

**BANGLADESH:  
LOCAL GOVERNMENT SUPPORT PROJECT (LGSP-3)**

**Terms of Reference  
for**

**Upgradation & maintenance of existing MIS, development of Offline & Smart  
Mobile Tech and ensuring O&M Support**

**1. Background**

The Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C), is now implementing the Local Governance Support Project-3 (LGSP-3) and will provide increased grant funding directly to all Union Parishads (UPs) through the multi-year MTBF and institutionalize local government's accountability to citizens through regular ward-level meetings, open budget meeting, regular performance monitoring and assessment. The development objective of the LGSP-3 is to strengthen inclusive and accountable local government institutions through empowering communities to make choices on their development priorities and basic needs for local services, and empowering local governments to respond to community priorities. The goal of LGSP was to strengthen Union Parishads (UPs) as an agency for effective and responsive local service delivery and accountable governance. The implementation & Supporting of LGSP highlighted the weaknesses in the monitoring, MIS, inspection and evaluation within the project and LGD. To establish full functional and customized management information system for UPs and LGD the project has decided to develop/upgrade and maintain Web Based Management Information System which was partially developed under the LGSP II for all the Local Government Institutions. In addition to facilitate the effective monitoring system, built-in report generating facilities offline tools and providing Help desk support / training would be part of the assignment.

**2. Objective**

The objective of this contract is to enhance the existing MIS system, developed under previous project LGSP-2, which is partially operational, along with the application of mobile technology to ensure that investments carried out by the UPs under LGSP3 can be effectively monitored and results tracked.

Now, the LGSP-III, World Bank financed project is seeking to engage an ICT firm to provide the required services to i) develop a user friendly web-based MIS/M&E system in both offline and on-line platform; ii) develop a compatible APP based technology which can be operated through smart phone; iii) maintain and run Help-Desk support services.

Specifically, the firm is required to implement the following tasks under this contract:

### **3. Scope of Work**

#### **Key Task 1: Enhancement of exiting MIS system along with M&E System**

The enhanced MIS system is supposed to capture the planning, implementation and monitoring of sub-project schemes at UP and Pouroshova level under LGSP-3 financing. That includes procurement, financial information and Geo tagging information. The overall goal is a monitoring and evaluation system to improve efficiency and accountability of infrastructure schemes.

The current M&E system is not operational due to shortcomings in terms of usability, an instable workflow and complexity. Therefore, the IT firm has to improve M&E system with an enhanced user-friendly and concise MIS system.

The firm must perform and fulfill the following requirements:

#### **1. Enhancing, Debugging and Simplifying the current MIS system**

- a. The firm will review and get familiar with the current MIS system and its architecture.
- b. Enhance the existing System
  - i. The firm will develop English version and deliver a dual language MIS (Bangla & English), instead of current MIS system available in Bangla..
  - ii. The firm will reduce the complexity of the current system and make it user-friendly. The main objective is to make the system easy, concise for users, light-weight and less data consuming.
- c. Develop/enhance different features for smart monitoring system under this MIS system: ):
  - i. Ensure that the system handles planning process from ward to final level including its implementation.
  - ii. Ensure geotag primary information like scheme cost, length, location and other numeric data along with geotagged photos of three stages: (1) before, (2) during, (3) after implementation.
  - iii. Ensure that it also covers the status and process of compliance with social and environmental safeguards of the sub-project schemes by the smart monitoring system.
  - iv. Develop the system to verify how far UPs are complying with agreed procedures (e.g. open budgeting, procurement, training, public disclosure etc.)
  - v. Make it easy to track local public expenditure against the scheme and physical output at the UP level.
  - vi. Define different role groups and distribute access, such as an editing function for administrators and a viewing function for users.
  - vii. Connect MIS to a universal LGSP-3 email or messaging system that can be used to communicate between PMU staff and UPs and their District Facilitators including Live Chats.
- d. Debug the system developed.

#### **2. Developing an offline tool**

- a. The firms will develop an additional offline-software tool to allow data entry

while offline and a later synchronization with the main database when an online connection is available. This is required as the current MIS system requires a constant and stable internet connection, which is not always available in every Union Parishad. The offline tool should have the same functionality of the web-based system and is able to perform the same services.

