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**Draft Terms of Reference
State Consultant-Training & Capacity
Building For Human Resource**

Eligibility:

- MPH/ MBA/ PGDM (Health or Hospital Management)/ Post Graduation in Health Management or equivalent degree from a recognized institution/ University. Diploma or certificate programs in Training & Development/ Human Resource Management would be desirable.
- Minimum 8 years of post-qualification work experience in the area of Public Health/ health, HR Training & Management, developing and coordinating large scale capacity development initiatives in health related projects, experience in conducting trainings of different public health / healthcare cadre at national/ state level, working with key technical resource organizations in public health or other related social sector. State level experience would be considered and desirable. Work experience in the relevant field will be given due weightage.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.
- Good communication and presentation skills, analytical and interpersonal abilities, good oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to States & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines.

Remuneration Range: Rs.70,000 /- per month.

Age: Upper limit 50 years

Reporting Authority: Member Secretary SHS & Mission Director NHM

Roles & responsibilities:

- Develop capacity building strategies and programs for human resources under NHM
- Plan activities and costs for annual capacity development plan incorporating state level demands
- Support in conducting Training Needs Assessments throughout the State.
- Support the State in developing initiatives in capacity building based on Training Needs Assessment
- Assess various proposals for capacity development including costing
- Coordinate with partner resource organizations such as GOI, State Level Institutes, organize capacity development activities including twinning arrangements.
- Develop appropriate tools (e.g., MOU, contracts as well as additional templates for PIP to capture capacity development needs) to facilitate capacity development activities
- Mobilize resources / partners for training and capacity building programmes
- Coordinate development of training modules in consultation with other programme divisions and training organizations/agencies.
- Providing handholding support to the States in organizing workshops and trainings on programme activities
- Monitor and evaluate the progress of training and capacity building initiatives in State/ Districts/ Cities including their effectiveness
- Undertake periodic field visits to districts to review Capacity Development initiatives, identify challenges and support NHM for overcoming these challenges
- Responsible for evaluation of Program Implementation Plan (PIP) of State with respect to capacity development. Liaison with State for ensuring adherence to norms and provide inputs as required for revision and submission of final PIPs
- Undertake other assignments, which may be assigned from time to time by the Reporting Authority.