



National Reconstruction Authority, (NRA) Management Information System (MIS)

Manual Part-1

NRA - MIS

User Manual NRA - MIS Main modules
NRA - MIS administration modules for admin users





Manual Version : 1.1.4
ADB Print Version : 1.1.0

Document Revision History

Event	Software Version	Manual Version	Completed by
First Draft	1.0.0b	1.1.0	06 June 2016
Revisions	1.4.1	1.1.1	30 July 2016
Revisions	1.4.2	1.1.2	12 Aug 2016
Revisions	1.4.3	1.1.3	21 Nov 2016

Document Resource History

Prepared by	Email	Checked by	Publish date
MIS Consultant	anirudh.gaur@gmail.com		



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1.0 About this user manual

The User Manual contains all essential information for the user to make full use of the MIS and its operations parts of developed Management Information System. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use. Image and graphics has been used where ever possible to illustrate the software use steps of any event and activity under the software handling process.

NRA MIS user manual is the main document containing 3 parts of the software user manual developed under NRA MIS. This user manual is part 3 of the main user manual of NRA MIS covering mobile based applications uses for data capture, processing and uploading on the main server of NRA MIS.

1.1 NRA

The NRA is the legally mandated agency for leading and managing the earthquake recovery and reconstruction in Nepal. NRA provides strategic guidance to identify and address to the priorities for recovery and reconstruction, taking into account both urgent needs as well as those of a medium- to long-term nature. The NRA was formed on 25 December 2015, when the government appointed the Chief Executive Officer. The NRA's overall goal is to promptly complete the reconstruction works of the structures damaged by the devastating earthquake of 25 April 2015 and subsequent aftershocks, in a sustainable, resilient and planned manner to promote national interest and provide social justice by making resettlement and translocation of the persons and families displaced by the earthquake. NRA is committed to reconstruct, retrofit and restore partially- and completely-damaged residential, community and government buildings and heritage sites, to make them disaster-resistant using local technologies as needed.

1.2 MIS

NRA MIS has been developed primarily for Emergency Earthquake Assistance Project (EEAP) and other stakeholders supporting similar earthquake reconstruction initiatives in Nepal. The MIS has been developed for NRA and ministries to monitor the activities supported by the Asian Development Bank and other donors for monitoring of the projects, annual procurement plans, physical targets linked with line ministries and their financial budgets.



The MIS enables collection, analysis and monitoring the physical and financial progress for all civil work contracts and consultancies initiated for reconstruction post a disaster in the country. The data collection is supported by an online and android tab-based process, functional at all CLPIU and DLPIU levels. The data collection process includes real-time data capture and upload from GPS tagged location to see the actual progress at site level construction work linked with on-going contracts. The data collection process will be monitored at NRA level with an administration support.

The MIS supports output generation. This includes tables, charts, maps, data consolidation reports, basic and advance analysis, pivot cross reports generation. These outputs facilitate monitoring the real-time progress on all the on-going projects.

Operationally, the NRA MIS is developed and organized to capture progress from different IAs functional as CLPIU for ministries and departments like DuDBC, DoE, DoR and DOLIDAR covering buildings, schools buildings, roads and rural roads respectively. The MIS is currently under finalisation and deployment trainings are being provided to the users of respective Govt. department to ministry.

1.3 Scope of MIS

NRA MIS modules are meant to be used by all users across all departments, ministries and NGOs working under reconstructions activities in the country along with administration to be done by NRA. The modules in MIS provide different level of access and usability for different users of the software like PMU, CLPIU, NGOs and other users. User having access to the data entry and edit can enter data and check progress whereas users like NPC MoF will have only viewing access in the MIS module to check dashboard etc. The admin at NRA can add all reporting levels and units in NRA MIS as central level system. The document provides complete detailed process and steps to work on the MIS modules in NRA MIS. It also talks about the required hardware for server and basic minimum requirements to be able to use the software as online system connected with central server.



2.0 Requirements

Explained below are some minimum requirements that need to be ensured prior to start using the MIS as online software. The MIS has been developed as online system thus does not require any installation to be conducted at the client side. User can access the MIS from online URL <http://nramis.org> or <http://mis.nra.gov.np>. User also needs to ensure good net connectivity to be able to use the system with good speed else there might be some lag time in the accessing the software online modules. MIS user can use any available hardware having a minimum of 1GB of RAM on any windows and Linux based operation system. User can use any browser which supports HTML5 like Google chrome V29+, Firefox V26+, IE11+ and safari 6+. NRA MIS client access supports any OS and having any version with no restrictions on the uses if any of the above mentioned browsers are installed on the system.

2.1 Other important instructions

User must be comfortable using windows or Linux with some knowledge of office modules like MS-Excel and MS-Word. This software doesn't require any special training on the OS itself and any basic users can easily use the software for operations and activities under NRA MIS. The application has been designed as online data collection process and transfer of the data. User needs to be connected to internet all the time for preparation of the data modules and use of application. MIS also supports data exports as pdf, .csv or .xlsx and doc files which can be printed on any printer available with users.



3.0 MIS modules

Management information systems produce fixed, regularly scheduled reports based on data extracted and summarized from the organization's underlying data processing systems like IA and EA level users to identify and inform semi-structured decision making process. MIS users are the key data entry and utilization stakeholders for any successful MIS process management at all the levels in the hierarchy. They intend to take the responsibility to enter transactional data sets as regular contract based activities monitoring and follow the process for smooth running of the system at their and at other levels.

3.1 Introduction

Users need to have valid access to be able to use the MIS modules of NRA MIS. Any user with basic access for civil works or consultation can use the modules of MIS for data entry and reports generation. Please go through the access levels explained before using the MIS modules along with role management of NRAMIS. The user module provides access to user for creation of civil work contracts, consultancies, document uploading, access to document approval process operations etc. along with progress monitoring and dashboard access. The user at any PMU or PIU level can add/edit all progress data in central level system running at NRA level. Please find below the table to differentiate the access levels of various MIS modules.

Sr.no	Menu	Module	Access level
1	Data entry	Civil Works	PMU,PIU
2		Consultancy	PMU,PIU
3		Resettlement	PMU,PIU
4		Approvals	NRA, Donors
5		NGOs	NGOs
6	Baseline	Baseline	PMU,PIU
7	Environmental Safeguards	Environmental Safeguards	PMU,PIU
8	Grievances	Grievances	General public
9	Analysis	Predefined reports	User based access
10		Pivot analysis	User based access
11		Resettlement Plan	User based access



		Implementation Status	
12	Analysis/ Consulting Services	Procurement Plan (PP) for Consulting Services	User based access
13	Analysis/ Physical progress	Actual reported data against planning	User based access
14	Analysis/ Financial progress	Monthly disbursement status	User based access
15	Analysis/ Advance analysis	Cumulative financial progress	User based access
16		Cumulative physical progress	User based access
17		Combined physical and financial progress	User based access
18	Analysis/ Advance analysis/S curve	Planned vs. Actual Projects execution	User based access
19		Costing and disbursement progress	User based access
20		Physical progress	User based access
21		Financial progress	User based access
22	Homepage	Dashboard	Ministries, PMU, PIUs, Donors, NGOs

3.3 Login in the application

User needs login in the application with provided user name and password to be able to use the modules. Application already stored the valid access credentials at the time of installation which can be changed later. Please follow the steps below to login in the online MIS application as user. User must enter valid credentials to login in the application else application will stop working after 3 failed attempts for at least 10 minutes.

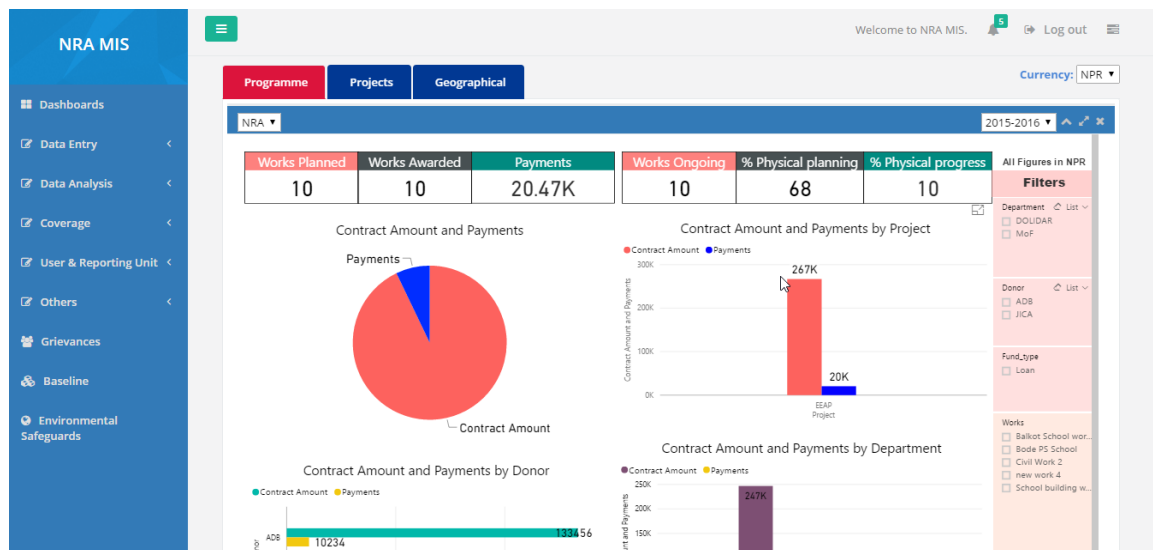
Step1. Open the MIS URL nramis.org and click on Login



Step2. Enter valid user name and password given and click on “Login”

The login screen for NRA MIS features a large 'NRA MIS' header. Below it, a welcome message reads 'Welcome to NRA MIS' followed by 'Login in. To see it in action.' There are two input fields: a username field with a blue scribble and a password field with asterisks. A blue 'Login' button is positioned below the fields. A link for 'Forgot password?' is located below the button. The footer indicates 'NRA MIS © 2016'.

Step3. User should be able to see the main home page after login based on the access levels. Dashboard will change based on assigned reporting units and departments.







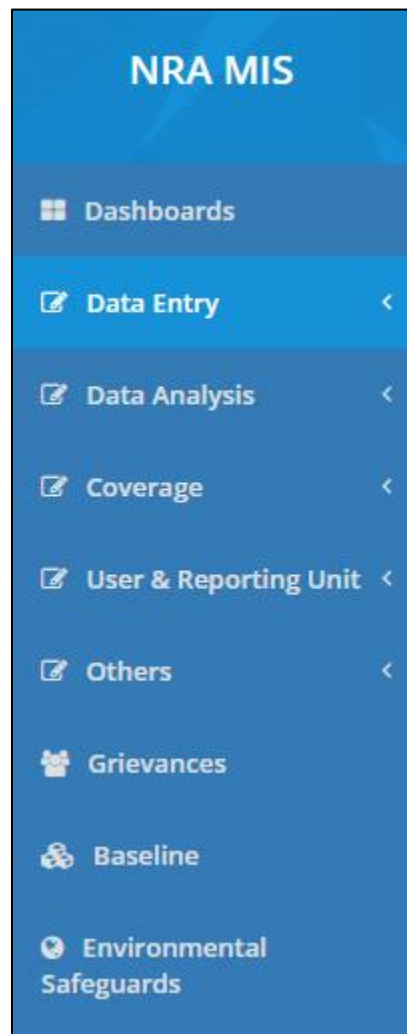
4.0 MIS modules in details

There are various MIS modules attached in the MIS for various types of users. MIS provides different application uses for different users of NRA, PIU with different modules level access to users of IA, EA and donor and guests etc. Please follow steps below to see the various MIS modules and its uses based on level of access.



4.1 Main menu

User can see the main menu on the left-hand side of the application and can click on  on the main screen after logging to minimize the menu options. User can also click on the main screen menu links for quick access of the application for  **Data Entry** main data entry at admin,  **Data Analysis** for reports and data utilization and  **Grievances** for all other general user level options as explained above.



Main menu and listed modules

4.2 Data entry at PIU level



User can click on **Data Entry** in the main menu to select the module sub items. Module provides options and events to execute the various options to manage and allocate the funds to different departments. This is the first step in order to make the main project and ministries level allocation for further creation of the civil work contract and consultancies. In case there is no funds have been allocated at this level then there will be no way to create the contracts for any departments for monitoring activity. Please refer to the administration module or talk with admin before executing the contracts and consultancies process.

