

TERMS OF REFERENCE
For
VITAL EVENTS REGISTRATION BOOK DIGITIZATION in
Pathivara Yangwarak Rural Municipality, Thechambu (Scanning and Entry)
PROCUREMENT NON-CONSULTING SERVICES



Contract: NP-DOCR-183656-NC-RFB			
Project:		SSSPCR-Strengthening Systems for Social Protection and Civil Registration Project	
Expertise/Position: procurement Non-consulting services			
Source	National	Category	Non-Consulting Services

1. Background:

STRENGTHENING SYSTEM FOR PROJECT AND CIVIL REGISTRATION (SSPCR) is a national project implemented by the Department of National ID and Civil (DoNIDCR) under the Ministry of Home Affairs and supported by the world Bank. The project supports the DONICR' Civil Registration (CR) and the Social Security Allowance (SSA) program and aims to improve the coverage of SSA and CR, and the delivery of SSA. Over a Five-year period, the project is expected to support: (a) the establishment of a comprehensive National Population Register and expanded coverage of CR and SSA; and (b) improve delivery of SSA via transition to e-payment in selected districts and improved overall business process for SSA service delivery. These will be supplemented by institutional strengthening at both central and local levels to ensure sustainability of the gains of the first two objectives.

The Pathivara Yangwarak Rural Municipality is the agency charged with the responsibility of managing CR and administering the SSAs in Thechambu local level. Nepal's CR system started operating in the late 1970s and captures five vital events-birth, death, marriage, divorce and migration. Beside its linkages to the SSA program, the CR system would also be a foundation for people's legal identities and their access to a range of public and private services. However, Nepal's CR system is under developed. The decentralized and paper-based recording of documents collected during registrations limits the potential usage of the information to generate vital statistics for planning and other purposes. Limited awareness among the population and difficulty in accessing local level offices have led to low registration rates and coverage and delivery of both CR and SSA.

The project would contribute to the Government's long-term plan to strengthen administrative capacities to manage its most fundamental service delivery responsibilities, CR and SSA. Improved delivery is an essential, if not sufficient, condition to strengthen the impact of Nepal's social programs in protecting the vulnerable from adverse risks and shocks. Furthermore, comprehensive and up-to-date CR would facilitate people's access to legal identity and public services beyond SP (for example, primary education).

1.Objective of Digitization:

The main purpose of this assignment is to establish a well-organized and modern digitized record and archive system architecture through the establishment of procedures and storage of existing vital events registration book in digital form that facilitates easy access and sharing of vital events registration book within Local Registrar office while taking into account security, account security, accessibility, safety considerations related to vital events registration record.

This task specific objectives are as below:

- To improve the events registration records accessibility, accuracy, re-usability and reduce the paper-based storage
- To improve retention of institutional memory an knowledge management.

2.objective of the Assignment:

The objective of this assignment is to:

