TERMS OF REFERENCE (TOR) FOR HIRING OF MIS EXPERT
UNDER SPRING AND RIVER REJUVENATION AUTHORITY (SARRA) UTTARAKHAND

BACKGROUND

In the light of the conditions becoming increasingly difficult day by day for local life due to global climate change and man-made factors and continuously drying up water sources in the state of Uttarakhand in the last few decades, there is a need to identify the natural water sources and rainfed rivers of the state using scientific methods and achieve the goal of revitalization of rivers and continuous flow in water sources by treating them in a phased manner through various soil and moisture conservation interventions like- check dams, contour trenches, recharge pits etc.

To achieve this, the interventions of various line departments needs to be integrated. In view of the, after due consideration, the government has decided to establish Spring and River Rejuvenation Authority (SARRA) under the Watershed Management Directorate.

It will be the Nodal authority of the State for capacity development of various line departments, Institutes, N.G.O of the State and Watershed Department for Scientific planning, implementation & financing and monitoring & evaluation of Spring and River Rejuvenation programmes in the State of Uttarakhand.

DESCRIPTION

The purpose of establishment of Spring and River Rejuvenation Authority (SARRA) at State level is to identify all the water sources of the state which need to be rejuvenated on priority to ensure increase in water discharge and perennially of the spring and rainfed rivers. measurement and monitoring by ensuring community participation of local people for sustainable flow of rain-fed rivers etc..

COMPONENTS

The work to be performed by the mentioned authority (SARRA) will mainly be as follows:
   a) Assessment
   b) Planning and Financing
   c) Implementation
   d) Monitoring & Evaluation
   e) Capacity Development

NEED FOR CONSULTANCY SUPPORT

The key objective of the proposed consultancy is to assess the impact of springshed development initiatives mainly sustainability of the existing water sources, recharging, rejuvenating of water sources and benefits to the community for domestic and farming purposes including improvement in soil and moisture regime in the selected springsheds and rivers.

SCOPE OF WORK

- Design, develop and deploy efficient project MIS applications, SARRA website/dashboard and management of the database.
- Design and develop and IT based systems/dashboard for real time progress monitoring.
- The SARRA MIS should be capable of providing a quick analysis of progress, and trends against objectives.
- The MIS should have modules for data collection, editing, analysis of physical & financial activities.
- Maintain Interconnected network components, enable network operations, Management, and communication between internal and external systems.
- Maintain the network consistency of internet connectivity, network enablement, firewalls and security, as well as hardware like routers, switches, and cables.
- Provide training on MIS, ICT Tools and Dashboard for monitoring and implementation to SARRA officials as when required.

ESSENTIAL QUALIFICATIONS

Professional profile

The candidate should have-

a) B.Tech (CSE)/ M.Sc. (Computer Science)/ MCA.
b) He/She should have at least 05 years working experience in a lead IT Specialist role, working on complex projects developing and delivering custom application, development solutions for the project.
c) Experience in Open Source and Microsoft Technologies.

JOB PROFILE

- Assist in the development of ICT tools for monitoring and implementation of Workplan and Masterplan activities.
- To provide periodic (monthly, quarterly, bi-annual and annual) quantitative and qualitative reports for monitoring & evaluation.
- To identify the requirement for the development and implementation of MIS via coordination with different agencies involved in the SARRA.
- To support the maintenance of IT infrastructure in SARRA Headquarter/WMD.
- Support in works related to online grievance redressal system.
- Assist in plans for procuring hardware/software and another IT equipment's.
- Providing other programming/data analysis support as necessary in the district offices and SARRA Headquarter/WMD.
- Deploy the infrastructure and programs for fast and effective communication, will keep equipment's in his custody and will check for maintenance if required, also will ensure the availability of services for audio/video conferences for meetings/ presentations.
- Need to identify the Software and Hardware needs and suggestions for future requirements.
- To support and establish system, servers, switches, routers, LAN-WAN and firewall.
- MIS Expert would be responsible for LAN and WAN This includes wireless networks, cloud storage, and other systems of data storage and communication etc.
- Other duties to be performed as per requirement of SARRA Headquarter/WMD.

TERM AND CONDITION

- Candidates Services should not have been terminated by any organization due to non-performance.
- Service related term and condition will be disclosed at the time of contract.

REPORTING

The Expert shall submit to the SARRA Headquarter/WMD report and documents as specified above 'Job profile' within the set period. The reports should be submitted in Hard and Soft copy as desired by the project authorities.

Any other reports as may be required on issues evolving from time to time.

WORK STATION

The Expert would be based in the SARRA Headquarter/Watershed Management Directorate, Dehradun and would make field visits to all project areas as per requirement and instructed by SARRA.

DURATION OF ASSIGNMENT

Initially the assignment would be for 11 months, on full time basis which may be extended, subject to satisfactory performance report from concern authority and mutual consent of the SARRA authorities and the individual Expert.

OWNERSHIP

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

REVIEW COMMITTEE TO MONITOR THE EXPERT PERFORMANCE

A review Expert constituted of members selected by SARRA Headquarter/WMD would monitor and review the performance, quality and impact of the activities undertaken by the Expert. The members of the review committee will be as under:

a) Additional Chief Executive Officer SARRA
b) Chief Finance Officer, SARRA Headquarter/WMD
c) Deputy Director, SARRA Headquarter/WMD
d) Deputy Director, Administrative, WMD
e) Deputy Director, Planning, WMD

INPUTS TO BE PROVIDED BY THE SARRA HEADQUARTER/WMD

The Expert would be provided all the necessary relevant documents and manuals etc. by SARRA Headquarter/WMD.

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