4.2.1 Civil work contracts

One of the main data entry areas in software is civil work contracts. PIUs at DoE, DOLIDHAR, DUDBC and DOR will be the main data entry activity users for civil work contracts under MIS. There are different activities has been assigned at different level of user for CLPIU and DLPIU PIUs whereas CLPIU will be creating the contracts and DLPIUs will be entering the regular monthly or scheduled progress. In some cases all data entry will be done at CLPIU level. The module will allow users to undertake all the activities related to contracts management starting from contracts planning, marking the contact as active, all related data entry and documents upload, BOQ processing, financial costing and disbursements planning, quality assurance, team management and then regular update on the progress activities related to the contract. The module also allows user to upload all the related documents of the contracts including EOI, TOR, contracts, design documents, planning, costing, approved drawings and disbursement letters. Please go through the steps given under to see how module functions.

The screenshot displays the 'Civil Works' module interface. At the top, there is a breadcrumb trail: 'Home / Data Entry / Civil Works'. Below this, a header bar contains the text 'Civil Works' and some icons. The main content area features a tabbed interface with four tabs: 'New Contract' (selected), 'Planned', 'On Going', and 'Closed'. Under the 'New Contract' tab, there is a form with the following fields:

- Select Project:** A dropdown menu with 'Disaster Risk Reduction and Livelihood R' selected.
- Select Department:** A dropdown menu with 'Ministry of Finance' selected.
- Select Reporting Unit:** A dropdown menu with 'NRA' selected.
- Select Project Type:** A dropdown menu with 'Others' selected.
- Select District:** A dropdown menu with '-- Select District --' selected.
- Name of planned work:** A text input field with a small icon to its right.



User can open the module by clicking on **Civil Works** and can start the activities of the module. Please find below tabs activity and explanation.



The existing ongoing contracts list can be access under “On Going” tab, planned status based contracts will be available under “Planned”, New contacts creation can be done under “New Contracts” tab closed or completed contracts can be accessed under “Closed” tab.

New Contract creation as planned work

Please follow steps below to plan a new contract and then change the status as ongoing contact and start with the activities of the contract.

Step 1: Click on the “New contract” tab in the main tab to access all the required indicators and details to be entered in the module.



Step 2: Carefully make selection and enter the required data to be able plan a new contract.

- User must follow the instruction and enter complete data under planning and execution phase.
- Please consult with contract manager for data collection and entry for all the required indicators. There should not be any gap in the process and data.
- Reports linked with planning and executed contracts are based on the correct status selection of the contract.
- All dates must be entered in correct format.

Step 3: Carefully mark the status as “Planned” or in case project is straight going to be started then change the status to “Open” after saving as edits of the contracts.

Planning Start date

Estimated end date

Description


Current status Open

Actual Completion Date

Step 4: Click on  to save all the details in the MIS

Data entry and regular progress updates under a civil work contact

Please follow steps in in order to mark the contract as open and start the data entry for all the required contracts entity points in the forms

Step 1: Click on the  tab and search the contract to make open now.



New Contract Planned On Going Closed						
S.No.	Civil Work	Project	Created On	Delete	Edit	Manage
1	Contract No. 4: 5 Office Building Maintenance/Retrofitting	Earthquake Emergency Assistance Project (EEAP)	2016-07-16 17:21:12	Delete	Edit	Open
2	Contract No. 3: 8 Office Building Maintenance/Retrofitting	Earthquake Emergency Assistance Project (EEAP)	2016-07-16 17:21:12	Delete	Edit	Open
3	Contract No. 1: 5 New Office Building Construction	Earthquake Emergency Assistance Project (EEAP)	2016-07-16 17:21:12	Delete	Edit	Open
4	Contract No. 2: 6 New Office Building Construction	Earthquake Emergency Assistance Project (EEAP)	2016-07-16 17:21:12	Delete	Edit	Open
5	Contract No. 5: 4 New Office Building Construction	Earthquake Emergency Assistance Project (EEAP)	2016-07-16 17:21:12	Delete	Edit	Open

Step 2: Click on edit option and mark the status as “Open”

Description

Planned work

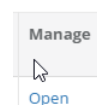
Current status

Planned

Step 3: Click on [Save changes](#) to save all the details in the MIS and check the project under ongoing tab

Civil Works									
New Contract Planned On Going Closed									
S.No.	Civil Work	Project	Created On	Delete	Edit	Manage	Details	Generate PDF	
1	Construction of 5 school building in Lalitpur District	Earthquake Emergency Assistance Project (EEAP)	2016-07-08 13:24:00	Delete	Edit	Open	Detail	PDF	

Open active contact for data entry and progress update



Step 1: Open “On going” tab and click on “Open” under Manage column

Step 2: Contact will be loaded for data entry and progress update



Bidding Process (General information)

IFB Bid Evaluation Contract awarded CMC Members

IFB

Select Type of Work Building Date of Bid Opening 17/04/2016

Bidding Process NCB Invitation for Bid (IFB) 15 March 2016

Type 1S1E Contract Modality Contracts

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 3: Enter the data under “Bidding process” “IFB” to start the data entry process for this contract

Step 4: Enter all indicators under Bid Evaluation and press Update button to update the information at the backend.

Bidding Process (General information)

IFB Bid Evaluation Contract awarded CMC Members

Bid Evaluation

Engineers Estimate Exc. VAT & cont. 275129508.39

Contract Modality Contracts Technical proposal opening 17/04/2016

Financial proposal opening 17/04/2016 LOI date 18/05/2016

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 5: Enter all indicators under Contract awarded after giving the contract to agency and press Update button to update the information at the backend.



IFB	Bid Evaluation	Contract awarded	CMC Members	
Contract Awarded				
Contractor	MB Gauri Parbati JV		Address	Lalitpur
Phone no.			Agreement Date	26/05/2016
Contract No	ESRP/DOE/NCB/01-Lalitpur1		LOA date	30/11/-0001

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 6: Enter all indicators under **CMC Members** after and press **Submit** button to update the information for all committee members.

IFB	Bid Evaluation	Contract awarded	CMC Members
CMC Members			
NEW Member List			
Name	Ministry / Department / Agency		
Designation	Address		
Phone No.	Email ID		
Cancel		Submit	

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 7: Enter all indicators for BOQ planning and execution under **BOQ | ↓ |**



BoQ

BoQ Plan **BoQ Plan List** **Import BoQ Plans**

BoQ Plan New

Line Item: SITE PREPARATION

Description:

Unit:

Quantity:

Rate (NRs.):

Amount (NRs.):

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 8: Create and/or import plan as excel file for the planning and execution for the sub heads of the BOQ

BoQ Plan BoQ Plan List Import BoQ Plans

BOQ Plan List

S.No.	Line Item	Plan Description	Quantity	Rate	Amount
-------	-----------	------------------	----------	------	--------

Step 9: After completion of data entry planning press **Submit** button to update the information for all indicators.

Step 10: Enter all indicators for costing and disbursements dependent on the BOQ plan under **Costing & Disbursements** and press **Submit** button to update the information for all indicators.

➤ BOQ Plan needs to be prepared first in order to start working on the costing and disbursement plans for the contract.



Costing and Disbursements Plan

Costing and Disbursements Progress

Costing and Disbursements Plan

BoQ Head

-- Select BoQ --

Costing Line Item

Type

Civil Contract's (NCB)

Amount (NRs.)

Expected date of execution of payment

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 11: Enter all data for disbursements (single to multiple for any head) in the module

Costing and Disbursements Progress

for created heads for costing and disbursements

dependent on the BOQ plan under and press

Submit

 button to update the information for all indicators.

➤ Costing and disbursement plan needs to be prepared first in order to start working on the costing and disbursement execution for the contract.

Costing and Disbursements Plan

Costing and Disbursements Progress

Costing and Disbursements Progress

S.No.	Description	Type	Quantity	Rate	Amount	Weightage	Last Payment	Actual Payment	Submit
1	First Disbursementn_type=1	no data	12	144	12224	0	33	11133	<div><div>mm/dd/yyyy</div><div>Current Progress</div><div>Quantity</div><div>Govt Fund</div><div>Donor Loan Fund</div><div>Donor Grant Fund</div><div>Payment</div><div>Remarks</div><div>Submit</div></div>

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

➤ User can do multiple payments until total planned cost for the line item going to be executed and closed.

➤ User can check the last and actual payment made under any planned line item for costing the disbursements plan.









Step 12: Any employment data related to the contract can be entered under the **Employment | ↑ |** tab for created contract. Press **Submit** button to update the information for all indicators.


Employment

Name	<input type="text"/>
Gender	Male ▼
Cast	Dalit ▼
Category	Civil Contracts ▼

Step 13: Enter planning and progress monitoring data related to the contract **Progress monitoring | ↔ |** tab.



- User need to create a % plan for physical and financial progress under this tab.
- Plan should give 100% as total for both as linked physical and financial progress.
- User can use  to add rows and define the line item for the planning purpose.

Progress Milestone				
Description	Physical Progress Percentage	Financial Reimbursement Percentage	Execution	
Total				
Bidding processing	2%	2%		
Completion of IFB	3%	3%		
Bidding processing	1%	0%		
Contract award	1%	3%		
Initiation of goods procurement part 1	11%	11%		


Step 13: Now based on the field work activities for the progress monitoring by engineers, progress needs to be entered in the system using this  button against lime item.

- User can enter data in row based data entry and needs to select the linked sites to the project at the time of giving the % progress against.



Progress Milestone Execution							
Description	Date	Baseline	Latitude	Longitude	Physical Progress Percentage	Financial Reimbursement Percentage	Uploads
Bidding processing					1%	0%	
Total							
Hsjdjd	2016-08-14	Combined	28.6911637	77.1408744	1%	0%	 
	mm/dd/yyyy	Combined					


Step 14: Press  button to update the information for reported data.

➤ User also needs to upload the related images as proof of the physical progress system using this  button against the reported data.

Upload Documents Hsjdjd

You can upload multiple Documents here


Description





Drop files to upload
(or click)

Step 15: Drag and drop files and give title before pressing “submit form”

➤ Physical and financial progress can be reported separately which will be ultimately added together respectively.

➤ User can also download the see the uploaded images any time in future by using this option  against any line item.

Uploaded Documents				
#	Description	File	Download	Enable/Disable
1	Hsjdjd	57afe8ceb9315.png		




➤ This activity can be performed from mobile device also. Please refer user manual part-3 progress monitoring of this activity.

Step 16: Enter all data for quality assurance for the contract (single to multiple for any line item) in the module **Quality Assurance** | ↔ | for created heads.

➤ Quality assurance needs to be planned and executed for any contract.

The screenshot shows the 'Quality Assurance' module interface. At the top, there are two tabs: 'Quality Assurance List' and 'Quality Assurance Form'. The 'Quality Assurance Form' tab is active. Below the tabs, there is a section titled 'Quality Assurance Form'. It contains two input fields: 'Quality Assurance Name' and 'Description'. A red '+' icon is visible at the bottom right of the form area.

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 16: Enter all the QA heads as planning for storing the progress. Press  button to update the information for all indicators.

The screenshot shows the 'Quality Assurance List' tab selected. It displays a table with 3 entries. The first entry is highlighted, and the 'Feedback' button in the 'Action' column is highlighted with a red box.

S.No.	QA Category	Description	Action
1	Foundation level	QA Level 1 Check foundation sdfs dj sd fsf	Feedback
2	Foundation level	QA Level 2 check sdkjf sdfjsdfs fsffj sjf	Feedback




Step 17: Enter related feedback for the category and sub heads by pressing **Feedback**




QA Level 1 Check foundation sdfs dj sd fsf

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 4 of 4 entries

Date	Description	Baseline	Latitude	Longitude	Status	Action
mm/dd/yyyy		Combined			Satisfactory	Submit
2016-05-15	hgkgk kjgkkgk	Combined			Satisfactory	
2016-05-15	g ghjhjj	Combined			Worst	
2016-06-29	Gghhjijk	Combined	27.7186144	85.3190719	Satisfactory	

Step 18: User need to provide the feedback for the sub items of any QA category by selecting the correct site as the baseline linkages.

➤ User also needs to upload the related images as visual reference for QA system using this  button against the reported data.

Upload Documents


You can upload multiple Documents here



Description

Submit this form

➤ **Drop files** to upload
(or click)

Step 19: Drag and drop files and give title before pressing “submit form”

➤ User can also download and see the uploaded images any time in future by using this option  against any QA reported line item.