- b. Develop the standard API Service to extract the data from MIS and create a scope for further service integration.
- c. Develop separate dashboard for generating different standardized reports such as financial and project status reports. The reports should have customising option.
- d. Ensure updating and debugging the offline tool remotely.
- e. The firm will submit the source code of of Offline tools including that of MIS System, up-gradation of Website, CRM Software.

### **3. Training relevant Personnel of PMU / Ministry**

- a. The firms will Obtain list of trainees of PMU & Ministry.
- b. They will prepare training modules
- c. The firms will Conduct training.
- d. They will submit report on training.

### **Key Task 2: Development of New Android-based Mobile Application (APP) with Geotagging**

To further improve usability and enhance efficiency, the firm will develop an android based smartphone application to complement the MIS system. The smartphone LGSP3 APP will allow users to access and edit critical information of the web-based MIS system. The app complements the web-based MIS system with limited functionality.

The firm is expected to perform and fulfil the following basic features, further detailed specifications will be discussed with the selected Firm and LGSP-3 PMU:

#### **1. Developing Beta version of Mobile App**

- i. Develop the android based application that synchronizes with the MIS main database.
- ii. Implement a data synchronization feature to update the app and MIS database and vice versa.
- iii. Develop an offline feature to allow users to use the app without a stable internet connection.
- iv. The App must include: (a) Data input in the modules; (b) Capture geo-tagged photographs; (d) Locate the schemes in map; (e) Offline arrangement for momentary connection inconvenience.
- v. Ensure that the App will allow users to have different access and edit rights.
- vi. Ensure Basic view only version of the App accessible to all community members/citizens for information purposes and feedback.
- vii. Develop GRS, i.e., a complaint management system.
- viii. Develop a Notice serving system from PMU.

#### **2. Piloting Beta version and Release of Final version**

- i. Select 64 UPs, one from each district
- ii. Conduct Beta testing

- iii. Release finally to all UPs
- iv. Collect feedback
- v. Fix bugs
- vi. Upgrade
- vii. Submit Source Code

### **3. Conducting Training of Trainers (TOT) for 64 Districts**

- i. Prepare training modules (For Trainers as well as for Trainees)
- ii. Impart training to Trainers
- iii. Submit Report on TOT

### **Key Task 3: Maintenance and Providing Support Services**

The firm will install the software, provide training to UP officers and undertake maintenance and technical support/troubleshooting throughout the project period. The training will be given to trainers selected by LGSP-3 management on how to use the MIS and mobile phone app.

It is intended to phase out the installation and piloting of the enhanced MIS system and mobile phone app to receive timely feedback and troubleshooting. The first phase should pilot the new IT environment in Union Parishads where internet stability could be an issue to test the offline capability.

The firm is expected to perform and fulfil the following basic features, further detailed specifications will be discussed with the selected Firm and LGSP-3 PMU

#### **1. Install and Operationalize Help Desk/Centre**

- i. Setup Help Desk/Centre
- ii. Conduct Test run
- iii. Collect Feedback
- iv. Conduct full run
- v. Keep running
- vi. Provide a monthly/quarterly report on Help Desk Service provided

#### **2. Maintain System & Provide Support Services**

- i. Provide maintenance for the MIS and Android App including troubleshooting
- ii. Receive feedback and report on how issues are being resolved and the expected timeline.
- iii. Provide a monthly/quarterly report on Maintenance



#### 4. Implementation Timeline, Deliverables and Reports

Deliverables/Reports		Time period (in Weeks)	Cumulative (in Weeks)	Remarks
<b>Submit Inception Report</b> [1(one) Original and 2(two) copies (hard copies); soft copy in 3(three) CDS/DVDS.]		3	3	Within 3 weeks of signing of contract
<b>Key Task-1:</b>	<b>Enhance, Upscale &amp; Operationalize Current MIS including M&amp;E System</b>			Total 26 wks.
<b>Deliverable-1</b>	<b>Current MIS system simplified, enhanced and debugged</b>			Total 14 wks.
	1. Review and get familiar with the current MIS system and its architecture.	2	5	
	2. Enhance the existing System	8	13	
	3. Debug the system developed.	4	17	
<b>Deliverable-2</b>	<b>Offline tool developed</b>	4	21	
	Submit Source code (of Offline tools including that of MIS System, Website, CRM Software)	1	22	
<b>Deliverable-3</b>	<b>Relevant Personnel of PMU / Ministry trained</b>			Total 8 wks.
	1. Obtain list of trainees (PMU & Ministry)	1	23	
	2. Prepare training modules	2	25	
	3. Conduct training	4	29	
	4. Submit Report on training	1	30	
<b>Key Task-2:</b>	<b>Develop New Android-based Mobile Application (APP) and Build Capacity</b>			Total 28 wks.
<b>Deliverable-1</b>	<b>Beta version of Mobile App developed</b>	8	11	Starts after the inception Report
<b>Deliverable-2</b>	<b>Beta version Piloted and final version released</b>			Total 12 wks.
	1. Select 64 UPs	1	12	
	2. Conduct Beta testing	6	18	
	3. Release finally to all UPs	1	19	
	4. Collect feedback	1	20	
	5. Fix bugs	1	21	
	6. Upgrade	1	22	
	7. Submit Source Code	1	23	

