

2818655/2022/ESTABLISHMENT-II

Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Establishment-II Section

Nirman Bhawan, New Delhi
Dated the 16/09/2022

CIRCULAR

Subject: Engagement of Consultants in the Department of Health and Family Welfare on contract basis.

Department of Health & Family Welfare invites applications for engagement of following Consultants for Human Resources for Health (HRH) Cell on contract basis:

Sl. No.	Name of Post	No. of Posts
1	Lead Consultant	1
2	Senior Consultant	2
3	Consultant	4
4	Intern/Project Associate	1
	Total	8

2. These Consultants will be posted in the Department. Detailed Terms of Reference is enclosed. Interested persons who are eligible and are in a position to join immediately on call may submit their applications along with supporting documents, addressed to the “The Under Secretary (Admn.), Ministry of Health and Family Welfare, Room No. 330 “C-Wing”, Nirman Bhawan, New Delhi” on or before by **30th September, 2022**.

Signed by K Venkatesan
Date: 16-09-2022 17:48:41

Reason: Approved

Under Secretary to Government of India
Telefax: 23063514

1. NIC, MoHFW for publishing the Circular in M/o Health & FW's website
2. E-office, Notice Board
3. Notice Board.

TERMS OF REFERENCE OF THE CONSULTANTS

1. LEAD CONSULTANT - HUMAN RESOURCES FOR HEALTH

Role and Responsibilities:

The consultant will work toward strengthening the HRH initiatives at the programmatic and policy level pertaining to various thematic areas under the HRH Unit, under the overall supervision of the Technical Advisor and in close coordination with the Director (HRH) as appropriate. The Consultant will work on the following thematic areas-

- Provide technical assistance and programmatic support for the development of National HRH state evidence-based policies (including migration policy), HRH governance frameworks, legislations, guidelines and SOPs, as required.
- Provide technical support for the annual report on Human Resources for Health in India by undertaking detailed State HRH profiling and regularly monitoring the indicators in close coordination with the relevant stakeholders
- Provide technical support to ensure collation of information from regulators and departments to enable annual Health labour market analysis- supply and demand estimates (numbers), training needs (competencies and skill gaps) and HRH data analysis, need-based projections, taking into account disease burden, trends, professional development and international requirements as well as forecasting of HRH for policy decisions.
- Maintain database related to health workforce (such as National Health Workforce Accounts) platform and update the information on an annual basis after due approvals. Periodically review the HRH-IS to cross-check data quality and coordinate with relevant departments on the discrepancies as well as communicate the same to relevant stakeholders
- Review licensing systems and scope of practice requirements (new cadres, possibilities of task shifting etc.) for various cadres in close coordination with regulatory bodies and support the departments in developing strategic frameworks, and recruitment rules by generating evidence.
- Support in developing and commissioning studies for understanding issues of HRH planning and management.
- Mobilize resources, review progress and provide guidance to the Consultant teams in executing work across different thematic areas.
- Undertake such other assignments, which may be assigned from time to time by the supervisors.

Qualification & Experience

- MPH/MBA/ PGDM (Health or Hospital Management)/ Post Graduation in Health Management or equivalent from a recognised and reputed institute preferably with professional and clinical qualification (preferably in medical, nursing, dental, or allied

and healthcare streams)

- Minimum 12 years post qualification experience in the field of public health at the national level of which at least 5 years of experience with a specific focus on human resources for health (HRH) strengthening and policy development, thorough understanding of regulation and statutory mechanisms, healthcare workforce classification and stakeholders, HRH strategies and Global workforce scenario.
- Demonstrated ability to work with multiple stakeholders and within a multi-disciplinary team environment
- Work experience in the relevant field will be given due weightage.
- Robust understanding of the health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.