Uploaded Documents				
#	Description	File	Download	Enable/Disable
1	Hsjdjd	57afe8ceb9315.png		



Step 20: User should link all the baseline data in the contract now. Baseline linkage is the process to link all contract covered sites with one contract or package. Please open

Baseline Linkages | | **tab** to enter the details.

Baseline Linkages

Baseline Linkages List

New Entry

Baseline Linkages List

S.No.	Type	School Name	School Name(Nepali)	Start Date	End Date	Est. Completion Date	Action	Uploaded Files
1	School		Bipudham LSS, Ikhabu				Edit Delete	
2	School	Thani chandi pra v	Thani Chandi Pra.Vi.	0000-00-00	0000-00-00	0000-00-00	Edit Delete	

Step 21: Check the already linked site in the list. Please make sure that all required to be linked site are available under baseline module. Now sites can be selected and linked using option **New Entry** in the tab.

Baseline Linkages List

New Entry

New Entry

Building Type

-- Select --

-- Select --

School

Govt. Building

Household Building

Other Infrastructure

Step 22: Select type of sites form the list and then select site name

New Entry

Building Type

Goli Ni Ni Ma V

Lumu Karma Pra V

Hunga Ni Ni Ma V

Buksa Ni Ni Ma V

Dudh Koshi Ni Ni Ma V

Jubing Ma V

Jana Chetana Pra V

Building Name

-- Select Line Item --

Cancel

Submit

Step 23: Press **Submit** button to save data now after selection of the site.



➤ This should be done for actual site linkages carefully once system will take the reporting from the site that cannot be removed from contract.

Step 24: User can enter the data for any roads based GEO location tagging using the GEO Location tab in case baseline is not being used. Please use

Geo Location | ↓ | tab to enter the details.

➤ This should be used only if no sites are being linked directly from baseline linkages module.

Geo Location		
Description	Latitude	Longitude
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>		

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 21: Enter description of the GEO point along with longitude and altitude information up to 6 decimal places. Press button to save data.

➤ User should not link single site in multiple contracts from baseline and should only link to one site to one contract. One contract/package can have multiple sites.

Uploading documents and sending for approvals

User can upload all the related documents to the MIS for future document reference use and/or approval process. The MIS users at PIU can upload all important documents to the web as zip document whereas single or multiple documents can be attached for the categories given as under.

Document Category	Description
Bidding	All bidding related documents with different versions for approvals
IFB Bidding	All IFB and bidding related documents with different versions for approvals
Bid Evaluation	Bid Evaluation document and versions
Design	All building design approvals and final structural drawings
Cost estimates sheets	All costing estimates excel files




Contracts and amendments	All final contracts, letters and amendments in the contracts
Other	All other related and important documents.

Bidding Process | ✓ |

Step 1: Open bidding process tab

Step 2: Scroll down to the bottom of the window and see the module

Upload your documents for:				
#	Type	Files	Upload	Download
1	Bidding	7	<button>Upload</button>	<button>Action</button>
2	IFB Bidding	0	<button>Upload</button>	<button>Action</button>
3	Bid Evaluation	0	<button>Upload</button>	<button>Action</button>
4	Design	3	<button>Upload</button>	<button>Action</button>
5	Cost Estimates sheet	0	<button>Upload</button>	<button>Action</button>
6	Contracts and Amendments	0	<button>Upload</button>	<button>Action</button>
7	Others	0	<button>Upload</button>	<button>Action</button>

Step 3: Press  button and open the upload area for the document under the selected category based on the requirements.

Upload Documents

You can upload multiple Documents here

Description

files description



Submit this form!

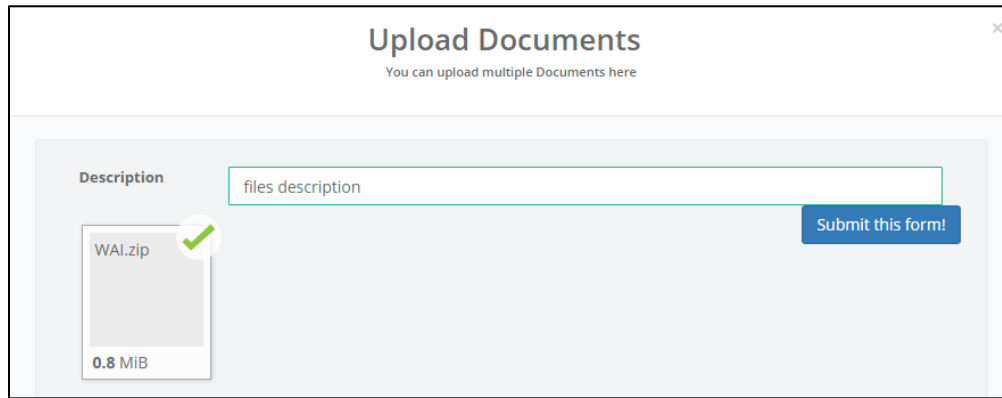
➔ **Drop files** to upload

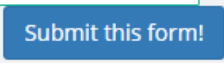
(or click)


Step 4: Drag and drop files in the window are and let system upload files based on the size.



➡ System takes time based on the speed of internet at user end. Please be patient while it  shows the confirmation  for each document to be uploaded online before submitting the form.

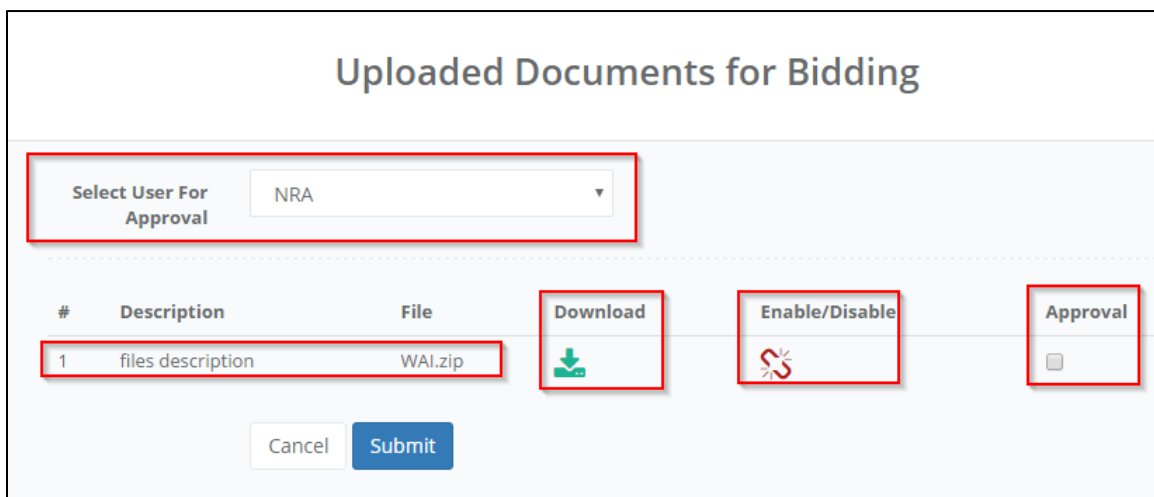


Step 4: Press Submit  button to save these uploaded documents online.

Step 5: Now user can download and send document for approval also. Please see the list and click on the action  button


2	IFB Bidding	1		
---	-------------	---	---	---


Step 6: User can now take multiple actions on the uploaded document like simple download and or delink doc from other user or send document for approval to the selected user.





➤ Select document from approval column and then select user to send the document for approval. Press **Submit** button to send the document for approval to the selected user. Once documents are sent for approval then user cannot make any changes to the document till it comes back from user with status as approved or rejected and reviewed.

➤ User can make the document unavailable for others by pressing delink  button against the document.

➤ User and other users with access can download the document for viewing by pressing download  button.

➤ User can make status change in the contract based on the activities by pressing the edit button under the main list.

➤ Full detailed .pdf report can also be created for the ongoing contact by pressing the button PDF within the list area.

S.No.	Civil Work	Project	Created On	Delete	Edit	Manage	Details	Generate PDF
1	Civil Work 1	EEAP	2016-07-17 13:15:11	Delete	Edit	Open	Detail	PDF

See PDF report

Title		Details
Project Name		
Civil Work		Civil Work 1
Department		Ministry of Finance
Reporting Unit		NRA
Planned Budget		10000000
Start Date		1970-01-01
End Date		2019-04-12
Description Of civil Work		Around 1 year project
Status		1
Date Of Completion		2019-12-31
District		3

Time series analysis and details activity report of the contract

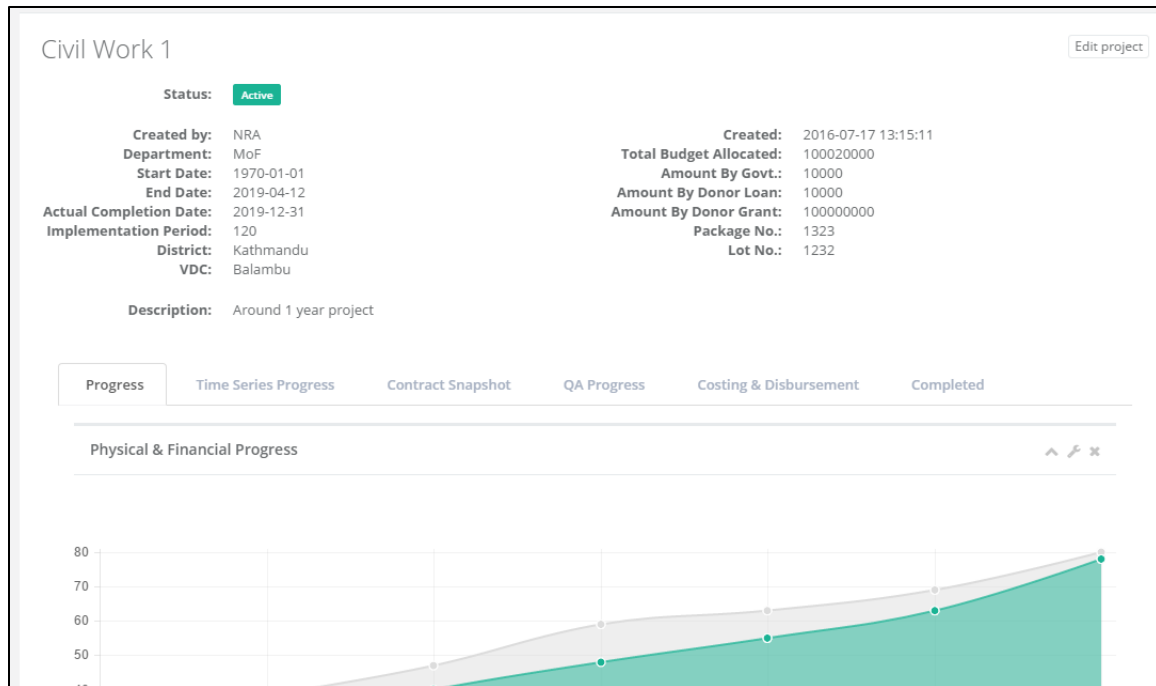
User can generate a full detailed activity based time series analysis for any contract. Please follow steps below to generate the time series analysis for the contract.



Step 1: Open list from civil works as ongoing contracts

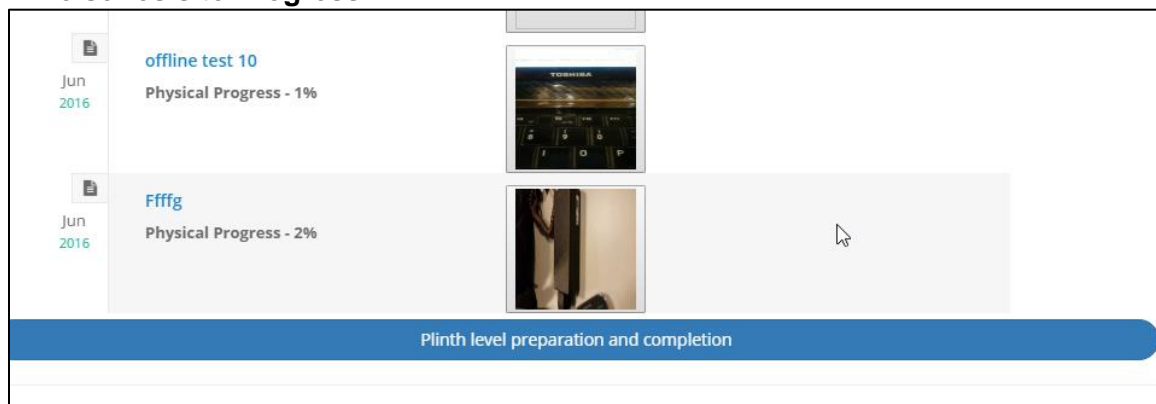
S.No.	Civil Work	Project	Created On	Delete	Edit	Manage	Details	Generate PDF
1	Civil Work 1	EEAP	2016-07-17 13:15:11	Delete	Edit	Open	Detail	PDF

Step 2: Click on Details column link to display the report.



