



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

TERMS OF REFERENCE (ToR) FOR ASSISTANT ENGINEER (AE)

BACKGROUND AND OBJECTIVES OF THE PROJECT

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).

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 two 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

With this background, the project intends to hire Assistant Engineer (AE) 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:

A. OBJECTIVE(S) OF THE ASSIGNMENT:

The objective of the assignment is to provide technical Support in monitoring and review of projects in terms of physical/financial targets and against overall monitoring parameters

B. SCOPE OF WORK

The Assistant Engineer (AE) 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 AE will be stationed in Guwahati, Assam to provide technical support in the implementation of the project

C. JOB RESPONSIBILITIES:

The job responsibilities of the AE shall include the following:

- (a) Field visit to monitor construction activities under the project
- (b) Support and coordinate with World Bank team in survey, project formulation, implementation etc.
- (c) Support in coordinating, monitoring and review of projects in terms of physical/Financial targets, contract deliverables as per the respective contract agreement;
- (d) Facilitate adoption of technological interventions wherever required, assist in all technical matters related to design/execution and project management.
- (e) Preparation & review of material estimate/Bill of quantities/General estimate/rate analysis in coordination with consultant.
- (f) Periodic interaction with the contractor regarding field level implementation issues and bottlenecks, guide/ coordinate in resolution of such issues and bottleneck, report/ escalate it to the notice of higher authority as the case may be.
- (g) Assistance in project management support to the project and review and supervise the project as per project management chart prepared with the help of MS-project/Primavera including assisting in preparation/ review of project catch up plan (where required).
- (h) Provide support in empanelment of agencies, development of standard documents for Procurement, technical inputs to procurement documents and processes, etc. for effective implementation of the project.
- (i) Coordinate periodic progress review meeting with the contractors and various consultants working in program, prepare minutes of the meeting and follow up on the action points.
- (j) The responsibilities shall extend beyond the ASSIST Project to encompass both the ongoing operations of the medical college hospitals and the implementation of other EAPs within the same health sector domain.

(k) Work closely with the PMC's for achievement of project objectives.

D. DELIVERABLES:

- Detail implementation plan, minutes of the meetings, issues and status reports etc. to the Project Director.
- 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
- Ensuring of quality supervision and construction including materials used in the construction through implementation of quality assurance plan for quality of materials and works done at the respective project, and regulating payments. Assist in contract administration to prevent cost and time overruns.
- Assist in ensuring quality and monitoring compliance of schemes/projects during implementation
- Timely submission of all relevant project progress reports, budget, bills and utilization certificates
- Support to EA in technical matters as and when required
- Any other task as assigned by the Project Director with specific deliverable determinant to achieving the project objectives.

E. KEY QUALIFICATION AND SKILLS:

a) Qualification:

Graduate in Civil Engineering from any AICTE approved recognized institute or university

b) Experience:

- Minimum 6 years of relevant post qualification experience preferably in Project management of building construction, and urban infrastructure development projects.
- Experience of working in health infrastructure projects will be an additional qualification.
- Experience of working with infrastructure project of externally aided funded project is desirable.

c) Skills and Competencies:

- The applicant must be computer literate and has to be well versed with MS-Office package/AUTOCAD etc.
- Experience in project management software packages like primavera, MS-Project will be added advantage
- Strong communication skills in English, Hindi and Assamese.

d) Age limit: Upto 45 years as on 01/01/2026.

F. SALARY AND SERVICE TERMS IN BRIEF:

- Consolidated Pay of Rs. 40,000/- (Rupees Forty Thousand) to 70,000/- (Rupees Seventy Thousand) per month. A higher start may be considered in case of exceptionally talented candidates, as decided by PD. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 40,000/- per month, the lower remuneration will be offered. Moreover, in case, the selected candidate's current remuneration with 30% enhancement exceeds Rs. 70,000 /- per month, the highest pay range i.e. Rs. 70,000 /- per month will be offered.
- Reporting and Performance Review:** Engagement of the AE will be on a full-time basis. The Assistant Engineer (AE) will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the AE will be reviewed periodically by the PD.
- 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.
- Travel:** The AE 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.
- Leave:** The provisions of leave shall be as per the approved leave Policy of AHIDMS.
- Facilities to be Provided:** The AE 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.

G. Interested eligible Candidates who are citizen of India as defined under the Constitution of India and fulfill the eligibility norms of educational qualification, experience, age etc. may Walk-In accordingly for the interview along with all the original certificates/documents

relating to qualification, experience, age, identity proof, latest salary certificate, two passport size-colored photographs etc. and a set of self- attested copies of the same.

- H.** The candidates shall have to bring laptop (for handling of excel sheet & preparation of presentation), original certificates/testimonials along with a set of self-attested copies of the same, for the interview/test along with the filled in application form and the tabulated sheet for the individual positions provided in the website, www.ahidms.assam.gov.in. The Originals of certificates/documents will be returned after corroboration with the self-attested copies of the same. If at any stage, the information furnished in the application or supporting documents is found to be forged/ misrepresented/ incomplete/ false, the candidature shall be liable for cancellation and penal action as per law.
- I.** Any other task as assigned by the Project Director with specific deliverable determinant to achieving the project objectives.

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.
