Job Description (JD)

Position Title: Upazila Coordinator.

Reportable to: District Manager

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:

The Meeting Targets and Maintaining Epidemic Control (EpiC) Bangladesh project, implemented by FHI 360 in collaboration with four sub-awards, including the Resource Integration Centre (RIC), is dedicated to strengthening Bangladesh's capacity to prevent, detect, and respond to emerging disease outbreaks while ensuring continuity of essential health services, including Maternal, newborn, child health, and nutrition (MNCHN). Operating in high-risk and border-adjacent districts such as Rajshahi and Chapainawabganj. The project aligns with the Government of Bangladesh (GoB) health security priorities and advances the global normative guidance for early detection and rapid outbreak response.

EpiC's core strategy emphasizes outbreak preparedness, strengthening of referral and reporting systems, and evidence-based public health messaging and community engagement (EMCE) through existing MNCHN to combat misinformation and promote protective behaviors. The project works in coordination with the Government of Bangladesh (DGHS, IEDCR, DAE, DLS, local government institutions) and in alignment with the America First Health Strategy.

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 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 from 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 the final UZ DIP with stakes
- Work with the community, union and upazila level facilities of DGHS and other relevant departments and stakeholders to implement project activities
- Collaborate with health authorities and intersectoral departments-DAE, DLS, PoE authority, LGI, etc.- and community stakeholders to strengthen outbreak prevention, screening compliance, and rapid response at the source.
- Facilitate strengthening health security by using MNCH-N and Livestock 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 event management.

- Identify training needs for on-the-job and capacity-building sessions and refresher training, and arrange such training to enhance MNCH continuity, strengthen outbreak prevention, screening, and rapid response during health emergencies.
- Support to identify competency development sessions through mentorship-Mentor and Mentee selection, session conduction.
- Support conducting on-the-job coaching for CHWs and service providers (CHCPs, SI, HAs, HI, MTPE, Nurses, Midwives, vaccinators).
- Organize training/capacity building sessions, workshops, and orientation for capacity development of the GoB health and other stakeholders.
- Facilitate management and follow-up of capacity building training and events

Coordination, Representation, Communication

- Facilitate multi-sectoral coordination at the Upazila level (with key relevant sectors).
- Facilitate strengthening the functional linkage between MOH and the intersectoral department.
- Participate in the Monthly coordination meeting at the Upazila LGI, Health and ULO office.
- 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.
- 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.
- Facilitate reactivation, functionalization, and regularization of the QIC, IPC, and WIT.
- 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 rollout of the activities at the community and facility levels.
- Facilitate that all field findings are recorded, feedback is prepared and shared accordingly, and ensure the execution of feedback/action items during follow-up visits.
- Facilitate 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.
- Conduct a baseline IPC/WASH assessment at project facilities.
- 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.

Monitoring, Evaluation and Learning (MEL)

- Routine collection and reporting of HMIS reports from DGHS offices
- 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 levels
- Ensure routine up-to-date HR and Training data is entered into the government system and reported into the project MIS routinely
- Provide time-to-time technical support and facilitation to ensure seamless implementation of e-MIS, recording, and error-free reporting
- Routinely monitor the implementation status of e-MIS and take necessary action for smooth implementation
- Routine Coordination with Community Health Workers (HI, HA, MTPI, Vaccinator, CHCP) through the 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
- Conduct a data quality assessment or review of reported data and ensure follow-up action to address them. Document the whole process
- Routine documentation of and sending the case study, success stories, and lessons learned from his/her respective working area. Capture and send quality photographs relevant to the stories.

- Archiving of all hard copies and soft copies of different reports and documents of his/her respective area.
- Participate in and be involved in learning initiatives.
- Ensure the MIS report and documentation are supported by a valid source.

Administration and Finance:

- Ensure logistical 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.

Duty station:

- Workplace at the assigned Upazila level under the Epic Project.

Working Conditions:

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

Reporting line:

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