Step 3: User can now see different area of the report like Time series progress, Contract snap shot, QA progress etc.

Time series site Progress





➤ Progress will appear along with the images from app based data collection for Physical and progress and QA progress indicators.



Contract Snapshot

Progress	Time Series Progress	Contract Snapshot	QA Progress	Costing & Disbursement	Completed
Bidding processing					
Bidding processing					
Physical Progress : 2					
Financial Reimbursement : 2					
Activity	Date	Physical Progress Percentage	Financial Reimbursement Percentage		
jkshd fskd hjsdkjh hsd sdf sd ff		1%	1%		
step 2		1%	0%		
step 3		0%	1%		
dgddfgdgdgddfd j jj		0%	0%		
Jdjfjfkfk	2016-06-29	2%	0%		

QA Progress

Progress	Time Series Progress	Contract Snapshot	QA Progress	Costing & Disbursement	Completed
<div><div></div><div>May 2016</div></div>	Satisfactory				
<div><div></div><div>May 2016</div></div>	Worst				

➤ Any of the data point can be modified till contract is “Open” by following the steps given above. Any DLPIU unit and user created under the PIU reporting unit can also make change in the progress update in the same contract.

4.2.2 Consultancies

NRA MIS also offers module for consultancy contract management under different projects. The consultancies contract management offers all data management of service contracts along with document uploading and approval. The module allows user to follow the submissions approach starting from submission 0 i.e. IFB or bids till submission 5 i.e.



contract allocation and monitoring. User can follow the steps given below to work on the module.

New consultancies creation as planning

Step 1: Click on **New Consultancy** to open form for data entry.

The screenshot shows the 'New Consultancy' form in the NRA MIS system. The form is titled 'Consultancy' and has a breadcrumb trail: Home / Data Entry / Consultancy. Below the title, there are three tabs: 'New Consultancy' (selected), 'On Going', and 'Closed'. The form fields include: 'Select Project' (dropdown menu with 'EEAP' selected), 'Select Department' (dropdown menu with 'Department of Education' selected), 'Name of Consultancy' (text input field), 'Type of Consultancy' (dropdown menu with 'Process' selected, and a sub-dropdown with 'QCBS' selected), 'Type' (dropdown menu with 'International' selected), 'Planning Start date' (calendar icon and text input), 'Estimated end date' (calendar icon and text input), and 'Description' (text area).

Step 2: Enter the required data and fill the complete form to make as planned constancy.

Step 3: Click on **Save changes** to save the same.

Open consultancy for multiple submissions

Step 1: Click on **On Going** to see the list

The screenshot shows the 'On Going' tab in the NRA MIS system. The tab is titled 'Consultancy' and has a breadcrumb trail: Home / Data Entry / Consultancy. Below the title, there are three tabs: 'New Consultancy', 'On Going' (selected), and 'Closed'. The table displays the following data:

S.No.	Consultancy	Project	Created On	Delete	Edit	Manage
1	silt	EEAP	2016-09-12 18:43:42	Delete	Edit	Open
2	Consultancy 1	EEAP	2016-09-16 17:59:21	Delete	Edit	Open

Step 2: Click on open to open consultancy



Consultancy

Home / Data Entry / Consultancy

Submission 0

Submission 1

Submission 2

Submission 3

Submission 4

Submission 5

Costing & Disbursements

Submission 0

Details

Profile

Details

Date Submitted

05/15/2016

Title of the consulting services in Procurement Plan

a sdhahdh adddadad d s fss fdf

Name of Executing Agency (EA)

asdasd asdasddasdasd asd

Report Submitted by:

fd gsdg df gg dg dfg

Step 3: User need to follow the multiple submissions to be addressed in the module starting from submission 0

Submission 0

Submission 1

Submission 2

Submission 3

Submission 4

Submission 5

Costing & Disbursements

Step 4: User needs to enter data and upload documents for relevant submission to be able to continue to the next one

Checklist of Attached Documents

Draft Expression of Interest

Yes

Terms of Reference

Yes

Attachment 3

Yes

Attachment 4

Yes

Non Approval reason

Upload your documents for:

Upload

Action



Step 5: User need to upload the documents and send for approval to the donor. Once donor will approve only than next level will work

Step 6: Keep on entering the data and sending submissions for approval.

➤ Users need to submit and approve the levels only then they can continue to the next level e.g. submissions 0 approval is required to be able to work on submission 1 followed by disbursement plan

4.2.3 Goods

NRA MIS also offers module for goods procurement under contract management for different projects. The goods contract and payment can be processed using this module. The module allows user to follow basic data entry and document upload for goods contracts also. This will be not dependent on any approvals but user can upload all documents related to contract.

New goods contract planning

Step 1: Click on **New Contract** to start planning goods contract.

Step 2: Enter all the details and click on **Save changes**



Step 3: Carefully mark the status as “Planned” or in case project is straight going to be started then change the status to “Open” after saving as edits of the contracts.

Planning Start date	<input type="text"/>
Estimated end date	<input type="text"/>
Description	<input type="text"/>
Current status	Open
Actual Completion Date	<input type="text"/>

Step 4: Click on **Save changes** to save all the details in the MIS

Data entry and regular progress updates under a goods contract

Please follow steps in in order to mark the contract as open and start the data entry for all the required contracts entity points in the forms



Step 1: Click on the **Planned** tab and search the contract to make open now.

Goods						
<div>New ContractPlannedOn GoingClosed</div>						
S.No.	Goods	Project	Created On	Delete	Edit	Manage
1	Name of goods contract	EEAP	2016-11-24 12:36:20	Delete	Edit	Open

Step 2: Click on edit option and mark the status as “Open”

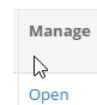
Description	Planned work
Current status	Planned

Step 3: Click on **Save changes** to save all the details in the MIS and check the project under ongoing tab



Goods								
<div>New ContractPlannedOn GoingClosed</div>								
S.No.	Goods	Project	Created On	Delete	Edit	Manage	Details	Generate PDF
1	Goods 1	EEAP	2016-04-09 17:51:08	Delete	Edit	Open	Detail	PDF
2	Goods 2	GOI fund	2016-04-11 17:05:43	Delete	Edit	Open	Detail	PDF
3	Goods New	GOI fund	2016-05-06 12:20:16	Delete	Edit	Open	Detail	PDF
4	New Contract 2016	EEAP	2016-05-17 09:06:30	Delete	Edit	Open	Detail	PDF

Open active contact for data entry and progress update



Step 1: Open “On going” tab and click on “Open” under Manage column

Step 2: Contact will be loaded for data entry and progress update

Goods

Home / EEAP / Goods 1

Bidding Process | BOQ | Disbursements |

Bidding Process (General information)

IFB Bid Evaluation Contract Award Variations CMC Members

IFB

Select Type of Work	Road	Date of Invitation Bid (IFB)	01/01/1970
Bidding Process	NCB	Date of Bid Opening	05/07/2016
Type	1S1E	Contract Modality	Contracts
Bid validity	20160408	bid security	123
BER Submission to PCU	Yes	BER to donor	No

➡ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 3: Enter the data under “Bidding process” “IFB” to start the data entry process for this contract

Step 4: Enter all indicators under **Bid Evaluation** and press **Update** button to update the information at the backend.



Bidding Process (General information)

IFB **Bid Evaluation** Contract Award Variations CMC Members

Bid Evaluation

Engineers Estimate Exc. VAT & cont. 1200000

Contract Modality Contracts

Technical proposal opening 08/06/2016

Evaluation Completed Yes

Financial proposal opening 01/07/2016

LOI date 10/06/2016

Evaluation completed 1200000

Evaluation Committees asdfg

Bid evaluation report date 11/06/2016

Committees approval date 15/06/2016

Preparation date 13/06/2016

Submission to donor Yes

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 5: Enter all indicators under **Contract Award** after giving the contract to agency and press **Update** button to update the information at the backend.

Bidding Process (General information)

IFB Bid Evaluation **Contract Award** Variations CMC Members

Contract Award

Date of Approval Contract Award 01/01/1970

Evaluation approval Date 01/01/1970

Contractor qwerty123

Address Address

Phone no. 12365478989

Contract Signing Date 08/06/2016

Contract No 13

LOA date 01/01/1970

Contractor mobilization date 07/06/2016

Contractor completion date 01/01/1970

Extension of Time(EOT) 15

Extension of Closing date 01/01/1970

Contract Variation

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 6: Enter all indicators under **CMC Members** after and press **Submit** button to update the information for all committee members.



Bidding Process (General information)

IFB

Bid Evaluation

Contract Award

Variations

CMC Members

CMC Members

NEW

Member List

Name

Ministry /
Department /
Agency

Designation

Address

Phone No.

Email ID

Cancel

Submit

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 7: Enter all indicators for BOQ planning and execution under

BOQ | ↓ |

Goods

Home / EEAP / Goods 1

Bidding Process | ✓ |

BOQ | ↓ |

Disbursements | ↓ |

BoQ

BoQ Plan

BoQ Plan List

Import BoQ List

BoQ Plan New

Line Item

Description

Unit


Quantity



Rate (NRs.)

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation




Step 8: Create and/or import plan as excel file for the planning and execution for the sub heads of the BOQ

Step 9: After completion of data entry planning press  button to update the information for all indicators.


Step 10: Enter all indicators for costing and disbursements dependent on the BOQ plan under  and press  button to update the information for all indicators.

➤ BOQ Plan needs to be prepared first in order to start working on the costing and disbursement plans for the contract.

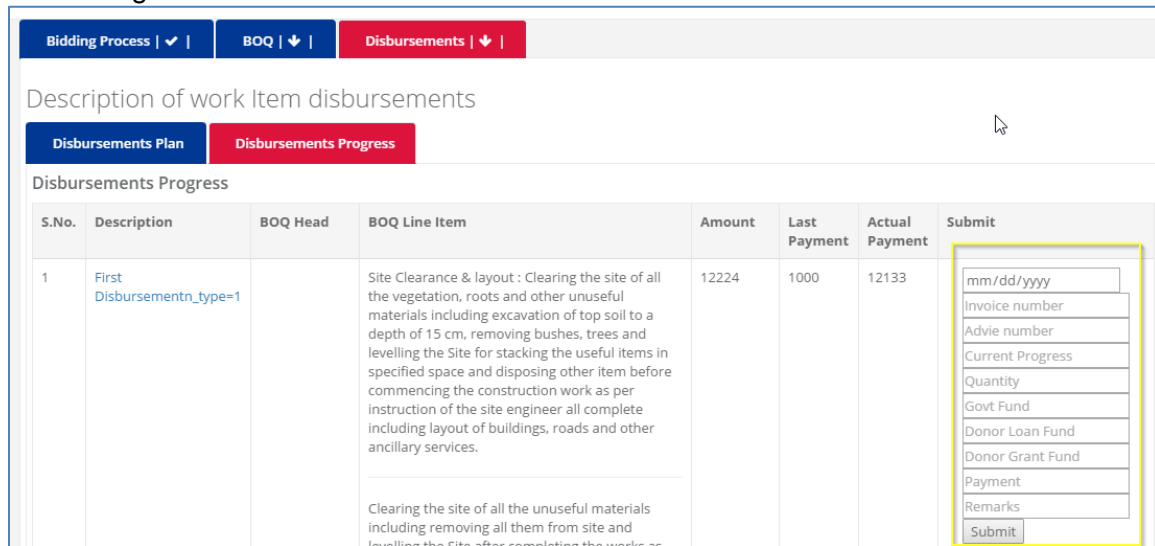
➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

Step 11: Enter all data for disbursements (single to multiple for any head) in the module  for created heads for costing and disbursements dependent



on the BOQ plan under and press  button to update the information for all indicators.

➤ Costing and disbursement plan needs to be prepared first in order to start working on the costing and disbursement execution for the contract.



