

FCDO Nepal Skills for Employment Programme (सीप)
**Job Description: Short-term Data Management System (MIS) Development
Consultant / Technology and Product Development Specialist**

Duty Station: Kathmandu, Nepal (with potential travel in Nepal to Lumbini Province and P2 Provinces)

Background:

UKaid सीप is brokering transformational partnerships with the private and public sector to propel growth of employment and entrepreneurial opportunities in priority sectors – commercial agriculture, light manufacturing, tourism, ICT, and construction – primarily in Province 2 and Lumbini Province. सीप uses an innovative Challenge Fund to expand market-aligned skilling, affordable financial products, and ethical migration services linked to gainful livelihoods for Nepali youth—especially migrant returnees, women, and other socially and economically excluded groups. To date, सीप has partnered with 13 private sector partners.

Role and Responsibility

Work with the सीप team and partners to co-develop a MIS system that enables more efficient data collection/reporting, documentation, analysis, management, and sharing process for सीप – externally with partners and internally within the team. This role will entail the following and is expected to proceed in a phase-wise manner with the associated level of effort (LOE) proposed below:

- 1) Consult with सीप team and partners to understand the needs, gaps, and processes that exist currently and review existing systems at सीप and selected partners to determine changes and refinements required in the new and improved MIS system. (estimated LOE: 5 days)
- 2) Conceptualize and present the plan for the new MIS system, outlining the recommended platform(s) and process for the new system. Finalize a set of business requirements based on consultations; and upon their approval, work on finalizing the technical specifications. (estimated LOE: 5 days)
- 3) Once there is agreement with the business and technical requirements, develop the MIS system. (estimated LOE: 15 days)
- 4) Rolling out the system with orientations to सीप's team and partners to build capability for system management. (estimated LOE: 3 days)
- 5) Provide follow-up support as needed to trouble shoot issues (e.g. bugs in the system). (estimated LOE 10 days over a 6 months period)

Required Skills

- 15 years' experience in Database Design and Implementation
- Demonstrated experience of developing similar Monitoring, Evaluation and Learning (MEL) MIS system for private sector/development institutions.
- Proven ability to work with the private sector, including training institutes, to improve their MEL and MIS strategies, plans, and systems.
- Strong analytical and creative-thinking skills along with co-creation and human-centered design thinking abilities.
- Excellent communication skills (written and verbal) in English.
- In-depth understanding on the use of information systems management and how organizations share, store, search for, and analyse data.
- Excellent knowledge in using software such as Cloud Based Database, Power BI, and others.

Deliverables and Outputs

This contract is a set for completion of deliverables as follows:

- Business Requirements Document: Project scope of work identifying business requirement for establishing a programme MIS system.
- Technical Specifications Document: Outlining the scope of technical requirement for establishing programme MIS system that addresses all business requirements.
- Associated user manual/guide as well as turnover of source code and other documentation.

Format for Submission of Application Eligible applicants are required to provide a resume to not exceed 3 pages along with samples to previous works of relevance at recruitment@seepnepal.com by 9th February, 2021.