

**GOVERNMENT OF ASSAM**  
**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT**  
**SOCIETY**

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**Terms of Reference of Gender & Social Expert (GSE)**

**I. Gender & Social Expert (GSE)**

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The project intends to hire a Gender & Social Expert (GSE) as a contractual consultant member of the Project Management Unit (PMU), to support the implementation of project gender action plan (GAP) and social safeguard related activities under the project. The ToR shall be as given below:

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

The objective of the assignment is to ensure implementation, monitoring and reporting of all gender actions included in the project, especially those included in the gender action plan (GAP). The scope includes supporting AHIDMS to strengthen institutional gender mainstreaming and provide inputs to Gauhati Medical College and Hospital (GMCH) to implement gender actions especially the one-stop crisis center on gender-based violence (GBV). The scope also includes providing technical and operation support for all the social development safeguard activities planned under the project. And support the intermediate steps required for completion of social Safeguards activities planned under the project and due diligence of safeguard framework under the project.

**B. SCOPE OF WORK:**

The **Gender & Social Expert (GSE)** will be responsible for implementation, coordination, monitoring and reporting of all activities included in the project gender action plan (GAP). S/he will specifically support the implementation of the gender responsive and socially inclusive (GRSI) features in GMCH; setting up of the one-stop crisis center for GBV at GMCH; and institutional gender mainstreaming at AHIDMS and GMCH.

Key tasks: coordinate with project management consultant and other members of PMU to include GRSI elements in hospital building; provide technical guidance and liasioning support to GMCH for setting up of the one stop center; support the setting up of gender equality cells; facilitate workshops and trainings on gender and develop and/or liase with other experts for development of knowledge products on gender as listed in the gender action plan (GAP). The expert will also act as gender focal point of the project and will monitor and report progress on the gender action plan (GAP).

The expert will also be responsible for implementation, coordination and reporting of social actions, social mitigation measures, corrective actions and focusing on workers' health and safety, community health and safety, community engagement and communication, gender and social inclusion, social risk management and grievance redressal under the project.

Key tasks: preparation and dissemination of guidelines/advisories and action plans, provision of technical/operational support to project stakeholders including field visits, training and capacity building plan/activities for officials and other stakeholders. preparation and implementation of social safeguards issues including consultations and dissemination of project information to project stakeholders including field visits and working closely with the environment expert in implementation and monitoring of social issues and submission of reports as required by ADB, and documentation and progress reporting

The **Gender & Social Expert (GSE)** will support the Project Management Unit (PMU) in overall management of the gender action plan (GAP) and social safeguard compliance under the project. The consultant will perform his/her duties as per the directions of Project Director (PD) and closely work with different Directorates, State entities and the PMU team members for implementation of the GAP and social safeguards compliance.

#### **C. JOB RESPONSIBILITIES:**

The job responsibilities of the GSE shall include the following:

- a) Work closely with the task teams and other PMU/ Directorate colleagues to address access and inclusion, equity, and other social issues and concerns under the project, to ensure timely implementation of the gender action plan (GAP) activities as well as provide support on developing strategies, guidelines, and oversee implementation of social safeguard activities including Citizen Engagement.
- b) Work closely with the project management and Supervision consultant (PMSC) and other PMU members to ensure that the hospital designs include all GRSI features mentioned in the project GAAP.
- c) Post infrastructure creation support GMCH to undertake annual gender and accessibility audit exercises to ensure the maintenance and utilization of the GRSI infrastructure.
- d) Work closely with GMCH for setting up of the one stop crisis center for GBV. Support PMSC and other PMU members to ensure that adequate space is allocated and all design features as proposed in the GAAP/Bid documents are incorporated in the final design and constructed accordingly. Support GMCH in setting up of the 24/7 information help desk at the center, including facilitating fund raising through government schemes and other sources. Support GMCH and the help desk in establishing the necessary liaison within the other GMCH departments and other agencies.
- e) Initiate the preparation of all proposed knowledge products in the GAAP like toolkit on GBV, protocol for women and LGBTIQ+ responsive services, training module on the protocol, report on gender responsive elements for medical curriculum, etc., and liaise with experts to ensure quality and timely completion of the products.
- f) Support AHIDMS and GMCH in establishment of a gender equality cell to review and support gender actions across the board. Support AHIDMS's gender equality cell in (a) conducting

regular meetings, (b) undertaking orientation sessions for members, etc.

