

Uttarakhand Watershed Development Unit (UWDU)
(A Registered Society under Watershed Management Directorate, Govt. of Uttarakhand)
Integrated Livelihood Support Project

Terms of Reference (TOR) for MIS Specialist

BACKGROUND

The Uttarakhand Watershed Development Unit (UWDU) through Govt. of Uttarakhand has received a credit from IFAD (International Fund for Agriculture Development) for implementation of Integrated Livelihoods Support Project, (ILSP). The UWDU is PIA for Project Component -2: Participatory Watershed Development. The project development objective (PDO) is: The overall objective (goal) of ILSP will be to reduce poverty in hill districts of Uttarakhand. This would be achieved via the more immediate development objective of “enable rural households to take up sustainable livelihood opportunities integrated with the wider economy”.

Under Component-2 of the Project a total of 22 Micro-watersheds (MWS) covering an area of about 70194 ha in three hilly districts of Pauri, Champawat and Nainital will be developed. These MWS include about 381 Revenue Villages spread over 7 Development Blocks (partially covered), with a population of about 22420 households (based on census 2011). These watersheds have been shortlisted as they have been identified as priority MWS in the State Perspective and Strategic Plan (SPSP) for Watershed Development.

THE PROJECT PERIOD

The project duration is 9 years and the project cycle in each GP will be of 5 years in following three phases.

The preparatory phase: - First year

The Implementation Phase: - Three years.

The Withdrawal Phase: - Fifth year

The Project will commence from F.Y.2013-14.

TOTAL PROJECT COST FOR THE COMPONENT- 2

The total project cost of Participatory Watershed Management Sub- Project is estimated to be INR 286.95 crores. The Project will be financed by an IFAD loan of INR 211.82 crores (73.82%), a contribution of State Govt. of INR 55.97 crores (19.51%), and INR 19.16 crores (6.67%) from beneficiaries. Significant additional funds will flow to members of project groups though convergence with other government programmes.

NEED FOR CONSULTANCY SUPPORT

It is a community-owned and demand driven project. The project is managed, planned and implemented by the community and the GPs. Its success depends on the levels of interest and participation and commitment of all stakeholders. Being a process driven and people-led project, it becomes imperative to communicate complete information and appropriate messages in a holistic manner to every village community member and project partners to enable them to take informed technically sound and collective decisions. The project has to be understood by all in its right perspective so that they may fulfill their respective roles and responsibilities to the fullest extent possible.

The MIS specialist will develop management information system within the project which is accessible to project stakeholders in digital and other convenient forms and locations to enable them enhance their knowledge and skills and the application of which will add to promoting their livelihoods so that the project objectives are well met.

SCOPE OF WORK

- Develop and implement Management Information System that caters to the information needs of the various stakeholders of ILSP
- Oversee maintenance of IT infrastructure established at WMD.
- Ensure maintenance of Local Area Network (LAN) so that every user in the WMD can share Network resources and use it without any difficulty (internet, printer sharing of files etc.).
- Provide technical advice as regards procurement of hardware, software, and network related products and maintenance as per UWDU/WMD requirement
- Create website for ILSP and ensure it is updated on regular basis.
- Check the data coming from the division offices for completeness and providing feedback to divisions
- Provide or facilitate training to Project staff in handling hardware and software as and when required
- To support federations by developing various federations related MIS modules like institution module, business module, enterprise module, marketing module etc as per requirement
- Troubleshooting and maintenance of existing databases of WMD as well as installing new database servers if needed
- Develop MIS systems for LCs and business entities promoted under the Project
- To visualise the information needs of project stakeholders at various levels as derived from project log frame, appraisal reports, government directives and develop the project MIS in close coordination with Dy. Director M&E and other Officers at UWDU/WMD, Regional PDs and DPDs
- Attend staff meeting at HO and periodically attend project staff meeting in the divisions on rotation basis
- Work with the senior management technical team on themes that give impetus to the project work and team building
- Appraise Project Directors, on the progress and the initiatives & strategic planning for UWDU/WMD and the Project
- Set time with the PDs for six monthly and annual performance appraisal
- Follow the Code of Conduct including formal dress code to maintain the decorum of the Project
- Prompt response to telephone calls, SMS's, e-mails and other communications related to tasks and responsibilities

- Any other tasks assigned by the Project Directors

PROFESSIONAL PROFILE

- Master Degree in Computer Science / Application MCA/ B.Tech or equivalent qualification
- Minimum 5 years Work experience in relevant field
- Experience in developing MIS Software/ Websites etc for development projects.

DESIRABLE

- Good communication skills
- Good Command on
 - o Side Scripting Technologies such as PHP/MySQL and also knowledge of Apache, MSSQL, ASP, JavaScript, CSS3 and HTML5.
 - o GIS, Java, SPSS, Statistics and Operation Research
 - o Graphics - Photoshop, Coral Draw
- Experience of designing, developing and managing databases
- Knowledge of RDBMS and Data warehousing.
- Proactive and work with minimum supervision

To assist in the project planning, implementation and monitoring process, the expertise/services of watershed expert is required for the project period. He / She will provide assistance in preparation of the plans budgets /cost tables, activities selection, preparation of TORs for various consultancy services etc. for different project component. The expert will supervise conduction of different workshop related to project preparation at WMD and field areas as per requirement.

Reporting requirements

The consultant shall submit to the UWDU/WMD report and documents as specified below in the form, numbers and within the periods set forth. The reports have to be submitted in Hard and Soft copy (numbers to be specified)

- The consultant shall submit to the UWDU/WMD report and documents as desired by the Chief Project Director, WMD and Project Director, ILSP.
- The consultant shall report to Project Director, ILSP.
- Any other reports as may be required from time to time.

WORK STATION

The consultant would be based in the UWDU/Watershed Management Directorate, Dehradun and will have to make regular field visits to project areas as per project requirements.

OWNERSHIP

UWDU/Watershed Management Directorate of Uttarakhand will have the ownership of all the documents and material developed. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of the UWDU/WMD.

REVIEW COMMITTEE

A review committee constituted by members selected by UWDU/WMD would monitor and review the performance, quality and impact of the activities undertaken by the Consultant. The members of the review committee are as under:

- A. Project Director, ILSP,UWDU, Dehradun
- B. Project Director (Admn.)
- C. Joint Director, WMD Dehradun
- D. Senior Finance Officer
- E. Deputy Director(Planing)

PERIOD OF THE ASSIGNMENT

Annual, extension will be given on satisfactory review of performance by the committee.

TERMS OF PAYMENT

Monthly payment, based on the satisfactory report from concerned authority.

INPUTS TO BE PROVIDED BY THE UWDU/WMD

The consultant would be provided all the necessary and relevant documents, manuals, route approach to the Project area.

ARBITRATION

In the event of any dispute between the contracted agency and the PD, ILSP of UWDU/WMD, the CPD, WMD will be the arbitrator.