



Meghalaya Health Systems Strengthening Project

Government of Meghalaya



No. DHS/H-3/MHSSP/Hiring/2022-23 (LXI)

Date: 13.06.2023

ADVERTISEMENT

Applications from citizens of India are urgently required for appointment on a contractual basis for filling up the following post as given below for the **Meghalaya Health Systems Strengthening Project (MHSSP), Meghalaya.**

Sl. no	Name of Post	No of Post	Remuneration	Essential Qualification and Experience	Place of Posting
			(INR)		
1	Bio-Medical Waste Management Consultant	1	Starting INR 70,000 may increase based on qualification & experience	M.Tech in Environmental Science/Public Health/Community Medicine/Hospital Management/Environmental Management/Environmental Engineering or equivalent qualification in a related field. <u>Experience of minimum 7 years</u> of working on Bio Medical Waste Management in the Health Sector or any related sector	Shillong
2	Environmental Manager	1	Starting INR 60,000 may increase based on qualification & experience	M. Tech (Environment Engineering)/ Masters in Environment Management/ Environment Sciences / M. Tech in Public Health Engineering/ or equivalent qualification <u>Minimum 3 years of experience</u> in infrastructure implementation projects in managing, monitoring, and supervising projects related to Environmental.	Shillong

Qualified and interested candidates can submit their applications electronically through **Google Form** (Link below) only on or before **5:00pm of the 26th June 2023**, with soft copies of their bio-data, certificates and job experience. The Terms of Reference for the above post can be downloaded from the MHSSP website under Recruitment (<https://meghssp.org>). The applications of the candidates will be screened and intimated in due course. For any future information updates, candidates are to check our website from time to time.

Terms and Conditions:

1. All biodata and testimonials (incl. CV/Resume) are to be scanned and forwarded in a **single PDF file**.
2. The competent authority may relax the minimum years of experience if the number of candidates meeting the requirement is less
3. All applicants are required to fill out the Google form via <https://tinyurl.com/MHSSP-BMW-EVN>

Sd/-

Ramkumar S, IAS
Project Director, MHSSP

**TERMS OF REFERENCE FOR BIO MEDICAL WASTE MANAGEMENT CONSULTANT
AND ENVIRONMENTAL MANAGER UNDER THE MEGHALAYA HEALTH SYSTEMS
STRENGTHENING (MHSS) PROJECT**

Introduction to the Project

Meghalaya, a small state in the North East India, carved out of Assam in 1972, has a Legislative Assembly and three autonomous Hill Councils, covering all 11 districts. With a population of 3 million (2011), the state is on average poorer than rest of India, but more equitable, as only 12 percent of the population live below the national poverty line in comparison to 22 percent at the national level (2011-12). The state is predominantly rural (80 percent), with a hilly terrain, rapid urbanization and poor connectivity. With 86 percent of the population categorized as Scheduled Tribe, Meghalaya's main ethnic communities are the Khasis, the Garos and the Jaintias. The complexities in the governance structures provide unique challenges to social and health outcomes that need local solutions.

The Government of Meghalaya is committed to improving the health status of its citizens. Despite considerable challenges, the state has shown progress in various health indicators over the last decades. To further accelerate the progress, the Department of Health and Family Welfare (DoHFW), Government of Meghalaya with technical and financial support from the World Bank, is implementing 'Meghalaya Health Systems Strengthening Project' (MHSSP) in the state. The MHSSP intends to improve accountability, quality and utilization of health services in Meghalaya, especially among public facilities at the primary health center (PHC), community health center (CHC) and district hospital levels. In order to achieve its objectives, the MHSSP will over the next five years adopt a system approach to combine results-based financing and input-based financing with the aim of achieving enhanced performance management in the public sector.