- g) Support AHIDMS and Medical research and development department (MERD) for development of gender friendly workplace strategy. Facilitate staff consultations and if required surveys to enable a more need-based strategy development.
- h) Work closely with experts and other project consultancy to seek input and strengthen the all-project related surveys, trainings and knowledge products on gender aspects.
- i) Support AHIDMS and related institutions to implement all other GAAP activities especially conducting of trainings, workshops, conferences, etc.
- j) Provide inputs in all management information systems especially when automation/software development is being promoted and facilitate the generation of sex, age and disability disaggregated enabled reports for enabling evidence-based decision making.
- k) Maintain complete documentation on implementation of GAP activities. He/she will submit a quarterly GAP progress report with all necessary supporting documents and data in the prescribed format. Provide updates on GAP implementation and respond to and revise all documents as per comments received from ADB. At project completion, the expert will compile and submit good practices to document qualitative information for incorporation in the project completion report.
- l) Provide operational support on social risk management including undertaking regular operational field visits to assist field level officials/ teams in identifying social risks, planning mitigation measures, support towards implementation, reviewing social risk management documentation, monitoring and reporting to ensure that social issues are adequately addressed and that program in compliance with national and state regulation and complies with ADB's Safeguard Policy Statement, 2009
- m) Work closely with the task teams and other PMU/ Directorate colleagues to social issues and concerns under the project, as well as provide support on developing strategies, guidelines, and oversee implementation of social safeguard activities including consultations and disclosure.
- n) Provide operational support on social risk management including undertaking regular field visits to field level officials/ teams in identifying social risks, planning mitigation measures, support towards implementation, reviewing social risk management documentation, monitoring and reporting to ensure that social issues are adequately addressed
- o) Stakeholder engagement and community consultations, grievance redress, labor and working conditions, community health and safety concerns; and other requirements for management of social risks and moving towards social sustainability under the program.
- p) Identifying social risks and preparation of corrective action plan
- q) Assessing any undenied impacts and assessing temporary impacts that may arise during construction and advise contractors in developing mitigation measures and implementation of mitigation measures
- r) Will be responsible for helping implement corrective action plans/mitigation plans
- s) Work closely with the PMSC's community liaison and stakeholders' engagement specialist in implementing the corrective action plan/social mitigation plans, undertaking consultations, dissemination of project information and monitoring the implementation of social aspects of the Project
- t) Work closely with the PMU's environment specialist and ensuring contractor's effective implementation of the environment management plan with particular attention to social issues
- u) Provide input on social issues to the environment monitoring report and input to progress report
- v) The responsibilities shall extend beyond the ASTHA Project to encompass both the ongoing operations of the medical college hospitals and the implementation of other EAPs within the same health sector domain.

#### **D. DELIVERABLES**

- a) Setting up and regular functioning of the gender equality cells at AHIDMS and GMCH with all members trained in gender responsive health care management.
- b) Development of the gender friendly workplace strategy for AHIDMS and medical colleges for submission to MERD.
- c) Implementation support for setting up of the one-stop crisis center on GBV at GMCH including facilitating related trainings and knowledge product development.
- d) Undertake training and facilitate workshops and consultations to promote gender mainstreaming within the medical colleges and Center of Excellence (CoE) set up at the university.
- e) Work closely with medical colleges especially GMCH and the CoE to promote research on women's health concerns.
- f) Undertake gender and accessibility audit exercises and submit reports to Project Director.
- g) Development of Social safeguards assessment and action plan along with specification and timely revision of the same with progressing implementation agreeable to Project Director.
- h) Stakeholder consultation report with clear recommendations for Social safeguards aligned with project objectives
- i) Provide implementation support to the project in managing the social safeguards risk in order to achieve project objectives
- j) Periodic review of Social Action plan and its progress as per the project document for respective areas
- k) Conduct field visits and meetings with Government departments and other contractors to monitor and resolve social safeguards related issues. Provide oversight to the GRM and undertake capacity building measures.
- l) Provide inputs to the social safeguards monitoring reports.
- m) Prepare quarterly progress reports on gender action plan (GAP) in ADB prescribed format. At end of project also a comprehensive GAP completion report.
- n) Preparation of further due diligence during implementation to assess any construction related impacts and preparation and implementation of corrective actions and mitigation measures
- o) Provide input to periodic safeguards monitoring reports (combined for both environment and social monitoring)
- p) Any other task as assigned by the Project Director with specific deliverable determinant to achieving the project objectives.

**E. KEY QUALIFICATION AND SKILLS:**

- a) MSW/ MPH/ Master's degree in gender studies/ development studies/ public policies or other relevant field from any Government recognized university/ institution. Specific training on gender and understanding of the ADB gender and social safeguards systems and procedure will be an added advantage.
- b) **Experience:**
  - 7 years of experience working in the public health / social sector with at least 3 years should be on issues related to gender-based violence (GBV) and/or on gender-related research and capacity building. Experience in EAP projects with experience in safeguard role will be preferred.

**F. 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 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 ADB/ World Bank Project will be an added advantage.
- Computer proficiency and familiarity with MS Word, Excel, PowerPoint.
- Age Limit: Upto 50 years as on 01/01/2025

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

- a) Consolidated Pay of **Rs. 90,000 /- (Rupees Ninety Thousand) to Rs.1,20,000 /- (Rupees One Lakh Twenty Thousand) per month.** A higher start may be considered in the case of exceptionally talented candidates, as decided by PD. Salary shall be commensurate to experience & skills and shall not be a bar for the right candidate. However, in case the selected candidate's current remuneration with 30% enhancement comes below **Rs. 90,000 /-** per month, the lower remuneration will be offered. Moreover, in case, the selected candidate's current remuneration with 30% enhancement exceeds **Rs. 1,20,000 /-** per month, the highest pay range i.e. **Rs. 1,20,000 /-** per month will be offered. The base remuneration (90% of the fixed total remuneration) shall be paid by the project on monthly basis and the Performance- Linked-Incentive (10% of the fixed total remuneration) shall be paid on quarterly basis based on the performance assessment by the PD, AHIDMS.
- b) **Reporting and Performance Review:** Engagement of the Gender and Social Expert (GSE) will be on a full-time basis. The GSE will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the GSE 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, continuity of the contract beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.
- d) **Travel:** The GSE 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 leave Policy of the AHIDMS.
- f) **Facilities to be Provided:** The GSE 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, AHIDM Society reserves the right to cancel the recruitment process or modify the required qualification/ experience/ number of the positions at any stage.***

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