

“ছেলে হোক, মেয়ে হোক,
দুটি সন্তানই যথেষ্ট”

Terms of Reference for National Coordinator (FPF)

Family Planning-Field Services Delivery
Directorate General of Family Planning
6, Kawranbazar, Dhaka-1215

Over the last four decades the decrease in the Total Fertility Rate (TFR) and the increase in Contraceptive Prevalence Rate (CPR) is evidence to the success of the family planning program in Bangladesh. However, the TFR has been stagnant at 2.3 since 2011, while the wanted TFR by women is 1.6. On the other hand, Contraceptive Prevalence Rate (CPR) increased only 2 percent since 2011, with regional disparities ranging from 48 to 70 percent. Adolescents account for approximately one quarter of the population. 30 percent women age 15-19 have been childbearing against dropout rate of family planning methods is 30 percent. The unmet need for family planning is highest among the 15-19 age group (17.1 %) followed by the 20-24 age group (14.7 %).

Project Implementation Plan stated health and Family Planning research as an integral part of program implementation while ensuring evidence based practice in achieving demographic goals in the 4th sector program. Family Planning-Field Services Delivery (FP-FSD) is one of the seven operational plans of directorate general of family planning with diversified activities aiming to strengthen family planning field services delivery including supply of temporary contraceptives. FP-FSD has identified different interventions to ensure evidence based practice. Key challenges identified in the areas of readiness of FP service facilities, shortage of human resources, low LAPM users, fragmented MIS, postpartum family planning, menstrual regulation and post abortion care services. To address those challenges key activities are strengthening of FP services, intensify demand generation of FP services, improving the quality of FP counselling and service delivery, and regional service package for poor performing districts.

Directorate General of Family Planning has emphasized to strengthen routine monitoring and supervision systems for contraceptive availability and FP performance at district and upazila levels with the technical support from UNFPA. To achieve the national and FP2020 targets “**National Coordinator (FPF)**” will be recruited to boost up the family planning program by FP-FSD of DGFP and funded by UNFPA.

Duties and responsibilities:

- Provide technical assistance to the Family Planning Facilitators (FPF) in the planning, implementation, and monitoring and supervision of family planning services at different tiers

- Provide technical assistance to review and analyze outcome of performance of Family Planning Facilitators.
- Monitor, Supervise and Guide Family Planning Facilitators (FPF) in different districts, analyze monthly report, mentoring, on the job training, performance analysis and provide necessary feed back
- Provide adequate support to organize periodic campaign for Long Acting and Permanent Methods (LAPM) in the hard to each areas in close collaboration with DDFP, FPCST-QAT, UFPO and MO-(MCH-FP)
- Provide technical assistance for conducting regular monthly coordination meeting especially focusing on performance appraisal, quality of services, commodity securities, performance gaps and areas where needs further interventions
- Supervise and monitor facility and community based FP services including satellite clinics and provide adequate feedback to the facilitators, managers and services providers as needed
- Coordinate with GoB (DGHS&DGFP), LGIs, NGOs and other supporting organization at district, upazilla and municipality levels for successful implementation of family planning activities
- Assist Family Planning Facilitator's (FPF) in compiling, analyzing of different record and reports including interpretation and regular update of information both in tabular and graphical form
- Provide necessary support in the designing, implementation and monitoring of FP-MCH service and campaign week and also routine advocacy program
- Collection and analyze data and provide necessary feedback.
- Monitor and Develop e-format and accordingly analyzes performance of FPF periodically and during service reviewed with specific recommendation renewal and percent of bonus to be added (maximum 5%).
- Meet with Government, Non-Government Organization, UNFPA and other development partners and present the findings and the plan of action with concerned authority.
- Perform any other duties as assigned by authority.
- Any changes in the ToR or the work plan, if required, will be subject to consultation between DGFP and the individual consultant.

Work relations:

- Administratively and functionally National Coordinator (FPF) will be accountable to the Line Director, Field Services Delivery (FSD), DGFP
- Programmatically She/he will report to the Program Manager, FSDP, DGFP




- Submit monthly activities and performance reports to the Program Manager FSDP, DGFP
- Leave requests will submit for approval to the LD (FP-FSD)
- Any other activities/responsibilities as and when required in relation to the Family Planning program assigned by DGFP and UNFPA

**Vacancy
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Job Nature

Contractual. Contract can be void é at least one month notice.

Educational Requirements

MBBS with Public Health or Master's degree in Population Science, Public Health, Reproductive Health, Social Science or a relevant field.

Job Requirements

- More than 15 (fifteen) years of progressively responsible professional experience in health and family planning sector with practical experience in program monitoring, supervision and evaluation.
- Demonstrated experience with analyzing data from public health programs
- Clear understating about the existing FP service delivery system and technical aspect of family planning program.
- Demonstrated/proven experience in coordination and liaison with government officials, development partners and other stakeholders, including NGOs and communities.
- Exceptional interpersonal, communication, networking, and negotiation skills including time management, and ability to meet deadlines.
- Demonstrated strong written and oral presentation skills.
- Fluent in written and spoken English
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint), experience in web based management systems

Job Location

Dhaka



Reporting

Monthly report should be submitted within first 3 days of next month to Director (Finance) and Line Director (FP-FSD), DGFP. Monthly travel plan should be prepared and approved within 25 days of previous month.

Benefits:

- The initial contact would be from 15 February, 2019 to 15 August, 2019. Contact may be renewed on the basis of performance and availability of funds
- The payment for the work of the Coordinator will be made monthly basis after successful completion of each of the deliverables subject. The candidate will receive BDT 1,80,000 (one lac eighty thousand) inclusive of vat and tax. This salary would be consolidated and no other allowances would be admissible.
- The Coordinator is expected to arrange his own travel within Dhaka city. TA/DA would be admissible outside Dhaka as per Government rule. Travel plan should be approved by supervisor in advance.

How to apply:

Candidates who match the mentioned job requirements are requested to apply along with forwarding letter, Updated CV with two references, two recent passport size photograph and justification of eligibility for the post within 300 words to Director (Finance) & Line Director (FP-FSD), Family Planning-Field Services Delivery (4th floor), Directorate General of Family planning, 6, Kawranbazar, Dhaka-1215 on or before 03 February, 2019.

