

TERMS OF REFERENCE FOR PUBLIC HEALTH SPECIALIST

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 public health specialist 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 Public Health Specialist

1. Identify quality assurance indicators to monitor quality of the State's Health System & create and maintain a database related to hospital performance indicators, health services, health programmes, disease surveillance and hospital waste management.
2. Settings up feasible and acceptable standards of quality of care and prepare protocols for implementations of their standards & develop a hospital inspection checklist and take up inspections to identify weaknesses and suggest improvements.
3. Identify issues, generate and evaluate options aimed at improving the performance of the State's health system. These could include strengthening strategic planning capacity in the Department, improving human resource management and decentralization.
4. Guide in commissioning studies in operational and policy research for secondary level hospitals
5. Suggest changes in standards and norms in relation to staff/service/equipment/ waste management/clinical care/ essential drugs/referral etc.
6. Undertake various studies on important and critical issues for effective implementation of the project activities to achieve the desired output. These studies may focus on the issues that top health manager's face. In addition, it will focus on two important areas with potential for significant improvement in the health system functioning: studies for promoting an appropriate role for private sector including support and regulation,

contracting relationships, and supplementing and complementing the public sector role; and for improving resource allocation within the public sector seeking not only better access and equity but also effectiveness and quality of health services.

7. Develop contract strategy that would address issues of (i) how contracts are to awarded (competitive bidding or non-competitive), (ii) what criteria will be utilized to identify and select providers, (iii) how payments will be determined, adjusted and potentially be tied to performance indicators, (iv) the role and nature of the contracting unit, (v) support system requirements (MIS, operating manual, use of outside technical consultants (legal, information technology, etc.), (vi) what type of training and technical assistance the contracting unit may require to implement the different functions (design and award of contracts, monitoring and evaluation, administration of the contract, etc.) and (vii) relevant indicators to assess the success of the contracting pilots.
8. Development of contract template to be used as the basis for contracts issues under this component
9. 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 should be a Postgraduate in Public Health/Community Medicine. 5 years of experience in community based health care management and broader public health management issues, is desirable. The Consultant should be well versed with health sector programme and analyzing programme related to externally aided projects of the health sector.

The consultant works directly under the close supervision of Project Director RHSDP. The consultant will discharge his/her duties in consultation with the Additional Director Public Health

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.

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 consulting firm 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 Director, (SPC) RHSDP
- Additional Director (HR) RHSDP
- FA & CAO, RHSDP
- Deputy Director (HMIS)

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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