

Terms of Reference
Consultant – Health Policy and Integrated Planning / Human Resources for Health
(RRC-NE)

Name of Division	Public Health Planning & Evidence, RRCNE
Reporting to	Director, RRC-NE, Guwahati, Assam
Name of Position	Consultant, Health Policy and Integrated Planning / Human Resources for Health
Number of positions	One
Location	RRC-NE, Guwahati

NHSRC is seeking applications from eligible candidates for the position of **Consultant, Health Policy and Integrated Planning / Human Resources for Health** for its branch office – Regional Resource Centre for North-Eastern States (RRC-NE) at Guwahati, Assam.

1. Background

The National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute to health policy / programme design and evaluation.

Since its inception in 2006, NHSRC has been a repository of knowledge and a centre of excellence for its agenda. The goal of this organization is to improve health outcomes by facilitating governance reform, health systems innovations and improved information sharing among all stake holders at the national, state, district and sub-district levels through specific capacity development and convergence models.

NHSRC has professional links with a plethora of domestic and international bodies involved in the field of Public Health. There have been a number of personnel who have served with NHSRC and gained invaluable experience enabling them to graduate to the next rung of their professional ladder. Vast exposure to the Ministry of Health & Family Welfare, and its processes are a unique feature of NHSRC.

For meeting the specific needs of the eight NE States, **the Regional Resource Centre for North-Eastern States (RRC-NE) at Guwahati functions as a branch office of NHSRC.** The team at RRC-NE is headed by the Director with technical teams for separate divisions **and the position of Consultant, Health Policy and Integrated Planning / Human Resources for Health reports to the Director of RRC-NE.**

2. Objective

As **Consultant, Health Policy and Integrated Planning / Human Resources for Health** at the regional level, the objective is to provide support and technical assistance to the 8 NE States in strengthening integrated planning, policies regarding health systems strengthening and human resources for health.

3. Key Responsibilities:

- a. Should be a team player.
- b. Support the NE States in strengthening their planning and HRH management practices.
- c. Systematic collection, documentation & compilation and analysis of information regarding human resources for health, health systems and health needs including inputs for key decision makers.
- d. Develop guidance notes and policy briefs on planning, programme management, Human Resources for Health for the NE States.
- e. Review various publicly available data and the data shared by the NE States on HRH; analyze the data and prepare reports. Conduct regular review of recruitment undertaken by The NE States and monitor vacancy.
- f. Monitor the status of HRH of the NE States on a regular basis and facilitate implementation of IPHS 2022 and other HRH related directives by MoHFW.
- g. Conduct regular field visits for monitoring and provide supportive supervision on planning, HRH and programme management.
- h. Appraise the Programme Implementation Plans (PIP) of the NE States and prepare discussion points for NPCC. Provide recommendations based on decisions taken during NPCC and as per NHM norms.
- i. Collect data from The NE States as per the requirements of the ministry and the division.
- j. Prepare concept notes of studies as per the annual plan; conduct the study, collect data, analyze and prepare good quality study reports.
- k. Provide Technical Assistance in areas related to health systems strengthening including human resources for health.
- l. Maintain database of all relevant documents and data related to allocated work areas.
- m. Analysis/review of data from HMIS and other health information sources & its use to support the States / Districts to implement rationalized deployment of human resources in health along with identifying the gaps in training and skill development.
- n. Work closely with the lead consultant and the senior consultant of the division.
- o. Undertake other assignments, which may be assigned from time to time by the Reporting Officer.

4. Output

Timely accomplishment of task and responsibilities and regular reporting to the Director, RRCNE at the end of every month

5. Qualifications and experience (Regular Courses only)

- a. MBBS / BDS / AYUSH / BSc Nursing / MSW with full time Post Graduation Degree / Diploma (2 to 3 years duration) in Preventive & Social Medicine / Public Health / Community Health / Health Administration / Hospital Administration / Human Resources Management / Personnel Management.
- b. A minimum of 2 (two) years of relevant post-qualification (following post-graduation degree / diploma as mentioned in SL 5 Para 'a') experience is essential.
- c. Understanding of research and knowledge of qualitative and quantitative research methodologies. The ability to triangulate and analyze data (qualitative and quantitative) and prepare reports.
- d. Understanding of Human Resources for Health and other health issues in Indian

- context.
- e. Work experience / competence in the area of human resources for health or health systems strengthening at State / District level would be an advantage.
 - f. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
 - g. Excellent analytical, communication and presentation skills, interpersonal abilities, excellent oral and written communication skills in English.
 - h. Demonstrated ability to work in a multi-disciplinary team environment.
 - i. The willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
 - j. Published work in the area of human resources for health, health systems or public health. (Desirable).

6. Travel and subsistence – As per NHSRC/RRC-NE norms

The Consultant should be ready to travel extensively to State/District/Block/Community levels in all the NE States. All travels must be authorized in advance by Director, RRC-NE. The Consultant shall be reimbursed for travel as per NHSRC rules.

7. Reporting Requirements

The Consultant will submit monthly/applicable updated report to the Director, RRC- NE through Lead/ Senior Consultant- PHP&E Division, RRC-NE.

8. Workstation:

The workstation of the Consultant is at RRC-NE, Guwahati. However, s/he may be required to be relocated at any of the stations in any NE States on requirement of the organization.

9. Consultancy Period and Consultancy fees

Initially, it will be till 31st March 2027 The first 3 months will be on probation. Subject to satisfactory performance, the consultancy will continue for the full tenure. The consultancy can be terminated by either party by giving a notice of one month in writing.

The Consultant will be paid a consolidated monthly fee as per NHSRC HR policy (*ranging from Rs.60,000/- to Rs.1,20,000/-). The Consultant shall not be entitled to any other benefits, payments, subsidy, compensation or pension except as expressly provided in the consultancy agreement. The consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

**** Fee offered within the band will be commensurate to qualification and experience.***

10. Other benefits:

In addition to the remuneration mentioned above, Consultants of NHSRC are entitled to Free Accidental insurance, Subsidized Medical insurance, Mobile bills reimbursement, Laptop reimbursement (As per NHSRC Policy), 30 days Consolidated leave, fully paid Maternity leave (For Female Consultants) as per Government of India policy, performance linked increments, TA/ DA and per diem for on-duty visits.

11. Age Limit: Not above 45 years (as on last date of receiving of applications).

Note: Short listing shall be done based on relevant experience and educational qualification. However age may be relaxed upto two years for experienced candidates working in the relevant field. Only shortlisted candidates shall be informed and called for the interview.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **1st December 2025**.

Note:

- 1. Please mention the full form of all the post graduate qualifications in the application form to avoid rejection.***
- 2. Please refrain from using abbreviations in the application.***