

Terms of Reference (ToR)

Position: Community Coordinator

Project: GFATM Supported IMEP-3.

Location: Bastar, Bijapur, Kondagaon, Narayanpur, kanker, Dantewada, Gariabad, Sukma at Chhattisgarh (any sub centre*)

Reporting to: Block Coordinator

Remuneration: Rs. 13,000 per month

Last date to apply: 7 May 2026

***Sub Centres:**

1. Background

TCI Foundation invites applications for the position (118 Nos) of Community Coordinators for malaria project in Chhattisgarh State (Bastar, Bijapur, Kondagaon, Narayanpur, Kanker, Dantewada, Gariabad, Sukma Districts) 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 Chhattisgarh State Health Department.

Bastar, Bijapur, Kondagaon, Narayanpur, kanker, Dantewada, Gariabad, Sukma Districts with its tribal and forested regions, remains one of the high malaria endemic areas in Chhattisgarh. Community-level interventions are essential to achieve malaria elimination targets by ensuring early diagnosis, prompt treatment, preventive practices, and improved community awareness. The Community Coordinator will serve as the link between frontline health workers and the community, supporting surveillance, mobilization, and reporting at the grassroots level.

2. Objective

To strengthen malaria elimination efforts at the village/cluster level by facilitating surveillance, supporting health service delivery, mobilizing communities, and ensuring timely reporting in coordination with PHC and block-level teams.

3. Key Responsibilities

- Supervision of CHVs for RDT testing, treatment completion follow-up, Maintenance of records, Bed net impregnation/ LLIN usage
- LLIN distribution (if applicable)
- Malaria testing by RDT and treatment completion follow-up in community on 3-7-14 days
- House to house visits for IEC/BCC activities.
- Bring notice of the Concerned MO-PHC for any significant increase in number of cases
- Conduct impregnation and distribution of bed nets in targeted villages, fill the VC-4 Bed net delivery and impregnation form) and submit it to MO-PHC.
- Supervision of IRS activities
- Community Coordinator main focus will be on supervision tasks, but CC will also carry out additional mentioned tasks as needed to fill gaps.

Reporting & Documentation

- Record Management
- Submit weekly/monthly activity reports to the Block Coordinator.
- Document community-level challenges, success stories, and best practices for sharing with higher levels.

4. Deliverables

- Weekly and monthly community activity reports.
- Records of IEC/BCC activities and community engagement sessions.
- Household visit and referral registers updated regularly.
- Documentation of malaria-positive cases with follow-up details.
- Active participation in monthly review meetings at block/PHC level.

5. Qualifications & Experience

- Minimum 12th pass, with basic knowledge of computer, local and English language
- Experience of working in community health programmes or with NGOs desirable.
- Resident of the local community/cluster preferred for acceptability and sustainability.
- Good communication skills in Hindi (knowledge of tribal dialects is desirable).
- Ability to maintain simple records and reports.
- Willingness to travel within the assigned villages/cluster.

6. Reporting & Supervision

- The Community Coordinator will report directly to the Block Coordinator and functionally to the Medical Officer (PHC).
- They will work in close coordination with Health Workforce, Village Health Committees, and community leaders.

7. Duration of Assignment

The positions are contractual for the period May 2026 to March 2027.

8. Code of Conduct

- Work with integrity, accountability, and respect for local cultural practices.
- Ensure confidentiality of household and patient-level information.
- Avoid any form of bias or discrimination in service delivery.
- Refrain from misuse of programme resources for personal gain.

9. Support & Supervision

- Community 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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