



# Guidelines for Engagement of Sr. Consultants and Consultants

Internal Policy Directive

**National Health Agency (NHA)**

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# Procedure and Guidelines for engagement of Sr. Consultants and Consultants in National Health Agency

National Health Agency (NHA) has been set-up as a Society registered under Society Registration Act, 1860 on 11.05.2018, under Ministry of Health & Family Welfare, Government of India for implementation of Pradhan Mantri Rashtriya Swasthya Suraksha Mission (PMRSSM).

NHA will act as apex body for State Health Agencies that will need to be set-up by the State Governments to manage the PMRSSM. NHA will also provide support to integrate PMRSSM with larger healthcare system of the country including quality of healthcare. NHA would also foster coordination among various bodies dealing with issues of quality management and States/UTs implementing agencies to ensure portability, standardisation, and convergence among various health protection schemes being implemented by the States/UTs and stimulate cross-learning. NHA would facilitate establishing, monitoring and evaluation mechanism and standards for information reporting.

In order to ensure that NHA implements PMRSSM in a professional & transparent manner and to provide directives, support and guidance to various stakeholders involved, it is utmost required for NHA to engage experts / professionals in various fields pertaining to Public Health Financing, Procedure Pricing, Misuse and Fraud Detection Systems, Hospital Network Management, IEC, Scheme Management and other areas, in order to ensure timely and quality of support. PMRSSM is a highly selective program that requires consultants to demonstrate proven academic, credentials, professional achievement and leadership qualities. For ensuring this NHA may engage either individual consultants or consultancy organizations in this regard.

## Eligibility for Sr. Consultants & Consultants

### Qualifications

**Essential Qualifications:** Persons having Professional Qualification like ICAI, ICSI, ICWA & ICFA, B Tech, MBBS / BDS and / or Master's Degree in relevant subject or technical qualifications like, MBA or equivalent in relevant field/subject as defined.

**Desirable Qualifications:** Persons having relevant field working experience of implementation of large public health systems projects preferred.

**Work Experience:** Overall 10 years of Work Experience post qualification and 3 years relevant work experience of large public health systems projects. Preference will be given to persons with work experience in the relevant field supported by published work/ policy papers/appraisal/monitoring of projects & schemes/engagement with public health schemes etc.

**Other Attributes:** Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.

**Age limit:** Candidates should be below 45 years of age as on 1<sup>st</sup> July of the year of advertisement.

## Remuneration

**For Consultant:** A consolidated amount of Rs. 1,00,000/- per month, inclusive of Transport Allowance. There shall be an maximum annual increase of 10% subject to satisfactory performance and up to a maximum of Rs 1,25,000/-. In case the engagement requires qualifications that are of a specialized or rare nature, the CEO may increase the joining remuneration for Consultants slab and annual increment by up to 20%.

**For Sr. Consultant:** A consolidated amount of Rs. 1,25,000/- per month, inclusive of Transport Allowance. There shall be an maximum annual increase of 10% subject to satisfactory performance and up to a maximum of Rs 1,75,000/-. In case the engagement requires qualifications that are of a specialized or rare nature, the CEO may increase the joining remuneration for Sr. Consultants and annual increment by up to 20%.

## Job Description and Responsibilities

Sr. Consultants / Consultants will be required to provide high quality inputs in disciplines like Public Health Financing, Procedure Pricing, Misuse and Fraud Detection Systems, Hospital Network Management, IEC, Scheme Management and other areas as defined in their respective Terms of Reference. This would require demonstration of proven academic credentials, professional achievements and leadership qualities on the part of the aspirants.

## Rotation

Depending on the requirements of NHA and candidate's skills, the Sr. Consultants / Consultants can be rotated to other divisions within NHA.

## Place of Posting

The place of posting will be Delhi or any other state capital.

## Period of Engagement

The period of engagement shall be initially for a period of 3 years and further extendable on the recommendations of Performance Appraisal Committee constituted by the NHA..

## Performance Appraisal Committee

A Performance Appraisal Committee is to be chaired by Additional/Deputy Chief Executive Officer, who shall be assisted by the concerned Executive Director/General Manager (under whom the Sr. Consultants / Consultants has been deployed) with one outside expert. The committee will appraise the work and performance of the Sr. Consultants / Consultants annually. The PAC will devise its own procedures based on Annual Performance appraisal of the Sr. Consultants / Consultants.

## Capacity Building

Sr. Consultants / Consultants shall be provided orientation training for 1-2 weeks for acquiring job related skills.

## Leave

Leave of 30 days shall be allowed in a year on pro-rata basis.

## TA/DA

Sr. Consultants / Consultants shall be allowed to undertake domestic tours for which TA will be allowed for travelling by Air in Economy class or by Rail in AC Two Tier.

Reimbursement for Hotel accommodation of up to Rs. 6000 per day; reimbursement of taxi charges as per actual for travel within the city and reimbursement of food bills not exceeding Rs. 1000 per day shall be allowed.

## Annual Performance Report

An annual Performance Appraisal of the Sr. Consultants / Consultants would be undertaken through an Annual Performance Report (APR) in the format prescribed at Annexure 2. In order to bring objectivity, assessment would be done by the reporting officer of the Division and countersigned by the Head of the Division. The Divisions shall forward the APR for the preceding assessment year to CEO/Deputy CEO within one month prior to completion of term for each year. Thereafter, the APR will be communicated by Administration Division to the concerned Sr. Consultants / Consultants.

# Annexure I

## Terms of Reference for the work to be done

(i) Precise statement of Objectives:-

(Disciplines or the domains where engagement of Sr. Consultant and / or Consultant is required should be indicated)

(ii) Outline of the tasks to be carried out :- (Details of work required to be carried out specific tasks/activities to be assigned to Sr. Consultant and / or Consultant should be indicated)

(iii) Schedule for completion of Tasks: -(This should be designed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

(iv) The support or inputs to be provided by NHA to facilitate the Sr. Consultant and / or Consultant:-(Officer who will provide guidance to the Sr. Consultant and / or Consultant and to whom reporting is to be done should be specified here)

(v) The final outputs that will be required of the Sr. Consultant and / or Consultant at the end of the period should be specified.

## Annexure 2

### Annual Performance Report of Sr. Consultant and / or Consultants

Year of Report:

Period From \_\_\_\_\_ to \_\_\_\_\_

#### Part-1. Basic Details

Name Designation Period worked	
Date of Birth	
Date of Joining	
Subject Division	
Reporting Authority (Name and Designation of the Officer)	
Brief Description of Duties:	

#### Part-2: Performance Appraisal

Brief Description of task	Deliverables	Actual Achievements

Part-3: Please mention significant contribution, personal achievements, and other accomplishments, if any.

IV. Remarks.

Name of the Assessing Officer Designation

Countersigned by Head of the Subject Division