Deliverables/Reports	Time period (in Weeks)	Cumulative (in Weeks)	Remarks
<b>Deliverable-3 TOT for 64 Districts Conducted</b>			Total 8 wks.
1. Prepare training modules (For Trainers as well as for Trainees)	2	25	
2. Impart training to Trainers	5	30	
3. Submit Report on TOT	1	31	
<b>Key Task-3: Maintain System &amp; Provide Support Services</b>			Total 256 wks.
<b>Deliverable-1 Help Desk/Centre Installed and Operationalized</b>			Total 144 wks.
<b>Deliverable-2 System maintained &amp; Support Services provided</b>			Total 112 wks.
1. Provide maintenance for the MIS and Android App including troubleshooting	112	112	Starts after the Key Tasks 1 and 2 roll out
2. Receive feedback and report on how issues are being resolved and the expected timeline.			
3. Provide a monthly and Quarterly report on Maintenance			Every Month & Quarterly
<b>Draft Final Report</b> [1(one) original and 2(two) copies (hard copies); soft copy in 3(three) CDS/DVDS.]			4 weeks before expiry of contract.
<b>Final Report</b> [1(one) original and 2(two) copies (hard copies); soft copy in 3(three) CDS/DVDS.]			2 weeks before expiry of contract



## **5. Training**

The firm shall have to provide the following training to ensure the upgradation and maintenance of the existing MIS already developed under the previous LGSP-2:

- i. Training for sensitizing MIS system as a whole: The participants of this training will be the officials of Local Government Division (LGD) and Project Management Unit (PMU). The duration of the course will be one day. Venue of the training will be the conference room of LGSP-3 at the City Centre. The main objective of the training will be to sensitize the participants about the overall operation and maintenance of the existing MIS. The firm will develop the course contents and select resource persons in consultation with PMU. All costs relating to the training (materials, refreshment etc.) will be borne by the firm. The total number of participants will be around 100 (one hundred).
- ii. Sensitizing TOT for Field Level Officials: The participants of the TOT programme will be District Facilitators (DFs) and Assistant Programmers (APs) who work at the district level across the country. The total number of participants will be 64 DFs and 64 APs. Since they are responsible for monitoring the maintenance of MIS at the field level, they need an extensive TOT on the maintenance of the existing MIS. The firm will develop the course contents and select resource persons in consultation with PMU. Besides, venue of the training should be well equipped with computer and other related facilities. All training costs (materials, equipment, refreshment etc.) will be borne by the firm. The total number of participants will be around 200 (Two hundred). For the convenience of smooth functioning of TOT, it shall be in a series of batches dividing the participants into small batches each having not more than 25 persons.
- iii. Workshop on Smart Monitoring System: This will be a day-long workshop. Participants will be from LGD, PMU, related Field Staff. The total number of participants will be around 100 (one hundred). The contents of the workshop will be finalized by the firm in consultation with PMU. The venue will be the conference room of LGSP-3. All costs (materials, refreshment etc.) shall be borne by the firm.

## **6. Help Desk/Call Centre:**

The firm will set up a Call Centre (Help Desk) at the LGSP-3 office premise manned with four staff/ operator. It will inaugurate a hotline number, provide call centre management software, setup IP Phone and controlling device with total Centre arrangement /outfit, except furniture and PCs, which will be provided by the Client.

