

## **COUNSELLING SESSION OF NEED IMPROVEMENT STAFF**

Staff Name: Qurban Solangi

Designation: UCPO

Place of posting: UC – 07 (Dalmia) Gulshan town

Venue for counselling session: DEOC East

Date: 07-07-21

Time: 12.30 PM

As per recommendation from CTC; for which an email was received on Wednesday 07 July at 10.36 AM, a counselling session was held with UCPO UC 7 Gulshan town Mr. Qurban Solangi on the said venue & date.

To improve grey areas of his performance, a detailed discussion was done on UCPOs TORs & responsibilities, which included:

### 1. Pre-Campaign:

- To held UPEC in coordination with UC level partner staff
- Implement quality trainings of AICs & Teams
- Target ( HH / School / Madarsa)
- HR (new hiring if required, to keep in loop with UCMOs)
- Microplan preparation, Desk Review & Field Validation
- Provision of logistics plan when required
- To conduct Readiness meeting at UC level
- To prepare monitoring & supervision plan for campaigns & share the same to higher levels when required

### 2. Intra-Campaign:

- Daily morning briefings
- Timely deployment of teams
- Complete AICs & Teams monitoring checklists / forms
- ICM (HH) clusters
- 0/0, Lock houses validation
- NA validation
- To conduct ERM & share meeting minutes / update KOBO forms
- Update all the data links TIMELY which are required from time to time
- Facilitate DEOC / External monitors, if any of them visits
- To conduct sweeping & share report with DEOC if there is any operational failure in HH cluster

### 3. Post-Campaign:

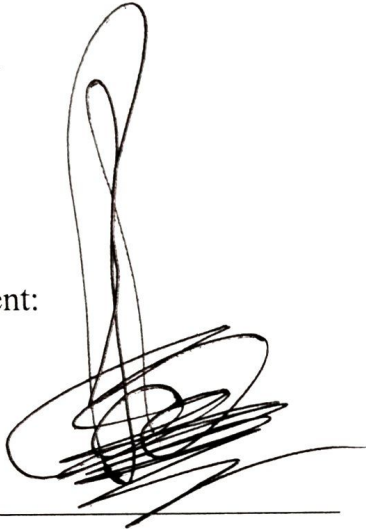
- To conduct market survey
- Tally sheet analysis
- Grid analysis of lessons learnt from last campaign

4. Others:

- Support in EPI / RI activities
- Support in Outreach activities
- Minimum 04 fix sites, 2 OR should be monitored every month
- Minimum 01 EPI cluster every month

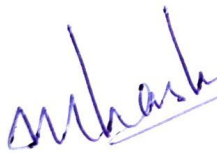
The staff has made sure that he will try to improve in future.

Endorsement:

A handwritten signature in black ink, consisting of a tall, vertical loop followed by several horizontal and diagonal strokes.

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UCPO : Qurban Solangi

A handwritten signature in blue ink, appearing to read 'muneeba' with a long, sweeping underline.

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DDOSO: Dr Muneeba Hashmi