

# **Updating of Swat Data**

## **Project Proposal (Final)**

Prepared by  
Governance Institutions Network International (GINI), Islamabad

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## Acronyms

• GINI	Governance Institutions Network International
• DTW	Districts That Work
• DGS	District Government Swat
• NARIMS	National Reconstruction Information Management System
• NRB	National Reconstruction Bureau
• NWFP	North West Frontier Province
• NIMAS	National Information Monitoring & Analysis System
• Isb	Islamabad

## The Project

Project Title:	Updating of Swat NARIMS' Data	
Location:	District Swat	
Execution Partner:	GINI	
Sponsoring Partner:	DTW, USAid	
Local Partner:	District Government of Swat	
Timeline:	2.3 Months (20 Oct 09 – 31 Dec 09)	
Cost:	Rs. 55, 14,383	(USD 66, 439)
Inclusive of Option	Rs. 7,310,883	(USD 88, 083)

### Objectives:

1. To updated Swat's inter-relational database covering all facilities inclusive of personnel, revenue estate level information and public representatives profiles.
2. Linkage of NIMAS generated findings of Swat Union Assessment Survey 2005, police stations info and citizens community boards (CCBs) with the inter-relational database.
3. Optional: Digitization of satellite image for Swat

### Benefits:

1. Information will be updated to improve District Swat governance and decision making
2. Data can be used to conduct baseline assessment for reconstruction of infrastructure and stimulation of economic activities
3. Access to basic information by all

## **Brief on GINI**

Governance Institutes Network International (GINI) was set up as a governance purpose organization registered under section 42 of Companies Ordinance 1984 in 2007 with its own board of directors and offices at Suite 5, Block 23, PHA, Islamabad and House # 21, Street # 56, Sector F-6/4, Islamabad.

GINI is a multidiscipline research oriented organization. Apart from other research and governance related capabilities, the ICT team at GINI has a unique capacity of National Reconstruction Bureau's institutional memory, especially with reference to e-governance initiatives. Our core team has over twenty years of experience in developmental and implementation of multiple national level programs, using IT as a support mechanism. Our expertise now extends to and includes information gathering methodologies, inter-relational data bases, and GIS applications synergized to facilitate decision support systems further supported by detailed analysis, evaluation and/or visual/spatial representations.

Such information systems have been utilized to perform routine monitoring of government service delivery by elected representatives and citizen organizations at the local level. In this way the gap between government claims and ground realities has been narrowed with a concomitant effect on reducing corruption.

(For further information please refer to Annex I)

## **District Inter-relational Database**

With the introduction of the 2001 local government plan the present core team of GINI designed and developed the NARIMS (Annex II) which is a revolutionary, indigenous, state of the art concept developed for the National Reconstruction Bureau, Government of Pakistan, to work as an aid in support of the Local Governments for decision making.

The need for the in-house development of the system arose due to the lack of intellectual understanding of local governance and the lack of expertise required to attain the functionality required. The estimates provided by the concerned individuals/ firms once understanding of the concept was established remained exorbitant.

In order to develop a cost effective system, a multi disciplinary think tank of experts was created drawn from different sectors and fields and placed in one location to design and implement the system. The result was the development of the district inter-relational database keeping in view the prevailing local requirements and administrative considerations.

Since the disbanding of the think tank in 2007 the key personnel associated with the design and development of the e-governance system have formed the nucleus of the GINI information technology team and continue to work on e-governance and GIS capabilities.

## **Updating of District Government Swat (DGS) data**

In 2007, data was collected covering 1742 facilities, 11623 employees, 231 revenue estates related info and 845 public reps profiles were collected and entered into the existing database. However, the data was not authenticated from source and the findings were not disseminated to the relevant stakeholders.

As at present there is a growing demand for accessing this type of data, therefore one of the possible approaches is to update the existing database at Swat.

Although majority of the data pertaining to DGS was already collected, however this data is 3 years old and has not been updated. Therefore, in the aftermath of the war on terror in the area, updating of data will be quite the same as initiating a new district and due to the prevailing political environment the process can be slightly cumbersome and more costly.

### Basic Info:

No of Tehsils	2
No of Unions	65
No of Revenue Estates	231
No of District Level Government Facilities	60
No of Tehsil Level Government Facilities	6
No of Functional Level Government Facilities	1742
Total District Level Government Staff	11,623
Total No of Union Councilors	845

## **Methodology**

The recommended methodology for activating data collection after formal proposal approval is as follows:

1. Back office operationalization in terms of planning, equipment, human resource identification, logistics, communication etc.

2. Consultation with Provincial Government of NWFP and securing written acknowledgment for initiating data collection in Swat.
3. Consultation with District Government Swat for securing support, offering incentive and stock taking of the District IT Office.
4. Securing of office and lodging premises inclusive of communication and utilities connections at Swat
5. Printing of existing data sets along with forms for updating
6. Hiring, training and deployment of staff
7. Upgrade and/or addition of necessary equipment
8. Troubleshooting of existing data and database on site
9. Orientation to district personnel on data collection
10. Distribution of data collection forms
11. Collection, sorting and verification of returned updated data
12. Data entry and validation
13. Monitoring and evaluation visits
14. Creation of linkage of NIMAS generated findings of Swat Union Assessment Survey 2005 data, police station info and CCBs with NARIMS' inter-relational database.
15. Electronic basic report generation on updated data

## Roles & Responsibility

Sr. No	Activity	Responsibility		
		GINI	DTW	DGS
1	Back office operationalization	√		
2	Consultation with Provincial Govt.	√	√	
3	Consultation with District Govt Swat	√	√	
4	Office and lodging premises	√	√*	√
5	Sorting of existing data	√		
6	Printing & Sorting	√	√*	
7	Hiring of technical resource	√		
8	Provision of support staff	√		√
9	Hiring of technical consultants	√		
10	Provision of Monitoring and Coordination Consultant		√	
11	Hardware		√*	√
12	Software	√	√	√
13	Troubleshooting of existing data & database	√		
14	Orientation & Trainings	√		
15	Distribution and collection of data forms	√		
16	Provision of data			√
17	Entry & validation of data	√	√*	
18	Linkage of NIMAS Union data	√		

19	Electronic basic report generation	√		
20	Transport		√*	
21	Furniture & fixtures	√	√*	√
22	Monitoring visits	√	√	

*\* For details, please refer to Annex III*

## Human Resource

GINI: (Refer to Annex V for brief explanation)

Advisor	1
Technical Consultant	1
IT Professional	1
Coordinator	1
Manager	1
Database Administrator	1
Network Administrator	1
Supervisor	2
Data Entry Operators	4
Data Controllers	4
Driver/helper	1
Security Guard	2
Data Collectors*	27

\* Initially, DGS was being requested for the facilitation of data collection process, however due to the revised time constraint, GINI will be responsible for the manpower. The data collection was calculated on 19 people for 8 weeks. As the time has been reduced by 2 weeks, therefore an additional 8 people will be required, that is 27 trained persons.

