

Government of Rajasthan

Rajasthan Health Systems Development Project
C-Block, Swasthya Bhawan, Tilak Marg, C-Scheme
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No. F-1()/RHSDP/SPC/2007/8872

Dated: 14.12.2007

Credit No. 3867/IN

LETTER OF EXPRESSION

The Project Director, Rajasthan Health Systems Development Project, Government of Rajasthan invites applications from individuals for job of Consultant on contract basis for the following post.

1. **Consultant Training : Post-1**

Qualification and Experience: The Consultant (Training) should be an MBA or MPH or retired Senior Doctor with 5 years working experience in related field. He should have minimum 5 years of experience in developing and implementing professional development and training activities. The Consultant should be well versed with health sector training programmes and formulating/executing programmes related to externally aided projects of the health sector.

2. **Consultant Health System Improvement HSI for Dungarpur : Post-1**

Qualification and Experience: The consultant (HSI) should be a senior doctor possibly retired from the Govt. Services with a good rapport with senior district health officials.

3. **Consultants HSI/Resource Person at State (Post - 1) and Zonal Level (Post- 7) : Post -8**

Qualification and Experience: The consultant (HSI) should be a senior doctor possibly retired from the Govt. Services with a good rapport with senior district health officials. Experience in training centers/ Institutes shall be given preference. Experience in training Centers/Institutions shall be given preference.

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.

Minimum honorarium of Rs. 25000 PM will be paid to the consultant Training and Rs. 15000 PM to the Consultants HSI. Extensive tours inside or out side 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 31.12.2007.

**Project Director
RHSDP**

TERMS OF REFERENCE FOR CONSULTANT (TRAINING)

Background:

The Government of India has received a credit from International Development Association towards the State of Rajasthan. During the first phase of the project, selected BPHC, CHC, District Hospitals will be strengthened through systematic effort to improve their functions. Under the project, the selected facilities will be renovated, equipped and fully staffed in addition to ensuring improved supply of drugs and hospital supplies and to attain the prescribed norms. These inputs will be complemented by the measures to improve service quality through training of staff, institutionalized quality assurance system, and more efficient referral systems.

The Consultant (Training) will be the member of Human Resources Cell which will be responsible for: (i) overseeing implementation of training and capacity building sub-component of the project; (ii) for identifying appropriate training institutions at the national and state level for imparting clinical, managerial and technical training to health systems manpower; and (iii) for finalizing the training calendar and making arrangement to send participants for the training programmes and assisting in securing their releases, clearances and deputation, to attend the trainings.. (iv) The Human Resources Cell of the PIU will provide guidance for enhancing necessary staff competencies through an assessment of individual staff competency and accessing necessary training programs planned under the Project. The District Project Management Cell will implement the process. Staff will be assisted in assessing their own competency development needs and accessing necessary training programs planned under the Project. In the third year a second round of competency assessments will be carried out which will help monitor the progress made in strengthening the capacity building activities.

An outline of the task to be carried out by the Consultant (Training)

1. To assist in developing institutional strengthening strategies and staff positioning and training status of each of the staff to trained
2. To under take regular evaluation of clinical and management training for all levels of staff based on competency analysis & maintain inventories of training conducted.
3. Manage training curriculum and modules in consultation with SIHFW.
4. Prepare training calendars in consultation with HR cell and Training institution.
5. Assist in contracting identified training organizations
6. Co-ordinate with the Directorate to identify potential trainees and with the training institutions and trainees for scheduling and follow-up.
7. Other works as and when assigned by the Project Director.

The RHSDP will initially provide the data wherever such information is available. The consultant would make to collect the required data and information from the concerned Directorate or the Secretariat as required by the Project Director.

Qualification & Experience :

The Consultant (Training) should be an MBA or MPH or retired Senior Doctor with 5 years working experience in related field. He should have minimum 5 years of experience in developing and implementing professional development and training activities.. The Consultant should be well versed with health sector training programmes and formulating/executing programmes related to externally aided projects of the health sector.

The consultant would work directly under the close supervision of Project Director, RHSDP. The consultant will discharge his/her duties in HR training cell in consultation with the Additional Director (HR).

