

Terms of Reference

Name of the Position : **Senior Consultant – Infrastructure Development**

National Health Mission, Assam in the coordination with World Bank Funded Project is seeking applications from qualified candidates for the above mentioned post in the **Programme Implementation Unit (PIU)** purely on contractual basis.

Qualification:

- i. B.E. or B. Tech in Civil Engineering
- ii. M.E. / M Tech (Civil engineering - Structure) or Post Graduate Diploma in Construction Management or MBA (Construction Management) from recognized University/IIM/IIT/NIT.

Minimum Experience:

5 years' experience in structural design of hospital buildings, planning, tendering, execution and contract management of civil works including allied works for large sized/ multi storied building or hospital projects.

Desirable Experience:

Experience of handing National Health Mission Infrastructure Projects – Programme Implementation Plans (PIPs), Central/State/UT Government civil construction projects/ health facilities related projects including arbitration proceedings between construction agency & Department and knowledge of working with projects covered under CPWD/State PWD's procedures, manual & specifications.

Roles & Responsibilities:

Work responsibilities would include, but not confined to the following:

- a) To examine/review concept plan(s)/ Detailed Project Report(s)/ estimates received in PIU and make necessary suggestions/ recommendations as advice;
- b) To examine/review tender documents(s) for civil works and submit advice;
- c) To examine all technical issues related to and arising during implementation of civil works in NHM Projects and submit advice;
- d) To assist and to render advice in evaluation of specifications and in quality assurance;
- e) To evaluate work progress against planned schedule and review/revise construction scheduling and submit advice accordingly;
- f) To identify potential problem areas, likely cause of delay/slippage and suggest preventive and contingent action and submit advice;
- g) To examine State Programme Implementation Plan (PIPs) / District Proposals and offer inputs/Comments/recommendations for submission to EC / GB of the SHS for onward submission to GOI MOHFW for approval.
- h) State Common Review Mission (CRM), as a part of the team engaged in the task and monitoring/reviewing Districts' health system of infrastructure strengthening in the State;
- i) To carry out any other and all tasks as may be assigned by NHM Authority.

Contract Period:

The candidate selected after a short-listing process including personal interview of short-listed candidates, would be considered for engagement purely on contract basis initially for a period of one year, extendable subject to satisfactory performance.

No. of Position: One only.

Location: Guwahati

Age Limit: 62 years (As on last date of receiving application)

Need to travel to different parts of the States for monitoring and supervisions of projects.

Remuneration Range: Between Rs 90,000/- to Rs 150,000/- per month. Remuneration shall be negotiable and decided based on the qualification and experience of the candidate.

***The Selected Candidate will be required to join within 15 days of issuance of Offer.**

How to apply: Candidates are requested to fill the online application correctly which is available on the NHM Assam website (<https://nhm.assam.gov.in>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is __ - ____-2023.

Terms of Reference

Name of the Position : Junior Consultant – Infrastructure Development

National Health Mission, Assam in the coordination with World Bank Funded Project is seeking applications from qualified candidates for the above mentioned post in the **Programme Implementation Unit (PIU)** purely on contractual basis.

Qualification:

- i. B.E. or B. Tech in Civil Engineering
- ii. M.E. / M Tech (Civil engineering - Structure) or Post Graduate Diploma in Construction Management or MBA (Construction Management) from recognized University/IIM/IIT/NIT.

Minimum Experience:

2 years' experience in structural design of hospital buildings, planning, tendering, execution and contract management of civil works including allied works for large sized/ multi storied building or hospital projects.

Desirable Experience:

Experience of handling National Health Mission Infrastructure Projects – Programme Implementation Plans (PIPs), Central/State/UT Government civil construction projects/ health facilities related projects including arbitration proceedings between construction agency & Department and knowledge of working with projects covered under CPWD/State PWD's procedures, manual & specifications.

