

TERMS OF REFERENCE FOR MIS DEVELOPER/PROGRAMMER

Contract: NP-DOCR-27830-CS-INDV			
Project	SSSPCR - Strengthening Systems for Social Protection and Civil Registration Project		
Expertise/Position: MIS Developer/Programmer			
Source	National	Category	Individual
1. Background:			
<p>The DONIDCR is the agency charged with the responsibility of managing CR and administering the SSAs in Nepal. The SSA is the largest of the social assistance programs in Nepal. The five SSA schemes on old-age pension, single woman’s pension, the child grant, disability grant, and endangered ethnicity grant together reach more than 2.2 million individual beneficiaries. For the SSA program, MOHA has relied on manual recording of beneficiary information and benefit payments by local officials. The manual and decentralized record keeping of beneficiary information is a major hurdle for addressing issues of duplication, under-coverage, and weak oversight facing the administration of the SSA program.</p> <p>Nepal’s CR system started operating in the late 1970s and captures five vital events—birth, death, marriage, divorce, and migration. Besides its linkages to the SSA program, the CR system would also be a foundation for people’s legal identities and their access to a range of public and private services. However, Nepal’s CR system is under developed. The decentralized and paper-based recording of documents collected during registrations limits the potential usage of the information to generate vital statistics for planning and other purposes. Limited awareness among the population and difficulty in accessing local body offices have led to low registration rates and coverage. Transitioning to a digital CR system that is linked to a population register and the SSA Beneficiary Register would facilitate improved coverage and delivery of both CR and SSA.</p> <p>SYSTEMS FOR SOCIAL PROTECTION AND CIVIL REGISTRATION (SSSPCR) is a national project implemented by the Department of National ID and Civil Registration (DONIDCR) under the Ministry of Home Affairs (MoHA) and supported by the World Bank. The project supports the DONIDCR’s Civil Registration (CR) and the Social Security Allowance (SSA) program and aims to improve the coverage of SSA and CR, and the delivery of SSA. Over a five-year period, the project is expected to support: (a) the establishment of a comprehensive National Population Register and expanded coverage of CR and SSA; and, (b) improved delivery of SSA via transition to e-payments in selected districts and improved overall business process for SSA service delivery. These will be supplemented by institutional strengthening at both central and local levels to ensure sustainability of the gains of the first two objectives.</p> <p>The project would contribute to the Government’s long-term plan to strengthen administrative capacities to manage its most fundamental service delivery responsibilities, CR and SSA. Improved delivery is an essential, if not sufficient, condition to strengthen the impact of Nepal’s social programs in protecting the vulnerable from adverse risks and shocks. Furthermore, comprehensive and up-to-date CR would facilitate people’s access to legal identity and public services beyond SP (for example, primary education)</p>			
2. Objective/Purpose of the Assignment:			

The MIS Developer/Programmer will report directly to the MIS Team Leader. S/he will assist the Senior Software Developer, System Analyst and responsible to DoNIDCR computer engineer and SSSPCR project manager in all technical matters relating to development and implementation of MIS system during project tenure. S/he will be responsible for overall MIS design, development, upgradation, and implementation: including development and enhancement of MIS, issue tracking and solving, providing training to local level staff and supervise subordinates.

3. Scope of Work:

The MIS Developer/Programmer will work closely with Project Management Unit (PMU) under the supervision and direction of the MIS team leader of SSSPCR for the attainment of project's goal.

