



GOVERNMENT OF ASSAM

**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)
4TH FLOOR, NAYANTARA SUPERMARKET, SIXMILE, GUWAHATI-781022**

**STATE HRH and Nursing EDUCATION SPECIALIST
TERMS OF REFERENCE (ToR)**

A. BACKGROUND AND OBJECTIVES OF THE PROJECT

(a) The Assam Health Infrastructure Development & Management Society (AHIDMS) has been created under the Medical Education & Research Department, Government of Assam (GoA), headed by Hon'ble Health Minister as Chairman and Senior Most Secretary, Medical Education & Research Department, GoA as the Member Secretary of the Governing Body. The Project Management Unit (PMU) is headed by a Project Director (PD). The key mandate of the Society is to function as an apex autonomous body of the GoA for monitoring, coordination and/or implementation of JICA, World Bank and any other Externally Aided Project (EAP).

(b) AHIDM society have taken initiative to implement Assam State Secondary healthcare Initiative for Service delivery Transformation (ASSIST) Project with financial and technical support from the World Bank. The project aims to strengthen management capacity, access and quality of health care in secondary healthcare hospitals in Assam. The project will target investments towards health care facilities and locations across the state over the six-year project duration where the demand for health services is high and required capacities are in place to maximize the impact of the project. The project aims to address critical gaps in Assam's secondary healthcare system to enhance its performance to optimum levels by implementing interventions under following two components:

Component 1: Improve governance and management capacity of health systems at the state and district level

Component 2: Improve quality and coverage of secondary health care services

Under component 1, results-based financing will be adopted to strengthen governance and management capacity of directorates and other state level entities for improved efficiency. At the district level, the IPAs will focus on strengthening the planning function of District Health Societies in areas of Human Resources for Health (HRH) allocation, infrastructure development, supporting improved quality of processes-outcomes and enhancing autonomy and accountability.

With this background, the project intends to hire a **State HRH and Nursing education Specialist** as a member of the Project Management Unit (PMU), to support the education sector in the field of Nursing and Dental education in the State.

B. OBJECTIVE(S) OF THE ASSIGNMENT

The objective of the assignment is to provide technical support to ASSIST to strengthen the state level HRH and Nursing education reforms to improve the quality of secondary health care in Assam.

C. SCOPE OF WORK

The **State HRH and Nursing education Specialist** will be a part of PMU and will work under the

overall guidance and supervision of the Project Director and Team leader of the project. The consultant will be stationed in Guwahati, Assam and will provide support for coordination between state level stakeholders on policy reforms, advocacy, quality improvement, quality monitoring and review of the education systems related to HRH and nursing education at the state level

D. JOB RESPONSIBILITIES

The job responsibilities of the **State HRH and Nursing education Specialist** shall include the following:

- (a) Lead the project to strengthen the HRH and Nursing education and improve the overall quality in the State.
- (b) Provide Technical Assistance for effective planning, development, implementation, and monitoring of activities related to HRH and Nursing education.
- (c) Procurement and on-boarding, effective management and monitoring of all consultancy services and other procurements related to reforms especially in the HRH and nursing education under the project. Also, ensuring achievement of all their deliverables as per agreed timelines
- (d) Lead the HRH and nursing education sub-component along with the state nursing reforms specialist and state HRH specialist in the PMU.
- (e) To continuously identify areas for investments for strengthening HRH and nursing education both from processes and governance system under the project.
- (f) Facilitate dissemination of key findings to the key health leadership and help prioritize the activities by the project.
- (g) Systematic collection, documentation, analysis, and presentation of information regarding with a broader lens of human resources for health and health systems for key decision makers.
- (h) Undertake other work assigned from time to time by the Project Director, ASSIST project

E. DELIVERABLES

- (a) Detail implementation plan report agreeable to Project Director.
- (b) Provide implementation support to the project in order to achieve project objectives.
- (c) Periodic review of results as per the project document for respective areas
- (d) Conduct field visits and meetings with Government departments and other key stakeholders and prepare reports/ minutes with clear follow up actions and results achieved
- (e) Any other task as assigned by the Project Director with specific deliverable determinant to achieving the project objectives.

F. KEY QUALIFICATION AND SKILLS:

- (a) Applicants must possess a master's in public health or MBBS degree from any Govt. recognized university/ institution.
- (b) **Experience:**
 - At least 15 years' experience public health, health systems strengthening, and policy development.

- Knowledge and experience of policies and implementation pertaining to strengthening HRH and nursing education in the health sector will be added advantage.

(c) **Skills and Competencies:**

- Knowledge of English.
- Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them
- Computer proficiency and familiarity with MS Word, Excel, PowerPoint.

(d) **Age limit:** Upto 60 years as on date of advertisement.

G. SALARY AND CONTRACT TERMS IN BRIEF:

- (a) Salary shall be commensurate to experience & skills and shall not be a bar for right candidate. Remuneration shall be finalized by the Project Director;
- (b) **Reporting and performance review:** Engagement of the State HRH & Nursing Education Specialist (SHRH&NES) will be on a full-time basis. The SHRH&NES will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the SHRH&NES will be reviewed periodically by the PD.
- (c) **Contract Term:** The assignment shall be on purely on contractual basis. The tenure of contract is intended for entire duration of the project and co-terminus with the project period. However, the tenure is initially for eleven (11) months and will be extended upon his/her satisfactory performance.
- (d) **Travel:** The SHRH&NES may be required to travel frequently within the State. TA / DA for such approved travel shall be paid/ reimbursed as admissible by the HR Policy of the AHIDMS (if available).
- (e) **Leave:** The provisions of leave shall be as per the approved leave Policy of the AHIDMS (if available).
- (f) **Facilities to be Provided:** The SHRH&NES will be provided with access to all the available documents, correspondence, and any other information associated with the project and as deemed necessary. However, no clerical assistance or other facilities will be provided.

Note: This is a draft indicative ToR; The PD, AHIDM Society reserves the right to cancel the recruitment process or modify the required qualification/ experience/ number of the positions at any stage.