Management Information System (MIS)
Sub-Committee Terms of Reference (ToR)

Overview

The NRNA has existed for over a decade and now is formally registered with the
Government of Nepal (Ministry of Foreign Affairs) and National Coordination Councils (NCC) in over
70 countries. As it moves forward to increased institutionalization and sustainability NRNA recognizes
the challenges and complexities it faces on managing NCC's , its members, their personal
information/documents, office bearers activities, events, knowledge base information, and other many
kind of information in coming sections.

As a legal entity registered globally in over 70 countries, NRNA needs to have information
management system which is consistent across all the organizational structures & geography to
safeguard personal information provided by various stakeholders, to comply within national privacy
and information management policies, to standardize and implement consistency among all the
National Coordination Councils (NCCs).

This situation highlights the need to develop a greater focus and detailed strategies on information
management systems and processes so that the NRNA is sustainable, result oriented, transparent,
consistent, credible, responsible and relevant.

It has been envisaged in the NRNA constitution that there will be three levels of
Organizational hierarchy namely: International Coordination Council (ICC), Regional
Coordinator (RC) and National Coordination Councils (NCC). Therefore for the efficient, optimized
and seamless collaboration of these teams, there must be central information
management system which would allow the authorized stakeholders to manage information
as per their assigned roles from the central repository which would ultimately enhance organizational
operations.

Therefore, the organization realized the requirement to setup an NRNA **Management Information
System Sub Committee** (MISSC) which would build a system / policies, procure required services to
design, develop and deploy a centralized information management
system for NRNA.

To fulfil aforementioned objectives the NRNA officer bearers meetings held on 8th of
January 2017 has formed the MIS Subcommittee nominating Mr. Gouri R Joshi as a convener.

Scope of the Management Information System Sub-Committee
The aim of this task force is to identify, explore and develop information management systems and
solutions to be used by ICC and NCCs in order to maximize the opportunities to achieve NRNA's
goals and objectives to carry NRNA President's Smart NRN vision & Objectives of "Vision2020 &
Beyond". The following but not limited are the main objectives of this task force:

- To explore, analyze and design information management strategy for the global use.

- To help NRNA on maintaining good governance through organizational integrity, consistency, transparency, credibility and sustainability by leveraging MIS System.
- To help NRNA to generate revenue, cut cost and share information by utilizing its platform and global network to provide opportunities for sponsors to reach out to our global NRNA members.
- To provide consistent & easy to use platform to the global NRNA members to manage their personal information in secure system.
- To retain membership, provide membership benefit and create data inventory of skill business data with consistency in all NCCs.
- To minimize duplication of process between ICC and NCC bodies for member's information management activities & integrate membership ID cards to MIS system.
- To minimize the resources and costs required at NCC level for operation of different activities,
- To help NRNA secretariat to seamlessly collaborate with ICC and NCC bodies using this system.

Time Frame:
This task force will be valid for current NRNA tenure (2017 - 2019) and may continue to work beyond this tenure if there is a requirement to continue it further with the endorsement from the future ICC councils.

MISSC Activities
The task force will perform the following activities but not limited to-

- Liaise with NRNA ICC, NCC and secretariat to research, identify and explore the problems and inconvenience faced by relevant stakeholders in this area from system/information management point of view.
- Consult with selected group of users about their perception of the organization, convenience of using NRNA information and systems such as websites, publications, membership management systems etc. etc.
- Develop information management strategies and policies based on above findings.
- Design and develop a system to address all the problems / inconvenience identified, NRNA Management Information System Task Force (MISSC) Terms of Reference (ToR)
- Prepare Training materials.
- Handover the solution to the NRNA secretariat and provide required training,
- Provide ongoing consultation if necessary.

Role and Responsibilities:
- Formulate IMSTF strategic policy plan, guidelines and ToR,
- Work closely with NRN ICC team and submit regular reports to ICC,
- Participate in ICC meetings as needed,
- Lead the team on MIS related strategic decision making and liaise with all the relevant parties for successful completion of this project,
- Procure required resources, tools , software and applications to develop and deploy the proposed system,
- Continuously monitor the progress and the quality of the work,
- Report all the problems / roadblocks faced by the task force the relevant stakeholders,
- Conclude the project and notify all the concerned stakeholders IMSTF Team Members
- Liaison with the various IMSTF project task force team and provide strategic support for the successful completion of the project,

- Participate and submit report in ICC meetings.
- Represent MISSC in various meetings as assigned.
- Identify and develop the project proposal & plans.
- Submit the project proposal to IMSTF chair,
- Carry out the tasks as requested by Subcommittee chair.

Progress Reporting Process
- The MISSC committee members will report all the activities to the MISSC chair on
- regular basis,
- The MISSC committee chair submits the progress report to ICC periodically, in every
- 90 days.
- The Chair updates the progress report at ICC meetings, Global and Regional Conferences as appropriate.

Draft Project Plan

Requirements Analysis and Gathering	2 Months
Develop System Requirements Specification (SRS)	2 Months
Application Design Document	2 Months
Application Development	6 Months
Testing	1 Months
Bug fixing and enhancement	2 Months
Pilot Deployment in selected NCC's	1 Months
Go Live & Training	1 Months
Documentation and Handover	1 Months

Deliverables:
- Smart NRNA web application to be designed based on projects, role & responsibilities of NRNA executive committees, sub-committees and task force.
- Smart Database system of NRNA members of all NCC's
- Smart Intelligence system that can identify resources within its members for any projects or plans.
- Smart systems that can simplify NRNA ID card.

Budget and Funding
The Task Force team will gather the requirements for the system to be developed and provide specifications to third service provider to develop the system. Therefore, we need to
Procure independent third party service provider to develop a system to fulfil our needs.
NRNA Management Information System subcommittee (MISSC) Terms of Reference (ToR)

We will follow professional procurement due diligence process to award this service to the appropriate service provider.

The cost of the project is estimated to be around RS 20 Lakh excluding the printing of NRNA ID Card. NRNA ICC/IES should approve the budget before work starts.

MISSC Team

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