The Software Developer's main responsibility will be to assist Senior Software Developer (and through him/her also the PD and PM) on the following:

4. Duties and Responsibilities of Consultant:

- Design, build, and maintain efficient, reusable, and reliable code in MVC, ASP.NET with C# and Oracle.
- Review existing system, optimize code, update MIS and make user interface more user friendly and attractive.
- Design oracle database tables, packages, procedures and triggers.
- Develop secure intermediate application for integration and synchronization between Banking System and VERSP-MIS for social protection cash transfer
- Develop tools for data sharing between government organizations.
- Develop MIS technical documentation (such as system design document, configuration manual etc) and maintain version control of such documents to make it most up to-date technical documents for future reference
- Implement appropriate security measures and standards during MIS development and enhancement.
- Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes.
- Test and troubleshoot programs utilizing the appropriate hardware, database, and programming technology.
- Recommend technical changes for implementing system developed during project
- Train, develop and support local level staffs, service unit staff to operate the online registration of VER and SP using the software.
- Timely fixation of errors/bugs encountered in the VERSP-MIS by support staff from local level and service unit and reported by Support Engineer of central office.
- Ensure the effective delivery and performance of MIS System according to the agreed work plan.
- Generate ideas with Computer Engineer, MIS Team Leader and other IT team members and offer insightful solutions.
- Ensure the best possible performance, quality, and responsiveness of applications
- Coordinate with Computer Engineer, MIS Team Leader, System Analyst, and team members for smooth operation of its MIS system.
- Develop documentation throughout the software development life cycle (SDLC) and provide report to MIS Team Leader monthly basis.
- Assist in other IT related activities as assigned.

5. Required Qualifications

A. Academic qualifications and training

- Minimum Bachelor Degree in Computer Engineering, Electronics and Communication Engineering or related field from recognized University/College.

B. Experience

- At least One years of professional work experience in computer programming using ASP.Net, ASP.Net MVC, C#.net, Oracle database
- Must have working experience in Web Based Software.

C. Skills

- Should have a sound knowledge of RDBMS and software development life cycle.
- Knowledge of ASP.Net, Windows applications, CSS, HTML, C#.net, MVC framework, Database (Oracle).
- WCF, SOA, Restful web service for developing service layer.
- Strong inter-personal and communication skills.
- Experience in working with team and team building spirit.
- Knowledge of Test-driven development and unit testing.
- Ability to learn business processes quickly and provides technical solutions.
- Ability to work independently and in a team environment.
- Hardworking, creative and innovating, Honesty and critical thinking Passionate about software development.
- Strong trouble shooting skills and Enjoy challenges.
- Participate in project discussion/analysis.
- Learning and using new technologies Research & Development.
- Designing skills of CSS3, HTML 5.0 and knowledge of other design frameworks will add advantage.

6. Duration of Service:

The consultant will be assigned for full time basis for period of Project period and the contract will be renewed annually before the beginning of each new fiscal year of the GoN and possibility of extension during project period in case of satisfactory performance. The consultant is expected to work full time office hours within Kathmandu valley, except otherwise situation demands travel outside Kathmandu valley within Nepal on project related matters.

7. Selection Criteria :

A Software Developer will be selected in accordance with the procedures set out in the World Bank's 'Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers', published by the World Bank in January 2011, revised July 2014."

8. Duty Station: Kathmandu (SSSPCR-PMU/DoNIDCR), Nepal with field visit as per requirement.

9. Financial Conditions:

- a) The Software Developer's salary is negotiable but will not be more than the estimated value per month. A monthly lump sum amount of remuneration per month will include all his overheads, social charges and

other associated costs including local transportation within Kathmandu valley and insurance premium costs.

- b) The Software Developer shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- c) In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, Software Developer shall be paid travel expenses as per actual and DSA will be paid equal to section officer, Government of Nepal.

10. Output/Reporting Requirements:

The consultant will report to the Project Director. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.

- a) Yearly Progress report against task assigned by MIS team leader;
- b) Upgradation of user manual and video tutorials management as per need of the project;
- c) Technical document of carried-out tasks related to MIS system.

All reports should be in English or Nepali as directed.

11. Facilities to be provided by SSSPCR-PMU/DoNIDCR:

DoNIDCR shall provide following facilities to consultant during his tenure of service:

- a) Office space with computer and furniture
- b) Email and internet access
- c) Required office stationary
- d) Photocopying facilities