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

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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-World. 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

Uses 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

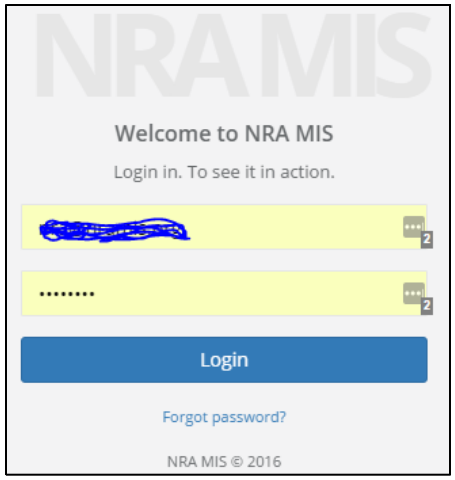
		Implementation Status	
12	Analysis/ Consulting Services	Procurement Plan (PP) for Consulting Services	User based access
13	Analysis/ Physical progress	Actual reported data against planning	User based access
14	Analysis/ Financial progress	Monthly disbursement status	User based access
15	Analysis/ Advance 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

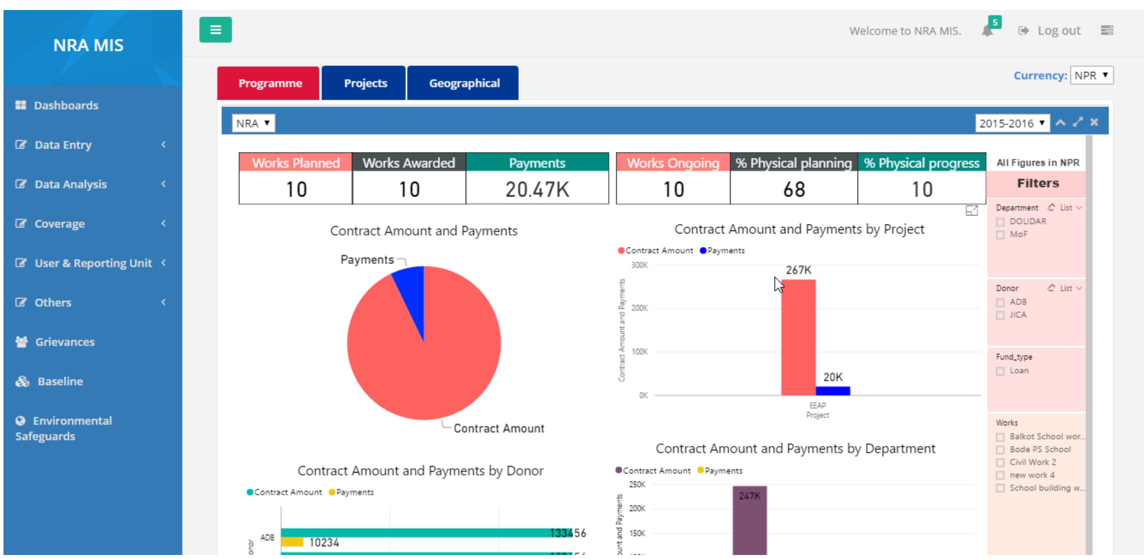
User needs login in the application with provided user name and password to be able to use the modules. Application already stored the valid access credentials at the time of installation which can be changed later. Please follow the steps below to login in the online MIS application as user. User must 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”



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.

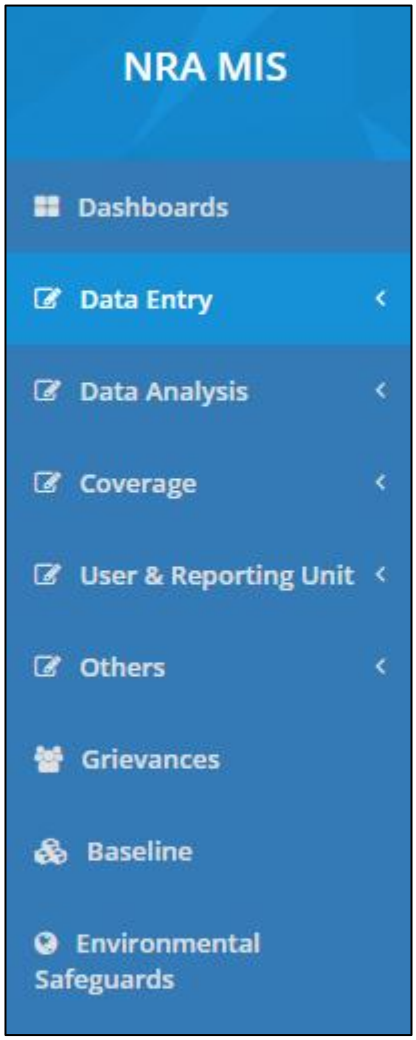


4.0 MIS modules in details

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 gusts 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.



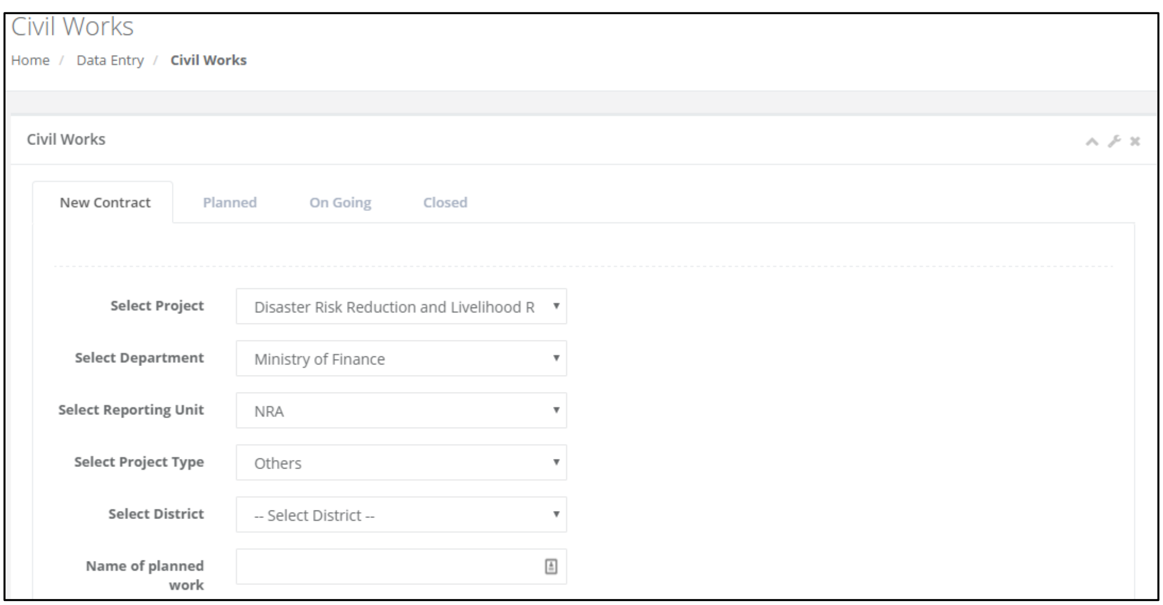
Main menu and listed modules

4.2 Data entry at PIU level

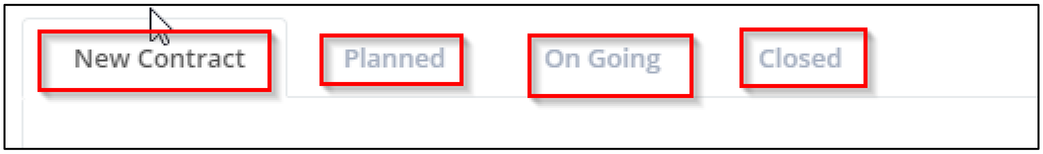
User can click on  in the main menu to select the module sub items. Module provides options and events to execute the various options to manage and allocate the funds to different departments. This is the first step in order to mage the main project and ministries level allocation for further creation 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 CLPI 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.



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.

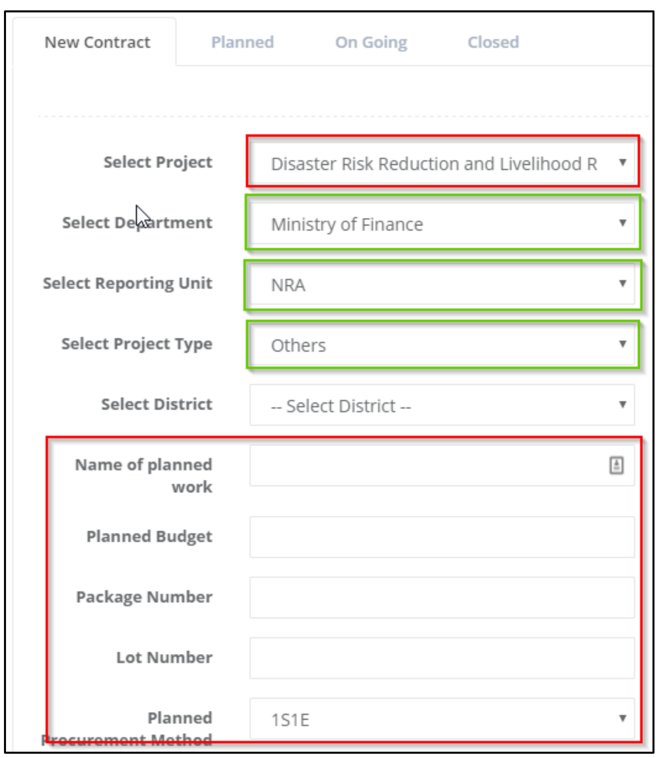


The existing ongoing contracts list can be access under “On Going” tab, planned status based contracts will be available under “Planned”, New contacts creation can be done under “New Contracts” tab closed or completed contracts can be accessed under “Closed” tab.

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.

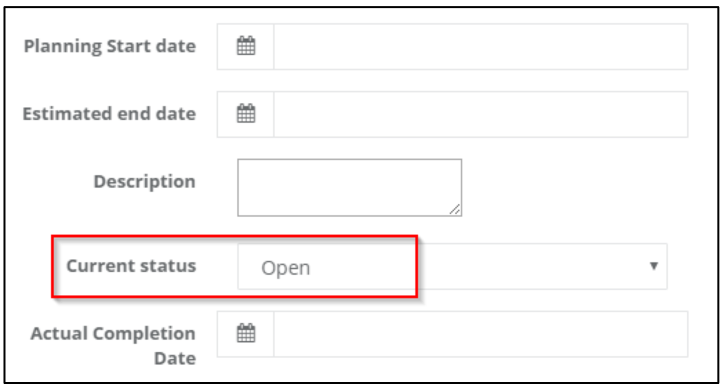
Step 1: Click on the “New contract” tab in the main tab to access all the required indicators and details to be entered in the module.



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.



Step 4: Click on 

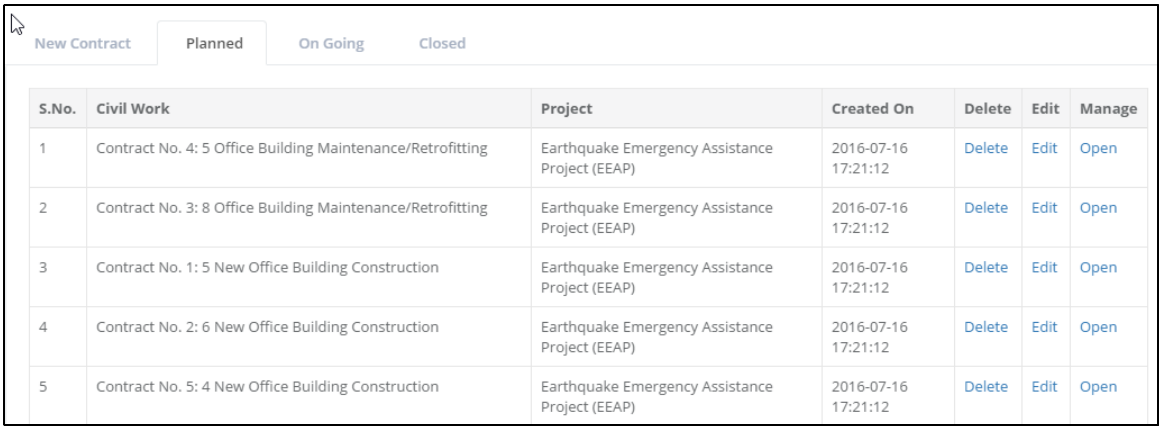
to save all the details in the MIS

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

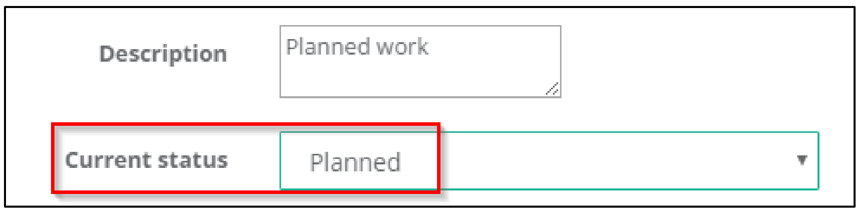
Step 1: Click on the 

tab and search the contract to make open now.



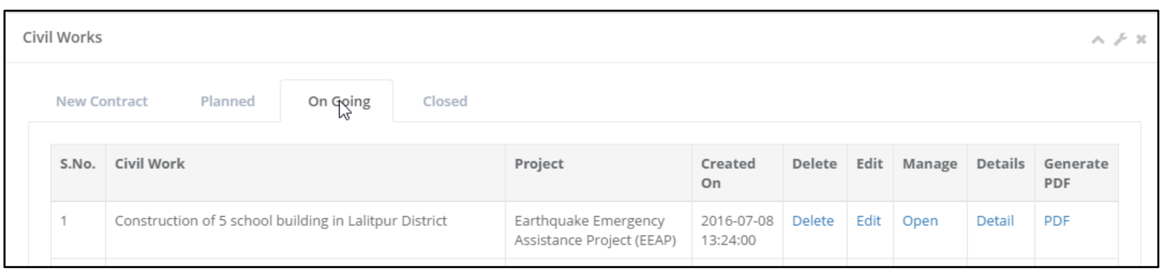
S.No.	Civil Work	Project	Created On	Delete	Edit	Manage
1	Contract No. 4: 5 Office Building Maintenance/Retrofitting	Earthquake Emergency Assistance Project (EEAP)	2016-07-16 17:21:12	Delete	Edit	Open
2	Contract No. 3: 8 Office Building Maintenance/Retrofitting	Earthquake Emergency Assistance Project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



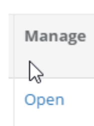
Step 3: Click on 

to save all the details in the MIS and check the project under ongoing tab



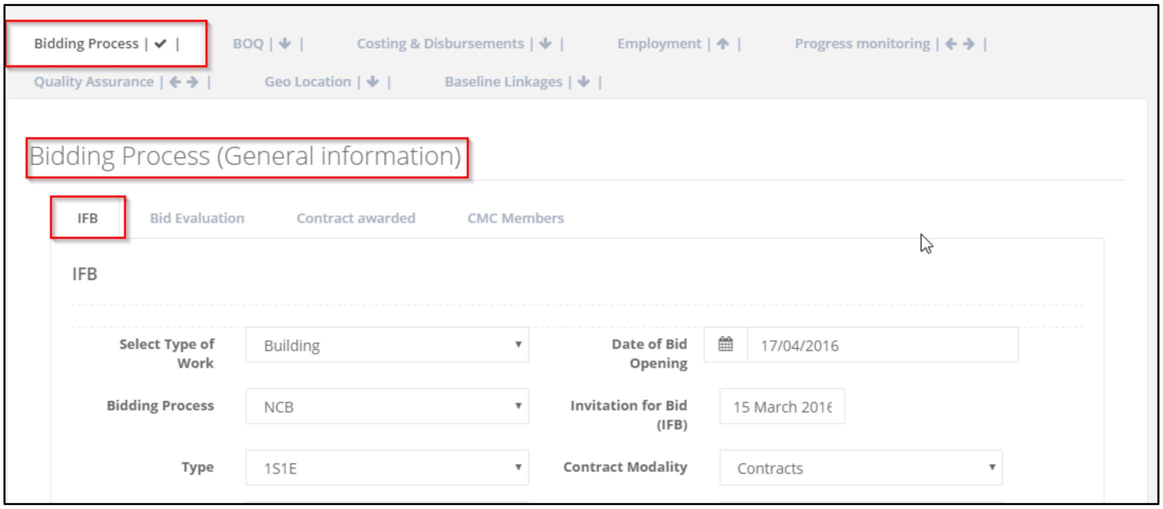
S.No.	Civil Work	Project	Created On	Delete	Edit	Manage	Details	Generate PDF
1	Construction of 5 school building in Lalitpur District	Earthquake Emergency Assistance Project (EEAP)	2016-07-08 13:24:00	Delete	Edit	Open	Detail	PDF

Open active contact for data entry and progress update

Step 1: Open "On going" tab and click on "Open" 

under Manage column

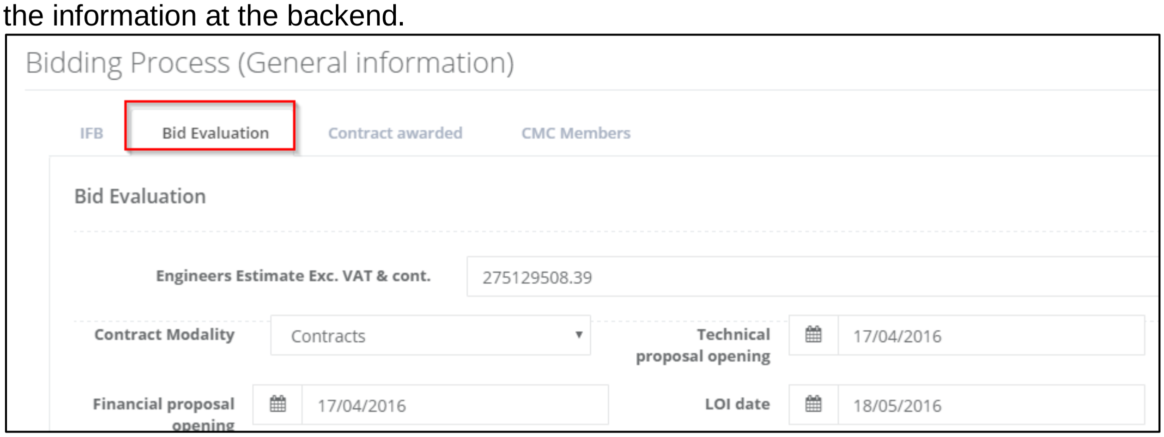
Step 2: Contact will be loaded for data entry and progress update



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

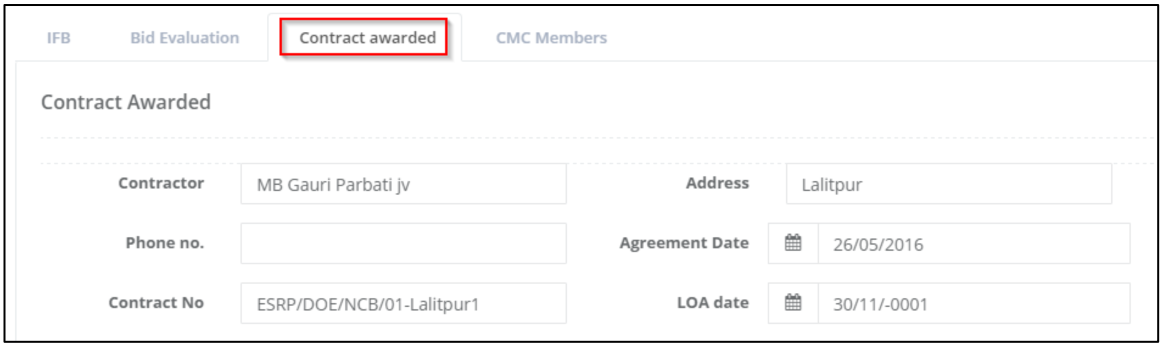
Step 3: Enter the data under “Bidding process” “IFB” to start the data entry process for this contract

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



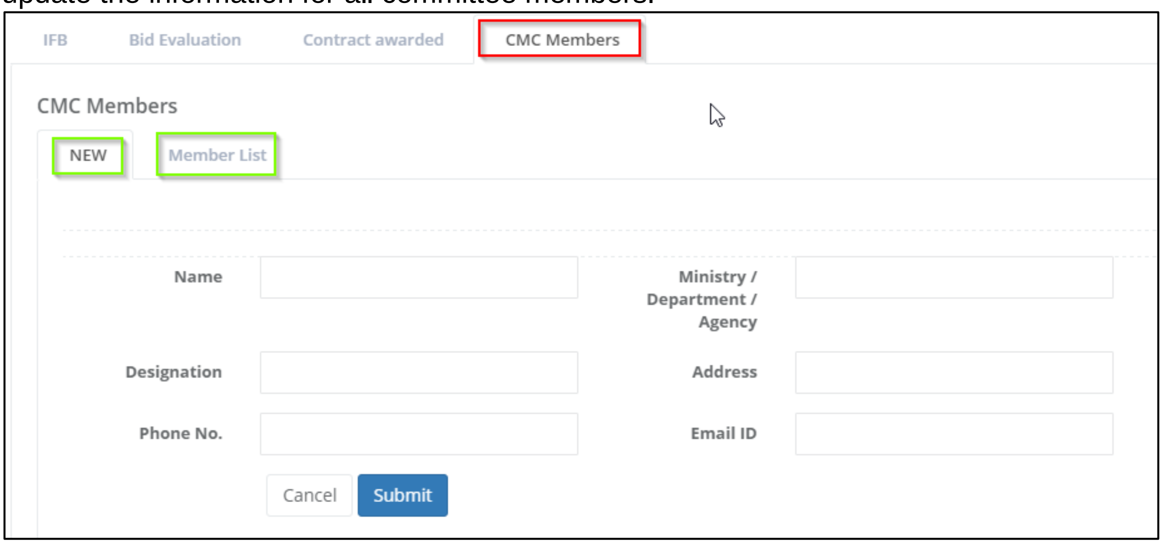
➚ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

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.



