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**NATIONAL CYCLONE RISK MITIGATION PROJECT**  
**NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II**  
**AGREEMENT NO. P144726WB**

***Terms of Reference (TOR) for hiring MIS Specialist in proposed World Bank funded NCRMP-II (P144726)***

## **1. Background**

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called the “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Infrastructures, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable to severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, saltmarshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline sea water into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.
- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hail storm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project (Phase II). The estimated cost of the project is around 621 crores. Department of Disaster Management has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.
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- The construction of MPCs will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- The MPCs has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities such as:-
- Minimization of loss of lives, property and livestock by providing it shelters during cyclone calamity
- MPCs will act nodal points for receipt and dissemination of cyclone warnings
- MPCs will provide the warehousing facilities of essential stocks/ items for post disaster usage
- The nodal points for carrying out post disaster response and relief activities will be from MPCs
- MPCs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people
- Basic health services like immunization programmes can be administered through these MPCs
- MPCs will act as models for safe construction in vulnerable seismic zones.

**2. Project Duration:** The project duration is around Five years.

**3. Educational qualification**

Master's Degree in Computer Science/ applications/Programming/Information Technology OR related field

(ii) At least 5 years of experience in MIS Development, and management specific to construction projects preferably funded by the World Bank and/or other multilateral agencies in India and the State.

(iii) Good oral and written communication skills. Passionate and confident Team worker - Ability to work effectively as a team member

**5. Experience**

Min. 5 years experience.

**6. Statement of objectives and deliverables:**

The MIS Specialist will deliver the following:

- Software development/maintenance and training services,
- data entry and report generation.
- The consultant is expected to issue quarterly reports documenting the work undertaken and major issues/problems that may have arisen and actions taken.
- A monthly action plan to be approved by the Project Director.
- Monthly progress report documenting the work carried out each month, including issues that need management's attention. This should encompass an analytic presentation of content and outcomes of discussions at all levels.
- Facilitate the conduct of workshops and various meetings with the World Bank and other stakeholders.
- Ensure that the information in the MIS is up to date and correct

**7. Scope of work :**

(i) Duties and Responsibilities of the MIS Specialist

A. The consultant will test the MIS at the SPIU level to make sure the MIS work properly. The consultant will use the sample data which the SPIU will provide to check the designed functions of MIS, including data entry, disk transfer etc. and print out required reports as required by SPIU.

B. The consultant will install the MIS for SPIU. The consultant will train SPIU staff in using the software. Training will be conducted at the venue selected by the SPIU. The consultant will be responsible for preparing training materials and conducting the training.

C. The consultant will install the MIS and databases on the SPIU computer network, test and verify its proper operation and train SPIU staff in using the MIS.

D. The consultant will assess the requirements and develop the databases and MIS that meet requirements for financial, accounting, contract management and other management requirement of the SPIU. Where feasible, off-the-shelf software will be used rather than purpose-built software. The consultant will work closely with the SPIU Management to determine information to be stored, security arrangements, establish audit trails, data entry approaches, reporting requirements etc. The consultant will test and validate the software, install the software on the SPIU network and train SPIU staff in using the software.

E. The consultant will be responsible of selecting and training the staff responsible for data entry and reports/letters generation. These include,

1. Data input
2. Verification of records
3. Generate letters and reports according to the requirements described in Project Implementation Plans

F. The consultant will maintain the MIS and databases and upgrade as necessary, including providing troubleshooting services. This will include modifying the components of management systems and their reporting modules. This service will be required on an ongoing basis and immediately when flaws are detected.

G. The consultant will assist the SPIU in procuring and installing new hardware and software and in training SPIU staff in using such software and hardware. The consultant will develop a reliable information security systems including secure procedures for data entry, data storage and backup, and establishing data entry/change audit trails.

#### **8. Schedule for completion of tasks :**

All works should be completed within stipulated time limit. Time of completion of each work may be overlap to one another.

#### **9. Data, services and facilities to be provided by the Client:**

As consultant has to work at the premises of this SPIU office and make field visits to all project area as needed. In no case he or she will be allowed to carry any data outside the premises without written permission of authorities.

#### **10. Final outputs (reports,) that will be required of the consultant:**

Data in form of reports through this assignment has to be generated/edited and updated. Hard copies of reports will be given to field staff or any other person only after permission of SPIU.

#### **11. Duration of assignment**

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However , the continuation will be subject to review.
- The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

#### **12. Terms of Payment**

Consolidated remuneration of Rs.25,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

#### **Allowances, costs & expenses:**

- Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB
- No other perks & allowances admissible.

o **13. Other conditions of contract**

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.
3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
  - i. Sick leave based on medical certificate and evidence.
  - ii. Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
  - iii. The employee shall be liable for taxes as per the I.T Act.
    - o All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs
    - o Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

**14. Application Requirement:**

Interested Indian nationals between 18-40 years applying for the post shall provide the following documents;

An application addressed to the **The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project Phase - II (NCRMP - II), Tran Bhawan, 5<sup>th</sup> Floor, 87 A, S. N. Banerjee Road, Kolkata - 700014, Phone No.: 033-2264-0275, FAX No. : 033-2214-1378, Email: [wbdmeoc@gmail.com](mailto:wbdmeoc@gmail.com)**

- o indicating clearly the post applied for;
- o Copies of Academic transcript (Graduation, Madhyamik as the case may be)
- o Copies of Training Certificates (Computer / Tally / Driving as the case may be).
- o Copies of work experience certificates
- o Copies of Medical Certificate

**15. Selection Criteria:**

- o Applicants not producing any of the documents specified in Clause 14 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.
- o Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.
- o 50 % of the weight age will be given for oral assignment and
- o Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.
- o The candidate upon selection will undertake legal agreement.

**16. Application submission deadline:**

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhavan, 5<sup>th</sup> Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by **24.01.2018**

**17. Ownership**

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB.

**18. Arbitration**

In the event of any dispute between the MIS Specialist for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.