

JD of District Coordinator

Position Title: District Coordinator

Reportable to: **Project Coordinator**

Project : DoS/FHI360 -Epic Project.

Responsibilities & Context

- RIC was established as a non-government organization in 1981; however, it was registered with the government regulatory authority in 1982. RIC has established a solid reputation based on achieving tangible development outcomes. Empowering target groups through institution building (Women, Adolescent, Young and Older People), Food and Livelihood security, Environmental development through awareness raising, plantation and sanitation programmes, Health and Nutrition services; Formal and non-formal education to underprivileged children, human resource development through skill development training, response during humanitarian crisis; natural disaster preparedness, emergency disaster response and service delivery DRR, climate change adaptation, policy advocacy and Income generation support through micro-credit operations
- Over the past **40 years**, RIC has successfully implemented multiple donor-funded projects in partnership with government ministries, UN agencies, international development partners, and local civil society organizations in the development sector mentioned above.
- This position is dependent upon funding from FHI360 and the Department of State.

Project Description:

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the US Government and the US President's Emergency Plan for AIDS Relief (PEPFAR), that provides strategic technical assistance and direct service delivery to strengthen GHS, including outbreak response; improve maternal and child health (MCH), and promote health systems strengthening (HSS) including supply chain management.

Position Summary:

The District Coordinator will provide comprehensive support to the EpiC Bangladesh project, working across technical, administrative, and operational components at the district. Reporting to the Project Coordinator. S/he will also document program lessons and prepare program progress reports as per the monitoring and reporting plan laid out for the project. The District Coordinator will work closely with the district level, sub-district level, managers of MOH&FW, Department of Agriculture, Education, Livestock, and technical partners to strengthen the health service delivery, service utilization, and service continuity during outbreaks and emergencies. Facilitate the

institutionalization of multisectoral capacity on evidence-based public health messaging and community engagement (EMCE) to promote community trust and community-led preparedness, resilience, and response during health emergencies by supporting the MOH&FW health workers and managers, and other inter-sectoral departments for that district. The District Coordinator will ensure the timely implementation of the approved work plan, ensure the quality of services, and monitor progress by supporting MOHFW health workers and managers. The position will be based in targeted districts. S/He will spend at least 70% of their time supporting field implementation at the District and Upazila level.

Key Responsibilities:

Program Implementation & Coordination:

- Facilitate Planning, organizing, and implementing program activities across all technical areas, including Global Health Security, MNCHN, Risk Communication and Community Engagement, and Health Systems Strengthening at the district and below
- Work in coordination with the technical lead of GHS, MNCH, Nutrition, Evidence-based Public Health Messaging and Community Engagement, and the technical partner and the project Coordinator.
- Maintain strong liaison with district, union, and upazila level facilities of DGHS and DGFP, Union Parishad, and other relevant departments-DAE, DLS, etc, and community stakeholders to implement Project activities
- Work closely with the MOHFW health service provider and managers to ensure the Management and implementation of field-level project activities
- Ensure timely implementation of all activities outlined in the approved district work plan.
- Provide monitoring and supervision support to GOB health workers.
- Facilitate to development of the district emergency response team (ERT) and regularize coordination meetings.
- Ensure progress of activities
- Prepare a Consolidated report of the districts and submit it to management in a timely.
- Hands-on support to the Upazila Coordinator and Upazila facilitator.

Documentation and Reporting:

- Maintain organized records of program activities, meeting notes, stakeholder communications, and training materials.
- Assist in preparing regular program reports, briefs, concept notes, and success stories.

- Support the Project Coordinator and technical team in the preparation of donor/technical partners' and internal reports.
- Ensure accurate and up-to-date documentation of key decisions, events, and outputs for internal knowledge management.

Training, capacity building, and events management.

- Regular field visit to supervise and follow-up activities using a checklist as per the project guideline.
- Take part in training & orientation of GoB service providers, DAE, DLS, and Community leaders to enhance emergency response and continuation of MNCHN services during an emergency.
- Identify training needs for on-the-job and capacity building sessions, refresher training, and arrange such training to enhance MNCH continuity, strengthen outbreak prevention, screening, and rapid response during health emergencies.
- Facilitate to conduct of the competency sessions for service providers
- Organizing training/capacity building sessions, workshops, and orientation for capacity development of the GoB and other stakeholders.
- Facilitate management and follow-up of capacity building and training events

Stakeholder Engagement and Communication:

- Support engagement with district health authorities (DGHS, DGFP, DAE DLS, and other relevant departments), NGOs, and community-based organizations.
- Strengthen coordination with the Emergency Operations Center (EOC), District and upazilla Public Health Emergency Committees, and other multisectoral platforms.
- Facilitate in organizing participatory events and stakeholder forums to strengthen collaboration and alignment with project objectives.
- Coordinate communication and scheduling with technical partners for meetings, workshops, and field visits.

System Strengthening

- Ensure that quality data is generated and uploaded at all levels.
- Facilitate the functionalization and regularization of the QIC Meeting.
- Ensure troubleshooting of the system takes place.
- Organizing training for GO, NGO staff, and service providers working at the community level as well as the facility level
- On-the-job training and supportive supervision for the supervisor, and ensure coaching and motivation through supervisory visits and feedback.

- Supply of guidelines, tools, and roll out the activities at the community and facility level.
- Facilitate that all field findings are recorded, feedback prepared and shared accordingly, and ensure execution of feedback/action items during follow-up visits.
- Facilitation of appropriate recording and documentation of activities performed by health workers or providers at all levels.
- Cultivate and find out gaps and develop a feasible mechanism for improvement and introduce it in the system related to recording, reporting, and the MIS system.

Monitoring, Reporting, and Data Use

- Collaborate with the Strategic Information (SI) team to ensure quality data collection, validation, and reporting from the community, upazila, and districts
- Facilitate monthly performance review meetings with the technical partner of the district and upazila to assess progress against indicators and implement corrective measures.
- Document lessons learned, success stories, and challenges to inform program improvement and learning.
- Monitor the planned activity of the implementing partners.
- Track progress against project indicators and address bottlenecks through regular follow-up
- Coordinate development of team action plans/ Work plan.
- Attend meetings of GoB (Health & FP).
- Arrange visits for internal and external visitors.
- Prepare Programmatic reports and ensure their timely onward transmission.
- Advocacy with local stakeholders.
- Ensure the MIS report and documentation are supported with a valid source.

Administration and Finance:

- Ensure the logistic support by communicating through the proper channel.
- Ensure that all expenditure incurred is in accordance with the budget line and the budget limit.

Other Activities

- Conduct / perform any other responsibility when asked for in the interest of the Program.

- Emergency official notification/clients' management.

Duty station:

- Working place at the assigned District level under the Epic Project.

Working Conditions

About 70% travel in and around the district and upazila area.

Reporting line:

- **Administrative:** Project Coordinator
- **Technical:** Regional Manager-FHI360, and Senior Manager (Improve quality and GHS), RIC.