



GOVERNMENT OF ASSAM

**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)
4TH FLOOR, NAYANTARA SUPERMARKET, SIXMILE, GUWAHATI-22**

**TERMS OF REFERENCE (ToR)
FOR SENIOR PROJECT MANAGER (SPM)**

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 is now taking initiative to implementing 'Assam Secondary Health Care Systems Reform Project' (ASHSRP) 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: Improving Governance and management capacity of health systems at the state and district level (Results based financing)

Component 2: Improving quality and coverage of secondary health care services and investment in supply and demand side intervention (quality and access).

The project aims are having internal performance contracts to boost the efficiency of teams in the directorate and at the district management level. Besides, the project will be investing in select District and sub district hospitals to expand the portfolio and improve the quality of service.

With this background, the project intends to hire a **Senior Project Manager (SPM)** as a contractual consultant member of the Project Management Unit (PMU), to support the overall project management activities under the project. The ToR shall be as given below:

B. OBJECTIVE(S) OF THE ASSIGNMENT:

The objective of the assignment is to provide technical and operation support for all the project management activities planned under the project.

C. SCOPE OF WORK:

The **Senior Project Manager (SPM)** will support the Project Management Unit (PMU) in

overall management of the procurement of goods, services, consultancies (firms and individuals) and civil works, including quality assurance and contract management. The SPM will act as Team Leader of PMU for the World Bank funded project and will work under the overall guidance and supervision of the Project Director. The SPM will perform his/her duties as per the directions of Project Director (PD). The SPM will be stationed in Guwahati, Assam

D. JOB RESPONSIBILITIES:

The job responsibilities of the SPM shall include the following:

- (a) Support the Project Director in project management activities related to health infrastructure in the state with regard to construction management, policy inputs, institution development etc;
- (b) Coordinate with World Bank, concerned State Government Departments like Medical Education & Research, Health & Family Welfare, PWD, NHM, DHS etc. and other stakeholders in successful formulation and implementation of the project;
- (c) Support World Bank team in carrying various surveys in order to formulate the project proposal and identification of the sub projects;
- (d) Support the implementation of institutions development component as per the project design and contribute in the execution of implementation arrangements;
- (e) Support achieving a sustainable health infrastructure in the state;
- (f) Support in development and implementation of relevant policies for the project;
- (g) Support the Project Director to prepare Annual Action Plans;
- (h) Monitor the progress against all key performance indicators as per operational guidelines;
- (i) Support in programme governance and manage accountability systems for various institutions at state, district and town, village level;
- (j) Identify and disseminate best practices to scale up the programs implementation and result achievement;
- (k) Strategic procurement planning (prepare procurement strategy including procurement plan for the consultancy services/ expert/ good & works);
- (l) Provide support in all procurement and contract management support for existing contracts as well as in new contracts under the project. Preparation of budget for all procurement activities after proper market survey and in consultation with Executing Agency (EA);
- (m) Development and support in implementing ideas of innovative financing models for health infrastructure in the state;
- (n) Prepare reports, briefs, presentations and other documents as needed; analyse the other survey reports and deduced outcomes;
- (o) Coordinate with central government/ World Bank to seek necessary coordination and support;
- (p) Support in identification of PPP subprojects;
- (q) Support in monitoring and review of projects in terms of physical/ financial targets and against overall monitoring parameters;

- (r) Any other task with specific deliverables for achieving the project objectives as decided by the Project Director time to time.

E. DELIVERABLES

- (a) Review & Approve all the deliverables of different Consultants engaged under the Project;
- (b) Conduct field visits, meetings with Government departments and other stakeholder to resolve all related issues under the World bank Project;
- (c) Attend all high level meetings on behalf of the Society & take full responsibility to represent the society in the best possible professional manner;
- (d) Any other task as assigned by the Project Director with specific deliverable determinant to achieving the project objectives.

F. KEY QUALIFICATION AND SKILLS:

- (a) Master degree in Management/ Administration/ Procurement/ Logistics/ related discipline or a Graduate in Engineering from any Government recognized university/ institution.
- (b) **Experience:**
- Must have at least 25-30 years' experience in Private sector/ Public sector Preferably in Health infrastructure sector/ Social Sector;
 - Experience of working in the North East and
 - Minimum 3 years' experience in Externally Aided Projects.
- (c) **Skills and Competencies:**
- Excellent communication and presentation skills, analytical and interpersonal abilities along with advocacy and negotiations skills
 - Excellent oral and written communication skills in English language is essential. Proficiency in local language will be an advantage.
 - Demonstrated ability to work in a multi-disciplinary team environment.
 - Demonstrated experience in operationalizing Public health program at field level / working in strengthening of district level Public health systems would be an advantage.
 - Willingness to travel to districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
 - Non discriminating, transparent, participative
 - Advocacy, Negotiations, and communication skills
 - Experience in World Bank Project will be an added advantage.
 - Computer proficiency and familiarity with MS Word, Excel, PowerPoint.
- (d) **Age limit:** Upto 65 years as on date of advertisement.

G. SALARY AND CONTRACT TERMS:

- (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 Project Manager (SPM)** will be on a full-time basis. The SPM will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the SPM will be reviewed periodically by the PD.
- (c) **Contract Term:** The assignment is 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 **SPM** may be required to travel frequently within the State. TA / DA for such approved travel shall be paid/ reimbursed as admissible as per the HR Policy of the AHIDMS.
- (e) **Leave:** The provisions of leave shall be as per as per approved leave Policy of AHIDMS.
- (f) **Facilities to be provided:** The **SPM** will be provided with access to all the available documents, correspondence, and any other information associated with the project and as deemed necessary.

Note: This is a draft indicative ToR; The PD, AHIDMS reserves the right to change, update or modify this ToR at any stage during the recruitment process.