



Terms of Reference

**INTERNAL DELIVERY UNIT
PRIMARY & SECONDARY HEALTH CARE
DEPARTMENT**

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INTRODUCTION

The Government of Punjab, in line with the vision of Chief Minister to make Health Department a dynamic and efficient organization, has bifurcated Health Department into two departments vis-à-vis Specialized Health Care & Medical Education Department and Primary & Secondary Health Care (P&SH) Department. The principle reason for bifurcation has been to improve governance and service delivery in the spheres of health care across the province. Primary and Secondary Health Care Department has been entrusted the responsibility of primary and secondary level health facilities including preventive health services and Vertical Programs. P&SH Department accordingly has its functional responsibility in respect of 27 District Headquarter Hospitals (DHQs), 117 Tehsil Headquarter Hospitals (THQs), 313 Rural Health Centers (RHCs) and 2,140 Basic Health Units (BHUs). Moreover, specialized programs like Expanded Program for Immunization (EPI), TB Control (DOTS), Hepatitis Control Programs as well as special campaigns such as Dengue Campaign, Polio Eradication Campaigns also fall in purview of the department. The establishments like Director General Health Services (DGHS), Drug Testing Labs (DTLs) and Bio-medical Engineering Workshops also assist the department in discharge of its functions efficiently.

Keeping in view the diverse mandate of Department vis-à-vis the challenges posed due to structural make-up and current transitory bifurcation of one department into two specialized departments warranted an in-house diagnostic analysis of the systems, procedures and operations. The main underlying findings of the diagnostic analysis has been strengthening the capacities of the nucleus in form of P&SH Department and enhanced capacities of managerial chain of health delivery across the districts. Establishment of Internal delivery Unit at Primary and Secondary Health Care Department is one such intervention needed for institutional strengthening and capacity building of Primary and Secondary Health Care Department.

OBJECTIVES OF INTERNAL DELIVERY UNIT

Monitoring and follow up remains one of key ingredients for good governance and is at heart of all management models. Therefore, an Internal Delivery Unit, comprising well-qualified and experienced persons, is being established within P&SH Department. Internal Delivery Unit shall be manned with qualified and experienced consultants. Internal Delivery Unit shall be responsible for every such task needed to strengthen the PSHD which may range from operational matters to monitoring e.g tracking pace of all initiatives of the Department through the process such as tracking procurement of medicines by districts, procurement of vaccine by Director EPI, pace of various development schemes and performance of Drug Testing & Bio-mechanical Labs etc.

ELIGIBILITY OF APPLICANTS (As Given in advertisement)

Consultant (Monitoring, Evaluation & Research)

- i. Master Degree in Project Management/Research Methods/M&E/MBA, or other relevant administrative Sciences from a well reputed HEC recognized national or international University/Institute/College.
- ii. Minimum 10 years of verifiable work experience, with progressively increasing level of responsibility in public or private sector at monitoring and evaluation positions.
- iii. Proven record and expertise in rigorous quantitative and qualitative research and implementation of analytical methods.
- iv. Demonstrated hands-on practical experience of setting up and managing dashboard monitoring system preferably in the cash disbursement environment.
- v. Proficiency in the use of ICTs and job specific applications

Consultant (Legal)

- i. L.L.B/L.L.M from a well reputed HEC recognized national or international University/Institute/College.
- ii. Experience of contract and legislation drafting in public sector (05 years' verifiable experience in case of candidates having degree of L.L.B and 03 years' experience in case of candidates having degree of L.L.M).
- iii. Strong analytical and report writing skills and ability to work with multiple stakeholders.
- iv. Knowledge of government systems and procedures
- v. Proficiency in the use of ICTs and job specific applications is essential prerequisite

Consultant (Communications)

- i. Master Degree in Mass Communications/ Public Administration or related administrative or Social Science discipline from a well reputed HEC recognized national or international University/ Institute/College..
- ii. 10 years verifiable experience in handling major communications initiatives in public or voluntary sectors, including making high effective presentations project websites, preparing quarterly success stories, various brochures and pamphlets, video, social networking platforms and media outreach.
- iii. Strong knowledge of information collection, data maintenance, report writing and dissemination techniques.