## **7. Team Composition**

The Firm should provide the following Key Experts full time on site for a period of the project period to assist the LGD in support and maintenance of the developed SMART MIS System, including mobile application trouble shooting and support. This will also involve interacting with the BCC in case the problem relates to the hardware. The firm will provide backup support and maintenance for the application for a period of the project period from time of installation. The firm will provide support for both Offline and Online Tools and Smart Monitoring System. Also maintain and man a regular MIS Help Desk at the PMU to address issues and feedback from users, such as the UPs, District facilitators and others.

## 8. Team Composition

Name of the Position	No.	Duration/Person				Total Man Months	Educational Qualification	Experience	Remarks
		For Task-1*	For Task-2**	For Task-3***	Total				
1 System Analyst/ Team Lead	1	4	4	28	36	36	B.Sc. In Computer Science or M.Sc. In Computer Science & Engineering with Java Certification	5+ Year experience in the ICT field with Govt. & Leading Private Companies	
2 Senior Programmer	1	8			8	8	B.Sc. In Computer Science or M.Sc. In Computer Science & Engineering with Java Certification	5+ Year experience in the ICT field with Govt. & Leading Private Companies	
3 Senior Programmer (Android Apps)	1		8		8	8	B.Sc. In Computer Science or M.Sc. In Computer Science & Engineering with Java Certification	5+ Year experience in the ICT field with Govt. & Leading Private Companies	
4 Programmer (For MIS Development)	1	8			8	8	B.Sc. In Computer Science or M.Sc. In Computer Science & Engineering with Java Certification	5+ Year experience in the ICT field with Govt. & Leading Private Companies	
5 Programmer (For Android Apps Development)	1		8		8	8	B.Sc. In Computer Science or M.Sc. In Computer Science & Engineering with Java Certification	5+ Year experience in the ICT field with Govt. & Leading Private Companies	
6 UX Designer (For MIS development)	1	8			8	8	B.Sc. in Computer Science/Software Development, M.Sc. preferred	5+ Year experience in user interface design for mobile phone applications (Android). Proven track record of available and internationally recognized applications	
7 UX Designer (For Android Apps development)	1		8		8	8	B.Sc. in Computer Science/Software Development, M.Sc. preferred	5+ Year experience in user interface design for mobile phone applications (Android). Proven track record of available and internationally recognized applications	
8 Database Expert	1	4	4	28	36	36	B.Sc. In Computer Science or M.Sc. In Computer Science & Engineering with ITIL Certification	5+ Year experience in the ICT field especially in Database (Oracle, My Sql, Sql Server) with Govt. & Leading Private Companies	
9 Support Engineer (For MIS)	1	4	4	28	36	36	B.Sc. In Computer Science or M.Sc. In Computer Science & Engineering with ITIL Certification	3+ Year experience in the ICT field with Govt. & Leading Private Companies	
10 Support Engineer (For Android Apps)	1	4	4	28	36	36	B.Sc. In Computer Science or M.Sc. In Computer Science & Engineering with ITIL Certification	3+ Year experience in the ICT field with Govt. & Leading Private Companies	
11 Telephone Operator for Help Desk	4			28	28	112	Computer Skilled, Depth understanding on various software operation.	2+ Year experience in Call Centre.	
Total		40	40	140	220	304			

\* Key Task 1: Enhancement of MIS including M&E System; \*\* Key Task 2: Development of New Android-based Mobile Application (APP); \*\*\* Key Task 3: Maintenance and Support Service



## ANNEX: Description of Existing MIS System

### 1. Description of Existing System

Web based MIS for LGSP II was developed at UP & PMU level. The system is hosted into BCC server based on JAVA & Oracle Database.

