

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division

Improvement of Urban Public Health Preventive Services Project
(World Bank financed Urban Health, Nutrition and Population Project, IDA cr.
7402-BD)

Terms of Reference (ToR)
for
Management Information System (MIS) Specialist (National)

1.0 Background

The Government of the People's Republic of Bangladesh ("GoB") has received a credit from the International Development Association ("IDA") for implementation of the "Urban Health, Nutrition and Population Project", implemented by the Ministry of Health and Family Welfare ("MoHFW") and the Ministry of Local Government, Rural Development & Cooperatives ("MOLGRD&C"). The Project has two components – the Second Component is being implemented by the Local Government Division ("LGD") under the Project Name – **"Improvement of Urban Public Health Preventive Services Project (UPHPSP)"**. The main goal of the Project (Component 2) is to develop systems and capacities of LGD, City Corporations and Municipalities (i.e., called "Pourashava") for delivering public health preventive services such as BCC (mosquito) control, outhouse medical waste management, mitigating air and sound pollution and climate change effects on public health, behavior change communications to promote healthy lifestyles and creating awareness as well as community-driven interventions for addressing non-communicable diseases ("NCD"). The geographical areas of the project are Dhaka North City Corporation ("DNCC"), Dhaka South City Corporation ("DSCC"), Chattogram City Corporation ("CCC"), Savar Municipal Corporation ("SMC") and Tarabo Municipal Corporation ("TMC") areas.

UPHPSP (i.e., Component 2) will support delivery of environmental health and preventive services primarily in the above mentioned locations through: (a) development and implementation of a comprehensive strategy for integrated BCC surveillance and management, including capacity building and institutional strengthening of local bodies; (b) support for behavior change communication and outreach interventions in the citizens of the urban areas, including for air and noise pollution effects among the stakeholders; (c) tree planting for climate change; (d) revision and/or development and implementation of strategy, arrangements, practices, guidelines, policies, and standards for outhouse medical waste management ("MWM"); and (e) support for day-to-day administration, management, monitoring, and coordination of the project, including financial management, procurement, monitoring and evaluation ("M&E"), citizen engagement, and environmental and social ("E&S") management.

LGD is the lead implementing agency of the Project (Component 2). The LGD is establishing a Project Management Unit ("PMU") headed by a Project Director. He will be assisted by one Deputy Project Director ("DPD"), other Project staff and outsourced staff including a team of twelve (12) individual consultants. The PMU will be responsible for core project management functions and the coordination of Project activities implemented by three city corporations and two municipalities. The team of consultants will assist the PMU and report to the Project Director.

The LGD intends to apply a part of the proceeds of this credit to hire an MIS Specialist for the project as an individual national consultant.

2.0 Objective of the Assignment

The main objective of this consultancy assignment is to assist the PMU in managing and monitoring the digital platform to be established under LGD for vector management and outhouse medical waste management system.

3.0 Scope of Services

The MIS Specialist will closely work with the PMU staff, consultants, outsourced staff, and stakeholders to help implement the project successfully together. The Specialist will review the Development Project Proforma (“DPP”), the Financing Agreement, the Project Appraisal Document and other Project documents and determine his/her duties, roles, responsibilities and scope of services under the Project. the scope of work of the MIS Specialist will include, but are not limited to, the following tasks.

Task 1: The MIS Specialist will undertake to perform the services with the highest standards of professional and ethical competence and integrity and try his/her best efforts to achieve the desired goal and objectives of the project.

Task 2: The MIS Specialist will be responsible for managing and monitoring the digital platform to be established under the LGD and will the MIS team for its operation and management.

Task 3: The MIS Specialist will, with the help of other PMU specialists (especially M&E Specialist), contribute to the design of an MIS for the project to monitor the project activities and progress and ensure the system is continuously updated and data used for project implementation, monitoring and evaluation purposes.

Task 4: The MIS Specialist will prepare the terms of reference of a consultant firm that will develop the MIS for the project and integrates this with the existing MIS of the LGD (as required by the PMU).

Task 5: The MIS Specialist will assist the PMU in developing and ensuring proper institutional procedures for timely entry of accurate data by City Corporations and Municipalities.

Task 6: The MIS Specialist will maintain the operational aspects of web applications, integrity of records in the database, ensure its availability to the end users and arrange training of the users through the MIS firm. The MIS Specialist will ensure adequate data storage, back-up and data privacy systems are in place.

Task 7: The MIS Specialist will, with the help of other PMU specialists (especially the Procurement Specialist) in preparing necessary technical documents, evaluation and contract management of services and goods related to MIS, as deemed necessary by the Project Director/DPD.

Task 8: The MIS Specialist along with other specialists/experts will provide training on Development MIS, M&E & GIS Systems (i.e., Module 8 as suggested as part of the core training in the DPP) to the staff of City Corporations, Municipalities and project staff and other stakeholders.

Task 9: The MIS Specialist will assist the PMU in preparing reports, documents, factsheets or similar instruments for discussion and decision in the Project Implementation Committee and the Project Steering Committee meetings and the World Bank Supervision Mission meetings.

Task 10: The MIS Specialist will contribute to the preparation of the project completion report (“PCR”) from his/her respective areas.

Task 11: The MIS Specialist will carry out any other task relating to the Project, City Corporations and Municipalities (as cited in the Project) as and when required or assigned by the PMU.

4.0 Reporting and Deliverables

The MIS Specialist will prepare and submit the following reports/documents on a one time and/or recurrent basis to the Project Director and the PMU for his/her duties and responsibilities.

- (a) Inception report within one (1) month of the effectiveness of his/her contract.
- (b) Reports and/or Documents as mentioned in Paragraph 3.0 as and when required.
- (c) Any other reports relating to MIS management issues.

5.0 Duration of the Assignment

The duration of the assignment for the MIS Specialist will be [48] calendar months. The Project duration is estimated up to 30 June 2028. The duration of the assignment may be increased or decreased depending upon the performance of the MIS Specialist, the needs and budget allocated for the Project and the duration of the Project. The PMU will carry out performance assessments of the incumbent on an annual basis. Continuation of the contract will depend on satisfactory performance of the MIS Specialist.

6.0 Academic Qualifications and Experiences

The MIS Specialist must have at least Master’s Degree or equivalent in Computer Science, Statistics, Engineering, MIS, IT or any other related discipline. The MIS Specialist should have at least fifteen (15) years of general work experience, of which seven (7) years in the role of managing large-scale MIS and database management of web-based application in national/international organizations. The incumbent should have practical knowledge of standard operating systems, database design, etc. The incumbent having additional professional certification on database administration and MIS would be given preference. The incumbent should have high level of proficiency in written and spoken Bangla and English, report writing, analytical skills and computer literacy. The incumbent should be a team player.

7.0 Institutional Arrangement

The MIS Specialist will carry out his/her responsibilities and duties under the general supervision and guidance of the Project Director. He/she will report to the Project Director in close collaboration with other officials/consultants of the Project. The duty station will be at the PMU established in Dhaka city.

8.0 Facilities and Services to be provided by the PMU

The PMU will provide the necessary office space, office equipment and furniture, stationery, data, information, documents in connection with the Project and other logistic services. The PMU will provide transportation facilities for field trips, as required.

9.0 Selection Method

The MIS Specialist will be selected following the Selection of Individual Consultants as set forth in accordance with the World Bank Procurement Regulations for IPF Borrowers, Fourth Edition, November

2020 (the “Procurement Regulations”), the Public Procurement Act, 2006 and the Public Procurement Rules, 2008 (together the “National Procurement Laws”).