

Annexure G: ToR for the Project Technical Officer, PMU

Contractual arrangement: Regular Contract

Slot: 1

Contract duration: 12 months (with possibility of extension)

Position Level: P3B

Primary location: Thimphu

Organization: Centre for Emerging & Infectious Diseases, Royal Centers for Disease Control

Schedule: Full-time

Eligibility Criteria:

Educational Qualification:

- Master's degree in a relevant field (e.g., Public Health, Medical Sciences, or any allied health related field).
- OR
- Bachelor's degree in a relevant field (e.g., Public Health, Medical Sciences, or any allied health related field)

Desirable: training in project management in health.

Experience:

- At least five years of professional experience in project management or technical coordination.
- Strong leadership, communication, and organizational skills.

Skills/knowledge:

- Significant project management experience. Good knowledge of policies, systems, and procedures in National public health settings. Critical thinking, problem solving & creative mindset.
- Excellent interpersonal and communication skills with ability to work with a wide range of stakeholders
- A good knowledge in basic computing such as Microsoft Word, Excel, & Powerpoint.

Terms of Reference (Project Technical Officer):

Project Technical Officer shall:

1. Implement and manage technical aspects of the project, ensuring timely and high-quality implementation (in line with Project implementation framework).
2. Supervise the project team, providing guidance and mentoring.
3. Collaborate with relevant stakeholders and partners to ensure successful project delivery.
4. Prepare and review technical documents, reports, and guidelines.
5. Provide technical support and solutions to challenges faced during project implementation.
6. Monitor and evaluate project progress against the set objectives.
7. Assist in organizing training workshops and support capacity-building activities for projects.
8. Oversee compliance with ethical, safety, and regulatory standards throughout the project.
9. Organize project steering committee meetings and project technical working group meetings. Document and disseminate minutes of the meetings.
10. Assist Principal Investigator/Project team lead and the project managers ensuring that all activities align with the project objectives and are implemented efficiently and effectively.
11. Any additional relevant work assigned by the supervisor.

Expected Outcomes:

i. Effective Technical Implementation:

Timely and high-quality execution of project activities in alignment with the CRITIC project implementation framework.

ii. Strengthened Coordination Mechanisms:

Enhanced collaboration and alignment with the National TB Control Program (NTCP), Ministry of Health, and other key stakeholders.

iii. Improved Project Monitoring and Evaluation:

Robust M&E processes leading to data-driven project adjustments and improved retention across the TB Infection Cascade of Care.

iv. Capacity Strengthening:

Improved competencies among healthcare providers through well-organized training and capacity-building initiatives.

v. Compliance and Risk Management:

Ethical, regulatory, and safety standards maintained throughout the project lifecycle.

vi. Functional Governance Support:

Regular and productive meetings of the Steering Committee and Technical Working Group with clear documentation and follow-ups.

Deliverables:

i. Monthly/Quarterly Technical Reports:

Updates on progress, challenges, risks, and proposed solutions submitted to the PMU and stakeholders.

ii. Meeting Documentation:

Agendas, minutes, and action items from PMU meetings, TWG sessions, and Steering Committee meetings.

iii. Monitoring & Evaluation Reports:

Reports measuring project performance against KPIs, including dashboards or data summaries.

iv. Technical Guidelines and SOPs:

Drafted or reviewed documents supporting implementation consistency and quality control.

vi. Training Workshop Reports:

Documentation of capacity-building activities, including participant feedback and outcomes.

vii. Stakeholder Coordination Reports:

Summaries of collaborative activities and outcomes with NTCP, MoH, and international partners (e.g., ICMR, The Union).

viii. Compliance Checklists:

Documentation verifying adherence to ethical and safety standards across project activities.

ix. End-of-Year Project Review Report:

Comprehensive review of achievements, lessons learned, and recommendations for future implementation or scale-up.

Annexure H: ToR for the Data Manager, PMU

Contractual arrangement: Regular Contract

Slot: 1

Contract duration: 12 months (with possibility of extension)

Position Level: P4B

Primary location: Thimphu

Organization: Centre for Emerging & Infectious Diseases, Royal Centers for Disease Control

Schedule: Full-time

Eligibility Criteria:

Educational Qualification:

- Bachelor's/Master's degree in Data Science, Statistics, Public Health, Computer science, Biostatistics, or data related field.

Experience:

- Proven experience in data management and analysis, with expertise in data management software (e.g., SPSS, Excel, RedTape or SQL-based platforms).

Skills/knowledge:

- Strong analytical and problem-solving skills.
- Experience in health or development projects is preferred.

Terms of Reference :

Data Manager shall:

1. Manage and coordinate all aspects of data collection, entry, validation, storage and analysis for the project.
2. Design, implement, and maintain databases and digital systems to support real-time data collection and reporting across field and central levels.
3. Establish and enforce data quality assurance protocols, including periodic data audits and error-checking mechanisms.
4. Generate routine reports, dashboards, and data visualizations to track project indicators and progress.
5. Assist to develop training materials and conduct data management training for project staff.
6. Conduct statistical analyses and summarize findings and prepare regular progress reports for the project.

7. Develop training materials and conduct training workshops on data tools, entry procedures, and data use for PMU staff and field investigators.
8. Ensure full compliance with data protection laws, ethical standards, and MoH policies on data privacy and security.
9. Participate in weekly PMU-TWG and monthly PMU-NTCP coordination meetings by providing data insights and technical updates.
10. Support the Principal Investigator and Project Technical Officer in generating data-driven insights and evaluations.
11. Fulfill any other data-related duties as required by the Principal Investigator or Project Managers.
12. Any additional relevant work assigned by the supervisor.

