

| <b>TERMS OF REFERENCE</b><br><b>Field coordinator</b><br><b>Core Group Partner Project (CGPP)</b> |  |
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| Hiring Office:  | Local NGO Partner-Madhesh Province   |
| Background and Purpose:   | ADRA Nepal, in collaboration with local implementing partners and provincial/municipal governments, is implementing a comprehensive community-based surveillance project focusing on immunization, AFP surveillance, zoonotic diseases, VPDs, cross-border health screening, and One Health integration. The Field coordinator will support the implementation of community-based surveillance (CBS), routine immunization strengthening activities, digital reporting, community mobilization, and coordination with local governments. He/She will ensure quality field execution, support FCHVs and health facilities, and facilitate timely detection and reporting of AFP, VPDs, and public health alerts.  |
| Scope of work:<br><i>(Description of services, activities, or outputs)</i>                        | <p><b>Key Roles and Responsibilities:</b></p> <p><b>A. Program Implementation &amp; Field Coordination</b></p> <ul style="list-style-type: none"> <li>Facilitate community-based surveillance activities, including AFP case detection, VPD alert verification, and zoonotic disease reporting.</li> <li>Support routine immunization sessions, microplanning, outreach monitoring, and follow-up of zero-dose and under-immunized children.</li> <li>Coordinate with municipal health offices, surveillance focal persons, animal health workers, and One Health committees to ensure effective joint actions.</li> <li>Assist in conducting screening of children under 15 years for AFP and other priority conditions.</li> <li>Provide technical support to FCHVs, CGVs, and CHWs in conducting home visits, active case searches, and community awareness activities.</li> </ul> <p><b>B. Capacity Building &amp; Supportive Supervision</b></p> <ul style="list-style-type: none"> <li>Support the organization of training for FCHVs, CHWs, surveillance focal persons, and animal health officers on CBS, MPDSR, specimen handling, and awareness.</li> <li>Conduct regular supportive supervision visits to health posts, municipalities, FCHVs, and community surveillance structures.</li> </ul> <p><b>C. Data Management, Reporting &amp; Digital Surveillance</b></p> <ul style="list-style-type: none"> <li>Ensure timely submission of weekly, monthly, and event-based surveillance reports.</li> <li>Verify AFP, VPD, and zoonotic alerts and ensure reporting within 24 hours.</li> <li>Maintain accurate field data, documentation, and activity tracking.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>Support quarterly data review meetings and One Health information sharing.</li> </ul> <p><b>D. Community Engagement &amp; Risk Communication</b></p> <ul style="list-style-type: none"> <li>Organize community meetings, mother group sessions, FCHV-led education events, and school-based awareness programs.</li> <li>Promote health-seeking behaviors, routine vaccination, ANC/PNC services, and outbreak prevention messages.</li> <li>Facilitate cross-border risk communication and screening activities in high-risk border points.</li> </ul> <p><b>E. Coordination &amp; Networking</b></p> <ul style="list-style-type: none"> <li>Maintain strong coordination with municipal and ward-level government offices, health facilities, animal service centers, and local networks.</li> <li>Represent the local NGO in district and municipal meetings, RRT meetings.</li> </ul> <p><b>F. Compliance, Safeguarding &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>Ensure adherence to donor guidelines, safeguarding standards, PSEA policies, and ethical behavior in all activities.</li> <li>Document success stories, case reports, field challenges, and lessons learned.</li> </ul> |
| Expected outcome:                         | <ul style="list-style-type: none"> <li>Improved community-based surveillance performance in the assigned area.</li> <li>Increased detection and timely reporting of AFP, VPD, and zoonotic alerts.</li> <li>Strengthened coordination between human and animal health sectors.</li> <li>Enhanced immunization coverage through follow-up of zero-dose/under-immunized children.</li> <li>Reliable, timely, and high-quality field data contributing to DHIS2 and project reporting.</li> </ul>  |
| Duration and Working Schedule:            | As per the project period, with an annual performance review.   |
| Place where services are to be delivered: | Madhesh Province (field office under Local NGO Partner).  |
| Expected travel:                          | Up to 50% within the project municipalities of Madhesh Province.  |
| Reports to:                               | <p>Direct supervision: Focal point of Local NGO Partner.</p> <p>Technical oversight: MEAL Officer, ADRA.</p> <p>Coordination with: Project Coordinator and National Project Manager of ADRA.</p>  |

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| Required expertise, qualifications, and competencies, including language requirements: | <ul style="list-style-type: none"> <li>• Bachelor's in public health, Nursing Social work, or relevant discipline. (master preferred).</li> <li>• Minimum 5 years of experience in community health, immunization, surveillance, or NGO project implementation.</li> <li>• Experience working with FCHVs, municipalities, and health facilities in Madhesh Province preferred.</li> <li>• Knowledge of maternal and child health, routine immunization, CBS, and One Health systems.</li> <li>• Skills in data collection, reporting, DHIS2, or mobile-based reporting preferred.</li> <li>• Strong communication, coordination, and community engagement skills.</li> </ul> |
| Inputs/services to be provided by ADRA   | <ul style="list-style-type: none"> <li>• Monthly salary and benefits as per HR policy.</li> <li>• Required logistics, travel allowances (DSA), communication support, and workspace.</li> <li>• Tax will be deducted at source per the Government of Nepal regulations.</li> </ul>   |
| Mode of Payments:  | Monthly salary upon submission of the timesheet.   |