The project activities are structured across 4 broad areas, while the first three addresses different parts of the project development objective (Accountability, Quality and Utilization), the fourth area is related to Contingent Emergency Response Component. The details are as under:

Area 1: Improve accountability and strengthen governance through Internal Performance Agreements:

This will support the creation of an enabling environment for reforms at each level (state, district and sub-district), enhance performance of the DoHFW and its subsidiaries, and improve efficiency of the public health administration.

Area 2: Strengthen Systems to Sustain Quality of health service: This will focus on improving the quality of care through a comprehensive quality assurance for health service; augmenting systems related to human resource management, bio-medical waste management, procurement and supply chain, and project management capacity.

Area 3: Increase coverage and utilization of quality health services: This will mainly focus on increasing the coverage of the state health insurance program, pilot for strengthening primary care response through the Health and Wellness Centers, strengthening community interventions and engagement.

Area 4: Contingent Emergency Response Component: A mechanism for provision of immediate response to an Eligible Crisis or Emergency, as needed.

<u>Title</u>	:	Bio-Medical Waste Management Consultant
<u>Duty Station</u>	:	Shillong, Meghalaya
<u>Duration of Assignment</u>	:	1 years, but renewable every year based on performance.
<u>Expected starting date</u>	:	July 2023
<u>Direct Supervisor</u>	:	Project Director, MHSSP
<u>No of vacancies</u>	:	1 (One)
<u>Salary</u>	:	Starting INR 70,000 may increase based on qualification and experience

SCOPE OF WORK:

To provide technical support to MHSSP on Bio medical waste management. The Consultant shall support MHSSP in systematic assessment of Bio-medical waste generated by different tiers of health care facilities and identify/develop appropriate methods, technologies and mechanism for its disposal suited to local condition and in compliance with the prevalent legislations. Additionally, to provide technical support to the state thing, formulating the policy decisions related to BMW management in the state, develop monitoring system and supportive supervision.

QUALIFICATIONS & EXPERIENCE:

Essential:

- M.Tech in Environmental Science/Public Health/Community Medicine/Hospital Management/Environmental Management/Environmental Engineering or equivalent qualification in a related field, from any recognised university.
- Experience of minimum 7 years of working on Bio Medical Waste Management in the Health Sector or any related sector such as Urban development, Municipal corporation, State pollution control board etc for handling the subject of waste management. Working experience with Government agencies will be added advantage.
- Work experience & understanding of compliances under externally aided projects such as World Bank/ Asian Development Bank /Japan International Cooperation Agency/WHO/UN will be added advantage.
- Experience in design and implementation support for BMW specifically including solid & liquid waste management & also

- a) Deep burial pits,
- b) Sharps pits,
- c) Effluent treatment plant, & related infrastructure development works in hilly areas.
- Proficiency in use of Computers to manage data and generation of reports.

Desirable:

- Experience on BMWM including managing, monitoring and supervising projects related to BMWM or having worked in a managerial position in a CBMWTF/ Central Pollution Control Board/ State Pollution Control Board or as a nodal officer for BMWM in a NABL/ NQAS accredited hospital with minimum 100 beds or having worked in a Public health domain.
- Experience of working on existing BMWM technologies and related infrastructure in hilly terrain.
- Software proficiency and familiarity with AutoCAD, GIS survey.
- Work experience in Policy Development and fluent in spoken local language (Khasi/Garo/Pnar) will be an added advantage

SKILLS AND KNOWLEDGE:

- Strong conceptual, analytical skills with clarity of thought process and problem-solving skills.
- Excellent organizational skills.
- Ability to work independently as well as in a team with skills to handle multiple tasks with minimal supervision.
- Demonstrated ability to develop technical documents, design documents, training modules and conduct trainings on Bio medical waste management.
- Demonstrated ability to lead complex projects successfully, problem solve, take proactive approaches to project management, collaborate effectively, and deliver high quality work products.
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- Ability to travel for project related work in Meghalaya as well as out of the State.

LANGUAGES:

Proficiency in English and working knowledge of Hindi, and/or Khasi/Garo/Pnar is preferred.