Location: New Delhi

Remuneration Range: Between Rs. 1,20,000/- to Rs. 1,50,000 per month

2. SENIOR CONSULTANT-CAPACITY BUILDING

Roles & Responsibilities:

- Provide inputs towards capacity-building strategies and programs for human resources that are currently employed under different government programs and as well as recruits.
- Provide technical inputs for building synergies in the existing programs and creating new cadres of Human Resources for Health to strengthen healthcare delivery.
- Facilitate consultation meetings/training with various national and international experts for the planning of such strategies/ reforms.
- Coordinate development of training modules in consultation with other programme divisions and training organizations/ agencies.
- Coordinate with partner resource organizations such as NIHFW, SIHFW, and State Level Institutes to organize capacity development activities including twinning arrangements.
- Support the States in developing initiatives in the capacity building based on Training Needs Assessment.
- Liaise with the program Division to ensure synergy in capacity-building initiatives within the system
- Mobilize resources/partners for training and capacity-building programmes.
- Provide handholding support to the States in organizing workshops and training on programme activities.
- Monitor and evaluate the progress of training and capacity-building initiatives in States including their effectiveness.
- Undertake periodic field visits to States/ UTs to review Capacity Development initiatives, identify challenges and support States/ UTs in overcoming these challenges.
- Plan activities and costs for annual capacity development schedule based on state-level demands for HRH, in conjunction with the program division
- Assess various proposals for capacity development including costing

- Evaluate the Program Implementation Plan (PIP) of States/UTs concerning capacity development. Liaison with States/ UTs for ensuring adherence to norms and providing inputs to states as required.
- Undertake other assignments, which may be assigned from time to time by the Reporting Authority.

Eligibility:

- MPH/ MBA/ PGDM (Health or Hospital Management)/ Post Graduation in Health Management or equivalent degree from a recognized institution preferably with professional and clinical qualification (preferably in medical, nursing, dental, or allied and healthcare streams)
- Minimum 7 years of post-qualification work experience in the area of Public Health/ health, HR Training & Management; coordinating capacity development strategies, training modules in health-related projects; experience in conducting training of different public health/healthcare cadre at national/ state level, working with key technical resource organizations in public health or another related social sector.
- Solid understanding of HRH themes and policies in India and globally for all the major groups of health workers, as related to capacity building
- Work experience in the relevant field will be given due weightage.
- Computer proficiency with a high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Good communication and presentation skills, analytical and interpersonal abilities, and good oral and written communication skills in English and Hindi.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to States to provide review of Capacity Development initiatives.
- Ability to work on different assignments simultaneously to meet the timelines.

Remuneration Range: Between Rs. 90,000/- to Rs 1,20,000 per month.

Location: New Delhi

3. SENIOR CONSULTANT- HRH AND MISSION KARMAYOGI

Statement of Duties:

The Senior Consultant will work on the following thematic areas, in close coordination with the Sections:

- Oversee and enable review of literature, policy and studies on –
 - a. Health workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, integrated team approach, generate evidence and draft policy papers;
 - b. Workforce in the States and generate policy notes on capacity, capability and skill mix;
 - c. Regulation and policy concerning the profession and professional practice and draft policy notes for strengthening policy at different levels;

- Analyze workforce data (on annual basis) concerning –
 - a. Number of sanctioned/in-position in public health facilities
 - b. Number of the registered workforce – from statutory Councils/Commission
 - c. Institutions along with their admission capacity on annual basis.
 - d. Number of Teaching Faculty in the Institutions along with their specialization from all the States
- Undertake mapping of best practices (including innovations) and provide evidence for State ranking based on HRH indicators;
- Provide technical inputs related with-
 - a. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, Drafting Cabinet Notes, Notes on various Schemes of the Department;
 - b. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/ Division;
- Establish liaison with stakeholders and coordinate technical discussions
- Collaborate with State Level officers concerning with Health and Family Welfare programme to identify the gaps, challenges and potential solutions in the demand and supply side of the workforce.
- Collaborate with statutory councils, professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long term goals
- Ensure timely and proper completion of the task assigned;
- Any other task assigned from time to time by the Competent Authority;

The Senior Consultant will also work for activities pertaining to Mission Karmayogi, under the direct supervision of the JS (Admin) and will be accountable for ensuring smooth initiation of capacity building plan for MoHFW, FRACing for all the departments, coordination with relevant stakeholders including all the departments of MoHFW, Capacity Building Commission (CBC) and DoPT as appropriate and directed. The Senior Consultant will also facilitate and support the development of a functional Knowledge Management and Knowledge Sharing platform under Mission Karmayogi for Ministry of Health and Family Welfare.

