GOVERNMENT OF MIZORAM
DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY
AIZAWL: MIZORAM

NOTIFICATION

Dated Aizawl, the 06th January, 2023.

No.G.21017/1/2022-ICT : In the interest of public Services, the Governor of Mizoram is pleased to constitute **Institutional Framework for implementation of OPGW & ADSS under SASCI 2022-2023** for the State of Mizoram with the following composition and terms of reference with immediate effect and until further orders.

1. **Project Review & Steering Committee (PRSC):**

Chairperson	– Chief Secretary
Member Secretary	– Secretary, ICT Department
Member	– Principal Secretary, Finance Department
Member	– Commissioner/ Secretary, Power & Electricity Department
Member	– Secretary, Planning & Program Implementation Department
Member	– Sr. DDG, NELSA, Dept of Telecom, Govt of India
Member	– Chief Informatics Officer, ICT Department

A steering committee headed by the Chief Secretary will be established to oversee implementation, provide strategic direction and guidance, and facilitate coordination between implementing agencies, different departments and different levels of government. The Steering Committee will play a critical role in addressing major implementation challenges. The Secretary, DICT will act as the Member Secretary. Other members of the Committee would stakeholder under the project.

2. **Project Implementation Committee (PIC):**

Chairman	– Secretary, ICT Department
Member Secretary	– Chief Informatics Officer, ICT Department
Member	– Engineer-in-Chief, Power & Electricity Department
Member	– Addl. Secretary, Finance Department
Member	– Joint Secretary, ICT Department
Member	– DDG, NELSA, Dept of Telecom, Govt of India
Member	– MD, ZENICS
Invitee	– Consultant

The Project Implementation Committee (PSC) will be responsible for overall management and supervision of the Project. It will provide strategic guidance to the Project Management Unit (PMU) and other relevant agencies. The key responsibilities of the PIC would include the following tasks. The PIC will consider other important matters related to project implementation as required.

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- The PIC will review and approve the work plans of the project. The PIC should ensure that the work plans and implementation arrangements meets the targets and desired impacts as agreed in the results framework of the project.

- The PIC will be responsible for the approval of procurement plans under the project. The PIC approved procurement plans will be submitted to the PRSC for approval.

- The PIC will review and approve all procurement activities (goods and services) under the project. The PIC will be required to authorize the procurement methods and will be consulted by the PMU during key phases of each procurement activity.

- The PIC will undertake performance evaluation of all project implementing entities such as PMU staff and consultants (both firms and individuals) over the project implementation period. The PIC will authorize renewal, cancellation or modification of the contracts of such implementing entities based on performance. All progress and performance evaluation reports will be submitted to the PRSC post review by the PIC.

- The PIC will be responsible for the approval of the Project Management Unit (PMU) of the project. Any changes to the PMM will have to be reviewed and approved by the PIC. The PMU will be responsible for submission of such documents to the PRSC for final approval.

3. **Implementing Agency**

All project activities will be implemented by Implementing Agency (IA) i.e ZENICS through the nodal department i.e ICT Department . The IA will be established as a stand-alone executing unit to support the day-to-day implementation of program activities, facilitate coordination across government departments, monitor results, manage and oversee different implementation consultants (firms and individuals), support policy-related initiatives and generate reports on program implementation. The IA will be headed by Project Director/ Nodal Officer, and there will be several ex-officio staff executing project related activities.

- The IA will prepare the annual budget and work plans of the project for the approval of the PIC. The IA would submit the annual work plans to the PRSG for final approval.

- The IA will draft and submit the project implementation manual (PIM) which should contain the Human Resources (HR) Manual, Procurement Manual and the Financial Management (FM) Manual to the PSC for approval. These documents should be submitted to the PRSG upon approval by the PIC.

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- The IA will be responsible for the preparation of the procurement plans under the project. The IA will prepare all procurement related documents such as Expression of Interest (EoI), Request for Proposals (RFP) and other bidding documents as required under the project. It will seek advice from the PIC and GoMZ departments during different stages of procurement as needed.

- The IA will be responsible for the implementation all activities under the project. It will be required to closely monitor all activities and report to the PIC periodically. The frequency of reporting will be decided by the PRSC. The PMU will be responsible for all project related documentation (e.g. DPR, project manuals, progress reports) and will report to the PIC.

- The IA will manage the project management consultant (firm) and report to the PIC on performance benchmarks agreed under the contract terms.

- The IA will conduct performance evaluation of all projects implementing entities such as PIU staff and consultants (both firms and individuals) over the project implementation period. The PIU will be advised by the PSC to renew, cancel or modify the contracts of such implementing entities based on performance. All progress and performance evaluation reports will be submitted to the World Bank by the project director post review by the PSC.

- The IA will undertake other project related tasks as advised by the PIC.

4. Project Monitoring

Power & Electricity Department will take up the monitoring and supervision of the implementation of the project from inception. As the project required close supervision and coordination, Power & Electricity Department will take supervision charge from the project. After completion of the project implementation ICT Department will hand over the project to Power & Electricity Department for Operation and Maintenance.

5. Project Management Consulting Support:

To support the design, implementation, and M&E of OPGW&ADSS connectivity project, a project management consulting firm will be contracted by the IA. This firm will be supervised by the Project Director/ Nodal Officer and report to the Govt of Mizoram through the project implementation committee at regular intervals.

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6. **Selection of Implementing partner**:

The PMU will prepare the Request for Proposal (RFP) and after approval of the RFP by the PRSC, the RFP will be floated through e-Procurement Portal (mizoramtenders.gov.in) for selection of implementing partner.

Sd/- ZORAMMUANA
Secretary to the Government of Mizoram.
Deptt. of Information & Communication Technology.

Memo No.G.21017/1//2022-ICT **Dated Aizawl, the 06th January, 2023**

Copy to :-

1) Secretary to the Governor, Mizoram.
2) P.S to Minister, ICT Department.
3) Sr. PPS to Chief Secretary, Govt. of Mizoram.
4) P.S to Commissioner & Secretary, P & E Department
5) E-in-C, P & E Department
6) Joint Secretary, ICT Department
7) Chief Informatics Officer, ICT Department.
8) All Members concerned
9) Wed Manager, ICT for uploading in the website.
10) Guard file.

4/1/2023
(VANLALAUVA)
Under Secretary to the Govt. of Mizoram
Deptt of Information & Communication Technology