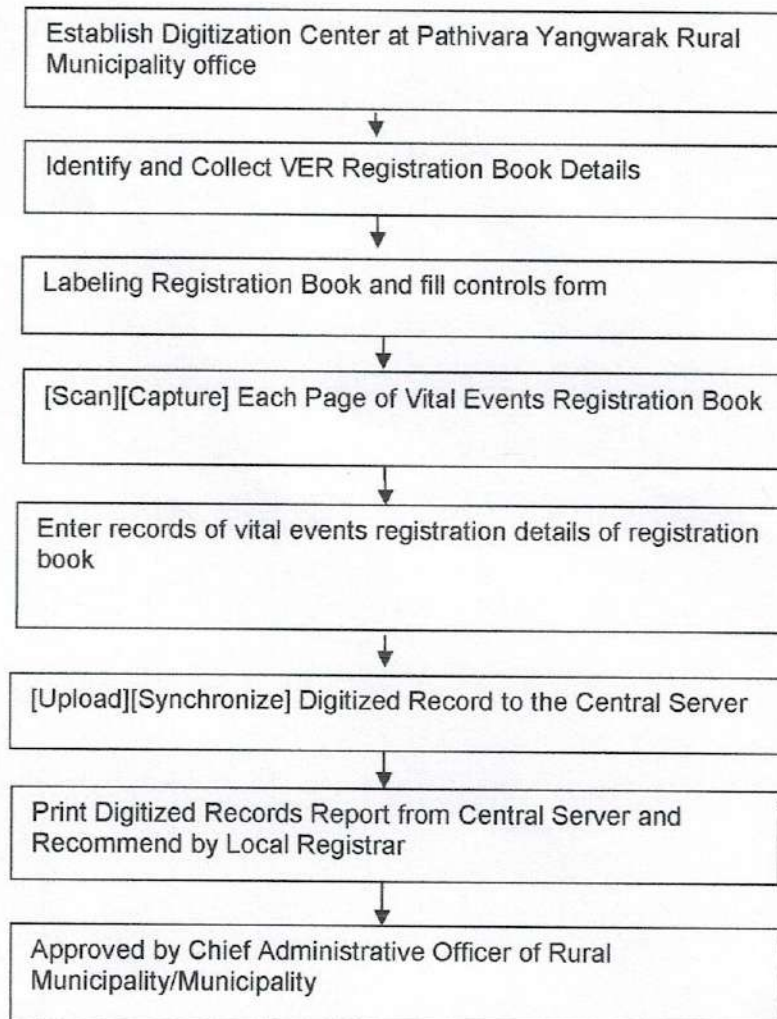
- Collet information of existing vital events registration records from ward offices of Pathivara Yangwarak Rural Municipality,
- Capture image of registration books,
- Entry of vital events records of Birth, Death, Marriage, Migration and Divorce registration accurately.



3. Scope of work:

The main task of the firm is to digitize the VER records as per the data digitization application provided by DoNIDCR. The firm will also have to scan the document and ensure quality control in the process of data entry.

The work to be carried out the following process:



Methodology/Approach of the Service (Work)

While the vendor is to propose a detailed methodology and approach for the work, the following minimum standards are expected to be applied:

Work Station Establishment

- Vendor should manage logistics like: Internet, computer, printer, paper, and scanner/camera.
- Data entry/digitization station will be allocated by local level.

Staff Allocation

- Firm should assign 5 staffs for data entry/digitization period to complete the task within 3 months.
- For each work station there will be a staff structure having One supervisor and 4 data entry operators

Registration Book Information Collection and Labeling

- Firm should collect all the information of Registration books in the "Registration Book Verification Form"

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In given format below, which should verify by local registrar prior to data digitization.

- All the pages of the book should be numbered starting from 1 to last page respectively. Firm should label registration Book in the format (District Code-RMUN code - Ward No - Registration Book Start Year - Event Type - Book Count)

Registration Book Verification Form

Province 1, District Taplejung, pathivara Yangwarak Rural Municipality, Ward No1-6

S.N.	Vital Registration Book Type (Birth, Marriage, Death, Divorce, Migration)	Book Serial No.	Total Pages	Total registered vital events	Book Used Date	
					To	From
Total						

Prepared By
Signature
Name
Supervisor

Recommended By
Signature
Name
Local Registrar

Verified By
Signature
Name
CAO

Registration Book [Capture][Scan]

- Firm should [capture][scan] all the pages of labeled registration book of vital event registration.
- Scan A3, A4 pages with the help of scanner/camera.
- All book pages need to be scanned with Maximum 1MB size per page.
- Document should be in JPEG/JPG, PNG.
- The images should be stored in a properly design hierarchical folders order and should have proper naming convention for each folder (District, MUN/RMUN, Ward No, Book No, Page No.)
- Scanning shall be carried out in a manner that is able to handle old delicate and decayed paper carefully, to make sure that the old document will not be torn, damaged or destroyed any further through the scanning process.
- In case a document is damaged or found to be damaged, it should be recorded and reported to the ward secretary or chief administrative officer or focal person assigned by CAO.
- The scanned output documents should be clear enough so that all the information (in the same language), photograph, symbols in the original document shall appear in the scanned copy accurately and exactly as in the original document.
- Scanned image should be cropped if un-necessary edges captured during scanning process.

