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## Terms of Reference: Consultant – Program Management

### 1. POSITION TITLE-

Consultant – Program Management

### 2. 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

### 3. 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 SHA is comprised of experts from IT, finance, management, communications, 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 SHA for an initial period of 12 months (may be extended for a few months).

### 4. ROLES AND RESPONSIBILITIES

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 national and state level.
- Support in managing and coordinating the operational planning and assessment of the state's preparedness for the implementation of PM-JAY
- Coordinate and follow-up with the divisions within the NHA as well as the SHA 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

- Prepare basic data reports of performance of the States / districts and present them to the supervisor
- Prepare minutes of the meetings attended and disseminating the prepared minutes to various divisions and districts.
- Preparation of technical reports, analysis of data, new proposals and assessment reports;

## 5. EDUCATIONAL QUALIFICATION AND PROFESSIONAL EXPERIENCE

### General Qualification (1.1.1)

- 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.
- 1-5 years of work experience in project management including supporting, managing and monitoring of large scale government health insurance schemes or government health programmes;

### Specific Professional Experience (1.1.2)

- 1-5 years of Experience of working with private health insurance scheme, or prior experience of working with government and development partners or hospitals and implementing managing health insurance scheme in hospitals; Experience in overseeing public health, rural development or social welfare projects shall be preferred

## Language and Communication Skills (1.1.3)

- Excellent oral and written communication skills in English and Hindi, Excellent communication and presentation skills, sound comprehension, strong analytical and interpersonal abilities.

## Other Competencies

- Sound knowledge of the health sector and government health insurance schemes and their systems of the working.
- 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

## 6. DURATION OF CONTRACT

The duration of the assignment is for maximum of 180 days over a period of 12 months from the date of signing the contract. Subjected to satisfactory performance of the candidate with NHA/SHA.

## 7. PLACE OF DUTY and NUMBER OF POSITIONS-

Place of duty – National Health Authority, New Delhi and SHA Rajasthan

Similar consultancy positions in other states may also come up in the future, same roster of applications will be used to identify suitable candidates.

Number of positions – 1 in NHA, New Delhi and 1 SHA Rajasthan (Number of positions may vary, it is only an indicative figure)

## 8. HOW TO APPLY-

**Resume** - Please send your resume / detailed CV and cover letter to the email id – [iguhc@giz.de](mailto:iguhc@giz.de)

**Subject line** - Please mention in the subject line:

**Consultant Programme Management – <Your Name> State Name or NHA**

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