

Non Resident Nepali Association  
**Information Management System (IMS)**



# Task Force 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 65 countries. As it moves forward to increased institutionalisation and sustainability it recognises the challenges and complexities it faces on managing 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 65 countries, NRNA needs to have information management system which is consistent across all the organisational structures & geography to safeguard personal information provided by various stakeholders, to comply within national privacy and information management policies, to standardise 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, optimised and seamless collaboration of these teams, there must be a central information management system which would allow the authorised stakeholders to manage information as per their assigned roles from the central repository which would ultimately enhance organisational operations.

Therefore, the organisation realised the requirement to setup an NRNA Information Management System Task Force (**IMSTF**) which would device a system / policies, procure required services to design, develop and deploy a centralised information management system for NRNA.

To fulfil aforementioned objectives the NRNA officer bearers meetings held on 17th of January 2016 has formed the IMSTF nominating Mr. Rishi Kandel as a chair. The subsequent 52nd ICC council meeting held on 30th of January 2016 has approved the office bearers decision to form this task force with the responsibilities of designing an efficient and robust information management system for NRNA.

# Scope of the Information Management System Task Force (IMSTF)

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 maximise the opportunities to achieve NRNA's goals and objectives. The following but not limited are the main objectives of this task force:

- To explore, analyse and devise information management strategy a for global use;
- To help NRNA on maintaining good governance through organisational integrity, consistency, transparency, credibility and sustainability;
- To help NRNA to generate revenue by utilising it's 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 from a familiar system;
- To retain consistency among all NCCs on managing membership information;
- To eradicate duplication of process between ICC and NCC bodies for members and information management activities;
- To minimise 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 (2015 - 2017) 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.

## IMSTF 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 organisation, 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,

- Handover the solution to the NRNA secretariat and provide required training,
- Provide on-going consultation if necessary.

## Role and Responsibilities

### IMSTF Chair

- 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 devising strategy and liaise with all the relevant parties for successful completion of this project,
- Procure required resources 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,
- Help the task force chair as required and as requested,
- Participate in ICC meetings,
- Represent IMSTF 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 TF chair,
- Submit progress reports to IMSTF committee.

## Progress Reporting Process

- The IMSTF committee members will report all the activities to the IMSTF chair on regular basis,
- The IMSTF 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.

## Team Members

Name	Role	Email	Comment
Rishi Kandel	Chair	Rishi.Kandel@gmail.com	
Jamuna Gurung	Member	jamgrg@gmail.com	
Naresh Thapa	Member	nkthapa@gmail.com	
Harshith Shrestha	Member	hrshthshrestha@gmail.com	
Dr. Eka Narayan Chapagain	Member	drnarayan.c@gmail.com	

## Draft Project Plan

Task / Activity	Start	Completion
Requirements Analysis and Gathering	01/02/2016	28/02/2016
Produce System Requirements Specification ( <b>SRS</b> )	01/03/2016	15/03/2016
Solution Design	16/03/2016	31/03/2016
Solution Development	01/04/2016	15/05/2016
Testing	16/05/2016	30/05/2016
Bug fixing and refinement	01/06/2016	30/06/2016
Go Pilot for selected users / countries	01/07/2016	30/09/2016
More refinements based on the feedback & Testing	01/10/2016	30/10/2016
Go Live	15/11/2016	
Documentation and Handover	01/12/2016	20/12/2016

## 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.

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

At this state we anticipate the total cost of about 15 lakh to 20 lakh to complete this project.

Because of the nature of the project, it would be almost impossible to raise funds for this project as a stand alone project itself. Therefore, we request ICC team to allocate fund for this project from administrative account.