Data Entry

- All the book records (book no, total pages, total events, book use date to -from) and all the vital events (Birth, death, marriage, divorce, migration) should be entered in the digitization application provided by respective Palika / DoNIDCR.
- All the process for user management, data entry, data management, data verification, data synchronization and reporting will be as per the digitization application and user manual.



- Provinc 1, DistrictTapplejung, pathivara Yangwarak Rural Municipality, Ward No1-6

Verified By
Signature
Name
CAO

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Data Backup and security:

- The firm should take full responsibility and ensure complete confidentiality, security and accountability of the Registration books and VER data (during transfer of registration book from ward office to work station, during digitization, until returned back to ward office).
- If data entry is done in offline mode then firm should keep timely backup of all the data entered in storage devices (external hard disk, pen drive etc.) so that no data are lost.
- Data from the storage device of particular local level can only be deleted after ensuring that all the data, folders, images, files are synchronized to the server.
- If any data are lost before synchronization to the server, firm will be responsible and has to re-enter the missing data.
- Activities of unauthorized access, usage and manipulation of data will be punishable according to the law of Government.

Experience of Firm and Staff

Experience of Firm

The ideal company for this assignment is expected to meet the following minimum requirements

- [At least One years of experience in related work].
- Firm should have registered in government entity and [VAT][PAN].
- Firm should have latest Tax clearance certificate.
- [At Least 900 data entry experience in related sector.]

Data Entry Supervisor- One

Duties and Responsibilities

The Data Entry Supervisor supervise the Data Entry/digitization function by planning and coordinating the day-to-day production responsibilities and quality performance of the Pathivara Yangwarak Rural municipality.

- Train, motivate, monitor and evaluate performance of Data Entry staff on a continuous and ongoing basis.
- Develop and maintain Data Entry processes and procedures.
- Facilitate meetings as needed.
- Updates issues regarding quality, training, procedures, staff issues.
- Work closely with the [Local Level] and data entry operator meets and exceeds performance standards and goals for Data Entry and Image Capturing activities.
- Complete daily and weekly reports including progress and monitor performance.
- Perform other duties as assigned by Pathivara Yangwarak Rural Municipalities office related to this assignment.

Academic Qualification

At least [Bachelors] degree in any discipline

Experience

At least [1] years of hands on professional experience in data entry, scanning, data management

Skills

- Computer literacy.
- Effective problem-solving skills.
- Excellent people management skills.
- Excellent organizational, interpersonal, written, and verbal communication skills.
- Ability to communicate with team appropriately.
- Ability to perform comfortably in a fast-paced, deadline-oriented work environment.
- Ability to successfully execute many complex tasks simultaneously.
- Ability to work as a team member, as well as independently.

Data Entry Operator:- 4

Duties and Responsibilities

- Enter vital events registration record and capture image of registration book.
- Compile, verify accuracy and sort information according to instruction.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.



- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.

Academic Qualification

- At least +2 or equivalent completed.
- 6 month computer training or academic certification in computer related subject

Skills

- Data entry work
- Experience with MS Office and data programs
- Knowledge of using office equipment, like printer and scanner
- Typing speed and accuracy
- ability to stay focused on assigned tasks



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Pathivara Yangwarak Rural Municipality
Office of the Rural Municipality Executive
 Thechambu, Taplejung
 1 No. Province, Nepal

Price Schedule

Name of Service Provider:

SN	Total Event Vital Registration (Data Entry)	Rate	No of Page (Scanning)	Rate	Total(scanning+Data Entry)	Management	Total
	V	R1	s	R2	$T=(v*R1)+(S*R2)$	$M=T*...%$	$T+M$
	18445		2739				
Total(A)							
13% VAT(B)							
Grand Total(A+B)							

Eligibility Criteria for evaluation of Quotation

SN	Description	Compliance (Y/N)	Remarks
1	Experience of Firm		
2	Prior experience of data entry in Government organization		
3	Educational Qualification/Training of Supervisor		
4	Experience of Supervisor		
5	Educational Qualification /Training of Data entry operator		
6	Experience of data entry operator		



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