



Institutional Strengthening of Gram Panchayats (ISGP) Project Panchayats & Rural Development Department Government of West Bengal

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Hiring of Information Technology Consultant (individual) under ISGP Project

- A. Institutional Strengthening of Gram Panchayats (ISGP) Project under Panchayats & Rural Development Department, Government of West Bengal, intends to hire an **Information Technology Consultant** for supporting the project management in the management of IT related activities for the ISGP Project.
- B. This position requires a dynamic, experienced and analytical professional with required educational qualification and demonstrated experience of managing IT activities. Potential candidates having significant experience in similar assignments may submit their detailed CV following standard World Bank format with a cover letter addressed to the Project Manager ISGPP stating her/his suitability for this position. The CV should be based on the facts which the candidate will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be summarily rejected.
- B. Incomplete applications will be summarily rejected.
- C. For details related to required qualifications, experience etc. please refer to the **Terms of Reference (ToR)** enclosed as **Annexure-1**.
- D. **Application in sealed cover must reach The Project Manager, Institutional Strengthening of Gram Panchayats (ISGP) Project, Panchayats & Rural Development Department, Government of West Bengal, Millennium City IT Park, Tower - II, 3rd Floor (Unit D), DN - 62, Sector - V, Salt Lake, Kolkata - 700091 within 3rd July, 2014 (before 5-30 PM) positively. Applications reaching the above address after the stipulated date and time will not be considered for selection. "Application for Information Technology Consultant (individual) under ISGP Project" should be written on the envelope containing the application.**
- E. Candidates having required qualification and experience should only apply. Only shortlisted candidates will be called for Interview. Selection will be done on competitive basis.
- F. Decision of the competent authorities in ISGP Project shall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.

By order

Sd/-

Project Manager, ISGP Project and
Joint Secretary to the Government of West Bengal
Panchayats & Rural Development Department

Annexure: 1
Institutional Strengthening of Gram Panchayats Project (Credit No.-4758-IN)

TERMS OF REFERENCE (ToR)

Information Technology Consultant

Implementing Agency:	ISGP Project authority of WBSRDA, Panchayats & Rural Development Department, Govt. of West Bengal
Period of Contract:	August 2014 to October 2015
Type:	Individual
Location:	Kolkata + Districts

1. INTRODUCTION TO POSITION

The Institutional Strengthening of Gram Panchayat Project (ISGPP) under the West Bengal State Rural Development Agency (WBSRDA) of Panchayats & Rural Development Department intends to hire an **Information Technology - Consultant**, to be housed in the State Co-ordination Unit of the ISGP Project in Kolkata.

The incumbent shall be responsible for formulating and implementing the IT management policy at the state and district offices, through design and training on the necessary protocols. The identified person is also expected to support the project management on IS related matters of Project management, liaison with the computerization cell of the P&RDD and the External Local Audit office, on digital data, system design and maintenance matters, supporting the needs of the project management that aid meeting the objectives of the project.

The position reports to the Project Manager of the ISGPP at the State Coordination Unit in Kolkata. The position shall be based in Kolkata but shall involve limited travel to districts, as necessary.

The contract shall commence in August 2014 and shall remain valid until October 2015.

2. ABOUT ISGP PROJECT

West Bengal has been a frontrunner in installing decentralized local governance system in India. Over the years the state has demonstrated strategic vision backed up by strong commitment towards rural decentralization by ensuring regular elections for three tier Panchayati Raj Institutions (PRIs), entrusting them with responsibility of implementing various rural development programmes and bringing on board need based institutional reforms to create an enabling environment for PRIs to evolve as robust institutions in the context of effective local governance and decentralized service delivery and financial autonomy. Panchayats & Rural Development Department, Government of West Bengal, in concurrence with the Government of India, is currently implementing a project for Institutional Strengthening of Gram Panchayats (ISGP Project) in West Bengal with credit support from the World Bank. The World Bank is providing a credit support of US\$200 million through IDA. The project became legally effective from 03.09.2010 and the scheduled closure of the project is on 31.12.2015. The project mainly focuses on:

- Untied performance based fiscal transfer to GPs for creation of public goods and services and establishing a robust system for performance based grant transfer to GPs;
- Enhancing capacity of GPs to become strong as institution and effectively manage and utilize enhanced resources for effective service delivery as per local needs;
- Strengthening PRI performance monitoring system and citizen involvement to ensure transparency and accountability;

The project is being implemented in 1000 GPs spread across 9 districts of West Bengal, selected on the basis of better overall performance as per district-wise monthly performance report (2008). The project in the post-midterm (MTR) phase will continue work in the 1,000 GPs that were selected as the project universe at start of the project, and will provide capacity building initiatives in an additional 1,211 GPs (including 684 remainder GPs in the nine districts) as indicated in Table (1) below:

TABLE (1): DETAILS OF GRAM PANCHAYATS IN ISGPP DISTRICTS AND INCLUSION AFTER MTR			
District	Total Number of Gram Panchayats	No. of existing GPs under the Current ISGP Project	No. of New GPs included in April 2014
Bankura	190	113	77
Birbhum	167	99	68
Burdwan	277	165	112
Coochbehar	128	76	52
Dakshin Dinajpur	65	39	26
Howrah	157	93	64
Nadia	187	111	76
Paschim Medinipur	290	172	118
Purba Medinipur	223	132	91
Hoogly	207		207
North 24 Parganas	200		150
South 24 Parganas	310		170
Total in Project Districts	2,211	1,000	1,211

Project Cost: Total cost of the ISGP Project is US\$235 million. Out of this, US\$200 million will be funded by the World Bank through its International Development Association (IDA). This will be matched by a State funded untied grant of US\$35 million as counterpart financing (The existing State Finance Commission grant to be given to the selected 1000 Gram Panchayats during 2010-11 to 2014-15 will be considered as the State share for this Project).

