

Government of Rajasthan

Rajasthan Health Systems Development Project
C-Block, Swasthya Bhawan, Tilak Marg, C-Scheme
Jaipur-302005
No. F-1()/RHSDP/SPC/2008/7052
Credit No. 3867/IN

Tel. : 0141-2382178
0141-5110730

Dated: 19.12.08

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 Health Economist: Post-1

Qualification and Experience: The consultant should be a PhD in Health Economics/Economics. She/He should have minimum 5 years of experience in health sector and experience in Health /Health Economics related review and analytical work at the National/State Level. The individual should be well versed with health financing issue in India and health sector programmes. Analysis of programmes related to externally aided projects of the health sector would also be welcome.

2. Consultant Equipment & Maintenance : Post-1

Qualification and Experience: The consultant should be a B.E. (Bio-medical) /B.E. (Electronics) with 5 year experience in Equipment Management including Installation, Commissioning Large-Scale Maintenance Network of Bio-medical Equipment etc.

3. Consultant Hospital Management Information System (HMIS) Analyst : Post-1

Qualification and Experience: The consultant should be 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.**

4. Consultant Technical Assistant Studies: Post -1

Qualification and Experience: The consultant should be Masters / PGD in Health Care Management with two year experience.

5. Consultant Technical Assistant IEC: Post -1

Qualification and Experience: Diploma in public relation/ Mass communication with two years experience.

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 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 6.00 PM. latest by 23.01.09

**Project Director
RHSDP**

TERMS OF REFERENCE FOR HEALTH ECONOMIST

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 Health Economist will be the member of Strategic Planning Cell & the Strategic Planning Cell will act as the think-tank for the project and undertake various studies and policy research work for improving the efficiency and effectiveness of the health systems in the state. The studies/research work would be conducted with the help of consultant agencies from time to time. Besides supporting the state in strengthening planning and problem solving functions, the Strategic Planning Cell will focus on two areas: promoting an appropriate role for the private sector and resource allocation within the public sector. It will identify key strategic issues in each of these areas through consultations with major stakeholders, commission necessary diagnostic studies and analysis to identify ways to address these issues, and carry out necessary policy advocacy to accelerate progress in addressing them.

An outline of the task to be carried out by the Health Economist

1. Under the guidance of the Project Director, take a role in the economic analysis and justification being done in the strategic planning cell
2. Coordinate the studies for (a) analyses for user charges and its implications on utilization in the project facilities, in particular reference to utilization by women, vulnerable groups, children, and BPL population; (b) community based health insurance review and pilots; (c) review of the Medical Relief Societies and the BPL Medical Card scheme and develop a package of interventions that can be implemented under the Project in order to improve access to (and equity of) public health care facilities among the very poor, by enhancing utilization of this scheme.
3. Analyze the resource allocation pattern to the sector and suggest ways to enhance the value for money. Also analyze the adequacy of the resource allocation, especially for drugs and maintenance.
4. Relate the physical and financial progress of the project and also outputs/outcomes, where applicable, and assist the PD in discussions on identifying bottlenecks and corrective steps to achieve the expected outcomes.
5. Estimate the cost implications to the state and the project on account of delays in the implementation of various components of the project and share with the project and state officials
6. Take an active role in monitoring and evaluation of the project and provide feed back to the project team progress of various components- the achievements and slow moving areas. This would include updating the monitoring indicators of the project on a regular basis based on the project data and studies; preparing reports

based on the information generated by the project for policy purposes as well as to strengthen the information collection methods on a regular basis.

7. To carry out any other task assigned in pursuance of objectives.

The individual will provide periodical reports on the progress and status of all issues assigned to him.

Qualification & Experience:

The consultant should be a PhD in Health Economics/Economics. S/he should have minimum 5 years of experience in health sector and experience in health/health economics related review and analytical work at the National/State level. The individual should be well versed with health financing issues in India and health sector programmes. Analysis of programmes related to externally aided projects of the health sector would also be welcome

The consultant/staff will work directly under the close supervision of Project Director RHSDP

Terms and Conditions :

- (i). The tenure of appointment shall be one year.
- (ii). The appointee shall be paid a consolidated pay of Rs. 25,000 to 40,000/- (depending on qualification and experience) per month and shall not be eligible for any other allowances and increment in pay.
- (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 20 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 in relation to the project work..

