



Non-Resident Nepali Association (NRNA)

गैरआवासीय नेपाली संघ

Date: 01/10/2020

SMART NRNA 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 80 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 80 countries, NRNA needs to have information management system (SMART NRNA) 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.

NRNA constitution has 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 a SMART NRNA which would build a system / policy, procure required services to design, develop and deploy a centralized information management system for NRNA.

What SMART NRNA will do?

1. Redesign Current Web portal.
2. Emphasize and share all departments, their chairs, roles and activities through web portal.
3. Build/Enhance Global Membership portal, including family membership.
4. Build Mobile Application that includes to download NRNA Global ID cards and save in mobile wallets.
5. Build Global Membership benefit portals to promote our partners who sponsors our Membership benefits packages. Etc. Hotels, Restaurants, Airlines, Hospitals.
6. Secure existing important documents in web/clouds and manage access privileges to authorized IES Members and Secretariat Personals.
7. Enhance existing Knowledge Conference portal and integrate.



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8. Other miscellaneous IT related tasks.

Scope of the Management Information System Sub-Committee

The aim of this Committee 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. The following but not limited are the main objectives of this Committee:

- To explore, analyse 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.
- 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 Committee will be valid for current NRNA tenure (2019 - 2021) 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.

SMART NRNA Activities

The Committee 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.
- Prepare Design and Development Documents for future references.
- Prepare Training materials.
- Handover the solution to the NRNA secretariat and provide required training,
- Provide ongoing consultation if necessary.



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Role and Responsibilities:

- Formulate SMART NRNA 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 committee the relevant stakeholders,
- Conclude the project and notify all the concerned stakeholders SMART NRNA Team Members
- Liaison with the various SMART NRNA project Committee team and provide strategic support for the successful completion of the project,
- Represent SMART NRNA in various meetings as assigned.
- Identify and develop the project proposal & plans.
- Submit the project proposal to SMART NRNA chair,
- Carry out the tasks as requested by committee chair.

Progress Reporting Process

- The SMART NRNA committee members will report all the activities to the SMART NRNA chair on
- regular basis,
- The SMART NRNA 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
- Develop System Requirements Specification (SRS)
- Application Design Document
- Application Development
- Testing
- Bug fixing and enhancement
- Pilot Deployment in selected NCC's
- Go Live & Training
- Documentation and Handover

Budget and Funding & Development Requirements

Based on the report from the system audit the Committee member will review the requirements for the system to be developed and provide specifications to third party service provider. NRNA will procure independent third-party service provider to develop a system to fulfil our needs.



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The committee will follow professional procurement due diligence process to award this service to the appropriate service provider with the approval of IES and financial guidelines as per NRNA spending rules and regulation.

The cost of the project is estimated to be around RS 20 Lakh.

SMART NRNA Team

Name	Region	Country	Title	Phone	Email
			Advisor		
			Advisor		
			Advisor		
Gouri R Joshi	Americas	USA	Chair		
Bal Krishna Shrestha	Europe	Finland	CoChair		
Ujjwal Khatri					
Pratik Pandey					
Shiva Pd Paudel	Ocenia	Australia	Regional Cochair		
Shalik R Gautam	Europe	Netherland	Regional CoChair		
	Middle East		Regional Cochair		
	Asia Pacific	Korea	Regional Cochair		