SN	Group of Offices	Number of persons
1.	Education	5
2.	Health	5
3.	Agriculture	5
4.	Community Development	1
5.	Finance and Planning	1
6.	Works and Services	2
7.	District Coordination	1
8.	Zila Council Secretariat	2
9.	Information Technology	1
10.	Revenue	1
11.	Law	1
12.	Literacy	1

## Equipment

For District Swat at location:

- Server (Annex IV) 1
- Desktop Computers (Annex IV)\* 4
- Printer (HP LaserJet P1005) 1
- Scanner (HP Scanjet G2410) 1
- UPS 4
- Backup Tape Drive 1
- Networking Equipment as per requirement

Digitization option:

- GPS 15

For back office operationalization:

To be loaned from DTW

- Laptop/desk tops\* 4

\*Due to the revised timeframe, three extra computers have been added

## Premises

District IT Office premises will be requested from the DGS, however lodging for out of town staff will need to be rented for three months or the life cycle of the project, with consideration to the following:

- Rent
- Utilities
- Communication
- Stationary
- Transportation

## Furniture & Fixtures

SN	Item	Qty
1.	Officer Desks	2
2.	Officer Chairs	2
3.	Computer Tables	5
4.	Computer Chairs	5
5.	Table	2
6.	Chairs	5
7.	Filling Cabinet/Racks	3
8.	Chest of Draws	1



## Digitization of Swat Satellite Image (Optional)

Digitization of salient feature for GIS application on one meter high resolution color satellite imagery of Swat District can be provided within three months subject to provision of the image by DTW.

- Mosaicing and Geo-referencing
- Datum=WGS 84
- Digitization of following layers:
  - Point location of all district government facilities
  - District boundary with attributes
  - Tehsil boundary with attributes
  - UC boundary with attributes
  - Settlements boundary
  - Settlements attribute data
  - Railway tracks
  - Main roads
  - Main roads Attribute
  - Paved roads
  - Unpaved roads
  - Streets
  - Rivers
  - Canals
  - Main streams
  - Parks
  - Green areas
  - Area names
  - Bridges/underpass
  - Nala (ravine)
  - Grave yard

Boundary of map will fit on the live Google Earth (kml format)

## Timeline

Sr. No	Activity	Weeks (Start date 20 Oct 09)								
		1	2	3	4	5	6	7	8	9
1	Back office operationalization	X								
2	No Objection Letter from NRB	X								
3	Consultation with Provincial Govt.	X								
4	Consultation with District Govt Swat	X								
5	Office and lodging premises	X								
6	Sorting of existing data*	X								
7	Printing & Compiling**	X								
8	Hiring of technical resource***	X								
9	Provision of support staff	X								
10	Hiring of technical consultants	X								
12	Equipment	X								
13	Troubleshooting of existing data & database		X	X						
14	Orientation & Trainings****	X	X							
15	Distribution and collection of data forms*****		X	X	X	X	X	X		
16	Entry & validation of data*****				X	X	X	X	X	
17	Linkage with NIMAS Union data							X	X	
18	Electronic basic report generation									X
19	Monitoring visits		X	X	X		X		X	
	<b>Option</b>									
20	Provision of GPS & satellite image	X	X							
21	Hiring & Training on data collection	X								
22	Data Collection of point info		X	X	X	X	X			
23	Digitization of image layers		X	X	X	X	X	X	X	
24	Attachment of point info			X	X	X	X	X	X	
25	Printing of hard & soft copy maps									X

\* Already done

\*\* Guidelines to be provided by GINI to DTW

\*\*\* This will be managed in one week (overtime)

\*\*\*\* First batch of data collectors have been identified and therefore their training will begin in the first week

\*\*\*\*\* Time period has been reduced by two weeks, therefore 8 additional people will be engaged, totaling to 27

\*\*\*\*\* Time has been reduced by one week; therefore one extra person will be added for data entry. For validation, the outsourced company will be requested to use double shift as the cost for validation and correction is based on per page price.

## Costing

### Equipment:

Equipment requirements at the district and the back office will be directly provided by DTW (Annex III).

### Printing:

Printing and compiling of data collection forms will be done by DTW (Annex III).

### Human Resource:

All staff employed for the project will be for entire cycle of the project that is 2.3 months only, except for the Advisor (23 days) and Data Collectors (2 months)

Sr. No.	Appointment	Number	Per Day Charges (Rs.)	Days	Total (Rs)
1	Advisor*	1	41500	23	954500

Sr. No.	Appointment	No. of People	Monthly (Rs.)	Man Months	Total (Rs)
1	Technical Consultant	1	300000	2.3	690000
2	IT Professional	1	60000	2.3	138000
3	Coordinator	1	50000	2.3	115000
4	Manager	1	50000	2.3	115000
5	Database Administrator	1	50000	2.3	115000
6	Network Administrator	1	40000	2.3	92000
7	Supervisor	2	20000	2.3	92000
8	Data Entry Operators	4	10000	2.3	92000
9	Data Controllers	4	10000	2.3	92000
10	Helper	1	6000	2.3	13800
11	Security Guard	2	12000	2.3	55200
12	Data Collector	27	10000	2	540000
Total (inclusive of advisor charges).					<b>3104500</b>

\* The Advisor shall be engaged for 23 days during the life of the project at daily rate of USD 500/day (exchange rate is USD 1 = Rs. 83)

Expense at Swat:

For the facilitation of NARIMS related data collection team stationed at Swat

Sr. No	Activity	Monthly Cost (Rs)	Duration	Total Cost (Rs)
1	Rent	15000	2.3	34500
2	Utilities*	13044	2.3	30001.2
3	Communication*	18500	2.3	42550
4	Transportation*	61666	2.3	141831.8
5	Miscellaneous**			200000
				<b>448883</b>

\* As the work load is the same, therefore reduction in time means addition of more people and same amount of cost divided over 2.3 months.

