

Terms of Reference for Management Information System Specialist

Background:

Government of Sindh, under its Accelerated Action Plan for Reduction of Stunting and Malnutrition (AAP) is making efforts to address the issue of stunting and malnutrition in the province. The goal is to reduce stunting from 48% to 30% in first five years (by 2021) and to 15% by 2026 in Sindh by expanding coverage of multi-sectoral interventions that are known to reduce stunting in first five years of children's lives.

Each component sector of the program, i.e., Health, Livestock, Education, Population, Local Government and Agriculture will implement sectoral communication strategies about the stunting-reduction actions and achievements.

A Provincial Task Force has been constituted as a decision-making body to supervise the implementation of the AAP, for which a Secretariat under the leadership of Program Coordinator for Nutrition has been established. An organizational set up comprising of a Program Coordinator for Nutrition assisted by Deputy Program Coordinator and the Procurement, Financial Management, Communication, Monitoring & Evaluation and Environment Specialists has been finalised, which will function in close liaison with the Nutrition Section of the Planning and Development Board, Sindh, to ensure smooth implementation and monitoring of the prioritized package of multi-sectoral interventions under the AAP.

Given the inadequate results of previous input-based projects, this project would use a result-based approach to link disbursements to the achievement of pre-defined disbursement-linked indicators.

Overall Job Objective:

An experienced and dynamic MIS Specialist is required to contribute in the implementation of the AAP effectively, by providing support for establishing and strengthening the MIS System at AAP as related to stunting and to build up an IT Data Security Infrastructure of the Project; in accordance with the World Bank's and Government's stipulated guidelines (as applicable).

Objectives of the Assignment:

The **MIS Specialist** shall be the focal person for carrying out all IT related functions in the AAP. S/he will work under the direct supervision of the Programme Coordinator- Nutrition for AAP and will be responsible for providing assistance and technical guidance; and for executing the MIS activities. S/he will support improvements in the implementation and performance of project; and assist in the establishment, harmonization and improvement of MIS policies and procedures, consistent with effective project management. This requires close coordination and communication with all stakeholders, external consultants and field staff where appropriate. S/he will be responsible for the development of all the related Information System documentation and its implementation thereof which will serve as the basis for all managerial decisions. S/He will

support the functionalization and updating of M&E Dashboard, and support creation of a robust MIS of the program (AAP)

Scope of Work:

The scope of work as specified below is intended to describe the general nature and level of work to be performed by the MIS Specialist:

1. Develop and document comprehensive Information Systems for information and communication technology related required to be put in place to support project objectives,
2. Monitor day-to-day implementation of the project activities, analyze problems that hamper their implementation and suggest the coordinator on appropriate measures to ensure timely delivery of required outputs and achievement of measurable results related to Information and Communication Technology,
3. Develop technology frameworks/tools to assist in program and impact assessments, work progress and project data analysis, providing also recommendations for improvements to current processes/offerings,
4. Provide support for system functional, operational and technical issues;
5. Develop MIS process improvements for increased efficiency;
6. Maintain and support MIS activities;
7. Filter and “clean” data by reviewing reports and performance indicators
8. Identify, analyze, and interpret trends or patterns in data sets
9. Create and generate reports in timely and accurate manner;
10. Conduct system training to appropriate staff on regular basis;
11. Train users on new applications and upgrades;
12. Coordinate with cross-functional teams to resolve complex problems/issues;
13. Provide technical support to ensure that hardware and software systems are fully functional;
14. Support the functionalization and updating of M&E Dashboard, and support creation of a robust MIS of the program (AAP)
15. Support developing systems of data collection with AAP (TFS) & AAP Sectors, and streamline collating data, and data analysis
16. Identify, analyze, and interpret trends or patterns in data sets
17. Prepare periodic data analysis reports for AAP management
18. Consolidate database with (selected) findings from other reliable surveys and third party validations: e.g. National Nutrition Survey (NNS), Pakistan Social and Living Standards Measurement (PSLM) Surveys, UNICEF/EU & other partners survey data (global and local), and Multi Indicator Cluster Survey (MICS) data.
19. Any other relevant task assigned by the Competent Authority.

Qualification and Experience:

- At least a Master’s degree from Higher Education Commission recognized University Computer Sciences/ MIS/ Computer Engineering / IT or relevant discipline from reputable local or foreign institution. A certificate/diploma in MIS from reputable local or foreign institution will be accorded due weight-age.

- Should have at least 8 (Eight) years' experience in MIS/IT/Data Management Field with the public / private projects.
- Proven ability to work in a collaborative, team environment.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).
- Must be well versed with database (selected) findings from other reliable surveys and third party validations: e.g. National Nutrition Survey (NNS), Pakistan Social and Living Standards Measurement (PSLM) Surveys, UNICEF/EU & other partners survey data (global and local), and Multi Indicator Cluster Survey (MICS) data.

Skills

Excellent communication skills in English & Urdu.

Selection Process:

- An individual consultant will be selected in accordance with process stipulated under “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016).