

Terms of Reference for Task Breakdown

National Dengue Control Unit

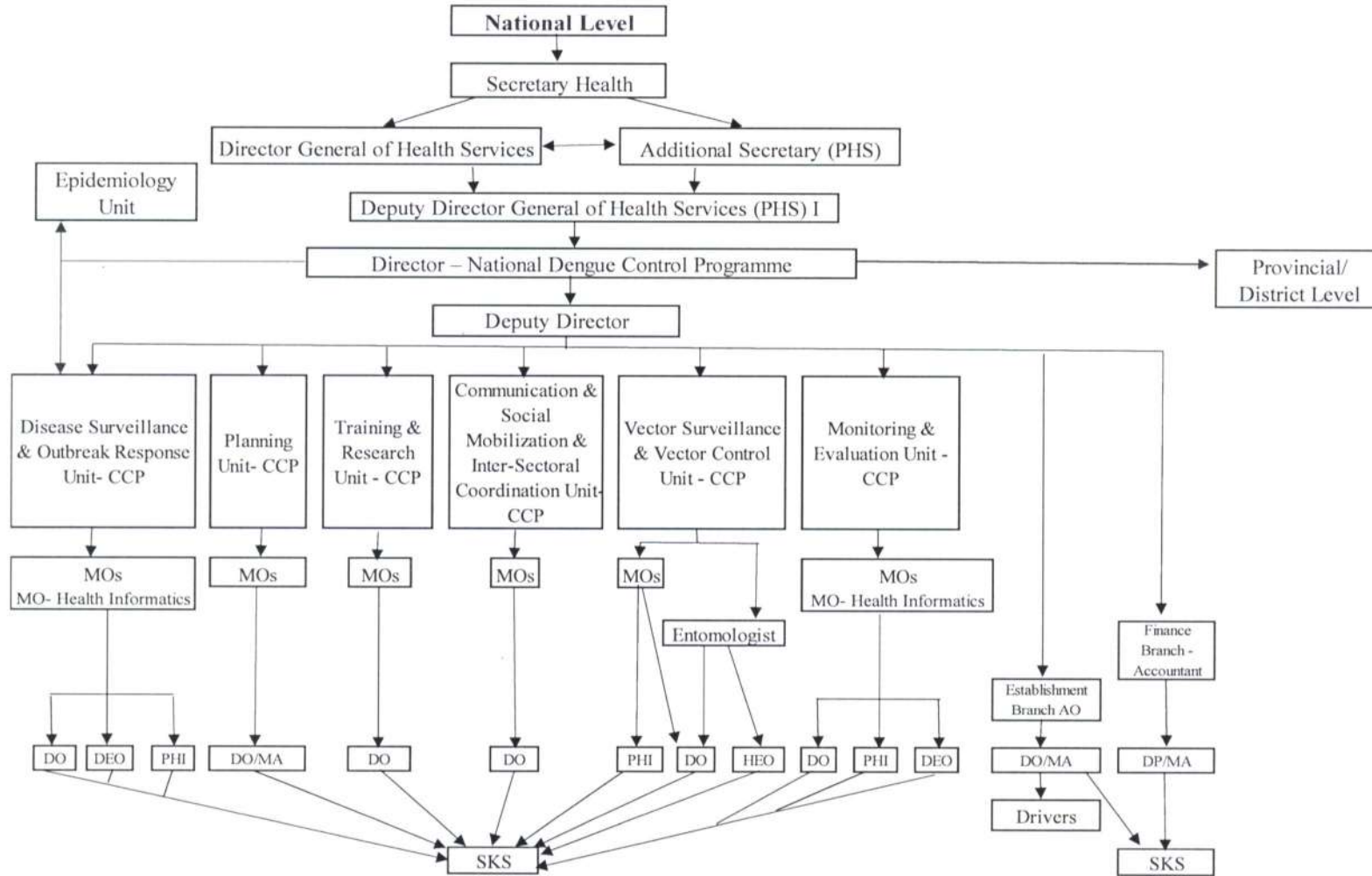


National Dengue Control Unit

Ministry of Health



Organizational Structure of the National Dengue Control Programme



*The cadre position for the Deputy Director needs to be approved and appointed.