Duration :

The duration of consultancy will be one year from the date of start of services, on retainer basis. The duration of retainer may be mutually extended for further period as per requirement. 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 he gives-up the

assignment in between i.e. before the contract period, he shall require to give a prior notice of one months.

Review Committee will consist of following members.

- Project Director, RHSDP
- Additional Project Director
- Additional Director (Medical)
- FA & CAO, RHSDP
- Deputy Director (HR)

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 Project Director.

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TERMS OF REFERENCE FOR CONSULTANT EQUIPMENT MAINTENANCE

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 Equipment Maintenance will be the member of Equipment Procurement and Maintenance Cell (EPMC) will oversee the procurement of equipment and other goods under the various project sub-components, particularly the upgrading effectiveness of clinical, management and support services. The responsibilities of the consultant will also include to manage the maintenance of the equipment. The equipment maintenance may be undertaken by in-house teams or contracting out to private sector. The consultant will supervise the performance of the private sector and in house teams as per direction of EPMC & Project Director.

Task to be carried out by the Consultant Equipment Maintenance is as follows:

1. Set equipment and maintenance standards in consultation with strategic planning cell and set specifications for equipments matching with services and level of facility as per bed strength & space norms.
2. Identify vendors/manufacturers and survey their units.
3. Advice and assist in the process of appointing a procurement agent for procurement & maintenance of goods and Equipment in accordance of procurement plans and finalization of bids / consultancy services.
4. He/She will play an important role in scheduled procurement process as per PIP.
5. Establish systems to ensure that undertake corrective and preventive maintenance by approved agencies, and advise on evolving equipment maintenance strategies.
6. Forecast requirements for annual equipment procurement replacement, coordination & maintenance along with necessary maintenance and budgets.
7. Assist in setting up of in-house maintenance services including : Hiring of suitable staff, designing, organizing and participating in training the technicians etc. Establishing the maintenance network at regional and district levels based at strategically selected locations throughout the state.
8. Advice and assist in equipment management including installation, commissioning, large-scale maintenance network of bio-medical equipments etc.
9. Other related work as and when assigned by the Project Director.
10. Ensure compliance of maintenance services provided by in-house teams, suppliers/manufacturers or third-party service firms with quality assurance standards defined by EPMC.
11. Arrange and supervise necessary training programmes for end-users of equipment including ensuring that basic operating instructions and care/first-line maintenance materials are available at installation sites.

12. Prepare the Data Base of the existing equipments available at various facilities and identify the equipments which needs maintenance or otherwise if to be condemned. Suggest the re-allocation of equipments as per requirement.

The RHSDP will initially provide the data wherever such information is available. The Consultant Equipment Maintenance would make to collect the required data and information as required by the Project Director.

Qualification & Experience :

The Consultant Equipment Maintenance should be a BE (In Electronics/ Bio-medical Engineering) with 5 year experience in equipment management including installation commissioning large-scale maintenance network of bio-medical equipment etc.

The Consultant Equipment Maintenance will works directly under the close supervision of Project Director RHSDP. The Consultant Equipment Maintenance will discharge his/her duties in consultation with the Additional Director (EPMC).

Terms and Conditions:

- (i). The tenure of appointment shall be one year.
- (ii). The appointee shall be paid a consolidated pay of Rs. 25000/- per month + service tax and shall not be eligible for any others taxes, other allowances and increment in pay.
- (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 20 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 the state of Rajasthan.
- (xi). Advertisement is the part of contract.

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 one month 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 one month.

Review Committee will consist of following members.

- Project Director, RHSDP
- Additional Project Director, RHSDP
- Additional Director, Quality and System Improvement Cell
- Additional Director (EPMC)

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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Rajasthan Health System Development Project

TOR for HMIS Analyst

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 catchments 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.