The following modules and functionality was developed in current system

SL#	Name of the module	Description (functions, features)
1	Capacity Building	<p>The effective implementation of the various components of the LGSP is heavily contingent upon the institutional capacity of Union Parishad and other relevant stakeholders and this fact eventually calls for their concomitant capacity building to meet the requirements of the project in respect of programmed implementation.</p> <ol style="list-style-type: none"><li>1. Login form</li><li>2. Training Planning form with add/edit/delete /view/search option</li><li>3. Program Master form with add/edit/delete /view/search option</li><li>4. Program Schedule form with add/edit/delete /view/search option</li><li>5. Budget Item form with add/edit/delete /view/search option</li><li>6. Budget Master form with add/edit/delete /view/search option</li><li>7. Budget Master Upazila Wise form with add/edit/delete /view/search option</li><li>8. Level form with add/edit/delete /view/search option</li><li>9. Institution Information form with add/edit/delete /view/search option</li><li>10. Training type form with add/edit/delete /view/search option</li><li>11. Training information form with add/edit/delete /view/search option</li><li>12. Trainer category form with add/edit/delete /view/search option</li><li>13. Trainer information form with add/edit/delete /view/search option</li><li>14. Trainee category form with add/edit/delete /view/search option</li><li>15. Trainee information form with add/edit/delete /view/search option</li><li>16. Registration form with add/edit/delete /view/search option</li><li>17. Training Participant information form with add/edit/delete /view/search option</li><li>18. Course Evaluation Sheet form with add/edit/delete /view/search option</li><li>19. Speakers Evaluation Sheet form with add/edit/delete /view/search option</li><li>20. Training Participant Absent Reason form with add/edit/delete /view/search option</li><li>21. Training Status form with add/edit/delete /view/search option</li><li>22. Training report form with add/edit/delete /view/search option</li><li>23. Trainer Movement Information form with add/edit/delete /view/search option</li></ol>

SL#	Name of the module	Description (functions, features)
		24. IEC Information form with add/edit/delete /view/search option 25. Others Training form with add/edit/delete /view/search option 26. Training Orientation/Refresher/Peer Learning form with add/edit/delete /view/search option
2	Procurement of UP level	<p>A procurement plan is taken by the procurement section based on whole project. Procurement may be International or national that is defined in procurement plan.</p> <p>There are 4 kind of procurement:</p> <p>Direct procurement            Community procurement            RFQ procurement            OTM procurement</p> <p>Task List</p> <ol style="list-style-type: none"> <li>1. Division add/edit/view form</li> <li>2. District add/edit/view form</li> <li>3. Ward add/edit/view form</li> <li>4. Labor Appointment Info add/edit/view form</li> <li>5. Master Role Salary add/edit/view add/edit/view form</li> <li>6. Procurement Item Type add/edit/view form</li> <li>7. Scheme add/edit/view form</li> <li>8. SIC add/edit/view form</li> <li>9. TCAF Committee add/edit/view form</li> <li>10. TEC add/edit/view form</li> <li>11. Tender Evaluation Committee add/edit/view form</li> <li>12. Up Direct Procurement add/edit/view form</li> <li>13. UP add/edit/view form</li> <li>14. Up Procurement Type add/edit/view form</li> <li>15. Up Procurement Master add/edit/view form</li> <li>16. Up Community Procurement add/edit/view form</li> <li>17. Up OTM Bill Payment add/edit/view form</li> <li>18. Up OTM Invitation For Tender add/edit/view form</li> <li>19. Up OTM Item Details add/edit/view form</li> <li>20. Up OTM Opening Sheet add/edit/view form</li> <li>21. Up OTM Opening Sheet Details add/edit/view form</li> <li>22. Up OTM Procurement add/edit/view form</li> <li>23. Up OTM Procurement Work Order add/edit/view form</li> <li>24. Up OTM Schedule add/edit/view form</li> <li>25. Up OTM TE Form add/edit/view form</li> <li>26. Up OTM Tender Document add/edit/view form</li> <li>27. Up RFQ Evaluation add/edit/view form</li> </ol>

SL#	Name of the module	Description (functions, features)
		28. Up RFQ Evaluation Sheet Details add/edit/view form 29. Up RFQ Item Details add/edit/view form 30. Up RFQ Opening Sheet add/edit/view form 31. Up RFQ Opening Sheet Details add/edit/view form 32. Up RFQ Procurement Bill Payment add/edit/view form 33. Up RFQ Procurement add/edit/view form 34. Up RFQ Procurement Work Order add/edit/view form 35. Upazila add/edit/view form 36. Ward Committee add/edit/view form 37. Advance Adjustment add/edit/view form
3	Planning and Budget	<p>According to the Local Government (Union Parishad) Act, 2009, UPs are expected to formulate and implement five-year, annual and other periodic plans in order to meet their responsibilities. Union Parishad planning committee does this work. They follow five planning steps. Ward committee arrange a meeting named ward shava. On the basis of decisions taken at the open budget meeting, the UP will then prepare a draft Annual and five years Development Plan and accompanying budget to implement the schemes of the five-year plan on the basis of priority needs.</p> <p>Task List:</p> <ol style="list-style-type: none"> <li>1. Committee name and number of member entry from.</li> <li>2. Committee creation and Committee member information entry form</li> <li>3. Meeting information entry form(ward shava, Open budget meeting)</li> <li>4. Fiscal year entry from</li> <li>5. Five years plan entry form(ward wise scheme list with estimated cost)</li> <li>6. Scheme information entry form</li> <li>7. Plan approval and scheme approval process</li> <li>8. Five years financial Plan entry</li> <li>9. Budget Opening balance entry form</li> <li>10. Budget income head entry form</li> <li>11. Budget expenditure master head entry form</li> <li>12. Budget expenditure detail head entry form</li> <li>13. Budget expenditure detail head description entry form</li> <li>14. Yearly Budget income information entry form</li> <li>15. Yearly budget expenditure information entry form</li> </ol>