\*\* Miscellaneous:

Sr. No	Expense	Frequency	Cost (Rs)	Duration	Total
1	Rent of gas cylinder (two)	Monthly	3000	2.33	6,990
2	LPG	Monthly	6000	2.33	13,980
3	Generator rent 7 kva	Monthly	4500	2.33	10,485
4	Generator fuel	Daily	500	70	35,000
5	Internet DSL Charges	Monthly	2000	2.33	4,660
6	Telephone connection (two lines), UPS, wires	One Time	15000		15,000
7	Security deposit (one month rent)	One Time	15000		15,000
8	Electric Appliances (bulb, tubes, switches, multipurpose plugs etc)	As per requirement	4000		4000
9	Extension wires (four units)	One Time	885		885
10	Toner and stationary	As per requirement	30000		30,000
11	Medical (Security threat contingency)	As per requirement	50000		50,000
12	Maintenance of equipment	As per requirement	14000		14,000
<b>TOTAL</b>					<b>200,000</b>

GINI Overhead Cost:

<b>Travel/ Boarding &amp; Lodging</b>					
<b>Sr. No.</b>	<b>Particulars</b>	<b>units</b>	<b>persons/ unit</b>	<b>Cost per night per person</b>	<b>Total Cost</b>
1	4 visit for consultation with provincial Govt. for one night Peshawar	4	3	10,000	120,000
2	One visits for consultation with District Govt. for one night Swat	1	4	10,000	40,000
3	Five visits for monitoring with District Govt. Swat for one	5	3	10,000	150,000
4	Travel Isb to Swat by rent a car	21	1	12,000	252,000
5	air ticket for Peshawar	12	1	7,000	84,000
6	Local Travel in Peshawar and Swat	15	1	2,500	37,500
					<b>683,500</b>
<b>Head Office Support</b>					
<b>Sr. No.</b>	<b>Particulars</b>	<b>Unit/No. of persons</b>	<b>Cost per month</b>	<b>Total Cost</b>	
7	Company Secretary (facilitation and coordination)	1	22,500	67,500	
	Administrative/HR support	1	20,000	60,000	
	Financial support	1	20,000	60,000	
	Support staff	2	5,000	30,000	
					<b>217,500</b>
<b>Training</b>					
<b>Sr. No.</b>	<b>Particulars</b>	<b>units</b>	<b>Unit/No. of persons</b>	<b>Cost</b>	<b>Total Cost</b>
8	Training of District data collection Staff (Two Weeks)	10	27	500	135,000

9	Training on ground surveying/ GPS Coordinates (Four Days)	4	15	500	30,000
10	Training of CAD operators (Four Days)	4	4	500	8,000
11	Trainer for two weeks	10	2	4,000	80,000
12	Resource material				50,000
13	Lunch and tea (Swat training)				105,000
14	Stationery				45,000
					<b>453,000</b>

<b>Administration Cost</b>				
<b>Sr. No.</b>	<b>Particulars</b>	<b>Unit/No. of persons</b>	<b>Cost per month</b>	<b>Total Cost</b>
15	Advertisement			60,000
16	Licensed Software			200,000
17	Utilities	2.3	10,000	23,000
18	Office Rent	2.3	100,000	230,000
19	POL	2.3	10,000	23,000
20	Postage and Communication	3	5,000	15,000
21	Meeting			56,000
				<b>607,000</b>

**TOTAL: 1,961,000**

**GINI Overhead Grand Total Rs. 19, 61,000**

<b>Notes: Overheads cost</b>	
1	TA/DA for three persons who travel to Peshawar for four times @ Rs.10,000 per trip per person. Meetings/presentations with Provincial Local Government Ministry, Planning division, Chief Minister's Sectt., securing facilitation, follow-up and sharing of progress.
2	TA/DA for four persons who will visit from Islamabad to Swat for one time @ Rs.10, 000 per person. Consultation visit to secure facilitation along with presentation.
3	TA/DA for three persons who will travel to Swat for five times @Rs.10,000 per trip per person. Visit for progress monitoring and assistance.
4	Rent a car for one visit of four persons to separate areas requiring separate vehicles and five visits of three persons monitoring visits to

	different areas requiring separate vehicles @ Rs. 12,000 per rent a car (total visits are nineteen). Two vehicles are allocated for the escort of security personnel in certain high risk security areas. The rent-a-car rates are higher than the present market rates as rentals are reluctant to go to these areas.
5	Air ticket charges for three persons for four visit each from Islamabad to Peshawar-Islamabad
6	Local taxi will be hired for the meetings and other official work during the stay at Peshawar and Swat
7	50% salary for three months (Company Secretary, Admin & Accounts). This calculation is based on the work to be done and not time, therefore it will not change.
8	Training of twenty seven persons of GINI staff for fourteen days @Rs.500 per participant per person daily allowance. Head office facility used for training/Manuel development.
9	Training of fifteen persons for four days at Rs.500 per participant per day. Head office facility used for training/Manuel development.
10	Four days training for four persons @Rs.500 per person per day. Head office facility used for training/Manuel development.
11	Per day cost of two trainers for fourteen days
12	Training kits for the participants
13	Lunch and tea will be served to the participants during the training at Islamabad
14	Office Stationary, photocopying*
15	Advertisement for hiring of staff*
16	Necessary licensed software for the development and usage of various components**
17	Utilities are charged @ 25% of the average monthly cost* for 2.3 months
18	Office rent @ 50% of the total cost per month* for 2.3 months
19	POL charges for Head Office vehicle @ 10000/month* for 2.3 months
20	Courier, fax and postage charges*
21	The official meeting at GINI Head Office*. These will include: <ul style="list-style-type: none"> <li>• Meetings with district government personnel</li> <li>• Meeting with NRB</li> <li>• Meeting on data reconciliation, coordination</li> <li>• Meeting with Swat office staff</li> <li>• Progress &amp; evaluation Meetings</li> </ul>

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\* These items costs reflects in part the level of effort registered to provide office space and manage the digitization component mentioned under the heading "Digitization & Back Office Support" on page 16.

\*\* Software breakup:

Sr.No	Software	License Type	Price (\$)	Price (Rs)	Usage Cost (Rs) @ 25%
1	ArcGIS 9.3	Single User	1500	124500	31125
2	SQL Server 2000 Enterprise	Single processor multiple clients	3500	290500	72625
3	Microsoft Visual Basic 6	Multi-user	500	41500	10375
4	Autocad 2008	Multi-user	3995	331585	82896
5	Crystal Report 11	Multi-user	500	41500	10375
<b>TOTAL:</b>			<b>9995</b>	<b>829585</b>	<b>207396 Rounded up to Rs 200000</b>



Digitization (Optional):

Data Collection

Long/Lat coordinates for point data covering all district government level facilities (approximately 1800 facilities).

