TOR for design, development and maintenance of skills portal

1. Back Ground

JEEViKA has initiated the skill and placement program and trained & placed around 30,000 youth till March 2016. At present BRLPS has a functional Management Information System (MIS) that captures different sources of information and shares different practices and tools among staff and stakeholders. The data is systematized manually and shared through email and other online tools such as google docs and drobox. However, at the moment the system is not integrated or interactive and does not allow for rapid and efficient search and analysis of information or sharing of best practices. The project will have a MIS which will provide an integrated solution for data collection, management and reporting and streamline data entry in order to ensure easy availability of reports at all levels; a system that will assist with the process of need assessment, offer data for the research and provide indicators of the substance use problems in the community which will be as per the guidelines of the Jeevika Skills.

Project had agreement with Frux Software Solutions Pvt. Ltd which was working with JEEViKA for last two year and has developed the basic JOBs MIS. Now the agency has submitted the source code to BRLPS.

The dedicated MIS which will capture the activities of present skill partner's right from candidate mobilization to post placement tracking is needed, as there are 41 partner agencies operative under DDU-GKY and 3 Partner agencies under the World Bank project. During the financial year 2016-17 the nearly 75000 youth will be trained and placed and in next 6 years nearly 5 lacs youth will be trained. Keeping in mind the magnitude of this task, which involves collecting detailed data of trainees, employers, training partners, post placement tracking etc, it would be appropriate to assign the task of upgrading JOBs MIS to an organization that has already developed MIS for a similar program magnitude, and has a team of experts, who could understand our needs and can dedicate a team to build MIS for BRLPS on a priority basis.

2. Scope of Work

Whilst the consultant is at liberty to propose his work methodology/scheme that would adequately result in the expected deliverables in annexure 1., the following activities are suggested as forming the core of this assignment but are not limited to (need based additions/modifications can be made in activities) :

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2.1 Activity 1:

The consultant, as part of project deliverable shall study the Guidelines of Jeevika Skills, to conduct comprehensive assessments and come out with detailed requirement in the form of requirement specifications for Management Information System. The consultant should also conduct meetings with the staff and management to gather requirements for the proposed system.

2.2 Activity 2:

Development of:

a) Work flow based system resulting in more transparency in operation with appropriate provision for "maker-checker.

b) Interface with 3rd party software for data exchange to have all skill training related data for MIS in one database developed and web services**.**

c) System linkage with database through re-designing of MIS to process, store and retrieve required data and reporting procedures for regulations and management as per requirements BRLPS.

d) Decision Support System (DSS) hosting, tools models interfaces and reporting procedures to provide assistance in determining and evaluating alternative courses of action for operation and management of skill development training program.

e) An automated timeline indicator.

3.3 Activity

3: BRLPS requires following reports to be generated on the MIS

a) The system shall provide a facility for generating and viewing MIS reports for all sort of activities during a specified period (daily, weekly, monthly, yearly and any user defined period).

b) The MIS should support both graphical and Textual output.

c) The system shall provide MIS reporting with multiple "Slice & Dice" options to generate reports in flexible formats based on user specific needs.

d) The system should be capable to model a reporting format.

4.4 Activity 4: Pilot test System

After the development, the system will be first tested by the Client; the testers from consultant shall identify and fix any bugs before final deployment. Consultant should also support client in terms of stabilization and making the system acceptable by the end users.

5. Implementation Plan

a) Develop an appropriate implementation plan

b) Identify the training requirements for the BRLPS staff, and any relevant stakeholders.

c) Suggest a high level approach for conducting the professional development training for all the stakeholders in an efficient and effective manner to ensure ownership of the process and quality implementation of based on the established standards.

d) Identify resources required for implementing the upgraded system and provide an estimated break-down budget for these resources.

6. Time Frame

The assignment will be approximately for two years, which includes designing, development, testing and maintenance of portal for two years. However, the implementation of this assignment may be stretched to support the team if deemed necessary.

7. Key Deliverables

The key deliverables are as follows:

a) The Consultant shall perform the upgrade/re-design proposed MIS Software based on approved functional and system requirement specifications and finalized system designs.

b) Develop of skill MIS which will be real time.

c) Develop Training module/User interface/Training cases for the users.

d) Adequate server hosting environment for the developed MIS.

e) Software architecture design

f) Source code, Database script, content and important documentation to the client.

g) Development of MIS and web application hosting.

h) Maintenance and support web server maintenance, Database server maintenance and backup of database.

i) Training of all stockholder and jeevika internal staff.

j) Module development & Maintenance.

k) Source code submission with proper documentation.

l) Customization and maintenance of software as per requirement.

m) Integration with core MIS of Jeevika.