



GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-22

**Terms of Reference for Content Developer – Self-Learning Community -Based Non-Communicable
Disease Prevention and Management**

A) BACKGROUND AND OBJECTIVES OF THE PROJECT:

The Directorate of Medical Education, Assam was established in 1984 under the Health & Family Welfare Department, Government of Assam. The Directorate plays a key role in overseeing medical and health professional education and training in the state.

In alignment with its goals to strengthen health education, an MOU between the Novo Nordisk Foundation (NNF) and the Srimanta Sankaradeva University of Health Sciences (SSUHS), was signed on August 12, 2024. This MOU establishes collaboration to build institutional capacity for the education of nursing professionals, with a focus on addressing cardio-metabolic diseases.

This MOU will enable quality enhancement and innovation in the education of health professionals in the Regional College of Nursing (Guwahati) under the Partnership for Education of Health Professionals (PEP) programme. The Project Implementation Unit (PIU) is headed by the Principal, Regional College of Nursing.

The Regional College of Nursing (RCN), a pioneering public nursing institution in the North-Eastern Region (NER) of India has been identified as the site for establishing a Centre of Excellence in nursing education (CoEN) as part of state-wide reforms by the Government of Assam supported through a World Bank funded Project called Assam State Secondary Healthcare Initiative for Service Delivery Transformation (ASSIST) under AHIDMS, MERD to the Govt. of Assam. The proposed project focuses on institutional capacity development that will empower RCN as part of the CoEN to become a mentor institution to establish upcoming nursing educational institutions in Assam.

In the long-term, it will lead to:

- Improved nursing education in the state of Assam, to support cardio-metabolic diseases (CMD) prevention and care focused on vulnerable people in the state and the larger Northeastern region.
- Improved opportunities for female health professionals

With this background, the project intends to hire a short term **Content Developer** as a contractual member of the Project Implementation Unit (PIU) **under NNF Supported project RCN-SSUHS**. The detailed scope of work is defined below.

B) Objective(s) of the Assignment:

The objective of the assignment is to develop high-quality, competency-based, learner-friendly self-learning content for the Self-Learning Community, using digital, audio-visual and multimedia approaches. The Consultant will support the development of structured learning resources that enable nursing students and healthcare professionals to learn independently, strengthen critical skills, and improve knowledge and competencies through digital platforms.

C) **Scope of Work:**

The Consultant will be responsible for developing and supporting the implementation of self-learning content, including:

- Develop competency-based self-learning modules aligned with the nursing curriculum, learning objectives and identified competency requirements.
- Develop digital, audio-visual and multimedia educational materials, including videos, presentations, demonstrations, case studies, animations and interactive learning resources.
- Convert existing academic/technical content into structured, engaging and learner-friendly digital self-learning resources.
- Coordinate with faculty members, subject-matter experts and clinical experts for content development, review and validation.

D) **Job Responsibilities:**

The Content Developer will:

- Development of self-learning modules on community-based prevention and management of non-communicable diseases (NCDs) for nursing professionals and community health workers.
- Development of educational and training content, including presentations, case studies, practical guides, and other learning materials.
- Development of digital learning resources such as videos, audio-visual materials, online modules, quizzes, and other interactive content.
- Preparation of IEC (Information, Education and Communication) materials to support awareness and community-level NCD prevention and management.
- Preparation of training and workshop reports, including key discussions, activities undertaken, outcomes, and recommendations.
- Documentation of project activities, learning resources, and technical outputs for monitoring, reporting, and future reference.
- **Any other tasks or responsibilities related to the assignment as may be assigned by the RCN from time to time.**

E) **Qualification: Essential Qualification:**

- Bsc Nursing with Master's in Public Health / Master's degree in Community Health Nursing from a recognized institution.

F) **Age: Maximum 45 years as on 1st January 2026**

- **Experience:** Minimum 3 years of post-highest qualification experience in development of educational or training content, IEC materials, or community health training programmes.
- Proficiency in computer skills and basic design is essential.
- Experience in the area of **Non-Communicable Diseases (NCDs)**, community health, public health, or health promotion activities will be preferred.
- Basic Knowledge of online and Open and Distance learning approaches and content development is required.

G) **SALARY AND SERVICE TERMS IN BRIEF:**

a) Consolidated Pay in the range of **Rs. 70,000/- (Rupees Seventy Thousand) to Rs. 90,000/- (Rupees Ninety Thousand)** per month. The selected candidate will be offered 30% enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below **Rs. 70,000/-** per month, the lower remuneration will be offered. Moreover, in case, the selected candidate's current remuneration with 30% enhancement exceeds **Rs. 90,000/-** per month, the highest pay range i.e. **Rs. 90,000/-** per month will be offered.

b) **Reporting and performance review:** Engagement of the Content Developer – Self-Learning Community will be on a full-time basis. The Content Developer – Self-Learning Community will report to the Principal, Regional College of Nursing. The incumbent shall be subject to performance appraisal on a quarterly basis, which will have a bearing in the overall assessment, during the contract period.

c) **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.** The services shall be performed in accordance with the Terms of Reference (ToR) of the position as advertised and any additional task as assigned from time to time by the Principal -RCN.

d) **Leave:** The provisions of leave shall be as per the approved leave Policy of Directorate of Medical Education.

e) **Facilities to be provided:** The **Content Developer** 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.

The DME, Assam reserves the right to cancel the recruitment process or modify the required qualification/experience/ number of the positions at any stage without assigning any reasons thereof.

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