SL#	Name of the module	Description (functions, features)
	Union Parishad Accounting	<p>All sources of income and expenditure of Union Parishad will be under this accounting process. The main outcome of this process is annual financial statement. Other common accounting report will also be covered in this module. Those are listed in the report list section below.</p> <p>Task List:</p> <ol style="list-style-type: none"> <li>1. Create chart of account group</li> <li>2. Create chart of account sub group</li> <li>3. Create chart of account</li> <li>4. Income journal entry</li> <li>5. Expenditure journal entry</li> <li>6. Cash Book Entry</li> </ol>
4	Grant Management	<ol style="list-style-type: none"> <li>1. Fiscal year wise total BBG amount entry form</li> <li>2. Basic set of Performance Indicators - Measures and Scoring (nationwide use) Entry form</li> <li>3. Performance basis entry for nationwide use.</li> <li>4. Extended set of Performance Indicators - Measures and Scoring (for UPGP Districts only) Entry form.</li> <li>5. Performance Area Entry form</li> <li>6. Performance indicator entry form</li> <li>7. Performance basis entry for UPGP Districts.</li> <li>8. Fiscal Year wise 2 terms BBG payment process.</li> <li>9. BBG disbursement process for 25% and rest 75% (area and population basis) amount.</li> <li>10. Create process to categorize UP into n categories which will be possible Upazila, District and Nation wise.</li> <li>11. Category wise PBG allocation process.</li> </ol>
5	PROCUREMENT of PMU	<p>OTM/RFQ</p> <ol style="list-style-type: none"> <li>1. Procurement Plan</li> <li>2. WBS Option and Review</li> <li>3. Prepare Specification and Cost Estimate</li> <li>4. Issue IFT (Invitation For Tender)</li> <li>5. Sell Tender Documents</li> <li>6. Receive Tenders</li> <li>7. Open Tenders by a 3 member Committee Evaluate Tenders by a 7 member Committee(Former earlier )</li> <li>8. Prepare Tender Evaluation Report with recommendation of award of contract by TEC</li> <li>9. Obtain approval of TER by Approving authority of Gov./ WB or both</li> <li>10. Issue NOA(Notification of Award) to Supplier</li> <li>11. Obtain Performance Security from Supplier</li> <li>12. Sign Contract</li> <li>13. Manage Contract</li> </ol>

SL#	Name of the module	Description (functions, features)
		<p>Service</p> <ol style="list-style-type: none"> <li>1. Procurement Plan</li> <li>2. Prepare Specification and Cost Estimate</li> <li>3. Prepare RFQ Document</li> <li>4. Issue RFQ Document to interested quotations.</li> <li>5. Receive &amp; open quotations</li> <li>6. Evaluate quotations</li> <li>7. Prepare Evaluation Report</li> <li>8. Obtain Approval of Quotation Evaluation Report by Authority</li> <li>9. Issue NOA (Notification of Award ).</li> <li>10. Purchase Order is issued Firms</li> <li>11. Receive EOIs</li> <li>12. Short List Firms by Committee</li> <li>13. Issue RFP(Request For Proposal) to short listed Consultants</li> <li>14. Receive Proposals within 28 days</li> <li>15. Open Proposals</li> <li>16. Evaluate Technical Proposals only</li> <li>17. Obtain approval of TER (Technical Evaluate Reports )</li> <li>18. Open Evaluate Financial proposals;</li> <li>19. Conduct combined evaluation;</li> <li>20. Negotiate with Highest Scoring Firm</li> <li>21. Obtain Approval by Gov. and WB</li> <li>22. Award to Firm</li> <li>23. Sign Contract</li> <li>24. Manage Contract</li> <li>25. Perform other steps / sub-steps as required for different methods</li> </ol> <p>SIC</p> <ol style="list-style-type: none"> <li>1. Procurement Plan</li> <li>2. Prepare Terms of Reference(TOR) and Cost Estimate</li> <li>3. Issue REOI</li> <li>4. Receive EOIs</li> <li>5. Short list Applicants by committee</li> <li>6. Obtain approval by Authority</li> <li>7. Interview applicant, if applicable</li> <li>8. Send offer letter to applicant</li> <li>9. Negotiate Contract</li> <li>10. Obtain approval of draft negotiated contract by authority</li> <li>11. Sign contract</li> <li>12. Consultant submits joining letter</li> <li>13. Manage Contract</li> <li>14. Other steps / sub-steps, as required</li> <li>15. Manual tendering and documentation process</li> <li>16. Scattered data and information</li> </ol>
6	Audit	<ol style="list-style-type: none"> <li>1. list of all accounts particulars (Account Particular) with add/edit/delete/search option</li> <li>2. list and No. of accounts particulars(Account Particular</li> </ol>