Terms and Conditions :

- (i). The tenure of appointment shall be one year.
- (ii). The minimum honorarium of Rs. 25000/- per month will be paid to the Consultant. Hence may further negotiated looking candidate qualification and experience.
- (iii). In case journeys are performed in the interest of Project he/ she shall be eligible for TA and DA as applicable to (8000-12000) scale of state service officers of Government of Rajasthan at minimum of pay scale.
- (iv). The candidate shall be eligible for 15 days casual leave in a year.
- (v). 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.
- (vi). The contract appointee is bound to make good any loss sustained by Govt. due to his/her misbehaviour or negligence.
- (vii). This contract appointment shall not be considered as permanent for any reasons whatsoever.
- (viii). During the tenure of office the contract appointee shall keep all official information i.e., obtained or collected strictly confidential.
- (ix). In case any of the above conditions are violated the appointment automatically stands cancelled.
- (x). The consultant may have to travel extensively within the state and out side.

Duration :

The duration of consultancy will be one year from the date of start of services, on retainership basis. The duration of retainership may be mutually extended for further period as per requirement. The duration of consultancy shall be reckoned from the date of appointment of consultant 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 he gives-up the assignment in between i.e. before the contract period, he shall require to give a prior notice of three months.

Review Committee will consist of following members.

- Project Director, RHSDP
- Additional Project Director, RHSDP
- Additional Director, HRD
- FA & CAO, RHSDP

Review Committee will review and monitor the effectiveness of working of the Consultant. All final out puts submitted by the Consultant including reports will be reviewed.

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TERMS OF REFERENCE FOR CONSULTANT (HSI)

Background:

The World Bank assisted, Rajasthan Health System Development Project has been launched in the state of Rajasthan in the month of July 2004. The overall objective of the project is to increase the access of the people of Rajasthan, especially the underprivileged, poor, women and children, to quality health services. The project aims at achieving the overall objective through strengthening the secondary level government health system in the state through physical renovations, provision of goods, equipment, drugs and supplies and skill enhancement of the care providers; apart from undertaking Behaviour Change Communication (BCC) and pioneering innovative concepts like health systems performance improvement (HSI), implementing Public Private Partnership (PPP) models at the community level.

The Consultant (HSI) at the state level will work with the team of Quality Improvement Cell to support the work of the HSITs and HSICs. In addition, seven consultants (one at each zonal headquarters: Ajmer, Bharatpur, Bikaner, Jaipur, Jodhpur, Kota and Udaipur) would be recruited to be members of the District Project Management Cells to support the DPCs in the work with the HSITs and HSICs and to support implementation of the performance improvement process.

An outline of the specific tasks to be supported by the Consultant (HSI)

1. To support identified facilities in systematic performance improvement system and assist in developing and implementing institutional performance strategies using HSITs.
2. To prepare annual calendar of HSIT/HSIC meetings and to attend HSIT/HSIC meetings in the zone specially to ensure quality of discussions in the meetings. To ensure that minutes are prepared immediately and sent to DPC and project office within three days of holding meeting. Quality indicators to be developed to assess quality of meetings.
3. Prepare training calendar for HSIT toolkit training of HSITs and organize HSIT trainings in the state/zone in consultation with Quality Improvement Cell. In district Bharatpur HIS concept including trainings of HSITs is to be taken down to all PHCs in coordination with NRHM.
4. To liaise with the agency imparting BCC training in 6 priority districts (Jhalawar, Bharatpur, Chittorgarh, Dungarpur, Jodhpur and Tonk).
5. To assist in monitoring the monthly reporting system supported by HMIS and measure quality of care specially with reference to utilization of services with special focus on utilization of services by BPL, poor and underserved population – HSIT consultant should focus on operationalizing and functioning of the HSIT and HSIC in the districts and not be given the responsibility for HMIS and routine reporting.
6. To undertake regular assessment and monitoring of institutional performance and problem solving at each institution and send feedback to respective institutions with copy to PMU. It is to be ensured that feedback is discussed in the HSIT/HSIC meetings and appropriate remedial actions are taken and response to feedback is given by HSITs.
7. During field visit s/he will do a rapid exit interview to assess patient satisfaction with the services and monitor health care waste management at facilities and functioning of referral system.
8. Other works as and when assigned by the Project Director.