Sr.No	Activity	unit	Number Required	Unit Rate (Rs)	Number of Units	Total (Rs)
1	HR for collection of Point information (Lat/Long Coordinates)	day	15	700	38	399000
2	Boarding/Lodging (Hotel)	night	15	900	38	513000
3	Transport within district (Motorbike rentals & Fuel)	day	15	500	38	285000
4	Communication (pre-paid scratch phone cards)	each	15	1000	1	15000
5	Public Transport (Isb - Swat and Swat - Isb)	each	15	1000	1	15000
						<b>1227000</b>

Digitization & Back Office Support

General overhead cost is already covered as part of the main proposal, however expenses exclusively related to digitization and attachment of point information with the inter-relational database is as follows:

Sr.No	Personnel Deputed	Number Required	Rate (Rs)	Duration (Months)	Total (Rs)
1	GIS Manager	1	70000/month	2.3	161000
2	CAD Operator*	6	15000/month	2.3	207000
3	Data Sorter/DEO*	3	10000/month	2.3	69000
4	Data Validator/DEO*	3	10000/month	2.3	69000
5	Printing of large scale maps/ data collection forms/stationary				40000
6	Miscellaneous				23500
<b>TOTAL</b>					<b>569500</b>

**Option Total (Rs) 17, 51, 500**

## Total Budget

US dollar to Pak rupee exchange rate has been calculated on USD 1 = Rs 83

Sr. No.	Category	Amount (Rs.)	Amount (USD.)
1	Human Resource	3,104,500	37,404
2	Additional Expense	448,883	5,408
3	GINI Support Cost	1,961,000	23,627
4	Option (digitization of image)	1,796,500	21,645
<b>Total</b>		<b>7,310,883</b>	<b>88,083</b>

**Total Cost of Project Rs. 55, 14,383 (USD 66, 438)**

**Inclusive of Option Rs. 7,310,883 (USD 88,083)**

## Deliverable

- 1) One copy of electronic basic report, generated on updated data and covering the following:
  - i. Basic information for all district level government facilities
  - ii. Staff profiles of all employees attached at each facility
  - iii. Data on all movable and immovable assets per facility
  - iv. Personal profiles of all district level elected councilors
- 2) Information linkage of NIMAS generated 2005 union assessment survey data, police stations info and citizen community boards
- 3) Option:
  - i. Soft copy of Swat digitized image in Esri shape file with data projected on separate layers
  - ii. One set of hard copy of digitized map with separated data layers

## GINI

GINI is a multidiscipline research oriented organization. Its underlying objective is to undertake policy, institutional & cultural analysis and action research advocacy as well as consultancy to facilitate politically owned institutional revival through networked research outputs and social communication through advocacy, workshops, seminars, conferences and media to create and increase awareness of the need or result oriented accountability for good governance.

### **Background**

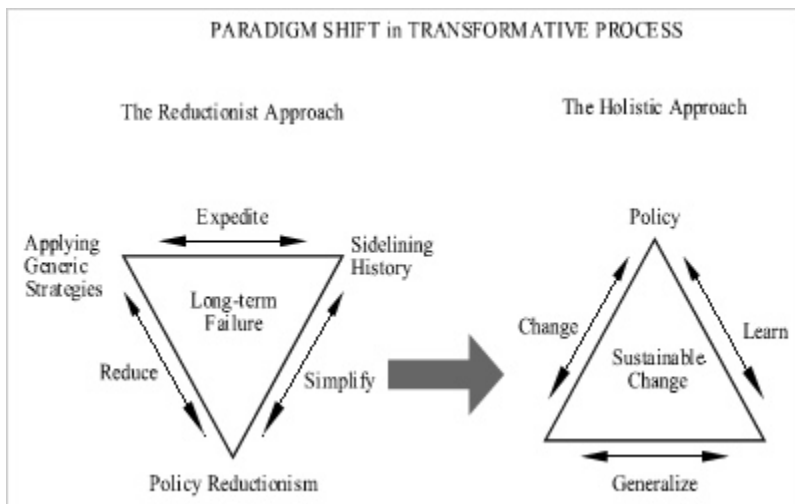
Viable institutions are the basis for the continual reproduction of good governance values and practice. However, in post-colonial states even the most core governmental institutional functions tend to be highly deficient, including police, justice, tax collection, and land registration on one hand, and policy making, execution, monitoring and evaluation on the other. Transactions such as taxes, fees, fines, and customs collections, contracting procurement, personnel actions, and the control of all of the above are neuralgic areas for institutional entropy. The origins of these and many governance challenges that confront contemporary post-colonial countries can be traced to the colonial powers intrusion into the subsequent withdrawal from these regions during the 19th and 20th Centuries.

The institutional restructuring of the post-colonial state of Pakistan requires adequate information and analysis as well as policy formulation that factors into its equations the history of the cultural, political, economic, and social factors that determine policy outcomes. A feedback apparatus that conveys policy implementation realities to those who make policies is badly needed. All restructuring process must be spear headed by efforts directed at key change agents, to capacitate their knowledge base, enrich their vision, empower their intellect, facilitate their professional growth, and promote shared values necessary for the required processes.

Institutions play a crucial role in socio-economic development. Institutions conducive to economic growth guarantee property rights and minimize transaction costs. While an uncertain institutional environment and the considerable sunk costs of previous investments create large disincentives against fundamental institutional transformation, continued institutional decay and eventual breakdown incur the costs of bad governance. Good governance has a price to be sure but the cost of bad governance is not only economic in as much as it also weakens the political system which adversely affects a society's values and regard for human rights. It is necessary to evolve an institutional matrix that effectively solves problems of social conflict management or, from a different perspective, a worked out and generally accepted framework for

property rights, respect for human rights and delivery of social services within a framework of widely accepted integrity and fiscal probity.

The emphasis in the development paradigm must be shifted from the supply to the demand side, from top-down policy modification to bottom-up change based on demand amongst key stakeholders. It is only when civil society is empowered in political spheres of influence that true citizenship may begin to be cultivated and civic affairs activated and advanced, allowing the citizen to step into the public arena. Hence, it is vital for linkages between the state and the citizenry to be institutionalized.



As the above diagram illustrates, the restructuring of governance institutions which must address policy institutions and culture simultaneously. This is only possible through an integral, holistic approach so that the root causes rather than superficial symptoms of institutional deterioration may be successfully addressed with the vision, knowledge and skills necessary to articulate, bottom up demand into strategies for political, institutional and cultural transformations.

**MISSION**

GINI is a multi discipline Research Organization which stimulates analyze, catalyze discussion, create awareness and inspire action amongst the change agents in processes of politically owned institutional revival that address the governance crisis. Internet resources are utilized to disseminate findings and other critical information that can assist in governance reforms.

**VISION**

GINI is dedicated to curb corruption from public institutions as well as in civil society through research of exploring root causes of corruption from them. To see society as a transparent governance system through strengthening

institutions and measures taken on ground so that tangible improvements are made in the lives of people by accepting challenges of globalization

**Objective 1:**

To create a think tank of governance practitioners and analysts having special expertise in studying / participating in transformative processes to advance the theory and practice of change processes that contribute to politically owned institutional revival in post colonial societies.

**Objective 2:**

To network think tanks and individual practitioners and analysts involved in transformative processes of post-colonial societies, in order to increase their contributions to processes.

