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Guidelines for Setting up of SPMU in States/UTs under NeGP-A



Department of Agriculture & Cooperation
(DAC), Ministry of Agriculture, New Delhi

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1. Introduction

Department of Agriculture & Cooperation (DAC) is in the process of implementing the Agriculture Mission Mode project under the NeGP. The objective of this project is to provide relevant information and services to the farming community and private sector through the use of information and communication technologies and to supplement the existing delivery channels provided for by the Department. A pilot project has already been implemented at Center and 07 States (Assam, Himachal Pradesh, Jharkhand, Madhya Pradesh, Maharashtra, Karnataka & Kerala) under NeGP-A. It is now being rollout in remaining 22 States and 07 UTs.

To implement the project in over 650 districts in the country, institutional mechanism is required at various levels to strengthen the capacity of the Government staff. The State Project Management Unit (SPMU) is the agency which would be deployed at the State Agriculture Department to help in carrying out various activities related to NeGP-A.

2. Scope of Work of SPMU

The State Project Management unit would be responsible for organising activities, before, during and post implementation or “Go-Live” of the National e-Governance Project for Agriculture. Detailed list of tasks which will be performed by SPMU is attached as per **Annexure-I**.

3. Number of resources and financial Assistance

States have been categorised based on number of blocks to arrive at the number of human resources to be deployed in the State PMU. Detailed list is as per **Annexure-II**. Criteria for deployment for a period not exceeding 3 years shall be as follows:

Ser. No.	Number of Blocks	Senior Consultant	Consultants	Monthly Cost Ceiling* (Rs. In lacs)
1	0-5 and Delhi#	0	0	0
2	6-60	1	0	1.80
3	61-160	1	1	3.25
4	161-360	1	2	4.75
5	>360	1	3	6.00

**including travel, annual increments, administrative charges etc.*

Will be linked with nearby States

4. Minimum Qualifications & Experience of SPMU Resources

a) Senior Consultant- ICT

Educational Qualifications:

Must be a B Tech in IT/CSE/ECE and MBA OR M.Tech. PMI certification preferred.

Desirable Qualifications:-

- Must have 8+ years' experience of which at least 2 yrs. in a reputed Level 5 IT Company.
- Experience in IT program/ project management e.g. IT implementation in a large multi-location organization
- Experience in Delivery function of software organization
- Experience/ qualifications in Risk Management IT Projects
- Experience in monitoring implementation of e-governance projects

b) Consultant –ICT

Educational Qualifications:

Must be a B Tech in IT/CSE/ECE. MBA is desirable but not essential. PMI certification preferred

Desirable Qualifications:-

- Must have 5+ years' experience of which at least 2 yrs. in a reputed Level 5 IT Company.
- Experience in IT program/ project management e.g.IT implementation in a large multi-location organization
- Experience in Delivery function of software organization
- Experience/ qualifications in Risk Management IT Projects
- Experience in monitoring implementation of e-governance projects

c) Consultant – Functional/Change management

Educational Qualifications:

Must be a B Tech in IT/CSE/ECE/MCA. MBA is essential.

Desirable Qualifications:-

- Must have 5+ years' experience of which at least 2 yrs. in reputed Level 5 IT Company.
- Experience in program/ project management e.g.IT implementation in a large multi-location organization
- Experience in Delivery function of software organization
- Experience/ qualifications in change management in IT Projects
- Experience in designing BPRs/GPRs and monitoring implementation of e-governance projects.

5. Selection Procedure

States/UTs may set up SPMU by following any of the following procedures as per their choice:-

- (a) **Direct Recruitment.** This may be done by advertising these vacancies through print and electronic media and selection through a department level Selection Committee, by drawing members from State Agriculture/Horticulture/Fisheries, IT Departments and NIC.
 - (b) **Open/limited Tendering.** States may resort to open or limited tendering (based on shortlisting through an Expression of Interest or shortlisted by DeiTy, State IT Department, Any other agency of the Center/State engaged in related activities and NICSII) from the reputed ICT agencies which have been working in the e-Governance space in India. Sample RFP is attached as **Annexure – III**, which may be modified as per the State specific requirements.
6. As the financial criteria given at para 3 above is inclusive of travel, annual increments and administrative charges etc. for next three years, States may calculate maximum consolidated emoluments (or CTC) which can be paid to the resources and advertise these accordingly (in case of Direct Recruitment). These amounts may be mentioned in the Form-III: Financial Bid format, of Sample RFP (Annexure- III) attached, if Open/Limited Tendering is being adopted and the bidders be asked to quote their Service Charges for providing these resources.