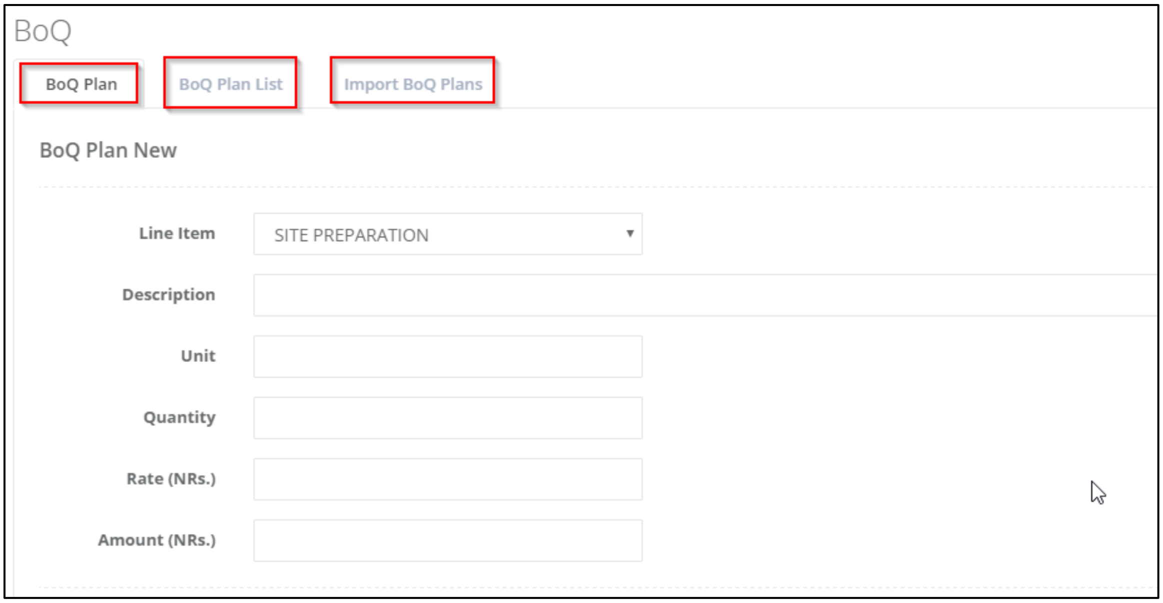
Enter all the indicators and data points carefully, information gap can create big issue in reports generation

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



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 |

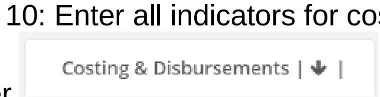


➚ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

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 

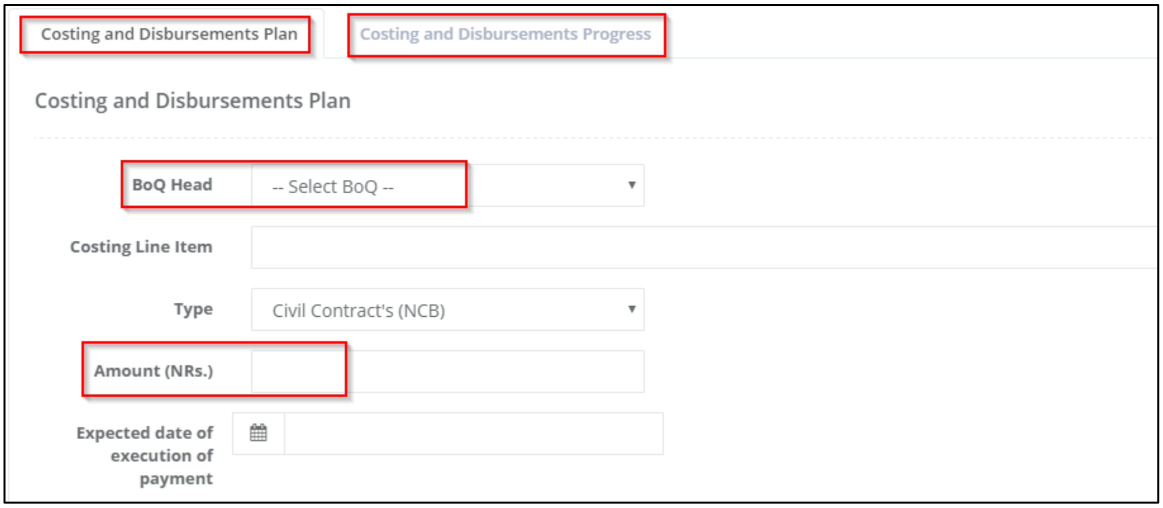
button to update the information for all indicators.

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 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.

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

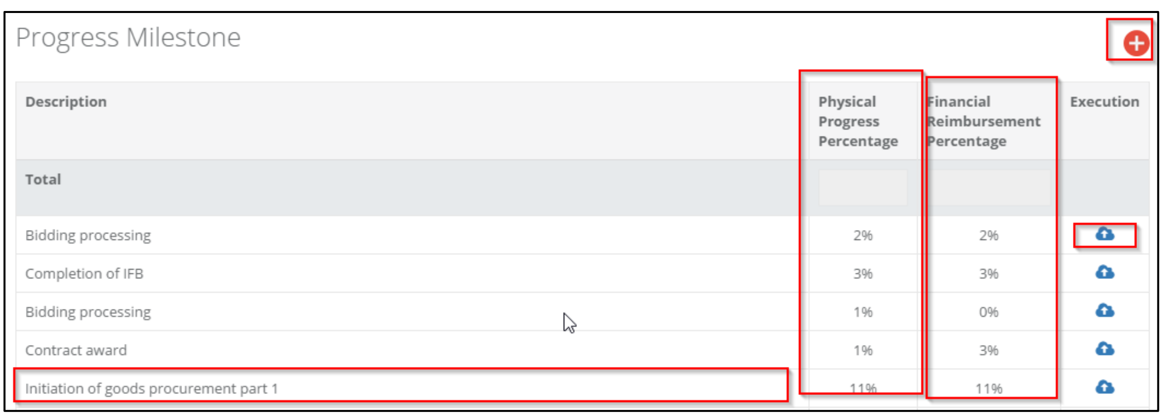
➚ User can do multiple payments until total planned cost for the line item going to be executed and closed.

➚ 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.

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

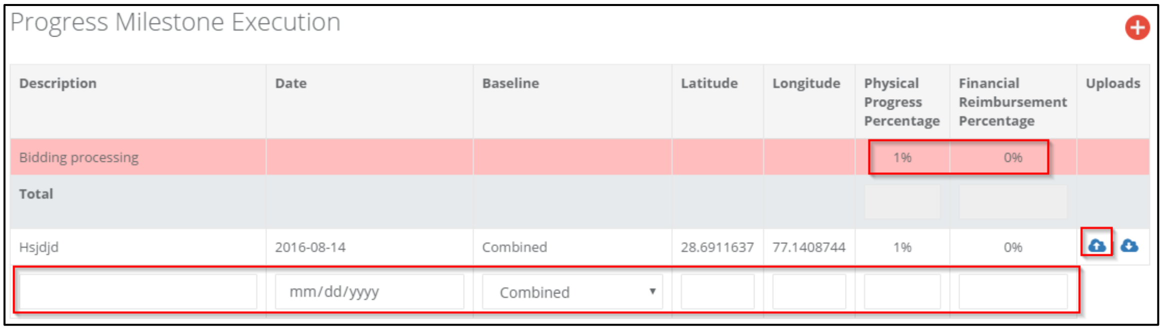
- User need to create a % plan for physical and financial progress under this tab.
- Plan should give 100% as total for both as linked physical and financial progress.
- User can use ⊕ to add rows and define the line item for the planning purpose.


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.

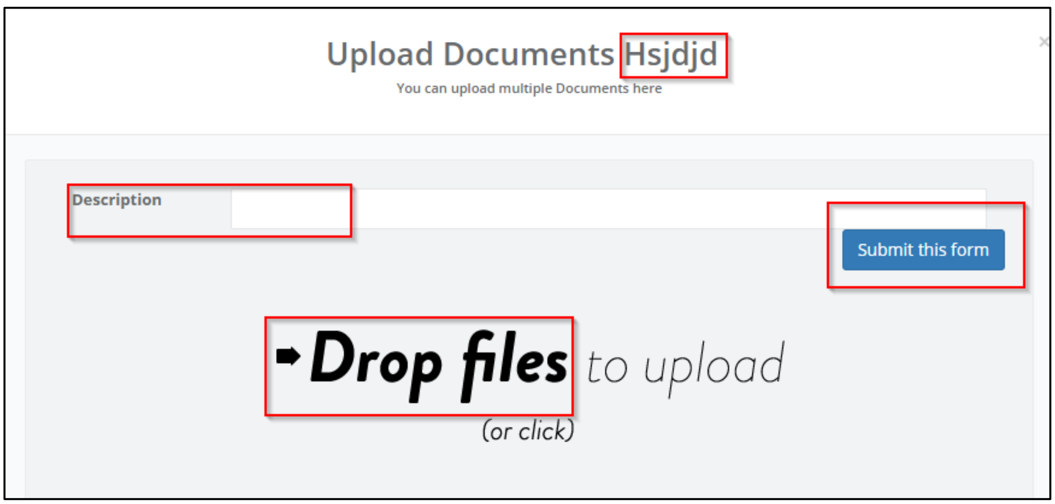


Progress Milestone Execution

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 Submit button to update the information for reported data.

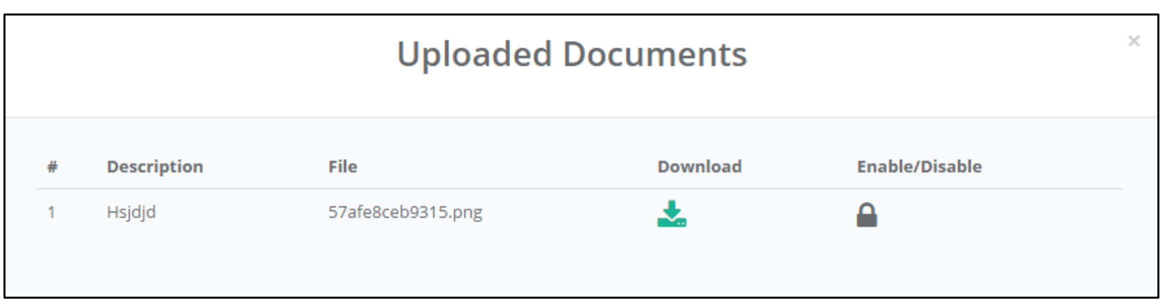
➚ User also needs to upload the related images as proof of the physical progress system using this button against the reported data.



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		

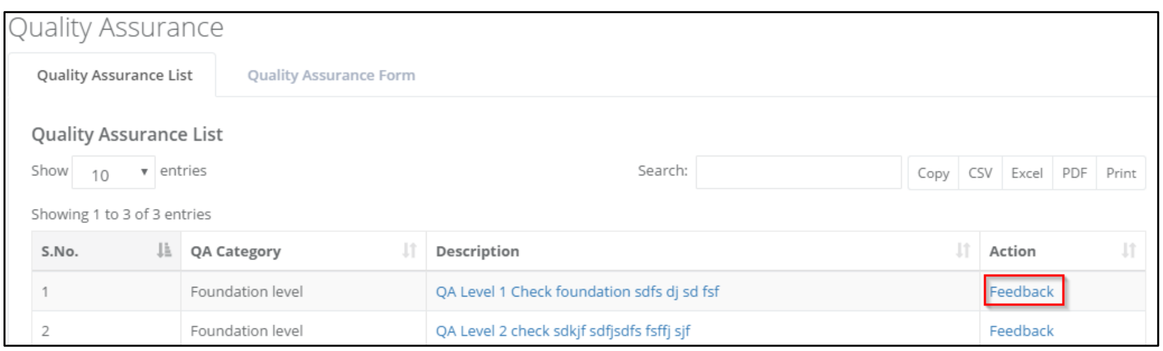
➚ This activity can be performed from mobile device also. Please refer user manual part-3 progress monitoring of this activity.

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.

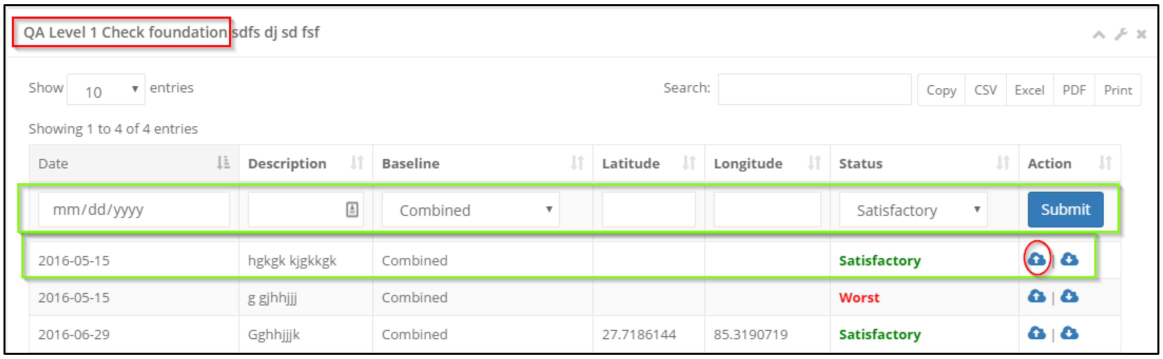
➚ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

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



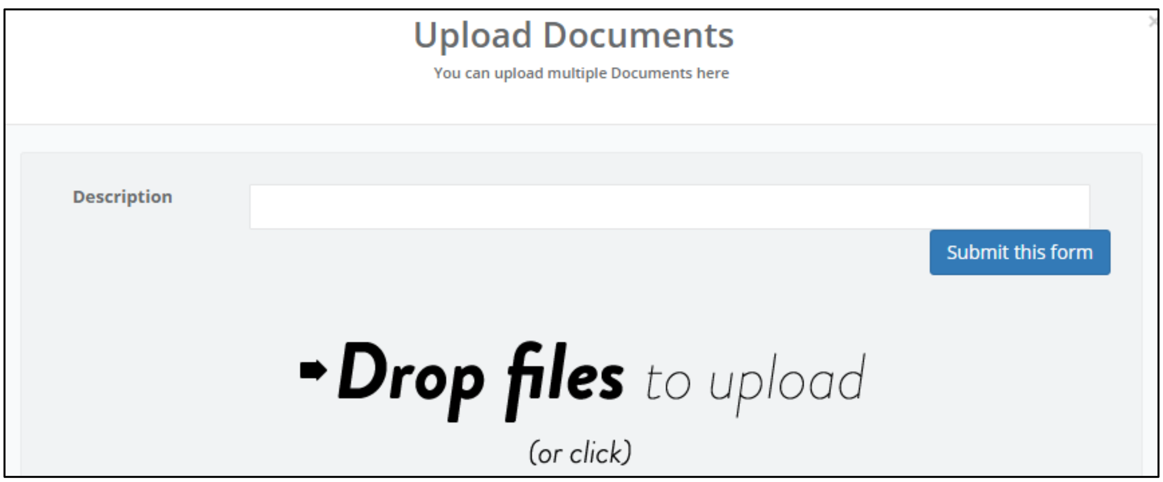
Step 17: Enter related feedback for the category and sub heads by pressing Feedback

.



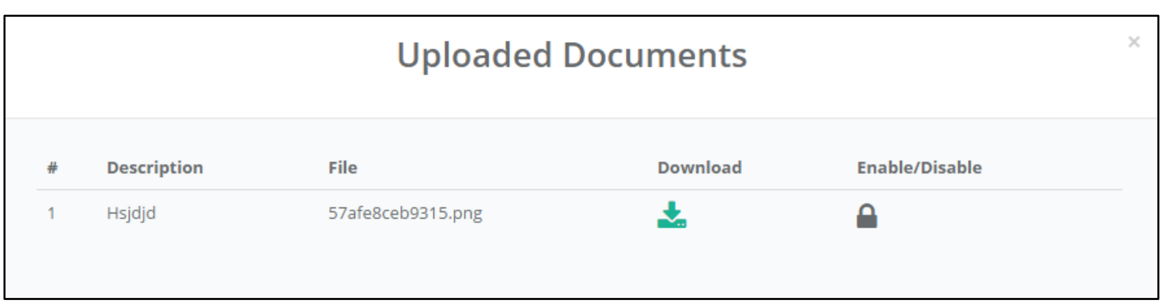
Step 18: User need to provide the feedback for the sub items of any QA category by selecting the correct site as the baseline linkages.

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

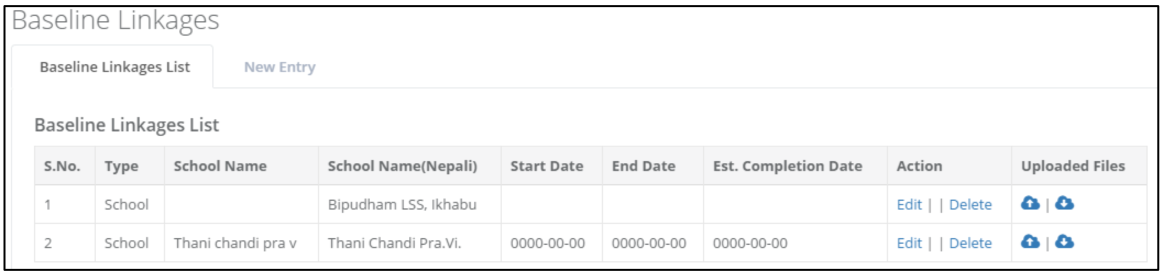


Step 19: Drag and drop files and give title before pressing “submit form”

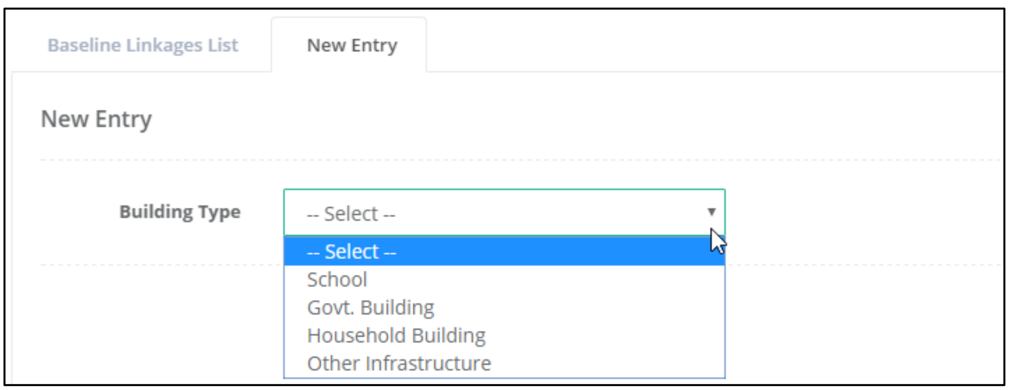
User can also download and see the uploaded images any time in future by using this option against any QA reported line item.



