

Government of Rajasthan

Rajasthan Health Systems Development Project
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LETTER OF EXPRESSION

The Project Director, Rajasthan Health Systems Development Project, Government of Rajasthan invites applications from individuals for job of **Consultant Hospital Management Information System (HMIS) Analyst (One)** on contract basis.

Qualification and Experience : The candidate should have First division masters degree in **Statistics** ideally **Doctorate in statistics** with Specialization in **Operation Research/Bio-Statistics/Demography /Economics and Econometrics** from recognized University. Preference would be given to a person having published national/international research paper in the field of health statistic. Experience in health sector for **Monitoring & Evaluation** at Project level for at least 3-5 years.

Computer proficiency (MS Office and other analytical and research software's like **SPSS/EPI-INFO/STATISTICA** etc.) with extensive knowledge of data structure and data base management technology along with **hands-on exposure of web based data entry system of any national/international health project is desirable.**

Detailed Terms of Reference, criteria job responsibility and other conditions are available on our Website <http://rajswasthya.nic.in>. For further queries the project office can be contacted during office hours at the address mentioned above.

The appointee shall be paid a consolidated honorarium of Rs. 25000-30000 (negotiable depending on qualification and experience) per month to the consultant **HMIS Analyst**. Extensive tours inside or outside the State may be required for which T.A./DA at the rate admissible as per rules will be payable. No private assignment will be allowed during the contract period.

The application should contain applicant's Name, Father's Name, Age, Office and Residential Address with Telephone Number, E-mail Address, Qualification and experience supported by attested photo copies of relevant papers and must reach at project office by 5.00 PM. latest by 15.02.2008.

Project Director
RHSDP

Rajasthan Health System Development Project

TOR for HMIS Analyst (Revised)

The World Bank assisted Rajasthan Health Systems Development Project was launched in the State of Rajasthan in July 2004 under which 238 Secondary level institutions are being provided with hardware and software inputs for improving the quality of services in public sector. Under the project the selected facilities are being renovated, equipped and staffed in addition to ensuring improved supply of drugs and hospital supplies in an effort to attain prescribed norms. These inputs are being complemented by measures to improve service quality through training of staff and institutionalization of quality assurance systems.

For better management, planning and monitoring of activities under the project, information on hospital performance is collected on a monthly basis through routine Hospital Management Information System (HMIS). The HMIS has defined a core set of indicators to measure: (i) indicators specified in the Performance Matrix agreed with the World Bank; (ii) quality of clinical services being provided at facilities; and (iii) quality of processes and procedures at facility level. These are being monitored monthly; and facility-level feedback is being provided by the QI Cell at regular intervals. "HEALING" the existing HMIS of the department would be extended to include these indicators. The project intends to move towards grading of facilities, in order to motivate better performance. An HMIS consultant has recently been brought on board to assist in ensuring timely and complete reporting from all facilities; to check and validate available data; and to create a viable database out of the data currently available.

This assignment is for recruiting a data analyst to strengthen the capacity of the Monitoring and Quality Improvement Cell of the RHSDP to study and analyse the data, in conjunction with the PMU, to utilize it more effectively as a project management tool.

Statement of Objectives:

The objectives of this consultancy are to ensure that the data generated through the HMIS are analyzed and utilized effectively at the PMU level. This will mean that the data will need to be:

- (i) regularly analyzed, so that all relevant information from the large available database is mined;
- (ii) used for decision-making and for any policy-level advice with regard to deployment of personnel/materials logistics/other interventions; and
- (iii) an effective guide at the facility level for future action, with regular and useful feedback provided by the PMU based on performance on the previous months key indicators.

