

## **Terms of reference (TOR) for Recruitment of a pre-intern medical graduate on temporary basis to support UNICEF sponsored activities to develop BCC material and other maternal nutrition care related activities, at Family Health Bureau in 2025**

### **Background**

The previous maternal care guide, which was used by the healthcare providers in Sri Lanka, was published in 2011. It was replaced with the Basic Maternal Care manual, that includes the components of the existing Maternal and Child Health Policy of Sri Lanka, National Action Plan on Maternal and Newborn Health, new evidence-based knowledge on managing pregnant and postnatal women in order to improve the quality of care provided at the antenatal, intra-natal and post-natal periods, as well as national targeting shift of non-specialized healthcare institutions. The Maternal Care Unit of Family Health Bureau in collaboration with other stakeholders, who manage pregnant and post-natal women, prepared the new Manual for Healthcare Providers, with the financial assistance of UNICEF. The Sinhala and English manuals were distributed to healthcare institutions island-wide and the Tamil version will be distributed soon, once printed.

All the healthcare providers who manage pregnant and postnatal mothers (which include, the Medical Officers of Health and other field health staff, staff of non-specialized hospitals including the Medical Officers, Nurses and Institutional Midwives) need to be trained on the updated content of the new Manual for Healthcare Providers on Basic Maternal Care. The training has already been done for master trainers from the districts and the Regional Directorates of Health Services (RDHS) are expected to train the healthcare staffs that are providing care to pregnant and postnatal mothers using the master trainers. A section of this district in Sinhala speaking areas has already being trained. Behavior Change Communication (BCC) materials including presentations, flip charts, posters, flashcards, and digitalization of maternal weight monitoring charts are required to compliment the training of the healthcare staff.

Sri Lanka is currently experiencing a double burden of malnutrition. Prevalence of low body-mass index among pregnant women in their first trimester has declined marginally from 15.5% in 2019 to 14.7% in 2023. In contrast, there has been a marked increase in overweight from 29.9% in 2019 to 33.3% in 2021 and over the years it has continued to increase.

Gestational weight gain has a significant impact on the health and nutritional status of both the mother and the baby. As per the survey conducted during the nutrition month 2023 and 2024 it was

found that 23.9% of pregnant women in 2023 and 26.0% in 2024 had achieved more than the recommended gestational weight gain while 38.9% of pregnant women in 2023 and 38.1% in 2024 had gained less than the recommended weight gain during pregnancy. There was a significant relationship between the poor gestational weight gains with the low birthweight and small for gestational age of the babies they delivered in both years. Therefore, it was decided to develop a resource package to prevent maternal malnutrition (under and over nutrition).

### **Activity**

It was decided to develop presentations, flip charts, posters, flashcards and digitalize maternal weight monitoring charts required to introduce the revised Basic Maternal Care manual to the field health staff and to develop a resource package to prevent maternal malnutrition (under and over nutrition).

A fulltime officer with a medical background with skills of coordination & analysis is needed for a period of 6 months starting from May 2025 at the Maternal Care Unit of FHB for the proposed work, as the existing staff is fully engaged with routine work.

A pre-intern medical graduate is required to attend to following duties and responsibilities, for a period of six (6) months in Maternal Care Unit of Family Health Bureau.

### **Duties and responsibilities**

- To assist the development of presentations, flip charts, posters, flashcards, digitalization of maternal weight monitoring charts required to introduce the revised Basic Maternal Care guide to the health staff
- To assist the development of a resource package to prevent maternal malnutrition (under and over nutrition)
- Performing any other task assigned by the Director (Maternal and Child Health) or his representative

### **Desired qualifications and experience for the post**

- Pre-intern medical graduate with M.B.B.S. or equal qualifications.
- Ability to work with Microsoft Office applications and other software
- Good command of English and Sinhala and/or Tamil languages.
- Excellent communication skills

### Duration

For a period of six (6) months (May 2025 – October 2025)

### Nature of work:

- **Full time/ part time** : Full time
- **No of days per week** : Five (5) days (should be willing to work during the weekend, if required)
- **Place of work** : Family Health Bureau (should be willing to travel, if required)
- **Working hours per day** : Eight (8) hours - 8.30 am to 4.15 pm (should be willing to work extra hours, if required)

**Monthly remuneration:** LKR. 86,180.00 ( Basic Salary - LKR. 68,380.00 plus Cost of Living Allowance – LKR. 17,800.00)

### NB :

- The selection of pre-intern medical graduate will be conducted via interviews, with final decisions made by the Family Health Bureau, Ministry of Health.
- The pre-intern medical graduate is eligible only for the benefits specified by the Ministry of Health or the funding agency, with no additional privileges or claims.
- The Director (Maternal and Child Health) reserves the right to adjust or amend the scope of work as needed.

  
Director (Maternal and Child Health)

Dat: 5/4/2025

  
Dr. S.S.P. Godakandage  
Coordinating Consultant

Date : 4/4/2025

**Dr. Chandima Siritunga**  
MBBS, MSC, MD Community Medicine  
Director Maternal and Child Health  
Family Health Bureau



## ADVERTISEMENT

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Candidates are requested to email a completed CV including copies of relevant documents, and contact details before 22.04.2025 to [fhbmaternalcare@gmail.com](mailto:fhbmaternalcare@gmail.com)

**Salary calculation for recruitment of a pre-intern medical graduate on temporary basis to support UNICEF sponsored activities to develop BCC material and other maternal nutrition care related activities, at Family Health Bureau in 2025**

| <b>Basic Salary/ Monthly Allowance</b> | <b>Cost of Living Allowance</b> | <b>Total</b>  |
|----------------------------------------|---------------------------------|---------------|
| LKR.68,380.00                          | LKR. 17,800.00                  | LKR.86,180.00 |

The above is calculated based on the Public Administration Circular: 10/2025 dated 25.03.2025 and Public Administration Circular: 03/2024 dated 10.01.2024.

Activities to be completed by the Pre-Intern Medical Graduate recruited on temporary basis to support the UNICEF sponsored activities to develop BCC material and other maternal nutrition care related activities, at Family Health Bureau in 2025

**Gantt chart**

| Task                                                       | Time frame |           |           |             |                |              |
|------------------------------------------------------------|------------|-----------|-----------|-------------|----------------|--------------|
|                                                            | May 2025   | June 2025 | July 2025 | August 2025 | September 2025 | October 2025 |
| Organizing consultative meetings with the stakeholders     |            |           |           |             |                |              |
| Drafting BCC materials                                     |            |           |           |             |                |              |
| Drafting resource package to prevent maternal malnutrition |            |           |           |             |                |              |