

**SOCIAL PROTECTION STRATEGY UNIT  
CHIEF MINISTER’S SECRETARIAT**

**TERMS OF REFERENCES**  
**FIELD COORDINATION OFFICER @Tharparkar**

**1. BACKGROUND**

Government of Sindh under its Sindh Enhancing Response for Reduction of Stunting Project, aims to contribute to a significant improvement in nutrition in the province, by increasing and expanding coverage of multi-sectoral interventions. It comprises objectives and expected outcomes related to the underlying causes (by sectors) of stunting: health, population, sanitation and hygiene, agriculture, social protection and education.

A pilot nutrition-focused Conditional Cash Transfer (CCT) programme in targeted districts and is being led by the newly-established Social Protection Strategy Unity (SPSU) in the Chief Minister’s Secretariat. The pilot aims to increase the uptake of existing health and nutrition services focused on the first 1000 days of life including ante-natal check-ups, safe deliveries, post-natal care, growth monitoring and immunization of children through the provision of a regular and predictable cash transfer at various trigger points. The pilot will help to develop the nascent capacity of the SPSU and offer lessons for scaling up. Key mandates and functions of the SPSU include project design, social protection operations such as social mobilization, communication, enrolment, compliance verification, payment, and grievance redress through the provincial Social Registry, as well as monitoring, evaluation and lesson-learning and planning for scaling up.

**2. PROFILE OF THE POSITION**

The Field Coordination Officer will be in charge of the program’s field operations by mobilizing requisite support from the concerned SPSU provincial staff and stakeholders. The Field Coordination Officer will coordinate with SPSU team on day to day basis and will report to Senior Specialist-Field Operation Team Lead.

**3. RESPONSIBILITIES**

The responsibilities of the Field Coordination Officer are as follows:

- Coordinate with the DHQ, THQs, RHCs and BHUs in the district to ensure the smooth and timely implementation of H&N CCT program cycle particularly enrolment and compliance process;
- Arrange the meetings of key stakeholders and service providers at District level to ensure the necessary support for the pilot program is received;

- Coordinate and follow up on grievances redressal/resolution at field level in close coordination of key service providers;
- Serve as a master trainer and trouble shooter for the key stakeholders at field level supporting enrolment and compliance process; and
- Provide the progress, monitoring and relevant information/reports to SPSU on periodic and need basis related to the execution of the pilot and share any challenge/issue hindering the implementation of the pilot.

#### **4. QUALIFICATION AND EXPERIENCE**

- Master's degree in economics, development studies, public/business administration, or equivalent;
- Minimum experience of 4 years in public and/or private sector with provincial/national/international organization(s) demonstrating evidence of implementation at field level;
- Should have developed and implemented field operations including supervision and monitoring of the field operations;
- Should have excellent command on MS office;
- Should have worked in the proposed pilot districts/have full knowledge of the geography and have traveled to the remote and rural areas of the district;
- Written and oral fluency in Urdu and English. Knowledge of regional language (Sindhi) will be considered a big plus; and
- Proven ability to work in a collaborative, multi-tier team environment; and Good communication, people management, and writing skills.