- ❖ **The Director of the National Dengue Control Unit** is the administrative and financial authority and the authority for any other matter related to National Dengue Control Unit as the head of the unit. All the management roles, functions, responsibilities and authorities vested on Director will be applied.

Technical Staff Members of the NDCU

	Officer name	Abbreviation	Designation
1.	Dr. Nimalka Pannila Hetti	NP	Consultant Community Physician
2.	Dr. D. S. Anoja F. Dheerasinghe	AD	Consultant Community Physician
3.	Dr. Onali B. W. Rajapakse	OR	Consultant Community Physician
4.	Dr. K. A. Sunith D. Kumarapperuma	SK	Medical Officer
5.	Dr. W. M. Indika P. Weerasinghe	IW	Medical Officer
6.	Dr. Iroshini Abeysekara	IA	Medical Officer
7.	Dr. M. T. Ahmed Rikarz	AR	Medical Officer
8.	Dr. Umesha N. Prematilaka	UP	Medical Officer
9.	Dr. Thilanka D. Bandara	TB	Medical Officer
10.	Dr. Harshani Wijesena	HW	Medical Officer
11.	Dr. Ashani C. Hewage	AH	Medical Officer
12.	Dr. Priyanthi Alexis	PA	Medical Officer
13.	Mrs. M. D. Sakunthala Janaki	SJ	Entomologist
14.	Mrs. S. A. Dinusha S. Perera	DP	Entomologist

Key Units of the NDCU with Unit Heads

	Unit Name	Unit Head	Name of the Consultant
1.	Planning Unit	CCP1 * CCP2 *	Dr. Nimalka Pannila Hetti Dr. D. S. Anoja F. Dheerasinghe (WHO)
2.	Monitoring and Evaluation Unit	CCP1	Dr. Nimalka Pannila Hetti
3.	Vector Surveillance and Vector Control Unit	CCP2	Dr. D. S. Anoja F. Dheerasinghe
4.	Disease Surveillance and Outbreak response Unit	CCP2	Dr. D. S. Anoja F. Dheerasinghe
5.	Training and Research Unit	CCP3**	Dr. Onali B. W. Rajapakse
6.	Communication, Social Mobilization and Inter-sectoral Coordination Unit	CCP3	Dr. Onali B. W. Rajapakse

*CCP1 }
*CCP2 } Endposts

**CCP3 - Transferable post

Unit Members of the NDCU with Unit Head

Unit Name	Planning Unit	Monitoring and Evaluation Unit	Vector Surveillance and Vector Control Unit	Disease Surveillance and Outbreak Response Unit	Training and Research Unit	Communication, Social Mobilization and Inter-sectoral Coordination Unit
Unit Head	CCP 1 CCP2-WHO	CCP 1	CCP 2	CCP 2	CCP 3	CCP 3
Unit Members	Dr. SK	Dr. HW	Dr. IW	Dr. IW	Dr. IA	Dr. SK
	Dr. IA	Dr. AH	Dr. TB	Dr. AR	Dr. AR	Dr. AH
		Dr. PA	Mrs. SJ	Dr. UP	Dr. HW	Dr. UP
			Mrs. DP	Dr. TB	Dr. PA	

- ❖ Other technical staff categories (i.e. Public Health Inspectors and Health Entomological Officers) are assigned to relevant technical tasks.
- ❖ A Development Officer or a Management Assistant should be assigned for each unit to facilitate the tasks executed under the unit.

