



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

**TERMS OF REFERENCE (ToR)**  
**FOR SENIOR STATE MONITORING & EVALUATION SPECIALIST (Sr. 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, co-ordination and/or implementation of JICA, World Bank and any other Externally Aided Project (EAP).
- (b) AHIDM Society is now taking 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 components:

**Component 1:** Strengthened management capacity of health systems at state, district and facility level.

**Component 2:** Improved access to and quality of essential services in existing secondary facilities.

**Component 3:** Enhanced access to and structural quality of secondary care.

*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 **Senior State Monitoring & Evaluation Specialist (Sr.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 Senior State Monitoring & Evaluation Specialist (**Sr. SMES**) will be a part of PMU and will work under the overall guidance and supervision of the Project Director and Senior

Project Manager of the project. The Sr.SMES will be stationed in Guwahati, Assam to provide managerial support for co-ordination 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 Sr.SMES shall include the following:

- Analyze reports of the project objectives, level of stakeholder participation, major shortcomings, problem areas so as to facilitate the PMU in steering the project successfully meet its development objectives.
- Provide necessary support in improvement and implementation of MIS system.
- Prepare compiled physical and financial performance of the project and report to the Project Director (PD) on monthly basis or as directed by the PD.
- Work closely with members of the PMU team, with concerned GoA departments, other partners, and service providers for smooth implementation of the project.
- Provide necessary inputs to senior management.
- Document regularly all M&E related work accomplished.
- Sr.SMES will ensure updating of information in EAP portal of Assam on a regular basis.
- Review reports of technical studies / surveys prepared by consultants.
- Assist in preparation Review information dashboards / brief monthly progress reports to periodically appraise the project status (on procurement, construction, environmental management etc.)
- Field visit to monitor the implementation of service expansion and quality improvement initiatives under the project.
- Lead development of methods and tools for baseline, mid line and end line survey of the state level institutions, districts, and facilities.
- Manage the contract of agencies for surveys, internal verification, and external verification agency.
- Timely preparation of update on project results framework.
- Analysis of data and submission of quarterly, semi-annual, annual, base line, mid line and end line reports.
- 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 the development of case studies and good practices.

- Any other task as assigned by the Project Director with specific deliverable determinant to achieve the project objectives.

**F. KEY QUALIFICATION AND SKILLS:**

- (a) Post Graduate in Economics/ Statistics or Bachelor in Engineering or MBBS (PG/MD/MS-desirable), from any Govt. recognized university/institution.
- (b) **Experience:**
- Minimum of 10 years' relevant experience post qualification 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.
  - Computer proficiency and familiarity with MS Word, Excel, PowerPoint.
  - Experience with GIS based analytics will be added advantage
- (d) **Age limit:** Upto 60 years as on date of advertisement.

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

- (a) Consolidated Pay in the range of **Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand) to Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand)** per month. The selected candidate will be offered **30%** enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below **Rs. 1,20,000/-** per month, the lower remuneration will be offered. Moreover, in case the selected candidate's current remuneration with 30% enhancement exceeds **Rs. 1,50,000/-** per month, the highest pay range i.e **Rs. 1,50,000/-** per month will be offered.
- (b) **Reporting and performance review:** Engagement of the Sr.SMES will be on a full-time basis. The Senior State Monitoring & Evaluation Specialist (Sr.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 Sr.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 Sr.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.*