



PLATFORM TANZANIA

INTERVENTION COORDINATION AND IMPLEMENTATION POLICY (ICIP)

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PART I

INTRODUCTION

1. Introduction

Platform Tanzania recognizes that effective intervention coordination and implementation of its mission at all levels is crucial. This policy provides a clear framework to guide the operations of the regional, district, school and community-based Intervention coordination and implementation committees in delivering programs with consistency, efficiency, transparency, and accountability.

2. Purpose

The purpose of the ICIP is to establish a standardized and participatory mechanism for managing and coordinating the implementation of Platform Tanzania intervention programs through regional, district, school, and community outreach platforms.

3. Scope of the Policy

- (1) This policy applies to;
 - (a) The Zonal and regional managers
 - (b) The Regional Intervention Coordination and Implementation Committees (RICIC)
 - (c) The District Intervention Coordination and Implementation Committees (DICIC)
 - (d) The School and Community Intervention Coordination and Implementation Committees (SCICIC)

PART II

THE ZONAL AND REGIONAL MANAGERS (ZRM)

4. Zonal Managers

- (1) There shall be six (6) zonal managers recruited by the Platform Tanzania Executive Director, who shall;
 - (a) Serve as primary coordinators and supervisors of ICIP implementation.



5. Qualifications of Zonal Managers

- (1) For one to be a zonal manager, one shall;
 - (a) Have a bachelor degree or above in health, education, social sciences or other related fields;
 - (b) Possess at least five years of work experience in school and community-based health institutions;
 - (c) Possess high levels of organizational leadership, project planning, management, and implementation skills;
 - (d) Be committed to serve the mission of Platform Tanzania with clear performance goals and creativity.

6. Duties of Zonal Managers

- (1) The duties of a zonal Manager shall be;
 - (a) To establish, supervise, and provide technical and operational support to RICICs, DICICs, and SCICICs;
 - (b) Ensure alignment with Platform Tanzania strategic plan, and other policies;
 - (c) To manage the activities of the regional managers;
 - (d) To monitor and evaluate the regional intervention programmes;
 - (e) To enhance the implementation of school and community-based sexual and reproductive health intervention strategies for adolescents in regions;
 - (f) To mobilize human, material, and financial resources in regions;
 - (g) To receive, edit, approve, and submit the RICIC annual budget, quarterly and annual income, expenditure, and implementation reports to the Executive Director;
 - (h) To prepare and submit the zonal annual budget, quarterly and annual income, expenditure, and implementation reports to the Executive Director;
 - (i) Report to the Executive Director on progress, challenges, and outcomes.
 - (j) Other duties of a zonal manager shall be determined by the Executive Director.

7. Regional Managers

- (1) There shall be regional managers recruited by the Executive Director;
- (2) The regional managers shall be the in-charge officers of regional operations.

8. Qualifications of Regional Managers

- (1) For one to be a regional manager, one shall;
 - (a) Have a bachelor degree in health, education or other related fields;
 - (b) Possess at least three years of work experience in school and community institutions;
 - (c) Possess high levels of leadership, project planning, management, and implementation skills;
 - (d) Commitment to serve the purpose of Platform Tanzania with clear performance goals and creativity.

9. Duties of Regional Managers

- (1) The duties of a Regional Manager shall be;
 - (a) To establish and supervise districts intervention coordination and implementation committees;
 - (b) To recruit volunteers and strengthen existing staff;



- (c) To mobilize human, material, and financial resources;
- (d) To identify and prioritize the most vulnerable adolescents, schools, and communities which should be targeted in districts;
- (e) To advocate for school health policy implementation and reforms in regions and districts;
- (f) To link with other NGOs and professionals with similar objects in the Region to promote the objectives of Platform Tanzania;
- (g) To provide technical support to teachers, parents, local government officials, families, and community members;
- (h) To design, implement, monitor, and evaluate the RICIC and DICIC activities;
- (i) To receive, edit, approve, and submit the DICIC quarterly and annual income and expenditure reports to the Zonal Manager;
- (j) To prepare and submit the regional annual budget, quarterly and annual income, expenditure, and implementation report to the Zonal Manager;
- (k) Other duties of a regional manager shall be determined by the Zonal Manager.

PART III

REGIONAL INTERVENTION COORDINATION AND IMPLEMENTATION COMMITTEES

10. Regional Intervention Coordination and Implementation Committee (RICIC)

- (1) There shall be established regional intervention coordination and implementation committee in each region of Tanzania Mainland, which shall be known by its acronym as “RICIC”. RICIC leaders must be civil servants in either health or education institutions in that particular region.

