

Terms of Reference

Tehsil/Tahluka/Town Polio Officer (TPO)

Under the direct supervision of the Polio Eradication Officer, and the overall technical guidance of the Area Coordinator and Provincial Team Leader, the TPO will undertake the following duties in the assigned Tehsil(s) or Tahluka(s) or Town(s).

1. Coordination and Leadership

- (a) Provide Technical Support to the Tehsil/Tahluka/Town Polio Eradication Committee on poliomyelitis eradication
- (b) Work closely with government and partners to ensure coordination of different stakeholders in the assigned area
- (c) Ensure the functioning of the TPEC in the assigned areas
- (d) Support the full implementation of the National Emergency Action Plan (NEAP) and other key policy documents on polio eradication and immunization at the assigned level.

2. Supplemental Polio Vaccination Campaigns (SIA)

- (a) Support the TPEC in ensuring the timelines for SIA activities are formulated and followed in the assigned area
- (b) Ensure appropriate selection of appropriate vaccinators and supervisors as per the NEAP guidelines with emphasis on inclusion of females, locals, adult and government accountable teams and AICs meeting the language and cultural norms of the area.
- (c) Facilitate and monitor the trainings of teams, AICs, and other categories of health workers involved in campaign implementation
- (d) Provide technical support to pre-campaign activities particularly planning, preparing and monitoring the quality of area level Micro-planning, at the union council and tehsil levels.
- (e) Monitor the timeliness and adequacy of all campaign logistics, and ensure all necessary steps are taken to ensure no delays or stock outs of logistics at the assigned areas.
- (f) Monitor the effective utilization of mobile, fixed and transit teams in the assigned areas, and immediately report misuse to the immediate supervisor
- (g) Formulate an appropriate plan for coverage of missed children
- (h) Work closely with the communities in the assigned areas to rebuild trust in vaccines, combat misinformation and generate demand for polio vaccination
- (i) Mobilize religious, tribal and political leaders, and other influential persons in the assigned area to support polio eradication
- (j) Support the TPEC in access negotiations in the assigned areas

- (k) Formulate a daily priority-based supervision and monitoring plans of the AICs and UC teams to ensure support to poor performing areas and motivation of teams.
- (l) Supervise and monitor the work of the teams, AICs and TTMs, take household clusters and at the same time validate a sample of the clusters and missed children coverage done by the UC team
- (m) Ensure all reported missed and poorly covered areas are investigated, and re-vaccination/sweeps carried out.
- (n) Analyze the daily data and collate the observations of the UC teams and present the findings, actions and recommendations at the daily evening meetings
- (o) Provide special focus on the high-risk populations during all the phases of the campaign in line with the special strategies devised for risk populations and the National Emergency Action Plan for Polio Eradication, including supervision of PTPs/TTPs
- (p) Carry out a post campaign analysis of data, review reports, collate, summarize, and disseminate the report to be shared with the authorities in the assigned areas.
- (q) Follow up with respective tehsils/UCMOs in timely filling of DDM cards and submission
- (r) Support vaccine management at the Tehsil level

3. AFP Surveillance

- (a) Under the guidance of the Surveillance Officer or the PEO, support the establishment of community-based AFP Surveillance system in the assigned area
- (b) Support the Surveillance Officer and PEO in ensuring timely stool/environmental sample collection and transportation as per the SOPs and guidance of the supervisor
- (c) Conduct regular surveillance visits to assigned areas as per the monthly surveillance work plan
- (d) Participate in detailed epidemiological investigations as determined by the immediate supervisor
- (e) Train/sensitize the informal health care givers on AFP surveillance
- (f) Ensure mapping and inclusion of all formal and informal health care providers in the assigned area in the AFP surveillance network
- (g) Assist in ensuring inclusion of all high risk/ underserved/ migrant population in the Surveillance network and all AFPs are reported from them.
- (h) To support timely submission of “Zero Report” from assigned UCs.

4. Routine Immunization

- (a) Support the PEO in strengthening of routine immunization through participation in the development of micro plans for implementation of REC/RED approach
- (b) Ensure monitoring of EPI coverage and drop-outs
- (c) Support the TPEC in engaging and mobilizing communities RI demand creation and building the trust of communities in vaccine uptake.
- (d) Assist the UCMOs in prioritization of UCs that are poorly performing
- (e) Identify zero dose and under immunized children in the assigned UCs and refer them for immunization

5. Other activities

- (a) Implement any additional tasks and/or activities related to polio eradication assigned by the supervisor

Core competencies

- (a) Leadership skills including team building, delegation and empowerment, empathy, role modelling
- (b) Good interpersonal communication and reporting skills with proven ability to maintain and establish excellent interpersonal working relations and to work with competing priorities.
- (c) High level of analytical ability, combined with good oral and written communication skills
- (d) Respecting and promoting cultural differences, and respect for diversity and treatment of all with dignity and respect
- (e) Ability to manage conflicts and resolve problems effectively
- (f) Ability to act independently and exercise sound judgement

Education

- (a) Master's in Social Science/natural sciences

Language

- (a) Proficiency in English language (both written and spoken), high proficiency in Urdu and at least one additional local language