

Terms of Reference (ToR)

- **Position:** District Coordinator
- **Project:** GFATM Supported IMEP-3.
- **Location:** Gadchiroli, Maharashtra
- **Reporting to:** M&E/ Training Coordinator
- **Remuneration:** Rs. 40,000 per month
- **Last date to apply:** 9 January 2026

1. Background

TCI Foundation invites applications for the position of District Coordinator (01 No.) for malaria project in Maharashtra State (Gadchiroli District) under the Global Fund Grant GC7. The malaria project is implemented by TCI Foundation in close coordination with the National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & family Welfare and the Maharashtra State Health Department.

Gadchiroli District in Maharashtra is among the high-burden districts for malaria. Effective planning, coordination, and implementation of malaria interventions at the district level are essential to achieve the state and national malaria elimination targets. The District Coordinator will support programme execution, strengthen surveillance, enhance community mobilization, and facilitate timely reporting and training of health workforce.

2. Objective

To ensure effective coordination and monitoring of malaria control and elimination activities in Gadchiroli District by supporting programme implementation, capacity building, and community engagement in alignment with the state malaria programme strategy.

3. Key Responsibilities

The incumbent will work in close coordination with the District Vector Borne Disease Control Officer (DVBDCO/DMO) for strengthening malaria surveillance, effective use of the Integrated Health Information Platform (IHIP), and implementation of GFATM-supported malaria control activities within the district. Key responsibilities include:

1. Programme Coordination and Supervision
 - Coordinate with DVBDCO (DMO) and other district-level officials to strengthen malaria surveillance and reporting systems.
 - Supervise and provide technical guidance to Block Coordinators, Community Coordinators, and Community Health Workers to ensure effective implementation of field activities.
 - Support planning, execution, and monitoring of GFATM-supported interventions in alignment with NVBDCP guidelines.
2. Community Awareness and IEC Activities
 - Oversee the organization of health awareness camps, school sensitization programmes, and community-based IEC campaigns related to malaria prevention and control.
 - Ensure timely implementation of World Malaria Day, Malaria Month, and other awareness observances as per the annual action plan.
 - Facilitate development and dissemination of culturally appropriate IEC materials at community level.
3. Monitoring, Data Analysis, and Reporting
 - Ensure timely compilation, verification, and analysis of field data received from block and community-level staff.
 - Use data insights to identify trends, high-risk areas, and recommend corrective actions to improve surveillance and intervention quality.

- Prepare and submit weekly, monthly, and quarterly progress reports in prescribed formats to the district and state offices.
- 4. Coordination and Liaison
 - Maintain regular liaison with M&E and Training Coordinators, DVBDSCO (DMO), and other NVBDCP officials to ensure smooth coordination and exchange of information.
 - Participate in district-level review meetings, trainings, and joint supervision visits as required.
 - Support the integration of malaria-related data with other health systems and ensure compliance with reporting requirements.
- 5. Field Visits and Supportive Supervision
 - Conduct regular field visits (minimum 10 days per month) to assess on-ground implementation, provide feedback, and build the capacity of field teams.
 - Document best practices, challenges, and recommendations for program improvement.
- 6. Other Responsibilities
 - Undertake any other tasks or responsibilities assigned by the supervisor or competent authority to support malaria elimination efforts.

4. Deliverables

- Monthly malaria district performance report.
- Regular field visit reports with findings and recommendations.
- Database of trained health staff and frontline workers.
- Documentation of community mobilization activities and IEC campaigns.
- Quarterly review meetings organized at district level with stakeholders.

5. Qualifications & Experience

- Masters in Sociology, Social work with 1 year experience in Public Health
OR
- BDS/BAMS/B. Pharmacy with one year working experience in Public Health.
OR
- M.Sc. Degree in Zoology /Entomology with minimum 1 years working experience in Vector Borne Diseases/ Public Health

Desirable:

- Experience of working in Vector Borne Diseases preferably in coordinating field activities in health sector)
- Familiarity with health systems, surveillance, and community mobilization in tribal/remote areas.
- Strong coordination and communication skills in Marathi, Hindi, and English.
- Proficiency in MS Office and basic data analysis.
- Willingness to travel extensively within Gadchiroli District.

6. Reporting & Supervision

- The District Coordinator will report directly to the Monitoring & Evaluation Officer and maintain close coordination with the DMO.
- The position will also work in collaboration with block-level health officials and frontline health workers.

7. Duration of Assignment

The positions are contractual for the period November 2025 to March 2027.

8. Code of Conduct

- Ensure impartiality, integrity, and transparency in all programme-related work.
- Maintain confidentiality of health data and beneficiary information.
- Respect community values, cultural sensitivities, and avoid any form of discrimination.
- Abstain from misuse of position for personal or financial gain.

9. Support & Supervision

- Coordinator will receive periodic training, orientation, and supportive supervision from TCI Foundation.
- They will be provided necessary reporting formats, health communication materials, and supplies for carrying out their duties.

10. Remember:

- Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- No TA/DA will be paid to attend the interview in person.
- The advertised position can be cancelled/varied as per the discretion of the employer.

11. Equal Opportunities

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

12. Selection:

Selection will be based on an interview and other factors, including qualifications, experience, skills, and overall suitability for the role.

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