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| **Terms of Reference | Management Information System (MIS) Specialist** |  |

Job Title: Management Information System (MIS) and Communication Specialist

Number of positions: 1

Duty station: Surkhet, Nepal

Mode of Contract: Annual, with 3-month probation period, extendable up to the project period based on satisfactory performance.

Report to: Project Coordinator

**Purpose**

To strengthen the capacities of the ASHA Project Coordination Unit (PCU), Technical Support unit, District Project Co-ordination Units and Service Providers (SPs) to implement, maintain and manage internal and external communications and to establish the rapid, efficient system of information management related to the Program activities including grant disbursement in close coordination with the Planning, M&E Officers and Monitoring, Evaluation, Accountability & Learning(MEAL) specialists and Officers through operation of GIS-based Management Information System (MIS). S/he will develop and implement appropriate information collecting tools and procedures and provide MIS training to the field level staff and beneficiaries as appropriate. The position will be based in Surkhet, with occasional visits to the project districts.

**Key Responsibilities and Duties**

The incumbent is responsible to record, compile, analyze and interpret the information and data from Management Information system (MIS). This includes the planning of a system for analysis of data and selection of appropriate software for data analysis.  S/he is responsible to provide creative support for internal and external communication efforts including print publications, web sites, electronic communication, community engagement, media and video productions. The MIS and Communication Specialist will provide necessary information and provide support to other thematic Specialists. S/he will regularly update MIS, website, generate reports as and when needed and will be responsible for day-to-day operation and management of MIS system of the ASHA. S/he will be responsible for reporting to Project Coordinator and work in close collaboration with Planning, Monitoring & Evaluation Officer, MEAL Specialists and Officers, District GIS Specialists of ASHA project.

A comprehensive MEAL system has been setting up to track ASHA’s performance against set targets and in line with this, the MIS and Communication Specialist has to perform but not limited to the following tasks:

1. Ensure the Management Information System (MIS) is robust enough to capture, monitor and report all the indicators mentioned in the logical framework and GIS based M&E framework.
2. Oversee the timely compilation of reports and follow-up physical and financial progress of sub-projects.
3. Work in close collaboration with Planning Officer, M&E Officers, MEAL Specialists, MEAL Officers and District GIS Specialists to take primary responsibility to further develop and improve the MIS. Develop modules and components to make the MIS more user-friendly, reliable and efficient.
4. Provide regular feedback to revise and update the formats and methods of the MEAL system.
5. Update and adjust reports and MIS software according to the guidelines and need of the Government, Donors and ASHA project to fulfill the Project Development Objectives.
6. Select appropriate software for maintaining database and data analysis.
7. Assist in procurement of IT hardware and services.
8. Backstop, on-site support and capacity strengthening of ASHA Project staffs regarding MIS, Accounting software.
9. Ensure up and running Network System.
10. Update communication strategy and plan, elaborate and execute activities in line with that.
11. Maintain Project's website and social media sites(Facebook, Twitter and YouTube) such as daily monitoring, posting and content development.
12. Ensure that relevant programme materials such as reports(monthly, trimester, annual etc.), case studies, project briefs, success stories, fact sheets, info-graphs, picture stories, videos, web resources, brochure etc. are timely developed and disseminated to government, donors, stakeholders, target groups and project team through relevant media and network channels.
13. Ensure that the meeting minutes of PCU, TSU and DPCUs are timely disseminated to project staffs
14. Provide support to district staff as needed related to the use of communication platforms in the district.
15. Monitor and evaluate the use and effectiveness of MIS, Accounting software, communication and reports.
16. Perform any other tasks suggested by Project Coordinator and TSU MEO.

**Qualifications and Experiences:**

* At least Bachelor degree or equivalent in Computer/Information Technology (IT) Engineering or related field with minimum 5 years of experience in Management Information System. Should have experience in designing database of MIS/DSS using Oracle/MS SQL Server, CSPro (Census/Statistics), JAVA/PHP/.Net., or
* Master degree or equivalent in Computer/Information Technology (IT) Engineering or related field with Minimum 3 years of experience in Management Information System. Should have experience in designing database of MIS/DSS using Oracle/MS SQL Server, CSPro (Census/Statistics), JAVA/PHP/.Net.
* Preference will be given to the candidate with experience in web based MIS application design/development with GIS integration.
* Training/certification on database management and system administration is preferred.
* Experience in web design, publication, and graphic design.
* Working knowledge of MS Office; photo and video-editing software.
* Demonstrated skills in writing and editing.
* Strong organization, communication, and interpersonal skills.
* An ability to work independently, within an interpreted framework of the project’s requirements.
* A good understanding of project planning, project formulation, prioritization, monitoring, evaluation and analysis.
* Good interpersonal, social relationship and team work environment.
* Report writing in both English & Nepali language.
* Fluency in English & Nepali (speaking, writing, and reading skill).

**Benefits and Remuneration**

Salary, allowance and leave: As stated in the Working Procedure for Recruitment

**Performance Assessment**

The performance assessment of the consultant will be based on the quality and timely completion of or contributions to Project outputs and activities, including, but not limited to, the following:

* Set up and perform in GIS based MIS as per MEAL system.
* Upgrade MIS system appropriately.
* Update database in line with overall M&E system developed.
* Select appropriate software for maintaining database and data analysis.
* Assist Project Coordinator & MEAL Specialist in procuring SA services for networking system, GIS & M&E, development and upgrading MIS, computer maintenance/network systems required.
* Backstop ASHA staffs regarding MIS as per needs.
* Maintain up-running Network System.
* Ensure regular backup of MIS database and electronic documents stored in computers.

The Project reserves the right to terminate the contract if the performance of the consultant is assessed as being unsatisfactory

The Terms of Reference are subject to revision/update as per requirement of the Project based on planning trajectory, design changes, and lessons learned, to achieve effective results.