**Key Activities**

➤ To conduct research on core governance institutions such as the police, judiciary, taxation, finance, accountability, land registration as well as transactions and processes such as contracting, procurement, accounting and auditing, as well as their roots in post-colonial institutions and systems.

➤ To organize annual GINI conferences

➤ To organize 16 component group workshops (two for each component) inviting most recognized and perceptive experts relevant to each topic

➤ To publicize and disseminate research products at GINI conferences and component workshops as well as through the internet

➤ To send invitations amongst network members and other highly qualified specialists for research papers to be prepared and presented at each Annual Conference and Component Workshop, in accordance with the theme to be explored

➤ To invite relevant elected officials, civil servants, civil society leaders, the private sector, the media academia and other opinion formers at each Annual Conference and Component Workshop.

➤ To prepare detailed post-event reports documenting the proceedings including the research papers presented, main concerns voiced by participants, major issues or consensus and contention, any resolutions, /decisions or points of agreement amongst participants, and the final recommended policies and actions.

➤ To develop and maintain a website for dissemination of research material.

➔ To develop online discussion forum to facilitate communication and coordination amongst GINI partners and stakeholders.

### **Contact Information**

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Website: [www.giniweb.net](http://www.giniweb.net)

### **Auditor**

M/s Anjum Asim Shahid Rahman, Grant Thornton, Islamabad.

### **Banker**

HSBC, Middle East Branch, F-6, Islamabad.

### **Projects**

#### **I. Promotion of Governance Education in Pakistan**

Governance Education Network (GEN) was set up with a mandate to undertake the formation of a voluntary network of institutions working on different aspects of governance that would partner internationally with Norwegian Institutes for Urban and Regional Research (NIBR) and other appropriate institutions as identified from time to time. GINI developed its governance education program interactively with all stakeholders, which has been formally launched in March, 2009 with the financial support of Norwegian Government for three years within five years perspective. GINI initiative is aimed at creating a national integrated network to advance governance knowledge with the objective of creating governance capacity in various spheres of governance covering universities, institutions, practitioners, researchers, NGOs, think tanks and the student body of Pakistan which has made major strides including formalization of the

Governance Education Network (GEN) membership which now stand at 19 including premier universities/organizations in the public and private sector in Pakistan and is further expanding. Major activities under the program include:

- Liaison with universities, research institutes, knowledge and training centers, to sustain and expand the knowledge network;
- Training Needs Assessment (TNA) and capacity building programs for faculty ;
- Research in critical governance areas;
- Development of Curriculum for governance and executive education programs;
- Conferences/workshops/seminars/newsletters/website for dissemination of research and capacity building materials, as well as to source inputs.
- Create affiliations, accreditations, and partnerships chairs and scholarships, as well as conducting awareness raising campaigns garnering recognition and credibility within the academic community on an international level.

GINI could make positive contributions in some of the planned activities of USAID's Strengthening Justice Project (SJP). Since judicial functions constitute the core of governance, the federal and provincial judicial training institutions could be invited to join the existing GINI Network. GINI could participate in the following areas of the capacity building through legal training and enhanced professionalism component of SJP:

- i. Conduct training needs assessment
- ii. Develop curriculum and training modules
- iii. Institutionalize training of trainers
- iv. Develop mentor/apprenticeship program
- v. Introduce and train non-judges as court administrators
- vi. Provide in-service training and continuing legal education (CLE)
- vii. Support the expansion of prosecutor training.
- viii. Conduct evaluation of training

## **II. Research on Public Accountability Institutions of Pakistan & Their Micro Economic Impact**

GINI carried out an in-depth research on Public Accountability Institutions of Pakistan & Their Macroeconomic Impact on behalf of Ahmed Hassan Politechnic from July, 2006 to June, 2008 with financial support of IDRC. The research covered the Federal and Provincial Governments, Departments and Agencies related to accountability and produced a comprehensive report on working of the Public Accountability Institutions in Pakistan and their macroeconomic impacts and also included an evolution of pay from the British colonial era to the present and the initial results of a nationwide survey of anti-corruption attitudes of government officials at the district level in Pakistan. The research process was completed in four phases. In 1st phase, relevant data including historical

information/records in respect of Federal as well as Provincial Public Accountability Institutions of the country were collected. In 2nd phase, the senior researchers reviewed the collected data and pointed out some improvements and further detail in data collection requirements which were met through a second round of data collection. In 3rd phase the senior researchers analyzed the data and developed the first draft of report writing design parameters. The 4<sup>th</sup> Phase related to quantitative research and compilation. The National Consultative Meeting was organized on 18<sup>th</sup> October, 2007 for strategic inputs to the design and parameters of the qualitative research. The researchers conducted the quantitative research based on the Administrative, Financial, Legal, and Performance templates in the light of input of all stakeholders. The qualitative research encompassed available analysis of commentaries, contained in the research papers and reports on the working of the organization under study as well as responses elicited from the stakeholders either from surveys through formal questionnaires, semi-structured interviews, conversational interviewing, participant observation, focus group discussions, stakeholders workshops, and seminars.

### **III. Geographical Information System (GIS)**

The Information Communication Technology (ICT) Wing of GINI has a highly developed Geographical Information System (GIS) section. Our GIS specialists are among the leaders in Pakistan. Our software simulation expertise are inclusive of Arcview, mapinfo, autocad along with attachment of external rational database such as SQL, Oracle, Access etc for any type of projection.

GINI, GIS team are the fore runners in digitization of Pakistan maps covering, Provinces, Districts, Tehsil/Towns, Unions and Revenue Estates. We have access to source maps of Survey of Pakistan, Revenue Department, Election Commission, aerial photography and satellite images to the level of one meter resolution. Maps can be developed as 2D or 3D (Data Elevation Models) based on the client's requirement at 5 minutes intervals.

Our client base varies from Federal Government, Provincial Governments, District Governments, Municipals and NGOs. The last project successfully delivered was for Population Council under "GIS of Health Facilities". Some of the other mentionable projects undertaken by our experts include; mapping and GIS projection with attachment of external database for Police Stations jurisdiction, National Reconstruction Information Management System, Election Constituency jurisdictions (National, Provincial and Local) and Rawalpindi WASA (water supply line).