Objectives of the Consultancy:

The consultant analyst will be required to work closely with the PMU and the team already in place in the HMIS cell and perform the following functions:

- (i) Discuss the data set with the PMU to identify the types of analysis that are possible with the available data and arrive at a menu of possible/desirable types of analytical tables that would be of use to the PMU in performance measurement of facilities/DPCs, decision-making and policy development. The analyst should also use his/her own experience in the health sector to cull out information that would potentially be useful for project management;
- (ii) Generate analytics, and use them as a basis for discussion within the PMU for further action for hospital systems improvement. For example, trends in OPD per doctor per day: a low number could serve as a guide to the PMU that more IEC needs to be directed to the catchment area of the

facility to increase utilization, or that doctors in that facility need to be re-deployed to a facility where the OPD is more crowded, or there could be other underlying reasons;

(iii) Coordinate with the NRHM/RCH programs to access data available to those programs and use that data as appropriate to complement the RHSDP database. For example, the PMIS being maintained by the Directorate (under HEALING) should be made available to the Project Director (PD) on a monthly basis with appropriate advice on areas of concern/shortfall that require immediate attention;

(iv) Develop simple protocols for updating key indicators regularly for management review. These should form the basis for the weekly management meetings of the Project Team, with the analyst highlighting issues that arise from the data analysis;

(v) Provide effective guidance to the QI team on the type of monthly feedback that should be provided to the facility level, focusing on key issues for better utilization of health care services;

(vi) Develop a training module on how to use data for decision-making and effective utilization of health care resources.

Inputs from RHSDP:

The consultant would work as part of the PMU QI cell, along with the QI/HMIS team and under the guidance of the Head of the QI cell. The cell would make available all necessary resources to the consultant, including a computer, access to HMIS data and data entry staff, to undertake the above tasks effectively.

Deliverables expected from the Consultant:

- Work closely with the PMU and the QI cell in the analysis and utilization of the data.
- Develop protocols on the types of analysis possible with available data.
- Interact closely with all sectoral experts/division heads within the PMU to ensure a rich analysis of the data.
- Develop a training program over the next three months for strengthening data analysis skills at the facility level (by DH/SDH/CHC).
- Undertake analysis monthly of all indicators.
- Provide guidance on the monthly feedback to the facilities on performance during the previous months and any meaningful trends.
- The consultant will also interact closely with NIC for software development.

Terms and Conditions:

- The tenure of appointment shall be one year.
- The appointee shall be paid a consolidated pay of Rs 25000-30000/- (negotiable depending on qualification and experience) per month and shall not be eligible for any other allowances and increment in pay.

- In case journeys are performed in the interest of Project he/she shall be eligible for TA and DA as applicable to (8000-13,500) scale of state service officers of GOR at minimum of pay scale.
- The candidate shall be eligible for 20 days casual leave in a year.
- Apart from the benefit covered under the terms and conditions, the candidate is not eligible for any other benefit such as Time Bond Advance, promotion, pension, medical reimbursement etc.
- The contract appointee is bound to make good any loss sustained by GOR due to his/her misbehaviour or negligence.
- This contract appointment shall not be considered as permanent for any reasons whatsoever.
- During the tenure of office the contract appointee shall keep all official information i.e. obtained or collected strictly confidential.
- In case any of the above conditions are violated the appointment automatically stands cancelled.
- The consultant may have to travel extensively within the state in relation to the project work.

Note: The candidate would be bound by the GoR circular of finance department for appointment on contract on fixed package services in societies etc under sponsored schemes, externally aided projects dated 9.01.2007.

Duration:

The duration of consultancy will be one year from the date of start of services, on retainerhip may be extended for further period as per recommendations by the review committee. The duration shall be reckoned to start from the date of appointment to the satisfactory completion of all the tasks and handing over of all deliverables. In case the consultant is found guilty of breach of the agreement his services can be terminated of a notice of 15 days without any compensation. If S/he gives-up the assignment in between i.e. before the contract period, he shall require to give a prior notice of one month.

Review committee will consist of following members:-

- Project Director , R.H.S.D.P
- F.A&C.A.O, R.H.S.D.P
- Additional Director, Q.I, R.H.S.D.P

Review Committee will review and monitor the effectiveness of working of the individual. All final out puts submitted by the individual including reports will be reviewed by the Addl. Director (Q.I.), R.H.S.D.P.

Qualifications:

The candidate should have First class masters degree in **Statistics** ideally **Doctorate in statistics** with Specialization in **Operation Research/Bio-Statistics/Demography /Economics and Econometrics** from recognized University. Preference would be given to a person having published national/international research paper in the field of health statistic. Experience in health sector for **Monitoring& Evaluation** at Project level for at least 3-5 years.

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