JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar

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OFFICE ORDER

Guidelines for MIS and Mobile Application Consultants

BRLPS (Jeevika) has been operational in all the blocks of the state. This has resulted in formation of SHGs and their higher level federations in large numbers. It is essential to have proper digitization of data in CBO-MIS which will further help in proper decision making. The proper data collection at data entry points, its digitization in MIS and data sharing with all the stakeholders is to be ensured by consultants. This team is further complemented with the presence of consultants at state and district levels. The services of such consultants have been taken after due approval of the competent authority.

Till now, SPMU was facilitating the process of payment of honorarium, TADA reimbursement based on the report submitted and the work done by them. It has been envisaged that process will be further laid down to ensure that payment of the consultants working at the district level is done from district only. Based on the above facts, following has been approved by the competent authority:

1. The monthly remuneration of the MIS Consultant is a consolidated sum of INR 25,000 per month while that of Mobile Application consultant is INR 30,000 per month including all taxes which is being paid from SPMU but now decision has been taken to lay down process, to ensure that the payment of the consultants working at the district levels is done from district only from the month of January, 2018 onwards.

2. Proper attendance records should be maintained by the concerned districts for payment of monthly honorarium.

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

4. Office hours will be as per BRLPS treating them as full time consultants.

5. One day Casual leave per month will accrue at the end of each month as per BRLPS HR policy.

6. Each Consultant will be provided a CUG SIM card for better coordination with BPIUs, DPCU and SPMU team members. And the payment will be done from the state for the month of January, 2018 but from February, 2018, the concerned districts will make the payment.

7. The proposed structure of honorarium will apply from the date of their joining and will be paid once the claims are submitted by the consultants.

8. It is the responsibility of the DPCU to ensure a proper sitting place for the consultant.

9. The consultants are required to submit a copy of accepted TOR to the DPCU for cognizance and better coordination.

10. A monthly tour plan is to be submitted to SPM-MIS and DPM before the start of the month.
11. Tour/Leave will be approved by SPM-MIS for those placed at SPMU while DPM will be the approving authority for those placed at DPCU.
12. A monthly tour report related to work done is to be sent to SPM-MIS as well as to the DPM of the concerned district.
13. Duration of the assignment will be 11 months from the date of joining, which may be further extended based on the performance and requirement of the project. The decision regarding extension will be taken at SPMU.
14. The MIS consultants have to monitor and support three to four districts (as clarified in the attached sheet). Their visit to all districts in every month is mandatory.

By the order of CEO

Prem Prakash,
21/02/18

Prem Prakash
(SPM-MIS)

Enclosure:-

1. List of consultants with their place of posting.
2. TOR for hiring MIS Consultants

Copy to:
1. Director/OSD/CFO/PCs/PS/SPM/SFM/AFM/PMs/FO
2. DPMs/FMs/Manager-HR & Admin/ M&E Managers
3. IT Section
4. Concern file

			MIS Consultant
Sl. No.	Name	Posting District	Districts to be covered
1	Shashi Shekhar	SPMU	Nalanda, Patna, Begusarai, Nawada
2	Sanju Anand Singh	Bhojpur	Bhojpur, Buxar, Arwal, Jehanabad, Gaya
3	Ravi Ranjan Kumar	Lakhisarai	Munger, Lakhisarai, Sheikhpura, Jamui
4	Sujeet Kumar	Saran	Saran, Siwan, Gopalganj
5	Prashant Kumar	East Champaran	East and West Champaran, Sheohar, Sitamarhi
6	Md. Shahid Alam	Bhagalpur	Bhagalpur, Banka, Khagaria,
7	Jagda Nand Jagesh	Madhubani	Supaul, Madhubani, Saharsa, Madhepura
8	Rajan Kumar	Purnea	Purnea, Kishanganj, Araria, Katihar
9	Kunal Kumar	Vaishali	Vaishali, Muzaffarpur, Samastipur, Darbhanga
10	Rishi Kesh Kumar	Kaimur	Rohtas, Kaimur, Aurangabad
			Mobile App. Consultant
1	Ranjit Kumar	SPMU	Based on requirement

Prem
15/02/18.

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.
- Liasioning 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.
- Liasioning 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.	1st 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	2nd Month Payment
	3. 30% CBO (VO/CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 30% transaction entry	3rd Month Payment
	4. 50% CBO (VO/CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 50% transaction entry	4th Month Payment
	5. 60% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 60% transaction entry	5th Month Payment
	6. 80% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 80% transaction entry	6th Month Payment
	7. 90% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	7th Month Payment
	8. 90% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	8th Month Payment
	9. 90% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	9th Month Payment
	10. 90% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	10th Month Payment
	11. 95% CBO (VO and CLF) transaction entry, supplementing it with Reports on challenges restricting reaching 90% transaction entry	11th Month Payment

Position	Activities/Deliverables	Payment timeline
Mobile App Consultant	1. Payments to be released as per the Contract Manager Report over the assignment completed by the consultant in the month.	Monthly payments will be released as per accomplishment
	2. Will be placed at SPMU Patna.	

	3. CLF and VO Live transaction means : Transaction Entry of at least second last month from the day of performance evaluation of the consultant	of tasks assigned and reviewed by MIS theme.
	4. Mobile App. Consultant hired moving to any 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.

Costing:-
1. Remuneration

Sl. No.	Position	Monthly Remuneration	Total Cost Incurred (11 Months)
1.	MIS Consultant	25000	27,50,000
2.	Mobile App Consultant	30000	3,30,000
	Total	**55000**	**30,80,000**

2. Reimburshible
The lump sum amount under reimburshible will be 20-22 lacs for all 10 MIS consultant and 01 MIS App consultant.

3. Budget Line
Location – SPMU
Component - PMU-V,
Activity-Consultancy
Project - BTDP