**Governance Institutes Network International**  
**List of Employees**  
**September 2008 to September 2009**

SNO.	NAMES	DESIGNATION
1.	Mr. Daniyal Aziz (Oct-08)	Advisor
2.	Brig. Mohammad Saleem (R) (Feb. 09)	Coordinating Consultant
3.	Mr. Mohammad Nasim Khan Raja (Oct.08)	Company Secretary
4.	Mr. Usama Bakhtiar Ahmad	Manager Research
5.	Mr. Mohammad Imran Karim (Feb. 09)	Manager Accounts
6.	Mr. Zahoor Ahmad (Feb. 09)	Manager Admin
7.	Mr. Sajjad-Ul-Hasan (June 09)	Manager Web
8.	Mr. Fahad Shabbir	IT Consultant/Manager MIS
9.	Mr. Abid Saeed Khan	IT Specialist
10.	Mr. Mohammad Waseem Tahir	Chowkidar
11.	Mr. Sher Mohammad (June 09)	Gardener
12.	Mr. Younus Masih (June 09)	Sanitary Worker
13.	Mr. Abdul Rashid (June 09)	Office Staff

**Panel Consultants:**

Dr. A.R.Kemal  
Mr.Masood. H. Kizilbash  
Dr. Iffat Idris  
Mr. Ali Raza  
Mr. Adnan Shah  
Ms. Azra Tesneem  
Mr. Abdul Raziq  
Ch. Muhammad Anwar  
Dr. Abdul Latif

Sr. Consultant  
Sr. Consultant (Finance)  
Consultant (Development & Social)  
Legal Expert  
ICT & e-governance  
Provincial Coordinator Punjab  
Provincial Coordinator NWFP  
Provincial Coordinator Baluchistan  
Provincial Coordinator Sindh

**Note:** Necessary and relevant consultant and technical resource persons are engaged on short term and project basis with every new assignment.

**NARIMS**

National Reconstruction Information Management System (NARIMS) is a revolutionary concept designed and developed by the National Reconstruction Bureau, Government of Pakistan, to work as an aid in support of the Local Governments under the devolution plan. The system has been developed to address the issues and problems related to Local Government. The system helps the stakeholder in policy making, decisions on topics such as basic infrastructure development, assets planning, and financial management, etc. The system not only caters for the District / Tehsil level issues but also caters for the issues related to the grass-roots level, i.e. Union Council and Village/Mauza. In short the system caters to solutions and practices of electronic governance, and succeeds in effectively communicating its findings to different audiences.

NARIMS, is a software based complete system with spatial representation. It is a collaboration of software, hardware, data and users, designed to meet specific planning and organizational goals. The data can be populated with attribute information pertaining to each local government department, thus creating an intelligent database related to a particular geographic area. Access to this type of information is extremely beneficial to state, province, district, municipal agencies, researchers and general public. In addition it can provide answers to questions that relate to economic growth, resource management, health services, etc.

**1. BACKGROUND**

The need for information on demand was felt, since after the promulgation of the devolution plan through the Local Government Ordinance 2001 and Police Order 2002, the transition period was to ensure proper implementation of the administrative structures, fiscal decentralization, capacity building and added roles and responsibilities of the public representatives. For most parts this had been achieved, but since all components of the devolution plan are inter linked, therefore optimum results could only be achieved once this entire system, in letter and spirit had been put in place.

Access to information is the basic requirement for any planning, development or management objectives, without which further advancement is impossible. Pakistan for most part has inherited its governance system from the British colonial era. All government functions, assets, establishment, financial management etc are recorded on ledgers. Retrieval of such information, as and when required becomes extremely difficult causing unnecessary delays. Even if the information is provided in time, then authenticity of data comes into question. With the advent of Information Technology these queries can now be addressed instantly with authenticity.

Under Local Government Ordinance

NARIMS concept was to develop a powerful information management system for collecting, storing, retrieving, transforming, editing and displaying spatial data from real time for any particular set of purposes. It had to facilitate the Provincial government, District government, public representatives and the general public. The project NARIMS objectives are as follows:

- ❑ Financial management (budget and expenditures)
- ❑ Planning and development
- ❑ Administration
- ❑ Statistics
- ❑ Monitoring
- ❑ Evaluation
- ❑ Access to information

## **2. BENEFITS OF NARIMS**

NARIMS, e-governance is an open-ended database with spatial representation. It is a collaboration of software, hardware, data and users, designed to meet specific planning and organizational goals. The data can be populated with attribute information pertaining to each local government office thus creating an intelligent database related to a particular geographic area. Once the model has been developed, it can be used by all applications that work with the same objects. Changes made to the model are automatically reflected in the applications, without any need to change application code. This makes the entire system more flexible and adaptable to changing business conditions and new technology. Access to this type of information is extremely beneficial to state, province, district and municipal agencies. It can provide answers to questions that relate to economic growth, resource management, health services, etc.

NARIMS competes at international standards, by applying the same tools, which are presently being explored by the developed nations. Detailed planning catering to all aspects and contingencies are the basic requirement to make this project a success. The planning strategy used for NARIMS design was based on relevant information identification, data collection, database design, digitization of maps and database to GIS interface.

Data sharing is more seamless, implementation is faster and costs are reduced considerably. Most importantly, users can now unlock the value of their data, distributing it to those who needed wherever they are located across the enterprise. Furthermore, NARIMS will provide the power to visualize, explore, query and analyze data geographically or in text base report format. The system will also be accessible through the Internet.

The key cost-benefit and success factors for NARIMS creation can be summarized as follows:

1. Low cost methods for data collection, necessary to establish a functioning system as soon as possible.

2. Use of basic semi-automated techniques and equipment to ensure efficient data collection but at a minimal cost.
3. Involve as many local nationals in all processes of implementation as possible to promote expertise and knowledge amongst a large group of specialist.
4. Utilize existing equipment to the largest extent to minimize capital investment costs and learning curves for data collection.
5. Make use of low cost or existing mapping for geographical referencing of parcels.
6. Set up an efficient paper based system supported by low-cost computer technology for data collection, document production and system maintenance.
7. Simplify registration office processes for maximum efficiency and minimal cost and ensure that public user services are given top priority.
8. Ensure that data collected and systems established are such that upgrading time and cost will be minimized.
9. Promote institutional reform driven by system and user requirements and minimize complicated re-structuring in the early years.
10. Ensure the establishment and use of simple, clear, and complete standards, regulations and policies and provide for efficient and transparent mechanisms to modify them as necessary to support system operation and maintenance.

### **3. AREAS OF INTEREST**

The foremost part for NARIMS' design and development was based on the identification of the inputs and their benefits. The selection of areas of interest had to cater for the requirement of a district, covering all possible scenarios, so that the solution presented to the district government should primarily address issues related to good governance and sustainable development, and later the system maybe enhanced to all other areas of concern.

Preliminary analyses were based on three areas, namely, Public Representatives, Village/Mauza Overview and District Government Facility Basic Information, the process diagram of each has been provided as Figure 1, Figure 2, and Figure 3, respectively. Input indicators had to be generic and true for each category mentioned. In order to make the system user-friendly and adaptable to ever changing environment, the areas selected were treated as individual categories, with any and all relevant information grouped under their respective headings. This process would make the system more flexible to add-ons and any further structural adjustments would be limited to the category in question, that is, basic structure design would remain the same.

The subsequent paragraphs will briefly highlight the selection of fields in different categories. Please note that the output possibilities are endless.

