

**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*  
*MIS Specialist, Individual Consultant for District 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 25<sup>th</sup> 2015 causing widespread destruction. On May 12, 2015 a large after shock 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). 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 NRA.

NRA has already established a Central Level Project Implementation Unit (CL-PIU) at centre and District Level Project Implementation Unit (DL-PIU) at 32 earthquake affected districts. At present, 17 less earthquake affected districts has been mobilizing computer operators for data management of earthquake beneficiaries however the computer operators are not able to use MIS effectively and efficiently. Thus, the CL-PIU intends to hire five (5) individual consultants on cluster basis for 17 less earthquake effected districts (DL-PIU), as Management Information Systems (MIS) Specialist as follows.

<b>Cluster</b>	<b>District</b>	<b>No of Beneficiaries</b>	<b>Proposed Base Station</b>
1	Khotang	8935	Khotang
	Solukhumbu	12964	
	<b>Sub Total</b>	<b>21899</b>	
2	Bhojpur	6202	Dhankuta
	Dhankuta	2944	
	Sankhuwasabha	2365	
	<b>Sub Total</b>	<b>11511</b>	
3	Baglung	2457	Baglung
	Kaski	6268	
	Myagdi	900	
	Parbat	9443	
	Syangja	9680	
	<b>Sub Total</b>	<b>28748</b>	
4	Arghakhanchi	1120	Palpa
	Chitawan	7928	
	Gulmi	4339	
	Nawalparasi	880	
	Palpa	5036	
	<b>Sub Total</b>	<b>19303</b>	
5	Lamjung	14498	Lamjung
	Tanahu	15131	
	<b>Sub Total</b>	<b>29629</b>	
<b>Grand Total</b>		<b>111090</b>	

## 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 severely 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 DL-PIU in ensuring the smooth implementation of online GMaLI works, MIS platform which is currently being designed and developed by the MIS firm, and producing map-based reports for project monitoring and evaluation. The web based MIS is hosted at the Government Integrated Data Center (GIDC) and will be used to manage housing grant beneficiaries, disbursements, grievances and other related tasks.

### **3. Tasks and responsibilities**

- Actively participate in overall user testing of the MIS platform to ensure data standardization, quality and data compliance at all levels
- Perform hardware, software and network requirement analysis at DLPIU level and coordinate with service providers to ensure the smooth operation of the MIS in a day-to-day basis.
- Manage and maintain LAN, WAN and other basic hardware related issues
- Review TOR for hardware procurement, software programming, installation, training, operating manuals and maintenance at district level.
- 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 and DL-PIU 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 DL-PIU, District and ward levels
- Carry out regular checks and maintain accurate, easily accessible and high quality data/information to relevant stakeholders at all times
- Design and implement processes and systems that ensure data management reports are produced
- Supervise MIS users/computer 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
- Coordinate with M&E Specialist, Finance Specialist, DTCO and banks to reduce fiduciary risk.
- Coordinate with DCC, DLPIUs, or any entity identified by NRA, as well as I/NGOs in payment, data reconciliation, digitization and compliance verification.
- Perform tasks and duties as assigned by head of CL-PIU MIS Specialist/Team Leader and NRA MIS Specialist with regard to EHRP MIS implementation.

### **4. Management of Assignment**

The GMaLI, DL-PIUs should report to CLPIU on MIS work performance. The Consultant will work in close coordination with the GMaLI and Building DL-PIUs, DCC, M/RM, etc. In order to accomplish the roles and responsibility in timely manner, s/he has to start the work immediately after signing the contract agreement. The Consultant is responsible for coordination with GMaLI and Building DL-PIUs and other stakeholders. Similarly

GMaLI DL-PIU will facilitate the Consultant to coordinate with stakeholders/offices. The Consultant shall perform the task under the guidance of GMaLI DL-PIU. S/he will report to CLPIU through the GMaLI DL-PIU and s/he will be required to spend the entire assignment period on proposed district, with frequent visit to project site as per the requirement.

## **5. Selection of the Consultant**

The consultant shall be selected following the procedure for Selection of Individual Consultants set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, revised July 2014.

## **6. Duration of Assignment**

The duration of the consultant's services shall be 12 (Twelve) months. The contract may be extended if the project needs the consultant's service.

## **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.

## **8. Office Space, Equipment and other Logistic Support**

The office space, equipment and other relevant facilities shall be provided by DL-PIU as per the contract agreement. The DL-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**

### **Academic Qualifications:**

At least Bachelor in Computer Engineering, Electronics Engineering, Computer Science, Information Technology.

### **Experience:**

- 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. Knowledge of computer networks and hardware;
- Minimum 3 years of experience with MIS systems or equivalent;
- Fluency in both oral and written English and Nepali;
- Experience of working with Government organizations, structures and social sectors and donor agencies.

## **10. Indemnity**

The Consultant shall be responsible for taking out any appropriate insurance coverage.

## **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 DL-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 DL-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.