



GOVERNMENT OF ASSAM

**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)
4TH FLOOR, NAYANTARA SUPERMARKET, SIXMILE, GUWAHATI-781022**

**TERMS OF REFERENCE (TOR)
FOR STATE PRE-SERVICE EDUCATION SPECIALIST (SPES)**

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 have taken 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 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.

With this background, the project intends to hire a **State Pre-Service Education Specialist (SPES)** as a member of the Project Management Unit (PMU), to support the pre-service education sector in the State.

B. OBJECTIVE(S) OF THE ASSIGNMENT

The objective of the assignment is to provide technical support to ASSIST to expand the portfolio and improve the management & quality of pre-service education in the state of Assam.

C. SCOPE OF WORK

The **State Pre-Service Education Specialist (SPES)** 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 consultant will be stationed in Guwahati, Assam and will provide managerial and technical support for coordination between state level stakeholders, relevant education

councils and institutes on quality improvement, quality monitoring and review of the pre-service education systems at the state, district, and institute level.

D. JOB RESPONSIBILITIES

The job responsibilities of the **State Pre-Service Education Specialist (SPES)** shall include the following:

- (a) Lead the project to strengthen the management and improve the quality of pre-service education in the State.
- (b) Provide Technical Assistance for effective planning, development, implementation, and monitoring of activities related to pre-service education.
- (c) Procurement and on-boarding, effective management and monitoring of all consultancy services and other procurements related to reforms especially in the pre-service education under the project. Also, ensuring achievement of all their deliverables as per agreed timelines
- (d) Coordinating the situation analysis of pre-service education including a desk review of the existing courses and detailed review of the preliminary written report.
- (e) Successful completion of Gap assessment of all the pre-service education institutes to help develop a detailed road map for their improvement.
- (f) To identify areas for investments for strengthening pre-service education institutions in terms of infrastructure support
- (g) To identify gaps to fill in for functioning of pre-service education systems both from processes and governance system.
- (h) Facilitate dissemination of key findings and gaps that needs to be filled by the project and prioritize the activities.
- (i) Facilitate Building capacities of pre-service education across the state.
- (j) Systematic collection, documentation, analysis, and presentation of information regarding for the relevant cadre with a broader lens of human resources for health and health systems for key decision makers.
- (k) Undertake other work assigned from time to time by the Project Director, ASSIST 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 in the State aligned with project objectives.
- (c) Provide implementation support to the project 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) 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 or Dental from any Govt. recognized university/ institution.
- (b) **Experience:**
- At least 20 years' experience as a practicing doctor either in Public or Private health systems and policy development process.
 - Knowledge and experience of policies and programs pertaining to strengthening education in the health sector will be preferred.
- (c) **Skills and Competencies:**
- Knowledge of English, Hindi & Assamese
 - Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them.
 - Computer proficiency and familiarity with MS Word, Excel, PowerPoint.
- (d) **Age limit:** Up to 65 years as on date of advertisement.

G. SALARY AND CONTRACT TERMS IN BRIEF:

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