

Terms of Reference (ToR)

Position Information

Office/Project	Boosting demand for routine immunization and reducing zero dose children
Designation	UPHC Coordinator
Reporting Supervisor	Operations Lead
Duty Station*	Pune
Type	In Person- Consultant Full-time
Total Position Openings	_1

Qualification, Skills & Competencies:

- MSW or Post Graduate in social science with relevant experience of working at a community level for at-least 1-3 years
Experience of working with government health systems is an asset.
- Fluency in Marathi, Hindi is required.
- Knowledge of Written and spoken English an added advantage.
- Basic computer literacy required.

Roles and Responsibilities:

- Community Engagement and Rapport Building: Establish rapport with health posts, functionaries, and communities to foster trust and collaboration.
- PRA Exercises and Community Structure Identification: Actively participate in PRA exercises to identify community structures and networks of influencers based on predefined criteria.
- Support for RI Service Delivery: Provide regular handholding support to community structures and influencers to ensure effective RI service delivery.
- Micro-Planning for Zero Dose and Vaccine Avoidance: Assist FLWs in developing micro-plans to target ZD and VAB communities.
- Support for FLWs and ASHAs: Offer guidance to FLWs and ASHAs for home visits to ZD children and VAB families, including supportive supervision and facilitating UWIN registration.
- Coordination and Reporting: Plan and execute community engagement activities in coordination with Corporation Coordinators. Ensure timely submission of daily reports, along with close coordination for comprehensive reporting and case studies.
- Participation in Meetings and Reviews: Attend relevant UPHC level meetings related to immunization, presenting project progress and community feedback.
- Field Visits and Problem-Solving: Conduct field visits for supportive supervision and problem-solving, focusing on PRA exercises, social mapping, and identifying ZD communities and influencers.
- Integration and Advocacy: Integrate ZD communities into service delivery micro-plans and communication action plans through advocacy at the district and block levels.
- Facilitation of House-to-House Engagements: Support ASHAs and mobilizers in conducting house-to-house engagements to counsel vaccine-hesitant families and refer them to immunization services.
- Supervisory Support: Assist supervisory cadre in extending supportive supervision to FLWs and ensuring regular tracking of ZD communities.
- Demand Generation and Community Engagement: Support ASHA and FLWs in planning and executing demand generation and community engagement activities for immunization and integrated primary healthcare.
- Facilitation of UWIN Registration: Facilitate UWIN registration through FLWs and community

engagement efforts.

- Report:
 - a) Follow up and submission of daily reports.
 - b) Close coordination with Corporation Coordinator for submission of reports along with case studies.
 - c) Ensuring timely submission of MIS along with evidence such as photos and videos to the Corporation Coordinator

Remuneration: The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

How to apply: Prospective candidates should submit their applications with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on priyankashinde@doctorsforyou.org copy to hr@doctorsforyou.org.

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 16th August, 2024

Only shortlisted candidates will be contacted.

About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of "Health for all." Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Safeguarding Commitment : At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.