

## **Proposed Structure of Job Description (JD) for Upazila Facilitator (Community Engagement ):**

**Position Title: Upazila Facilitator (Community Engagement )**

**Reportable to: Upazila 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.

### **Summary of the position:**

Upazila facilitator- is responsible for providing comprehensive support to the EpiC Bangladesh project, working across technical, administrative, and operational components at the upazila level and below. The Upazila facilitator will work closely with the Upazila, Union, and below-level managers/ service providers of MOH&FW, Department of Agriculture, Education, Livestock, and Community leaders to strengthen the health service delivery, stakeholder utilization, and service continuity during outbreaks and emergencies. Established evidence-based public health message 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, managers, and other inter-sectoral departments. The position will be based in a targeted Upazila. S/He will spend at least 90% of their time supporting field implementation at the Union and below-level. The Upazila facilitator will also mobilize support to non-governmental organizations, the community, CG-based CMPPM (CGM), and the facility management committee meeting. to support integrated MNCH-N services, emergency response during an emergency.

### **Community Engagement**

- Communication, follow-up, liaison, and linkage with health, FP, and LGI representatives to ensure the CG CG-based CMPPM and facility management committee meeting.
- Activate CG and CSG meetings through UH&FPO and CHCP.
- **Identify and mobilize community groups (CGs) in bordering areas.**
- **Facilitate to development of guides** focusing on cross-border disease risks, reporting paths, and community response roles
- **Identify target farming communities** and livestock owners.
- **Conduct practical, hands-on community sessions** on biosecurity measures (e.g., safe animal handling, proper disposal).

### **Capacity building and organizing training/orientation sessions**

- Facilitate and organize training at the UZ/Union level
- Assisting Upazila Coordinator (Service Delivery & QI) during implementation.
- Conduct the competency sessions for CHWs and service providers (CHCPs, FWAs, HAs, vaccinators).
- Conduct the competency sessions with CG, CSG members, community, and religious leaders.
- Strengthening strategically located facilities
- Participate in facility assessment
- Participate in UHC service improvement planning (participatory planning)

### **Communication and coordination**

#### **Maintain liaison and communication at the UZ, union, and unit level with GO, NGO officials**

- Liaison with UH&FPO, UFPO, and other stakeholders at the UZ level
- Attend the UZ level meeting workshop and seminar.
- Facilitate organizing Community Group Meeting, community awareness session.
- Ensure joint supervisory visit with GoB
- Sharing progress, observations, and seeking necessary.

#### **Coordination and progress update meeting (UZ)**

- Participate in Upazila-level coordination meeting with health, FP, and LGIs, and help to conduct the meeting. Follow up and ensure that all decisions and action items are timely implemented.
- Maintain coordination with the respective GOB managers and ensure technical inputs for field implementation.

- Demonstrate and share field progress at the UZ level at the GOB coordination meeting.

### **Identification and recording of community / field-based experiences**

- Facilitation for identifying and recording community-based experiences through UZ team members.
- Collect and provide necessary guidelines to team members for interviewing of beneficiaries/ providers/stakeholders for recording and developing case studies.
- Visit and conduct interviews of beneficiaries and develop stories on best practices.
- Identification and recording of challenges and learning from program areas over time.
- Sharing of community-based learning/experiences and best practices with technical team members regularly.

### **Piloting innovations**

- Roll out implementation of alternate service delivery strategy in underserved/ HTR /affected areas.
- Conduct a **baseline IPC/WASH assessment** at project facilities.
- Facilitate the functionalization of the QIC/IPC meeting.
- Facilitate the **functionalization of** hand hygiene stations, waste segregation bins, pit, sterile instruments, and necessary cleaning supplies.
- Conduct supply chain and commodity readiness assessment (on MNCHN and emergency commodity stock status, gaps, and logistics system capacity) in target facilities.
- Facilitate the deployment of mobile health teams during emergencies to maintain MNCHN and nutrition services (mobile sessions conducted in affected areas, ensuring service continuity).
- Organize quarterly “Health Resilience Days” integrating MNCHN, nutrition, and EMCE activities (monthly events conducted combining hygiene demonstrations, rumor management, community dialogue, and referral planning)

### **Monitoring, Evaluation and Learning (MEL)**

- Routine collection and reporting of HMIS reports from both respective DGFP and DGHS offices
- Community engagement, QI activities, and social accountability related routine data collection and reporting
- Conduct a project designed for periodic assessments, e.g., service delivery point assessment
- Conduct situation analysis and local level planning of the facility at the union and upazila level
- Ensure routine up-to-date HR and Training data in to the government system and reported into the project MIS routinely
- Take part and facilitate eMIS training for the community module
- Provide time-to-time technical support and facilitation to ensure seamless implementation of eMIS
- Routinely monitor the implementation status of eMIS and take necessary action for smooth implementation

- Routine Coordination with Community Health Workers (FWA, CSBA, HA) through arrangement of or taking part in different forums (e.g., fortnightly/monthly meetings) and individually to address issues and take initiatives to solve the issues
- Assist the FWAs and HAs and coordinate with their supervisors for planning and implementation of PRS with 100% coverage of his/her upazila.
- Conduct data quality assessment or review of reported data and ensure follow-up action to address those. Document the whole process
- Routine documentation of and send the case study, success stories, and lessons learned from his/her respective working area. Capture and send quality photographs relevant to the stories.
- Routine coordination with UFPA and statisticians regarding collecting reports and getting up-to-date information on HMIS
- Archiving of all hard copies and soft copies of different reports and documents of his/her respective area.
- Collection of GPS data of different facilities and establishments.
- Participate and be involved in learning initiatives.

**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 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 Upazila level under the Epic Project.

**Working Conditions:**

- About 80% travel in and around the upazila area.

**Reporting line:**

**Administrative:** District Coordinator

**Technical:** Upazila Coordinator, District Manager-FHI360, and Manager M&E RIC at the district level.