S.No.	Description	BOQ Head	BOQ Line Item	Amount	Last Payment	Actual Payment	Submit
1	First Disbursementn_type=1		Site Clearance & layout : Clearing the site of all the vegetation, roots and other unuseful materials including excavation of top soil to a depth of 15 cm, removing bushes, trees and levelling the Site for stacking the useful items in specified space and disposing other item before commencing the construction work as per instruction of the site engineer all complete including layout of buildings, roads and other ancillary services.	12224	1000	12133	<div>mm/dd/yyyy</div> <div>Invoice number</div> <div>Advie number</div> <div>Current Progress</div> <div>Quantity</div> <div>Govt Fund</div> <div>Donor Loan Fund</div> <div>Donor Grant Fund</div> <div>Payment</div> <div>Remarks</div> <div>Submit</div>

➤ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

➤ User can do multiple payments until total planned cost for the line item going to be executed and closed.

➤ User can check the last and actual payment made under any planned line item for costing the disbursements plan.

4.2.4 Resettlement

MIS also captures data for all involuntary resettlements being done under the project for various contracts of roads. User can enter all the data for planned resettlement to be made during the project life cycle. It captures multiple contracts under one project with estimated budget allocation as whole for all the contracts covered. This module takes inputs for compensation payment with multiple types and sources with approval status. Please see below how data can be entered in the module.

New resettlement plan creation

Step 1: Click on the  tab in the main menu to open.



Resettlement

New Resettlement **List**

Name of Resettlement

Select Project

Estimated Planned Budget

Planning Start date

Estimated Completion date

Description

Current status

Step 2: Enter the required data and fill the complete form to be able to save the details.

Step 3: Select project and multiple contracts

Step 4: Click on **Save changes** to save all the details in the MIS

Resettlement progress updates

Step 1: Click on **List** to see the planned projects

Resettlement

New Resettlement **List**

S.No.	Resettlement	Civil Works	Created On	Delete	Edit	Manage
1	New Resettlement plan no. 1	Civil Work 1	2016-11-07	Delete	Edit	Open
		Civil Work 2				
		new work 4				

Step 2: Click on **Open** to start working sub payment planning part

Step 3: Create sub payment processing plan



Resettlement

Resettlement Payment Plan

Resettlement Payment Progress

Resettlement Payment Plan

Sub Plan Name

Civil Work

ALL

Planned Disbursement Date

Type

Compensation Payment

Kilometer

Unit

Amount

Cancel

Submit

Step 4: click on **Submit** to save and then click on **Resettlement Payment Progress**

Resettlement

Resettlement Payment Plan

Resettlement Payment Progress

Resettlement Payment Progress

S.No.	Name	Type	Planned Date	Disbursement Date	Unit	Target	Last Progress	Progress Till Date	Submit
1		Compensation Payment			NRs	282828	2000	2000	<div>Current Progress</div> <div>mm/dd/yyyy</div> <div>Remarks</div> <div>Submit</div>
2		Compensation Payment			NRs	20000			<div>Current Progress</div> <div>mm/dd/yyyy</div> <div>Remarks</div> <div>Submit</div>

Step 5: Enter payment details and click on submit

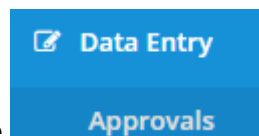


➤ User can make multiple payments for any planned sub plan under resettlement.

4.2.5 Approvals

NRA-MIS offers integrated approach for all document flow as uploading on MIS and approvals from various users of departments and donors. The approach has been planned keeping mind the full transparency in the system for documents upload the finally making it available to department /ministry users any time. Documents can be uploaded from civil work and constancy contracts which can be forwarded to user those have got access as approver in the system from ministry or donor. User with approval access can approve or disapprove the documents with their comments being attached to the document itself.

Document list and approval



Step 1: Click on the **Approvals** to open module

Approvals

Home / Data Entry / Approvals

Documents Approval Requests

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 5 of 5 entries

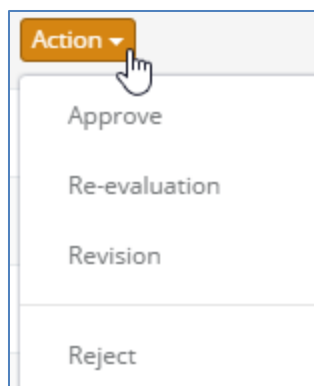
#	Name	Request from	Download	Action	Upload
1	include.zip	DoE DIU User1		Action ▾	Upload
2	include.zip	DoE DIU User1		Action ▾	Upload
3	test_img.jpg	Dolidar		Action ▾	Upload
4	test_img.jpg	NRA		Action ▾	Upload
5	Icon.png	Dolidar		Action ▾	Upload

Previous 1 Next

Step 2: click on to download the document for checking.

Step 3: Take action by clicking on **Action ▾** for approval or other actions as per the list

Step 4: actions will have multiple options as given below



Step 5: In case user wants to upload approval letter linked with the document that user can click on **Upload** actions.

Step 6: Approver can approve or disapprove the document which will be documented in the system.

- Documents approved or disapproved will be available for users to download and see in future also
- Other non-linked documents can be removed from the system by the uploaded.


4.3 Data entry Baseline module

Baseline data entry is NRA-MIS first module to start the survey and complete the GEO location linkages for the building and schools under the survey scope of software. The baseline linkages module can manage data for any baseline data collection on selected indicators to start the first level of data entry in the MIS. This data further connects with



the contract as sites to be covered under the MIS for civil works contracts and roads. Please follow the steps below to start data management under this module.

New records entry

Step 1: User can click on  **Baseline** in the main menu to open the module.

Baseline

Home / Masters / Form

List **New Entry**

Baseline

Apply Filters

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 10 of 825 entries

id	UID	District	VDC	Building Type	Building Name	Building Name in Nepali	Ward No	Location	Area	Person Name	Contact No	En
1	10080001			School		Bipudham LSS, Ikhabu						
2	10080004			School		Sewalung LSS, Ikhabu						
3	10160003			School		Lawajin PS, Lelep						

Step 2: Module will display the list of existing records in the database for all building type which can be searched to match existing records before entering any new record.

Step 3: Click on **New Entry** to start entering new records

Masters

Select Building Type

UID

Select District

Select VDC

Building Name

Building Name Local

Ward Number

Location



Step 4: Select type of building

Step 5: Enter UID given by Govt. or created by survey team

Step 6: Enter information in all the fields to complete form

Step 7: Press **Save changes** to save entered data

Modification of records

Step 1: See the list of records

Step 2: Click on **edit** record at the end of the record row to open data in edit mode

MOU Date	Estimated Completion Date	Start Date	End Date	Construction Type	Damage Type	Grade	Latitude	Longitude	Created By	Created On	Action
2015-12-15				Permanent Building (RCC)		LSS			NRA	2016-06-14 12:02:00	edit Delete
2015-12-15				Permanent Building (RCC)		LSS			NRA	2016-06-14 12:02:00	edit Delete

Step 3: Click on **Update changes** to save changes on the record.

➤ All longitude and latitude information should be minimum 6 decimal places. Less no. of digits will give wrong information and this should not be changed.

➤ This is mandatory information to be able to show the progress on Google Map.

➤ Without this GEO information system cannot display progress on site map.

4.4 Data entry environmental safeguards

Environmental safeguards module offers data entry and reports generation for the given module. All data field are available as basic steps taken to ensure the undertaking of the environmental safeguards methods and policy implementation by the project. It covers Screening, EARF, EMP preparation, GRC etc. Please follow the steps below to start data management under this module.

New records entry

Step 1: User can click on **Environmental Safeguards** in the main menu to open the module.



Environmental Safeguards

Home / Environmental Safeguards

Environmental Safeguards

[New Environmental Safeguards](#) [List](#)

Name of Project or Subproject

Environmental screening is carried out?

Environment category of the project / subproject (A/B/C/FI)

EARF is prepared (if applicable)

EIA/IEE/DDR with EMP is prepared

Yes

▼

A

▼

Yes

▼

Yes

▼

Step 2: User can check the list of existing records in the database by clicking on the List before data entry of any new record.

Step 3: Click on **New Environmental Safeguards** to start entering new records

Step 4: Enter information in all the fields to complete form

Step 5: Press **Save changes** to save entered data

Modification of records

Step 1: See the list of records

Step 2: Click on **edit** record at the end of the record row to open data in edit mode

Government approved EIA/IEE with EMP	Safeguard monitoring and coordination mechanism established	GRC is established	Automated safeguard monitoring system customized	EMP cost in approved document is included in BOQ as an individual item	Remarks	Delete	Edit
Yes	Yes	Yes	Yes	Yes	test test	Delete	Edit

Step 3: Click on **Update changes** to save changes on the record.

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➤ All fields are mandatory to see the correct progress in the module.

4.5 Grievances

Grievances module has been developed for general public to report any grievances and/or feedback they might want to report to the govt. for some urgent actions on the ongoing contracts. This module is open on the main home page of the MIS and any user can submit the grievances and feedback by providing some basic information about the person who is reporting. This module will automate issue reporting to the project responsible govt. official and further escalate the issue with higher authority in case of no response from govt. officials. Please follow the steps below to start data management under this module.

4.5.1 Data reporting

Step 1: User can click on **Grievance** in the main menu to open the module from home page.

Grievance Form


Select District	-- Select District --
Select Project	-- Select Project --
Select Grievance/Suggestion	Grievance
Select Type	Construction related
Date	2016-11-23
Name	<input type="text"/>




Step 2: Select location and project with details.

Step 3: Enter details of user and posting information


Step 4: Enter information in all the fields to complete form including the issue with type as grievance or feedback.

Step 5: Press  to save entered data

4.5.2 Response from PIU/NRA

Step 1: See the list of records under the grievances list box for the selected project by clicking button 

Grievances								
Home / Data Entry / Grievances								
Grievances								
Show 10 entries Search: Copy CSV Excel PDF Print								
Showing 1 to 10 of 10 entries								
#	Project	Work	Type	Name	Date	Description	Response	
1	EEAP	School building work in Sindupal	Material quality	Gaurav	2016-05-14	Poor quality material is used in the construction. Please take strict action on this	We will surely check and t <input type="button" value="submit"/>	
2	EEAP	School building work in Sindupal	Construction related	Gaurav Dhiman	2016-05-15	sqssdddddssdsd	<input type="text"/> <input type="button" value="submit"/>	
3	EEAP	Civil Work 1	Material quality	Nawaraj	2016-05-15	Test	asda asdadasasd dsd sd <input type="button" value="submit"/>	
4	EEAP		Construction related	Nawaraj	2016-05-15	test	<input type="text"/> <input type="button" value="submit"/>	

Step 2: Respond to the grievances under the response column and click 

Step 3: User will be notified for the response and then user may reopen the case or can report again in case of unsatisfied response.

➤ Responses are going to be recorded and will be escalated based on requirements by MIS control server.

➤ System generated response as SMS and Email will be sent on each event of module to the desired authorities in Govt. system

4.6 Analysis

Analysis is the key module for data utilization in MIS. All users have role based analysis options and module will enable and disable options and filters based on the users' login



options. The module has various kind of analysis outputs like tabular as static predefined tables, charts, maps and cross tabulation with outputs like table and charts. User must understand the requirements and use the module to get the correct figures. All reports needs to be generated with filtration process whereas user must specify the period to generate the reports which can be further filtered by projects, districts and civil works. There are reports as summery tables and does not need much inputs to generate output. These tables are summery as on date for project performance.

4.5.1 General reports

There are different kind of reports can be generated from MIS as general and advance reports like cross tabulation. All the reports can be exported to excel, pdf for easy data utilization using third part software. This section covers all possible reports that can be generated from NRA-MIS as tabular reports from MIS as output. Please follow the steps below to see the reports and outputs

Predefined reports

Predefined reports are preformatted reports as tables which can be generated with filters and can be copied or printed using different options. Please follow steps to generate the reports.