Qualification & Experience

- MPH/MBA/PGDHM (Health Management) or equivalent degree from a recognised and reputed institute preferably with professional and clinical qualification (preferably in medical, nursing or allied health streams)
- Seven years' post qualification experience in the field of public health at the national level
- Work experience in the relevant field will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of the health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Location: New Delhi

Remuneration Range: Between Rs. 90,000/- to Rs 1,20,000 per month.

4. CONSULTANT – NURSING

Roles and Responsibilities:

The consultant will work toward strengthening the HRH initiatives for the Nursing cadre at the programmatic and policy level, under the overall supervision of the Technical Advisor and in close coordination with the Director/ADG (HRH) as appropriate and with the Nursing Division. The Consultant will work on the following thematic areas-

- Review literature, and policy and undertake studies on –
 - a. nursing workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, generate evidence and draft policy papers;
 - b. Nursing Education in the States and generate policy notes on nursing and midwifery workforce capacity, capability and skill mix;
 - c. Regulation and policy in relation to the nursing and midwifery profession and professional practice and draft policy notes for strengthening policy at different levels.
- Undertake cadre review and management of Nursing Personnel- Nursing Educators and administrators, Public Health-PHN, ANM, LHVs, and other Nursing service personnel;
- Collate, maintain and analyse Nursing workforce data with regard to –
 - d. Number of Nursing Personnel sanctioned/in-position with regard to PHNs, ANM, LHV, Staff Nurse, Ward Sister, ANS, NS, Chief Nursing Officer etc. from different sources;
 - e. Number of registered workforce- from Indian Nursing Council ;
 - f. Nursing Educational Institutions like B.Sc. (Nursing), M.Sc. (Nursing), PHD (Nursing), ANM, GNM, Nursing College along with their admission capacity on annual basis;
 - g. Number of Nursing Teaching Faculty in the Nurses Education Institution along with their specialization from all the States.
- Review standards to help develop accreditation norms for institutions offering nursing programs in the country;
- Undertake mapping of best practices (including innovations) and provide evidence for State ranking on the basis of HRH indicators;
- Support the nursing division in techno-secretarial work related with-
 - h. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, drafting Cabinet Notes, notes on various Schemes of the Department;
 - i. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/ Division;
- Establish liaison with stakeholders and coordinate technical discussions on nursing and midwifery;
- Collaborate with Indian Nursing Council, nursing professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long term goals;

- Ensure timely and proper completion of task assigned in the Section;
- Any other task assigned from time to time by the Competent Authority.

Qualification & Experience

- MPH/MBA/PGDM (Health Management) or equivalent degree from a recognised and reputed institute preferably with professional and clinical qualification in Nursing
- Two to five years' post qualification experience in the field of public health at national level
- Work experience in the relevant field will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Location: New Delhi

Remuneration Range: Between Rs. 60,000/- to Rs. 90,000/- per month

5. CONSULTANT – MEDICAL EDUCATION AND DENTAL

Role and Responsibilities:

The consultant will work toward strengthening the HRH initiatives for the Medical and Dental cadre at programmatic and policy level, under the overall supervision of the Technical Advisor and in close coordination with Director (HRH) as appropriate. The Consultant will work on the following thematic areas-

- Review literature, policy and undertake studies on –
 - a. Medical and dental workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, integrated team approach, generate evidence and draft policy papers;
 - b. Medical and Dental Education in the States and generate policy notes on capacity, capability and skill mix;
 - c. Regulation and policy in relation to the profession and professional practice and draft policy notes for strengthening policy at different levels;
- Collate, maintain and analyse medical and dental workforce data (on annual basis) with regard to –
 - a. Number of sanctioned/in-position in public health facilities
 - b. Number of registered workforce – from statutory Councils
 - c. Medical and Dental Educational Institutions along with their admission capacity on annual basis.

