



GOVERNMENT OF ASSAM

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

**TERMS OF REFERENCE FOR
STATE SOCIAL DEVELOPMENT SPECIALIST (SCDS)**

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: 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 Social Development Specialist (SCDS)** as a contractual consultant member of the Project Management Unit (PMU), to support the Social safeguard related activities under the project. The ToR shall be as given below:

B. OBJECTIVE(S) OF THE ASSIGNMENT:

The objective of the assignment is to provide technical and operation support for all the Social development safeguard activities planned under the project. And also support the intermediate steps required for completion of social Safeguards activities planned under the project and due diligence of safeguard framework under the project.

C. SCOPE OF WORK:

The **State Social Development Specialist (SCDS)** will be responsible for implementation, coordination and reporting of Social actions, 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, support for state specific diagnostic work and strategies, conduct of relevant studies and learning events across state, coordination with district level entities, technical partners/resource agencies and World Bank, and documentation and progress reporting.

The Social development and Safeguards Consultant will support the Project Management Unit (PMU) in overall management of the social safeguard compliance under the project. The consultant will perform his/her duties as per the directions of Project Director (PD). Also closely work with different Directorates, State entities and the PMU team members for Social safeguards compliance.

D. JOB RESPONSIBILITIES:

The job responsibilities of the SCDS 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, as well as provide support on developing strategies, guidelines, and oversee implementation of social safeguard activities including Citizen Engagement and Gender related aspects.
- (b) Provide operational support on social risk management including undertaking regular operational field visits to assist district, block, and 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 the Social Safeguards policies/ ESSA core principles.
- (c) Support and coordinate capacity building; addressing access and inclusion related issues; addressing specific needs of tribal, marginalized and other vulnerable population; promoting gender equality; stakeholder engagement including with other departments/ agencies/ NGOs and civil society organizations, 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.
- (d) Will be responsible for helping implement action plans as identified in ESSA and help monitor the same on periodic basis.
- (e) Undertake operational research program on social safeguard/ equity/ inclusion/ accountability and transparency related areas and related fields and coordinate with the other directorates and agencies as necessary.
- (f) Report to Project Director (PD) and prepare Social Review summaries and relevant social sections for the monitoring/ review reports.

- (g) Any other tasks related to procurement and as per the requirement of the project and as assigned by the PD.

E. DELIVERABLES

- (a) Development of Social safeguards assessment and action plan along with specification and timely revision of the same with progressing implementation agreeable to Project Director.
- (b) Stakeholder consultation report with clear recommendations for Social safeguards aligned with project objectives
- (c) Provide implementation support to the project in managing the social safeguards risk in order to achieve project objectives
- (d) Periodic review of Social Action plan and its progress as per the project document for respective areas
- (e) Conduct field visits and meetings with Government departments and other contractors to monitor and resolve social safeguards related issues
- (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) Master's degree in Social Work or Social Sciences from any Government recognized university/ institution with training in Social development and social safeguards. Should have excellent understanding of the World Bank Social safeguards systems and procedure
- (b) **Experience:**
- Must have at least 10 years' experience in Social development or safeguards role.
 - 3 years of experience in EAP projects will be preferred.
 - Experience of working in the North East and in the Health Sector 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 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 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.

G. SALARY AND CONTRACT TERMS IN BRIEF:

- (a) Consolidated Pay of **Rs. 90,000/- (Rupees Ninety Thousand Only) to Rs.1,20,000/- (Rupees One Lakh Twenty Thousand only)** per month. 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.
- (a) **Reporting and Performance Review:** Engagement of the State Social Development Specialist (**SCDS**) will be on a full-time basis. The SCDS will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the SCDS will be reviewed periodically by the PD.
- (b) **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.
- (c) **Travel:** The SCDS 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.
- (d) **Leave:** The provisions of leave shall be as per the leave Policy of the AHIDMS .
- (e) **Facilities to be Provided:** The SCDS 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.