

## Terms of Reference (ToR)

### Position Information

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

### Qualification, Skills & Competencies:

- Postgraduate in social science/social work with experience of working with communities and government programs for at-least 7 – 8 years.
- Experience of working on health programs especially immunization is required.

### Roles and Responsibilities:

- Supportive supervision and coordination with the Ward team – otherUPHC coordinators on daily basis for implementation purposes and provide handholding support.
- Prepare weekly action plan for the project team in coordination with theState Documentation Officer and the program head.
- Participation in state and corporation task force. - Participation in relevant district/corporation level meetings related to Immunization likeDTFI, divisional reviews etc.; presentation of project progress and community feedback
- Liaisoning with authorities for coordination, permission, and meetings and keeping them updated on project updates, challenges and supportrequired.
- Development and quarterly review of Ward Communication plan inassociation with the State Documentation Officer. – based on the UPHC plans
- Advocacy with DIO and MoH for inclusion of communication actions and plans in PIP for allocation of resources with support from the StateDocumentation Officer
- Facilitate linkage between the community structures/CBOs/FBOs/MASand the department and health officials for inclusion in task force meetings and other relevant forums.
- Support UPHC coordinators on convergence with relevant departments where required.
- Coordination with capacity building agency and Mentoring for Monitoring agency appointed by UNICEF.
- Support roll-out of PRA exercises for identification of pre-defined Community Structures, Enablers, Barriers, Institutions, Influencers etc.
- Support all capacity building initiatives under the project.
- Provide guidance and support to UPHC Coordinators for identification,strengthening and capacity building of community structures and organizations.

Continuously engage with community organizations and structures through the UPHC coordinators and in liaison with State documentation Officer for developing plans and skills of theseorganization/structures on social accountably.

- Conduct at least once a week visit to each UPHCs for supportive supervision and problem solving in the field; each visit must include 1HTH monitoring (10 households)
- At least two joint field visits with CMO/DIO/MO per month in coveragearea.
- Provide supportive supervision to FLWs through UPHCs coordinators.
- Provide training on facilitating UWIN registration and tracking zerodose children to FLWs

through UPHCs coordinators.

- Support in the plan and execution of community engagement activities in discussion with Health Post and UPHCs coordinators.
- Oversee development of micro plan for intervention in refusal/ VAB communities.
- Support the designing and implementation of local solution for community engagement.
- Monitoring:
  - Follow up and submission of weekly reports.
  - Close coordination with state document officer for submission of reports along with case studies
  - Ensuring timely submission of MIS along with evidence such as photos and videos to the State Document Officer

**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](mailto:priyankashinde@doctorsforyou.org) copy to [hr@doctorsforyou.org](mailto: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 16<sup>th</sup> 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.