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SL#	Name of the module	Description (functions, features)
		<p>Numbers) with add/edit/delete/search option</p> <ol style="list-style-type: none"> <li>3. UP Upload AFS with add/edit/delete option</li> <li>4. UP send AFS to DF with add/edit/delete/search option</li> <li>5. AFS verify DF with add/edit/delete/search option</li> <li>6. AFS verified send to PMU with add/edit/delete/search option</li> <li>7. Audit Package information with add/edit/delete/search option</li> <li>8. Audit firm information with add/edit/delete/search option</li> <li>9. Auditor personal information with add/edit/delete/search option</li> <li>10. Audit Package Distribution information with add/edit/delete/search option</li> <li>11. Inception report Submission Form with add/edit/delete/search option</li> <li>12. Inception report approved Form with add/edit/delete/search option</li> <li>13. ID Card Information Form with add/edit/delete/search option</li> <li>14. Auditor training with add/edit/delete/search option</li> <li>15. Auditor exam with add/edit/delete/search option</li> <li>16. Auditor exam Result with add/edit/delete/search option</li> <li>17. Project Office with add/edit/delete/search option</li> <li>18. Audit schedule letter with add/edit/delete/search option</li> <li>19. Auditor type setup with add/edit/delete/search option</li> <li>20. Auditor team setup with add/edit/delete/search option</li> <li>21. Visitor Person with add/edit/delete/search option</li> <li>22. Audit schedule team setup with add/edit/delete/search option</li> <li>23. Audit schedule send with add/edit/delete/search option</li> <li>24. PMU send Audit schedule with add/edit/delete/search option</li> <li>25. Auditor entry meeting with add/edit/delete/search option</li> <li>26. Financial Audit with add/edit/delete/search option</li> <li>27. Management letter Head information with add/edit/delete/search option</li> <li>28. UP inspection information with add/edit/delete/search option</li> <li>29. UP sample evaluation amount information with add/edit/delete/search option</li> <li>30. Area of observation with add/edit/delete/search option</li> <li>31. Detail Area of observation with add/edit/delete/search option</li> <li>32. UP progress appeal imp information with add/edit/delete/search option</li> <li>33. Management conclusion with add/edit/delete/search option</li> <li>34. Safeguard with add/edit/delete/search option</li> <li>35. Performance Assessment with add/edit/delete/search option</li> <li>36. Field Audit Visitor Type with add/edit/delete/search option</li> <li>37. Field Audit Visitor with add/edit/delete/search option</li> <li>38. Exit Meeting With UNO with add/edit/delete/search option</li> <li>39. Draft Audit Report Upload with add/edit/delete/search option</li> <li>40. Draft Audit Report Send with add/edit/delete/search option</li> <li>41. Submission of Financial database, Safeguard Compliance data base etc. to Audit Review Firm &amp; PMU with</li> </ol>

