

Terms of Reference (ToR)

State Coordinator, Management Information System (MIS) Cell at State Child Protection Society, Assam

Job- description of State Coordinator, MIS Cell, Child Protection

Job title:	State Coordinator, MIS Cell, SCPS Assam
Location/ Based at:	State Child Protection Society, Assam 1 st Floor, House no. 46, Survey Bus Stop, Guwahati- 28, Assam
Travel:	Within and Outside Assam for around 7-10 working days in a month.
Reporting to:	Member- Secretary, State Child Protection Society, Assam

Activities:

1. Liaison with representatives of various statutory bodies, government line departments, ICPS functionaries (both at state and district levels), NGOs and UNICEF to collect, collate, compile and share information with regard to various aspects of child protection, including with organisations associated with the Gauhati High Court;
2. Network with relevant agencies (both in the government as well as outside) in order to collect information and for strengthening of the MIS mechanism for Child Protection in SCPS, Assam;
3. Attend various meetings and trainings for capacity building, networking and facilitation, with due approval of the Member- Secretary, SCPS, Assam;
4. Developing specific formats for stake holders when required and also to develop formats of data collection to analyse child protection issues in the state.
5. Compiling State Resource Directory on Child Protection services in the state and update the same in regular intervals.
6. Document lessons learnt with regard to missing, rescued and reintegrated children.
7. Prepare expense statement and Fund Request with regard to the MIS Cell on a quarterly basis for submission to UNICEF;
8. Provide all necessary support to the Member- Secretary, SCPS Assam as sought from time to time, for strengthening data management system and proper documentation with regard to child protection.
9. The working hour, holidays and leaves for the Coordinator will be in accordance to the standards as prescribed and practised by Directorate of Social Welfare, Government of Assam for other SCPS staff. Procedure of availing leave will be in accordance with other staff of SCPS, Assam.
10. Coordinate and facilitate the updating of CP MIS portal on a regular basis in close convergence with all key functionaries and stakeholders and report back to Member Secretary, SCPS Assam.

Further the MIS Coordinator (ICPS) is required to-

- a) Streamline the reporting formats under ICPS and bring greater synergy and cohesiveness in field level reporting because of increased efficiency and coordination with various sectors within SCPS, Assam;
- b) Correct the errors in the data sheet for monthly CWC and JJB reporting in the Child Protection Bulletin, and help in initiating required programmatic interventions to strengthen the juvenile justice delivery system;
- c) Facilitate capacity development of Data Entry Operators (DEOs) from DCPUs (responsible for CWCs and JJBs) to strengthen the reporting system on juvenile justice delivery in Assam;
- d) Establish linkage with various line departments to collect information and leverage data on child protection related issues;
- e) Collect, collate and support analysis and reporting for 'Secondary Data Analysis on Trafficking in Women and children in Assam' (published and released in March 2014);
- f) Facilitate and coordinate the first ever study on pendency of cases before JJBs of Assam ([published in November 2016);
- g) Online filing of Monitoring reports to MWCD, GoI under ICPS on a quarterly basis is streamlined and done on time.

- h) Training with P&R Homes on Case Management and Reporting under Ujjawala is completed.
- i) Strengthened the data entry mechanisms for 'Track Child' portal;
- j) Rolled out ICPS Scorecard in 2 districts of Assam (Kamrup- Metro and Kamrup).

Key deliverables:

1. ICPS monitoring format updated on a monthly basis (within the 5th of the next month);
2. To collect all data from stake holders from the District Level and collate the same for quarterly submission to MWCD, Gol on time;
3. Provide monthly compiled data on CWC and JJB to the Editorial Board of SCPS, responsible for JJ News Letter and other IEC materials;
4. Monthly report sent to UNICEF, Assam (within 5th day of the next);
5. Quarterly UC and Fund Request sent to UNICEF, Assam (within 10th day of the 4th month);
6. Data collected, collated, compiled and shared within given timelines with relevant stakeholders- within and outside SCPS;
7. Adequate and appropriate MIS tools and systems developed and made functional, in consultation with Programme Managers in SCPS;
8. Coordination through proper facilitation among various colleagues within SCPS, Assam, including State Consultant- ICPS and various external stakeholders in relevance to child protection.
9. Implement CP MIS in its totality in close coordination with everyone in SCPS and DCPUs in Assam.

The detailed budget and Job- description of the position of "State Coordinator- MIS Cell, SCPS Assam" is given below:

I. Budget of MIS Cell, Child Protection at SCPS: January to December 2012.

Sl. No.	Budget Head	UNIT			Total (in INR)
		Cost (in INR)	Number	Frequency	
1.	Salary of State Coordinator- MIS Cell, SCPS	Rs. 35,000	1 Coordinator	12 months	Rs. 4,20,000.00
2.	DSA and Travel of Coordinator	Rs. 2,000	1 Coordinator	12 months	Rs. 24,000.00
3.	Mobile allowance and other communication expenses	Rs. 2,000	1 Coordinator	12 months	Rs. 24,000.00
Total:					Rs. 4,68,000.00

Handwritten signature and date:
15/7/12