

Terms of Reference for hiring MIS Consultant (Data Analysis and Visualizations)

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 in all 534 block of all 38 districts in the State of Bihar. In addition to CBO-MIS, there are several mobile based apps are also implemented in parallel to capture the data in real-time. Digitization has achieved a pace and equally it needs to be reflected highly interactive and customized reports. There are also upcoming requirement of new mobile apps from different themes on interventions being carried out in field, proper data analysis of the data and its visualization and maintenance of CBO-MIS application is the need of the hour. This requires hiring of consultants for the specific tasks.

II. Objectives

The objective of the assignment can be summarized as:

1. Development of online reports using BI/DA tools.
2. Capacity building of the staff and Community on the tool for digitization process.
3. Any other assignment from SPMU as provided from time to time.

III. Scope of Work

MIS Consultant (Data Analytics and Designer)

- Analysis of the current system for better understanding of the client’s requirement.
- Development of customized and highly interactive reports including dashboard and integrating with web portal of BRLPS.

- Integrating data from multiple data sources and designing charts/graphs/drill down reports for various activities in the organizations. The drill down reports will be demographical/intervention wise.
- Liaisoning with Agencies for various software/app based solutions provided by them for development of reports.
- Capacity building of SPMU resources in handling the tool and also customizing the existing reports.
- Field visit for providing handhold support to DPCU in dealing with core issues related to reports.

IV. Qualification and Experience of the Consultant

Designation	Qualification and Experience	Position
MIS Consultant (Data Analytics designer)	BE/B.Tech/MCA with minimum 5 years of Experience in software development, report designing etc. He/She must have minimum three years of experience on data analytical tools/BI tools/Data visualizations tools in his/her entire experience. He/she should be able to conduct Capacity Building/ Training of resources as per the need on the tools.	01

V. Duration of Contract

The consultants will work for 100 days in a years' time starting from the date of contract or as intimated by the consultant as the first day of work. The consultant may visit BRLPS for maximum of 15 days in a months' time. The Consultants will have to visit BRLPS, Patna office for initial discussion and understanding of the organization, running applications, data sources and conducting the requirement analysis. The development work, Report designing, desk work etc. may be done remotely and may depend upon the consultant. The time for analysis, development, going LIVE with reports will be of three months from the commencement of the contract. The duration of contract may be increased based on the performance and requirement of the project. The consultant will be paid once in a month for the to & fro air ticket or 2nd AC railway ticket.

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 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 Costing

- a. The remuneration of part-time MIS Consultant will be as per the Consultant Policy of BRLPS based on experience and qualification and will be paid on quarterly basis.

VIII. Payment Schedule

Payment will be made on quarterly basis:

Designation	Deliverables
MIS Consultant (Data Analytics designer)	System Requirement Report Development Phase report and Going Live report, Maintenance and support report after going LIVE.

