

## **Job Description (JD) for Upazila Coordinator**

**Position Title: Upazila Coordinator.**

**Reportable to:** District 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 Coordinator- is responsible for providing comprehensive support to the EpiC Bangladesh project, working across technical, administrative, and operational components at the upazila level. The Upazila Coordinator will work closely with the Upazila level and union level managers/ service providers of MOH&FW, Department of Agriculture, Education, and Livestock to strengthen the health service delivery, service utilization, and service continuity during outbreaks and emergencies. Institutionalize 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. 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 position will be based in a targeted Upazila. S/He will spend at least 80% of their time supporting field implementation at the Upazila and Union level. The Upazila Coordinator will also mobilize support to the formal and informal private sector and non-governmental organizations to support integrated MNCH-N services.

## **KEY AREAS OF ACCOUNTABILITY:**

### **Program Implementation**

- Develop Upazila DIP setting projection along with budgets, micro-level activities, and sharing of final UZ DIP with stakes
- Work with the union and upazila level facilities of DGHS and DGFP, Union Parishad, and other relevant departments and stakeholders to implement project activities
- Collaborate with health authorities and intersectoral departments-DAE, DLS, etc, and community stakeholders to strengthen outbreak prevention, screening compliance, and rapid response at the source.
- Facilitate strengthening health security by using MNCHN platforms to promote protective behaviors, maintain essential services, and enhance community emergency preparedness.
- Provide high-risk populations with accurate, culturally appropriate health information and community engagement to promote protective behaviors during outbreaks.
- Embed multisectoral EMCE capacity to foster community-led preparedness and response during health emergencies.
- Supervise activities and ensure timely implementation following protocols, guidelines, and directives.
- Analysis, Progress review, sharing, and re-planning

### **Training, capacity building, and events management.**

- 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.
- 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.
- Developing a capacity building plan for the GO, NGO field workers.
- 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

## Coordination

- Facilitate multi-sectoral coordination at Upazila level (with key relevant sectors).
- Facilitate strengthening the functional linkage between MOH and the intersectoral department.
- Participate in the Monthly coordination meeting at Upazila and ensure participation at the union parishad meeting
- Coordinate with management for the timely implementation of activities.
- Coordinate with stakeholders for smooth operations
- Document lessons learned and best practices, and provide feedback and dissemination in relevant coordination and review meetings.

## System Strengthening

- Ensure that quality data is generated and uploaded at all levels
- 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.
- Facilitate to functionalize and regularization of the QIC Meeting.
- 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 the 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 into the system related to recording and reporting, and the MIS system.

## 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 to functionalize of the QIC/IPC meeting.
- Facilitate to **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 to 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.

### **Representation, Communication & Reporting:**

- Coordinate development of team action plans/ Workplan.
- 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 by 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 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:** District Manager-FHI360, Senior Manager- Improve Service quality and health security-RIC, and Manager M&E RIC at the district level.