Qualification and Experience:

The Consultant (HSI) should be a Senior Doctor, preferably retired from the government service with a good rapport with senior district health officials.

The consultant at RHPDP Hq. Jaipur shall discharge his/her duties in Quality Improvement Cell headed by Additional Director. The Zonal Consultants will work in close coordination with concerned DPC's and sit in the office of DPC at Zonal Hq.

Terms and Conditions:

- (i) The tenure of appointment shall initially be one year.

- (ii) The fixed honorarium of Rs. 15,000/ per month will be paid to the Consultant. This however may be negotiated by candidate with better qualification and experience.
- (iii) In case journeys are performed in the interest of Project he/ she shall be eligible for TA and DA as per state norms.
- (iv) The candidate shall be eligible for casual leave as per state norms.
- (v) Apart from the benefit covered under the terms and conditions, the candidate is not eligible for any other benefit such as Time Bound Advance, Promotion, Pension, medical reimbursement etc.
- (vi) The contract appointee is bound to make good any loss sustained by Govt. due to his/her misbehavior or negligence.
- (vii) This contract appointment shall not be considered as permanent for any reasons whatsoever.
- (viii) During the tenure of office the contract appointee shall keep all official information i.e., obtained or collected strictly confidential.
- (ix) In case any of the above conditions are violated the appointment automatically stands cancelled.
- (x) The consultant may have to travel extensively within the state and out side.

Duration:

The duration of consultancy will be one year from the date of start of services, on retainer ship basis. The duration of retainer ship may be mutually extended for further period as per requirement. The duration of consultancy shall be reckoned from the date of appointment of consultant 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, s/he shall be required to give a prior notice of three months.

Review Committee will consist of following members.

- Project Director, RHSDP
- Additional Project Director, RHSDP
- Additional Director, QI
- Additional Director, HRD,
- FA & CAO, RHSDP

Review Committee will review and monitor the effectiveness of working of the Consultant. All final out puts submitted by the Consultant including reports will be reviewed.

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The Consultant (HSI) at the state level will be a member of the State Level Resource Team and work with the team to support the work of the HSITs and HSICs. . In addition, six consultants (one each in districts: Jhalawar, Bharatpur, Chittorgarh, Dungarpur, Jodhpur and Tonk) would be recruited to be members of the District Project Management Cells to support the DPCs in the work with the HSITs and HSICs.

The Consultant (HSI) will work in close association with various cells of the project & District Project Management Cells to support implementation of the performance improvement process.

An outline of the specific tasks to be supported by the Consultant (HSI)

1. To train staff in identified institutions in systematic performance improvement system and assist in developing institutional strengthening strategies.
2. To assist in monitoring the monthly reporting system supported by HMIS & measure quality of care.
3. Coordinate and monitor meetings of Health Systems Improvement Committees and Teams including maintaining records of meetings held, decisions taken etc.
4. To under take regular assessment & evaluation of institutional performance and problem solving at each institution & send feedback to respective institutions.

Qualification & Experience:

The Consultant (HSI) should be a Senior Doctor, possibly retired from the government service with a good rapport with senior district health officials s. .

The consultant would work under the close supervision of Project Director, RHSDP. The consultant at Jaipur will discharge his/her duties in Health Systems Improvement Cell under the Additional Director (HR). The Consultants at districts will work under concerned DPC's.

Terms and Conditions:

- (xi). The tenure of appointment shall be one year.
- (xii). The fixed honorarium of Rs. 15000/- per month will be paid to the Consultant. This however may be negotiated by candidate with better qualification and experience.
- (xiii). In case journeys are performed in the interest of Project he/ she shall be eligible for TA and DA as applicable to (8000-12000) scale of state service officers of Government of Rajasthan at minimum of pay scale.
- (xiv). The candidate shall be eligible for 15 days casual leave in a year.
- (xv). 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.

- (xvi). The contract appointee is bound to make good any loss sustained by Govt. due to his/her misbehavior or negligence.
- (xvii). This contract appointment shall not be considered as permanent for any reasons whatsoever.
- (xviii). During the tenure of office the contract appointee shall keep all official information i.e., obtained or collected strictly confidential.
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