TERMS OF REFERENCE

Individual Contractor

Assignment Information

Assignment Title:	Information Management/ Database Development/IT Specialist
Project:	CAMPAS
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home/GSSD, MoE
Expected Place of Travel:	Phnom Penh
Contract Duration:	Within 6 months from 1st Week of November 2018 to 4th week of April 2019

Project Description

CAMPAS, short for **'Strengthening national biodiversity and forest carbon stock conservation through landscape-based collaborative management of Cambodia's protected area system as demonstrated in the Eastern Plains Landscape'**, is a project funded by GEF Trust Fund. As its title suggests, the project holds the interconnected aim to improve the sustainability of Cambodia's national system of protected areas, with the complementary objectives to mainstream biodiversity into production forests and promoting conservation of carbon stocks.

The project is delineated into two main components:

Component 1: Strengthened national vision and support for landscape-based protected area and forest management

Component 2: Integrated landscape management to safeguard forests, biodiversity, and carbon stocks in the Eastern Plains Landscape

 The project design comprises two major outcomes, one at the national level and a supportive outcome at the demonstration site level. At the national level, CAMPAS comprises three specific outputs, all oriented to strengthen unity and support for landscape–based protected area and forest management that explicitly addresses national system level issues through measures that that include establishing the enabling environment at national level, through communications and awareness, strengthening protected area governance involving inter-agency cooperation, and demonstrating sustainable financing options. At the demonstration site level, the CAMPAS's four outputs will deliver a sub-regional planning approach for the Eastern Plains Landscape that integrates protected areas and biodiversity conservation into sustainable development – with specific focus on

forested landscape connectivity. At this level, it also focuses on integrating forest conservation with sub-regional economic development planning, trying to resolve issues presented by economic land concessions that often ignore and impact upon protected areas, and harnessing integration opportunities with other landscape-level initiatives like those of the Asian Development Bank Biodiversity Conservation Corridors and United Nations Environmental Program Adaptation Fund projects.

The total project budget is **4,718,182 USD for the period of 60 months**. The project will be executed by the **Ministry of Environment** and implemented by United Nations Environment Programme (UNEP) in close cooperation with other NGOs partners and stakeholders.

Scope of Work

The Information Management/Database Development Specialist will be recruited based on an open and competitive process. The Information Management/Database Development Specialist will be hired to develop a national biodiversity information management system (IMS) for the Ministry of Environment. The Specialist will review the current biodiversity data management systems of the Ministry and its partners, and based on the results of this review, design and test a comprehensive national information management system for biodiversity data, including the development of data quality and control systems, and the development of manuals and staff capacity for the maintenance of the system. The Specialist will report to the Project Director and may participate in the meetings of the Project Steering Committee as a resource person as necessary.

Duties and Responsibilities

The tasks and responsibilities of the Information Management/Database Development Specialist will be as follows:

1. **Understand the current biodiversity data management systems and existing datasets**

   - Review the existing biodiversity information management processes and systems of the Ministry of Environment and NGO and development partners

   - Consult with relevant departments in the Ministry, NGO and development partners to gain a comprehensive understanding of existing biodiversity datasets and their uses

2. **Design a national biodiversity information management system for the Department of Biodiversity, within the Ministry of Environment**

   - Based on the above reviews, design or propose an information management system for storing and managing biodiversity data within the Department of Biodiversity,

   - Design and develop a web application of the proposed national biodiversity information management system

   - Thoroughly test the web application to ensure the application is stable enough before putting into operation

   - Set up and deploy the biodiversity IMS on the physical server in the Department of Biodiversity and maintain it for a minimum of 3 months

3. **Ensure data quality and control systems are in place and build capacity of Department of Biodiversity staff to maintain the information management system**

   - Develop standard procedures and guidelines for data collection, sharing and management, and set up a quality control and assurance protocol for data collection

- Develop a user manual and technical manual for the operation of the biodiversity information management system

- Assess the capacity of Department of Biodiversity staff to manage the biodiversity information management system and make recommendations for capacity building to allow the system to be maintained appropriately

- Train selected staff to use and maintain the IMS.

- Propose a maintenance plan to the Department of Biodiversity/Project Management, including staff capacity development needs

Expected Outputs and Deliverables

No.	Deliverables and outputs based on the above tasks and responsibilities	Timeframe
1.	Briefing document - containing a review of existing biodiversity data management systems of MoE and its partners, and recommendations for the design of a comprehensive national biodiversity IMS for the Department of Biodiversity	2nd Week of November 2018
2.	A prototype/template of the biodiversity IMS, based on the above with the following features, to be presented to the Department of Biodiversity for approval: - A user-friendly concept with a responsive interface - Specification of an MVC framework to be used for coding the web application - Cross-platform, cross-browser compatibility so that the web application is accessible from a variety of platforms - Compliant to W3C standards - Ensure the application is expandable in future.	4th week of December 2018
3.	Based on the above and feedback from the Department of Biodiversity on the prototype, a national biodiversity IMS and associated web application is designed, tested and in place	3rd week of January 2019
4.	SOPs and guidelines for collecting, sharing and managing data, including data quality assurance and control procedures	1st week of March 2019
5.	User manual for the biodiversity IMS	4th week of March 2019
6.	Maintenance plan for the biodiversity IMS, to include staffing and capacity development needs of the Department of Biodiversity to maintain the system	4th week of April 2019

Duration of the work

The duration of this assignment is within a 6-month period, starting from 1st week of November 2018 to 30 April 2019 and requires the candidate to provide a financial proposal indicating the number of days required for all satisfactory deliveries of this assignment.

Duty Station

The Information Management/Database Development Specialist will work from home and/or be based with the CAMPAS Project in the Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment.

Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount
1.	Upon submission of work plan	2nd Week of November 2018	20%
2.	Upon satisfactory completion of Deliverables 1 & 2	4th week of December 2018	30%
3.	Upon satisfactory completion of Deliverables 3 & 4	1st week of March 2019	30%
4.	Upon satisfactory completion of Deliverables 5 & 6	4th week of April 2019	20%

Recruitment Qualifications

Education:	• An advanced university education (MS) in a computer-related field, mathematics or statistics, or other related fields
Experience:	• At least 5 years of professional experience in database development and information management; and • Demonstrated experience in designing/developing a comprehensive information management system and web applications, as well as operational procedures for data collection and storage, and data quality and control
Competencies	• Proactive, problem-solver • Strong skills in database development and information management; • Strong knowledge of SQL, Java and Visual Basic, in addition to training in specific database systems, including SAP • Good communication skills; • Teamwork ability; • Strong skills in documentation and organization skills; • Excellent computer skills; • Experience of working and collaborating with government officials, development agencies and conservation NGOs is an asset;
Language Requirements:	• Good spoken and written English and excellent spoken and written Khmer

Interested individuals should submit CV, Cover Letter and Financial Proposal no later than 26th October 2018 (at 5:00 PM) to the CAMPAS Project, GSSD/MoE, Third Floor, Room 311A, Morodok Techo Building (Lot. 503), Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and/or email to: job.campas@yahoo.com.

 Only short-listed candidates will be contacted for interview.