

Government of Nepal
National Reconstruction Authority (NRA)
Central Level Project Implementation Unit (CL-PIU)
Grant Management and Local Infrastructure (GMaLI)
Jwagal, Lalitpur

Terms of Reference (ToR)
For the Hiring of a Management Information System (MIS) Specialist, Individual
Consultant for Central Level

1. Background

A magnitude 7.8 earthquake of shallow depth struck central Nepal with an epicenter approximately 77 km northwest of Kathmandu on April 25th 2015 causing widespread destruction. On May 12, 2015 a large aftershock of a magnitude 7.3 hit Nepal and caused further casualties and damage. As of 3 June 2015, the reported casualties include: 8,702 deaths and 22,493 people injured. As the earthquake sequence destroyed 490,000 houses—mostly traditional mud brick and mud stone built and occupied by the rural poor and rendered another 265,000 houses at least temporarily uninhabitable, the largest single need identified in the Post Disaster Needs Assessment (PDNA) was housing and human settlements, accounting for US\$ 3.27 billion of needs.

The Government of Nepal (GON) has requested support from a number of development partners, including the WB, to address the immediate and medium term impacts of the damage inflicted by the earthquake in Nepal. In response to this, World Bank approved a US\$200 million loan to finance the Earthquake Housing Reconstruction Project (EHRP) approved on 18 June 2015. The project will support in restoring affected houses with multi hazard resistant core housing units in target areas and to enhance government's ability to improve long-term disaster resilience. Initially, the EHRP is to be completed by July 2020. Considering the further need to support GoN, International Development Association (the World Bank) has agreed to support additional US\$300 million loan to finance the Earthquake Housing Reconstruction Project (EHRP). Initially, WB support of loan to finance EHRP was limited 55 thousand households of three severely affected districts namely: Dolakha, Dhading and Nuwakot. The recent loan support will cover another five severely affected districts which will be finalized within the short span of time including numbers of houses to be covered by the said loan amount. The additional finance has anticipated to cover approximately 96,000 houses. As per additional finance agreement, the closing date of the project is delineated on June 30, 2023.

The Government of Nepal has established the National Reconstruction Authority (NRA) for the purpose of coordinating and implementing the post-disaster reconstruction program.

Thus a Project management Unit (PMU) has been established within NRA to provide high level oversight and policy decision on project activities. Housing reconstruction activities will be implemented by dedicated Project Implementation Units (PIUs) in Central Level Project Implementation Unit (CLPIU) of Building and in Central Level Project Implementation Unit (CLPIU) of Grant Management and Local Infrastructure (GMaLI) under the NRA.

NRA has already established a Central Level Project Implementation Unit (CL-PIU) at centre and District Level Project Implementation Unit (DL-PIU) at districts. As per the requirement, the CL-PIU (GMaLI) intends to hire a national expert for the post of **MIS Specialist**, hereafter referred to as the Consultant.

2. Objective of the assignment

The NRA/PMU is preparing to restore and improve the living condition of the victims of the earthquake by reconstructing the destroyed and damaged houses with an adequate seismic standard in the districts most affected by the earthquake, thereby contributing to sustainable socio-economic development of the region and build back better.

The main objective of hiring the Consultant is to assist the CL-PIU (GMaLI) to ensure the smooth implementation of online EHRP MIS platform that is used to manage housing grant beneficiaries, disbursements, grievances, IDA settlement, payment reconciliation and other related tasks.

3. Tasks and responsibilities

- Coordinate and provide technical inputs to the MIS firm responsible for designing and developing web-based EHRP MIS system for the project in compliance with the operational manual of the project;
- Actively participate in overall user testing of the MIS platform to ensure data standardization, quality and data compliance at all levels; provide feedbacks to the MIS firm to further fine tune the system to make it more user friendly;
- Assist and coordinate with stakeholders, particularly the NRA and CBS, during the data collection process;
- Coordinate with third party service providers such as the MIS firm, hardware vendors, Internet Service Providers to ensure the smooth operation of the MIS in a day-to-day basis;
- Contribute towards the development of MIS reporting format, grievance redress mechanism and other project components and ensure that the reporting formats are well developed and incorporated in the MIS platform;
- Assess effectiveness of data collection and communication as well as undertake appropriate measures to improve the effectiveness;

