

ToRs for CSO for Data Collection of PIS Services Data & Village Profiles of

District Lasbela

PIS Data Collection Project Lasbela	
Project Title	Assistance to Governance Reforms & Practices in Balochistan (AGRP-B) Project
Activity Type	Hiring of services of CSO for data collection for District Lasbela
Duration	Six months
Project start date	March 1 st 2010
End date	August 31 st 2010
Reporting to	Regional Project Advisor AGRP-B South Region
Project Location	Lasbela
Country:	Pakistan
Posted On:	Feb 15, 2010
Last Date to apply:	Feb 25, 2010
Experience/ requirement:	<ul style="list-style-type: none"> • Five years experience of working in social sector for project implementation/management • Have good net work with the Local CSOs & CBOs in the district • Registered under the registration acts (SW 1961, Societies ACT 1925)
Skills and competencies	<ul style="list-style-type: none"> • Working experience with national & international donors/ organizations • Have sufficient human resources and logistics at district Lasbela • Have field experience of data collection in the District
Description:	
	<p>Background:</p> <p>AGRP-B is working on strengthening and alignment of institutions and striving to improve the access to information for effective decision making, planning and monitoring at Provincial and local Governments level.</p> <p>The Assistance to Governance Reforms and Practices in Balochistan (AGRP-B) Project develops a user-friendly district based Participatory Information System (PIS) with active participation of beneficiary government departments to be used for planning, implementation, management and monitoring of local level public services. The Project would establish District Management Information Centre at DCO Secretariat. The district level database would facilitate the planners and decision-makers to appraise the spatial, gender disparities, and suggests priorities for intervention in the neglected areas. The data reflects the performance of public services and future requirements of a particular community at village through MIS and GIS reports.</p> <p>Objectives</p> <p>Data Collection of PIS Services Data & Village Profiles of District Lasbela for planning, management and monitoring of public services</p>

by the stakeholders in district Lasbela

Duties & Responsibilities

- The CSO would assist AGRPБ for implementing PIS project of data collection of health, education, livestock and PHE departments including village data on prescribed formats & procedure to be provided by the AGRPБ in all the 25 Union Councils of district Lasbela.
- The CSO would also ensure capturing of accurate GPS coordinates of all services. The GPS would be provided by AGRPБ that will be returned back to in the same condition as provided by the AGRPБ once the project is completed.
- In order to get all stakeholders on board CSO would help AGRPБ to hold orientation sessions at tehsils and district level to introduce PIS, its objectives and need at district level for planning, decision making and monitoring of services. As well as the CSO would be extending support for organizing data sharing workshops at Tehsil and district level once the data is compiled and GIS maps are generated.
- The Tehsil Level Monitoring & Evaluation Officers of AGRPБ Project would monitor the work of CSO to ensure quality data collection.
- The CSO would facilitate AGRPБ for validation of collected data and maintain good liaison between AGRPБ and line departments.
- The CSO in coordination with AGRPБ Project would be responsible for recruitment of the Union Council based data collectors.
- The CSO & AGRPБ team would conduct joint monitoring of the operations to ensure quality data.
- The CSO & AGRPБ team would conduct progress review meetings at Tehsil and District level.
- The CSO would extend continues assistance to AGRPБ team till the completion of validation process of all services including GPS coordinates captured by the data collectors.
- The CSO would submit a Project Completion Report (PCR) at the end of project for which financial and narrative formats would be provided by the AGRPБ

Deliverable

1. Data of all services i.e. health,, education, live stock, water supply schemes and the village profiles collected by the data collector
2. GPS Coordinates of all services captured by data collector
3. Data entry of all data collected on prescribed on formats provided by AGRP-B

Funds Arrangement

The payments will be made in the following three installments

1. 50% will be paid on the submission and approval of the work plan by the National Project Manager.
2. 30% will be paid after submitting the midterm progress report & Audit Report approved by the NPM.

	<p>3. 20% will be paid on the Completion of the Task and the submission of the Project completion report and audit report approved by the NPM</p>
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