7. Duration of Engagement

The SPMU will be established for a period of three years, for which 100% financial assistance as per para 3 above will be made available by Government of India. States may however continue beyond three years with the engagement from within their own resources, if felt necessary.

8. **Administrative/Infrastructure Arrangements.** These will be met from the budgetary allocations as specified at Annexure –III (Norms for Manpower Deployment) to the NeGP-A

Guidelines. Additional requirements, if any may be met through contingency provisions as per para 4 of NeGP-A Guidelines.

9. Reporting of Physical & Financial Progress.

All States will forward Physical/ Financial Progress on the implementation of SPMU as part of the other NeGP-A funds allocated.

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Annexure – I: Activities to be undertaken by SPMU

1. Before Commencement of Implementation:

- a) Study SRS developed by NIC for 12 clusters of NeGP-A services (available at <http://dacnet.nic.in/AMMP/AMMP.htm>) for identifying State specific customisation requirements as well as any other suggestions for incorporation.
- b) Identification of Government Process Reengineering (GPR) for all the services being taken up by the State/UT as part of NeGP-A project. The GPR should be based on the As-Is workflows of the departments.
- c) Firming up Bill of Material (BOM) for hardware requirements at the state/UT level based on the gap analysis of available capacity and infrastructure and as per norms of the NeGP-A detailed guidelines issued by DAC, Govt. of India.
- d) Bill of Material (BOM) for additional systems infrastructure requirements at SDC after conducting a gap analysis of the available capacity and infrastructure at the State level
- e) Data digitisation requirements at the State/districts and block levels
- f) Consolidate training requirements.
- g) LAN networking and horizontal connectivity requirements at the State/districts/Blocks level.
- h) Site preparation requirements at the state/District and block levels.

2. Project Management Activities

- a) Develop the project implementation plan in the State.
- b) Coordinate workshops and discussion meetings between State agriculture Department, State horticulture/fisheries Departments, District officials, IA, CPMU and NIC.
- c) Responsible for reviewing the deliverables submitted by IA.
- a) Highlight deviations/issues in the deliverables of IA to relevant authority within the specified time limits and assist IA and State Agriculture Department in resolution of issues.

- d) Prepare Capacity building plan
- e) Prepare Change Management Plan
- a) Identify the legal changes required and assist in drafting and issuance of Government Orders for giving effect to the GPRs.
- b) Assist department and offices in deploying the applications for the state wide rollout. No application software will be deployed for state wide rollout in any state unless it has been security audited.
- c) Suggest and co-ordinate capacity building needs and training programs for the state officials (including tehsils, district and state level).
- d) Monitor and maintain issue tracker and keep on updating the status of all risks and issues from time to time.
- f) Defining the escalation mechanism for timely resolution of issues & risks.
- g) Coordinate Acceptance Testing at all levels within the State.

3. **Coordination with Various Stakeholders**

SPMU shall build mechanisms to ensure coordination and consultation between all key stakeholders and members of the governance committees on a continued basis to facilitate the execution of the project. This would include the following stakeholders:

- a) State/UT Empowered Committee on NeGP-A
- b) State/UT IT Department (including State e-Governance Mission Team)
- c) District e- Mission Team under NeGP
- d) CPMU at the center
- e) State Agriculture University

4. **Monitoring the Deployment and Commissioning of Necessary Hardware at the SDC and DR at the State Level**

- a) Monitoring installation and commissioning of IT infrastructure at State Data Centre (SDC)
- b) Ensure the facility management services and help desk of the IA, to ensure system uptime
- c) Provide fortnightly reports to State Government and DAC (GoI) for the status of implementation till "Go-live".

5. **Monitoring the Deployment and Commissioning Of Necessary Hardware in the State**

- a) Monitoring the installation and commissioning of requisite hardware and system software at various district /tehsils/block offices as per the BOM

- b) Conduct/facilitate final acceptance testing of the hardware as per the specifications and quantities mentioned in the agreement.
- c) Create asset registers and capture all necessary details of monitoring the movement of hardware for the project.

