
Terms of Reference

-

Consultant-Human Resource for Health (HRH) for Mizoram Health Systems Strengthening Project

Background

The Department of Health and Family Welfare, Government of Mizoram is implementing a project titled 'Mizoram Health Systems Strengthening Project' with financial and technical assistance from the World Bank. The proposed project aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram. The project will target investments towards health facilities and locations across the state over the five-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 will accomplish these objectives through implementation of four components:

- I- Strengthen management and accountability through Internal Performance Agreements (IPAs)
- II- Improve the design and management of the state health insurance programs
- III- Enhance the quality of health services and support innovations
- IV- Contingent Emergency Response Component

Project Duration: 5 years

Consultancy Service duration: 48 months

Roles & Responsibilities:

- i. Systematic collection, documentation & presentation of information regarding human resources for health, health systems and health needs including inputs for key decision makers;
- ii. Co-ordinating with all HR sections under the Health & family Welfare Department, Govt. of Mizoram and oversee all HR activities of its branch offices;
- iii. Implementing of HR Strategies towards effective Human Resource Management;
- iv. To help improve the output metrics for Nursing education and increase the number of competent Nurse-midwives and lab technicians by implementing INC standards;
- v. To support upgradation of all the nursing schools through infrastructure revamp;
- vi. To support identified institutions to upgrade the course from GNM to B.Sc. Nursing

- and B.Sc. to M.Sc. Nursing;
- vii. Preparing Terms of References/ Job Advertisements / Tender Documents / SOPs / HR Policies and preparing Offer Letters & Contracts, Induction of Consultants, as and when needed;
 - viii. Finalizing Contract arrangement with recruitment agencies, as and when needed;
 - ix. Work on HRMIS software and generate reports as and when required. Managing MIS / Trackers / Database / Dash Boards;
 - x. Creating Forms & Format – as and when required;
 - xi. Analysis/review of data from HMIS and other health sources& its use for decision makers and the support to states and districts;
 - xii. Building capacities at district and state level for making state and district human resources for health plans and for review & improving the plans, using both epidemiological and HMIS inputs and support on budgeting and financial planning as required;
 - xiii. Provide Technical Assistance in areas related to health systems strengthening and Human Resources for Health;
 - xiv. Undertake other assignments, which may be assigned from time to time by the Project Director, MHSSP.

Eligibility and other essentials:

- i. Post-Graduation or higher qualification in Public health, Business management, with post-qualification experience of at least 5 years;
- ii. Work experience/Competence in the area of human resources for health, health systems strengthening, and Nursing would be an advantage;
- iii. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point& Web surfing to search relevant data & documents.
 - **Knowledge requirements-**
 - i. Advocacy, Negotiations and communication skills
 - ii. Engagement with state and district level management
 - **Skill requirements-**
 - i. Good communication and presentation skills, analytical and interpersonal abilities
 - ii. Interpersonal and leadership to direct and implement planned activities
 - iii. Non discriminating, transparent, participative
 - iv. The project envisages intensive travelling within specified districts and high energy inputs. Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
 - v. For some tasks specific technical skills or part experience in some specific areas is desirable – these include Evaluation Techniques & Study Designs, Policy Development Work, data review, report writing etc.

- vi. Past experience in World Bank Project and knowledge of World Bank Procurement Regulation will be an added advantage.

Excellent oral, written and communication skills in English language is essential.

Salary and Contract term:

- The assignment is on purely contractual basis. The tenure will be co-terminus with the project duration. The contract will be for one year at a time, and extended based on satisfactory performance.
- Consolidated Pay of Rs. 50,000/- (Rupees Fifty thousand) per month with 5 percent increment annually on extension of contract.