Government of Rajasthan
Rural Development Department
Project :- Rajasthan Grameen Aajivika Vikas Parishad
3rd Floor, Udyog Bhawan, C-Scheme, Jaipur – 302005, Tel : 0141-4259909

F (48)RD/RGAVP/M&E/2016 19971-72

Date: 15/8/14

EOI INVITATION

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) intends to take the services of Consultant (MIS) for Enhancement, Maintenance and Monitoring of online MIS application under RGAVP for one year as per ToR.

EOI and ToR details can be downloaded from our website www.rgavp.org. Proposals must be submitted not later than 5:00 PM on April 05, 2016.

PD(ME&L)
RGAVP
Invitation for Expression of Interest for Hiring Consultant (MIS) for Enhancement, Maintenance and Monitoring of online MIS application under RGAVP

1. Context

The Government of Rajasthan is implementing the Rural Livelihood Projects (RRLP, NRLM & NRLP) through the Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP).

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For Other details please refer our website www.rgavp.org.

RGAVP proposes to engage Consultant (MIS) for one year for Enhancement, Maintenance and Monitoring of online MIS application. This application should enable RGAVP to monitor the progress and identify weak areas in project implementation and facilitate review and discussion and to also take remedial action to ensure time bound achievement.

2. Eligibility Criteria for the Consultant

The RGAVP invites eligible Consultant (MIS) to indicate their interest in providing the services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short listing criteria are as follows:

- **Qualification:** B.Tech. or B.E. in (Computer Science/IT)/ MCA/ M.Sc. (Computer Science)/ Post Graduate Diploma in IT Management or equivalent from recognized institute or University

- **Experience:** At least 5 year experience in maintenance of MIS system across organisations such as rural operations/ Government organization/ public sector undertakings/ externally aided projects/ NGOs. Should have expertise in providing training, troubleshooting and resolving issues related to MIS. Should be fluent in Hindi and English

- Consultant also should have Experience in writing reports, data analysis and making presentations.
3. Expression of Interest with Terms of Reference given at the website (www.rgavp.org) should be submitted in a sealed envelope clearly superscripted as "Expression of Interest for Consultant (MIS) to Enhancement, Maintenance and Monitoring of online MIS application under RGAVP" till 05 April, 2016 from the date of Publication of this request.

4. The submission can be made between office hrs on all working days to the undersigned not later than 5 PM of 05 April, 2016.

5. Further information can be obtained from following address:

Mailing Address:
State Mission Director
1st Floor RFC Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur.
Phone: 2227011, 2227416; Fax: 2227723; E-Mail: rajeevika@rgavp.org

Project Director (ME&L)
RGAVP
Terms of Reference

Terms of Reference for "Hiring Consultant (MIS) for Enhancement, Maintenance and Monitoring of online MIS application under RGAVP."

1. Introduction
The Government of Rajasthan is implementing the Livelihood Projects through the Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP). RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer our website www.rgavp.org.

2. MIS System
The MIS system is monitoring the achievement of the overall goal and objective of the project of reducing rural poverty, improving household food security, improving household’s incomes through the provision of livelihood activities. The flow of information is in two ways: from RGAVP, Department of Rural Development, GoR down to the Village Panchayats and SHGs and again from the SHGs up to the RGAVP. Online MIS is already developed and operational to ensure the data flow in two ways, to monitor the project staff handholding support to Institutions, to access the village wise SHGs information’s instantly and other effective monitoring tools. There is a need of a consultant for Enhancement, Maintenance and Monitoring of online MIS application.

3. Objective of the assignment
RGAVP is inviting bids for consultants for Enhancement, Maintenance and Monitoring of online MIS application. The main objective of this assignment is to effectively monitor the various activities of Community based organisations/project staff so that they are monitored in real time on MIS using a customized online application and to disseminate all activities/works done by RGAVP through a responsive website.

4. Job Description

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<th>Assignment</th>
<th>Timeline</th>
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<td>An online MIS system has been developed by RGAVP. The consultant is required to find out the bugs in the information system and enhance the system with the help of software development team.</td>
<td>Within 3 Months</td>
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- Develop the design rules for optimizing the functionality of MIS. Design of the database showing the internal relationships and functions that better fit the organization’s needs. **Within 3 Months**

- Ensure that the MIS remain user-friendly and permits computation of outcome indicators and also other desired periodic reports, task assignment at all levels and **Within 6 Months**

- Put checks in the MIS, so that any incorrect entry is not possible. Also to check inconsistency in MIS and automated e-mails to correct data entry.

- Monitor all activities in RGAVP through to MIS **Regular Basis**

- Design a proper system for timely delivery of information. Study the entire system and make it useful for decision making. **Within 9 Months**

- Monitoring of fake information uploaded onto the system and does the maintenance of data on regular basis. **Within 6 Months**

- Train RGAVP staff in the use and maintenance of the MIS. Develop guidelines and User Manual for the software and hand over to RGAVP **Within 9 Months**

- Any other functions, as may be assigned from time to time by Mission Director. **Regular Basis**

5. **Eligibility Criteria for the Consultant**

- Qualification: B.Tech. or B.E. in (Computer Science/IT)/ MCA/ M.Sc. (Computer Science)/ Post Graduate Diploma in IT Management or equivalent from recognized institute or University

- Experience: Having at least 5 year experience in maintenance of MIS system across organisations such as rural operations/ Government organization/ public sector undertakings/ externally aided projects/ NGOs. Should have expertise in providing training, troubleshooting and resolving issues related to MIS. Should be fluent in Hindi and English

- Consultant also should have Experience in writing reports, data analysis and making presentations.

6. **Duration of the Assignment**

The assignment would be for 12 months beyond that there will be no extension
7. **Consultant Fee**
- Upto Rs. 50,000/- per month
- Tax applicable will have to be borne by the consultant
- TA/DA will be applicable as per norms

8. **Terms and Conditions**

Other terms and conditions will be same as extended to other specialists of RGAVP

9. **Review Committee**

State Mission Director may constitute a three member review committee for reviewing the work done by the consultant. Services of consultant may be discontinued if performance of consultant is found unsatisfactory by the review committee.