

Terms of Reference – CBV Field Coordinator

Purpose of Assignment

The overall purpose of the position is to support the assigned District Polio Control Rooms in effective implementation and management of the community based vaccination strategy and work planning structure to ensure quality campaigns and achieve zero missed children goal.

Work type: Third party contracted Staff

Location: Assigned District Polio Control Room

Categories: CBV Field Coordinator with 60% of the time to be spent in the field for CBV management

Supervisor First: CBV Manager PEOC

Supervisor Second: CBV focal person in UNICEF FO

Major Tasks

- Ensure support in field assessment for actual requirement of the CBVs in areas identified for implementation of the CBV as per the high risk/ tier categorization in coordination with town DS and third party vendor
- Ensure endorsement of the field assessment by the DPCR/s of the respective district and the provincial EOC and work as bridge between CBV manager and field staff working at district level
- Coordinate through CBV manager for CBV related information to be shared with the Provincial EOC and UNICEF team lead.
- Prepare plan for recruitment of the human resource including CBVs (CHWs) and the supervisory tiers in coordination with the third party.
- Ensure timely hiring of the human resource for CBV strategy where and when required.
- Regularly monitor turnover of the human resource under the CBV approach and ensure 100% positions are filled as per the agreed target and with due process followed.
- Ensure capacity building of selected HR in coordination with the third party training coordinator. Jointly conduct training need assessment & prepare training plans in consultation with DPCR staff, DS & timely share with EOC for implementation.
- Coordinate with partners at the DPCRs of the respective districts for CBV SIAs implementation with development of the supervision plan during campaigns and in between campaigns to ensure quality of the project
- Coordinate with the M&E section for development of the monitoring mechanism of the CBV approach and ensure data flow for timely reporting of the CBVs activities in the field.
- Analyze results of the monitoring and incorporate feedback as appropriate at DPCR level.
- Maintain close coordination with the SHMA to ensure smooth administrative management of the CBV workers by working as bridge between field staff and third party.
- Provide weekly and monthly report on implementation status of the project to CBV manager at PEOC.
- Represent CBVs approach in all PEI / EPI meetings at the DPCR/s and share the decisions with Provincial EOC and UNICEF
- Ensure proper flow of information / updates on CBVs with partners and between District Polio control Room to the UC level to ensure all field staff is kept updated about program activities
- Prepare presentations/updates/briefs and reports on CBVs progress for the DPCR/ EOC and UNICEF as and when required.

- Maintain photo, video and story bank of the CBVs activities to support outreach and advocacy efforts for vaccination activities
- Plan and prepare for any emergency situation

Qualification and experience

- Bachelors / Masters university degree or its equivalent in public relations, communications, social sciences, international relations, or graduate with PEI experience
- At least three years of professional experience in health related communications, public information, or related field
- At least two years of working experience in the field of EPI / PEI / maternal and child health
- Demonstrated experience in successfully analyzing and writing for a broad range of audiences.
- Previous working experience with COMNet and or working at district/DPCR level will be an added qualification
- Proven interest and knowledge of EPI/ PEI issues is a definite asset
- Good interpersonal and communication skills

Language Requirements

- Excellent oral and written communication skills in English and local languages

Skills

- Very good command of ICT applications (Excel, Word, Outlook, PowerPoint and Adobe Photoshop or other relevant publishing software)