Roles & Responsibilities:

Work responsibilities would include, but not confined to the following:

- a) To examine/review concept plan(s)/ Detailed Project Report(s)/ estimates received in PIU and make necessary suggestions/ recommendations as advice;
- b) To examine/review tender documents(s) for civil works and submit advice;
- c) To examine all technical issues related to and arising during implementation of civil works in NHM Projects and submit advice;
- d) To assist and to render advice in evaluation of specifications and in quality assurance;
- e) To evaluate work progress against planned schedule and review/revise construction scheduling and submit advice accordingly;
- f) To identify potential problem areas, likely cause of delay/slippage and suggest preventive and contingent action and submit advice;
- g) To examine State Programme Implementation Plan (PIPs) / District Proposals and offer inputs/Comments/recommendations for submission to EC / GB of the SHS for onward submission to GOI MOHFW for approval.
- h) State Common Review Mission (CRM), as a part of the team engaged in the task and monitoring/reviewing Districts' health system of infrastructure strengthening in the State;
- i) To carry out any other and all tasks as may be assigned by NHM Authority.

Contract Period:

The candidate selected after a short-listing process including personal interview of short-listed candidates, would be considered for engagement purely on contract basis initially for a period of one year, extendable subject to satisfactory performance.

No. of Positions: Two only.

Location: Guwahati.

Need to travel to different parts of the States for monitoring and supervisions of projects.

Age Limit: 62 years (As on last date of receiving application)

Remuneration Range: Between Rs 60,000/- to Rs 120,000/- per month. Remuneration shall be negotiable and decided based on the qualification and experience of the candidate.

***The Selected Candidate will be required to join within 15 days of issuance of Offer.**

How to apply: Candidates are requested to fill the online application correctly which is available on the NHM Assam website (<https://nhm.assam.gov.in>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is __-____-2023.

Terms of Reference

Name of the Position : Procurement Consultant

National Health Mission, Assam in the coordination with World Bank Funded Project is seeking applications from qualified candidates for the above mentioned post in the **Programme Implementation Unit (PIU)** purely on contractual basis.

Qualification:

Graduate in any discipline from a recognized University with PG Degree / Diploma in Procurement/ Supply Chain Management.

Minimum Experience:

More than 5 years' experience in managing procurement and supply management, preferably of drugs & other health care commodities.

Desirable Experience:

Experience in Public Health programme at national/ state / District level.
Experience of working with donor agencies like WB, ADB etc. would be an added advantage.
Working knowledge of computers.
Formal educational qualification, experience and age could be relaxed for exceptional candidates.

Roles & Responsibilities:

Work responsibilities would include, but not confined to the following:

- 1) Support SPMU, NHM and respective Programme Divisions of the implementing agencies and assist in all aspects of procurement including planning, drafting bid documents, bid evaluation, preparing award recommendation, contract drafting & signing, handling **DVDMS** portal, liaising with procurement agents of the NHM, liaising with national as well as international agencies and embassies, Monitoring, and reporting on procurement & contract management and conducting post procurement reviews (PPR)
- 2) Use of Systematic Tracking of Exchanges in Procurement (STEP) portal a key platform for planning and executing procurement under World Bank funded projects. Similarly, use of the State specific e-Procurement GEM Portal as well as www.etenders.gov.in.
- 3) Preparation of procurement plan in consultation with Implementing agencies and uploading on STEP/GEM Portal/ etenders Portal/ any other portal as applicable.
- 4) Cost estimation of planned procurements, identification of appropriate method of procurement, preparation of bidding documents as per the regulations, uploading of documents on the portal and handling of e-procurement portals as applicable.
- 5) Preparation of Bid Evaluation Report (BER), contract drafting, monitoring & Reporting on procurements
- 6) For procurements from other states & if required, abroad- liaison with other states' stakeholders, international agencies and Indian missions for procurements, contract document preparation and contract management.
- 7) Contract management: Post award contract management, change proposal, payments issues, performance securities issues, monitoring & Reporting of overall progress etc., as assigned.
- 8) Provide quarterly status of all the Procurement and status of their execution as on date.
- 9) Procurement Agent- Preparation of TOR for recruitment of Procurement Agent, onboarding of Procurement Agent after selection including training and handholding.
- 10) Compilation of data about procurement handled by all the implementing agencies under the Project including stock monitoring
- 11) Coordination with various creditors procurement team on other related matters
- 12) Undertake any other activities / tasks as assigned by the NHM authority.

