

Government of the People's Republic of Bangladesh
Office of the Project Director
Strengthening of the Ministry of Disaster Management and Relief Program Administration
(SMoDMRPA) Project
Department of Disaster Management-DDM
Ministry of Disaster Management & Relief (MoDMR)
House No # 213 (4th Floor), Lake Road-13, Mohakhali DOHS, Dhaka-1206.
www.snsd.ddm.gov.bd

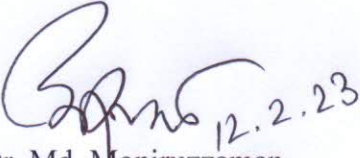
Memo No: 51.91.0000.019.11.832.23-122

Date: 12/02/2023

Notification for Collection of CVs
(Short term Engagement)

Subject: Request for Consultant Expression of Interest (EoI) for the Position of MIS Specialist.

This is to inform that Strengthening of the Ministry of Disaster Management and Relief Program Administration (SMoDMRPA) Project of the Department of Disaster Management under the Ministry of Disaster Management & Relief (MoDMR) is inviting Expression of Interest (EoI) from the Bangladeshi Nationals as **MIS Specialist (Consultant)** for short-term recruitment for tentative 6 (six) months to perform the roles & responsibilities as described in the Terms of Reference (ToR) for this position. The interested professionals in this field are requested to submit **Expression of Interest (EoI)** with details CV, educational and working experience certificates to the office of the Project Director, SMoDMRPA Project on or before 19 February, 2023 within office hour. Persons who are already in employment shall send Application through proper channel, otherwise they shall not be considered for appointment.


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Terms and Reference For Consulting Service

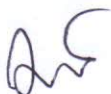
Selection of MIS Specialist (Consultant) for SMoDMRPA Project

Assignment Title	:	MIS Specialist
Position	:	01 (One)
Title of the project	:	Strengthening of the Ministry of Disaster Management and Relief Program Administration (SMoDMRPA)
Duty Station	:	Dhaka, Bangladesh; field visit is required across the country
Assignment Duration	:	Tentative 6 months (Renewable based on performance and World Bank concurrence)

Bangladesh has made remarkable progress in poverty reduction over last decade. While this consistent improvement in wellbeing is encouraging, there are still around 26 million people living in extreme poverty. In order to address the chronic poverty and vulnerability of Bangladesh the Government implements a larger number of social safety net programs on varying sizes. These programs address poverty and vulnerability from a broad perspective, including through education, health, nutrition, employment and disaster response programs targeted to the poor.

The MoDMR recognizes that challenges with regards to coverage, targeting, leakage and administration of its five major safety net programs still remain, and has requested World Bank support in improving performance. A more effective targeting and efficient program administrative system that improves beneficiary identification and reduces opportunities for leakage and in benefit amount could substantially increase the coverage of poor households within the existing budget envelope and have a larger impact on poverty. As such, the Safety Net Systems for the Poorest project will focus on improving targeting of program resources to the poorest households to promote more pro-poor coverage; strengthening management, program information systems, and monitoring capacity to ensure efficient administration; and strengthening governance and accountability measures for increased transparency.

Component Two of the SNSP project-Strengthening of the Ministry of Disaster Management and Relief Program Administration – provides technical and financial support to the central project management unit as well as capacity building at all levels to ensure effective implementation of the programs. One key output of this Component is a new Social Safety Net MIS, which is under development and expected to be deployed for DDM to manage its safety net programs such as Employment Generation Program for the Poorest (EGPP). Before it becomes fully operational, a temporary MIS has been developed to support the administration of a shock responsive version of EGPP, which is called EGPP+. In order to effectively implement and monitor project activities, DDM/MoDMR seeks the services of a MIS Specialist who will work closely with the Program Management Unit (PMU) at DDM.



Objective: SMoDMRPA is seeking a competent professional under SMODMRPA project. The detailed Terms of Reference (ToR) of the positions are given below.

1. Roles and Responsibilities

The **MIS Specialist** will be responsible for system implementation, contribute in system upgradation, administration and bug fixing with system maintenance that could help team to implement EGPP+ MIS, in systemic approach with a view to enroll, track and monitor the beneficiaries and users through that project. He/she will also be responsible to monitor system accessibility and user feedback with project status report for stakeholders that will help team to understand it. He/she will have to perform his/her responsibilities under the direct supervision of the Project Director (PD). The followings are the major duties and responsibilities of the designated post:

- Support Users to ensure attendance entries and payroll generation on project requirements to ensure system sustainability and reusability for stakeholder.
- Perform as a team member to rollout the system in field offices for monitoring daily activities and streamlining field operations.
- Ensure maintainable and efficient solution for the user, contribute in enhancement and maintenance support for interoperability of the case management system;
- Ensure scalable database and perform code review of MIS system for ensuring the quality of development.
- Perform deep analysis of Data Management approach and examine existing database performances.
- Perform data analysis using tools for management. Identify and correct data entry errors;
- Generate reports on monthly, quarterly, half yearly & yearly basis or any reports required by the World Bank and SMoDMRPA for monitoring purpose and management decision;
- Arrange training for PIO, SAE and field staff related to the EGPP+ MIS system;
- Perform technical assessment and operationalize MIS that related to PMU.
- Address any issues, questions and problems in accurate and timely manner;
- Create a database for storing data dictionaries and troubleshooting problems;
- Perform GIS tagging and data update from field;
- Maintain liaison and coordinate with DDM IT department, DRRO's and other field resources; and
- Perform any other tasks required by the Project Director or SMoDMRPA management.

Secondary Responsibilities:

- Assist System Engineer to manage system backup from servers and keep the database backup sequentially.
- Collect User Change Requests and document it in systemic approach for further upgradation.
- Develop MIS training contents and assist PMU to conduct field training successfully.
- Assist System Engineer to check system functionality on scopes that needs to ensure by vendor.
- Support PMU in the operational acceptance review of the Social Safety Net MIS to ensure it meets the system requirements as specified in the system design and specifications endorsed by DDM.



