

Terms of Reference (ToR)

- **Position:** M&E/Training Coordinator
- **Project:** GFATM Supported IMEP-3.
- **Location:** Gadchiroli, Maharashtra.
- **Reporting to:** TCI Foundation.
- **Remuneration:** Rs. 50,000 per month
- **Last date to apply:** 9 January 2026

1. Background

TCI Foundation invites applications for the position of M&E/Training Coordinator 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.

Malaria continues to be a significant public health challenge in Maharashtra. In line with the national malaria elimination strategy and the Global Fund-supported project interventions, there is a need for systematic monitoring, evaluation, and training of health workforce for improved service delivery. The M&E/Training Coordinator will play a dual role in ensuring effective data-driven programme implementation and capacity-building of stakeholders at state and district levels.

2. Objective

To strengthen malaria surveillance, reporting, and data quality while enhancing technical and operational capacities of programme staff and frontline health workers through structured training and supportive supervision.

3. Key Responsibilities

1. Programme Monitoring and Field Supervision

- Oversee and monitor programme implementation activities across the identified district to ensure adherence to NVBDCP guidelines and targets.
- Undertake regular field visits (minimum 10 days per month) to villages, Health & Wellness Centres (HWCs), PHCs, CHCs, Sub-District Hospitals (SDH), and District Hospitals (DH) to supervise and guide the work of District Coordinators, Block Coordinators, Community Coordinators, and other field staff.
- Review on-ground implementation quality, identify operational gaps, and provide on-the-spot guidance for corrective actions.
- Ensure that all surveillance, diagnosis, treatment, and vector management activities are being conducted as per the prescribed protocols.

2. Organization of Health Camps and Community-Based Interventions

- Plan and organize health camps in malaria-endemic areas, especially during the peak transmission season (April to October) each year.
- Ensure availability of diagnostic kits, medicines, and IEC materials during camps, and coordinate with field teams for community mobilization.
- Document and report outcomes of health camps, including number of beneficiaries reached, malaria tests conducted, and cases detected and treated.

3. Coordination and Convergence

- Facilitate coordination between NHM, NVBDCP, and NGO partners for effective implementation of programme activities.

- Build functional linkages with line departments (e.g., Rural Development, Education, Tribal Welfare, Water and Sanitation, Agriculture) and other relevant organizations to promote Integrated Vector Management (IVM) approaches for malaria prevention and control.
- Represent the programme in district-level coordination or review meetings as required.

4. Data Management and Epidemiological Analysis

- Ensure timely collection, compilation, and validation of epidemiological and entomological data from all reporting units.
- Conduct fortnightly analysis of malaria surveillance data from sub-centres and CHCs, comparing it with corresponding periods from the previous year to assess trends and emerging risks.
- Identify outbreak-prone areas and recommend timely corrective and preventive actions to the district health authorities.
- Support the district team in maintaining and updating data in the Integrated Health Information Platform (IHIP).

5. IEC, Capacity Building, and EDCT Implementation

- Plan, coordinate, and participate in Information, Education and Communication (IEC) and training activities in the identified districts in collaboration with NVBDCP and partner agencies.
- Support the planning and implementation of Early Diagnosis and Complete Treatment (EDCT) activities at field level, ensuring adequate logistics, supplies, and adherence to treatment guidelines.
- Facilitate training of field staff on surveillance, case management, and community engagement strategies.

6. Reporting and Documentation

- Prepare and submit periodic reports (fortnightly, monthly, and quarterly) to the District and State NVBDCP officials, highlighting progress, challenges, and key field observations.
- Ensure timely documentation of best practices, innovations, and lessons learned from the field.
- Maintain accurate records of meetings, field visits, IEC activities, and trainings conducted.

7. Review and Follow-up

- Organize and facilitate quarterly district-level review meetings with NVBDCP and partner teams to assess performance, share experiences, and plan next steps.
- Follow up on decisions taken during review meetings and track their implementation at field level.

8. Other Duties

- Undertake any other responsibilities or tasks assigned by the supervisor, DVBDPO (DMO), or State NVBDCP authorities in support of malaria elimination goals.

4. Deliverables

- Monthly, quarterly, and annual M&E reports submitted on time.
- Training calendar developed and implemented as per programme targets.
- At least one monitoring visit conducted in each high-burden district per quarter.
- Capacity-building sessions documented with participant lists, feedback, and evaluation results.
- Updated database of trained personnel maintained at state level.

5. Qualification & Experience:

Essential:

MBBS with Post-graduate qualification (Degree/Diploma) in PSM/ Community Medicine with 1 year experience

OR

MBBS/BDS/BAMS/BHMS with 2 years' experience in Public Health at National and State level

OR

MA Sociology/MSW with 3 years' experience in Public Health at National or State Level

Desirable:

- Candidates with DPH/ MPH and experience in health sector shall be preferred
- Knowledge of malaria epidemiology, vector-borne disease control, and national malaria elimination strategy.
- Strong skills in data analysis tools, reporting, and presentation.
- Experience in designing and conducting training programmes.
- Excellent communication and coordination skills in English, Hindi, and Marathi (preferred).

6. Reporting & Coordination

- The Officer will directly report to the TCIF National Technical Lead, and maintain functional coordination with the State Programme Officer.
- Liaison with district malaria officers, and health institutions for effective implementation.

7. Duration of Assignment

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

8. Code of Conduct

- Ensure transparency, accountability, and integrity in programme implementation.
- Maintain confidentiality of programme data and beneficiary information.
- Work in collaboration with government and partners in a respectful and professional manner.

9. Support & Supervision

- M&E/Training 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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