- iv. Proficiency in the use of ICTs and job specific applications is essential prerequisite

Consultant (Operations)

- i. Master Degree in Public Administration/ Project Management/Business Administration/ Finance/Economics/Social Development or related subjects from a well reputed HEC recognized national or international University/ Institute /College.
- ii. Minimum 10 years relevant verifiable experience, part of it with public or international voluntary sector, in developing business strategies and providing strategic guidance for optimal service delivery.
- iii. Working knowledge of resource management, procurement and grants/ fundraising.
- iv. Proficiency in the use of ICTs and job specific applications is essential prerequisite to manage multiple teams executing complex back office processing functions

GENERAL TERMS & CONDITIONS

- i. The duration of consultancy engagement is likely to be one year. However, it may be extended on satisfactory performance and approval of the Competent Authority.
- ii. The deliverable based rates for individual consultancy are market based.
- iii. Contents of the application shall be considered final and no application for revisions/addition shall be considered.
- iv. Incomplete/pruned (have cuttings)/Unsigned / Applications based on incorrect information or Applications received after due date shall be rejected. 'Application for Post of Consultant (Post name)- Internal Delivery unit PSHD MUST be mentioned on the application envelope.
- v. No TA/DA for interview would be admissible.
- vi. Only short listed candidates will be called for test / interview.
- vii. Only those candidates having degree from Higher Education Commission (HEC) recognized University/College/ Institute or well reputed foreign University recognized by HEC will be considered.
- viii. Applications along with attested credentials must reach in the office of Section Officer (General), Government of the Punjab, Primary & Secondary Healthcare Department on or before 17th May, 2016 at 04:00 pm.

APPLICATION PROCEDURES

GUIDELINES TO APPLY

- i. Must go through Eligibility criteria and General Terms and conditions before applying to avoid disappointment.
- ii. Must fill in the application form available from Department
- iii. Attach all required documents as mentioned at APPENDIX-A
- iv. Complete application in all respects must reach office before 4 pm on 10th May 2016

ADVERTISEMENT

Copy of advertisement is annexed at **Appendix-B**

EVALUATION PROCESS

RECRUITMENT COMMITTEE

The recruitment committee would consist of the following members:

- i. Secretary Primary and Secondary Health Care (Chairman)
- ii. Additional Secretary Admin, P& SH Department (Secretary)
- iii. Rep. of Secretary Finance
- iv. Rep. of Secretary Regulations
- v. Director General Health Services, Punjab
- vi. Any other Co-opted member

RESPONSIBILITIES OF RECRUITMENT COMMITTEE

The responsibilities of recruitment committee shall be as under:

- i. Overseeing the whole process of recruitment as per the procedure specified in these recruitment guidelines.
- ii. Determining the eligibility of a candidate.
- iii. Determining the threshold score for candidates to be called for interview
- iv. Conducting Interview of shortlisted candidates
- v. Final selection of eligible candidates
- vi. Resolution of disputes arising out of recruitment process.

SELECTION CRITERIA

The selection criteria for the post would be a three step sequential process:

- i. The recruitment committee would shortlist the resumes based on the above mentioned "Minimum Eligibility Criteria"

- ii. The recruitment committee would further shortlist the candidates based on a defined threshold score as determined by the committee
- iii. The shortlisted candidates would be invited for a final interview
- iv. The recruitment committee will evaluate the candidates for final selection

INTERVIEWS

The interview panel shall interview the candidates in respect of his/her fitness for the post he/ she has applied for. The interview panel may evaluate a candidate on, but shall not be limited to, the following aspects:

- i. Academic Knowledge
- ii. Professional Knowledge
- iii. Experience
- iv. Personal fitness with the job
- v. Managerial capability
- vi. Any other criteria opted by recruitment committee

THIRD PARTY VALIDATION:

Third Party validation may be an ingredient of recruitment process if deemed necessary by the Recruitment Committee.

