

Uttarakhand Health Systems Development Project

Terms of References (ToRs) for Consultant-Health Insurance

1. Background

One of the key components of the proposed Uttarakhand Health Systems Development Project (UKHSDP), requested by the Government of Uttarakhand (GOUK) and supported by the World Bank, plans to improve equitable access to quality health services for the predominantly remote population of the state, through various forms of private sector engagement including public-private partnerships in service delivery. The project also aims at promoting greater stewardship, strengthening technical and managerial capacity in the state directorate for private sector engagement, improving information systems for better monitoring and administrative support to private sector engagement. In addition, the project would extend coverage of RSBY beyond hospitalization to include primary healthcare services as well.

Project aims to support expansion of primary care coverage into the state's health insurance programs (RSBY and MSBY) and also addresses the bottlenecks that these programs have been facing. This sub-component will focus on designing, implementing and evaluating benefit packages around childhood and adolescent health as well as case management of non-communicable diseases in primary care settings. The UKHFWS, as the implementing agency of the UKHSDP, plans to recruit a Consultant-Health Insurance who would be reporting to Joint Director, Health Insurance at the Directorate of Medical Health & Family Welfare, Uttarakhand, Dehradun.

2. Scope of Work

Assist the UKHSDP PIT in Integrating the UKHSDP Insurance component with public health insurance schemes (eg. RSBY, MSBY, NHPS etc.) in the Uttarakhand state.

Assist the PIT/JD (Insurance) in

- project management functions-namely inception (including Insurance benefit packages structuring),
- planning (including Development and implementation of approved Standard Operating Procedures (SOPs) clearly specifying Turn Around Time (TAT) for all key tasks such as claims settlements, accreditation of healthcare facilities, enrollment of beneficiaries in UKHSDP Insurance),
- Coordinating Bid process and contract Management for schemes/projects, implementation, monitoring (along with State and District Level monitoring and Grievance redressal of schemes)
- evaluation (Coordinating Data Analysis through integrated MIS and dashboards framework for HMIS and HIIS (Health Insurance Information System) mechanisms along with IT cell.

3. Skills Required

- Language proficiency in English (Read, Write and Speak) and Hindi (speak, read)
- Good communication and interpersonal skills, and an ability to coordinate and work in team, Excellent analytical, documentation and presentation skills
- Strong program management and negotiating skills
- Strong writing skills required in preparation of reports, proposals etc
- Strong quantitative data analysis skills

4. Qualification

Essential:

- Full time Masters degree or fulltime two year PG diploma in Public Health/ Economics/ Health Economics/health administration/ MBA/ Population sciences with minimum 3 (three) years of experience of managing government health Insurance schemes at state or national level.

Or

MBBS with more than 5 years of experience in managing and administrating government health insurance scheme

- Demonstrated experience and competence in design and management of government health insurance programs/ schemes including planning, contract design, proposal development, developing feasibility report and contract management.
- Proficiency in computers and office (e.g. MS Word, Excel, and Power Point, etc.) and data base softwares

Desirable

- Experience in organizing and facilitating stakeholder / private sector consultations, preparation of insurance company/TPA contract documents
- Knowledge of STATA, SPSS software applications will be given preference.
- Understanding of Government system and administrative procedures

5. Review of Expert's Work

The Consultant (Health Insurance) will report to the Project Director/APD through his concerned JD/Asst Director.

The consultant's work and performance will be reviewed periodically by Review Committee.

6. Remuneration

INR 60,000 - 90,000 per month (Negotiable), remuneration will commensurate with experience and past employment history of the candidates and will provide excellent reward for the right person.

6. Age:

- Below 50 years on the day of application

7. How to Apply

Interested candidates are requested to apply by sending a copy of recent CV along with a covering letter describing how your qualification and experience makes you suitable for the desired position through email to ukhsdp.hr@gmail.com or send by post to Additional Project Director, UKHSDP, First Floor Homeopathy Directorate, Directorate of Medical Health and Family Welfare, Danda Lakhond, Sahastradhara Road (Near IT Park), Dehradun-248001, Uttarakhand, India. Clearly specifying post applied for in subject line of the email (if applied by email) and on top of envelope (if applied by post).

Kindly note that CVs without Cover Letter or without clearly mentioning post applied for will not be entertained.

Last date for receiving applications is **9th July 2018**, no applications will be entertained after last date under any circumstances. Only short listed candidates will be contacted through email. This activity may be cancelled at any time without prior notice.