

## **TERMS OF REFERENCE**

- Position Name** : IT Consultant/Agency
- Project** : Seventh Operational Phase of Small Grants Programme in India
- Reports To** : SGP National Coordinator/ IT Head

### **About the Project:**

Under the overall guidance of the Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India; United National Development Program (UNDP), India in association with The Energy and Resources Institute (TERI) is implementing the GEF Seventh Operational Phase of the Small Grants Programme in India (SGP-OP7).

The project aims to enable communities and organization to take collective action for socio-ecological resilience and sustainable livelihoods for local and global environmental benefits in three key landscapes in India. It will provide financial and technical support to local communities, community-based organizations (CBOs) and civil society organization (CSOs) mostly in poor and often remote areas for initiatives that conserve and restore the environment while enhancing people's livelihoods and wellbeing. The projects will focus on the thematic areas: Biodiversity, Land Degradation & Climate Change adaptation and mitigation and will be implemented in three regions in the country: (a) highlands of the Northeast, (b) Central Semi-arid region of India and (c) Indian coastal regions; in the State of Assam, Meghalaya, Maharashtra, Tamil Nadu and Madhya Pradesh.

### **About TERI:**

TERI is an independent, multi-dimensional organization, with capabilities in research, policy, consultancy and implementation. We are innovators and agents of change in the energy, environment, climate change and sustainability space, having pioneered conversations and action in these areas for over four decades.

TERI is inviting applications for the position of IT Consultant /Agency for the said project.

## **PURPOSE OF POSITION:**

Under the guidance and direct supervision of the IT Head and SGP National Coordinator, IT Agency will perform the following duties and depute the resource at TERI's office, New Delhi:

### **Scope of Work**

To continuously monitor the progress of projects under the SGP, CPMU requires a smart online monitoring system, such that project results can be monitored in real time using quality data. Broadly, the system will provide two functionalities:

- Let NGOs report technical and financial data in a timely and pre-prescribed manner.
- Let CPMU view project progress in a form of a dashboard that summarises key information at the NGO level, and at the Programme level.

The Service Provider will aim at developing a monitoring system for the project. The Service Provider will assist the project in developing and design a practical monitoring system with regards to the how to store and analyse data. The online system will provide the dual functionalities to upload progress reports, as well as input data regarding project tasks, milestones, fund utilisation and knowledge management.

### **Broad System Requirements**

- **Project Summary Dashboard:** The key profile page for each NGO providing project-level information and NGO level information, including funding, fund utilisation, timelines, payment schedules, project status, etc.
- **Technical Monitoring Section:** A dedicated section where NGOs will report technical activities, tasks, and milestone, with functionality for displaying pending reporting activities.
- **Financial monitoring Section:** The financial monitoring system will have two functionalities: Uploading of quarterly progress monitoring report, and continuous and itemised reporting of fund utilisation, with real time functionality displaying updated balance of funds in relation to the project budget.
- **Create an e-learning platform** where community of practice for CBOs, NGOs, and other partners are able to share experience and good practices.
- Platform should have **provision to foster partnerships** for upscaling and replication.

## **Data management and visualisation**

The Service Provider will be responsible for building and managing the database of NGO partners collated through the OMS. Additionally, the database should allow CPMU to generate reports pertaining to financial and technical data at the NGO, as well as program level.

## **Eligibility Criteria**

- Minimum turnover of INR 25 lakhs per annum
- B.Tech/ MCA/ M.Tech/MSc professionals with PMP certification
- Prior experience with government agencies

## **Knowledge, Skills, Abilities**

- Strong Experience in application development using .net and PHP.
- Strong understanding of object-oriented programming.
- Skilled in writing reusable libraries, web services and APIs.
- SQL Server/Oracle experience with database models, security, tables, views, stored procedures and triggers.
- Experience in working with interfaces, structures and database interactions using programming languages.

## **Timeline**

One year