

## Terms of Reference

### MIS Officer – Software Programmer

#### Background

Integrated Child Development Scheme (ICDS) is a flagship program implemented in the state of Assam since 1975 through a network of 62153 Anganwadi Centres (AWCs) across 230 ICDS projects covering all the districts. The primary objective of the scheme is to provide nutrition and early childhood care services and monitoring of growth and development of children at the village level. Currently, the monitoring data (monthly progress report) of the implementation is captured manually at the AWC level and compiled at circle level and sent to project, district and state level. This results in delays in data reporting and huge loss of data at all levels, including errors.

In view of this, the Directorate of Social Welfare has initiated a process to roll out web-based Management Information System (MIS) in collaboration with UNICEF and supported by a professional agency. This system would be built on the existing MIS software being used in the state of Madhya Pradesh initially to capture MPR right from AWC level followed by building into the individual child tracking system.

These efforts would be further supported and streamlined by MIS cell established under ICDS program wing of Directorate of Social Welfare. The MIS Officer (Software Programmer) would form the core team of DSW for development, testing, roll out and maintenance of the web-based MIS in close collaboration with the professional agency.

#### Purpose of the position

The Programmer is tasked to regularly update and maintain the Management Information System (MIS) of the ICDS Program and further develop and roll out individual child tracking system. He or she will also design and undertake capacity building programs (training) for all the functionaries involved in MIS administration.

#### Key Tasks & deliverables

- To work in software tools and packages in the area of MIS application under ICDS project including planning and scheduling of all monitoring, evaluation & quality control activities.
- Development of management information system and child tracking system for ICDS in collaboration with professional agency
- System Designing and Analysis of database Management related to ICDS
- Develop customized reports as per requirement
- Periodic update of web site
- Preparation of MIS report and periodic updating of data
- Preparation of project related documents and news-letter for publication
- Feedback on monitoring and quality control data
- Periodic maintenance of computer hardware and software data
- Sharing information with officers of implementation of project

- Train the field staff/Officers implementing the scheme for capturing information movesystematically.
- Liaise with Program stakeholders to ensure up-to-date, accurate, and clean data using software coding and application of cleaning algorithms;
- Facilitate communication lines between and among data specialists, M&Especialists, and other stakeholders for the development needs of MIS;
- Support installation, operation, and rollout of the MIS system;
- Modify supporting documentation as required (system, help, administrator, etc.)
- And update and develop the web-based dashboard, which was created using PHP, Java,and MySQL.
- Any other work assigned by Director of Social Welfare related to computer programming including training, monitoring etc.

### **Knowledge, Skills and Experiences Required**

#### **Qualification:**

Post-Graduate / Graduate in Computer Applications or equivalent with at least 3 years of hands on experience incomputer applications and Software Programming.

#### **Experience:**

- Five (5) years of experience in .net, PHP, Java, and MySQL software development
- Experience in web deployment and security
- Experience and knowledge on cleaning data and database design and development
- Capacity to document software developments
- Able to communicate well e.g. translation of complex and technical language to simple terms for the Program stakeholders

#### **Required Personal Attributes:**

- Commitment to contribute to quality service delivery;
- Respect for cultural and religious diversity;
- Flexible and has ability to work under considerable pressure;
- Self-motivated and proven ability to take initiative;
- Excellent interpersonal skills and has ability to work effectively with others particularly in a cross-cultural and fragile environment;
- Sound judgment and common sense.

#### **Other details**

Age Limit: Not exceeding 35 years

Emoluments: Rs.40,000 per month

Reporting to: Director Social Welfare

Place of Posting: DSW Office, Guawahati

Duration of Contract: To be sustained as per UNICEF support.