



**GOVERNMENT OF ASSAM**  
**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)**  
**4<sup>TH</sup> FLOOR, NAYANTARA SUPERMARKET, SIXMILE, GUWAHATI-781022**

**TERMS OF REFERENCE (T&R)**  
**FOR STATE MONITORING & EVALUATION SPECIALIST (SMES)**

**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 implement 'Assam Secondary Health Care System Reforms 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: 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 HRH allocation, infrastructure development, supporting improved quality of processes-outcomes and enhancing autonomy and accountability. The IPA payments will be linked to achievement of results at the state and district level.

With this background, the project intends to hire a **State Monitoring & Evaluation Specialist (SMES)** as a contractual consultant member of the Project Management Unit (PMU), to support the monitoring & evaluation related activities under the project. The detailed scope of work is defined below:

**B. OBJECTIVE(S) OF THE ASSIGNMENT:**

The objective of the assignment is to provide technical support to the project in assimilation of various data that has been collected during implementation, develop framework for monitoring and evaluation of the project outcomes as per design and to support implementation of the project.

**C. SCOPE OF WORK**

The State Monitoring & Evaluation Specialist (**SMES**) 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 SMES will be stationed in Guwahati, Assam to provide managerial support for coordination between state level stakeholders for undertaking institutional and facility level periodic survey, monitoring service expansion and quality improvement, data analysis and timely reporting.

**D. JOB RESPONSIBILITIES:**

The job responsibilities of the SMES shall include the following:

- (a) Field visit to monitor the implementation of service expansion and quality improvement initiatives under the project
- (b) Lead development of methods and tools for baseline, mid line and end line survey of the state level institutions, districts, and facilities.
- (c) Manage the contract of agency(ies) for surveys, internal verification, and external verification agency
- (d) Timely preparation of update on project results framework
- (e) Analysis of data and submission of quarterly, semiannual, annual, baseline midline and end line reports
- (f) Ensure quality of process documentations, internal and external verifications

**E. DELIVERABLES:**

- Detail implementation plan report agreeable to the Project Director.
- Stakeholder consultation report with clear recommendations for assimilation of different data collected under the project, monitoring and evaluation framework including the tools that will be used for periodic monitoring
- Provide implementation support to the project in order to collect baseline data, closely monitor and collect data for results framework of the project
- Periodic review of results as per the project document for all project areas
- Conduct field visits and meetings with Government departments and other key stakeholders to capture achievement of the project backed with data and evidence
- Identify and share the data that can be useful in development of case studies and good practices
- 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 at least a Graduate degree in MBBS/ Dental with a population science or Master's in public health, from any Govt. recognized university/ institution.

- (b) **Experience:**
- Minimum of 5 years' experience of working at the state level public health data systems, report development etc.
  - Experience of design and implementation of large-scale public health studies
  - Experience of 3 years' in analysis of public health data, report development
- (c) **Skills and Competencies:**
- Knowledge of English.
  - Hands on experience of using survey tools, Kobo, red cap, ODK etc.
  - Hands on experience of using STATA, SPSS or R.
  - Computer proficiency and familiarity with MS Word, Excel, PowerPoint.
  - Experience with GIS based analytics will be added advantage
- (d) **Age limit:** Upto 50 years as on date of advertisement.

**G. SALARY AND SERVICE TERMS IN BRIEF:**

- (a) Consolidated Pay of **Rs.1,00,000/- (Rupees one lakh) to 120,000/- (Rupees one lakh twenty thousand) per month**. Monthly remuneration may be increased based on the experience in related field.
- (b) **Reporting and performance review:** Engagement of the SMES will be on a full-time basis. The State Monitoring & Evaluation Specialist (SMES) will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the SMES will be reviewed periodically by the PD.
- (c) **Contract Term:** The assignment shall be on purely contractual basis. The tenure of contract is intended for entire duration of the project and shall be 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 SMES 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 the approved leave Policy of AHIDMS.
- (f) **Facilities to be provided:** The SMES will be provided with access to all the available documents, correspondence and any other information associated with the project. No clerical assistance or other facilities will be provided.

*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.*