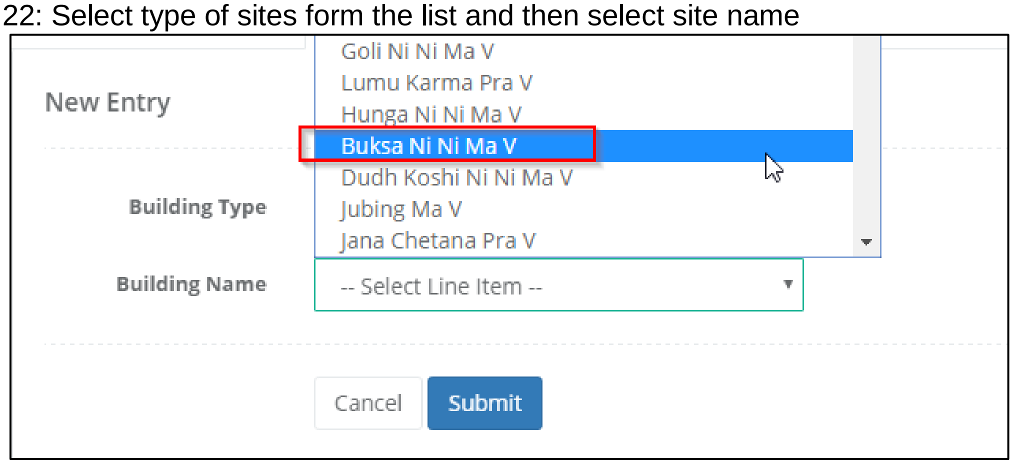
Step 20: User should link all the baseline data in the contract now. Baseline linkage is the process to link all contract covered sites with one contract or package. Please open Baseline Linkages | ↓ | tab to enter the details.



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.

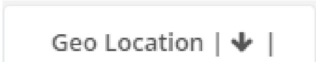


Step 22: Select type of sites form the list and then select site name



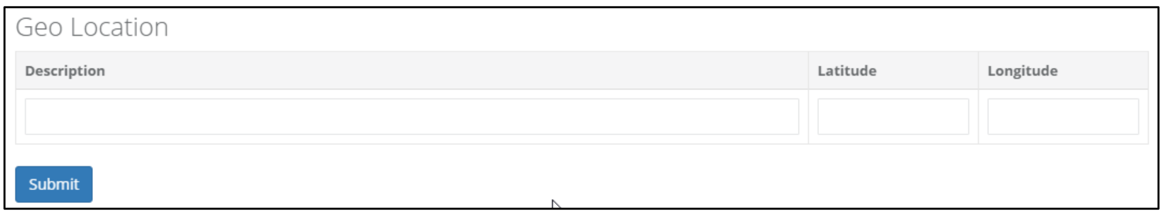
Step 23: Press Submit button to save data now after selection of the site.

➚ 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 

tab to enter the details.

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



➚ 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.

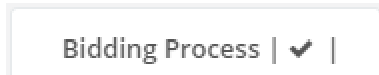
➚ User should not link single site in multiple contracts from baseline and should only link to one site to one contract. One contract/package can have multiple sites.

Uploading documents and sending for approvals

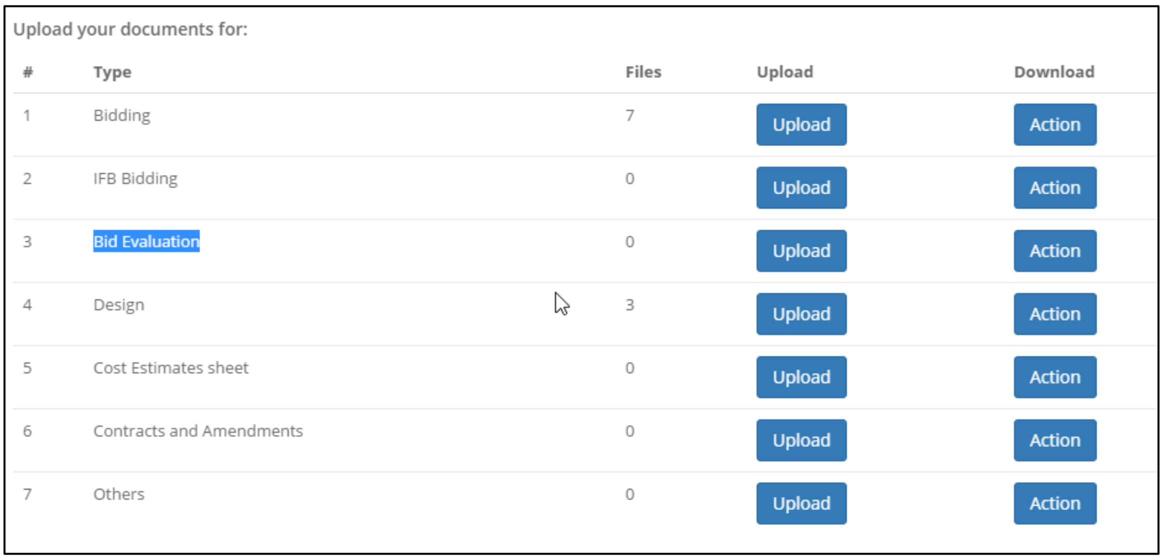
User can upload all the related documents to the MIS for future document reference use and/or approval process. The MIS users at PIU can upload all important documents to the web as zip document whereas single or multiple documents can be attached for the categories given as under.

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.

Step 1: Open bidding process tab 

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

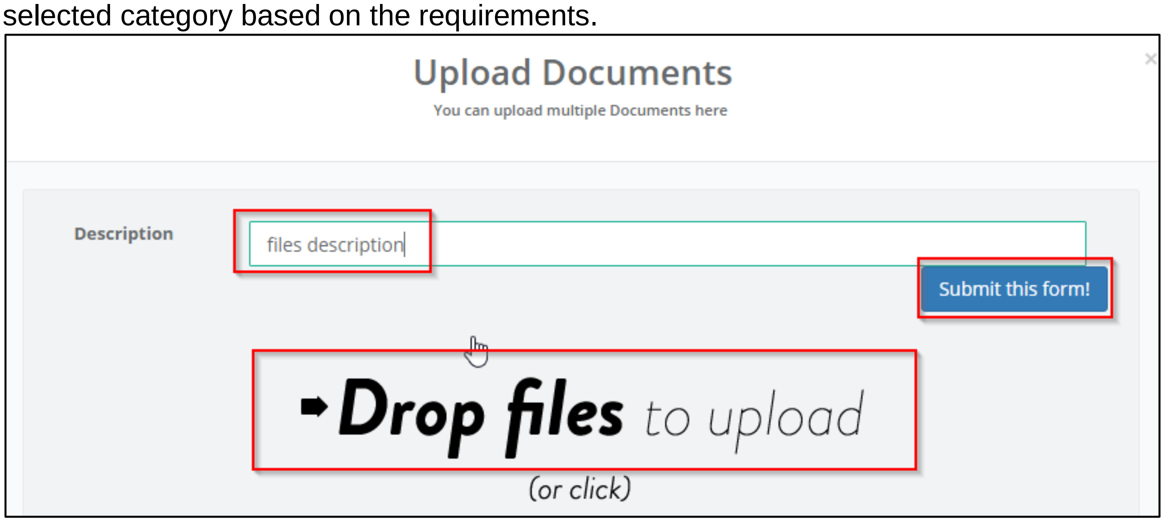


Upload your documents for:

#	Type	Files	Upload	Download
1	Bidding	7	Upload	Action
2	IFB Bidding	0	Upload	Action
3	Bid Evaluation	0	Upload	Action
4	Design	3	Upload	Action
5	Cost Estimates sheet	0	Upload	Action
6	Contracts and Amendments	0	Upload	Action
7	Others	0	Upload	Action

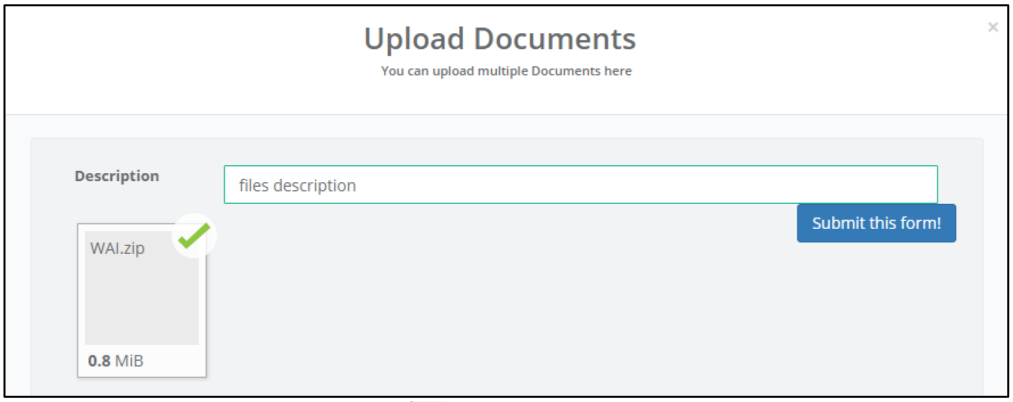
Step 3: Press 

button and open the upload area for the document under the selected category based on the requirements.



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

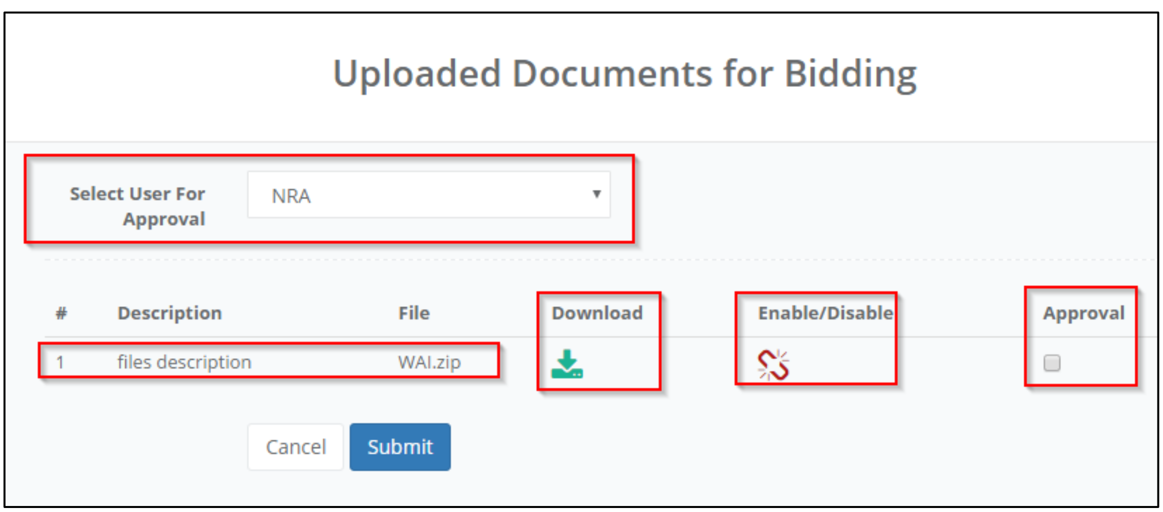
➚ System takes time based on the speed of internet at user end. Please be patient while it shows the confirmation for each document to be uploaded online before submitting the form.



Step 4: Press Submit **Submit this form!** 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 **Action** button

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

Ttile	Details
Project Name	
Civil Work	Civil Work 1
Department	Ministry of Finance
Reporting Unit	NRA
Palnned 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

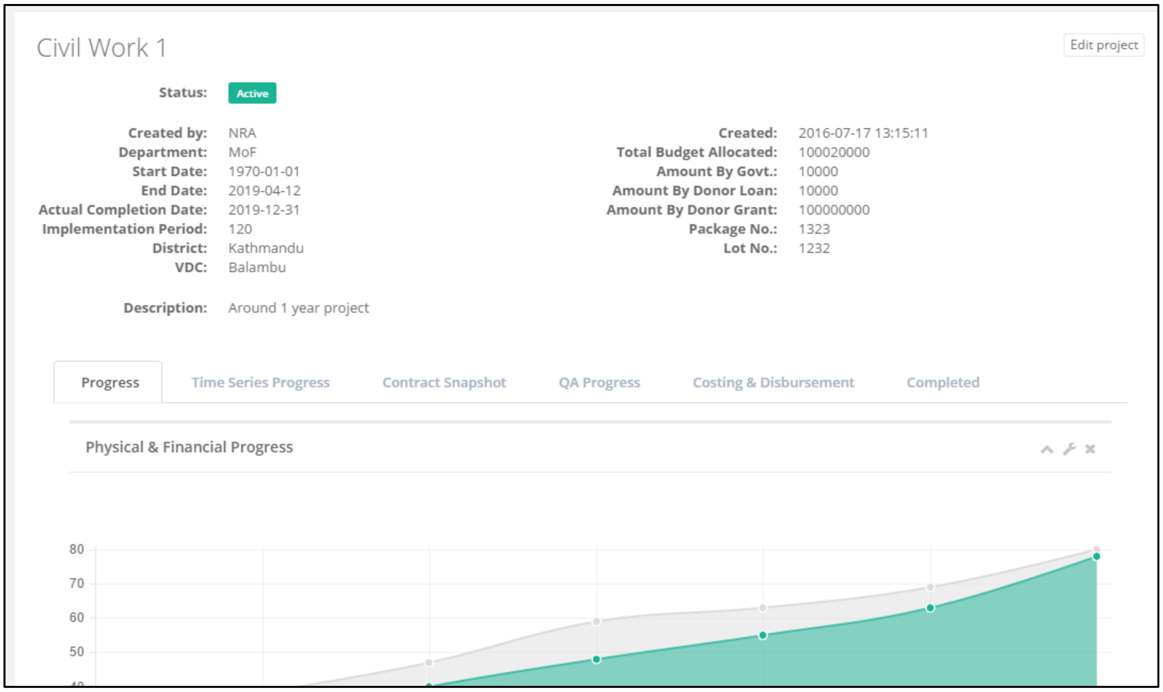
Time series analysis and details activity report of the contract

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

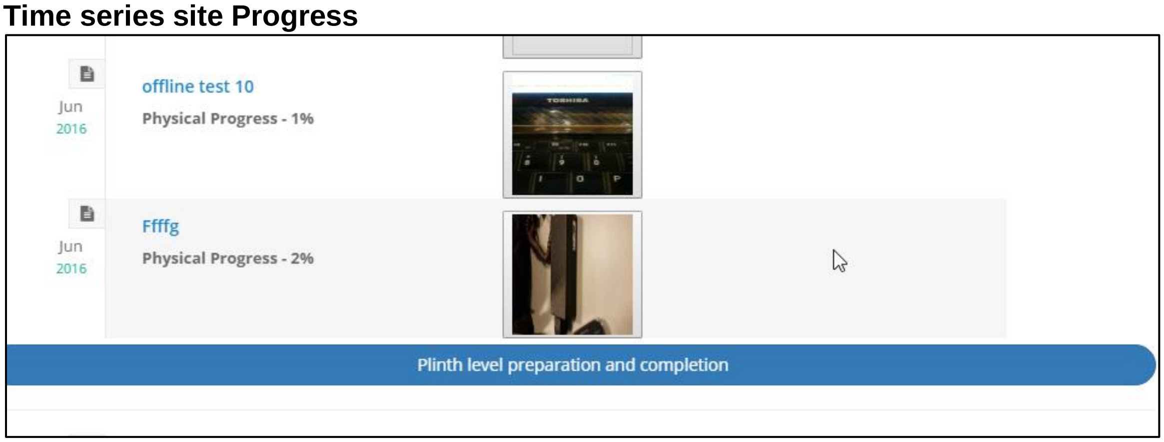
S.No.	Civil Work	Project	Created On	Delete	Edit	Manage	Details	Generate PDF
1	Civil Work 1	EEAP	2016-07-17 13:15:11	Delete	Edit	Open	Detail	PDF

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



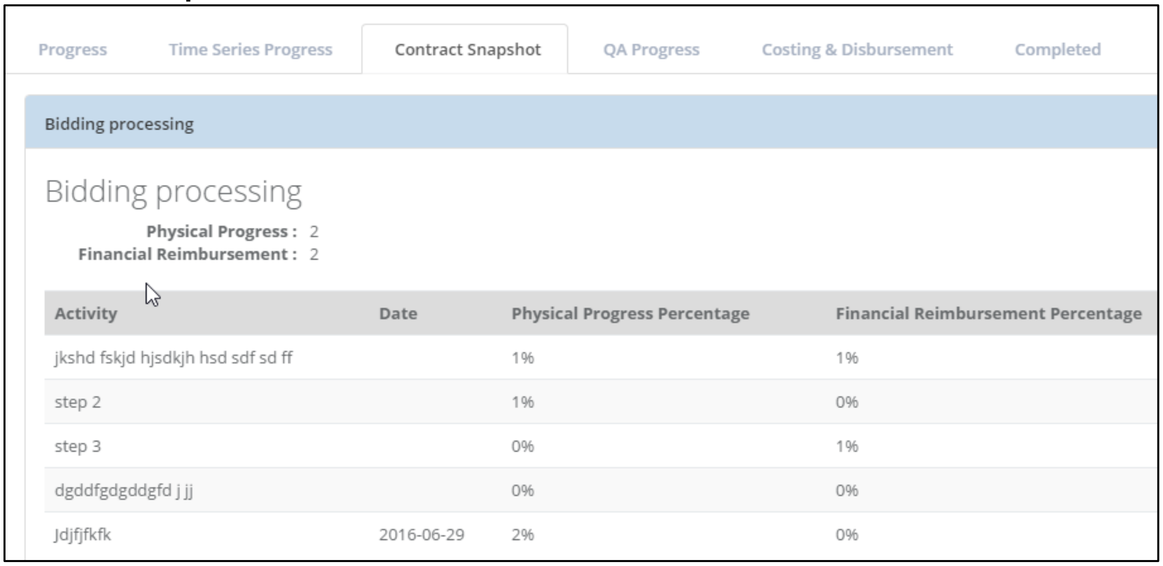
Step 3: User can now see different area of the report like Time series progress, Contract snap shot, QA progress etc.

Time series site Progress

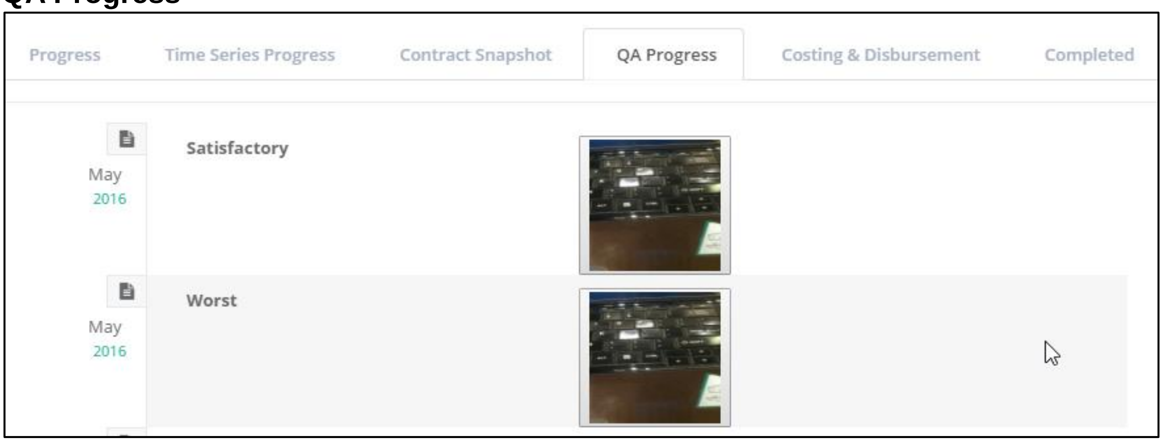


➚ Progress will appear along with the images from app based data collection for Phycial and progress and QA progress indicators.

Contract Snapshot



QA Progress



➚ 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.

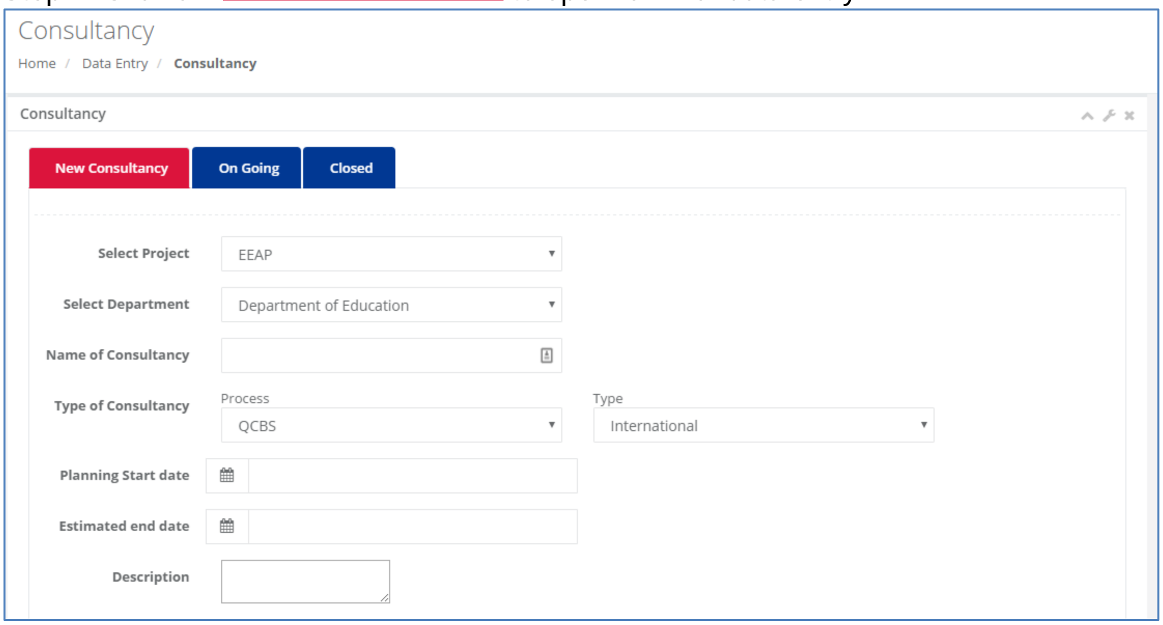
4.2.2 Consultancies

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.

