

Terms of reference (ToRs) for Senior Consultant Programme Management

Indo-German Universal Health Coverage Programme



Terms of Reference – Senior Consultant – Programme Management **Project number/
cost centre:**

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference
IGUHC	Indo-German Universal Health Coverage Programme
NHA	National Health Authority
SHA	State Health Agency
PM-JAY	Pradhan Mantri – Jan Arogya Yojana
RSBY	Rashtriya Swasthya Bima Yojana
MoHFW	Ministry of Health and Family Welfare
IT	Informational technology
TPA	Third Party Administrators
CV	Curriculum Vitae

1. Context

About GIZ

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise owned by the Government of Germany. GIZ in India has a team of over 300 staff. To address India's need for sustainable and inclusive growth, GIZ in collaboration with government institutions and other stakeholders focusses on the following areas of work:

- Sustainable Economic Development
- Renewable Energy and Energy Efficiency
- Environment and Climate Change

Project Background

The Indo-German Universal Health Coverage Programme (IGUHC) of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (Germany's enterprise for international cooperation) provides technical cooperation to the National Health Authority and the Ministry of Health & Family Welfare (MoHFW) to Ayushman Bharat Pradhan Mantri – Jan Aarogya Yojana (PM-JAY), which is the successor scheme of Rashtriya Swasthya Bima Yojana (RSBY), India's national health insurance scheme for the poor. PM-JAY will be one of the world's largest publicly funded health protection programmes, providing health insurance cover of Rs. 5 lakh/ family/ year for hospitalisation to more than 10.74 crore poor families across India.

National Health Authority (NHA) has been set up centrally to manage PM-JAY and at the state level it is being implemented by State Health Agency (SHAs), set up for this purpose. In order to enhance the capacities of the state implementing agencies to manage PM-JAY, MoHFW/NHA in partnership with GIZ, has initiated the 'Professional Programme for Health Protection'. The Programme will select, train and mentor consultants to be placed at the National Health Authority as well as the state governments to support the implementation of PM-JAY.

The team working at NHA and the SHA is comprised of experts from IT, finance, management, communications, research, social sciences and medical sciences. Based on the request of the State Government and agreement with the MoHFW/NHA, GIZ will provide services of such professionals to the NHA and the SHAs for an initial period of 12 months.

2. Tasks to be performed by the contractor

Consultant Program Management will be responsible for providing support in matters related to the overall management and standardisation of processes, compliance of guidelines and overall support to state government. Specific roles and responsibilities will include the following:

Specific tasks:

- To make himself/herself thoroughly familiar with the PM-JAY processes. To acquire an in-depth understanding of the guidelines of the scheme and role of various stakeholders;
- Support in managing the implementation of the PM-JAY in the state.
- Support in managing the operational planning and assessment of the state's preparedness for the implementation of PM-JAY
- Coordinate and follow-up with the district and block officials about the implementation of the scheme.
- To prepare a framework of data analysis for monitoring and tracking purposes, to apprise the decision makers regarding the status of the scheme.
- To ensure that structures and functions are in place as per guidelines of the scheme such as selection of insurance company, enrolment of beneficiaries, empanelment of hospitals, service delivery by hospitals, claim settlements, training of stakeholders and horizontal and vertical integration with various government schemes if required by the SHA.
- To assist in performing audits of the scheme.
- To undertake new initiatives and projects under PM-JAY.

Documentation

- Preparation of technical reports, analysis of data, new proposals and assessment reports;

Period of assignment: From June 2019 until July 2020 for 12 months for a period of 180 days

3. Personnel concept

Qualifications of the Senior Consultant Programme Management

- Education/training (2.1.1): • Post-graduation or higher qualification in field of Management, Public health, community health, health management, rural management, social work or any other equivalent degree from a recognized university or institute
- Language (2.1.2): Excellent oral and written communication skills in English and Hindi
- General professional experience (2.1.3): 10-15 years of proven project management skills including planning, execution and monitoring of large-scale government health insurance schemes or government health programmes.
- Specific professional experience (2.1.4): 4-5 years of experience of leading and managing a state level health insurance scheme for at least 5 years and working in the development sector and prior experience of working with government and development partners

Other Competencies

- Experience in overseeing public health, rural development or social welfare projects shall be preferred;
- Demonstrated experience in operationalizing health program at field level/ working in strengthening of district level health systems.
- Sound knowledge of the health and development sector work/ community work.
- Demonstrated ability to manage a team and effectively lead the team to get the works done.
- Analytical skills and strategic thinking. Ability to apply analysis for administrative and management purposes is essential.
- Demonstrated ability to work in a multi-disciplinary team.
- Knowledge of commonly used software packages like MS Word, Excel, Power Point;
- Ability to work under pressure and attend to any ad hoc functions as may be required;
- Self-driven and able to work with tight deadlines
- Excellent communication and presentation skills, sound comprehension, strong analytical and interpersonal abilities.
- Ability to work independently when required.
- Excellent oral and written communication skills in English and Hindi.

4. Costing requirements

Assignment of personnel

Senior Consultant – Programme Management: On-site assignment for 180 expert days for maximum of 12 months from the date of signing the contract

Place of duty – National Health Authority, New Delhi

5. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Trainings and support for the consultant
- Travel Costs whenever the consultant is asked to travel for workshops/ trainings / monitoring of the scheme
- Consultant will be expected to use his/her own laptop in case the support agency doesn't provide a desktop to the consultant

6. Requirements on the format of the bid

CV of the candidate must give details of the Qualifications along with grades, detailed current job description and also highlighting any previous experience with health insurance – public /

private. CV must be legible (font size 11 or larger) and clearly formulated. CV must be drawn up in English language. The CV shall not exceed 4 pages.

Resume - Please send your resume / detailed CV and cover letter to the email id – iguhc@giz.de

Subject line - Please mention in the subject line: **Consultant Senior PM – <Name> – NHA**

NOTE: Only Shortlisted candidates will be contacted for the further screening process.