SALARY AND CONTRACT TERM:

- The assignment is on purely contractual basis. The tenure will be co-terminus with the Project duration. The initial contract will be for a period of one year which is extendable based on satisfactory performance.
- Annual extensions will be based on the basis of review of performance by the Project Director.
- Consolidated remuneration per month with annual increment on extension of Contract.

JOB RESPONSIBILITIES:

- Support Project's engagement and technical activities with Department of Health and Family Welfare and other departments in relation to identified issues. This includes but is not limited to, attending intergovernmental or inter-agency meetings, coordinating for risk and exposure data, supporting documentation, reviewing technical documents and policy briefings.
- Support activities in coordination with ongoing programs in the State and country related to bio medical waste management.
- Provide technical assistance on Bio medical waste management and Environmental Health issues.
- Project planning, implementation and close coordination and communication with colleagues and external partners.
- Review analytically the present BMWM system and practices to evaluate the lacking sustainable elements and consider issues for improvement.
- To identify the problems relating to the current system, and formulate possible management plan and solutions complying with the objectives that is set in BMWM Rules.
- To research and develop a project strategy for systematic segregation, disinfection and disposal of medical waste, explore various models available globally and find the most suitable in the context of Northeast region such as establishing Common Bio Medical Waste Treatment Facilities for the State etc, and also look for strategic long-term approach that will enhance sustainability through an array of local knowledge and skills.
- To provide instructions for the handling of all types of BMW including detailed instructions for the equipment needed when managing waste, as well as any safety procedures for BMWM crews.
- To provide guidance and to train staff on the implementation of the new systems and the improved BMWM practices;
- Support in training and capacity building for facility staff, state functionaries on bio medical waste management
- Evaluate the effectiveness of training programs and learning outcomes.
- Support in organizing high level events with State and national stakeholders on bio medical waste management.
- Document good case studies and support the communication team to generate IEC materials on management and safety procedures pertaining to BMW, in addition to creation and/or editing of communication materials as well as any capacity-building initiatives or end products associated with the identified focal areas.
- Support in monitoring, documentation, writing reports for the Bio-Medical Waste Management related work being implemented in Meghalaya and under the Project.

- Develop tools for monitoring the work progress in medical waste management.
- Monitor the compliance(s) of BMWM Rules and extend support in the provision of reports to Regulatory Authorities.
- Direct coordination and communication through state government with World Bank & Project Technical agencies by keeping track and providing timely updates.
- Organize discussions with the pollution board and municipalities for better coordination
- Conduct regular meetings with district-level officials to understand challenges and issues of implementation.
- Provide other technical and administrative support to the project, as needed.
- Document good case studies and modulate which show good implementation
- Besides the above responsibilities, the consultant may be assigned additional tasks that are relevant to ESMP or the Environmental aspect of DoHFW.

DELIVERABLES/ SPECIFIC OUTPUTS

- Monthly report to be submitted on 30th of each calendar month that will include the activities work undertaken based on the scope of work.
- Quarterly report to be submitted on 1st week of the first month of the forthcoming quarter. The report will include the activities undertaken based on the scope of work.
- Annual report to be submitted at the end of every financial year.

Technical Support & Capacity Building

- Provide technical expertise to the State for effective implementation of BMWM under the Project.
- Policy Development, Research and Analytical report and development of training modules.
- Support the preparation and/or revision of communication materials and capacity building activities or products related to focal areas identified on BMWM.
- Documentation of various trainings being undertaken at state, regional and national level
- Evaluate the effectiveness of such training programs and learning outcomes.
- Gap analysis, management, and fulfilling any necessary legal compliance with regard to bio medical waste management.

Liaising & Coordination:

- Liaise and coordinate with DoHFW, State Pollution Control Board and experts for expert advice on the subject area
- Organized committees with the pollution board, municipalities, State and district-level officials.
- Project Strategy for establishing Common Bio Medical Waste Treatment Facilities

- Obtaining necessary approval and clearances from regulatory agencies
- Provide other technical and administrative support to the Project.

