TERMS OF REFERENCE

Consultant IT/MIS

UTTARAKHAND DISASTERRECOVERY PROJECT

(Public Works Department, Uttarakhand)

Job Title: **Consultant IT/MIS**

Location: Nodal PIU-URDP(World Bank) PWD Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: Project Manager, Nodal PIU-URDP (World Bank) PWD Uttarakhand, Dehradun

Responsible for: Development and maintenance of MIS system for the project and handling other IT related issues

INTRODUCTION:

In the aftermath of the recent Uttarakhand Tragedy the Government of India requested assistance from the World Bank and an Emergency Project triggered by a natural disaster is under preparation

BACKGROUND:

In June 2013, the north Indian state of Uttrakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttrakhand (GoUK) with more than 5400 still reported as missing. The five districts of Rudraprayag, Uttarkashi, Pithoragarh, Chamoli and Bageshwar were those most affected by the disaster event. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoUK and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttrakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from GoI.The process is gradually moving from immediate relief to early recovery and planning for longer-term recovery and reconstruction. The World Bank financed Uttarakhand Disaster Recovery Project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Objective
 • Public Works Department, Uttarakhand is intent to hire a MIS Expert who is familiar with MIS system, web enabled system and server client mechanism. He will involve in all IT activities of Project to ensure the efficient and timely implementation of all UDRP activities. The primary function of the MIS expert will be to

track and manage project activities in a manner that provides right information to the right set of people at the right time to enable adaptive project management and decision support.

Scope of Work

- Determination of MIS stakeholders (all who have a role in data acquisition, processing, reporting, or use/decision making) determination of various types of reporting content, formats, and frequency.
- Determination of various types of information to be catalogued and stored in the MIS(e.g. alphanumeric data, location, reports, photographs, videos, etc.) relating to the Status and effectiveness of various project activities. Basic information flow requirements (into, within, and out of the MIS).
- Basic additional hardware/software/dataset requirements.
- Appropriate security arrangements need to be made (e.g. for data backup and security, access levels, viruses, etc.).
- The process will include identification of MIS target user groups and determination of what, when, and how they can contribute to the MIS and what, when, and how they wish to access and use appropriately-designed MIS reports.
- Appropriate phasing-in/backup procedures will be designed and employed to ensure business continuity.
- Appropriate measures would be taken to ensure security and minimize vulnerability to hacking/viruses/Trojans, etc. In addition, the Consultant will facilitate the hosting of these web-services using appropriate arrangements(outsourced or internal) in consultation with the Client.

Expected Results/Final Deliverables:

- Development of a Web-enabled system to track project status. This will include the Development of a software system appropriate to the modern, effective tracking of the project activities.
- The system will probably need to be accessed both in a networked (off internet sever) and off-line (regularly downloaded) mode.
- There will be a need to appropriate links to simple GIS/mapping systems to provide an additional spatial perspective to the project status data. The systems developed should be compatible with the computer specifications and operating systems for the Client end users (to be decided in consultation with Client) and be interfaced closely with the work of other Consultants.
- The use of various visualizations to help better understand the data is essential (e.g. graphics, project management charts, maps, before/during/after photographs, etc.).
- The Consultant will develop electronic and hardcopy documentation for all aspects of the MIS developed and provides appropriate training to relevant MIS stakeholders. This will include on-the-job support and handholding (including in-person, telephone and on-line support), as well as formal courses at regular intervals throughout this assignment.
- Prepare documentation (A comprehensive technical manual) that will be used for the maintenance of the system. The documentation will also be used as technical reference manual for IT staffs.

Reporting:

The consultant will report to the Project Director through the Head of the MISCell.

Qualifications and experience

Provide expertise for Procurement related issues;
· Knowledge of MIS and web enabled system;
· Knowledge of the programming language, like PHP, JAVA , Database like MYSQL MS access SQL etc;
· Knowledge of server client mechanism etc.

Education:	BE/BTech in Computer Science/Electronics, MCA in IT; MSc ComputerScience,
Experience:	Minimum of five year experience in government/semi govt/ autonomous organizations/private company of repute. Should have exposure to software development & project management, database management, MIS etc, Should have a knowledge of language like PHP MYSQL, and database like MYSQL MS Access, SQL etc.
LanguageRequirements:	Proficient in English, able to write reports, make presentation, etc. Knowledge of Hindi would be an asset.

OTHERSELECTIONCRITERIA

Assignment Period

The assignment is on purely contractual basis. The tenure will be co-terminus with the project duration. Initially the contract will be for a period of one year, and extendable based on satisfactory performance of the consultant.

General Information:

Engagement of the MIS expert/Programmer will be on full time basis and the place of work will be PWD Head Office at Dehradun.