- d. Number of Teaching Faculty in the Institutions along with their specialization from all the States
- Review standards and develop accreditation norms for institutions offering educational programs in the country;
 - Undertake mapping of best practices (including innovations) and provide evidence for State ranking on the basis of HRH indicators;
 - Support the division in techno-secretarial work related with-
 - a. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, Drafting Cabinet Notes, Notes on various Schemes of the Department;
 - b. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/ Division;
 - Establish liaison with stakeholders and coordinate technical discussions on medical and dental workforce
 - Collaborate with State Level officers concerning with Health and Family Welfare programme to identify the gaps, challenges and potential solutions in the demand and supply side of the workforce.
 - Collaborate with statutory councils, professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long term goals
 - Ensure timely and proper completion of task assigned in the Section;
 - Any other task assigned from time to time by the Competent Authority;

Qualification & Experience

- MPH/MBA/PGDM (Health Management) or equivalent degree from a recognised and reputed institute preferably with professional and clinical qualification in either Medicine or Dentistry
- Two to five years' post qualification experience in the field of public health at national level
- Work experience in the relevant field will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Location: New Delhi

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- per month

6. CONSULTANT – ALLIED HEALTH SCIENCES AND PHARMACY

The consultant will work toward strengthening the HRH initiatives for the AHS and Pharmacy cadre at the programmatic and policy level, under the overall supervision of the Technical Advisor and in close coordination with the Deputy Secretary (AHS) as appropriate. The Consultant will work on the following thematic areas, in conjunction with the AHS and Pharmacy sections as well:

- Review literature, policy and undertake studies on –
 - a. AHS and Pharmacy workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, integrated team approach, generate evidence and draft policy papers;
 - b. Education in the States and generate policy notes on capacity, capability and skill mix;
 - c. Regulation and policy concerning the profession and professional practice and draft policy notes for strengthening policy at different levels;
- Develop strategic notes to provide evidence and information to the leadership;
- Collate, maintain and analyse AHS and Pharmacy workforce data (on annual basis) about –
 - a. Number of sanctioned/in-position in public health facilities
 - b. Number of the registered workforce – from statutory Council/ State Councils/ associations as applicable
 - c. Number of educational institutions, and courses along with their admission capacity on annual basis.
 - d. Number of Teaching Faculty in the Institutions along with their specialization from all the States as applicable and available
- Review global standards related to AHS and Pharmacy
- Undertake mapping of best practices (including innovations) and provide evidence for State ranking based on HRH indicators
- Support the division in techno-secretarial work related with-
 - a. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, Drafting Cabinet Notes, Notes on various Schemes of the Department;
 - b. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/ Division;
- Collaborate with State Level officers concerning with Health and Family Welfare programme to identify the gaps, challenges and potential solutions in the demand and supply side of the workforce.
- Establish liaison with stakeholders and coordinate technical discussions as applicable
- Collaborate with statutory councils, professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long-term goals
- Ensure timely and proper completion of the tasks assigned in the Section;

- Any other task assigned from time to time by the Competent Authority;

Qualification & Experience

- MPH/MBA/PGDHM (Health Management) or equivalent degree from a recognised and reputed institute preferably with professional and clinical qualification (preferably in allied and healthcare streams or Pharmacy)
- Two to five years' post qualification experience in the field of public health at national level
- Work experience in the relevant field will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of the health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Location: New Delhi

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- per month

7. INTERN

Duration of engagement: upto 6 months

The intern will work on the following thematic areas:

- Review local and global literature, policy and participate in HRH related studies as applicable
- Collate and analyse workforce data, and cadre-related information as directed
- Support the divisions (as allotted) in techno-secretarial work related to policy, schemes etc.
- Ensure timely and proper completion of the tasks assigned in the Section;
- Liaison with stakeholders and assist in coordination of technical discussions;
- Any other task assigned from time to time by the Competent Authority.

Qualification & Experience

- Essential: MPH/MBA/PGDHM or equivalent degree from a recognised and reputed institute preferably with professional and clinical qualification / PG student
- Work experience in the relevant field will be given due weightage.

- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Adequate understanding of the health system with a special focus HRH with research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Confidentiality and sensitivity of policy-related documentation at all times, non-negotiable.

Location: New Delhi

Remuneration: Rs 15,000/ - per month