



**GOVERNMENT OF ASSAM**  
**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)**  
**4<sup>TH</sup> FLOOR, NAYANTARA SUPERMARKET, SIXMILE, GUWAHATI-22**

**TERMS OF REFERENCE (T&R)**  
**FOR STATE NURSING REFORMS SPECIALIST (SNRS)**

**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 **State Nursing Reforms Specialist (SNRS)** as a contractual consultant member of the Project Management Unit (PMU), to support the activities relating to reforms for nursing cadre etc. 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 to strengthen the reforms for nursing cadre and improve the quality of Pre-service education (Nursing) in the state of Assam.

**C. SCOPE OF WORK:**

The **State Nursing Reforms Specialist (SNRS)** will be a part of Project Management Unit (PMU), will provide managerial support for coordination between state level stakeholders, Nursing council and Nursing institutes on improving the pre-service education and establishment of quality improvement system, quality monitoring and review systems at the state, district, facility level and Institute level.

**D. JOB RESPONSIBILITIES:**

The job responsibilities of the **SNRS** shall include the following

- (a) Lead the project to strengthen the nursing cadre and improve the quality of Pre-service education (Nursing) in the State.
- (b) Provide Technical Assistance for effective planning, development, implementation, and monitoring of activities related to Nursing cadre.
- (c) Co-ordinating and building synergies among all Nursing functions across the health directorates. Create networks for continues engagement and effective advocacy with key stakeholders including state health directorates, National health mission (NHM), nursing council and nursing institutes.
- (d) Procurement and on-boarding, effective management and monitoring of all consultancy services and other procurements related to Nursing reforms under the project. Also, ensuring achievement of all their deliverables as per agreed timelines
- (e) Coordinating the situation analysis of pre-service education(nursing)and nursing cadre including a desk review of the existing nursing data and detailed review of the preliminary written report.
- (f) Successful completion of Gap assessment of all the nursing institutes to help develop a detailed road map for their improvement.
- (g) To identify areas for investments for strengthening nursing institutions in terms of infrastructure support
- (h) To identify gaps to fill in for functioning of Nursing both from processes and governance system
- (i) Facilitate dissemination of key findings and gaps that needs to be filled by the project and prioritize the activities.
- (j) Facilitate Building capacities of nurse tutors across nursing institutes at district and state level
- (k) Systematic collection, documentation, analysis, and presentation of information regarding for the nursing cadre with a broader lens of human resources for health and health systems for key decision makers.
- (l) Coordinate nursing related activities across project components and provide necessary support to multiple levels in achievement of defined targets.
- (m) Closely work with the PMC and other project consultants to accomplish defined activities.
- (n) Undertake other work assigned from time to time by the Project Director, Assam Secondary Health Care Systems Reforms Project

**E. DELIVERABLES**

- (a) Detail implementation plan report agreeable to Project Director.
- (b) Stakeholder consultation report with clear recommendations for improving the pre-service education and nursing cadre in the State aligned with project objectives
- (c) Provide implementation support to the project in order to achieve project objectives
- (d) Periodic review of results as per the project document for respective areas
- (e) Conduct field visits and meetings with Government departments and other key stakeholders and prepare reports/ minutes with clear follow up actions and results achieved
- (f) Contract management of the consulting firm appointed for implementation of pre-education and nursing activities as per the contract. Period review of the performance of agency and report the same to project director.
- (g) Monitor disbursement under the project and resolve any implementation bottlenecks
- (h) 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 Post-Graduate degree in Nursing from any Govt. recognized university/ institution. Candidate having a Doctoral degree will be preferred.
- (b) **Experience:**
  - At least 5 years' experience as a practicing Nurse/ Nurse Tutor either in Public or Private health systems and policy development process.
  - Knowledge and experience of policies and programs pertaining to strengthening nursing education will be preferred
- (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 health program at field level / working in strengthening of district level health systems would be an advantage.
  - Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
  - For some tasks specific technical skills or part experience in some specific areas is desirable – these include Evaluation Techniques & Study Designs, Policy Development Work, data review, report writing etc.
  - Non discriminating, transparent, participative

- Advocacy, Negotiations, and communication skills
  - Engagement with state and district level management
  - Experience in World Bank Project will be an added advantage.
  - Computer proficiency and familiarity with MS Word, Excel, PowerPoint.
- (d) **Age limit:** Upto 50 years as on date of advertisement. Relaxation may be given to retired persons serving at Govt./private nursing colleges/institutions.

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

- (a) Consolidated Pay of **Rs.1,00,000/- (Rupees one lakh) to 120,000/- (Rupees one lakh twenty thousand)** per month.
- (b) **Reporting and performance review:** Engagement of the **State Nursing Reforms Specialist (SNRS)** will be on a full-time basis. The SNRS will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the SNRS 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 **SNRS** 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 the leave Policy of the AHIDMS.
- (f) **Facilities to be provided:** The SNRS will be provided with access to all the available documents, correspondence, and any other information associated with the project and as deemed necessary. 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.*