- Update CL-PIU (GMaLI) and PMU on new/emerging information and communication technology and recommend appropriate system at all levels;
- Design and undertake capacity building activities for MIS using staff at various levels;
- Carry out regular checks and maintain accurate, easily accessible and high quality data/information to relevant stakeholders at all times;
- Ensure daily MIS backup;
- Coordinate with ICT Specialist for issues related to network, internet, servers, computers, etc.;
- Allocate system storage, plan future storage requirements and to control and monitor user access to the database system;
- Design and implement processes and systems that ensure data management reports are produced, shared for both internal and external stakeholders;
- Provide necessary inputs to the MIS firm for developing reporting capabilities as a tool to ensure that data is accurate and triangulated across the MIS;
- Supervise MIS operators to ensure that the MIS data is updated, accurate and complete and take immediate action in case of any operational and/or technical issues encountered;
- Perform tasks and duties as assigned with regard to MIS implementation.

4. Management of Assignment

The CL-PIU (GMaLI) will administer the Consultant's work. The Consultant will work in close coordination with CL-PIU (GMaLI) under NRA. In order to accomplish the roles and responsibilities in a timely manner, s/he has to start the work immediately after signing the contract agreement. The Consultant is responsible for coordination with CL-PIU and other stakeholders. Similarly CL-PIU (GMaLI) will facilitate the Consultant to coordinate with stakeholders/offices. The Consultant shall perform the task under the guidance of CL-PIU (GMaLI). Consultant should report to client through Team Leader and under take their defined work on the guidance/supervision of TL and s/he will be required to spend the entire assignment period on base office, Kathmandu Nepal but with frequent visit to field as per the requirement.

5. Selection of the Consultant

A Consultant will be selected in accordance with "The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017), Section VII: Approved Selection Methods Consulting Services/ Para 7.36 & 7.37: Open Competitive Selection of Individual Consultants".

6. Duration of Assignment

The Consultant will provide his/her inputs on a full time basis up to August 16, 2021. The Consultant will be based in Kathmandu with frequent visits to sites outside Kathmandu.

7. Payment to Consultant

Payments toward monthly remuneration will be made based on the time sheet supported by progress reports. The out of pocket expenses shall be paid after completion of said task and upon submission of bills or invoices and said reports. In case of air travel, the price of air ticket shall be reimbursed upon submission of air ticket and boarding pass.

8. Office Space, Equipment and other Logistic Support

The office space, equipment and other relevant facilities shall be provided by CL-PIU as per the contract agreement. The CL-PIU office will assist in obtaining all available reports, materials and data necessary and facilitate the Consultant for access to stakeholders/offices for the efficient execution of the assignment.

9. Minimum Qualification Requirements

- Master in Computer Science, IT, Computer Engineering, Computer Application;
- Sound knowledge and experience of analyzing business requirements and process mapping for MIS or similar systems.
- Sound knowledge and experience in system design and development methodologies.
- Minimum 5 years of experience with MIS systems or equivalent;
- Proficiency in computer skills including GIS;
- Fluency in both oral and written English and Nepali;
- Priority will be given to candidates with direct experience in software and app development.
- Strong working experience with Government organizations and donors like WB/ADB/UNDP etc.
- Knowledge and experience in the area of Housing Reconstruction and grant distribution, Social cash transfer programs, social assistance programs, pension, human resources, livelihoods, health, education or similar public programs is an advantage.

10. Indemnity

The Consultant shall be responsible for any damage of life, property that may arise out of his works and he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

11. Taxation

The Consultant is fully responsible for all taxes applicable as per the rules and regulations of Government of Nepal and for that the taxes shall be deducted at the source at the time of payment. All payments shall be made after deducting taxes.

12. Disposition of Facilities

At the end of the project, the Consultant shall hand over to the CL-PIU office all equipment, apparatus or other things procured by the project funding used by the Consultant during the assignment. All items handed over to the CL-PIU office shall be in good operating condition but fair wear and tear is expected. Items, which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the Consultant's expense.