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## Terms of Reference: Consultant – Finance

### 1. POSITION TITLE-

Consultant – Finance

### 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 NHA/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 Finance will be responsible for providing support in matters related to the overall management and standardisation of processes related to finance of PM-JAY, compliance of

guidelines and overall support to NHA and the 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;
- Coordinate the preparation of budgetary planning and processes.
- Provide financial planning support to the State Health Agency in implementing PM-JAY
- Ensure compliance with State government financial regulations, including taxation;
- Prepare financial reports, including annual budget execution reports, quarterly financial statements for programmes and operational budgets;
- Provide strategic advice and guidance on all issues of financial management;
- Liaise with the NHA team regarding the premium payment, tendering process and other necessary program related aspects.
- Provide legal assistance, when required;
- Attend the various trainings provided by the central team. To provide trainings to the functionaries at state level and district level as and when required by SHA.
- Preparation of financial reports, including annual budget execution reports, quarterly financial statements for programmes and operational budgets, as per the need of the Ministry and GIZ
- Field visits to monitor the implementation of PM-JAY
- Support the NHA and the SHAs in strategic advising of public hospitals in utilizing the funds for hospital development.

## **Documentation**

- Prepare basic financial data reports of performance of the States / districts and present them to the supervisor

## **5. EDUCATIONAL QUALIFICATION AND PROFESSIONAL EXPERIENCE**

### **Educational Qualification:**

#### **General Qualification and Experience (1.1.1)**

- Post-graduation or higher qualification in field of Management and finance, or any other equivalent degree from a recognized university or institute.
- 8-10 years of relevant post qualification professional experience in financial project management skills including supporting, managing and monitoring of large-scale government health insurance schemes or government health programmes

#### **Specific Professional Experience (1.1.2)**

- Experience of working with government and development partners and hands on experience of conducting audits and financial due diligence for agencies
- Experience in overseeing financial systems of the public health, rural development or social welfare projects shall be preferred;

## Language Skills (1.1.3)

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

## Other Competencies

- Sound knowledge of the financial management 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 financial 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.

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, (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 – [iquhc@giz.de](mailto:iquhc@giz.de)

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

**Consultant Finance – <Name> – NHA.**

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