# 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 several projects namely BTDP, NRETP, SJY and NRLM covering all 534 blocks of the state. Effective monitoring and review require comprehensive and structured database management and technology intervention with detailed analysis and also to ensure the availability of data for digitalization. Hence there is need for a robust MIS, JEEViKA with the help of software service provider 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 and in all 534 blocks of Bihar. The effective roll out of CBO-MIS, Thematic applications with Mobile apps, ERP solutions etc. This would require a dedicated team specially designed for the purpose of ensuring "CBO MIS" and all mobile applications to be functional at DPCU BPIU and CBO level on monthly basis. This will lead to reviews and monitoring of progress on the digitized data at SPMU, DPCU,BPIU and CBO-Level.

Several applications and mobile apps are being developed which requires proper technical support at DPCU & BPIU level for effective roll out of app and application for digitization. Secondly, the usage of data at project offices and CBO level can also be ensured.

### 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/Training of the staff/Cadres and Community on MIS applications and mobile apps for digitization process.
3.  The roll out of various mobile apps with project staffs and Cadres in coordination with concerned themes.
4.  Piloting and ensuring usage of DSS across state in project units and also in CBOs.
5.  Extending support to DPM at district level to have reviews based on reports generated through applications and mobile apps.
6.  Refresher training to be conducted time to time on applications and mobile apps as per the need of the project.

### III.    Scope of Work

**MIS Consultant**
*   Tracking CBOs –MIS digitization in DSS-MIS and Mobile apps.
*   To support DPM and M&E manager to generate/compile reports during reviews at district level or block level.
*   Liasioning with DPCU thematic managers/staffs and BPIU staff in data collection and its digitization in Applications/Mobile apps.
*   To plan trainings related to Applications & Mobile apps for Staffs and Cadres.

- Arrange and extend training facilities to the members of VOs and CLFs for usage of MIS.
- To extend support to DPMs and M & E to increase the usage of data from MIS during reviews and also how to access the reports.
- To resolve the issues related to application as and when required in coordination with state MIS team.
- Extensive field visit for providing handhold support to BPIU and DPCU in dealing with issues related to Applications and mobile apps/training etc.
- Consultants will submit monthly report to DPMs at district level and at SPMU level.
- Any other assignment given by SPMU or concerned DPCU from time to time.

## IV. Qualification and Experience of the Consultant

| Designation | Qualification and Experience | Hiring Tenure | Position |
|---|---|---|---|
| MIS Consultant | BE/B.Tech/MCA with minimum 7 years of Experience in Software development and roll out with related Training/software development/IT domain/data analytics or similar.<br>S/he should have good communication skills in Hindi and English.<br>Preference will be given to those with added Data Analytics experience. | 11 months | 09 |

## 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) may review and monitor 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

1. **Costing**
   The Monthly remuneration of **MIS Consultant** will be as per consultant's policy of JEEViKA. Based on the experience and other parameters, a fixed amount will be paid and applicable taxes will be deducted. This may be revised based on performance and consultant policy of BRLPS.

   | Sl. No. | Content | Honorarium (Per Month) |
   |---|---|---|
   | 1 | 7 to 10 years of experience as per criteria above | 45,000/- |
   | 2 | Above 10 years of experience as per criteria above | 55,000 |

2. **Reimbursable**
   a) TA/DA payment will be as per the consultant's policy.

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.    Placement location of MIS Consultant**

The MIS consultants will be placed at District and will be responsible for two to three districts based on parameters. The MIS consultants will be placed in one district (Head Quarter) and will do field visits in the same district and assigned districts. The location may be changed based on need of the project.