

## **Rajasthan Health Systems Development Project Terms of Reference for IT Consultant**

**Background:** The World Bank assisted, Rajasthan Health System Development Project has been launched in the state of Rajasthan in the month of July 2004. The overall objective of the project is to increase the access of the people of Rajasthan, especially the underprivileged, poor, women and children, to quality health services. The project aims at achieving the overall objective through strengthening the secondary level government health system in the state through renovations like concept of health systems performance improvement (HSI), provision of equipment and medicines and skill enhancement of the care providers; apart from undertaking Behaviour Change Communication (BCC) and implementing Public Private Partnership (PPP) models at the community level.

At present the Medical Officer In-charges of health facilities submit report of operational performance monthly to the district head quarters. CHC and PHC submit data to the CM&HO on inpatient and out patient volumes, as well as achievements of National health program targets. These reports are then submitted to various project heads who collate and forward them to the Director, Medical and Health. The project is collecting hospital activity related data from all 238 identified facilities and the same is being received at [hmisdata@gmail.com](mailto:hmisdata@gmail.com) through 32 District Project Coordinators (DPCs).

R.H.S.D.P now proposes to engage an IT consultant to co-ordinate, plan and monitor the IT related activities of the project and assist in implementation and carrying through these activities. Thus the project could make a lasting contribution to the Health Systems in the era of Information Technology.

### **Scope of Work:**

1. Understanding reporting system of RHSDP as also of the Medical & Health department. Analyzing IT problems and network requirements and responsible for delivering new tools on ICT as and when required, facilitating the proper functioning of the department.
2. Develop TOR for hiring an agency to design, develop and implement the in-house HMIS (which would be used for running 300+ bedded and 150 bedded district hospitals) and related reporting formats for computerized HMIS system.
3. Assist the agency in preparing the training plan including behaviour change for the personnel of the medical department; monitor and co-ordinate the activities of the above said agency.
4. Develop timeframes and cost plans for acquisition of the required hardware, software and telecommunication services in consultation with the procurement cell; advise the budgetary implications of current and future Information Communication Training (ICT) needs; provide technical advice and expertise in procurement of ICT goods and services, including conducting needs assessments and upgrading, preparing technical specifications, evaluation criteria and selections for PMU.
5. For effective and timely roll out of the proposed HMIS in the state, co-ordinate with the nodal officers of DM&HS, DoIT, implementing agency, State level Core-committee and Core-committees constituted at all nine identified district hospitals during planning and implementation phase.
6. Coordinate with the NIC/NRHM (IT Consultant) to review the progress of PIS development as also the progress on the incorporation of HAF into the Healing Software and the reports being generated thereby as also for site administration.
7. Assist in the organizing of training programmes, workshop etc. for various stakeholders in the field of ICT and help capacity building, of the personnel within the PMU, in basic ICT competencies.

8. To ensure that the IT systems at PMU function properly and the reports generate necessary information to evaluate against the set monitoring indicators. Assist users to use applications and software packages and their features provide day-to-day oversight to the data entry operators entering hospital level data into the system at the PMU and conduct random checks on an agreed number of data sheets to ensure that data is being accurately entered into the system. Maintain database archives by installing /acquiring data sets and documentation.
9. Use spot checks as a mechanism to identify possible data anomalies that need more in-depth investigation, and follow-up with the concerned DPC/facility in-charge to ensure data accuracy.
10. Discuss the data set with the PMU to identify the types of analysis that are possible with the available data and arrive at a menu of possible/desirable types of analytical tables that would be of use to the PMU in decision-making and policy development.
11. Install, configure and modify applications, network, databases and other systems and act as a liaison between information systems resources and the user staff.

**Terms and Conditions:**

- i. The tenure of appointment shall be of 18 months.
- ii. The appointee shall be paid a consolidated pay of Rs 30,000/- per month and shall not be eligible for any other taxés, allowances and increment in pay.
- iii. In case journeys / field visits are performed in the interest of the Project, he/she shall be eligible for TA and DA expenses as per the Government norms / norins approved by RHSDP. No other claims, payments will be admissible to the consultant.
- iv. The candidate shall be eligible for 20 days casual leave in a year.
- v. Apart from the benefit covered under the terms and conditions, the candidate is not eligible for any other benefit such as Time Bound Advance, promotion, pension, medical reimbursement etc.
- vi. This contract appointment shall not be considered as permanent for any reasons whatsoever.
- vii. During the tenure of office the contract appointee shall keep all official information; obtained or collected, strictly confidential.
- viii. Consultant may have to travel within or outside the state in relation to the project work.
- ix. In case the consultant is found guilty of breach of the agreement his services can be terminated by giving a notice of that intent to him/her without any prior intimation. After termination he/she shall not be entitled to any sort of compensation.
- x. If he/she wants to give-up the assignment before end of contract period, he/she shall require giving a prior notice of one month
- xi. In case any of the above conditions are violated, the appointment automatically stands cancelled

**Note: The candidate would be bound by the GoR circular of finance department for appointment on contract on fixed package services in societies etc under sponsored schemes, externally aided projects dated 9.01.2007.**

**Duration:**

The duration of the consultancy will be 18 months from the date of start of services. The duration of consultancy shall be reckoned from the date of appointment of consultant to the satisfactory completion of all the tasks and handing over of all deliverables. In case the consultant is found guilty of breach of the agreement his/her services can be terminated of a notice of one month without any compensation. If he gives up the assignment in between i.e. before the contract period, he/she shall be required giving a prior notice of one month.

Review Committee will consist of following members.

- Project Director, R.H.S.D.P
- Additional Director(SPC)

- FA&CAO

Review Committee will review and monitor the effectiveness of working of the consultant. All final outputs submitted by the consultant including reports will be reviewed.

**Qualification & Experience:**

He/she should hold a regular degree (B. Tech/M. Tech. / MCA from a recognized institution) with at least first class or equivalent grade. He/She in Computer Science should demonstrate familiarity with contemporary databases, open source technologies, modern application development languages and script languages such as Java, ASP, Dot Net, HTML, DHTML, PHP etc.

Preference would be given to candidates who have worked in the field of Information Technology in health sector for at least 3-5 years. Specific experience in implementing IT systems/networks will be an added advantage. The Consultant will also need to demonstrate a high level of written and oral communication skills. Working knowledge of basic office software packages is essential.

**Work Experience (Desirable):**

Minimum 3-5 years working experience in the Health Sector Govt.

**Remuneration:**

Rs.30, 000/- per month (negotiable based on qualification and experience)