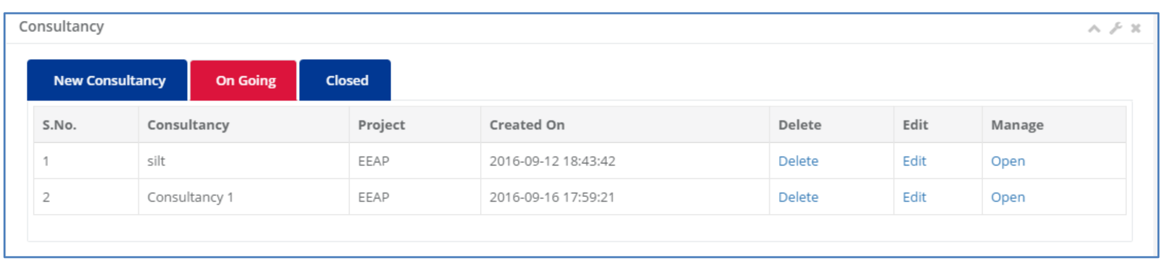


Step 2: Enter the required data and fill the complete form to make as planned constancy.

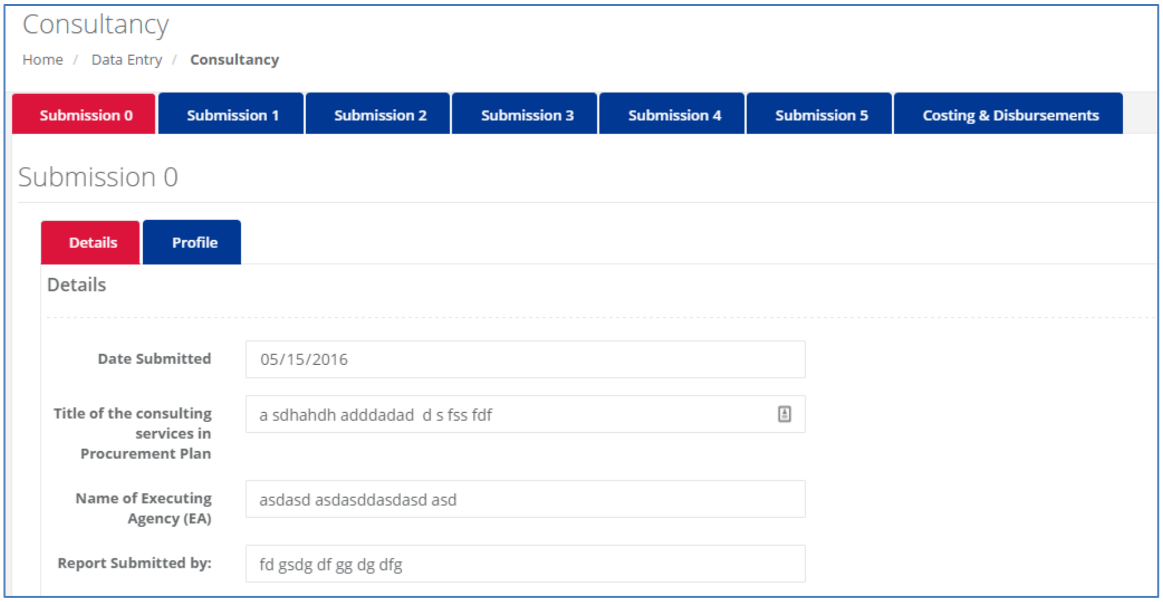
Step 3: Click on **Save changes** to save the same.

Open consultancy for multiple submissions

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

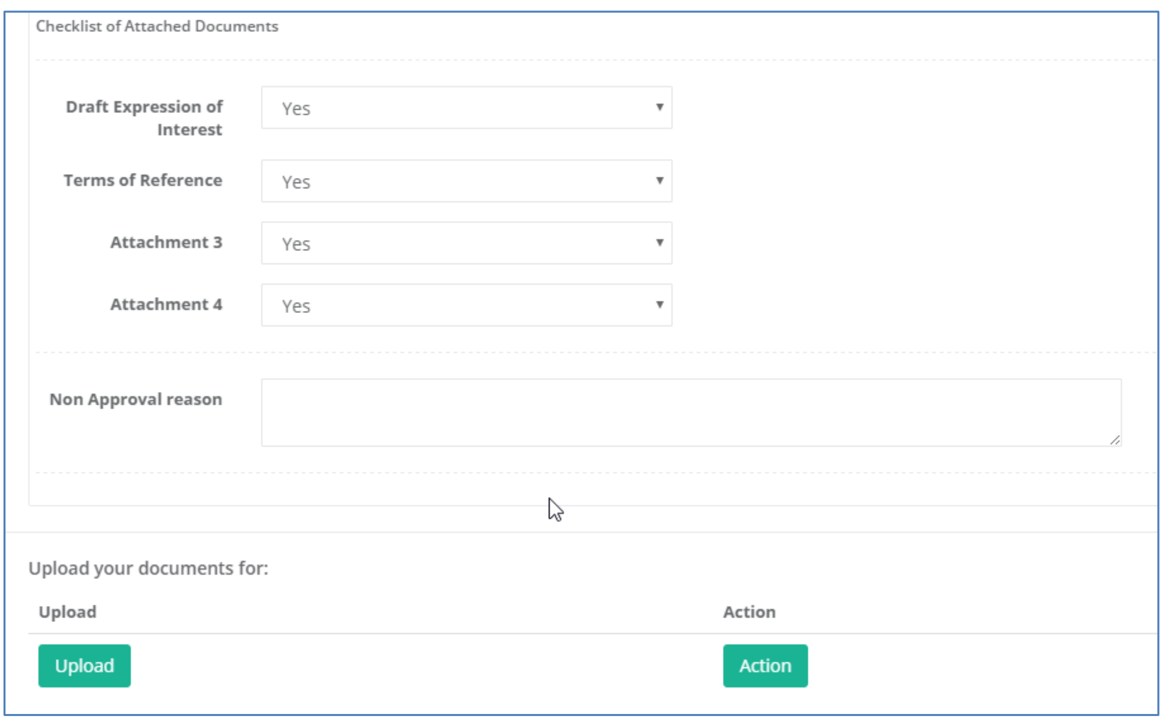


Step 2: Click on open to open consultancy



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

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



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.

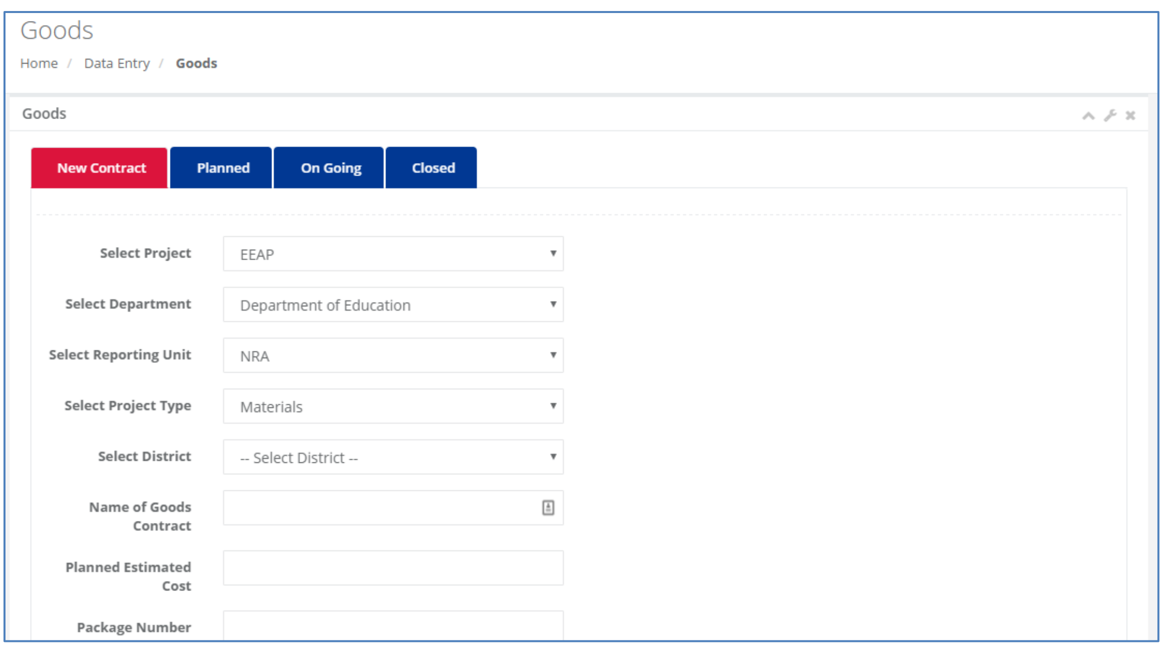
➚ Users need to submit and approve the levels only then they can continue to the next level e.g. submissions 0 approval is required to be able to work on submission 1 followed by disbursement plan

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.

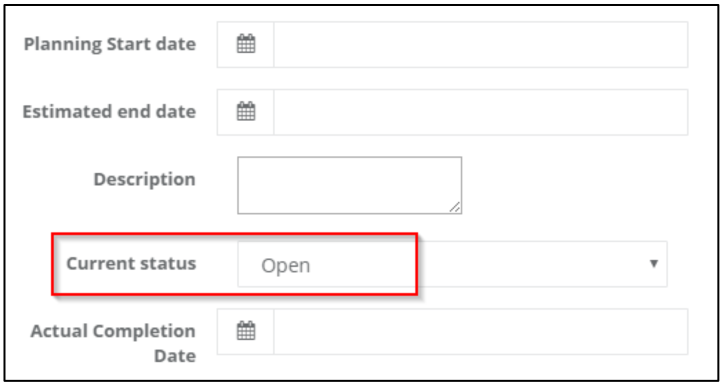
New goods contract planning

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.

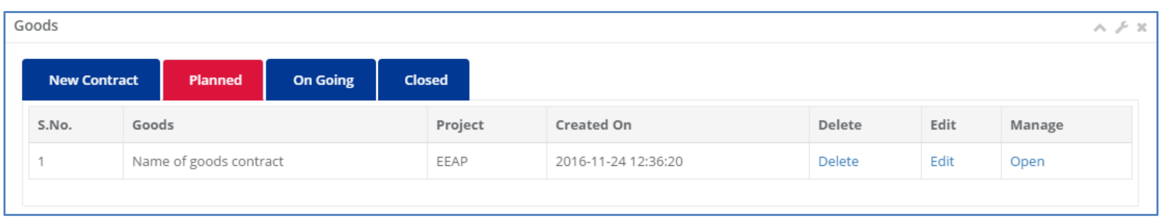


Step 4: Click on Save changes to save all the details in the MIS

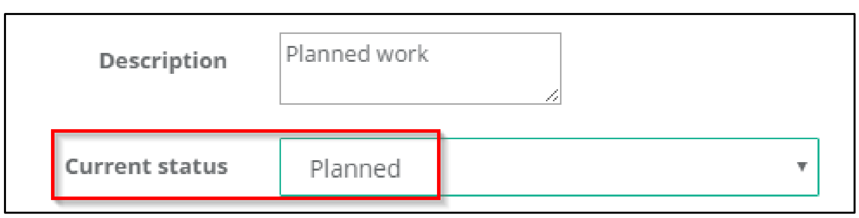
Data entry and regular progress updates under a goods contact

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

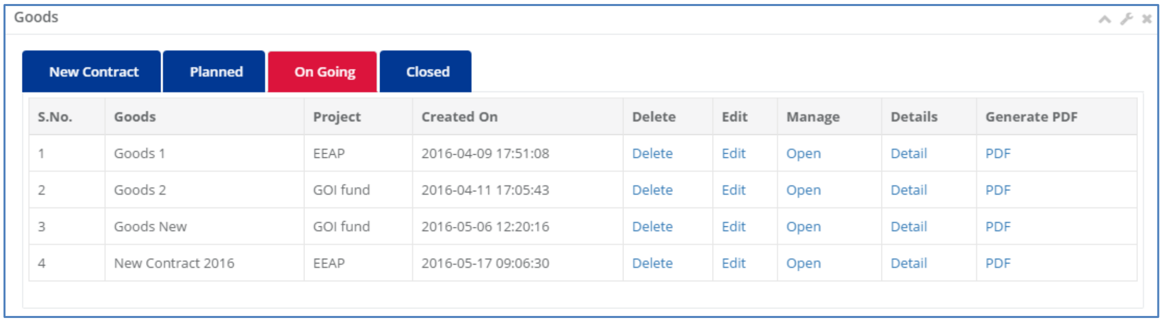
Step 1: Click on the Planned tab and search the contract to make open now.



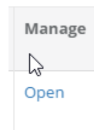
Step 2: Click on edit option and mark the status as “Open”



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

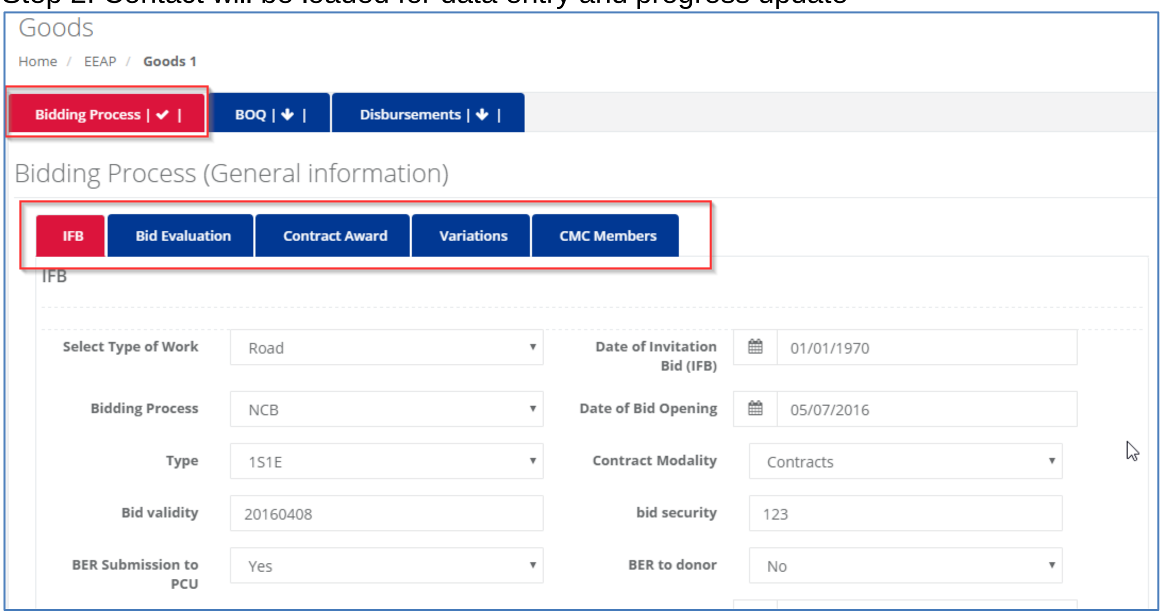


Open active contact for data entry and progress update

Step 1: Open "On going" tab and click on "Open" 

under Manage column

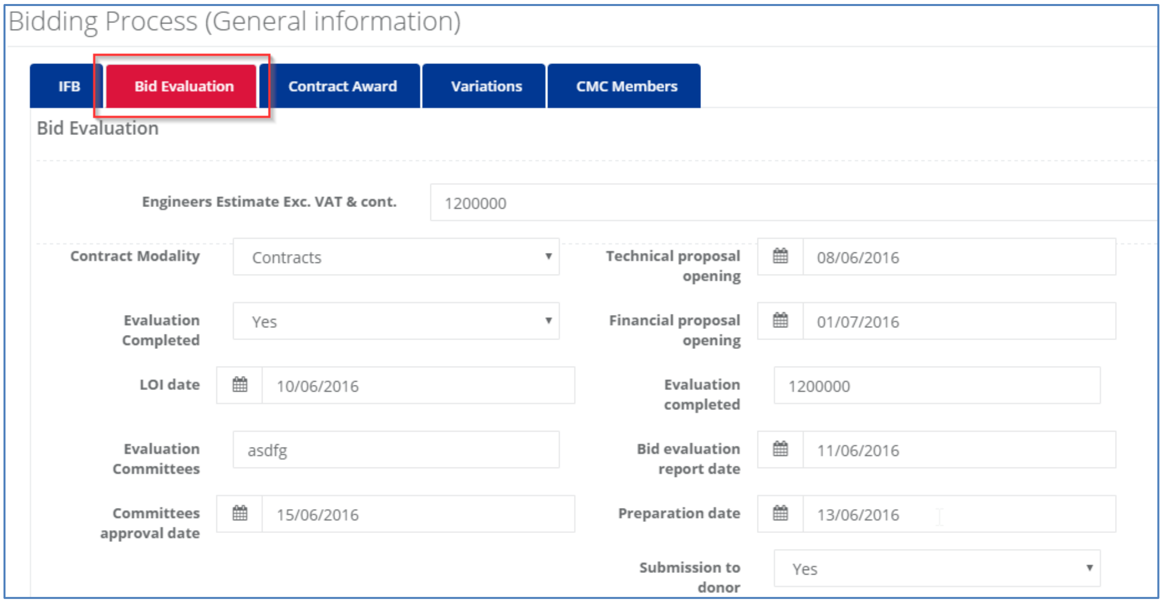
Step 2: Contact will be loaded for data entry and progress update



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

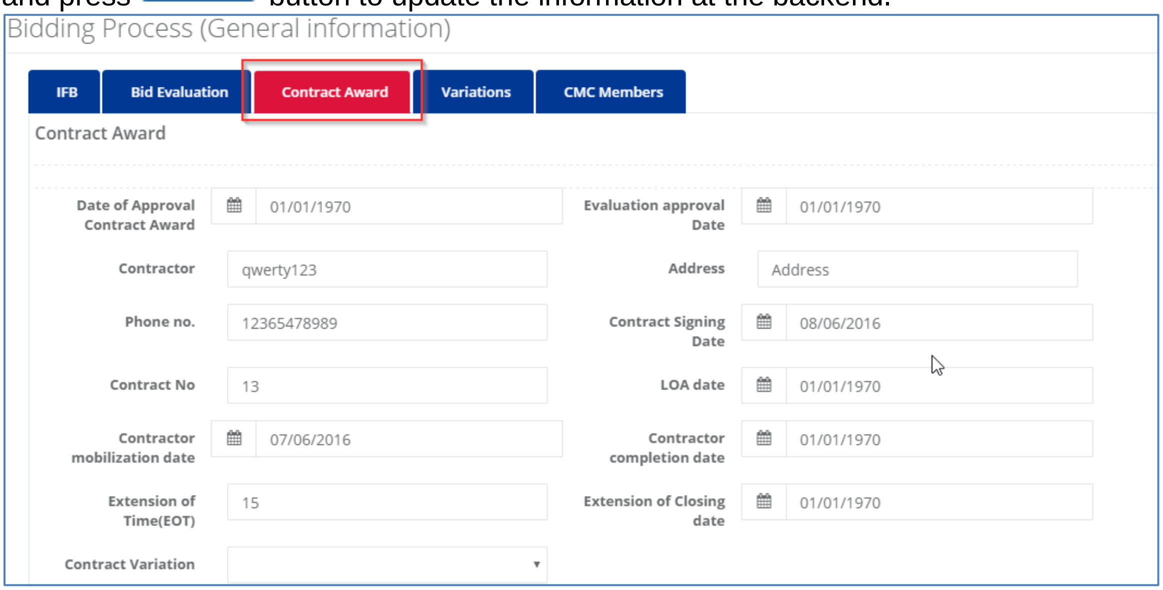
Step 3: Enter the data under "Bidding process" "IFB" to start the data entry process for this contract

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



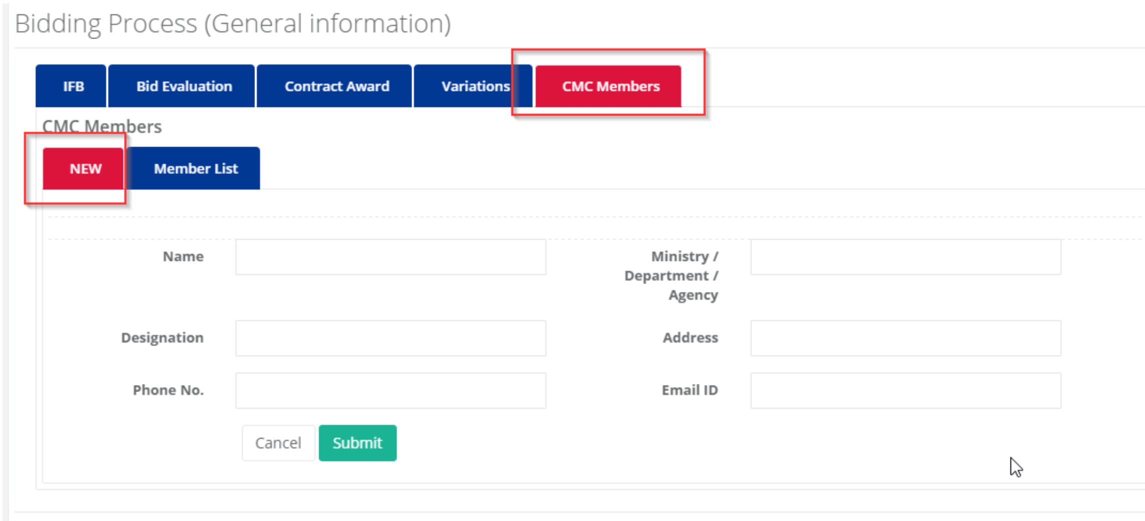
Enter all the indicators and data points carefully, information gap can create big issue in reports generation

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.