Expected outcomes:

i. Robust Project Data Infrastructure:

Centralized, secure, and user-friendly data system tailored to project needs in place.

ii. Enhanced Data Quality and Timeliness:

Improvement in data accuracy, completeness, and real-time availability across all sites.

iii. Evidence-Based Decision-Making:

Timely generation of analytical reports to support project leadership in evaluating and adapting interventions.

iv. Capacity Strengthening:

Field and PMU staff empowered with the skills to ensure standardized and high-quality data practices.

v. Compliance with Ethical Standards:

Data practices aligned with national and international norms for confidentiality and data protection.

vi. Operational Efficiency:

Streamlined data workflows contributing to timely reporting to NTCP, MoH, and international partners (The UNION, ICMR).

Deliverables:

i. Project Data Management Plan (DMP) – outlining systems, processes, SOPs, and data flow diagrams.

ii. Functional Project Database – customized, piloted, and fully operational (REDCap) by Q1 of implementation.

Quality Reports – highlighting error rates, missing data, and corrective actions.

iv. Bi-monthly Analytical Dashboards – visual summaries of key performance indicators (KPIs).

v. Quarterly Statistical Reports – with trend analyses and actionable insights.

vi. Training Materials & Workshop Reports – including participant evaluations and capacity gaps identified.

vii. Compliance and Risk Reports – documenting data privacy adherence and mitigation of breaches.

viii. Contribution to Project Review Meetings – presentation of data during Steering Committee and TWG meetings.

ix. End-of-Year Data Summary Report – a comprehensive overview of data-driven outcomes and recommendations.

Annexure I: ToR for the Field Investigator, PMU

Contractual arrangement: Regular Contract

Slot: 2

Contract duration: 12 months (with possibility of extension)

Position Level: P4B

Primary location: Thimphu (with frequent travel to health facilities and communities)

Organization: Centre for Emerging & Infectious Diseases, Royal Centers for Disease Control

Schedule: Full-time

Eligibility Criteria:

Educational Qualification:

- Bachelor's degree in Public Health, Social Sciences, Life Sciences, or any allied health related field.

Experience:

- Previous experience in field data collection, particularly in health-related research or projects.

Skills/knowledge:

- Strong communication and interpersonal skills, with the ability to work effectively with communities and health facility staff.
- Demonstrated ability to work independently, manage time efficiently, and meet deadlines.
- Competency in Microsoft Office tools (Word, Excel, PowerPoint); familiarity with mobile data collection platforms (e.g. REDCap) is desirable.
- Ability to travel extensively to field sites, including remote and rural areas.

Terms of Reference :

Field Investigator shall:

1. Conduct structured and semi-structured interviews, household surveys, and facility-level data collection in accordance with project protocols.
2. Ensure the accuracy, completeness, and reliability of data collected through quality assurance measures.
3. Engage with local communities, patients, and health workers to explain project goals and gain trust and cooperation.

4. Maintain high ethical standards, ensuring confidentiality and informed consent processes are properly followed.
5. Participate in pre-testing and validation of data collection tools, including feedback on practical challenges.
6. Provide regular field updates to the Data Manager and Technical Officer, highlighting implementation issues or community feedback.
7. Support monitoring visits and logistics during field activities led by PMU or NTCP.
8. Assist in organizing and conducting outreach activities such as TB awareness, screening camps, and contact tracing initiatives.
9. Report any data inconsistencies, field-level barriers, or operational issues for timely troubleshooting.
10. Perform any other field duties assigned by the Principal Investigator or Project Managers.
11. Any additional relevant work assigned by the supervisor.

Expected outcomes:

1. Reliable and High-Quality Data Collection:

Field data is collected with accuracy and submitted in a timely manner to inform project decisions.

2. Enhanced Community Engagement:

Strengthened relationships with community members and health providers, leading to better participation in TB services.

3. Improved Surveillance Coverage:

Effective implementation of surveys and case-finding activities across diverse geographical and demographic settings.

4. Support for Operational Efficiency:

Field insights contribute to improving data tools, protocols, and intervention strategies.

5. Compliance with Ethical and Safety Standards:

Adherence to ethical standards in data collection, particularly in sensitive or stigmatized TB-related inquiries.

Deliverables:

i. Completed Field Survey Forms – digitized or paper-based forms submitted as per data collection schedule.

ii. Daily/Weekly Field Activity Logs – summarizing locations visited, individuals contacted, and any field incidents.

iii. Monthly Field Progress Reports – outlining key achievements, challenges, and feedback for program improvement.

iv. Pre-test and Pilot Feedback Reports – observations and recommendations during testing of data collection tools.

v. Community Engagement Records – brief documentation of outreach meetings or TB awareness events supported.

vi. Data Quality Checklists – submitted with each batch of data to ensure completeness and integrity.

vii. Attendance and Participation in Field Reviews or Training – documented evidence of engagement in capacity-building events.

viii. Final Summary Report – detailing overall field experience, outcomes achieved, and lessons learned during the contract period.

**CRITIC PROJECT
PROJECT MANAGEMENT UNIT**

**Royal Centers for Disease Control,
Wangchutaba, Serbithang,
Thimphu.**

Phone: (+975) 02-350577/350578

Email: criticbhutan_PMU@gmail.com