SL#	Name of the module	Description (functions, features)
		<p>add/edit/delete/search option</p> <p>42. Review, submission and upload by Audit Review Firm (Financial Audit, Management Report, Performance Assessment , Safeguard Compliance Assessment , Summary reports, Database) with add/edit/delete/search option</p> <p>43. Upload all final reports with add/edit/delete/search option</p> <p>44. Appeal hearing information with add/edit/delete/search option</p> <p>45. Finalization and upload of the eligible UPs following the reports of the Audit Review Firms by PMU in terms of BBG &amp; PBG-linked. With add/edit/delete/search option</p> <p>46. Bill recommendation with add/edit/delete/search option</p> <p>47. Communication with ICAB and upload with add/edit/delete/search option</p> <p>48. FAPAD auditor information with add/edit/delete/search option</p> <p>49. FAPAD field audit with add/edit/delete/search option</p> <p>50. Broad Sheet Reply &amp; Settlement of the objection upload with add/edit/delete/search option</p>
7	Monitoring & Evaluation	<ol style="list-style-type: none"> <li>1. Integrate MIS other module(Grant, Planning, ,Meeting ,Training, Audit, Accounts ,Procurement etc) for getting break down data to generate report</li> <li>2. Feedback system</li> <li>3. DF inspection form</li> <li>4. UP six monthly report form</li> <li>5. Create Action list based on report</li> <li>6. Get permission wise report list</li> </ol>
8	Accounting -PMU	<ol style="list-style-type: none"> <li>1. Create COA (Chart of account)</li> <li>2. Options to Entry form to enter fund receive from GOB and World Bank into account system</li> <li>3. Currency conversion module</li> <li>4. Component &amp; category wise fund disbursement module</li> <li>5. Component &amp; category wise fund expenditure module</li> <li>6. Entry component wise utilization data into the system</li> <li>7. Generate all kinds account related report</li> </ol> <p>Voucher Entry</p>
9	Payroll	<ol style="list-style-type: none"> <li>1. Entry employee information</li> <li>2. Individuals Salary Information and process</li> <li>3. Individuals Salary History</li> <li>4. Bonus for GOB deputation, Project recruited, Outsourcing employee</li> <li>5. Honorarium</li> <li>6. Entry Leave information &amp; Leave approval</li> <li>7. Pay roll Process</li> <li>8. All kinds Payroll related reports</li> </ol>

SL#	Name of the module	Description (functions, features)
10	Fixed Asset	<ol style="list-style-type: none"> <li>1. Create Accounting head for fixed asset</li> <li>2. Location Create</li> <li>3. Asset wise major :category</li> <li>4. Asset wise minor :category</li> <li>5. Asset book</li> <li>6. Asset Book update History</li> <li>7. Stock Asset List</li> <li>8. Create Stake Holder</li> <li>9. Release Asset from Maintenance</li> <li>10. Asset Distribution to Stakeholder</li> <li>11. Create committee</li> <li>12. List of all Asset</li> <li>13. Asset Maintenance</li> <li>14. New Asset Addition/ adjustment head wise</li> <li>15. Assign asset to project people</li> <li>16. Track asset movement</li> <li>17. View different report – Asset status – PMU</li> <li>18. Disposal process for asset with a minimum value , decided by committee formed[ Compliance – Environmental followed]</li> </ol>
11	UP Asset Register	<ol style="list-style-type: none"> <li>1. Develop UP asset register database and front end interface</li> </ol>
12	Web Portal	<ol style="list-style-type: none"> <li>1. Create CMS- Content Management System for web portal</li> <li>2. Create Template for web portal</li> <li>3. Create database for web portal</li> <li>4. Create admin panel for CMS</li> </ol>
13	LGD Integration	<ol style="list-style-type: none"> <li>1. LGD Court Type Entry Form</li> <li>2. LGD Case Info Entry Form</li> <li>3. LGD Law Branch -2 Entry Form</li> <li>4. Project information entry form</li> <li>5. LGD Evaluation Area entry form</li> <li>6. LGD Evaluation Indicator entry form</li> <li>7. LGD Evaluation Indicator Scoring Process info entry form</li> <li>8. LGD Performance Evaluation Score Entry Form</li> <li>9. LGD Organization Info Entry Form</li> <li>10. LGD Audit Firm Info Entry Form</li> <li>11. LGD Audit Apottee Info Form</li> <li>12. LGD Audit Nishpottee Info Form</li> <li>13. LGD Audit Onishponno Info Form</li> </ol>

## 2. Technology used in MIS system

The following developing tools & platform

Development Platform: JAVA

Database: Oracle Enterprise Edition

Framework: Groovy Grails

Reporting Tools: Jasper