

**Terms of Reference**  
**Short Term Consultant – Infrastructure**

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute towards National strategic health planning and programme design.

NHSRC intends recruiting Short Term Consultant – Infrastructure purely on contractual basis. Initially, 45 days contract will be given, which can be extended further on requirement basis, subject to performance of the individual and requirement of the Division.

**Role and Responsibilities:**

- Facilitate to PAO in purchase of furnitures and other infrastructure related items, quality checking and factory visits if required
- Facilitate to PAO in tender invitation, tender opening, work award to vendors, monitoring during execution, measurements and billing etc for various interior works, infrastructure related works, main LT cum DG AMF panels, sub floor panels, Online UPS, CCTV and audio visual etc works
- Facilitate to PAO for escalator works for ground to 1<sup>st</sup> floor and submission of various options
- Facilitate to NHSRC in designing, feasibility, estimation, procurement and execution of escalator for specially abled persons
- He/ She will be responsible for liaise with contractor/ architect for measurement of work by verifying bills of agencies
- He/ She will be assisting and providing inputs to PAO for the infrastructure related works
- Liaison with Interior Designer/Architect for interior works at NHSRC office
- Facilitate to PAO in tender evaluation, work execution & in billing for various works required time to time
- Facilitate to NHSRC in catalog selection of items required for 1<sup>st</sup> floor
- Facilitate to PAO for maintenance/up gradation related issue of NHSRC office
- Assisting and providing inputs to PAO for floating of tenders
- He/She will be assisting TEC for opening and making of Comparative statement
- He/She will be responsible for supervision of the work assigned to the tenderer
- He/She will be responsible for measurement of work of tenderer, verifying of bills
- He/She will be responsible for making final bills of porta-cabin on first floor
- He/She will estimate and propose a date for inauguration and utilization of office space at first floor
- Any other assignments given by Executive Director / Principal Administrative Officer

**Qualifications and Experience:**

- He/She should have qualification of B.E./ B. Tech in Civil Engineering.
- At least 3 (Three) years of work experience.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.

**Age:** Below 35 years (maximum age will be counted from the last date for receiving the applications).

**Location:** New Delhi

**Remuneration Range:** Between Rs. 60,000/- to 90,000/- per month

**How to Apply:**

Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to [shortterm.nhsrc@gmail.com](mailto:shortterm.nhsrc@gmail.com) by **10<sup>th</sup> July 2018**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.

### **Role and responsibilities**

- i. Individual will be responsible for liaising with Civil authorities such as MCD,DDA, BSES and other authorities.
- ii. Liaise with CPWD and selected vendor for the prefabricated work and supervise that the work of civil contractor according to CPWD specification.
- iii. Facilitate to PAO in purchase of furnitures and other infrastructure related items, quality checking and factory visits if required.
- iv. Facilitate to PAO in tender invitation, tender opening, work award to vendors, monitoring during execution, measurements and billing etc for various interior works, infrastructure related works, main LT cum DG AMF panels, sub floor panels, Online UPS, CCTV and audio visual etc works.
- v. Facilitate to PAO for getting report on feasibility of Solar Panel installation on 1<sup>st</sup> floor roof.
- vi. Facilitate to PAO for escalator works for ground to 1<sup>st</sup> floor and submission of various options.
- vii. Facilitate to NHSRC in designing, feasibility, estimation, procurement and execution of escalator for specially abled persons.
- viii. He/ She will be responsible for liaise with CPWD/ contractor/ architect for measurement of work by verifying bills of agencies.
- ix. He/ She will be assisting and providing inputs to PAO for the infrastructure related works.
- x. He/ She will ensure the site is available to selected contractor for the said work.
- xi. He/ She will be supervising and liaising with architect/ contractor work of 1<sup>st</sup> floor and existing NHSRC office along with other infrastructure related matter.
- xii. He/ she will suggest such additional works, which may be required for the same.
- xiii. He/ She will be responsible for supervision of the work assigned.
- xiv. Any other assignments given by Executive Director/PAO and high level committee.
- xv. Facilitate NHSRC officials in various decisions for NHSRC engineering works.
- xvi. Facilitate to PAO in Site Visit and quality inspection at vendors premises for various works.
- xvii. Liaison with Interior Designer/Architect for interior works at NHSRC office.
- xviii. Preparation of estimates for left out works by CPWD.
- xix. Facilitate to PAO in preparation of tender document, tender invitation for works at NHSRC office.
- xx. Facilitate to PAO in tender evaluation, work execution & in billing for various works required time to time.
- xxi. Facilitate to NHSRC in vetting of Estimate related to 1<sup>st</sup> floor work by Interior Designer.
- xxii. Facilitate to NHSRC in catalog selection of items required for 1<sup>st</sup> floor.
- xxiii. Liaison with various authorities related to construction work going on 1<sup>st</sup> floor NHSRC.
- xxiv. Facilitate to PAO for maintenance/up gradation related issue of NHSRC office