TIMELINES FOR RECRUITMENT:

The recruitment process, so far as practicable, shall be completed according to the timelines decided by the Recruitment Committee at the start of recruitment process

KEY DELIVERABLES FOR CONSULTANT (MONITORING EVALUATION & RESEARCH)

- Design monitoring and evaluation system containing the indicators, sources of information, baseline and data collection schedule with responsibility of collection, analysis and dissemination.
- Devising guidelines and making improvements in the overall reporting, monitoring and evaluation regime
- Supporting PSHD in performing its functions

- Developing an IT-based reporting interface for managing and analyzing data reported by monitors, Field, DGHS,PSPU, Any other source as deem appropriate by PSHD
- Timely dissemination of processed data and outcomes of the review meetings to PSHD for effective performance management
- Reviewing quality of reported data, through validation and triangulation
- Managing any third party agency required as per the M&E framework
- Organize reviews of performance of contractors as per the contracts.
- Provide information support to different stakeholders in managing requests for new information
- Developing and managing an interface for reporting and monitoring data of districts and various administrative units of PSHD for shared and easy access by PSHD
- Manage flows of data and information
- Promote best-practice, lessons learned and sharing & exchange of innovative solutions.
- Any other function assigned by Competent authority

KEY DELIVERABLES FOR CONSULTANT (LEGAL)

- Will be addressing all kinds of legal issues, legislation, litigation and arbitration of PSHD and its administrative units
- Managing any legal and regulatory aspects of the initiatives of PSHD and allied Departments with the private partners, clients, sub-contractors and health staff.
- Any other function assigned by Competent authority

KEY DELIVERABLES FOR CONSULTANT (COMMUNICATIONS)

- Supporting PSHD & Allied Departments and building their capacities to effectively manage the media
- Coordination with various stakeholders including other line departments
- Managing communications related to initiatives of PSHD and allied

Departments with all important stakeholders including media, general public, health staff, patients and private partners

- Providing technology-enabled support to manage the initiatives of PSHD and allied Departments
- Promote best-practice, lessons learned and sharing & exchange of innovative solutions
- Any other function assigned by Competent authority

KEY DELIVERABLES FOR CONSULTANT (OPERATIONS)

- Develop policies and guidelines to support initiatives of PSHD and arrangements between private partners and district governments
- Supporting the district governments and building their capacities to effectively manage
- Resolve various implementation issues at provincial level by coordinating with various stakeholders including other line departments
- Acting as the provincial government interface for private partners and spearheading any discussions/negotiations with the private partners regarding the requests for special permissions (change in the scope of services, opening of new units etc.)
- Promote best-practice, lessons learned and sharing & exchange of innovative solutions.
- Providing consultancy on all affairs of PSHD including HR, Finance, Procurement and Administration
- Any other function assigned by Competent authority

APPENDIX – A

LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION

| | |
|---|--------------------------------------------------------------------------------------------------|
| 1 | Attested copy of CNIC of applicant (Mandatory) |
| 2 | Passport Size Picture of Applicant |
| 3 | Detailed CV |
| 5 | Attested copy of Domicile |
| 6 | Attested copy of Academic Credentials (HEC verification to be submitted in case of short listed) |
| 7 | Attested copy of Experience Certificates with contact details of Employer |
| 8 | Supporting Documents/certificates of requisite skills required for consultancy applied |

APPENDIX – B



**PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT
GOVERNMENT OF THE PUNJAB**

INDIVIDUAL CONSULTANTS REQUIRED

Primary & Secondary Healthcare Department is inviting applications from the qualified and experienced individual consultants against following **Individual Consultancy assignments** in its Internal Delivery Unit (IDU). Detail Terms of Reference (TORs) can be viewed on the website <http://health.punjab.gov.pk>

| SR. NO. | POSITION | NO. OF POSTS | QUALIFICATION & EXPERIENCE |
|---------|------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Consultant (Monitoring, Evaluation & Research) | 01 | <ul style="list-style-type: none"> ❖ Master Degree in Project Management/Research Methods/M&E/ MBA, or other relevant administrative Sciences from a well reputed HEC recognized national or international University/Institute/College. ❖ Minimum 10 years of verifiable work experience, with progressively increasing level of responsibility in public or private sector at monitoring and evaluation positions. ❖ Proven record and expertise in rigorous quantitative and qualitative research and implementation of analytical methods. ❖ Demonstrated hands-on practical experience of setting up and managing dashboard monitoring system preferably in the cash disbursement environment. ❖ Proficiency in the use of ICTs and job specific applications is essential prerequisite |
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SECTION OFFICER (GENERAL)
GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
I-BIRDWOOD ROAD, LAHORE
PHONE: 042-99205826