6. Monitoring the Deployment & Commissioning of Necessary Networking Equipment's and Connectivity at the State Level

- a) Co-ordinate with State IT Department, SWAN and SDC teams to make available the vertical and horizontal connectivity at district, tehsils or blocks
- b) Create a system for effective monitoring of SDC and network availability and escalation leading to resolutions (including use of EMS reports)

7. UAT and Go-Live Report

SPMU will assist the User Acceptance Testing (UAT) and audit of the system on completion of the pilot run of each application and will submit a Go-Live Report for each application. It will be the responsibility of SPMU to assess and certify the NeGP-A application and associated infrastructure & services.

8. SLA monitoring

- a) Monitoring the performance of the IA against the base project plan.
- b) Monitoring the performance of the overall system in terms of availability & efficiency against the service levels already defined for SLAs of the agreement.
- c) Suggest changes in SLAs, if required
- d) Suggest corrective and preventive measures to State Agriculture Department and IA to enhance the performance of the system.

9 Program Management Support

SPMU will support the CPMU for overall project management, coordination and communication with all the stakeholders of the project. Various activities to be taken by the SPMU in this regard are as follows:

- a) Program management and progress reporting
- b) Liaisoning with DAC(GOI) at the Center, CPMU and IA at the State level
- c) Funds utilisation and management

10 District NeGP Agriculture Implementation Team:

- a) Data digitization status

- b) Project implementation.
- c) Provisioning of training at district level
- d) Submission of District Go-Live Report, which should shall include the following:

11. Monitoring the O&M

The SPMU shall be responsible for supporting the State Agriculture Department for monitoring of the compliance of the contractual obligations of the IA.

The SPMU will also monitor the operations and maintenance of the overall system as per the standards and requirements defined for IA including but not limited to resolution of issues, availability of the system, updating hardware or system software etc. for a period of 3 years from the engagement date.

SPMU will ensure that the SLAs and performance levels defined for IA are met as per the expectations of the State Agriculture Department. SPMU will also review the SLA performance, capacity and effectiveness of the helpdesk set up by the AI.

Annexure – II: Categorisation of States/UT's for setting up SPMU

S. No.	State Name	Districts	Blocks	Category	Max.no. of resources
1	Delhi	10	0	Category A	0
2	Chandigarh	1	1	Category A	0
3	D&N Haveli	1	1	Category A	0
4	Daman & Diu	2	2	Category A	0
5	Lakshadweep	1	9	Category A	1
6	Andaman & Nicobar	3	9	Category A	1
7	Goa	2	12	Category A	1
8	Puducherry	2	15	Category A	1
9	Sikkim	4	24	Category A	1
10	Mizoram	8	26	Category A	1
11	Meghalaya	11	39	Category A	1
12	Tripura	8	45	Category A	1
13	Nagaland	11	52	Category A	1
14	Manipur	9	60	Category A	1
15	Himachal Pradesh	12	78	Category B	2
16	Arunachal Pradesh	16	94	Category B	2
17	Uttarakhand	13	95	Category B	2
18	Telangana	9	101	Category B	2
19	Haryana	21	119	Category B	2
20	Jammu & Kashmir	22	136	Category B	2
21	Punjab	22	141	Category B	2
22	Chhattisgarh	27	146	Category B	2
23	Kerala	14	153	Category B	2
24	Andhra Pradesh	13	170	Category C	3
25	Karnataka	30	189	Category C	3
26	Gujarat	33	245	Category C	3
27	Rajasthan	33	249	Category C	3
28	Jharkhand	24	260	Category C	3
29	Assam	27	268	Category C	3
30	Orissa	30	314	Category C	3
31	Madhya Pradesh	51	321	Category C	3
32	West Bengal	19	347	Category C	3
33	Maharashtra	35	357	Category C	3
34	Tamil Nadu	31	385	Category C	4
35	Bihar	38	534	Category D	4
36	Uttar Pradesh	75	821	Category D	4
	Total				70

*Clubbed with nearby states

Annexure III: Sample RFP for Selection of an agency for Setting up of SPMU