

## **TERMS OF REFERENCE**

### **JOB TITLE: CONSULTANT (TRANSACTION MANAGEMENT & PLANNING)**

**Location/ 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.

Given the above context, the Uttarakhand Health and Family Welfare Society, as the implementing agency of UKHSDP, plans to recruit a Consultant (Transaction Management & Planning), to be placed in the PPP Cell under Directorate of Medical Health & Family Welfare, Uttarakhand, Dehradun.

The project will be implemented over six years.

#### **2. Overall Objectives: The incumbent will support and coordinate the following activities of the PPP cell:**

##### **PLANNING:**

- Assess the demand for health services and identify service delivery gaps across the state based on demographic and epidemiological profile of the state's population;
- Identify and map health sector resources (both public and private sectors) across various parts of the state; identify possible alternatives and innovations in service delivery mechanisms to overcome problems of access to quality services
- Identify and develop proposals for appropriate models of engaging the private sector that are contextually appropriate to address service delivery gaps, including scope of services, scale of partnership, budgetary and financial outlays for such partnership ; coordinate with officials of the UKHFWS, health directorate and the secretariat and other experts / consultants in PPP cell in the design, implementation and evaluation of PPP transactions.
- Work closely with the Joint Director (PPP Cell) and other government officials to ensure effective planning for private sector engagement in accordance with the state health sector policies and plans including state PPP policy.

### **TRANSACTION MANAGEMENT**

- Work closely with the procurement team of the UKHFWS and the directorate to support in preparing transaction documents and support in transaction process, including identification and appointment of transaction consultants, monitoring of contract design, verification of proposals, and in short listing of private partners.

### **3. Duties and Responsibilities**

- Identify and analyze relevant demographic, epidemiological, and morbidity indicators in order to assess the demand for health services at all levels across various parts of the state;
- Support the directorate in estimating supply gaps and planning for addressing supply gaps through innovative service delivery mechanisms through private sector engagement.
- Support the state in mapping and assessing private sector resources, develop a data base on private sector providers within and outside the state according to service categories for which they could be engaged;
- Facilitate private sector consultation / dialogue, support development of appropriate policy and plans related to private sector engagement; create awareness and disseminate PPP programs and schemes to the population and help in designing and implementing plans for private sector engagement in accordance with the state policy.
- Undertake and / or support pre-feasibility/ feasibility studies on PPP projects; develop concept notes (case briefs) for new PPP projects and prepare detailed project plan / proposal
- Prepare estimates on the service volume, cost (budgetary value), mutual obligations, geographical location, and identify appropriate private sector providers from within the state or across the country.
- Liaise with Divisional level and/ or Directorate/Secretariat level officials to provide necessary information including appropriateness and merits of various PPP models and in the planning, design and implementation of PPP projects..
- Lead the process of documenting and developing appropriate policies and procedures that will support private sector engagement in health sector.
- Prepare guidelines and standard operating procedures under the project as required by the concerned authorities
- Prepare appropriate documents such as Expression of Interest (EoI), Request for Proposal (RFP), Request for Quotation (RFQ), Memorandum of Understanding (MoU) and Contract agreements and liaise with procurement cell, legal cell and any transaction advisor engaged by the state to finalize such documents.
- Present a quarterly report to the Project Director or his designated officer regarding the overall functioning of the PPP planning system.
- Engage with stakeholders on the design, implementation and negotiation of PPP models in the health sector;
- Participate in the assessment of financial sustainability and credibility of potential private operators; facilitate in identifying relevant parameters for financial modeling and evaluation of value-for-money in PPP projects.
- Support the procurement officer in preparation of the bidding documents by defining criteria for the pre-selection procedure and any other relevant materials required for PPP procurement;
- Support the committee set up to examine and evaluate bids, in close consultation

- with the procurement department;
- Support the state team in undertaking negotiations with the bidders on the terms of the contract as well as on the potential issues to arise while the bidding and transaction implementing process;
- Besides the above responsibilities, the consultant may be assigned additional tasks that are relevant to the effective planning for private sector engagement

#### 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 project need. The contract may be terminated at any point due to non-performance, indiscipline or other reasons, after giving one month's notice.

#### 5. Age Limit:

Age should be <50 yrs

#### 6. Educational Qualification

- **Essential: Fulltime** Master's degree or 2 year Fulltime PG Diploma in Public Health/ MBA/ Economics/ health administration/ Strategic Planning/ Finance/ International Development/ corporate law/ Population studies with experience in Transaction & Planning in PPPs preferably in healthcare PPPs with **Minimum 5 years** of experience in public health / hospital or health administration/ community health in government or corporate sector/ or in CSR activities of a company /Research Institutes/ international agencies and / or development partners. Demonstrated experience in project design and management developing feasibility report, proposal development in health sector.
- **Desirable:** Candidates possessing demonstrated experience and competence in design and management of public-private partnership (PPP) projects in health sector including planning, contract design, proposal development, contract management, etc. would be preferred.
- Experience in conducting population based studies, needs assessment and complex modeling for health sector projects, experience working on the development of health policy, or health plans/ state PIPs.
- Demonstrated experience in organizing and facilitating stakeholder / private sector consultations
- Knowledge of project management software applications will be given preference
- **Competencies:**
  - Proficiency in computers and office / data base software (e.g. MS Word, Excel, and Power Point, etc.)
  - Language proficiency (Read, Write and Speak) in English and Hindi
  - Good communication and interpersonal skills, and an ability to coordinate and work in team Excellent analytical, documentation and presentation skills
  - Strong business management and negotiating skills
  - Excellent report writing skills

## **7. Review of Expert's Work**

The Consultant (Planning and Transaction) will report to the Project Director/APD via JD (Project Management) PPP Cell. The consultant's work and performance will be reviewed periodically by Review Committee.

## **8. Remuneration**

INR 90,000- 1,20,000 per month (Negotiable), remuneration will commensurate with proven experience and past employment history of the candidates and will provide excellent reward for the right person.

## **9. How to Apply**

Interested candidates are requested to send 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](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. Kindly note that CVs without Cover Letter will not be entertained

Last date for receiving applications is **18<sup>th</sup> March 2018, 2359 IST**, 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.