*Annex – A*

### Terms of Reference – Area Supervisor

## Purpose of Assignment

To serve as monitoring and data supervisor an out-reach and community contact points in support of social mobilization and use of interpersonal-communication knowledge and skills with mothers, care-givers, parents, family members and other community members/leaders in creating demand and acceptance of polio drops (OPV) & routine immunization.

**First Level Supervisor:** Union Council Operation Officer (UCOO) /UCPO

**Second Level Supervisor: Immunization officer**

**Major Tasks**

1. Prepare micro plan including route maps for assigned teams and review /to validate before submission to UC incharge / UCPO
2. Walkthrough microplan along with newly inducted teams
3. Supervise vaccination and other activities of assigned teams and provide on job training to assigned workers
4. Participate in UPEC meetings and training sessions
5. Mark attendance of assigned workers and submit to UCPO
6. Collect and compile (2A) household vaccination data from assigned teams and submit to UC incharge /UCPO
7. Prepare still missed children and zero dose logbooks and submit to UC incharge /UCPO
8. Validate 30% of covered and still missed children data of assigned teams
9. Collect weakness cases data reported by workers /other community members and share with UCPO
10. Identify new influx of high-risk population in the assigned area and prepare vaccination plan in coordination with UCPO
11. Coordinate with EPI vaccinator and area level social mobilizer for coverages of zero dose and still refusal children
12. Perform any other program activity assigned by supervisor

## Profile/ Qualifications

* Education/Work Experience: Intermediate with a minimum of 2 years’ experience in community mobilization and/or working with NGOs and NGO networks and working and liaising with Government agencies/partners.
* Languages: Medium proficiency in English language (both written and spoken) and high proficiency for local languages of Urdu, Sindhi and Pashtu is required.