

**Terms of Reference**  
**Consultant – Knowledge Management Division (RRC-NE)**

Name of Cluster	Public Health Planning & Evidence, RRC-NE
Reporting to	Director, RRC-NE, Guwahati, Assam
Name of Position	Consultant, Knowledge Management Division
Number of Position	One
Location	RRC-NE Office, Guwahati

NHSRC is seeking applications from eligible candidates for the position of Consultant, Quality & Knowledge Management Division for its branch office – Regional Resource Centre for North Eastern States (RRC-NE) at Guwahati, Assam.

**1. Background**

National Health Mission (NHM) is the umbrella program of the Ministry of Health and Family Welfare, Government of India to ensure provisioning of universal health coverage for providing access to equitable, affordable and quality health care services which is accountable and at the same time responsive to the needs of the people. The Mission also aims for reduction of children and maternal mortality as well as population stabilization, gender and demographic balance.

National Health Systems Resource Centre (NHSRC) is a technical support organization under the National Health Mission, Ministry of Health & Family Welfare. NHSRC channelizes required technical assistance for the MoHFW and the States for various tasks. Such requirements are dynamic in nature. For meeting the specific needs of eight NE States, Regional Resource Centre – NE (RRC-NE) at Guwahati functions as branch office of NHSRC. The team at RRC-NE is headed by the Director with technical teams for each area.

Work at the NHSRC/RRC-NE is organized around seven divisions, namely – Community Processes & Comprehensive Primary Care, Healthcare Financing, Healthcare Technology, Human Resources for Health, Public Health Planning, Public Health Administration and Quality & Patient Safety.

If you have a commitment to health equity and excellence, here is a unique chance to work with a team committed to shaping the public health landscape in India. The position offers you an opportunity to participate in the process of strengthening health systems, improving health service delivery and enabling positive health outcomes, through hands on implementation assistance at national, state and district levels. Working with a trans-disciplinary team, you can discover, adapt, co-create and disseminate solutions to multiple challenges related to service delivery systems, universal primary health care, human resources for health, community processes, health financing, quality of care, public health planning and health promotion. This is an opportunity to support health systems strengthening at scale, learn from district and sub district implementation, undertake knowledge translation, and enable realization of the vision of universal health coverage.

**2. Objective**

As Consultant, Knowledge Management Division at regional level, the overall objective is to provide requisite technical support to build capacity for undertaking research activities.

### **3. Scope of Work & Key Responsibilities**

- a. Provide technical assistance to undertake research activities under Knowledge Management Division (KMD).
- b. Support the activities as per Research including Implementation Research for Health Systems Strengthening (IR HSS) and coordinate activities viz. research priority, setting workshops, setting annual research agenda etc.
- c. Providing technical inputs to research studies/protocols as and when required.
- d. Support review and analysis of published and grey literature and data available through various sources on a periodic basis, including National/State/District level survey, HMIS, Sustainable Development Goal indicators and Universal Health Coverage indicators.
- e. Support in creating platform for partners/stakeholders to share and create evidence-based knowledge, enabling the uptake of information to strengthen the health systems interventions.
- f. Ensure availability of information from available data source in an early transferrable and usable form, based on the requirement of the Knowledge Management and other divisions. Keep divisions abreast of latest findings on key health systems data and studies including SDG and UHC indicators.
- g. Support in activities pertaining to data collection, collation, analysis, and report writing in coordination with Implementation Research for Health Systems Strengthening (IR-HSS), KMD.
- h. Identify best practices and innovations within states and districts and support in documentation. Undertake review of literature and stay up-to-date on current trends in health systems strengthening.
- i. Ensure timely and high-quality responses to MoHFW and Parliament Questions pertaining to the division.
- j. Support Knowledge Management Division on all administrative and technical matters.
- k. Support Executive Director, NHSRC/Director, RRC-NE in other assignments as and when required.

### **4. Output**

Timely accomplishment of task and responsibilities and regular reporting to the Director, RRC-NE at the end of every month.

### **5. Qualifications and experience**

- a. MBBS/BDS with Post Graduate Degree (fulltime course) in MD (Community Medicine), Masters in Public Health.
- b. Have at least 2 (two) years of Post qualification experience : Experience of working in the public health system and research would be highly desirable.
- c. Understanding of public health issues in India and role of various stakeholders.
- d. Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously and beyond office hours to meet the timelines for assignments.
- e. Computer Skill : Proficiency in commonly used packages like MS Word, Excel, Power Point. Ability to use internet to desk research, literature review and accessing other relevant documents.
- f. Knowledge of Research Methodology and Implementation Research.
- g. Essentially a team player with demonstrated ability to work in a multi-disciplinary team along with good interpersonal abilities.
- h. Good communication skills in English – both written and oral, presentation skills, ability to write analytical reports are all essential. Working knowledge of Hindi desirable.
- i. Ability to carry out the given task on his/her own or minimal supervision.

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

The Consultant should be ready to travel extensively to State/District/Block/village levels. 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.

**8. Workstation:**

The workstation of 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 organization.

**9. Consultancy Period and Consultancy fees**

Initially, it will be till **31st March, 2025**. 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 part 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. 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, educational qualification may be relaxed for experienced candidates working in the relevant field. Only shortlisted candidates shall be informed and called for the interview.*

- 11.** 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.

**How to apply:** Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrccindia.org>). Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **21<sup>st</sup> February 2023**.

**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 form.**