

TERMS OF REFERENCE Community Counsellors Core Group Partner Project (CGPP)	
Hiring Office:	Local NGO Partner-Madhesh Province
Background and Purpose:	<p>ADRA, in collaboration with local implementing partners and provincial/municipal governments, is implementing a comprehensive community-based surveillance project focusing on polio, AFP surveillance, zoonotic diseases, VPDs, cross-border health screening, and One Health integration.</p> <p>Community Counsellors serve as a vital extension of the CGPP's community-based platform, helping link underserved populations with essential immunization, maternal–newborn health, and surveillance services. They support routine and supplementary vaccination by mobilizing households, tracking zero-dose and missed children, and coordinating with FCHVs and health facilities to strengthen Polio, VPD, and routine immunization uptake in high-risk and hard-to-reach areas. Counselors provide tailored ANC/PNC counseling to pregnant and postpartum women, promoting 8+ ANC visits, nutrition, danger-sign recognition, and timely facility referrals—aligned with national RMNCAH priorities.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Key Roles and Responsibilities</p> <ul style="list-style-type: none"> • Identify and track zero-dose, partially immunized, and missed children through household visits. • Mobilize caregivers for routine immunization (RI), outreach clinics, booth sessions, and supplementary immunization activities (SIAs). • Coordinate with FCHVs, ANMs, and health facilities to ensure defaulter tracking, follow-up, and improved vaccination coverage. • Assist in microplanning, session preparation, community mobilization, and post-campaign monitoring. • Conduct active case search during home visits and community gatherings. • Report alerts within 24 hours using digital reporting tools linked to DHIS2. • Support specimen transport and documentation in coordination with human and animal health offices. • Provide tailored counseling for pregnant and postpartum women on ANC/PNC and Immunization of newborns and early initiation of breastfeeding. • Facilitate the FCHV for referrals for high-risk pregnancies, danger signs, and emergency care. • Conduct small-group sessions with women's groups, fathers' groups, schools, and marginalized populations.

	<ul style="list-style-type: none"> • Promote hygiene behaviors to support infection prevention, immunization success, and maternal–child health. • Work with FCHVs and community leaders to overcome myths, rumors, and vaccine hesitancy. • Support cross-border awareness and screening in high-risk border pockets. • Participate in municipal coordination meetings and CBS review sessions. • Maintain updated household tracking registers for immunization and pregnancies. • Submit weekly and monthly reports to the field coordinator. • Support the quality of surveillance data for municipal and district-level review.
Expected outcome:	<ul style="list-style-type: none"> • Increased immunization coverage and reduction of zero-dose/under-immunized children. • Timely detection and reporting of AFP, VPD, and zoonotic alerts. • Improved ANC–PNC attendance and maternal–newborn health outcomes. • Strengthened linkages between households, FCHVs, health facilities, and surveillance systems. • Enhanced CGPP contribution to sustaining Nepal’s polio-free status and strengthening global health security. • Ensure respectful, equitable, and culturally sensitive engagement with all communities.
Duration and Working Schedule:	As per project period with annual performance review.
Place where services are to be delivered:	One Community Counsellor assigned to one or two project municipalities in Rautahat, Sarlahi, and Mahottari districts of Madhesh Province (field office under Local NGO Partner).
Expected travel:	Up to 75% within the project municipalities of the assigned district.
Reports to:	<p>Direct supervision: Field coordinator of Local NGO Partner.</p> <p>Technical oversight: Project Coordinator and MEAL Officer of ADRA Nepal.</p> <p>Coordination with: FCHVs, CHWs, HF-In-charges, ward offices, and municipal office.</p>
Required expertise, qualifications, and competencies, including	<ul style="list-style-type: none"> • Nursing (PCL), ANM or related fields, at least 3 years of experience as an ANM or Staff Nurse in community/public health programs, particularly related to Maternal and Child Health (MCH) and vaccination programs. Experience in other health programs involving FCHVs or community health initiatives is a plus. • Knowledge of immunization, MNCH and community mobilization. • Basic smartphone and digital reporting skills. • Strong communication skills in Maithili and Nepali.

language requirements:	<ul style="list-style-type: none"> • Preferably from the local community.
Inputs/services to be provided by ADRA	<ul style="list-style-type: none"> • Monthly salary and benefits as per the local NGO's HR policy. • Tax will be deducted at source per Government of Nepal regulations.
Mode of Payments:	Monthly salary upon submission of the timesheet.