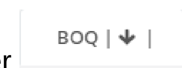


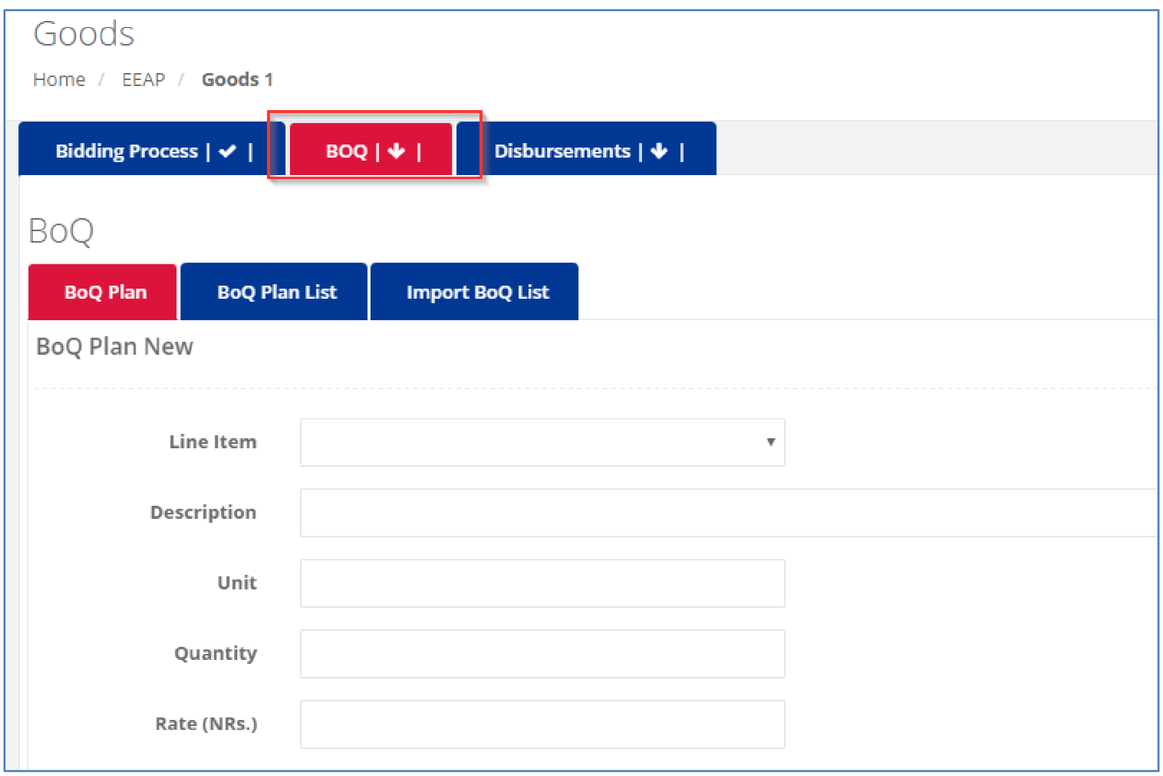
Enter all the indicators and data points carefully, information gap can create big issue in reports generation

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



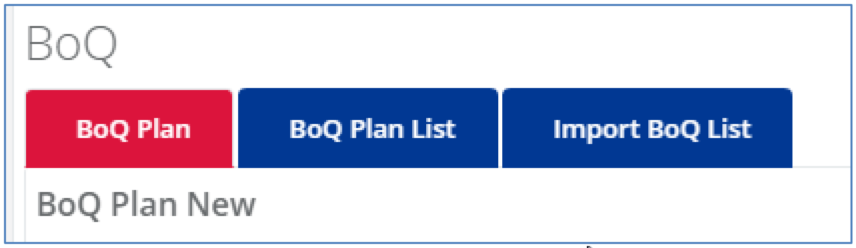
➚ Enter all the indicators and data points carefully, information gap can create big issue in reports generation

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



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

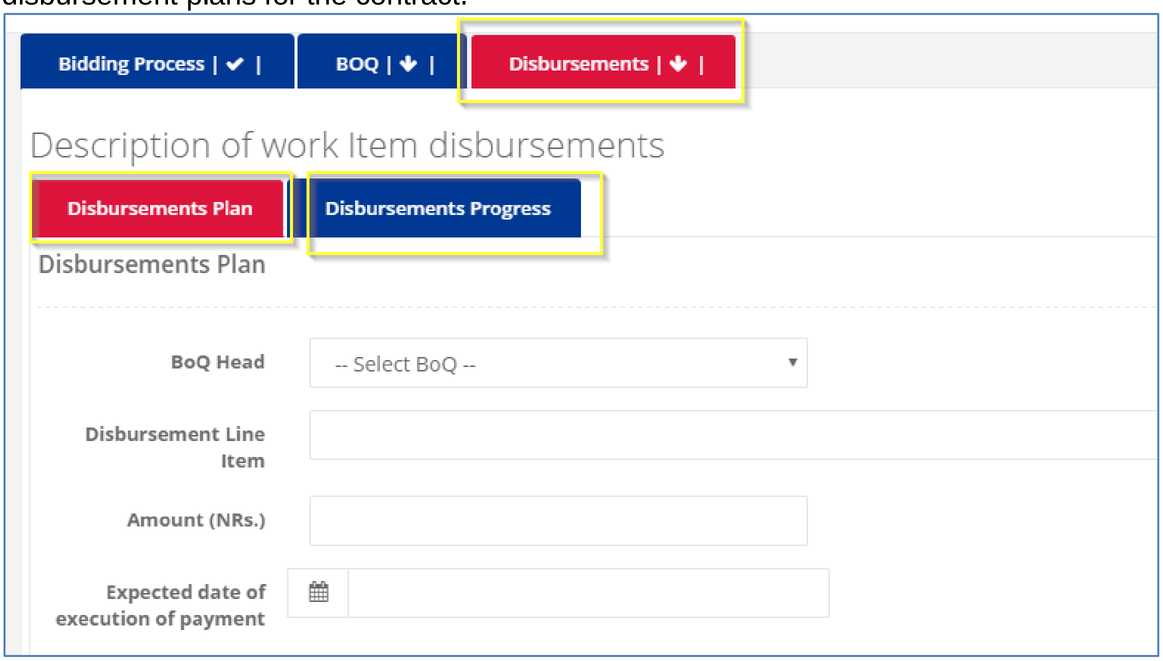
Step 8: Create and/or import plan as excel file for the planning and execution for the sub heads of the BOQ



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

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

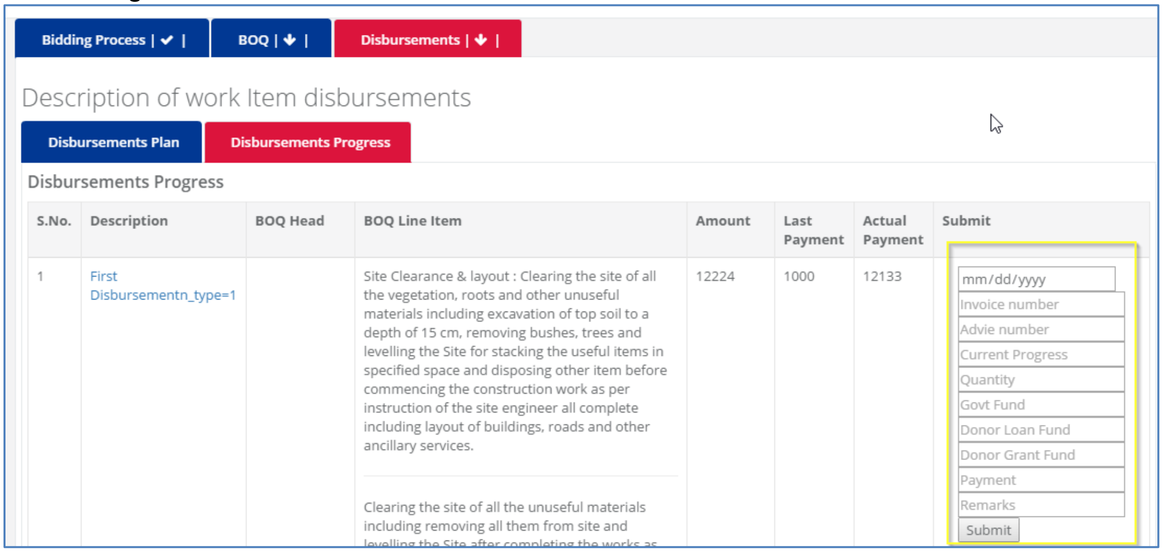
➚ BOQ Plan needs to be prepared first in order to start working on the costing and disbursement plans for the contract.



➚ 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 Disbursements | ↓ | 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.



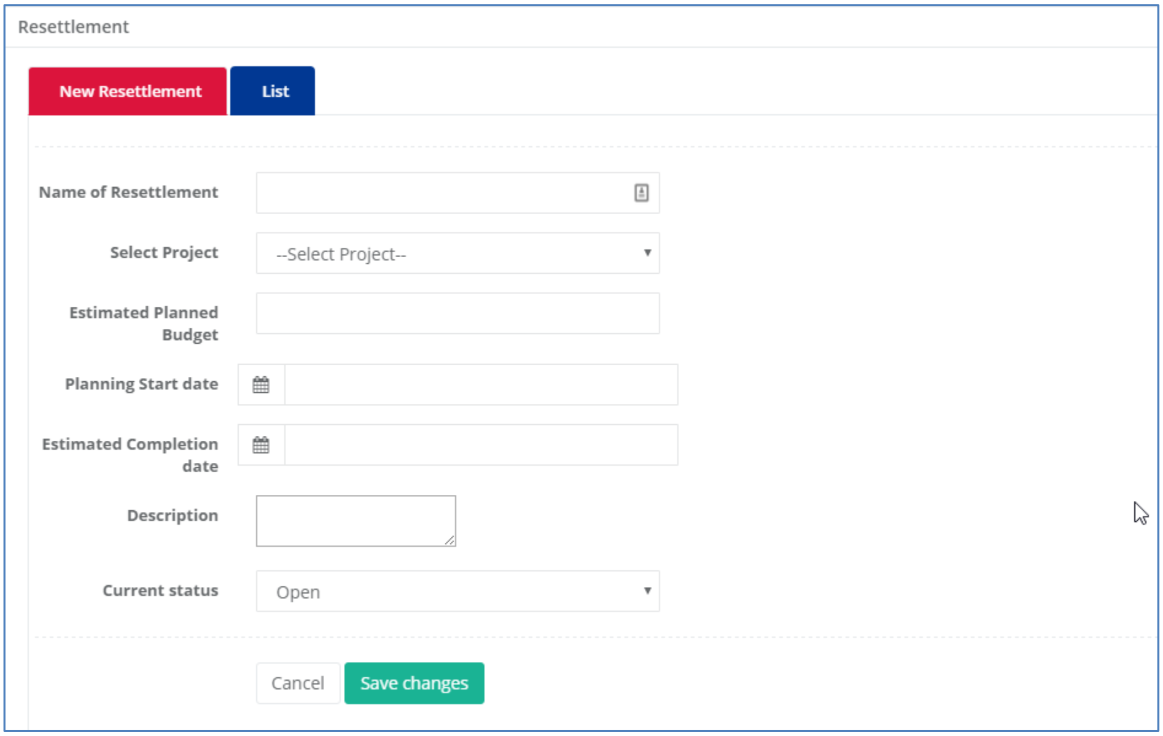
- Enter all the indicators and data points carefully, information gap can create big issue in reports generation
- User can do multiple payments until total planned cost for the line item going to be executed and closed.
- User can check the last and actual payment made under any planned line item for 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 Resettlement tab in the main menu to open.

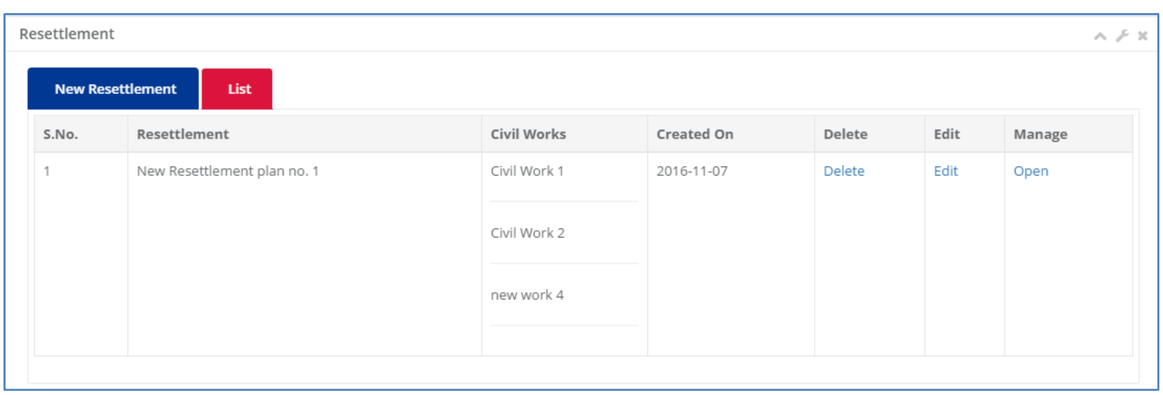


Step 2: Enter the required data and fill the complete form to be able to save the details.
Step 3: Select project and multiple contracts

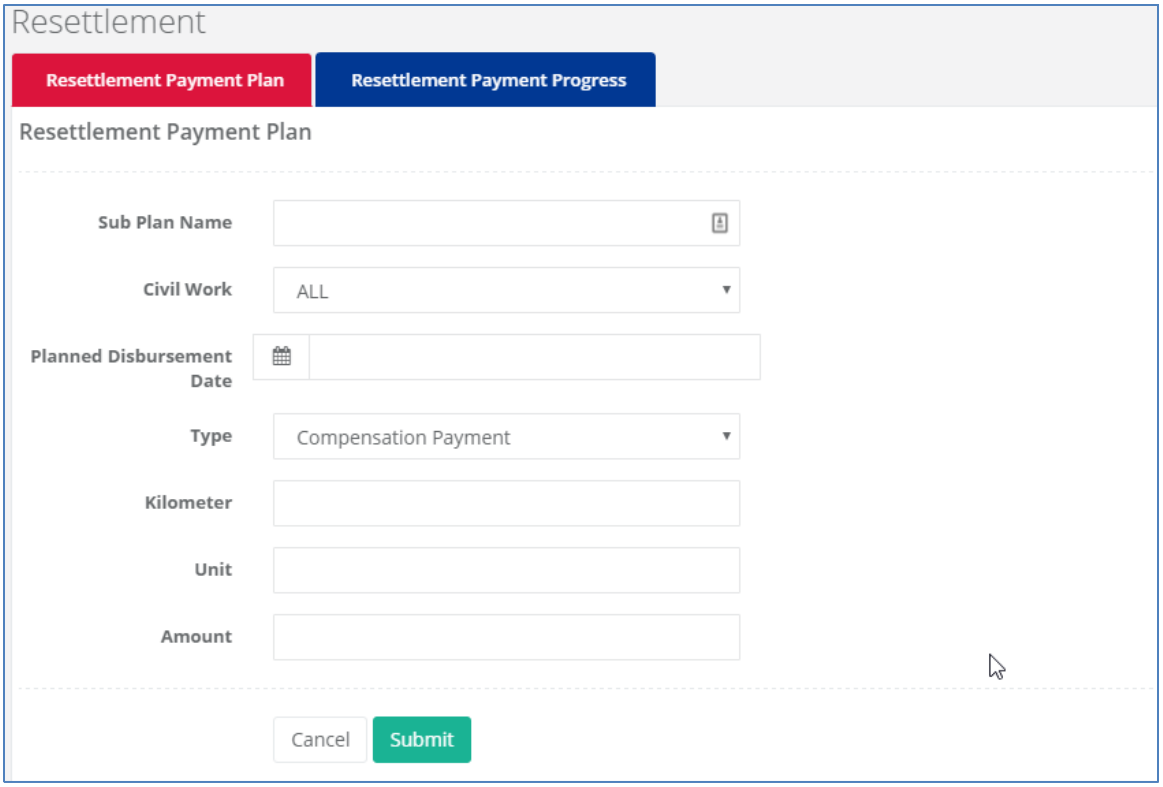
Step 4: Click on **Save changes** to save all the details in the MIS

Resettlement progress updates

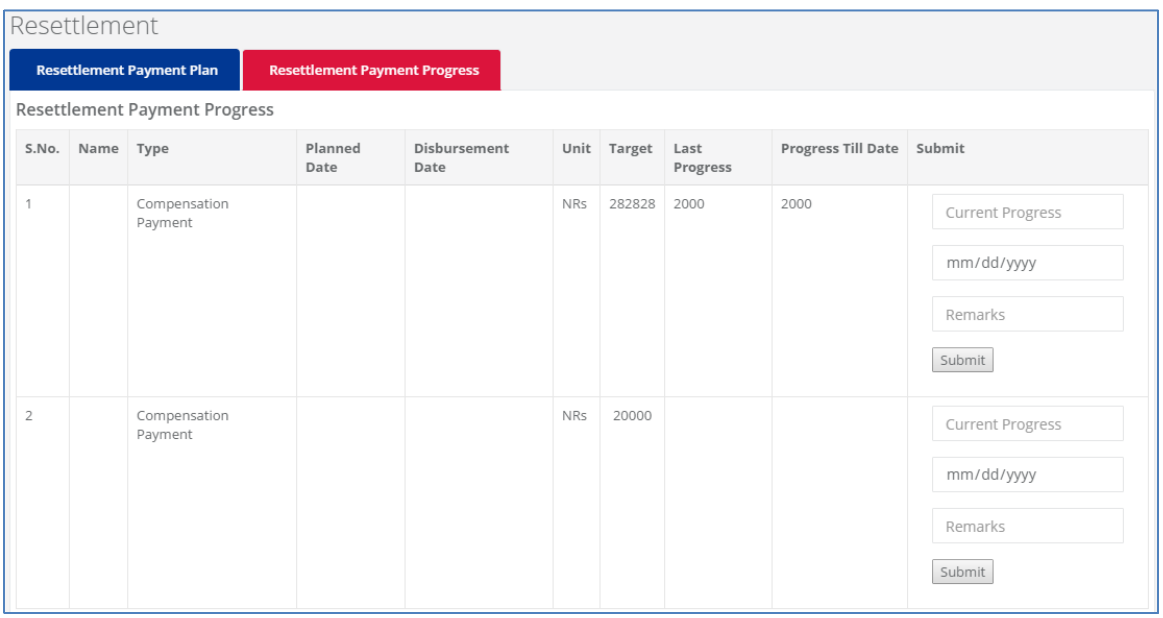
Step 1: Click on **List** to see the planned projects



Step 2: Click on **Open** to start working sub payment planning part
Step 3: Create sub payment processing plan



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



Step 5: Enter payment details and click on submit

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

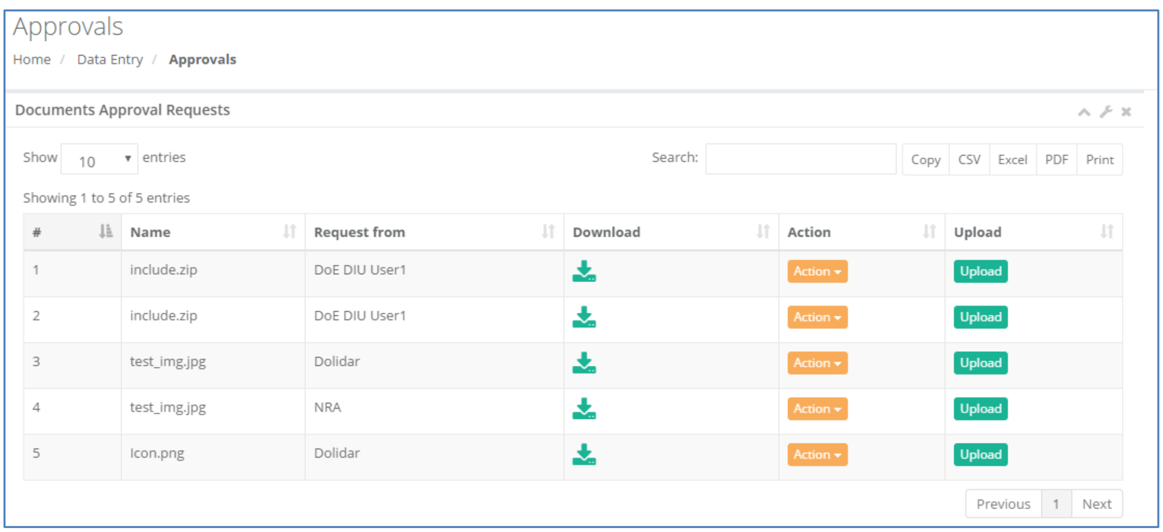
4.2.5 Approvals

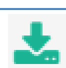
NRA-MIS offers integrated approach for all document flow as uploading on MIS and approvals from various users of departments and donors. The approach has been planned keeping mind the full transparency in the system for documents upload the finally making it available to department /ministry users any 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 

to open module

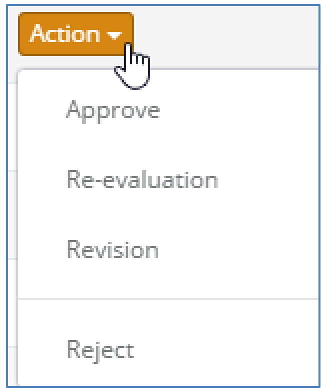


Step 2: click on  to download the document for checking.