### **3.1 Public Representative**

The section on public representatives, relates to data fields pertaining to elected members' personal information and committees within the district. The following section will briefly explain, why these fields were selected and how can this information be used? Please note, that the information inquired, covers all public representatives of District Council, Tehsil Councils and Union Councils.

#### *3.1.1 Member Profile*

Elected member is a peoples' person, and it is the right of the people to have some basic information about their representative. Information relates to the personal information of the elected representative and his/her credentials. A general outline for data retrieval was devised, keeping in view future requirements for a particular or general information vis-à-vis planning and tracking. This information will help the public and other stakeholders to ascertain the credibility and capability of the member. All information inquired will be put into the district archives for future referencing.

- ❑ Election statistics
- ❑ Personal Information
- ❑ Academic
- ❑ Social Work
- ❑ Assets

#### *3.1.2 Committees*

Under the Local Government Ordinance 2001, each District shall have a number of committees, operational at all three tiers of the district setup; that is, committees constituted at the district, tehsil and union council levels. For a better understanding of the structure and functions of the committees, please refer to "*Guidelines for Monitoring Committees of Local Government*" and "*SBNP Local Government Ordinance 2001*" by National Reconstruction Bureau.

With committees being constituted at all level of the district, it becomes extremely difficult to keep track. In the initial phase, the team of the NARIMS Development Think Tank recommended basic identification of committees along with their area of operation and members. Since committee related information is grouped as an individual category, therefore future enhancement will become relatively easy by adding more fields in the database.

The information inquired, will help various stakeholder to forward their queries to the relevant committees and members more efficiently and timely. This information can also be used to asses, which committees are not performing well and who are the members responsible.

### **3.2 Land cover, Land use & Services**

The section on land cover, land use and services provides information on demographics, natural features, services & facilities and animals & crops. The information is retrieved from each and every mauza individually, with respect to its union council, tehsil and district. The idea for such information is to have a detailed overview of a mauza, so that identification and management of resources, along with planning and development can be streamlined.

Most of the information enquired under this heading is already available with various government departments. The data available covers regions in a generalized format and is either not assessable by everyone or it costs too much to attain. By providing information based on every mauza encourages the planners to have an easy access to basic information available at one place.

#### *3.2.1 Demographics*

Demography is a broad social science discipline concerned with the study of human populations. Information relates to the collection, presentation and analysis of data concerning to the basic life-cycle events and experiences of people: birth, marriage, household and family formations, employment, ageing, migration and deaths. The discipline emphasizes empirical investigation of population processes, including the conceptualization and measurement of these processes and the study of their determinants and consequences.

The field of demography is also concerned with the broader nature of social and economic change, and with the impact of demographic change on the natural environment. This information is of paramount importance to the district planners and administrators along with the private sector as a vital part of market research and investment planning.

*Pakistan Census Organization (PCO)* conducts in-depth survey of demographics every ten to twenty years with last survey updated in 1998. Between census surveys the population estimates are based on percentage of annual birth rates, migrations and deaths. Approximate estimates do not adequately provide the demographic analysis for any meaningful planning at the grass roots level. *National Database and Regularity Authority (NADRA)* and *National Institute of Population Studies (NIPS)* are in the process of addressing this issue. In the meantime the information provided as part of NARIMS has been taken from the *District Census Report (DCR) 1998*.

- ❑ Area
- ❑ Electoral Statistics
- ❑ Religion
- ❑ Population
- ❑ Education
- ❑ House Structure

- Unemployed
- Handicapped

### 3.2.2 *Natural Features*

Effective planning and development can only be achieved through the proper identification of the resources available along with their efficient management to get optimum results. The methodology adopted to address this issue is initially to have a basic idea of what is the state of natural resources available and how are they being utilized in each and every revenue estate across the district. This process will provide the planners with an advantage to better organize and manage their respective areas, so that the process of growth maybe initiated through a planned sustainable methodology.

As Pakistan is a developing country with agriculture being its major resource, it has become imperative to efficiently enhance and manage its water and land resources. Majority of the land available is either under utilized or completely uncultivated. Approximately 70 percent of water is mismanaged and ends up in the Arabian Sea, while maximum numbers of villages do not have any drinking water. With a little planning and proper management this issue can be easily resolved within a short period. Furthermore, Pakistan has been blessed with an enormous variety of mineral resources, which are lying untapped. By basically identifying explored mineral resources per revenue estate, provides useful information to further encourage exploration.

In the initialization stage the areas selected were based on minimum required information, and as the system grows, each one of the fields identified would need to be developed into a separate management information system (MIS). The bullets to follow will highlight some of the fields covered.

- Rivers
- Springs
- Streams
- Lakes /Dams
- Ponds
- Karaiz
- Forest
- Minerals
- Landscape
- Land status
- Soil status

### 3.2.3 *Services & Facilities*

A Government's job is to act as an enabler and a facilitator to the public so that economic activities flourish. Ideally speaking an efficient government is judged by how early it can predict the future requirement of the public and how effectively it

addresses them. In order to provide efficient and effective services, proper identification of resources and services available is a pre-requisite, only then organized management can be put to good use. NARIMS' Service and Facilities module provides basic information on the following subjects, by retrieving data from each and every mauza separately.

The information enquired will be beneficial to all stakeholders for planning in advance.

- Roads
- Streets
- Canals
- Water tanks
- Wells
- Sewerage
- Electricity
- Gas
- Telephone
- Public call office
- Railway station
- Post office
- Public library
- Banks
- Private educational institutes
- Private clinics / hospitals
- Parks & playgrounds
- Markets
- Public transport stands
- Fuel stations
- Industrial units
- Vehicle repair centers
- Community center
- Restaurants
- Motel / hotel
- Rest house
- Clubs
- Tourist sites
- Place of worship
- Religious education centers
- Shops
- Special homes
- Farm machinery
- Cable service
- Fire fighting services
- Garbage disposal area
- Slaughter house
- Public Latrine



- ❑ Public Drinking Water
- ❑ Internet Facility

#### 3.2.4 *Animals & Crops*

- ❑ Animals
- ❑ Poultry
- ❑ Fish Farms
- ❑ Crops
- ❑ Vegetables
- ❑ Wild life

### **3.3 Facility Basic Information**

Information is based on each individual government facility operational within a district, with respect to its office and group. The purpose of electronic identification of government data is to initiate the process of district government automation, by first taking stock. By doing so, basic information relating to government offices can be readily accessed for planning, placements, managements, monitoring and statistical analysis. This will lead to efficient and effective governance. The information considered per facility is as follows:

#### 3.3.1 *Facility information*

- ❑ Office facility
- ❑ Facility posts

#### 3.3.2 *Facility Budget*

- ❑ Annual budget
- ❑ Additional allocation
- ❑ Self-generated revenue

#### 3.3.3 *Development Scheme*

- ❑ Basic information
- ❑ Scheme Progress
- ❑ Scheme additional allocation
- ❑ Scheme Completion