Contract Period:

The candidate selected after a short-listing process including personal interview of short-listed candidates, would be considered for engagement purely on contract basis initially for a period of one year, extendable subject to satisfactory performance.

No. of Position: One only.

Location: Guwahati

Age Limit: 62 years (As on last date of receiving application)

Remuneration Range: Between Rs 75,000/- to Rs 150,000/- per month. Remuneration shall be negotiable and decided based on the qualification and experience of the candidate.

***The Selected Candidate will be required to join within 15 days of issuance of Offer.**

How to apply: Candidates are requested to fill the online application correctly which is available on the NHM Assam website (<https://nhm.assam.gov.in>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is __-____-2023.

Terms of Reference

Name of the Position : **Consultant (Quality)**

National Health Mission, Assam in the coordination with World Bank Funded Project is seeking applications from qualified candidates for the above mentioned post in the **Programme Implementation Unit (PIU)** purely on contractual basis.

Qualification:

Shall possess MBBS/BDS/BAMS/BHMS/Nursing/B. Pharma degree with Two years' full-time Post graduate degree in Hospital Management/ Public Health from a reputed institute:

Minimum Experience:

3 years' post-qualification experience.
At least One years' experience of implementation of National Quality Assurance Standards (NQAS) at the State/District level.

Desirable Experience:

Working knowledge of computers. Knowledge of MS Office (Excel, PowerPoint, Word, Outlook etc.)
Formal educational qualification, experience and age could be relaxed for exceptional candidates.

Roles & Responsibilities:

Work responsibilities would include, but not confined to the following:

- 1) Review the contemporary literature and programme guidelines and examine the existing measurement system (ME & checkpoints) under the NQAS, LaQshya, MusQan, Kayakalp and Patient Safety Tool for implementation at the State Level.
- 2) Support the State / Districts with Implementation of NQAS, LaQshya, MusQan, Kayakalp and Patient Safety Tools.
- 3) Development of Resource Material as per State Specific needs and Conduct trainings in the State / District level
- 4) Analysis of key performance indicators, outcome indicators and plan further to strengthen the gaps observed during the analysis.
- 5) To undertake certification of health institutions
- 6) Support in conduct of the national level assessments in the identified districts from receipt of application till result declaration.
- 7) To monitor all certification related activities and ensure completion of activities in timebound manner.
- 8) Status of assessed facilities.
- 9) Liaison with MoHFW officials, empanelled external assessors, Quality Experts, State / District QA nodal officers for effective management of certification activities.
- 10) Manage the data generated for preparation of fact sheets/ data sets for analysis and putting up for state level review.
- 11) Coordination for Internal Assessors as well as for National level External Assessors Training.
- 12) Management of pool of Internal Assessors as well as Empaneled External Assessors.
- 13) Undertake any other activities / tasks as assigned by the NHM authority.

Contract Period:

The candidate selected after a short-listing process including personal interview of short-listed candidates, would be considered for engagement purely on contract basis initially for a period of one year, extendable subject to satisfactory performance.

No. of Position: One only.

Location: Guwahati. May need to undertake travels to the different parts of the State and Districts as per need.

Age Limit: 50 years (As on last date of receiving application)

Remuneration Range:

Between Rs 75,000/- to Rs 150,000/- per month. Remuneration shall be negotiable and decided based on the qualification and experience of the candidate.

***The Selected Candidate will be required to join within 15 days of issuance of Offer.**

Other Benefits:

In addition to the remuneration mentioned above, Consultant will be entitled to Free Accidental insurance, Mobile bills reimbursement, 30 days Consolidated leave, fully paid Maternity leave (For Female Consultants) as per Government of Assam policy, performance linked increments, TA/ DA and per diem for on-duty visits.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHM Assam website (<https://nhm.assam.gov.in>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is __-____-2023.

Terms of Reference

Name of the Position : **Consultant (Maternal and Child Health)**

National Health Mission, Assam in the coordination with World Bank Funded Project is seeking applications from qualified candidates for the above mentioned post in the **Programme Implementation Unit (PIU)** purely on contractual basis.

