

Terms of Reference for hiring MIS Consultant

I. Background

Bihar Rural Livelihoods Project (BRLPS) is designed by Government of Bihar to address rural poverty in Bihar. The World Bank is extending financial assistance to this project. The project aims at enhancing social and economic empowerment of the rural poor by creating self-managed Community Based Organizations (CBOs) and enhancing income through sustainable livelihoods activities. Currently JEEViKA is implementing three projects namely BTDP, NRLP and NRLM covering all 534 blocks of the state. Effective monitoring and evaluation require comprehensive and structured database management and technology intervention for detailed analysis and ensuring the availability of data for decision making. Hence there is need for a robust MIS, JEEViKA with the help of software service provider Rolta has developed an application “CBO MIS” to capture its members profile and the profile of CBOs institutions and federations and theme (IB & CB, Financial Inclusion, Social Development, and Livelihood) based data. Currently data entry has started in “CBO MIS” application at 38 districts. Current initiative also requires digitization of historical data, capacity building of the staff and Community for data punching in “CBO MIS” application on regular basis. This would require a dedicated team specially designed for the purpose of ensuring “CBO MIS” live for the purpose of SPMU, DPCU BPIU and CBO level monthly review.

II. Objectives

The objective of the assignment can be summarized as:

1. Monitoring the digitization process of data and dealing with the challenges at DPCU and BPIU level regarding digitization
2. Capacity building of the staff and Community on “CBO MIS” application for digitization process.
3. Piloting and ensuring usage of DSS across 38 districts.
4. Any other assignment from SPMU as provided from time to time.

III. Scope of Work

MIS Consultant

- Tracking CBOs digitization in DSS-MIS with respect to MPPR and as well as updates entered on NRLM portal from districts.
- To compile reports as per SPMU direction.
- Liaisoning with DPCU and BPIU staff data collection and digitization in CBO-MIS application.
- Validation of data based on the training and requirement of MIS
- To plan trainings regarding various modules of DSS-MIS for Staff and Cadre.
- Arrange and extend training facilities to the members of VO and CLF regarding usage of MIS.
- Piloting MIS modules and ensure its usage
- Monitoring progress of Tablet based entry progress
- To coordinate with M & E Managers at districts in rolling out the MIS.
- To extend support to DPMs and M & E Managers regularly for generation of reports with required periodicity.
- To resolve the issues related to application as and when required using tools.
- Extensive field visit for providing handhold support to BPIU and DPCU in dealing with core issues related to DSS-MIS.
- Any other assignment given by SPMU from time to time.

Mobile App Consultant

- Development of Mobile Applications for the organization.
- Providing software solutions for integrating different mobile application.
- Liaisoning with Agencies for various software/app based solutions provided by them.
- Extensive field visit for providing handhold support to BPIU and DPCU in dealing with core issues related to DSS-MIS and Mobile Applications.
- Any other assignment given by SPMU from time to time.

Details of assignments to be completed by the consultants are provided in section VIII of this ToR.

IV. Qualification and Experience of the Consultant

Designation	Qualification and Experience	Hiring Tenure	Position
MIS Consultant	BE/B.Tech/MCA with minimum 5 years of Experience in Software Roll Out and Capacity Building/ Training	11 months	10
Mobile App Consultant	BE/B.Tech/MCA with minimum 3 years of Experience in Software Roll Out and Capacity Building/ Training	11 months	1

V. Duration of Contract

Duration of the assignment will be 11 months. This may further be extended based on the performance of the candidate and requirement of the project.

VI. Monitoring and Supervision

The State Project Manager (MIS) BRLPS would supervise the Performance of the consultants and facilitate the interaction and exchange of information between the Consultants and the BRLPS. The Chief Executive Officer, BRLPS in association with State Project Manager (MIS) shall be responsible for reviewing and monitoring the work of consultants. The CEO may constitute a review committee to monitor the progress and interact with the Consultants.

The BRLPS shall be the owner of the assignment output. The Consultant will have no right of claim to the assignment or its outputs at any stage of development, execution or after its completion.

VII. Monthly Remuneration

1. Costing

- a. The Monthly remuneration of MIS Consultant will be 25,000/-
- b. The Monthly remuneration of MIS App Consultant will be 30,000/-

2. Reimbursable

- a. TA/DA payment will be as per the project guidelines treating them as Category III employees.

3. Entitlements

- a) Treated as full time consultants and office hours will be as per BRLPS
- b) Holiday as per BRLPS declared holiday.
- c) One day Casual leave per month will be provided.

VIII. Payment Schedule

Payment will be made based on the deliverables on monthly basis:

Position	Activities/Deliverables	Payment timeline
MIS Consultant	1. Report on Digitization Lag for CBO Profile entry and Transaction Entry. Time line for bringing All VO and CLF (as per the assignment provisioned) Transaction live* within time frame of 3 months.	1 st Month Payment
	2. Completion of 90% CBO Profile Digitization, in case of less than 100% CBO profile entry supplementing with Reports on challenges restricting reaching 100% profile entry	2 nd Month Payment
	3. 30% CBO (VO/CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 30% transaction entry	3 rd Month Payment
	4. 50% CBO (VO/CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 50% transaction entry	4 th Month Payment
	5. 60% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 60% transaction entry	5 th Month Payment
	6. 80% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 80% transaction entry	6 th Month Payment
	7. 90% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	7 th Month Payment
	8. 90% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	8 th Month Payment
	9. 90% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	9 th Month Payment

	10. 90% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	10 th Month Payment
	11. 95% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	11 th Month Payment
Mobile App Consultant	1. Payments to be released as per the Contract Manager Report over the assignment completed by the consultant in the month.	
	2. Will be placed at SPMU Patna.	
Note	3. CLF and VO Live transaction means : Transaction Entry of at least second last month from the day of performance evaluation of the consultant	
	4. Placement of the MIS Consultant will be at Bhagalpur, Dharbanga, Madhepura, Kisangani, Rohtas, Buxar, Siwan, Pachim Champaran, Sitamahri	
	5. MIS Consultant hired and be placed in any of 'assigned district' and no preference will be entertained within the contract period. MIS Consultant moving to Assigned district for less than 14 days will be entitled to TA/DA applicable as per project details.	

IX. Placement location of MIS Consultant

Placement District	Assigned District
Bhagalpur	Banka, Munger
Nawada	Seikhpura, Lakhisarai , Jamui
Madhepura	Araria, Saharsa, Supaul
Kishanganj	Katihar, Purnia, Khagaria, Begusarai
Rohtas	Kaimur, Aurangabad, Arwal, Buxar
Gopalganj	Bhojpur, Saran, Vaishali, Siwan
Patna	Jehanabad, Nalanda, Gaya , Muzaffarpur
Pachim Champaran	Purbi Champaran, Sheohar
Sitamahri	Madhubani, Samastipur, Dharbanga
SPMU Patna	Based on Need districts will be assigned.

