

Terms of Reference: Administrative Consultant
Ayushman Bharat – National Health Protection Mission (AB-NHPM)

I. Background:

The Ayushman Bharat – National Health Protection Mission (AB-NHPM) aims to provide health coverage to over 10 crore poor and vulnerable families for an annual benefit of Rs. 5 lakhs per family per year on a floater basis. The Scheme, when implemented, shall be one of the largest risk pool in the world in terms of a beneficiaries covered. The Scheme has the following objectives

1. Increased financial protection for the covered population
2. Improved access to quality healthcare services to the covered population

In this aspect it is one of the key instruments to make India progress on the path of Universal Health Coverage. The Scheme functions through strategic purchasing of secondary and tertiary healthcare services from public and private providers to improve the efficiency and outcomes of the Scheme. At implementation level, the Scheme shall be a cooperated effort between State and Centre with funding from the Centre to State in the specified ratio and implementation by the State.

Institutional Mechanism:

Institutional mechanisms have been developed for district, state and central levels and it would be critical to engage right expertise at each level to deliver on the objectives of AB-NHPM:

- At Centre, a dedicated National Health Agency (NHA), headed by a full time Chief Executive Officer (CEO), has been set up to facilitate implementation of AB-NHPM in the form of a Society
- States/ UTs advised to implement through a dedicated entity, State Health Agency (SHA). They can either use an existing Trust/ Society/ Not for Profit Company/ State Nodal Agency (SNA) or set up a new entity to implement the scheme
- Responsibility of implementing AB-NHPM shall lie with States. They can choose preferred mode of implementation which can be either through Insurance Companies, Trust or a mixed approach

In order to facilitate the effective implementation of the AB-NHPM, NHA seeks to hire different levels of staff and consultants; this TOR, specifically focuses on hiring of Administrative Consultant(s).

II. Scope of Work

- Procurement of Goods & Services, Vendor Management and Management of out-sourced support services.
- Undertake regular evaluation and also ensure that such service organisations are compliant to existing labour laws, rules & regulation such as PPF, ESI, etc.
- Coordination of Printing & translation of reports & papers
- Supervision of office support staff and management of vehicle fleet

- Office Procedure – File maintenance, meeting schedules, facilitating travel plans, managing appointments, routine correspondence, drafting & noting,
- Coordination & Liaisoning with other departments & organisations such as MoHFW, National Institute of Health Family Welfare, Transport Department, etc.
- Facilitator support for conduct of meetings, workshop, consultation, etc.
- Supervision of Security & Fire Fighting arrangements and supervising the new work, installations & commissioning of new project including repair & expansion work
- Facilitate process of selection of Printers and Designers and Execution of Supply Order for publications and Ware House management.
- Any other work as assigned by the Divisional Head.

III. Eligibility and qualifications

- Graduate in any stream
- Minimum 10 years of relevant experience in Administration, of which at least 5 years in Government, Quasi Government or Government funded autonomous institutions
- The retired Government officials of the level of Under Secretary/Section Officer can also apply.

IV. Desirable:

- Excellent administrative, organizational and planning skills with attention to detail
- Computer literate with knowledge and experience of MS word & Excel spread sheet and Power point.
- Should have knowledge of Accounts / Govt. Rules and Regulations / Purchase related procedures, GFR, GEM,
- Knowledge of Registry Procedures and Travel / Fleet Management
- Excellent writing and verbal communication skills
- Proficient in drafting notes / Official Letters in English & Hindi, handling routine correspondence independently
- To be able to meet stringent guidelines at short notices and operate in an evolving environment

V. Reporting:

- Administrative consultant will report to GMs/Executive directors of the respective division.

VI. **Age:** 40 years (other than retired Government Officials).

Location: New Delhi

Remuneration Range: As per Government rules or experience and knowledge of the candidate; shall be between Rs. 40,000 to Rs. 90,000 per month. The Administrative consultant shall be paid a consolidated remuneration.

Contract Tenure: This position will be on a contractual basis for 3 years, subject to renewal based on annual appraisal.