Documentation & Information Management

- Knowledge Management and capacity development activities conducted
- Documentation, writing reports for the Biomedical waste management works being implemented
- Coordinate towards organizing awareness and sensitization workshop for health care professionals (including all facility staff), State functionaries and BMWM crews.
- Develop sustainable and feasible strategies or methods on BMWM for healthcare facilities
- Coordination with Health Engineering Wing of the State and support in drafting standard specifications on BMW technologies as per BMW rules 2016.

<u>Title</u>	:	Environmental Manager
<u>Duty Station</u>	:	Shillong, Meghalaya
<u>Duration of Assignment</u>	:	1 years, but renewable every year based on performance.
<u>Expected starting date</u>	:	July 2023
<u>Direct Supervisor</u>	:	Project Director, MHSSP
<u>No of vacancies</u>	:	1 (One)
<u>Salary</u>	:	Starting INR 60,000 may increase based on qualification and experience

SCOPE OF WORK:

The objective of the assignment is to lead and provide support to the project on environmental management aspects.

QUALIFICATIONS & EXPERIENCE:

Essential:

- M. Tech (Environment Engineering)/ Masters in Environment Management/ Environment Sciences / M. Tech in Public Health Engineering/ or equivalent qualification in a related field from any recognized university.
- Minimum 3 years of experience in infrastructure implementation projects in managing, monitoring and supervising projects related to Environmental. Prior experience of working in Public Health Sector is desirable.
- Environmental Management or Impact Assessment, including environmental health and safety (EHS) management.
- Experience in the implementation of waste & pollution control technologies.
- Work experience & understanding of ESHS guidelines and compliances under externally aided projects such as World Bank/ Asian Development Bank /Japan International Cooperation Agency will be added advantage.

Desirable:

- Proficiency in use of Computers to manage data and generation of reports.
- Software proficiency and familiarity with AutoCAD, GIS survey.
- Fluent in spoken local language (Khasi/Garo/Pnar) will be an added advantage

SKILLS AND KNOWLEDGE:

- Strong conceptual, analytical skills with clarity of thought process and problem-solving skills.
- Excellent organizational skills.
- Ability to work independently as well as in a team with skills to handle multiple tasks with minimal supervision.
- Demonstrated ability to develop technical documents, design documents, training modules and conduct trainings on Environmental safeguards.
- Demonstrated ability to lead complex projects successfully, problem solve, take proactive approaches to project management, collaborate effectively, and deliver high quality work products.
- Knowledge of the Indian political system, economic structures, and socio-cultural landscape, and a network of professional contacts in Meghalaya and India
- Ability to travel for project related work in Meghalaya as well as out of the State.

LANGUAGES:

Proficiency in English and working knowledge of Hindi, and/or Khasi/Garo/Pnar is preferred.

SALARY AND CONTRACT TERM:

- The assignment is on purely contractual basis. The tenure will be co-terminus with the Project duration. The initial contract will be for a period of one year which is extendable based on satisfactory performance.
- Annual extensions will be based on the basis of review of performance by the Project Director.
- Consolidated remuneration per month with annual increment on extension of Contract.

JOB RESPONSIBILITIES:

- Provide technical assistance and coordination with Project management Unit for implementation of Environment & Social Framework (ESMF) as per the World Bank's guidelines as well as the major laws that are applicable for the protection of environment in India. Ensure that: (a) environmental assessment is an integral part of planning, preparation and implementation of all activities proposed under the project; and (b) supervision, monitoring and evaluation of environmental indicators are conducted as part of the overall project monitoring programme
- Direct coordination and communication through state government with World Bank & Project Technical agency and keeping track of compliances and timely update.
- Provide environmental management inputs for effective planning, preparation and budgeting in designs and bid documents, by way of including environmental screening, environment and social management plans (ESMPs) for: (a) upgrading and/or rehabilitating the existing infrastructure; (b) construction of new

infrastructure; (c) biomedical waste management; (d) O&M requirements and responsibilities;