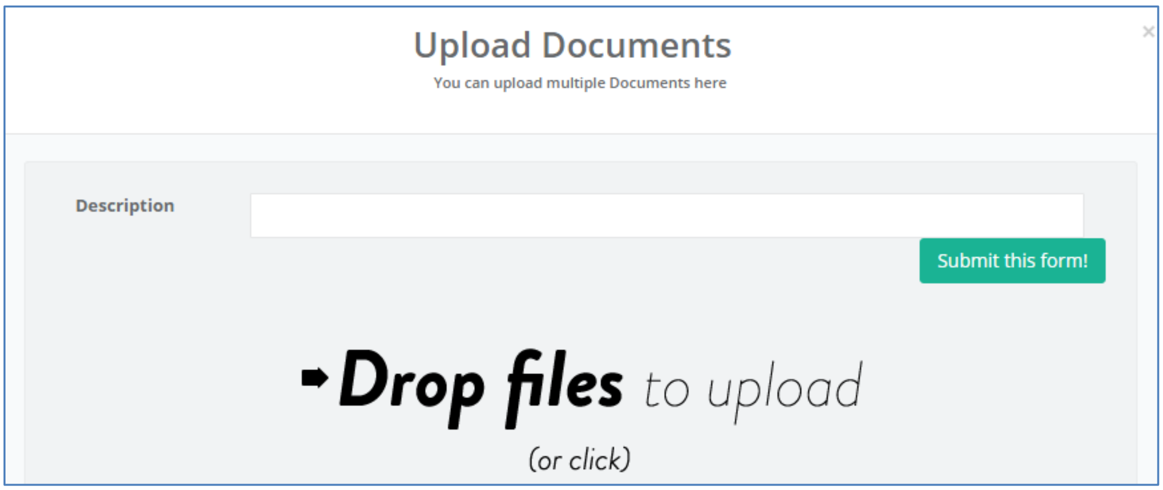
Step 3: Take action by clicking on 

for approval or other actions as per the list

Step 4: actions will have multiple options as given below



Step 5: Incase 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.

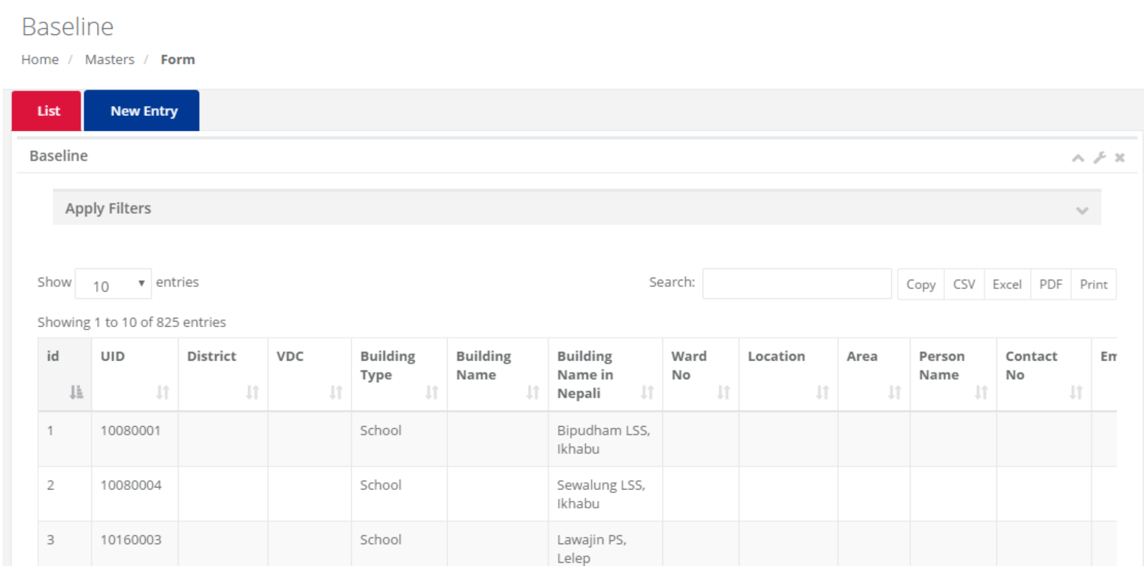
- Documents approved or disapproved will be available for users to download and see in future also
- Other non-linked documents can be removed from the system by the uploaded.

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.

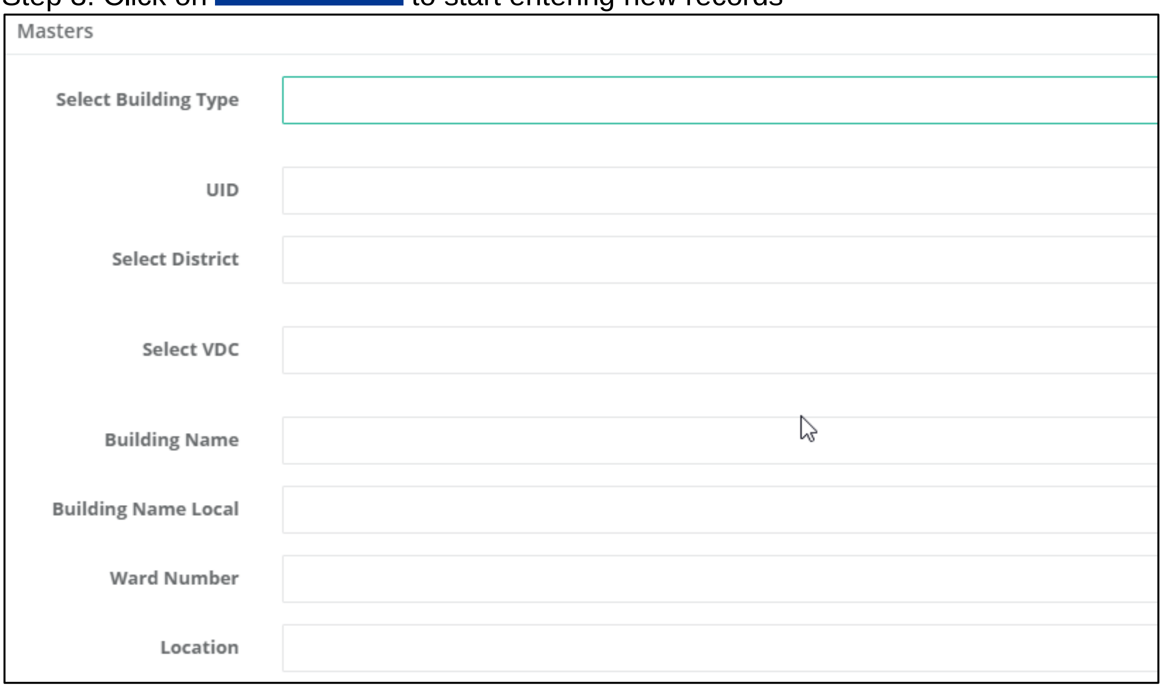
New records entry

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



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



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.

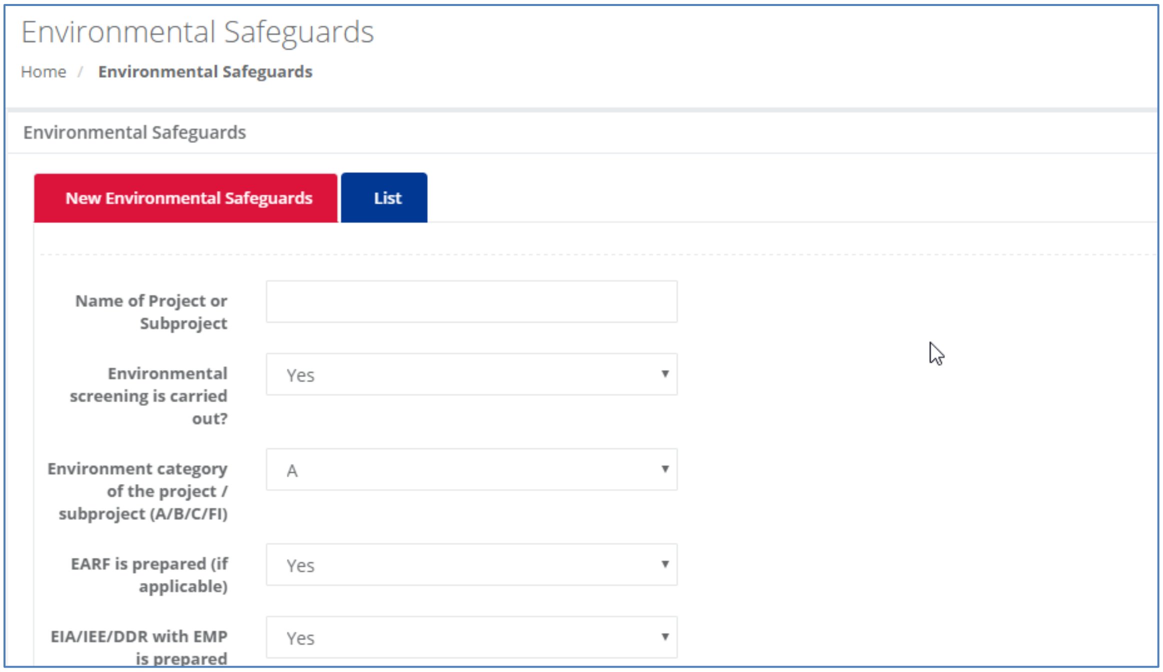
- All longitude and latitude information should be minimum 6 decimal places. Less no. of digits will give wrong information and this should not be changed.
- This is mandatory information to be able to show the progress on Google Map.
- Without this GEO information system cannot display progress on site 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.



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

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

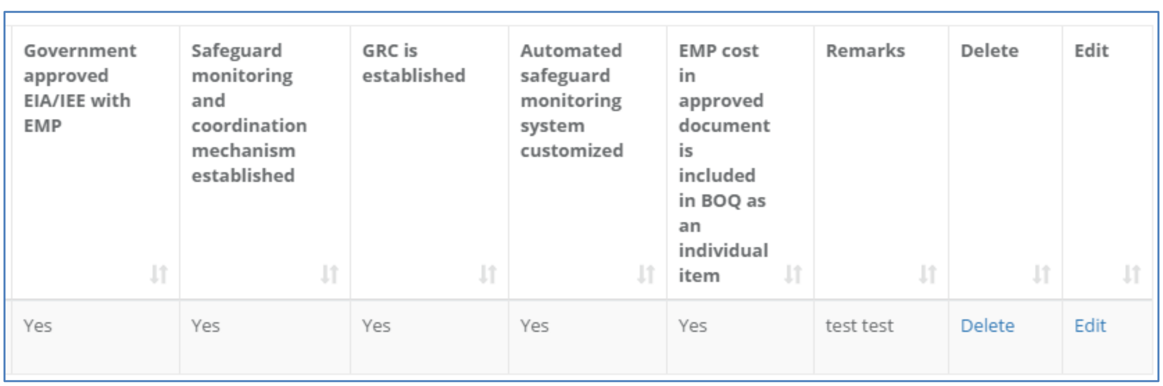
Step 4: Enter information in all the fields to complete form

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.

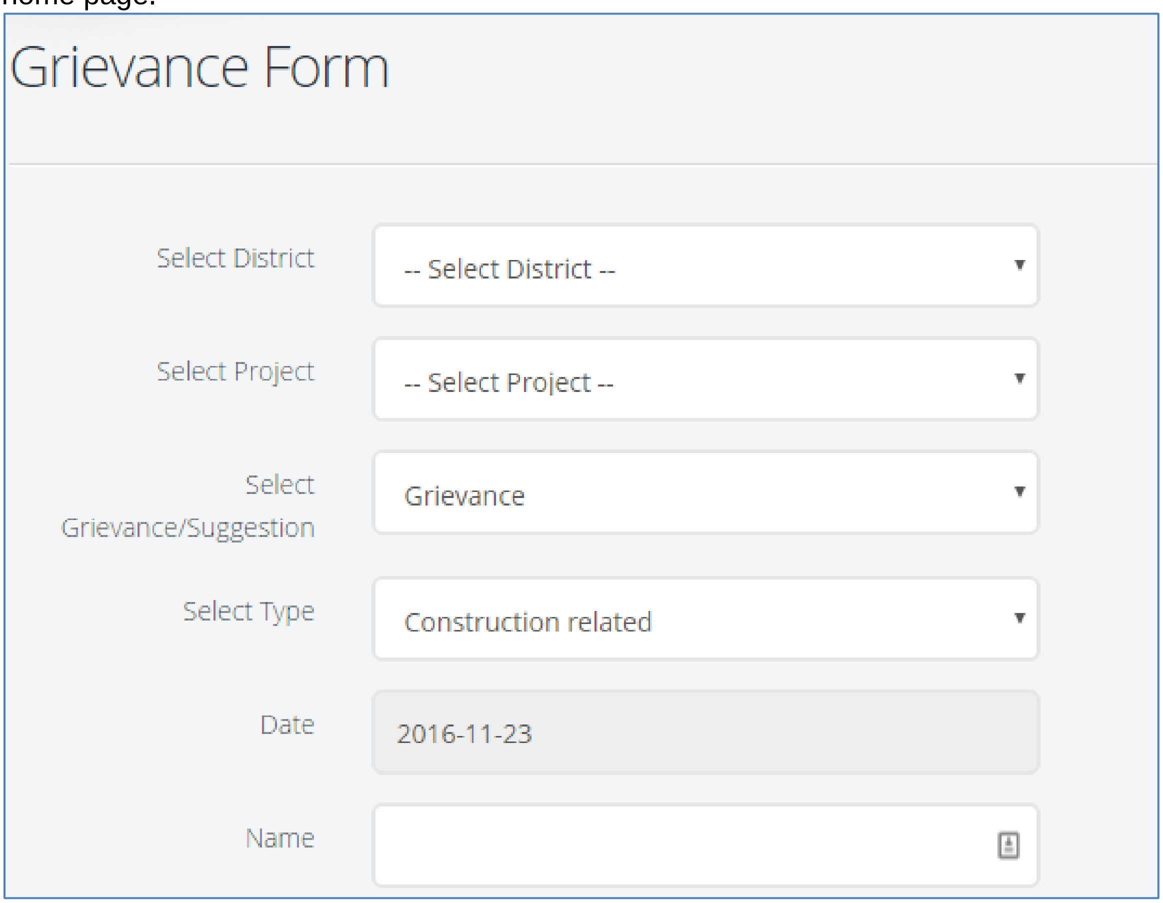
➚ All fields are mandatory to see the correct progress in the module.

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

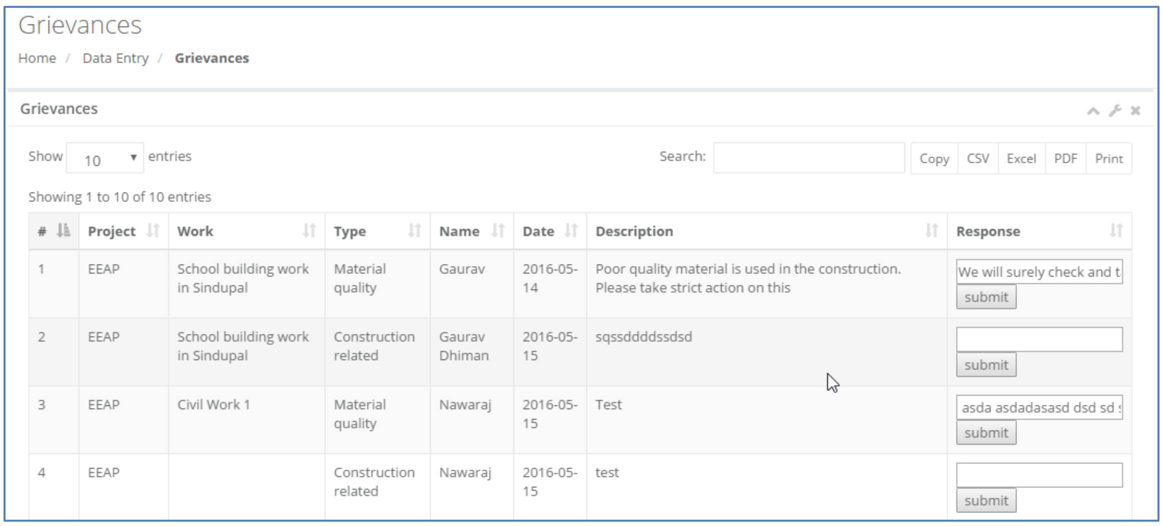
Step 1: User can click on Grievance in the main menu to open the module from home page.