Step 1: Open **Predefined Reports** in data analysis to open the module

Step 2: Select desired report from the list

Step 3: Enter period as from and to date

Step 4: Click on **Load** to load tabular report on the screen



List of active Civil work by departments

Show 10 entries Search:

Showing 1 to 1 of 1 entries

Project	Department	Civil work name
EEAP	CLPIU-MOFALD	Civil Work 2

Copy CSV Excel PDF Print

Step 5: Reports can be exported to excel or copied by pressing **Copy** button

List of available reports are

Sr.no	Report
1	List of VDCs
2	List of Projects
3	List of active Civil work by departments
4	Status of contracts allocation and % actual payments by works and department
5	List of PIUs by departments
6	Funds allocated to departments by projects
7	List of grievances reported and addressed
8	Quality assurance checklist by works
9	List QA feedback planned and response by works
10	List of all Schools and buildings which are linked with the Civil Works from baseline
11	Site survey raw data
12	Civil Work Detailed by department and project
13	Planned and Awarded Civil Works By Project
14	Planned and Awarded Civil Works By Department
15	Planned civil work list and status
16	Planned civil work list and progress status
17	Details of payments made by Civil work
18	Grievance raised and addressed by department
19	Grievance raised and addressed by Project
20	Goods Detailed
21	Planned and Awarded Goods By Project
22	Planned and Awarded Goods By Department
23	Details of payments made by Goods
24	Detail of payments made by Consultancy
25	Consultancy Details



➤ All reports tables can be exported to Excel, csv or pdf using the options



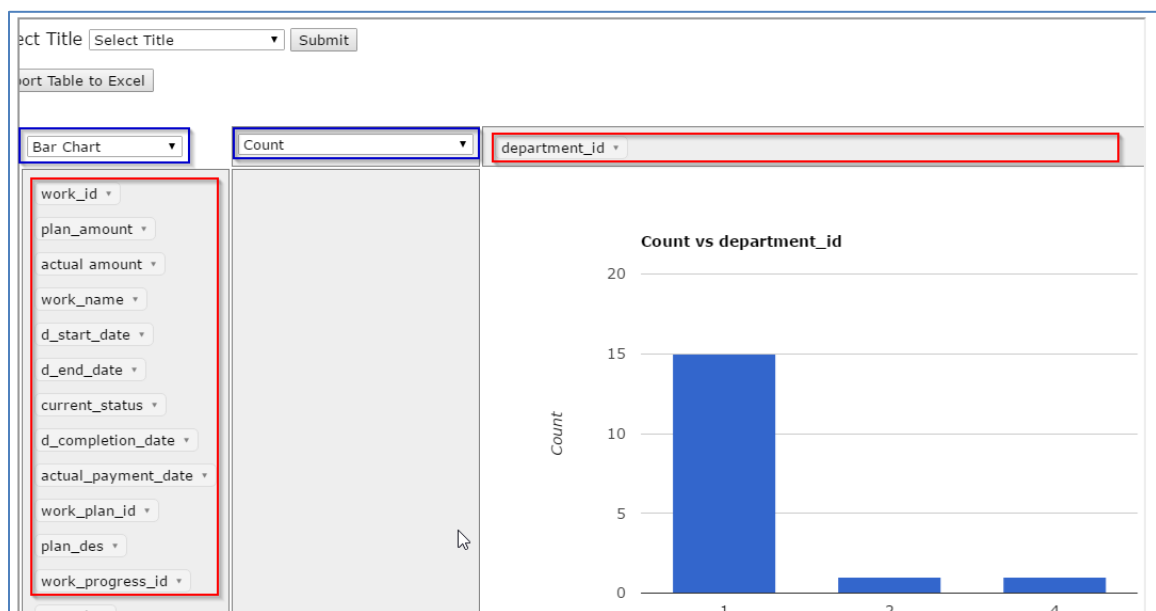
➤ Any data can be searched using search option on the top of the table

Search:

Pivot analysis

Pivot analysis is advance cross tabulation system which provides user free hand on selection of columns and rows. This is similar like pivot analysis in excel and in case use knows how to use that analysis than user can use data generated from MIS to directly online pivot analysis module. It works on the view got created at the time of development and then further user can choose the rows and columns to make desired combination of the reports. Please follow the steps to see use of the module of MIS.

Step 1: Open **Pivot Analysis** from main menu



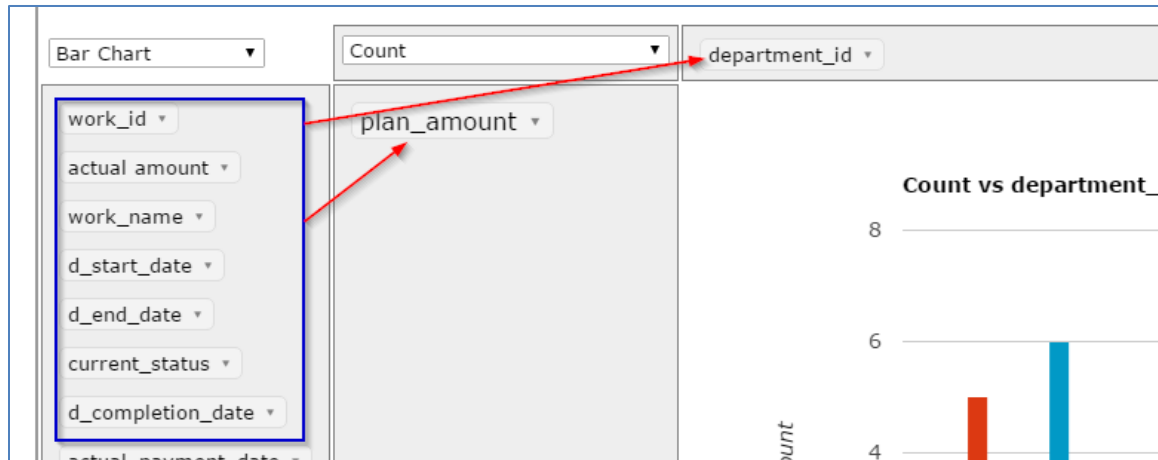
Step 2: Load view from the list as title of report and click on submit

Step 3: The data will be loaded to the analysis plot area with area to select rows and columns under display as shown above.

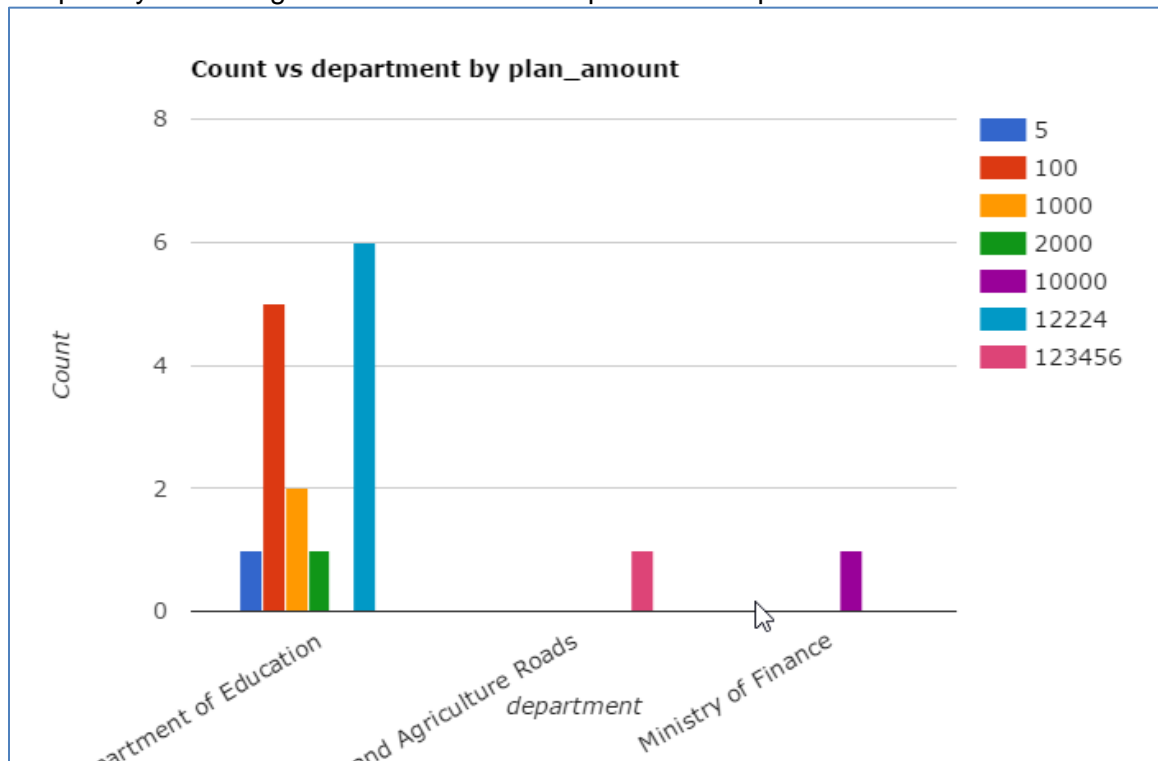
Step 4: Select type of output as chart or table or advance output by making the selection from **Bar Chart**

Step 5: Select formula to be applied if any **Count** based on requirements as counts or sum etc.

Step 6: Drag the fields to rows and columns based on the desired output



Step 7: System will generate the desired output in the output area



Step 8: User can change the type to table also by making the selection



department	work_name	Totals
Department of Education	Building Construction	2
	building of school	1
	Civil Work 1	6
	DEMo CIVIL WORK	3
	Rural Roads Project Bhaktapur	3
Department of Local Infrastructure Development and Agriculture Roads	Civil Work 2	1
Ministry of Finance	Bode PS School	1
Totals		17

Step 9: User can also export data to excel by pressing [Export Table to Excel](#) button

➤ There are no predefined columns or rows have been created for user in this module as this all works as dynamic output generation with no pre selection of indicators.

Resettlement Plan Implementation Status

User can generate the output for resettlement plan and progress using this module. This will generate the output as table only which can be further exported and utilized. Please follow steps to generate the output.

Step 1: open [Resettlement Plan Implementation Status](#)

Resettlement Plan Implementation Status

Apply Filters

Show 10 entries

Search:

Copy

CSV

Excel

PDF

Print

Showing 1 to 1 of 1 entries

S.No.	Plan	Sub Projects	Compensation Target	Compensation Achieve	%	Affected Assets Target	Affected Assets Achieve	%	Institutional Target	Insti Achi
1	New Resettlement plan no. 1	Civil Work 1	282828	2000	0.70714356428642	0	0	0	0	0
		Civil Work 2								
		new work 4								

Previous1Next



Step 2: Output will be available on screen which can be exported further

➤ User can apply further filters based on requirements

4.5.2 Consulting Services

Consulting Services outputs can be generated using this module. There will be multiple outputs and might will increase based on the requirements.

Procurement Plan (PP) for Consulting Services

User can generate the output for PP consulting services and progress using this module. This will generate the output as table only which can be further exported and utilized. Please follow steps to generate the output.

Step 1: open

**Procurement Plan (PP)
for Consulting Services**

Procurement Plan (PP) for Consulting Services

Apply Filters

Show 10 entries

Search:

Copy CSV Excel PDF Print

Showing 0 to 0 of 0 entries

S.No.	Description of Services & Contract ID No.	Cost Estimate	Method of Selection	Advertising for EOI	EOI Submission	Short list & RFP to ADB	ADB's NOL to SL & RFP	RFP Issued	Proposal Submission	TP Eval. Report to ADB	A N t E R
No data available											

Previous Next

Step 2: Output will be available on screen which can be exported further

➤ User can apply further filters based on requirements

4.5.3 Physical progress

User can plan for the % physical progress as milestones under any civil work and consultancy contracts. This can be reported multiple times as % completed progress. User can enter data and same will appear here in this table as output as cumulative.



% reported progress

User can generate the output for % reported physical plan and progress using this module. This will generate the output as table only which can be further exported and utilized. Please follow steps to generate the output.

Step 1: open **% reported Progress**

The screenshot shows the 'Reports' module interface. At the top, there are filters for Department, District, Civil Work, and Period. Below these are 'Load' and 'Reset' buttons. The main section is titled 'Physical Progress Percentage' and includes a search bar, a 'Show 10 entries' dropdown, and export options (Copy, CSV, Excel, PDF, Print). The table below shows the following data:

Civil Work Name	Planned Activity milestone	% Planned Physical progress	% Physical Progress Percentage
Bode PS School	Bidding	5	13
Bode PS School	Site clearance	5	3
Bode PS School	Payment 1	10	7
Bode PS School	Payment 2	20	3

Step 2: Output will be available on screen which can be exported further

➤ User can apply further filters based on requirements

➤ All reports tables can be exported to Excel, csv or pdf using the options

➤ Any data can be searched using search option on the top of the table

4.5.4 Financial progress

User can plan for the % financial progress as milestones under any civil work and consultancy contracts. This can be reported multiple times as % completed progress. User can enter data and same will appear here in this table as output as cumulative.



