

TERMS OF REFERENCE

Information & Communications Technology (ICT) cum Management Information System (MIS) Expert for Support to the Road Sector Modernization Program of PWD

1. Introduction

The Government of Mizoram (GOM) has completed improvements of 440 km of State Highways and MDRs under Mizoram State Road Project - I (MSRP-I) financed by World Bank. Considering the success and impact of MSRP I, Government of Mizoram has proposed Mizoram State Road II – Regional Transport Connectivity Project (MSRII-RTCP) to improve sections of State Highways and MDRs of the project under implementation.

Government of Mizoram through Government of India (GOI) is in the process of obtaining a credit from the International Development Association (IDA) as financial assistance for the construction cost of the MSRII-RTCP, which aims at Up-gradation of different sections of State Highways and Major District Roads which are under implementation under the above project.

The Public Works Department (PWD) Mizoram is the implementing agency for the project. A dedicated project implementation unit (PIU) has been established in Chief Engineer (Road) Office of Mizoram PWD, headed by a Project Director and supported by other staff is responsible to implement the project with support from various units of PWD. The road improvement works are to be implemented in various packages through supervision consultants. The road sector modernization plan is to be implemented by a Road Sector Modernization Group consisting of PWD officers at various levels and using consultants and training and academic institutions. PWD has now proposes to engage an Information & Communications Technology (ICT) cum Management Information System (MIS) Expert, hereafter called Consultant to assist it on environment and social aspects for effective implementation of the project. The consultant is essentially to provide high quality management and implementation support in ICT and MIS aspects to PWD by working as an integral part of the PIU.

2. Objective

The main objective of the service is to develop IT networking of various field offices of PWD and introduction of modern software, including IT skills training to PWD engineers. Accordingly, improve the ICT and MIS components in PWD.

3. Scopes and Activities of the Consulting Service

The scope of services in general, but not limited to, the following:

a) Operationalize Road Asset Maintenance Management System (RAMMS), including:

- Development of a proposal with resource to operationalize the system,
 - Sending data input requirement to sub-division offices,
 - Training of designated PWD staff to run RAMMS,
 - System debugging,
 - Customization of RAMMS to include Bridge (and Culvert) Management System;
- b) Assist in operation of Public Works Information Management System (PWIMS), comprising of Schedule of Rates, Estimation, Tender Management, Work Management and Bill Management, including:
- Drafting of requirement to be sent to the program developers and subsequent negotiations with it,
 - Preparation of a proposal with resource required to kick-start the system,
 - Preparation of a proposal with resource required to connect all Division Offices with MSWAN intranet;
- c) Assist in implementation of road accident database creation:
- Development of a proposal with resource to create and operate the system,
 - Customizing the Accident Database System being used in India elsewhere,
 - Training to Traffic Police and PWD engineers on entering the data and analyzing them,
 - Hosting of the data at the Mizoram State Database Centre;
- d) Support PWD for the procurement of the following:
- Computer hardware and software,
 - Maintenance contract for IT,
 - Hiring of support manpower to strengthen ICT cell;
- e) Training and technology transfer to PWD Staff:
- Prepare a IT training proposal with resource required,
 - Testing and operation of the video conferencing system,
 - Updating of PWD web-site as well as posting notice and links on it,
 - Oversee the training on PWIMS and prepare a training report;

4. Qualification Requirement

- a) Education: Master degree in Computer Applications or equivalent preceded by Bachelor of Engineering
- b) General Experience: 10 years of professional experience in information system development, analysis through design, programming and implementation;
- c) Specific Experience:
- Hands-on experience in MIS on highways/roads agencies in India,
 - 5 years' experience in similar position in development and practical application of IT for Road Asset Management System;
- d) Preference:

- Experience of working in multilaterally funded projects,
- Familiar with local language.

5. Duration and Commencement of Services

The expert is to render 9 months of services over 18 months period. The contract is expected to commence in August 2017 and last till January 2019.

6. Reporting Requirements

The Consultant shall be under the immediate supervision of and will report to the Project Director, PIU. The reporting requirements shall be as follows:

- a) An inception report with all the proposals as listed under “Section 3: Scopes and Activities of the Consulting Service” above by the end of first month,
- b) A weekly work plan on each Monday;
- c) Monthly highlight report on the status of each of the tasks listed in Section-3 above as well as the way forward for the months in which services are to be rendered;
- d) A quarterly highlight report on the ongoing and completed activities as well as the way forward in the form of PowerPoint presentation at PWD for the quarter covered;
- e) A Final Report in hard and soft copy capturing the lessons learnt and the way forward;
- f) Any other reports as and when requested by the Employer.

7. Selection Process

Selection of the Consultant will be carried out in accordance with the selection procedure of Individual consultants selection in the World Bank's 'Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers' January 2011.

8. Facilities to be provided by the Employer

The Employer will provide the following:

- a) Access to the information and other assistance as required to effectively undertake this assignment;
- b) Working space within the PWD premises in Aizawl.

9. Responsibility of the Consultant

The Consultant is expected to provide his inputs in Mizoram. No home based inputs are envisaged. The Consultant shall manage stationery, office equipment, travels, lodging and boarding to render the services himself.

10. Contract and Payments

The Contract shall be time based with the inputs in Mizoram. Travel expenses, hotel accommodation, transportation, and Per-Diems shall be reimbursed as per actual as specified in the contract.