

## **TERMS OF REFERENCE JOB TITLE: CONSULTANT (IT/MIS)**

**Location and Affiliation: PPP Cell (UKHSDP), Uttarakhand Health and Family Welfare Society under Directorate of Medical Health & Family Welfare, Dehradun, Uttarakhand**

### **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.

The project plans to support innovative mechanisms for GOUK to engage private health care providers in meeting the needs of the state's population and achieve its health objectives.

The society, as the implementing agency of the project, plans to recruit a, Consultant MIS, to be placed the Directorate of Medical Health & Family Welfare, Uttarakhand, and Dehradun.

**The project will be implemented over six years**

### **2. Overall Objectives: The consultant (MIS) shall be responsible for**

- Development of an effective management information system (MIS) to support the implementation and management of PPP projects/ contracts, and facilitate effective supervision and monitoring of the PPP projects that the PPP Cell seeks to establish.
- The Consultant MIS will be responsible for establishing a robust MIS system its maintenance to ensure that the PPP Cell is able to access all required data, information and analytical reports necessary for effective management of PPP projects on a continuous basis.

### **3. Major Responsibilities**

- Work closely with the project / contract design team to develop appropriate IT platform for a robust MIS support system that would facilitate effective implementation and management of PPP projects under the PPP Cell
- Develop or procure software and IT systems to meet the requirements for supervision, monitoring and evaluation of PPP projects including concurrent monitoring, verification of KPIs, verification of invoice for payment process payment clearance in consultation with the relevant officials and cells in the society/ directorate.
- Develop an integrated MIS system to monitor and evaluate the KPI against project objectives under PPP

- Identify hardware / software needs and seamless integration with existing systems within the Directorate of Health/PPP Cell. Prevent and Prepare contingency plans for any system failure, back up options, security breach or other challenges.
- Management of web-based project management tools for tracking implementation of PPP Cell projects and activities
- Manage database of PPP projects, processes and results in association with the M&E system to be installed in the PPP cell
- Support Joint Director M&E with the design and implementation of all key indicators for the M&E system
- Identify and Contract consultants / IT solution providers in case there is a need for outsourcing of a software management platform
- Present a quarterly report to the Project Director regarding the overall functioning of the Communication and grievances strategy
- Capable of developing Dashboard for all project related work for all levels
- Capable of developing application for M&E of all projects in health system
- Maintenance and upgradation of website (webdesign)
- Any other responsibilities assigned from time to time

#### 4. Contract Period

The appointment is contractual in nature. The total contract period is for 6 years, subject to a comprehensive review of performance after every 11 months. Renewal of contract shall be solely on the basis of satisfactory annual performance review report, after each year. The contract may be extended thereafter based on the project need. The contract may be terminated at any point due to non-performance, indiscipline or reasons that undermine the performance of the project, after giving one month's notice.

#### 5. Qualification and Experience

**Essential:** Full time M.Tech or B.Tech (IT / Computer Science)/ Full time Master in Engineering (ME) or Bachelors in Engineering (BE) (IT/Computer science) **With** minimum overall experience of 3 (three) **years** post qualification (*at least 1 year for candidates post Masters, but candidate should have overall experience of 3 (three) years minimum*) of experience in designing and managing information systems within the organization (IT/MIS).

- Candidates with experience of MIS in public health program/ hospital/ national or state level health projects or an NGO health project, in India or abroad will be given added advantage.

**Desirable:**

- Design and management of MIS system or Data Base management system in a PPP project for government organization preferably in social sector.
- Experience in Developing Information technology support and implementation software strategy PPP projects
- Manage database of PPP projects, processes and experience in installing M &E system in the PPP Projects.

- Relevant experience of working with World Bank and/or other International Donor funded programme.
- Communication and report writing skills.
- Fluency in English and Hindi (read and write)

## 6. Outputs required from the consultant

- An information system that tracks all the information within the agreement between the private partner and the Government at all levels and also the information useful for the project out of the agreement, so that the content of automatically generated dashboards and report helps in the gaps being identified and corrective measure could be taken.

## 7. Review of Expert's Work

- The Consultant (MIS) 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

## 8. Age Limit:

Age should be < 45 yrs

## 9. Remuneration

INR 50,000-70,000 per month (Negotiable) remuneration will commensurate with experience and past employment history of the candidates and will provide excellent reward for the right person.

## 10. How to Apply

Interested candidates are requested to apply by sending a copy of recent CV along with a covering application in the prescribed format through email to [ukhsdp.hr@gmail.com](mailto: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 Application in the prescribed format or without clearly mentioning post applied for will not be entertained.

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.