Duration:

The duration of consultancy will be one year from the date of start of services, on retainership 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.

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.**

TERMS OF REFERENCE
FOR
CONSULTANT TECHNICAL ASSISTANT (STUDIES) IN RHSDP

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 system.

As envisaged in PIP consultants Technical Assistant Studies is proposed to assist PIU for various activities. Task specific supporting consultants are required for the year 1 so that activities may be effectively implemented, monitored & task be completed timely. The tenure of these consultants is maximum one year.

Consultant - Technical Assistant Studies (One)

Task- To coordinate proceedings for contracting out various studies envisaged in PIP, monitoring progress, reporting and final compilation of the study results with follow up and managing fund flow for the different studies, other work assigned by the SPC cell of RHSDP.

Minimum Qualification : Masters/PGD in Health Care Management with two years experience.

Terms and Conditions :

1. The tenure of appointment shall be one year.
2. The appointee shall be paid a consolidated honorarium of Rs. 15000/- per month will be paid and shall not be eligible for any other allowances and increment in pay.
3. In case journeys are performed in the interest of Project he/ she shall be eligible for TA and DA as applicable to (6000 per month) of state service of Government of Rajasthan.
4. The candidate shall be eligible for 20 days casual leave in a year.
5. 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.
6. The contract appointee is bound to make good any loss sustained by Govt. due to his/her misbehaviour or negligence.
7. This contract appointment shall not be considered as permanent for any reasons whatsoever.
8. During the tenure of office the contract appointee shall keep all official information i.e., obtained or collected strictly confidential.
9. In case any of the above conditions are violated the appointment automatically stands cancelled.

10. The individual may have to travel extensively within the state and out side in regard to the project work.

11. Advertisement is the part of contract.

Duration :

The duration of the assignment 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 assignment 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 individual is found guilty of breach of the agreement his/her services can be terminated of a notice of 15 days without any compensation. If s/he gives-up the assignment. before the contract period ends, s/he will be required to give a prior notice of one months.

Review Committee will consist of following members.

- Project Director, RHSDP
- Additional Project Director
- FA & CAO, RHSDP
- Joint Director (SPC)
- Concern Cell Head\

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 Project Director.

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TERMS OF REFERENCE
FOR
CONSULTANT TECHNICAL ASSISTANT IEC

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 system.

As envisaged in PIP Technical Assistant IEC consultant is proposed to assist PIU for various activities. Task specific supporting consultant is required for the year 1 so that activities may be effectively implemented, monitored & task be completed timely. The tenure of this consultant is maximum one year.

Task- To assist IEC cell in different IEC related activities like, current levels of beliefs, attitudes & practices relating to public health & resources available at various levels. Translate this display into material, pre-test this material and disseminate the same to the target group in a planned way through mass media & to manage, monitor & reporting of these activities.

Minimum Qualification : Diploma in public relation/ Mass Communication with two years experience.

Terms and Conditions :

- (xi). The tenure of appointment shall be one year.
- (xii). The appointee shall be paid a consolidated honorarium of Rs. 15000/- per month and shall not be eligible for any other allowances and increment in pay.
- (xiii). In case journeys are performed in the interest of Project he/ she shall be eligible for TA and DA as applicable to (6000 per month) of state service of Government of Rajasthan.
- (xiv). The candidate shall be eligible for 20 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 misbehaviour 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.
- (xix). In case any of the above conditions are violated the appointment automatically stands cancelled.
- (xx). The individual may have to travel extensively within the state and out side in regard to the project work.
- (xxi). Advertisement is the part of contract.

Duration :

The duration of the assignment 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 assignment 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 individual is found guilty of breach of the agreement his/her services can be terminated of a notice of 15 days without any compensation. If s/he gives-up the assignment. before the contract period ends, s/he will be required to give a prior notice of two months.

Review Committee will consist of following members.

- Project Director, RHSDP
- Additional Director (SPC)
- FA & CAO, RHSDP
- Joint Director (SPC)
- Additional Director (CAEI)

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 Project Director.

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