

**Government of the People's Republic of Bangladesh**  
**Ministry of Health & Family Welfare**  
**Quality Improvement Secretariat**  
[www.qis.gov.bd](http://www.qis.gov.bd)

**Guideline for DP/NGO Collaboration for Quality Improvement**

1. Selected DP/NGO members will be responsible to support the selected division /district QIC ( Both Organizational & Facility level)
2. Facilitate holding regular QIC monthly meeting by contacting with the president of /members secretary/focal person of the QIC according to TOR in a coordinated way.
3. Structured coordination with the divisional coordinator for holding QI meeting, capacity development of the different service providers on QI and also holding different QI workshop orientation.
4. Proper engagement in reviewing the decision of previous QI committee meeting and performance review including the implementation of decision.
5. Provide secretarial & technical support specially analysis the statistical data and other desktop review.
6. Sending performance review findings in their specific areas / institution in a designed format in a regular interval, (3month) on the basis of observation with the service providers and clients through exit interview.
7. Assist /Facilitate member secretary of the committee
8. Liaison with the divisional Resource pool members for conduction of Quality Improvement related training.
9. Regular sending the monitoring report to QIS/DGHS/divisional director/ Super/ CS by using specific report template
10. Provide TA to QIC for using the TAB for updating Facilities Level Indicators(FLI) in DHIS 2
11. Can share any innovative ideas / scientific update/ proposal for the improvement of QI activities to local authority/ QIS