Task Breakdown of the Individual Units

Unit Name	Tasks
Planning Unit	<ul style="list-style-type: none"> – Develop long term, midterm, shorterterm strategic and action plans – Develop annual action plans considering relevant national and subnational requirements while adhering to five year National Action Plan 2019-2023. – Plan control activities and service expansions of national and subnational units – Plan for maximal utilisation of the available funds from GoSL and external funding organizations – Plan proactively in order to achieve targets of National Action Plan 2019-2023 and SDG targets – Organise Technical Support Group (TSG) and actively follow up the recommendations of the TSG and the Advisory Committee on Communicable Diseases – Plan to execute procurement processes timely

Unit Name	Tasks
Monitoring and Evaluation Unit	<ul style="list-style-type: none"> – Overall management, coordination, monitoring and evaluation according to the annual action plan, strategic plans and National Action Plan on Prevention and Control of Dengue 2019 – 2023 and beyond – Monitoring and Evaluation of data, data flow and databases – Develop/ update supervision formats for relevant categories, develop Terms of Reference for supervisory activities. – Develop formats and a review mechanism for district-level dengue control activities through Regional Epidemiologist. – Develop a review mechanism of vector surveillance activities at the district level through Entomologist. – Carry out a national dengue review (Epidemiological/Entomological) bianually with compiled data. – Facilitate carrying out of regular progress reviews at the central unit – NDCU for all staff categories (including the progress of achievement of action plan activities by responsible units). – Monitoring of new developments – Provincial and Regional Reviews of Dengue status – Generate bi-annual reports by compiling disease surveillance, vector surveillance and control activities and premise inspection data – Prepare other progress reports (SDG/Central bank, Budget debate), and disseminate to relevant authorities – Facilitate mortality reviews

Unit Name	Tasks
Vector Surveillance and Vector Control Unit	<ul style="list-style-type: none"> – Ensure timely performance of entomological surveys – Ensure timely collection, compilation, analysis and dissemination of entomological data and reports – Facilitate mapping of entomological survey data – Ensure laboratory facilities and laboratory supply chain management – Monitor chemical supply chain management – Planning and implementation of Special Mosquito Control Campaigns and National Mosquito Control weeks, monitoring of programme implementation and output debriefing. – Review and update Vector Surveillance and Vector Control guidelines regularly – Carry out operational research on vector dynamics and vector control, and the development of guidelines on chemical resistance

Unit Name	Tasks
Communication, Social Mobilization and Inter-sectoral Coordination Unit	<ul style="list-style-type: none"> – Identify communication needs in dengue through synthesis of evidence and expert opinion. – Develop a communication strategy for dengue including risk communication. – Develop and execute an annual communication plan. – Develop communication materials based on the evidence. – Monitor distribution and stock management of IEC material at national level – Develop and maintain a communication material library at the national level. – Organize risk communication activities including media conferences during the potential outbreak periods. – Conduct social marketing campaigns prior to impending outbreaks – Website management, Facebook page/Twitter/Instagram accounts management including promotion and posting on regular basis. – Organization of health education activities in mass media and health settings. – Coordinate with other sectors/stakeholders for strengthening dengue control through PTF

Unit Name	Tasks
Disease Surveillance and Outbreak Response Unit	<ul style="list-style-type: none"> - Ensure timely data entry into DenSys from identified sentinel sites, identify expansions required - Ensure timely collection, compilation, analysis and dissemination of epidemiological data and reports - Facilitate mapping of disease data - Ensure generation of alerts for the areas having impending outbreaks - Monitor impending outbreaks and mobilization of rapid response teams and coordination of necessary outbreak prevention activities - Continuous monitoring of outbreak response and post-evaluation - Conduct operational research on disease dynamics to generate new evidence and disseminate the findings to relevant stakeholders - Improve and monitor clinical surge capacity

Unit Name	Tasks
Training and Research Unit	<ul style="list-style-type: none"> - Local training – Identify capacity building requirements at national level, provincial/ district and divisional levels, both in curative and preventive sectors - Organizing International training programmes - Review and training on clinical guidelines - Assist in developing necessary research proposals of the other units, support in taking ethical and administrative clearances for those proposals and once the research is completed, disseminate the results to relevant authorities - Service delivery analysis and identify areas for development - Capacity building on Dengue based research - Development of summary notes based on the Dengue research studies in Sri Lanka, consultative meetings and, technical reports for the website and Facebook page - Organise and conduct the research committee to identify research priorities - Provide training and resources, and dissemination of new research findings among stakeholders

Approved

DDG PHS 1 - Ministry of Health

Deputy Director General (Public Health)
Ministry of Health
Colombo.

Date 03/12/2020