- Obtain/facilitate field officials to obtain necessary approvals and clearances from required departments for implementation of activities;
- Conduct field visits, participate in discussions and meetings and workshops and facilitate the data collection where required.
- Develop tools for monitoring & Screening on Environmental aspects.
- Commission a mid-term and end-line independent environmental audit of ESMP (completed infrastructure works including construction/rehabilitation/upgradation of HCFs and construction of BMWM infrastructure).
- Prepare quarterly progress report and annual progress report on environmental status of the project. Based on the progress report, report any non-compliance to the reporting supervisor and prepare an action plan to address any non-compliance.
- Include monitoring of ESMP and indicators into project MIS and update resumed-term.
- Work with communication teams to: (a) prepare a training calendar for environmental management trainings to officers across the project and department; (b) organize environmental training programs for project officers, NGOs and contractors; and (c) ensure IEC activities for awareness and sensitization regarding environmental management are an integrated component of project IEC activities.
- Ensure that staffing requirements for Environmental Unit across project (as specified in the institutional arrangements) are fulfilled as agreed.
- Design a Stakeholder engagement plan relevant to the area of work and conduct the Workshops/Seminars/awareness camps for sensitization of various stakeholders (including project staff, NGOs and contractors responsible for the implementation).
- Support the project and the department with additional tasks related to the ESMF/ESCP, whenever required.
- Conduct the Workshops/Seminars/awareness camps for sensitization of stakeholders and evaluate the effectiveness of training programs and learning outcomes.
- Report to the Project Director and designated Members of the Regulatory Authority (RA), Lead the work on scoping preparation, stakeholder consultations / dissemination, revision and finalization of environmental rules/regulations for MHSSP.
- The Consultant shall provide relevant strategic input to support the broader activities of RA, through the drafting of high – quality documents, analytical reports, strategy briefs and other material on a wide range of issues related to environment.
- Coordinate the development of IEC materials related to the Environment framework.
- Organize discussions with the pollution board and municipalities for better coordination.

- Conduct regular meet district- level officials to understand challenges and issues of implementation
- Document good case studies and modulate which show good implementation
- Regularly review the progress of environment-related activities to assess mid-term/interim performance of activities.
- Besides the above responsibilities, the consultant may be assigned additional tasks that are relevant to ESMP or the Environmental aspect of DoHFW.

DELIVERABLES/ SPECIFIC OUTPUTS

- Monthly reports to be submitted on 30th of every month
- Quarterly report to be submitted on 1st week of the first month of the forthcoming quarter. The report will include the activities undertaken based on the scope of work.
- Annual report to be submitted at the end of every financial year.

Technical Support & Capacity Building:

- Provide technical expertise to the State for effective implementation of ESMF under the Project.
- Support the preparation and/or revision of communication materials and capacity building activities or products related to focal areas identified on environmental management.
- Gap analysis, management, and fulfilling any necessary legal compliance of environment safeguard.
- Policy Development, Research and Analytical report and development of training modules.
- Delivery of training related to environment sector.

Liaising & Coordination:

- Liaise and coordinate with DoHFW, State Pollution Control Board and experts for expert advice on the subject area.
- Organized meetings with the pollution board, municipalities, State and district-level officials. (inclusive of Health Engineering wing and Environment committees and organizations of the State)
- Stakeholder engagement plan relevant to the area of work and conduct meetings/ workshops and conferences to bring together relevant stakeholders.
- Provide other technical and administrative support to the Project.
- Obtaining necessary approval and clearances from regulatory agencies.

Documentation & Information Management:

- Knowledge Management and capacity development activities conducted.
- Documentation, writing reports for the environmental management works being implemented.
- Coordinate towards organizing awareness and sensitization workshop for health care professionals on identified thematic areas.