

JD of Project Coordinator

Position Title: Project Coordinator

Reportable to: **Deputy Director, Program/Project Focal**

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 Project Coordinator (PC) will lead the implementation, coordination, and monitoring of EpiC Bangladesh project activities in Rajshahi and Chapainawabganj districts. The position will ensure the effective rollout of interventions on Global Health Security (GHS), Maternal, Newborn, and Child Health and Nutrition (MNCHN), and Risk Communication and Community Engagement (RCCE) in accordance with national and divisional priorities. The PC will provide technical and managerial leadership to district teams, coordinate with divisional and district health authorities, and ensure alignment with the project's objectives, standards, and donor requirements. The Project

Coordinator will ensure the timely implementation of the approved work plan, in collaboration with the Regional Coordinator (RC), FHI360. Ensure the quality of services, service continuity during emergencies, and monitor progress by supporting the MOHFW health workers and managers. 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 Project Coordinator will also mobilize support to formal and informal private sector (DGHS, DGFP, DLS, DoF, BGB, etc) and non-governmental organizations to support integrated 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

Key Responsibilities

Program Implementation and Coordination:

- Lead, supervise, and coordinate all project activities in Rajshahi and Chapainawbganj districts, ensuring timely and quality implementation of work plan deliverables.
- Work closely with MOHFW health workers and managers to ensure the Management and implementation of field-level project activities
- Support the district teams in the development of the district and Upazila outbreak response plan, focusing on risk communication.
- Facilitate divisional- and district-level workshops, mentorship activities, and simulation exercises related to outbreak preparedness, MNCHN service improvement, and community engagement.
- Ensure integration of human, animal, and environmental health coordination in line with One Health principles.
- Facilitate the strengthening of interdepartmental coordination with DGHS, DGFP, DLS, DAE, BGB, LGI, and Community stakeholders
- Monitor activity progress and provide regular updates, reports, and field briefs to the relevant focal points and the Regional Coordinator FHI360.
- Work in coordination with the technical team on GHS, MNCH, Nutrition, Evidence-based Public Health Messaging, and Community Engagement.
- Coordinate with the Technical and implementing partner at the regional and district level.

Stakeholder Engagement, Representation, and Communication:

- Strengthening liaison with district health authorities (DGHS, DLS, DAE, and other relevant departments), NGOs, and community-based organizations.
- Represent the district and regional level GoB (Health, FP, and other relevant departmental) and EpiC Bangladesh coordination meetings, workshops, and review sessions.
- Facilitate the organization of local advocacy for the sustainability of Risk Communication and Community Engagement (**RCCE**) interventions.
- Arrange visits for internal and external visitors.
- Advocacy with local stakeholders.

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
- 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 of Global health security issues.

Training, capacity building, and events management:

- Identify capacity building needs for on-the-job and refresher sessions and arrange such sessions for MNCH, evidence-based emergency public health messaging, and community engagement (EMCE) to combat misinformation and promote protective behaviors, Risk Communication and Community Engagement (RCCE).
- Facilitate management and follow-up of capacity building and training events.
- Provide mentoring and on-the-job support to the district, subdistrict, and below-level field team.

- Coordinate with the technical partners to roll out training programs for district and sub-district stakeholders on MNCHN, IPC, biosecurity, and RCCE.
- Support to functionalize quality improvement and infection prevention and control (IPC) initiatives at district and upazila facilities.

Monitoring:

- Monitor the activities and ensure smooth operations
- Strengthen the capacity of supervisors and mentors and organize joint visits.
- Monitor the planned activity being progressed according to plan.
- Track progress against project indicators and address bottlenecks through regular follow-up
- Collaborate with the technical team to ensure quality data collection, validation, and reporting.
- Document lessons learned, success stories, and challenges to inform program improvement and national-level learning.
- Organize monthly and quarterly performance review meetings with the upazila and district team to track the project activities and share with technical partners for further improvement.

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

Working Conditions:

About 40 % travel in and around the district and upazila area.

Reporting line:

- **Administrative:** Deputy Director-Program
- **Technical:** Regional Manager-FHI360.