Qualification:

- MBBS with public health post graduate qualifications and 5+ years of working experience out of which 3-4 years relevant experience in management of RCH related programmes. Familiarity with the public health system, and relevant government policies/ strategies, particularly National Health Mission and State Health Societies
OR
- Non-MBBS (but with relevant degree BDS/BAMS/BHMS/MSW/Masters in social sciences / Para medical) with Public Health post graduate qualification with 7 + years of working experience in public health, out of which 3-4 years relevant experience in management of RCH related programmes. Familiarity with the public health system, and relevant government policies/ strategies, particularly National Health Mission and State Health Societies

Desirable Experience / Skills:

- The applicant should be conversant with the use of computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health program at field level/ working in strengthening of district level health systems.
- Willingness to travel to districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
- Preference will be given to candidates who have worked in NHM / RCH at National or State level.
- Formal educational qualification and experience could be relaxed when there is published work of high quality or whenever there is work experience of specific relevance.

Roles & Responsibilities:

Work responsibilities would include, but not confined to the following:

- 1) To assist Maternal Health Division and Child Health Division in monitoring implementation of Reproductive and Child Health (RCH) Program with respect to JSSK and capacity building of service providers.
- 2) Developing state specific technical guidelines and protocols for improving service delivery related to mother and new-born including newer guidelines such as Calcium Supplementation in pregnancy, Deworming in pregnancy, etc.
- 3) Monitoring implementation of Janani Shishu Suraksha Karyakram (JSSK) in the State and Districts
- 4) Monitoring of anaemia and issues on maternal and child health in tribal areas.
- 5) Based on the information through HMIS etc./ reports/ field visits assess/ identify gaps at various levels particularly with reference to operationalization of FRUs, 24hr PHC and strengthening of other delivery points, training and other RCH Interventions especially in the high focus states and high priority districts
- 6) Guiding creation of Mother & Child Health wings at high case load delivery points.

- 7) Monitoring and implementation of Maternal Health Skilled based trainings for Medical Officers such as Life Saving Anaesthetic Skills(LSAS), Emergency Obstetric Care(EmOC) and Skilled Birth Attendant(SBA) Training programs
- 8) Data Analysis and Monitoring including HMIS and RCH. Based on the information through HMIS /reports/ field visits assess/ identify gaps at various levels.
- 9) Submit periodic reports on above and suggest actions required at State level to fill the gaps within the approved RCH, State Program Implementation Plan (SPIP)
- 10) Regular follow up with State Government and Districts on the progress made to fill up the gaps.
- 11) Periodic field visits to support Districts in implementation of MH and CH interventions
- 12) Miscellaneous – PIPs, technical Inputs, Supportive supervision
- 13) Any other work assigned within the MH and CH framework Outputs Time bound actions and reports for all the tasks in the TORs, or as assigned by the Maternal Health / Child Health Division from time to time and submission of monthly reports of work done
- 14) Undertake any other assignments, which may be assigned from time to time by the NHM authority.

Contract Period:

The candidate selected after a short-listing process including personal interview of short-listed candidates, would be considered for engagement purely on contract basis initially for a period of one year, extendable subject to satisfactory performance.

No. of Position: Two only.

Location: Guwahati. May need to undertake travels to the different parts of the State and Districts as per need.

Age Limit: 50 years (As on last date of receiving application)

Remuneration Range:

Between Rs 75,000/- to Rs 150,000/- per month. Remuneration shall be negotiable and decided based on the qualification and experience of the candidate.

***The Selected Candidate will be required to join within 15 days of issuance of Offer.**

Other Benefits:

In addition to the remuneration mentioned above, Consultant will be entitled to Free Accidental insurance, Mobile bills reimbursement, 30 days Consolidated leave, fully paid Maternity leave (For Female Consultants) as per NHM, Assam policy, performance linked increments, TA/ DA and per diem for on-duty visits.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHM Assam website (<https://nhm.assam.gov.in>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is __-____-2023.