Japan International Cooperation Agency (JICA)

JICA Technical Cooperation Project
Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development (JICA-LGED TA Project)
Level-6, IWRM Unit, RDEC Building, LGED Bhaban, Agargaon, Dhaka
Tel. No: +880 2 9142125 Fax: +880 2 9142125

No. JICA-LGED TA Project/Ad-06/2012/321   Date: 19-06-2016

Request for Application for Selection of Management Information System (MIS) Expert

JICA launched the Technical Cooperation Project named "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development" in October 2012 to strengthen the capacity of LGED to to manage project cycle of Small Scale Water Resources Development is strengthened. In this regards, the Project involved to strengthen updating mechanism for MIS in IWRM Unit. The Project requires human resource to develop database management for planning & operation of IWMR unit in HQ and district level.

The JICA-LGED TA Project now invites eligible Applicants to indicate their interest in providing the services. Applicants are invited to submit their CV and other particulars as indicated below:

Name of Position   : Management Information System (MIS) Expert
Number of Position   : 01
Location   : Basically in Project Office in Dhaka with frequent travel possibilities
Qualification   : As per TOR
Language   : Written and spoken proficiency in English;
Expected Service   : Database Management (Detailed in TOR)
Last Date of Submit   : 21-06-2016, on/before 05:00PM
Start Date   : 10-07-2016 (Expected)
Initial Contract Period : 9 Months (with renewal possibilities for upto Project Period)
Submitted Mode   : Sealed envelope with marked "Application for the position of
                        Management Information System (MIS) Expert
Addressing To   : Project Coordinator, JICA-LGED TA Project
Address   : As undersigned
Responsibilities   : As per TOR *(Please download/collect by a e-mail request hasharif2008@gmail.com)*

Please note that no TA-DA or any other admissible cost will be provided to this process of submission and interview.

Akihiro SHOJI
Project Coordinator
Level-6, IWRM Unit, RDEC Building,
LGED Bhaban, Agargaon, Dhaka
Tel. No: +880 2 9142125 Fax: +880 2 9142125
E-mail:shoji.akihiro@frends.jica.go.jp

Japan International Cooperation Agency (JICA)

Capacity Development Project for Participatory Water Resources Management
through Integrated Rural Development
Local Government Engineering Department (LGED)
Level-6, RDEC Building, LGED Bhaban
Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Employment Plan for the "Management Information System (MIS) Expert"

Position   : Management Information System (MIS) Expert
Post Level   : Local Consultant/Staff
No. of Position   : 01
Location   : JICA-LGED TA Project, IWRM Unit, LGED HQ, Dhaka
Type of Contract   : Contractual
Languages Required : English
Starting Date   : 10 Jul 2016
Duration   : **9 Months (Renewable)**
Fund Source   : JICA-LGED TA Project

Background:

Rural infrastructure development has been one of the highly prioritized sectors in order to tackle with the poverty in Bangladesh where two-thirds of its population lives in rural area. Among rural infrastructure, small scale water resources development is critical to secure safe and stable food supply through improving productivity.

Considering this fact, a technical assistance project has been launched for the period from October 2012 to September 2017, under the frameworks of JICA's Country Support Program, named "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development". Its overall goal is "Participatory Small Scale Water Resources Management (PSSWRM) Model is widely implemented toward poverty reduction" and its purpose is "PSSWRM Model and its implementation mechanism are established. The project sets five outputs including capacity development of LGED, union level stakeholders and WMCAs. Among the activities to get such outputs, "Strengthen updating mechanism for MIS" is clearly described in the R/D between two governments.

Currently, a MIS database has maintained by the two water sector development projects under LGED. The database fits for project purpose and stores quarterly reports of WMCA activities which are not comply or do not meet the demand for information required, particularly for operation and maintenance, evaluation and enhancement and other rural infrastructural development information. With realizing the current situation and to ensure the outputs alongwith mentioned activities, MIS database development/establishment in IWRM unit is highly prioritized activity.

