

# Job Description:

## 1-General tasks

- (Monitor is usually responsible for covering 2 nearby provinces)
- The Monitor shall assess data collection process for the TPM-teams involved in health services for annual national health facility survey in the form of balanced scorecard (BSC), semiannual health facility functionality assessments (HMIS), Drug Quality Assessment (DQA) and COVID-19 services.
- Completion of collection of questionnaires for HMIS, BSC, DQA & COVID-19.
- Monitoring of sampled facilities and households to assure that survey SOPs are applied.
- Monitoring perception of the field team performance with the clients (health facilities and community).
- Performing the services with due care, and following the rules and regulations of Particip GmbH in accordance with the best professional practices.

## 2-Tasks in detail

- Perform monitoring and evaluation of TPM-survey teams' data collection process in the assigned provinces.
- Check performance of data collection teams for HMIS, BSC, DQA and COVID-19 using monitoring check list and questionnaires.
- Perform unexpected monitoring visits during data collection by TPM teams.
- Monitor collaboration between local health officials, local communities, NGOs and TPM survey teams to ensure neutral and professional data collection process.
- Monitor proper identification of the randomly selected Health Facilities and facilitation of data collection in relevant provinces.

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- Monitor and record the solution of any problems/conflicts that rose during the data collection.
- Report to Team Leader all observed problems or important discoveries during monitoring process about the performance of TPM teams.
- Based on monitoring results assist in developing and implementation of the security plan to help ensure safety and security of field staff.
- Maintain regular communication and updating the Team Leader on the survey progress status of the field work and all field-related problems.
- Submit all the check lists and questionnaires to Particip GmbH Kabul office on regular basis (weekly).
- Submit all reports in electronic form through internet with help of tablet or smart phone.
- Keep the tablet or smart phone safe, functional and maintain the confidentiality of data collected.
- Confirm security threats for TPM teams and document them.
- Confirm inaccessibility of health facilities due to weather, security or other unexpected reasons and document them.
- Share the pictures and submit daily progress of the survey to the team leader on critical cases.
- Participate in the training sessions and field tests.
- Demonstrate integrity with the values and ethical standards of Particip GmbH and Ministry of Public Health
- Promotes the vision, mission, and strategic goals of Particip GmbH
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism.
- Perform any other tasks assigned by the team leader.