smooth, efficient organisational operations and capacity.
- Oversee programme implementation strategy, database, work plans, project management dashboards, and other tools referenced on the Roadmap to ensure implementation across Moldova, in collaboration with the Eastern Europe Manager and local partners.
- Report to management on the status of programs in Moldova, including timely identification and communication of potential risks or delays, proposing troubleshooting strategies, and contributing.
- Track progress of programme activities (e.g., classroom implementation, monitoring and evaluation, monitoring visits, sustainability, and handover activities) against plans and indicators, providing early warning of delays, risks, or challenges.
- Support specific projects as directed by the Eastern European Manager.
- Support the organisation's communications work.
- Support Business Development colleagues with their fundraising requirements and programme visibility.
- Organise orientation sessions for school heads, management committees, and partners.
- Organise focus groups for teachers
- Prepare reports on findings, lessons learned, and recommendations.

### **Monitoring and Evaluation**

- Support the development and strengthening of Monitoring, Evaluation & Learning (MEL) tools, activities and reports, and ensure their use by implementing partners, government departments, and other stakeholders for active and inactive projects.
- Work with the government and implementing partners to strengthen Monitoring, Evaluation, and Learning (MEL) systems for Social and Emotional Learning (SEL) programming, including conducting stakeholder orientations and training, and supporting the gradual handover of MEL data collection and management responsibilities to facilitate integration into national systems.
- Ensure data quality through validation and adherence to ethical standards (confidentiality, child safeguarding, etc.).



- Prepare and maintain a database of local contacts and stakeholders.
- Support the Implementing Partner on an as-needed basis with general support, and in baseline and endline evaluations to assess programme outcomes and impact.
- Coordinate and lead assessment studies, including observation visits and the collection of media and qualitative feedback, to evaluate the impact of interventions and according to the donor requirements.
- Detail and analyse evidence and lessons learned during project evaluation to inform programme adaptation and decision-making.
- Support teacher engagement and identify champions of implementation via dedicated Facebook groups
- Create and ensure opportunities for learning and reflection throughout projects, sharing learnings with the wider team to contribute to long-term sustainability.
- Overseeing pre-service guide approval and embedment into the University and College institutions

#### **Advocacy & Knowledge Sharing**

- Contribute evidence to advocacy efforts (e.g., for inclusion of SEL/Think Equal in national curriculum, pre-service teacher training, et cetera).
- Assist in the collection documenting case studies and success stories (written and audio) for specific project components and the overall program.
- Strengthen the capacity of the Ministry of Education staff in the field of integrating SEL into the national system.
- Plan, design, organise, and conduct comprehensive MEL & Sustainability training workshops for project staff, Ministry of Education staff, partners, and other relevant stakeholders.
- Communicate and liaise regularly with relevant stakeholders, representing the organisation when higher-level representation is required.

#### **Person Specification**

- Extensive experience (5 years or more) of coordinating or managing medium to large-scale (national) education projects
- Strong experience working closely with the government, educational stakeholders and related government systems and processes
- Strong experience delivering capacity development programs to education stakeholders.
- Strong budgeting and report-writing skills
- Excellent communication skills, including strong follow-through and collaboration with government stakeholders.



## General Obligations

In performing the Services, the Consultant shall:

- Take reasonable care for their own health and safety and promptly notify Think Equal of any material risks, hazards, or incidents relevant to the Services;
- Comply with Think Equal's applicable policies to the extent reasonably necessary for contractors providing services, including policies relating to safeguarding, confidentiality, data protection, anti-bribery, and health and safety;
- Perform the Services in a professional and expert manner consistent with the objectives of the engagement;
- Maintain confidentiality and comply with applicable data protection obligations;
- Cooperate in good faith with Think Equal personnel and stakeholders to support effective delivery of the Services;
- Complete any induction or contractor-specific compliance training reasonably required for access, safeguarding, security, or legal compliance; and
- Perform such additional services as may be agreed between the parties from time to time, provided they are within the general scope of the engagement.
- Not pledge the company's credit unless otherwise agreed and to the extent pre-approved in advance and always in accordance with the company's Scheme Of Delegation.

If you are interested in applying for this position, please complete the application link [HERE](#) before 17 June 2026, 12:00pm GMT