Implementation and Monitoring Arrangements: The ISGP Project is implemented by the Panchayats & Rural Development Department, Government of West Bengal through ISGPP Cell of West Bengal State Rural Development Agency (WBSRDA) an agency under P&RDD. ISGP Project SCU was created under WBSRDA for implementation, supervision and reporting of the ISGP Project.

District level implementation of ISGP project is facilitated by District Coordination Units (DCU) set up in project districts. The three additional districts being taken up will have teams in place by March 2013. Mentoring teams for providing handholding support to GPs are managed through DCUs. Additional Executive Officer, Zilla Parishad / ADM(Panchayat) is the nodal officer for ISGP in the district. For this purpose, AEO ZP has been given an ex-officio designation of Additional District Executive Officer of WBSRDA.

Another agency under Panchayats & Rural Development Department named STARPARD (Society for Training & Research on Panchayats & Rural Development) is responsible for implementing formal training (of GPs) component of the project through District Training Centres and Extension Training Centres located in different districts. District Panchayats & Rural Development Officer (DP&RDO) looks after progress of formal training of GPs in the district. District Panchayats & Rural Development Officers have also been given an ex-officio designation of Deputy District Executive Officer (DDEO) of WBSRDA. A MoU was signed between WBSRDA and STARPARD for this purpose.

3. ROLES AND RESPONSIBILITIES

The IT Consultant shall under the guidance of the Project Manager, develop/review and deliver directly and indirectly on a result-oriented information systems design and project management protocols for assignments taken up by the project and also direct the IT systems support for overall project management to be set forth for the Project.

The IT Consultant will:

- a) Provide support to Project Manager and Procurement Manager in formulation of technical specifications related to procurement of IT equipment (including hardware and software) and in the formulation of service specifications for information system sub-projects;
- b) Provide guidance and directions as necessary for the project team members in the implementation of various M&E initiatives and mobile apps initiatives (to be implemented in gram panchayats for activity tracking, monitoring and participation of citizens) through GIS and partnered assignments viz., with Computerization Cell of the P&RD Department on IT related issues including Gram Panchayat Management System (GPMS), integration with project M&E, Panchayat Enterprise Suite, etc.; The consultant shall also assist the computerization cell in development of various bridging software as and when required.
- c) Review and put together a status report on the digital infrastructure used by the project, including an inventory of hardware and software, uses commonly put to, mapping of functions to level of proficiencies needed etc.;
- d) Put together a brief Digital Data management and Use policy taking cognizance of GoWB procedures, spelling out necessary protocols for software use, data transfer, data analytics and over time prepare and impart necessary training to the SCU staff and identified DCU staff (for take up in the districts).
- e) Coordinate the upkeep of the entire IT systems (computers & peripherals, servers, LAN, Tele-communication system etc.) of ISGPP State Unit and District Coordination Units through designated vendors.
- f) Co-ordination on regular updation of project web-site.
- g) Co-ordination with NIC on various IT initiatives
- h) Carry out all other activities as and when needed by the project to help deliver the IT/System function goals set out with the project management in an effective manner, aiding the achievement of the project performance indicators.

4. REPORTING AND REVIEW

The incumbent shall work on the basis of a quarterly work plan prepared in agreement with the project management subject to the review and operational systems followed by the project, as stated therein.

5. APPLICANT QUALIFICATIONS AND EXPERIENCE

This position requires a dynamic, experienced and analytical professional with demonstrated experience of information system design, proven ability to conceptualize migration and connectivity issues between legacy and newly designed systems, and also experience in the oversight for upkeep of small/medium sized PC networks, communication and web-based technologies in office administration. The Consultant will:

- i. Have a Graduate degree in Computer Science, or Information Technology with post-graduate qualification in the above or related discipline with relevant 6-8 years experience;
- ii. Demonstrated experience (at least 3-4 years) in information system design and implementation; Experience in development of systems for M&E and knowledge of migration/connectivity between different generations of applications will be an advantage;
- iii. Demonstrated experience (at least 3-4 years) in database query-based systems with backend databases and front-end querying (e.g. MySQL and PHP) and conceptual clarity to adapt this for different software platforms, as needed;
- iv. Knowledge and experience with the .NET framework and associated software development, experience with GIS technologies for mapping, GPS technologies for data capture and use, etc. would be an advantage;
- v. Demonstrated experience (at least 1-2 years) in managing windows-based PCs and networks, including management of hardware uptime, software updates and trouble-shooting;
- vi. Proven people-skills including ability to work with teams; flair for training and ability to leverage knowledge networks will be an added asset;
- vii. Knowledge of web-based technologies, mapping software, communication tools and techniques and ability to adapt basic system analytic skills to inform project management on the ensuing work of partners will be an added asset;
- viii. Skills in project management and good skills in writing and communications;
- ix. Familiarity with India in general and East India, prior exposure to work in West Bengal will be preferable;
- x. Fluency in spoken and written English is a must, while written and spoken in Bengali is highly desirable for the adequacy of the assignment.

The consultant selected on the basis of the qualification and suitability to the assignment will be required to quote rates on monthly basis which will be negotiable, and the consultant will be required to place himself in the ISGPP State Head Quarter office in Kolkata during the course of the contracted period. The consultant shall have to manage Laptop data card etc at his/her end. The expenses for tour will be reimbursed as per norms of the Project.