



**Government of Nepal  
National Reconstruction Authority  
Central Level Project Implementation Unit  
(Grant Management and Local Infrastructure)**

**Jwagal, Lalitpur**

Terms of Reference (TOR)  
for  
**Consulting Service for Participation Agreement (PA) digitization and  
upload into MIS**

**April, 2019**

## 1. Background

Nepal encountered a major earthquake on 25th April 2015. This earthquake followed by many aftershocks damaged and destroyed large number of houses, schools, health facilities, other government buildings and infrastructures. One of the key principles for post-earthquake reconstruction is to ensure build back better. National Reconstruction Authority (NRA) generates a list of earthquake victims from its robust Management Information System (MIS) and forwards to local level. The final list is published at local level office. After final verification from the published list, there is a contract between house owner and local level office, which is said to be Participation Agreement (PA). PA is a legal contract document between house owner (earthquake victims) and local level that consists of 1 page with 2 images. Since it is a legal document, naturally it is very important document for government to keep in safe and secure matter. Therefore, the process of digitization of PA and upload into MIS is mandatory.

As of 1 Jan 2019, the total number of earthquake victims (beneficiaries) according to EHRP MIS is 874,556 from both 14 highly affected and 17 less affected earthquake districts. The process of grievances redressed is a continuous process through which there is a chance of increase in number of beneficiaries. As of 1 Jan 2019, 510973 PAs have been digitized and uploaded into MIS system. Approximately 2,20,000 PAs from 14 districts (Package No-01:Kathmandu,Bhaktapur,Lalitpur,Dhading,Nuwakot,Dolakha,Gorkha,Sindhupalchowk,Kavrepalanchowk,Makwanpur,Okhaldhunga,Ramechhap,Rasuwa,Sindhuli) and 1,80,000 from 17 districts (PackageNo02:Arghakhanchi,Baglung,Bhojpur,Chitwan,Dhankuta,Gulmi,Kaski,Khotang,Lamjung,Myagdi,Nawalparasi,Palpa,Parbat,Shankhuwasawa,Syangja,Solukhumbu,Tanahu) needs to be digitized and uploaded into MIS system as soon as possible.

The following steps are required for document digitization and upload into MIS:

- **Collection of document (PA):** The client NRA, CLPIU (GMaLI) will collect all PAs from field and submit to the Consulting Firm for further process.
- **Document pre-validation and preprocessing:** Document should be validated by consulting firm before scanning and any damage will be reported to **NRA, CLPIU**

(GMaLI) authorities. Based on the approval of the concern authorities document will be replaced or repair.

- **Scanning:** Once sorted out, the documents needs to be fed in a scanner. The consulting firm should have effective scanner including resolution, contrast, simplex or duplex operation, advanced threshold options etc.
- **Indexing and Data Entry:** The digitized batches of the documents will then be taken for data entry and indexing. Data entry needs to be done in the NRA application for easy search and MIS capability. All the generated PAs must be renamed with respective PA number provided by NRA.
- **Uploading:** Once the document is scanned and data entry is completed, digital images will be uploaded in EHRP, MIS system.

## **2. Objectives of the Assignment**

The main objective of this assignment is to digitize and upload PAs into EHRP,MIS System.

## **3. Scope of work and Expected outputs**

### **Scope of Work**

#### **The Consulting Firm will be responsible to**

- Deploy necessary software, hardware and human resources to complete the job on time.
- Responding to change requirements under the guideline agreed upon by all stakeholders.
- Producing detailed documentation on all aspects of work.
- Delete and format all the hardware used during the project to ensure no data leakage.
- Provide necessary hardware and network connectivity.
- Provide proper security of the data and documents (image and database).
- Accountable for the ID's provided for the data entry.

### **Expected Outputs**

The Consulting Firm will ensure quality scanned document with quality data entry into EHRP MIS. The followings are expected from the Consulting Firm

- The Consulting Firm should have professional scanning set-up, which incorporates high quality production level scanners. The Consulting Firm should provide technical specifications of scanners and scanning software that is expected to use in this project. (For scanning of the documents and storing images and storing of indexing data at the stage of project implementation, the Consulting Firm should use his own hardware).
- All Participation Agreement (PA) need to be scanned with minimum resolution 200 dpi, Output Color: Color, Output Format: TIFF/JPEG/PDF.
- All Participation Agreement (PA) should be compressed for low output image up to 200KB.
- All scanned Participation Agreement should be indexed with the available PA Number. In case PA number is missing on original file, NRA CLPIU (GMaLI) will identify and correct PA number of those scanned images.
- The scanned output documents should be clear enough so that all the information (in the same language) in the original document shall appear in the scanned copy accurately and exactly as in the original document.
- The consulting firm should perform Quality Check (QC) of all PAs, both uploaded and PA to be uploaded.

#### **4. Duration of the project**

The project period for the work will be for Six (6) months from date of agreement.

#### **5. Monitoring and Supervision**

Internally regular monitoring of the scanned document, proper arrangement, data entry and uploading into MIS will be performed. NRA, CLPIU (GMaLI) team will monitor the quality of scanned document, data entry and status of uploaded document.

#### **6. Hardware/Infrastructure and Key personal required**

##### **Hardware/Infrastructure**

<b>Hardware/Infrastructure</b>	<b>Required nos.</b>
• Branded i5 computer with 4 GB RAM	Minimum 15 Nos
• Industrial level scanner with capacity of minimum 150 images per minute	Minimum 4 Nos
• In house Data Entry Software and Compression Technology	1 No

## **Key Personnel**

### **A. Team Leader - 1**

<b>Qualification</b>	<b>Total Time Input</b>
<ul style="list-style-type: none"><li>• Minimum Bachelor's Degree in any discipline.</li><li>• Minimum 3 years experience in digitization.</li><li>• Certification of any information security.</li></ul>	Project Period

## **7. Reporting Requirements and Time Schedule for Deliverables**

- Submission of Inception Report/ Commencement Report: Within 7 days of the contract signed.
- Weekly reporting of scanned, data entry and upload into MIS to the Client.