% reported progress

User can generate the output for % reported physical plan and progress using this module. This will generate the output as table only which can be further exported and utilized. Please follow steps to generate the output.

Step 1: open **% reported Progress**

Reports

Home / Reports / Reports

Department
-- Select --

District
-- Select --

Civil Work
-- Select --

Period
to

Load

Reset

Physical Progress Percentage

Show 10 entries

Search:

Copy CSV Excel PDF Print

Showing 1 to 10 of 23 entries

Civil Work Name	Planned Activity milestone	% Planned Financial disbursements	% Financial Disbursement Percentage
Bode PS School	Bidding	5	0
Bode PS School	Site clearance	5	0
Bode PS School	Payment 1	10	0
Bode PS School	Payment 2	20	0
Building Construction	Completion of IFB	2	1

Step 2: Output will be available on screen which can be exported further

➤ User can apply further filters based on requirements

➤ All reports tables can be exported to Excel, csv or pdf using the options

Copy CSV Excel PDF Print

➤ Any data can be searched using search option on the top of the table

Search:

4.5.5 Advance Analysis

User can plan for the % financial progress as milestones under any civil work and consultancy contracts. This can be reported multiple times as % completed progress. User can enter data and same will appear here in this table as output as cumulative.



Cumulative financial progress

User can generate the cumulative reported output for % reported financial plan and progress using this module. This will generate the output as table only which can be further exported and utilized. Please follow steps to generate the output.

Step 1: open **Cumulative financial progress**

The screenshot shows the 'Reports' module interface. At the top, there's a breadcrumb trail: Home / Reports / Reports. Below this, there are four filter sections: Department (dropdown: -- Select --), District (dropdown: -- Select --), Civil Work (dropdown: -- Select --), and Period (text input: to). Below these filters are two buttons: Load and Reset. The main section is titled 'Physical Progress Percentage' and includes a search bar, a 'Show 10 entries' dropdown, and export options: Copy, CSV, Excel, PDF, and Print. Below the search bar, it says 'Showing 1 to 10 of 23 entries'. The table below has four columns: Civil Work Name, Planned Activity milestone, % Planned Financial disbursements, and % Financial Disbursement Percentage. The table contains five rows of data.

Civil Work Name	Planned Activity milestone	% Planned Financial disbursements	% Financial Disbursement Percentage
Bode PS School	Bidding	5	0
Bode PS School	Site clearance	5	0
Bode PS School	Payment 1	10	0
Bode PS School	Payment 2	20	0
Building Construction	Completion of IFB	2	1

Step 2: Output will be available on screen which can be exported further

➤ User can apply further filters based on requirements

➤ All reports tables can be exported to Excel, csv or pdf using the options

➤ Any data can be searched using search option on the top of the table

Cumulative physical progress

User can generate the cumulative output for % reported physical plan and progress using this module. This will generate the output as table only which can be further exported and utilized. Please follow steps to generate the output.



Cumulative physical progress

Step 1: open

Reports

Home / Reports / Reports

Department: -- Select -- District: -- Select -- Civil Work: -- Select -- Period: to

Physical Progress Percentage

Show 10 entries Search:

Showing 1 to 10 of 23 entries

Civil Work Name	Planned Activity milestone	% Planned Physical progress	% Physical Progress Percentage
Bode PS School	Bidding	5	13
Bode PS School	Site clearance	5	3
Bode PS School	Payment 1	10	7
Bode PS School	Payment 2	20	3

Step 2: Output will be available on screen which can be exported further

➤ User can apply further filters based on requirements

➤ All reports tables can be exported to Excel, csv or pdf using the options

➤ Any data can be searched using search option on the top of the table

Search:

4.5.6 Advance Analysis s-Curve

S-Curve analysis has been given as pre generated advance output in MIS. As you are aware that s-curve is used to see the progress made against planning thus in current scenario s-curve can be generated for physical, financial and project planning output generation using MIS as advance analysis.

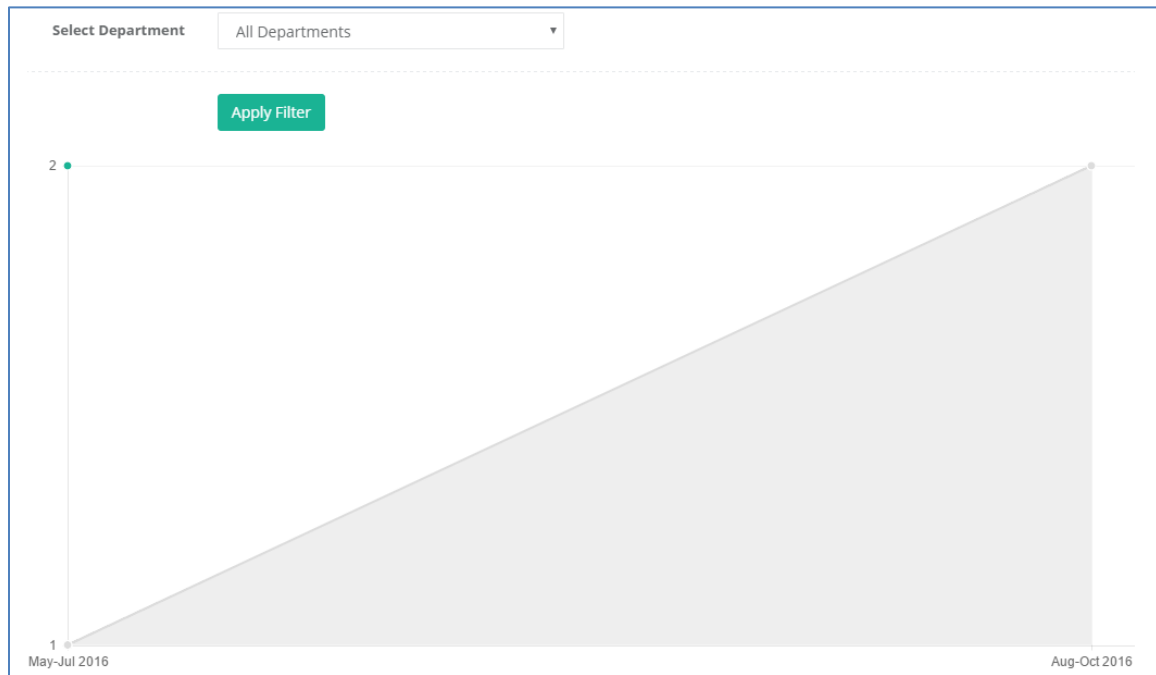
Planned vs. Actual Projects execution

User can check the current status of the planned and execution of the projects based on the planning and allotment of the contracts. Based on the no.s planned and executed the s-curve will plot the progress. The period will be taken based on the project and department selection. Please follow the steps to generate the output



Planned vs Actual Projects

Step 1: Open



Step 2: Make selection of departments for single department outcome

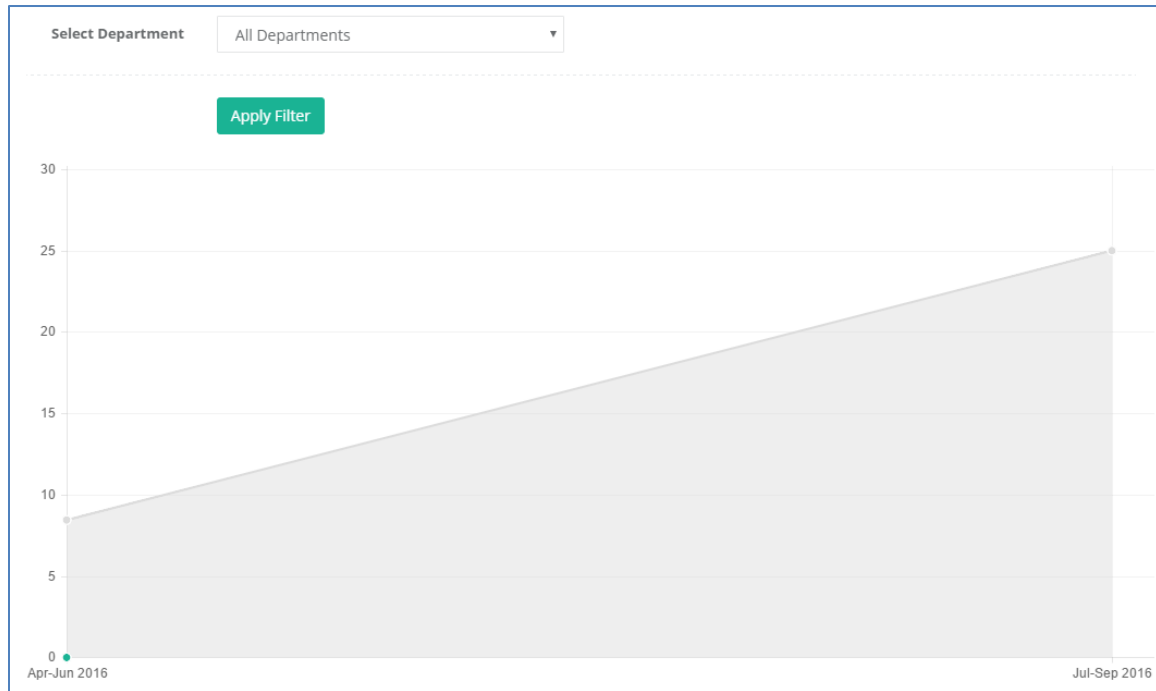
➤ User snip the image to use in the presentations from desktop.

Physical progress

User can check the current status of the planning and execution of the physical progress for various contracts. Based on the planning and execution of physical progress the s-curve will plot the progress. The period will be taken based on the project and department selection. Please follow the steps to generate the output

Step 1: Open

Physical Progress



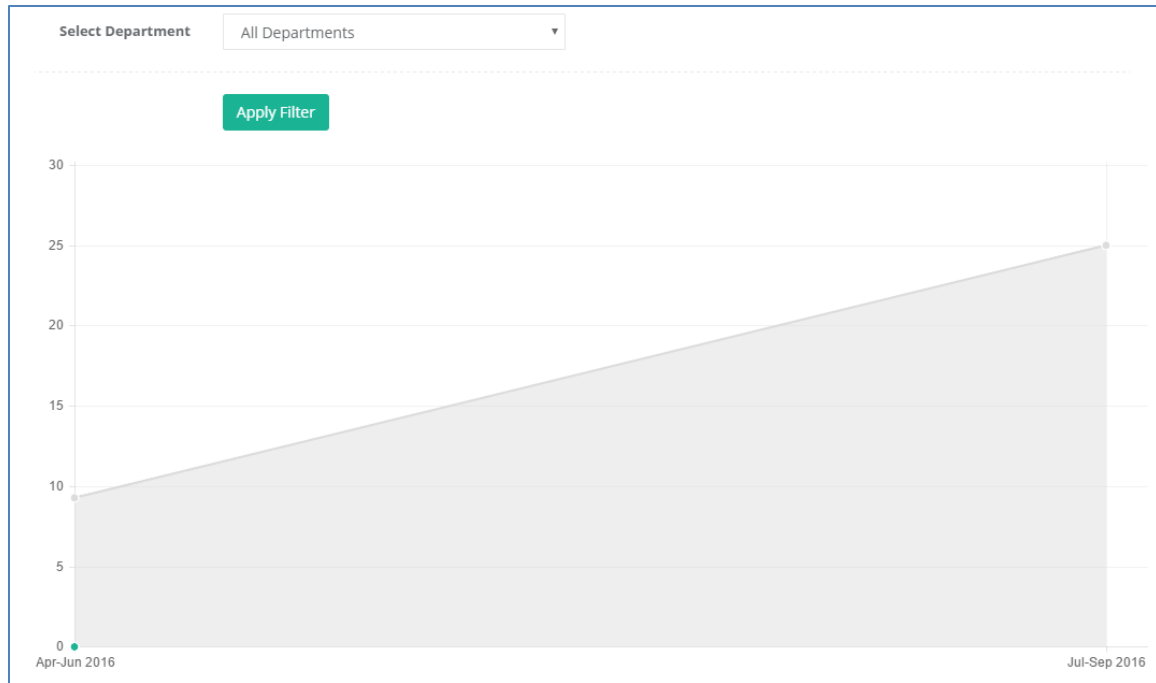
Step 2: Make selection of departments for single department outcome

➤ User snip the image to use in the presentations from desktop.