#### 3.3.4 *Facility Non-Development Expenditure*

- ❑ Salary expenditure
- ❑ Rent expenditure
- ❑ Utility expenditure
- ❑ Transport expenditure
- ❑ Maintenance expenditure
- ❑ Stationery expenditure
- ❑ Medical expenditure
- ❑ Entertainment expenditure
- ❑ Publication expenditure
- ❑ Other

### 3.3.5 *Facility Moveable Assets*

- ❑ Transport
- ❑ Furniture & fixture
- ❑ Equipment
- ❑ Consumables
- ❑ Book & Periodical
- ❑ Work Animals

### 3.3.6 *Facility Immoveable Assets*

- ❑ Asset
- ❑ Asset status

### 3.3.7 *Facility Staffing*

- ❑ Employee profile
- ❑ Personal information
- ❑ Service information
- ❑ Present posting
- ❑ Service History
- ❑ Transfer/Retirement/Deaths
- ❑ Additional Charge
- ❑ Leave Reporting

NARIMS is a decision support system with its ultimate objective to provide efficient and effective service delivery through the use of information technology. NARIMS will be instrumental in initiating the process of e-governance for continuously improving the District key functions and services; share information easily through all levels of government and with stakeholders; and enable offices to work together, aggregating resources where possible to meet all needs, including community needs whenever feasible. Furthermore, NARIMS will accommodate and improve citizens' access to public officials and employees, information and services. A functional NARIMS will enable all intricate queries to be addressed instantly with authenticity.



Data Entry and Validation:

Basic data will be entered at location; however validation will require checking each and every data field which will need to be outsourced. Prevailing market prices are Rs. 20 per page.

$$72000 \times 20 = \text{Rs. } 14,40,000$$

Equipment:

Hardware requirements at location

Sr. No	Equipment	Quantity
1	Server	1
2	Desktop Computers	4
3	Printer (HP LaserJet P1005)	1
4	Scanner (HP Scanjet G2410)	1
5	Networking Equipment	1

Digitization Option

Sr. No	Equipment	Quantity
1	Global Positioning System (GPS)	15

Back office support

4 computers (preferably 2 laptops) to be loaned to GINI by DTW

Furniture & Fixtures:

Basic minimum requirement at location

SN	Item	Quantity
9.	Officer Desks	2
10.	Officer Chairs	2
11.	Computer Tables	5
12.	Computer Chairs	5
13.	Table	2
14.	Chairs	5
15.	Filing Cabinet/Racks	3
16.	Chest of Draws	1

## 1) HP Pavilion dv6-1235ee Specifications

<b>Operating System</b>	Windows Vista Home Premium Edition
<b>Processor Type</b>	Intel Core 2 Duo
<b>Processor Speed</b>	2.26 GHz
<b>Chipset</b>	Info n/a
<b>Hard Disk Capacity</b>	500 GB
<b>RAM</b>	4 GB
<b>RAM Type</b>	DDR 2
<b>RAM Slots</b>	2
<b>Screen Size</b>	15.6 inch
<b>L2 Cache</b>	3 MB
<b>Graphics</b>	ATI Mobility Radeon HD4530
<b>Video Memory</b>	512 MB
<b>Wi-Fi</b>	Yes
<b>Bluetooth</b>	Yes
<b>Infrared</b>	No
<b>Fax/ Modem</b>	No
<b>Ethernet Card</b>	10/100/1000
<b>Optical Drive</b>	LightScribe DVD/CD Burner
<b>Battery Cells</b>	6
<b>Dimension</b>	25.8 cm (L) x 37.85 cm (W) x 3.4 cm (min H)/4.2 cm (max H)
<b>Weight</b>	2.88 kg
<b>Webcam</b>	Yes
<b>Fingerprint Reader</b>	No
<b>Remote Control</b>	Yes

## 2) Server Specifications

<b>Operating System</b>	Windows 2000 Server
<b>Processor Type</b>	Intel Core 2 Duo
<b>Processor Speed</b>	2.8 GHz
<b>Chipset</b>	Intel 945GC
<b>Hard Disk Capacity</b>	250 GB
<b>RPM</b>	7200
<b>RAM</b>	2 GB
<b>RAM Type</b>	DDR II / 2
<b>L2 Cache</b>	3 MB
<b>Graphics</b>	Built In
<b>Video Memory</b>	Shared
<b>Fax/ Modem</b>	Yes
<b>Ethernet Card</b>	10/100/1000
<b>Optical Drive</b>	DVD Super Multi
<b>Floppy Drive</b>	No
<b>Sound Card</b>	Built In

## 3) Desktop Specifications

<b>Operating System</b>	Windows XP
<b>Processor Type</b>	Intel Core 2 Duo
<b>Processor Speed</b>	2.8 GHz
<b>Chipset</b>	Intel 945GC
<b>Hard Disk Capacity</b>	250 GB
<b>RPM</b>	7200
<b>RAM</b>	2 GB
<b>RAM Type</b>	DDR II / 2
<b>L2 Cache</b>	3 MB
<b>Graphics</b>	Built In
<b>Video Memory</b>	Shared
<b>Fax/ Modem</b>	Yes
<b>Ethernet Card</b>	10/100/1000
<b>Optical Drive</b>	DVD Super Multi
<b>Floppy Drive</b>	No
<b>Sound Card</b>	Built In

### Job Title Brief

1. **Advisor:** To devise overall strategy and secure high-end facilitation through dialogue, meeting and presentation with government and other officials. Technical designing of output reports and analysis for database conversions.
2. **Technical Consultant:** To devise implementation strategy and tactics in consultation with the Advisor. Also responsible for project execution, management and monitoring.
3. **IT Professional:** Overall in-charge of all IT related processes along with micro management.
4. **Coordinator:** To be responsible for management and coordination between GINI office, Swat office, District Government and Provincial Government.
5. **Manager:** Responsible for the day to day management of the Swat office.
6. **Database Administrator:** In-charge for troubleshooting and maintenance of the database along with regular query generation for monitoring and analysis.
7. **Network Administrator:** Responsible for the maintenance and troubleshooting of the LAN at Swat.
8. **Supervisor (1):** Supervision of data collection and control.
9. **Supervisor (2):** Supervision of data entry and validation.
10. **Data Entry Operators:** Responsible for basic data entry and updating of minor changes at location.
11. **Data Controllers:** Responsible for data quality and retrieval of timely data.
12. **Driver/helper:** Responsible for driving such as pick and drop etc.
13. **Security Guard:** Responsible for staff, premises and equipment security.
14. **Data Collectors:** Responsible for data collection on the prescribed forms.