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 Submit 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


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 submit
2	EEAP	School building work in Sindupal	Construction related	Gaurav Dhiman	2016-05-15	sqssddddssdsd	submit
3	EEAP	Civil Work 1	Material quality	Nawaraj	2016-05-15	Test	asda asdadasasd dsd sd s submit
4	EEAP		Construction related	Nawaraj	2016-05-15	test	submit

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

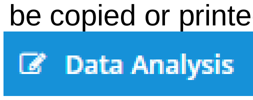
4.6 Analysis

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

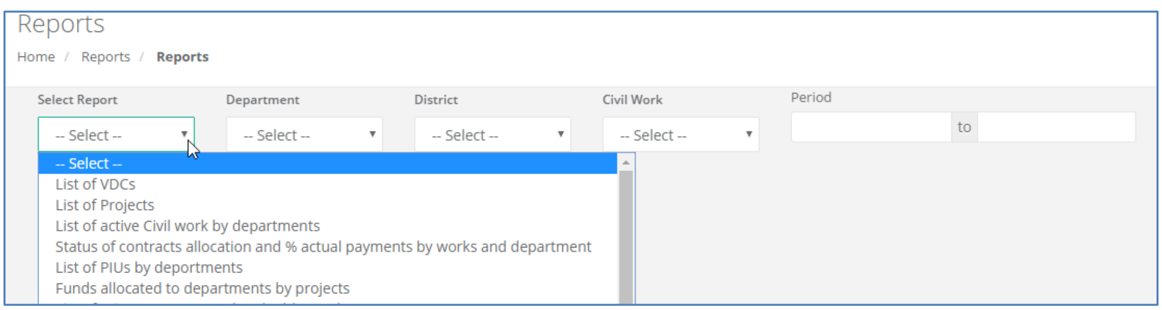
There are different kind of reports can be generated from MIS as general and advance reports like cross tabulation. All the reports can be exported to excel, pdf for easy data utilization using third part software. This section covers all possible reports that can be generated from NRA-MIS as tabular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

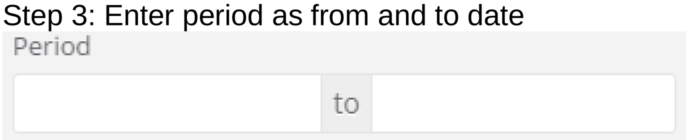
Step 1: Open 

in data analysis to open the module



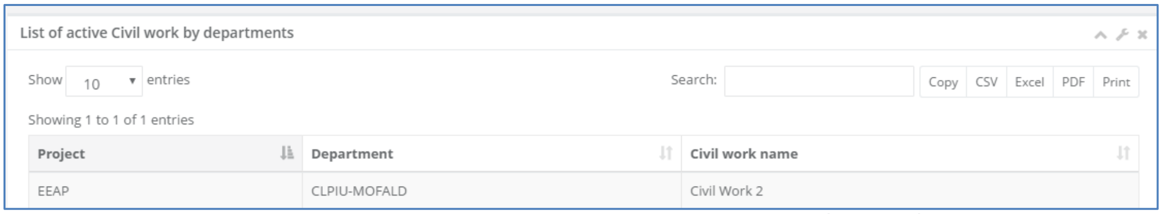
Step 2: Select desired report from the list

Step 3: Enter period as from and to date



Step 4: Click on 

to load tabular report on the screen



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 deportments
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

Copy | CSV | Excel | PDF | Print

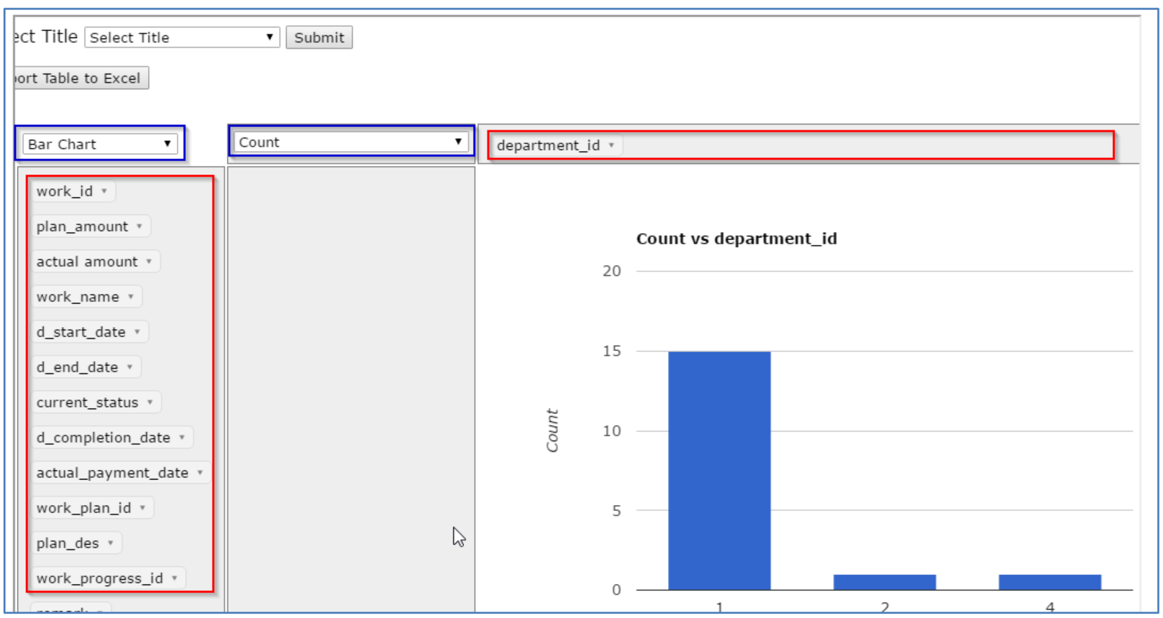
Any data can be searched using search option on the top of the table

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



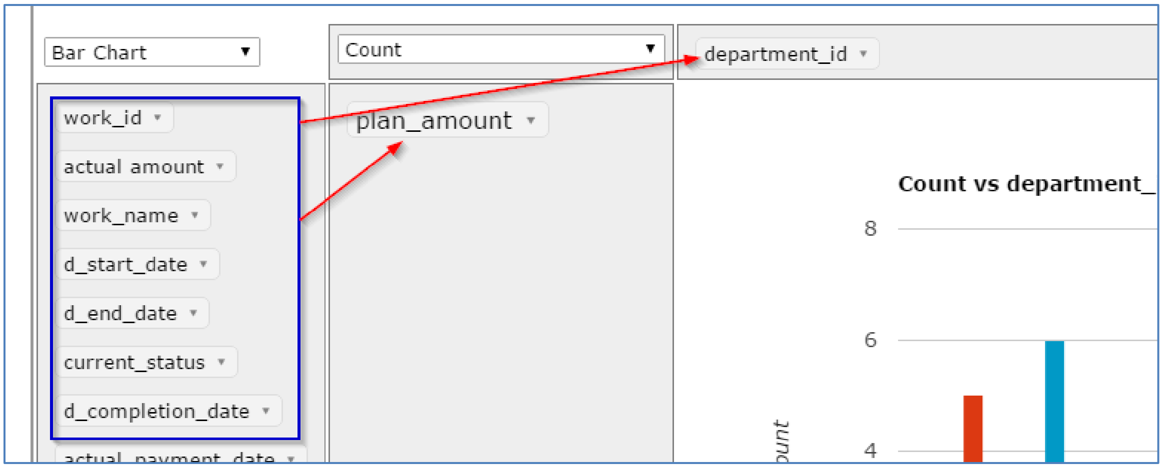
Step 2: Load view from the list as title of report and click on submit

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

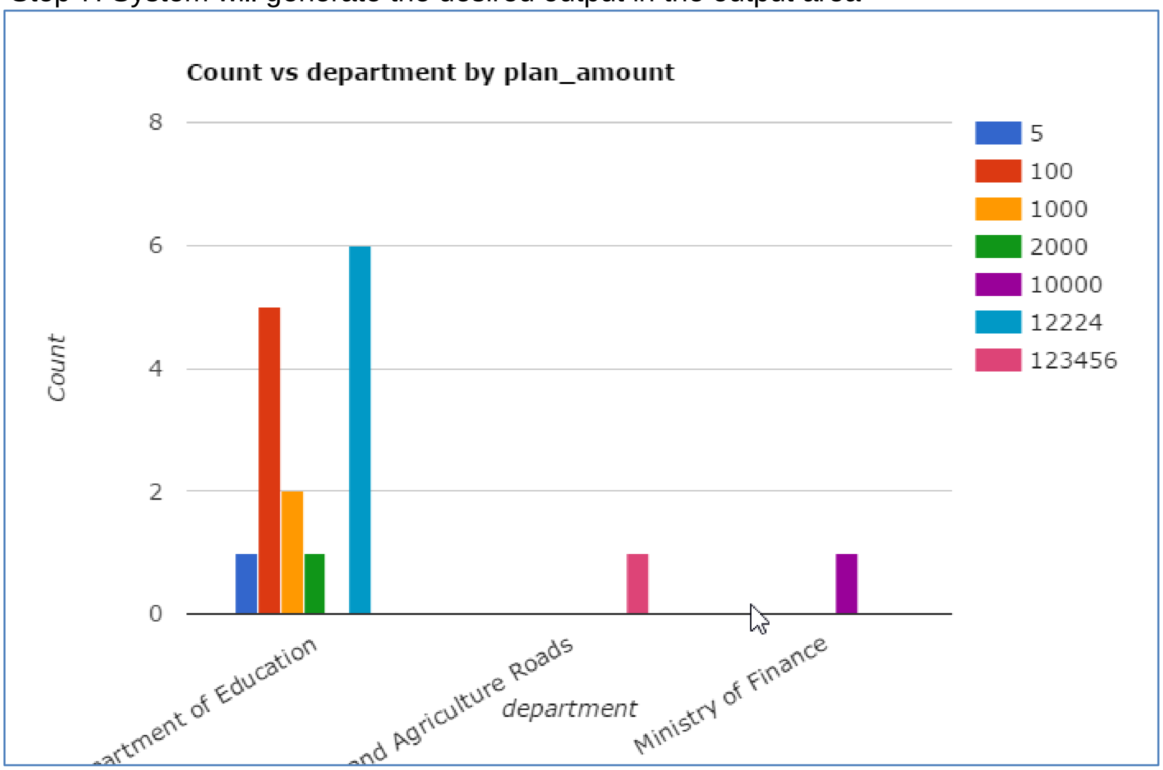
Step 4: Select type of output as chart or table or advance output by making the selection from [Bar Chart ▼]

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

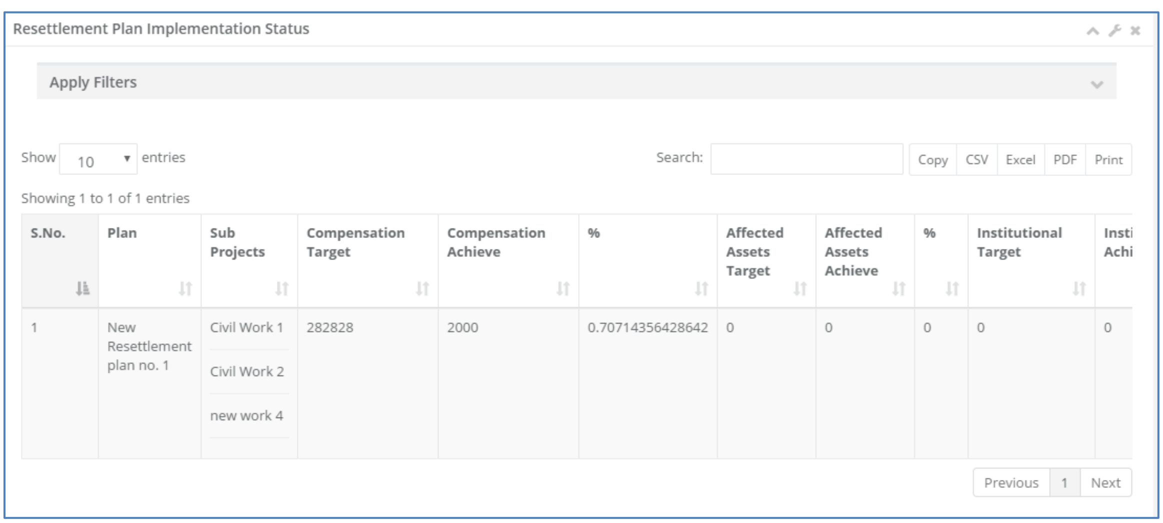
Step 9: User can also export data to excel by pressing **Export Table to Excel** button

➚ 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 Civil Work 2 new work 4	282828	2000	0.70714356428642	0	0	0	0	0

Previous 1 Next

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

➚ User can apply further filters based on requirements

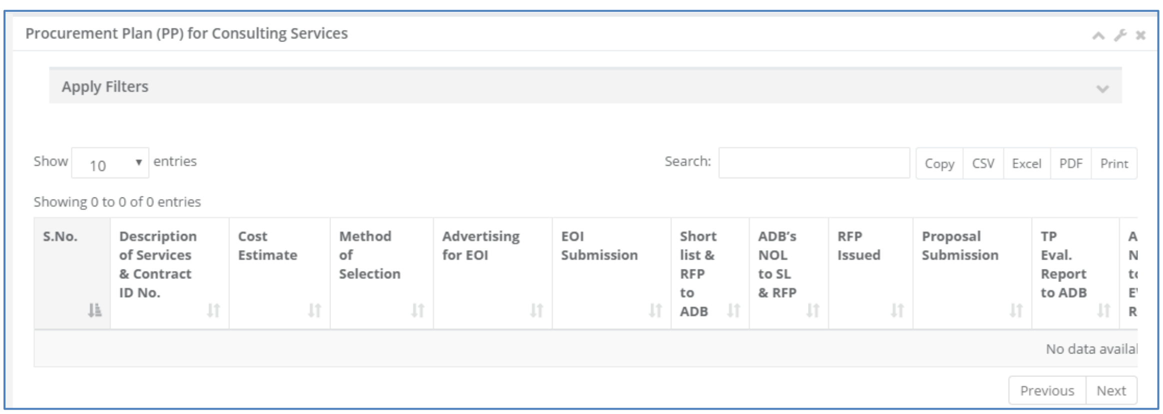
4.5.2 Consulting Services

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 



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

➚ User can apply further filters based on requirements

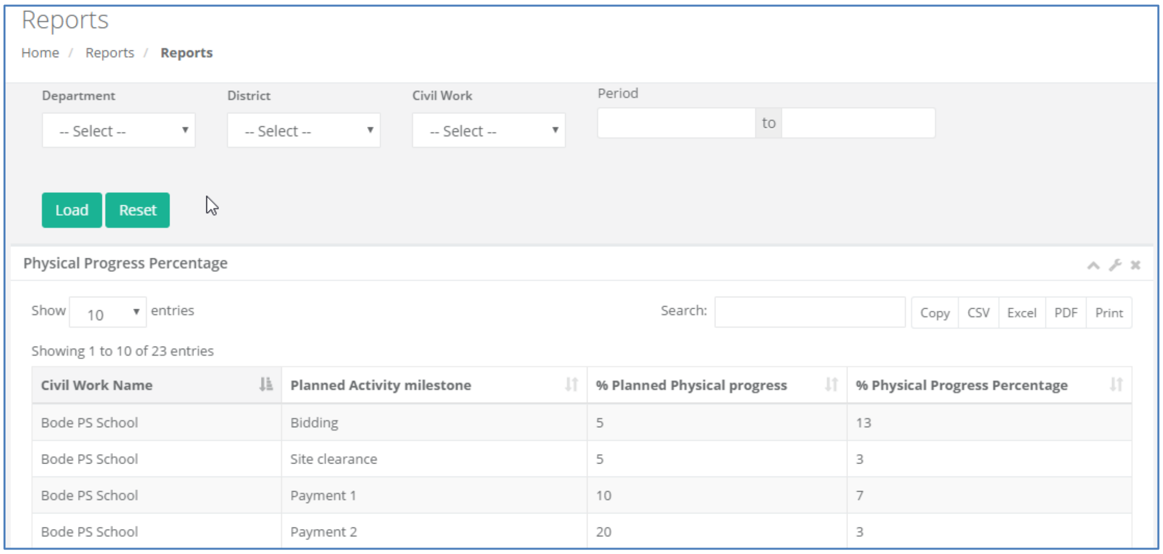
4.5.3 Physical progress

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**



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:

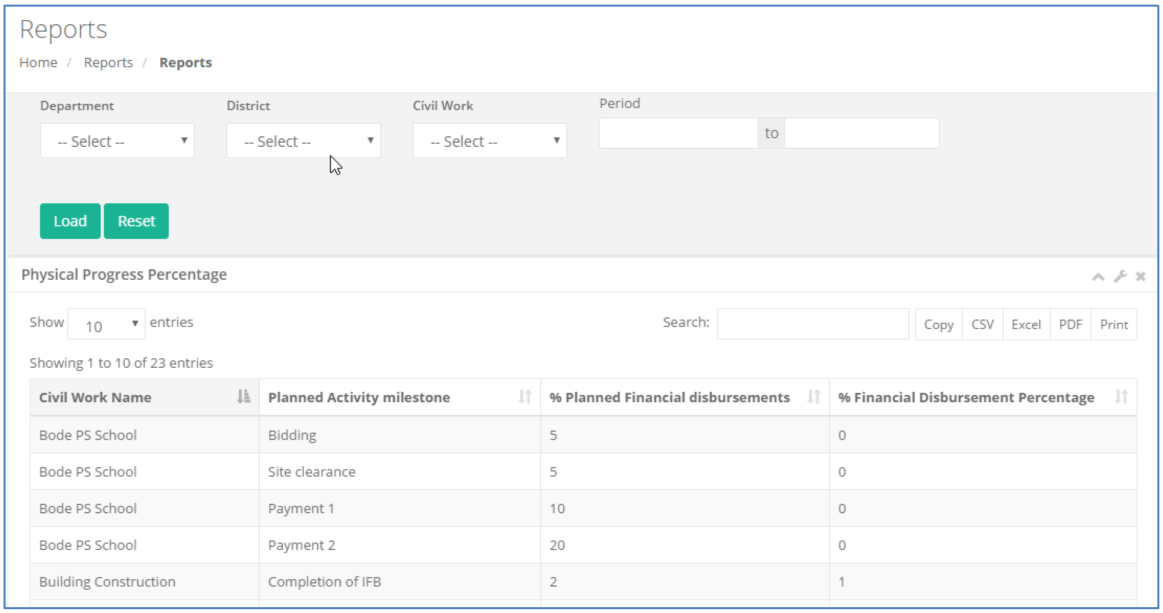
4.5.4 Financial progress

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



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:

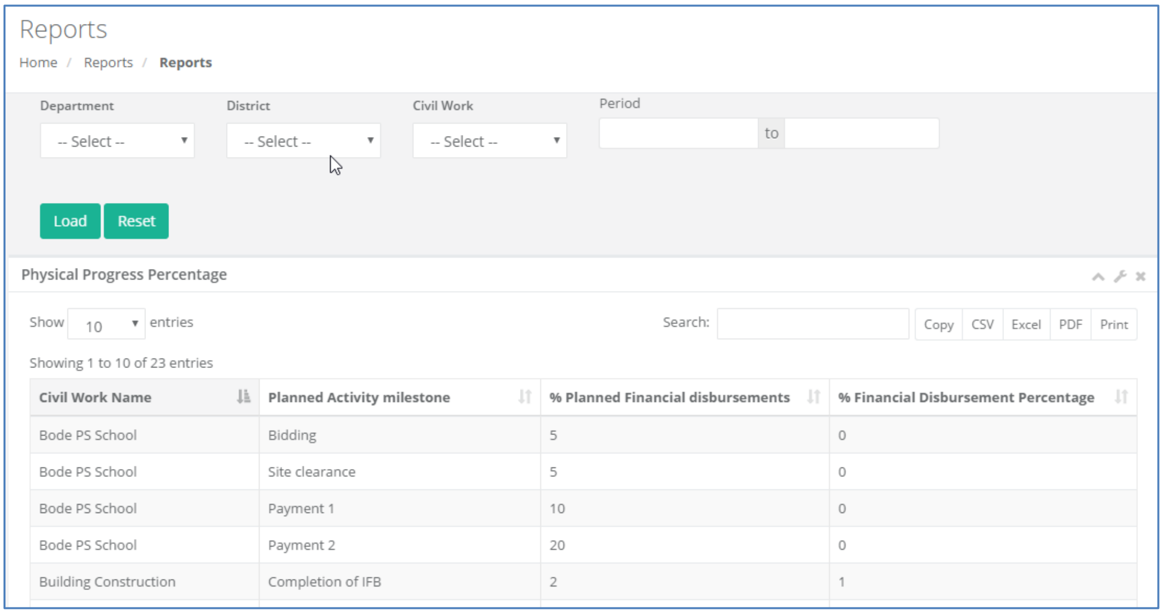
4.5.5 Advance Analysis

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**



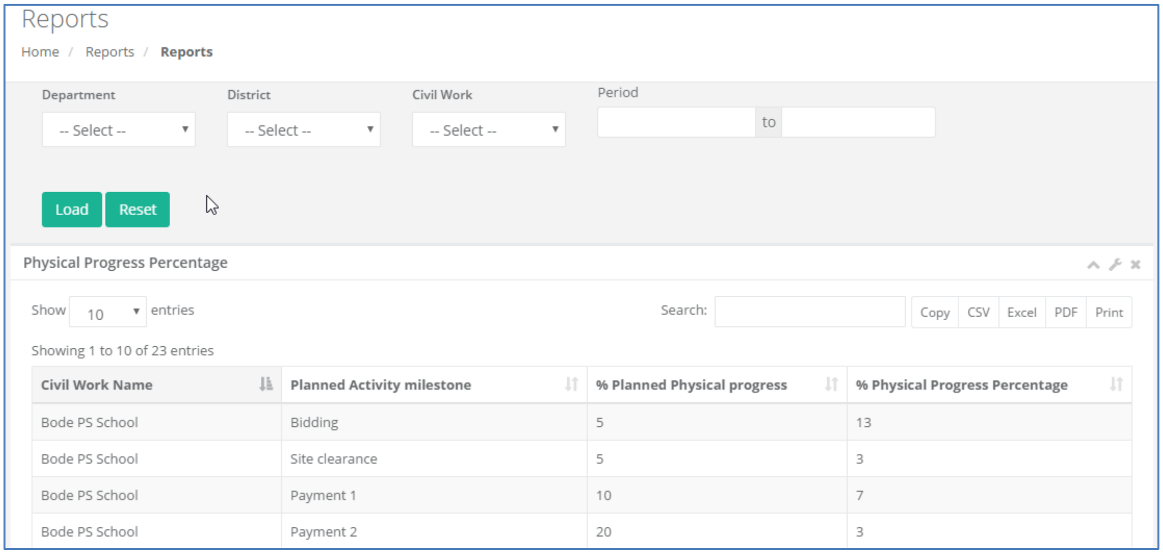
Step 2: Output will be available on screen which can be exported further

- 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:

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.

