**Title:** Program Coordinator

**Location**

Hardoi (to be based at) and Agra (Uttar Pradesh)

**Reports To**

State Lead-Uttar Pradesh

**Scope of Work**

The Project coordinator will be responsible for the overall coordination & implementation of the key interventions under the PMJAY- HCL Samuday collaboration project in the district. The role will require the execution of multiple activities like coordinating with districts administration, District implementation Unit, implementation support agencies, Public and private empaneled hospitals to supervise the activities and monitor the performance under Ayushman Bharat- Pradhan Mantri Jan Arogya Yojana.

One of our key tasks under the current scope of technical support to SACHIS is strengthening of the public and private Empanelled health care providers. To accomplish this task ACCESS Health state team collaborates with the Department of Medical Health, and Family Welfare, National Health Mission and Department of Medical Education and undertakes various interventions in partnerships for this strengthening work. One of such interventions is developing one of the government Medical College in Agra into Adarsh Ayushman Kendra (model ayushman center/medical college) and then help the department replicate the processes and systems across the state for better AB PMJAY uptake throughout all the government medical colleges in the state.

The role will evolve based on project requirement as the roll out of the scheme progresses in the districts and further guidelines are received/developed. The position holder will be reporting to the State Lead at Access Health International.

**Roles & Responsibilities:**

* The role will require to overview the scheme in the districts, with respect to both demand generation and supply side provisioning of the scheme. Most important activity would be coordination and networking activity between the project stakeholders at the district level.
* **District Strengthening & Coordination:** The District coordinator will coordinate with district administration for any operational support required on field. He/ she will be responsible for working jointly and support other team members at the district level (DIU/ ISA) towards implementation & progress of scheme. Some of the support areas are e-cards issue status, utilization of services by each kind of providers, active participation of public providers, expansion of private provider universe etc. The coordinator will be required to travel in the field within the Hardoi district for implementation of interventions, capacity building activities
* **Monitoring Learning & Evaluation:** Will be responsible to look into monitoring triggers and trends and will be required to extend program monitoring support through use of analytics and data tracking. The program coordinator will be responsible for monitoring the progress of the project on a day-to-day basis on defined indicators and submit weekly and monthly progress reports as defined by the State lead.
* **Report writing**: The Project coordinator will be supervising all the activities of the project in the district and report monthly along with progress numbers and impact insights observed. Establish process for reporting and feedback mechanisms that can feed into program insights
* **Hospital management:** Responsible to guide & monitor empanelled public hospitals in performance in the district and ensure all actively participate in providing services.
* **Capacity Building:** The Project coordinator need to be well versed in conducting regular training programs at block level for MOUICs (with support from state) Village level executives, Pradhan MantriArogya Mitra and other front-line workers and managers. This position will also be responsible for assessing further need of capacity building in the field both from the team and beneficiary perspective and conduct and periodic refresher trainings in the field.
* **Supervise awareness drives:** The Project coordinator will also monitor the impact if any on the awareness campaigns and drives initiated by the State/District authorities from time to time to create mass awareness regarding the scheme.
* **Design and develop** program specific interventions at the medical college level with respect to development of an Adarsh Ayushman Kendra.
* **Strengthening and Coordination** with the Medical College and the Department of Medical Education for implementation of the mutually decided activities, periodic reviews and progress discussion. This would include capacity building activities across stakeholders at the medical college and district level as and when required.
* **Monitoring Learning & Evaluation:** Will be responsible to look into monitoring triggers and trends and will be required to extend program monitoring support through use of analytics and data tracking. The district coordinator will be responsible for monitoring the progress of the project on a day-to-day basis on defined indicators and submit weekly and monthly progress reports as defined by the State lead.
* **Report writing**: The Project coordinator will be supervising all the activities of the project in the district and report monthly along with progress numbers and impact insights observed. Establish process for reporting and feedback mechanisms that can feed into program insights
* Will be responsible for representing the progress, updates and gaps at the required review meetings/ forums at district and state level.

**Compensation**

A monthly compensation of INR 104,000 (Inclusive of all indirect taxes) will be paid to the Consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **May 12, 2022** to **May 11, 2023** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.