11. Composition of the RICIC

- (1) The RICIC shall consist of;
 - (a) Chairperson;
 - (b) Secretary;
 - (c) Treasurer;
 - (d) Members;
 - (e) Volunteers.

12. The Leaders of the RICIC

- (1) The leaders of RICIC shall be the chairperson, the secretary, and the treasurer;
- (2) Leaders of the RICIC shall be civil servants in either health or education institutions in a particular region;
- (3) They shall be the heads of the RICIC operation activities;
- (4) They shall report to ZRM;
- (5) Other functions and duties of RICIC leaders shall be determined by ZRM.

13. Election of RICIC Leaders

- (1) In every quarter of the election year, members in every region shall elect RICIC leaders in accordance with the Platform Tanzania general election rules and regulations.



14. Functions of the RICIC

- (1) The functions of the RICIC shall be;
 - (a) To mobilize resources (human, physical, and financial);
 - (b) To activate and strengthen the district intervention coordination and implementation committees;
 - (c) Prepare and submit the quarterly and annual income and expenditure reports;
 - (d) Prepare and submit the annual funding budgets;
 - (e) To perform other duties as directed by ZRM.

PART IV

THE DISTRICT INTERVENTION COORDINATION AND IMPLEMENTATION COMMITTEES

15. The District Intervention Coordination and Implementation Committee

- (1) There shall be established District Intervention Coordination and Implementation Committees, which shall be known by its acronym as “DICIC”.

16. Composition of DICIC

- (1) The DICIC shall consist of;
 - (a) Chairperson;
 - (b) Secretary;
 - (c) Treasurer;
 - (d) District Coordinator;
 - (e) Members;
 - (f) Volunteers.

17. Leaders of DICIC

- (1) The leaders of DICIC shall be the chairperson, the secretary, and the treasurer;
- (2) Leaders of the DICIC shall be civil servants in either health or education institutions in a particular district;
- (3) They shall be the heads of the DICIC operation activities;
- (4) They shall report to the Regional Manager;
- (5) Other functions and duties of DICIC leaders shall be determined by ZRM.

18. Election of DICIC Leaders

- (1) In every quarter of the election year, members in every district shall elect DICIC leaders in accordance with the Platform Tanzania general election rules and regulations.

19. Functions of DICIC

- (1) The functions of the DICIC shall be;
 - (a) To mobilize resources (human, physical, and financial);
 - (b) To activate and strengthen the School Intervention Coordination and Implementation Committees;
 - (c) Prepare and submit the quarterly and annual income and expenditure reports;
 - (d) Prepare and submit the annual funding budgets;



- (e) Conduct capacity building of both health professionals and educators at the local government levels;
- (f) To register members on behalf of the Board;
- (g) To design and implement Coordination outreach programmes;
- (h) To perform other duties as directed by the Regional Manager.

PART V

THE SCHOOL AND COMMUNITY INTERVENTION COORDINATION AND IMPLEMENTATION COMMITTEE

20. The School and Community Intervention Coordination and Implementation Committee

- (1) There shall be established School Intervention Coordination and Implementation Committees, which shall be known by its acronym as “SCICIC”
- (2) Leaders of the SICIC shall be civil servants in either health or education institutions in a particular district.

21. Composition of SCICIC

- (g) The SCICIC shall consist of;
- (f) Chairperson;
- (g) Secretary;
- (h) Treasurer;
- (i) Members;
- (j) Volunteers.

22. Leaders of SCICIC

- (1) The leaders of SCICIC shall be the chairperson, the secretary, and the treasurer;
- (2) Leaders of the SCICIC shall be civil servants in either health or education institutions in a particular district;
- (3) They shall be the heads of the SCICIC operation activities;
- (4) They shall report to the District Coordinator;
- (5) Other functions and duties of SCICIC leaders shall be determined by the district coordinator as directed by ZRM.

23. Election of SCICIC Leaders

- (1) In every quarter of the election year, members in every district shall elect DICIC leaders in accordance with the Platform Tanzania general election rules and regulations.

24. Functions of SCICIC

- (1) The functions of the SCICIC shall be;
- (a) To mobilize resources (human, physical, and financial);
- (b) To activate and strengthen the School and Community-based SRH intervention programmes;
- (c) Prepare and submit the quarterly and annual implementation reports;
- (d) Prepare and submit the quarterly and annual income and expenditure reports;



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- (e) Prepare and submit the annual funding budgets;
- (f) To register members on behalf of the Board;
- (g) To design and implement Coordination outreach programmes;
- (h) To perform other duties as directed by the Regional Manager;
- (i) Present the school SRH programme agenda to the ward executive development committee meetings;
- (j) Monitoring and evaluation of the implementation of intervention programmes at the school level;
- (k) Organizing community capacity building and participation events and programmes.