Step 1: open **Cumulative physical progress**



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:

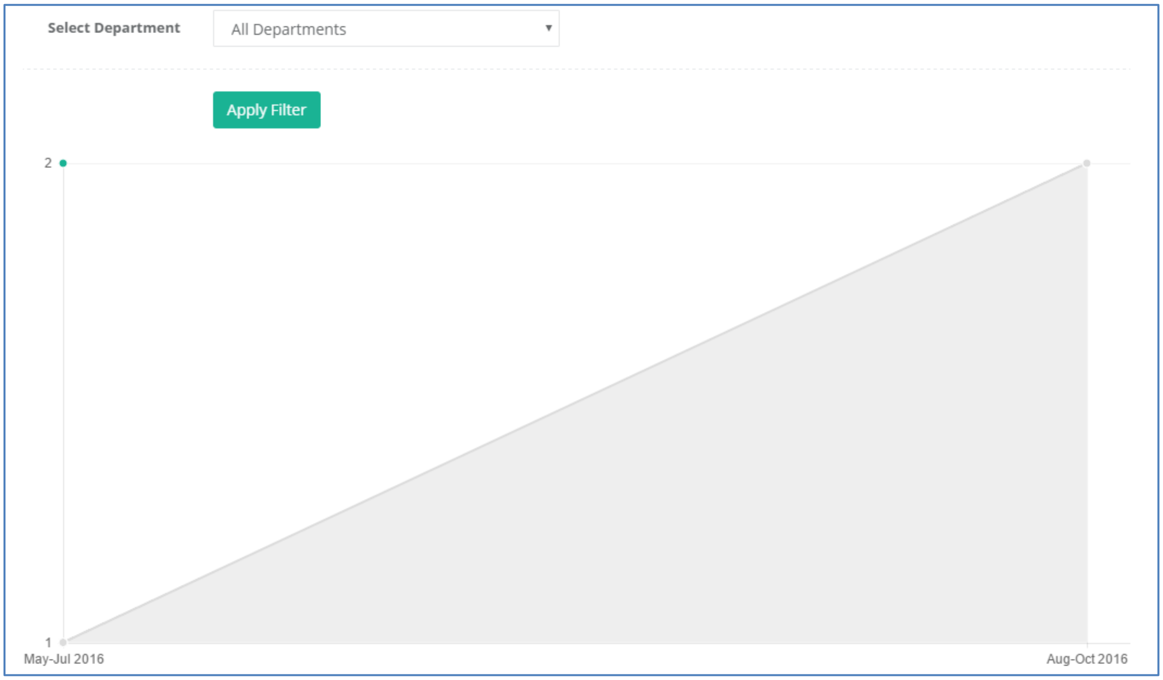
4.5.6 Advance Analysis s-Curve

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

Step 1: Open Planned vs Actual Projects



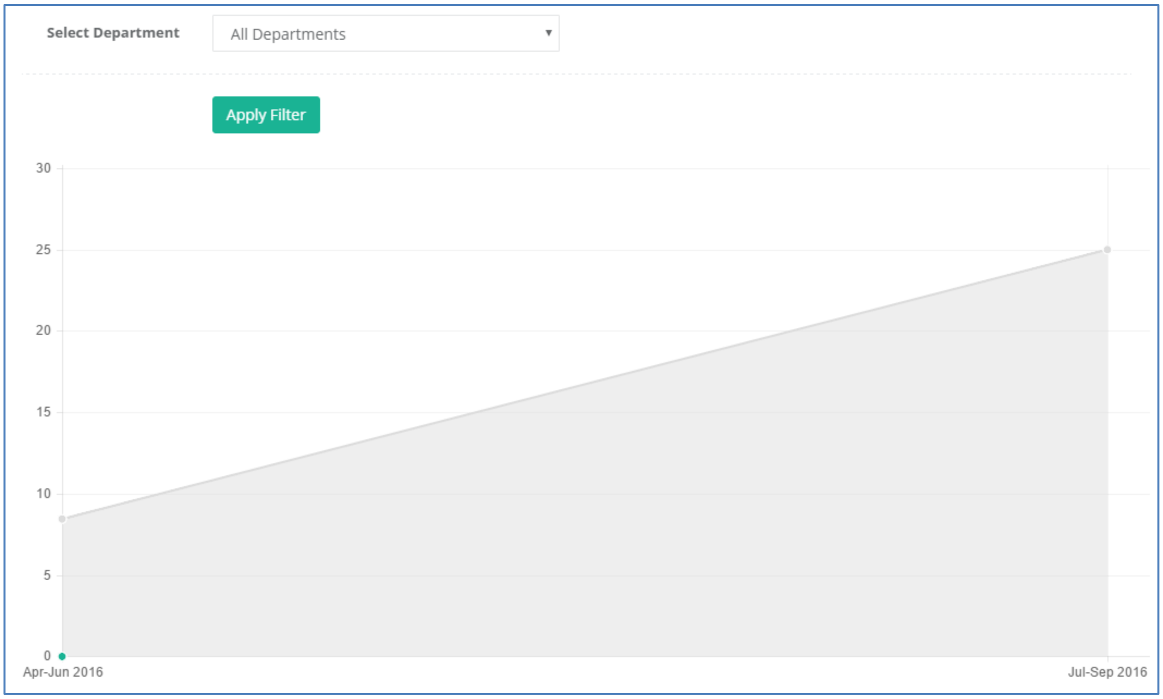
Step 2: Make selection of departments for single department outcome

- 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



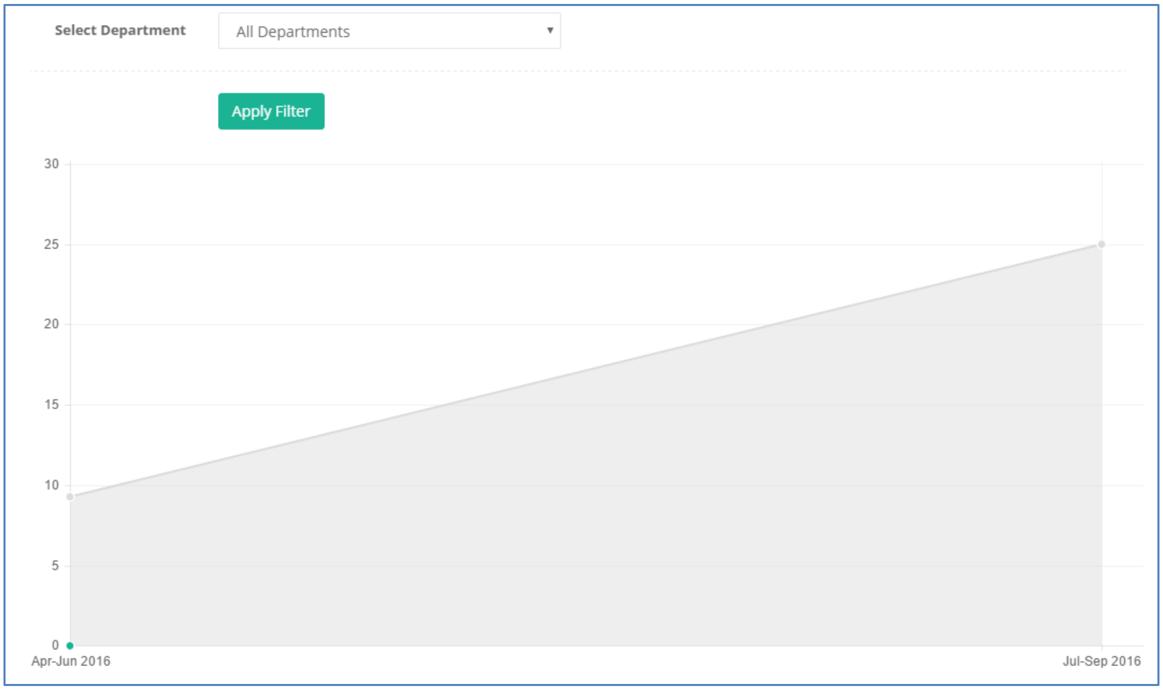
Step 2: Make selection of departments for single department outcome

- 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

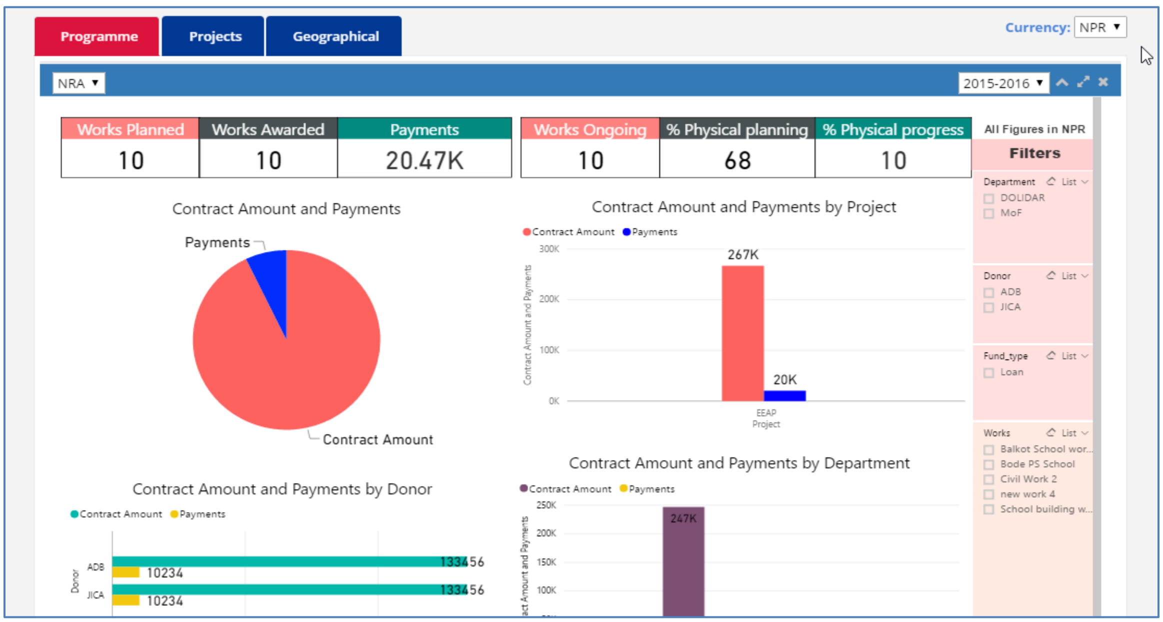
- All reports tables can be exported to Excel, csv or pdf using the options Copy | CSV | Excel | PDF | Print
- Any data can be searched using search option on the top of the table Search:

4.7 Dashboard

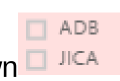
Dashboard is the key consolidated analysis module with charts display along with the possibility of the filters data under application. This feature refreshes the data through main server on fix interval for top management officials under MIS. This data is visible to different type of user based on their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

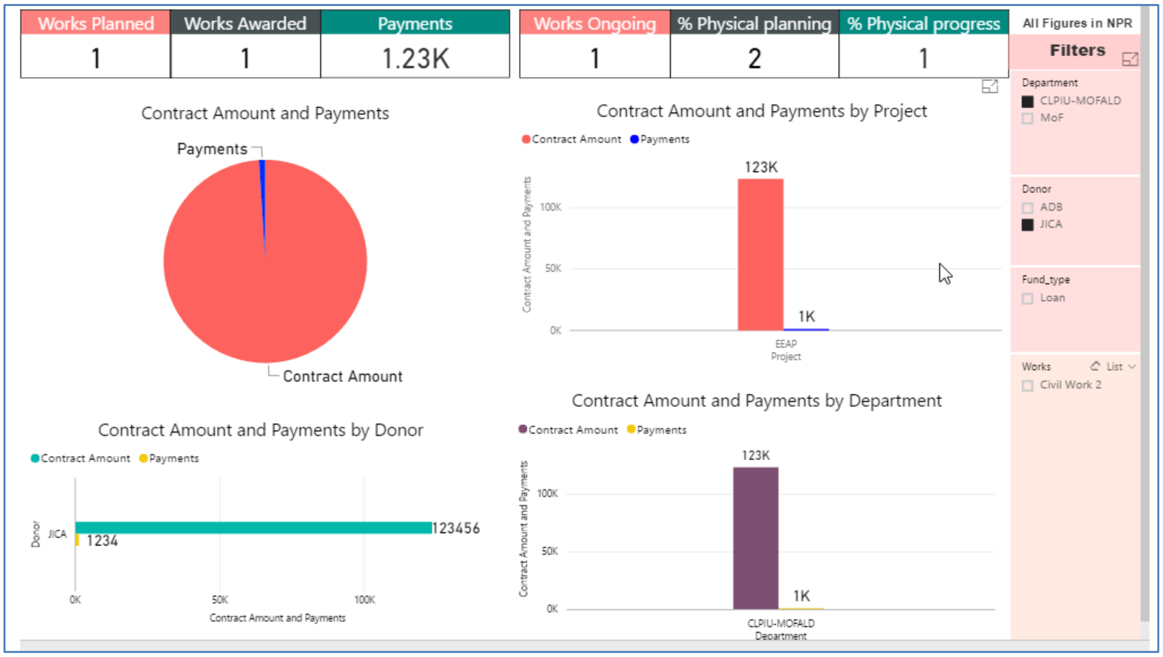
4.7.1 Homepage dashboard Programme

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

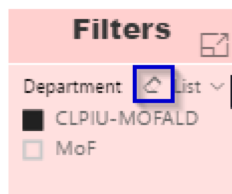


Step 1: to apply filters user can use the right hand panel with multiple options.

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 

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

Projects

Show 10 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

Show 10 entries 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

Previous 1 Next

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

MoF

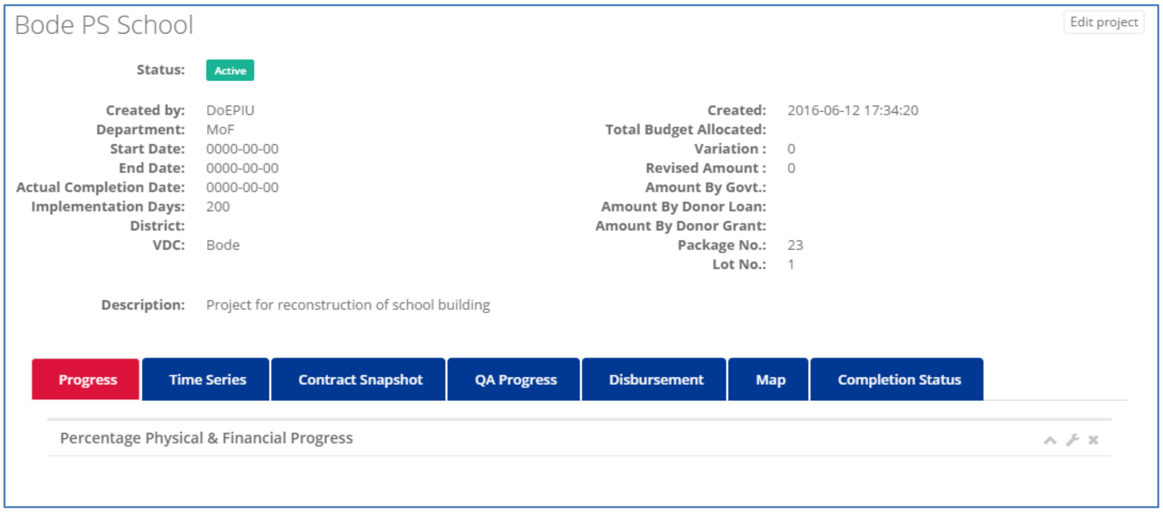
Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 4 of 4 entries

#	Contract	Package No.	Lot No.	Contractor	Contract Amount	Variations	Revised amount	Start Date	End Date	Payments made	Balan
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

Previous 1 Next

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

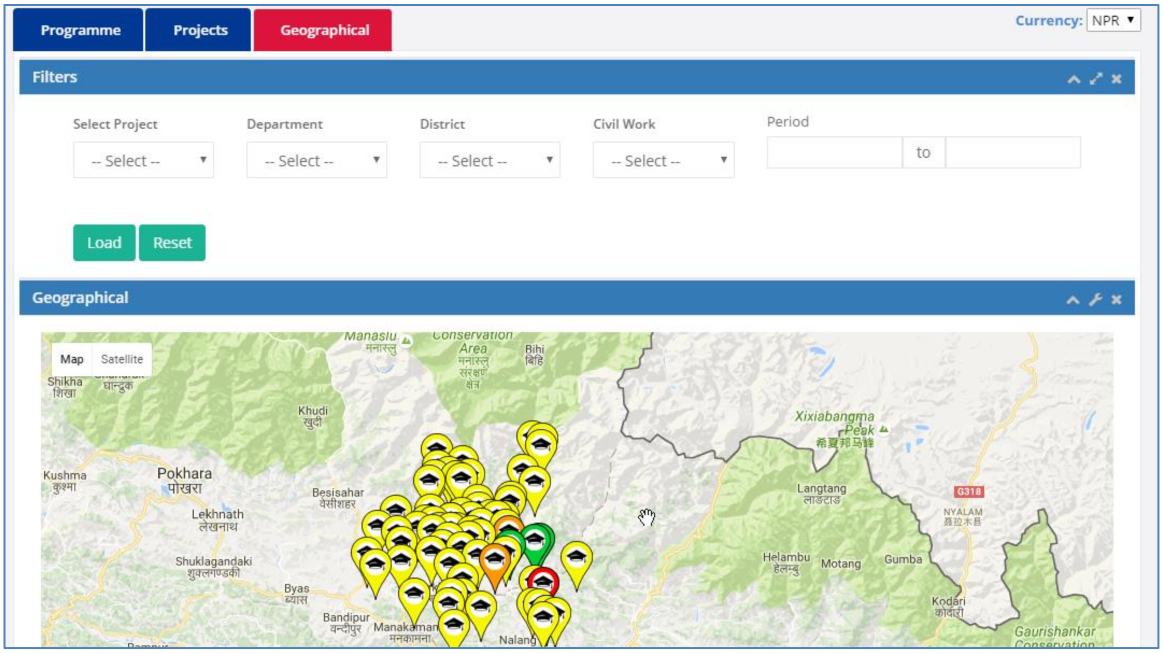


- User can see all the details up-to single contract level along with Google site MAP for same project.
- User can also change the currency to USD for current conversion rates by changing dropdown options Currency: NPR ▼
- All reports tables can be exported to Excel, csv or pdf using the options Copy | 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

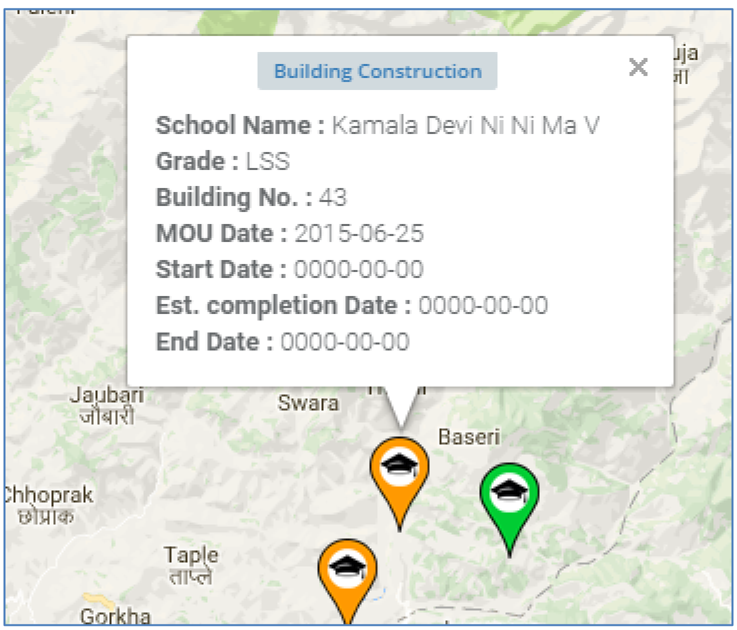
Dashboard also provides option to work on the Google Map view for from baseline unallocated site up-to linked sites with active contracts. This option can be used to see all the data collected for any given site under any contract. User can also see latest site captured photographs by survey engineers.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

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

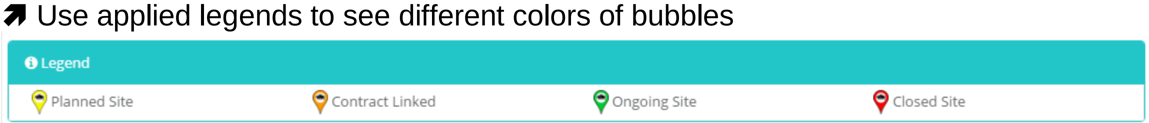


Step 2: Apply fitters to see selected districts or department allocated civil works.

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



- 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



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