To meet such demanding activity, the TA project is planning to create scope of work for updating MIS Database complying with IWRM requirement. Thus referring to the above mentioned works, the TA project is willing to employ a highly qualified staff to do the overall development works for MIS database in IWRM unit.

Based on this above background, a Terms of Reference for this position is developed as below;

Job Summary:

Under the "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development", MIS Expert will be discharging or covering his/her duties and responsibilities in the area of MIS Database Development Plan, Implement, Application Development, Report Generation in relation to IWRM Unit activities of LGED. The position will keep close contact with SSWRD projects under LGED, and closely monitor the activity carried by the different tier of LGED organs, other linked departments and WMCA functionaries, to integrate various data field with an opportunity to generate effective report for the establishment of PSSWRM model in LGED. The position will also ensure the guideline about communication of data from the local level to central level and vice versa. A contemporary database application system with user guideline/manual, and a substantial number of user (LGED Staff) to this IWRMU-MIS will be the ultimate result of this valued service.

Considering the stated outline of the position, MIS Expert will cover the following responsibilities & tasks/duties listed so far possible, but not limited to that:

A. Responsibilities:

✓ Planning, Operation, Maintenance & Updating of MIS Database Application for IWRM unit
✓ Established trained user level in HQ, Projects, District/Upazila Offices, through a user friendly instruction guideline
✓ Manage & Establish data supply from source offices by using a unified system & flow chain
✓ Understand & adopt the continuous requirement for inclusion/modification of any result production
✓ Monitor the effectiveness of data utilization in different level for different purpose

B. Tasks/Duties

Planning

✓ Analyze & Review of the existing MIS Database in compliance with IWRM Unit operation using by the Small Scale Water Resources Projects of LGED
✓ Analyze & Review of linking & accessing requirement & scope with other unit database and LGED's central MIS database
✓ Formulate existing application development plan in short term and long term strategy in compliance with IWRM Unit operation
✓ Set the duties and responsibilities for the different position/level to operate the database application defining with position & standard of the user
✓ Budget plan for facilities/equipment's and application development of MIS database
✓ Implement & execute the authorized development plan in compatible mode for future transferring scope to web base application

Implementation, Monitoring & Evaluation

✓ Supervise & facilitate the data supply, receive and data entry from different level
✓ Develop routine & periodic evaluation format & collect feedback for further improvements
✓ Identify & solution the problems occurring from data recipients, and other user

Training and Development

✓ Formulate training plan for the target user beneficiaries level
✓ Develop training manual
✓ Conduct training for different level of user and maintain inventory
✓ Identify the potential operator/associates, and mentor for successor development

Maintenance

✓ Ensure securities, renewal & update for both hardware machineries, database application software, server license along with updated backup of database resources
✓ Keep update the database as per requirement for generating report, list or for any queries
✓ Maintain the database with keeping option for additional field, interface or format development or addition/modification

Reporting and Others

✓ Submit monthly activities report on carried activities and future plan
✓ Generate Work Plan (at the beginning of the Employment) and Progress Reports (every six months), and as per required time/period or for specific condition
✓ Other related activities time to time given by authorities considering situational demand

C. Required Qualifications and Experiences

➢ Bachelor's degree (Master's preferable) in Computer Science/Computer Science & Engineering.
➢ Additional qualification in database management system will be added as advantage
➢ Fluency in the English & Bangla language is must.
➢ Design complex software applications, establish protocols and create prototypes
➢ Be update about the latest technological changes in DBMS standard for relevancy check
➢ Minimum five years of relevant experience in database management system in a developing country context either at national or international level
➢ Additional experience in database management system for integrated rural development sector is essential
➢ An advance skill in Database (clear concept SQL RDBMS, PHP, Oracle) Administration and Management is essential, knowledge on networking of computer peripherals