Financial progress

User can check the current status of the planning and execution of the financial progress for various contracts. Based on the planning and execution of financial progress the s-curve will plot the progress. The period will be taken based on the project and department selection. Please follow the steps to generate the output

Step 1: Open **Financial Progress**



Step 2: Make selection of departments for single department outcome

➤ User snip the image to use in the presentations from desktop.

4.5.7 Summery reports

Summery reports are predesigned reports to generate the quarterly summary of the contracts and disbursement made under different project. This output can be directly generated from analysis, summery reports based on the year selection. Please follow steps below to generate the reports.

Step 1: Open **Summary Reports**



Reports

Home / Reports / Reports

Select Project: -- Select -- Select Year: -- Select -- **Reset**

YEARLY PROJECTIONS (BY QUARTER) FOR CONTRACT AWARDS

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 5 of 5 entries

Categories	Quarter I	Quarter II	Quarter III	Quarter IV	Total
Civil Work	1	5	0	1	7
Consultancy	0	2	0	0	2
Materials	0	3	0	0	3
Resettlement	0	0	0	0	0
Vehicles & Equipment	0	0	0	0	0

Previous 1 Next

Step 2: Make selection based on project and year and see data

YEARLY PROJECTIONS (BY QUARTER) FOR DISBURSEMENTS

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 5 of 5 entries

Categories	Quarter I	Quarter II	Quarter III	Quarter IV	Total
Civil Work	0	23668	0	568	24236
Consultancy	0	0	0	0	0
Material	0	1420000	0	0	1420000
Resettlement	0	0	0	0	0
Vehicles & Equipment	0	0	0	0	0

Previous 1 Next

➤ All reports tables can be exported to Excel, csv or pdf using the options

Copy CSV Excel PDF Print

➤ Any data can be searched using search option on the top of the table

Search:

4.7 Dashboard

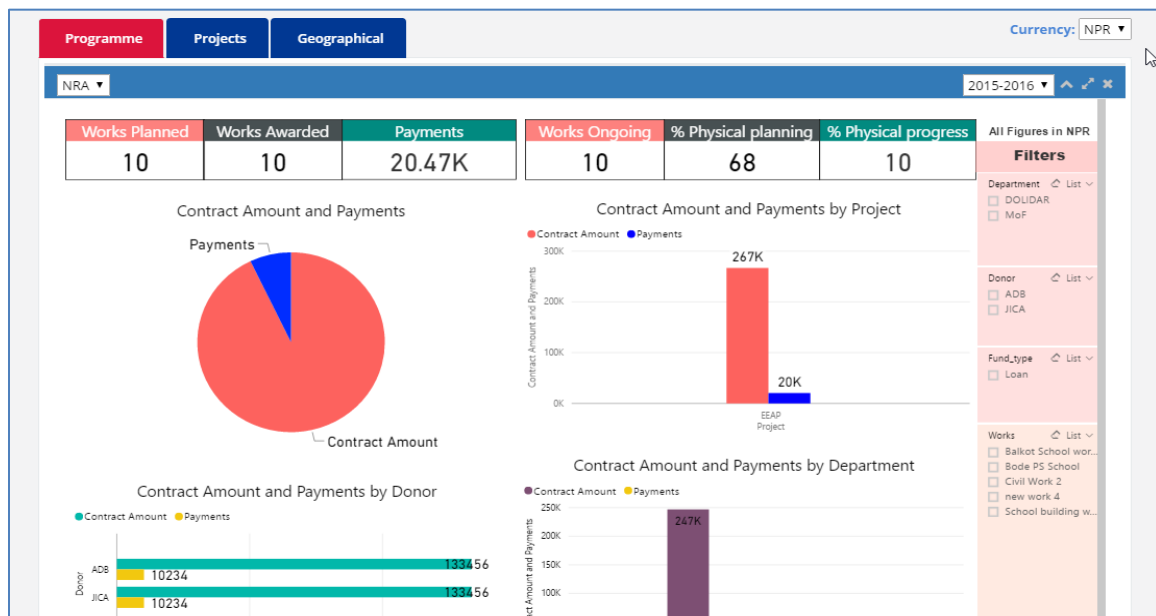
Dashboard is the key consolidated analysis module with charts display along with the possibility of the filters data under application. This feature refreshes the data through main server on fix interval for top management officials under MIS. This data is visible to



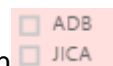
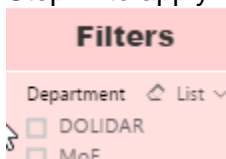
different type of user based on their role in MIS. Like CLPIU user will see data on the same dashboard with limited access to the created contracts only other PIU user cannot see all the data. Dashboard also provides summery reports with dig down approach to reach up-to contract level from project level. Please follow the steps to see the data access and filters application.

4.7.1 Homepage dashboard Programme

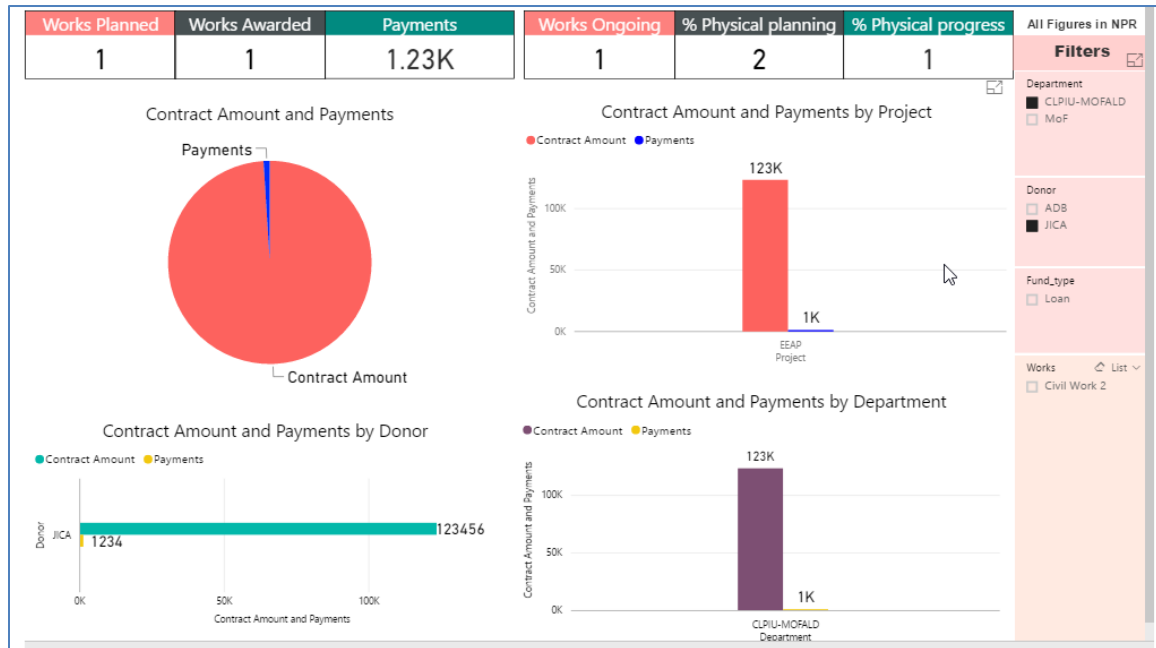
Dashboard will appear as home page on the main screen after login in NRA-MIS. See steps and option to work on the dashboard.



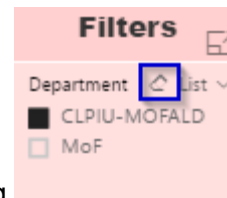
Step 1: to apply filters user can use the right hand panel with multiple options.




Step 2: Click on the check box to filter down , after selection charts will change



Step 3: user can apply multiple filters using “Ctrl” and click on the options



Step 4: To clear filters user can reset filters by pressing  marked button

➤ User can enlarge the dashboard to full screen to see only dashboard on the screen.

4.7.2 Dashboard projects

Dashboard also provides option to work on the projects consolidations with drilldown approach. User can see click on the drilldown options to be able to see the breakdown from projects to the contracts level. Please follow the steps to see the drilldown.

Step 1: Open module by clicking **Projects**

Step 2: See the first table with project wise breakup for no. of contracts planned, awarded and ongoing.



Projects

Show10▼entries

Search:

Copy

CSV

Excel

PDF

Print

Showing 1 to 3 of 3 entries

#	Project	Total Budget Allocated	Planned Civil Works	Awarded Civil Works	Ongoing Works	Completed Works	Contract Amount	Payments
1	DEMOP	1,000,000,000	0	0	1	0	1,000,000	100
2	EEAP	2,147,483,647	1	0	8	0	100,035,867	23,668
3	JICA FUND	2,147,483,647	0	0	1	0	0	468

Previous

1

Next

Step 3: Click on project to drill down further **2** **EEAP** and see breakdown by department.

EEAP

Show10entries

Search:

Copy

CSV

Excel

PDF

Print

Showing 1 to 3 of 3 entries

#	Department	Planned Civil Works	Awarded Civil Works	Ongoing Works	Completed Works	Contract Amount	Payments
1	CLPIU-DOE	1	0	3	0	100,035,867	23,668
2	MoF	0	0	4	0	0	23,668
3	CLPIU-MOFALD	0	0	1	0	0	23,668

Previous1Next

Step 4: Click on department **1** **CLPIU-DOE** to see breakdown by civil works

MoF

Show10▼entries

Search:

Copy

CSV

Excel

PDF

Print

Showing 1 to 4 of 4 entries

#	Contract	Package No.	Lot No.	Contractor	Contract Amount	Variations	Revised amount	Start Date	End Date	Payments made	Balance
1	School building work in Sindupal				0	0	0	2016-05-01	2017-07-31	0	0
2	new work 4				0	0	0	2016-05-01	2017-07-12	0	0
3	Bode PS School	23	1		0	0	0	0000-00-00	0000-00-00	0	0
4	Balkot School work 1	12	2		0	0	0	0000-00-00	0000-00-00	0	0

Previous1Next

Step 5: Click on project to see details project snapshot **3** **Bode PS School**



Bode PS School

Edit project

Status: Active

Created by: DoEPIU

Department: MoF

Start Date: 0000-00-00

End Date: 0000-00-00

Actual Completion Date: 0000-00-00

Implementation Days: 200

District: Bode

VDC: Bode

Created: 2016-06-12 17:34:20

Total Budget Allocated: 0

Variation: 0

Revised Amount: 0

Amount By Govt.: 0

Amount By Donor Loan: 0

Amount By Donor Grant: 23

Package No.: 1

Lot No.: 1

Description: Project for reconstruction of school building

Progress

Time Series

Contract Snapshot

QA Progress

Disbursement

Map

Completion Status

Percentage Physical & Financial Progress

^ ✕

➤ User can see all the details up-to single contract level along with Google site MAP for same project.

➤ User can also change the currency to USD for current conversion rates by changing dropdown options

Currency: NPR ▼

➤ All reports tables can be exported to Excel, csv or pdf using the options

Copy CSV Excel PDF Print

➤ Any data can be searched using search option on the top of the table

Search:

4.7.3 Geographic data plotting on Google Map

Dashboard also provides option to work on the Google Map view for from baseline unallocated site up-to linked sites with active contracts. This option can be used to see all the data collected for any given site under any contract. User can also see latest site captured photographs by survey engineers. Please see option to see the module.

Step 1: Click on the tab **Geographical**



Programme Projects **Geographical** Currency: NPR ▼

Filters

Select Project: -- Select -- Department: -- Select -- District: -- Select -- Civil Work: -- Select -- Period: to

Load **Reset**

Geographical

Step 2: Apply filters to see selected districts or department allocated civil works.

Step 3: Use can click on the signal bubble to see the linked contract and details further

Building Construction

School Name : Kamala Devi Ni Ni Ma V
Grade : LSS
Building No. : 43
MOU Date : 2015-06-25
Start Date : 0000-00-00
Est. completion Date : 0000-00-00
End Date : 0000-00-00

➤ User must use period as from date and to date to get the correct data for selected period.

➤ Use applied legends to see different colors of bubbles

Legend

Planned Site Contract Linked Ongoing Site Closed Site



5.0 Contact information

National Reconstruction Authority:

Singh Darbar

Kathmandu 44600

5.1 NRA IT Support contacts

Nawaraj Gurung

Mobile: +977 9841333398

support@nramis.org

5.2 Online issue/bug reporting

User can report the encountered bugs and can further follow-up the solution provided online. User can visit the site given below and can register themselves to be able to report the bug in the system.

Please visit <http://support.nramis.org> to register and report any issue related to NRA MIS