INTEGRATED NATURAL RESOURCE MANAGEMENT (INRM) IN THE PRODUCTIVE, NATURAL AND FORESTED LANDSCAPE OF NORTHERN REGION OF CAMBODIA

JOB DESCRIPTION

I. Position Information

Job Title:	**Website Development Specialist**
Reports to:	**Project Director**
Contract Type:	**National Consultant (NC)**
Duty Station:	**Phnom Penh**
Duration:	**March to August 2023**

II. Background

The INRM project objective is to promote integrated landscape management for the conservation and sustainable use of biodiversity, natural resources and ecosystem services in the northern part of Cambodia. The intent is to generate multiple landscape benefits including effective conservation of globally threatened species and high conservation forests, improve management of natural resources and ensure the maintenance of ecosystem services. It is aimed specifically at improving the management of protected areas and ensuring their financial sustainability, enhancing the productivity of production and agricultural lands and improving local livelihoods. Increasing demand for forest, agricultural and wildlife products, crop land and agriculture monocultures, and infrastructure and transportation development has accelerated in recent years thereby, rapidly changing the landscape with consequential threats to biodiversity and ecosystem services. The project is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of land, forests, natural resources and biodiversity conservation through an integrated management approach, with water as a catalyst, in Northern Landscapes of Cambodia. To achieve these, actions will be taken to – strengthen policies and institutional capacity at the national and sub-national levels to ensure the integration of biodiversity and ecosystem services in sector and sub-national socio-economic development planning.

This will be achieved through three inter-related components that are focused on addressing existing barriers, these are:
- Component 1: Systemic and institutional capacity for integrated landscape management;
- Component 2: Effective management of Protected Areas and surrounding riparian and multiple use production landscapes in Northern Cambodia;
- Component 3: Knowledge management, gender mainstreaming, learning and M&E.

III. Scope of Work

Under the overall guidance and supervision of the National Project Director, the National Consultant (Website Development Specialist) will work closely with PMU to perform tasks such as developing webpage for INRM Project and upgrade existing MoE's CHM website.

The project's target area falls within three provinces namely Kampong Thom, Siem Reap and Preah Vihear where three protected areas (Phnom Kulen National Park, Angor Protected Landscape, and Kulen Promtep Wildlife Sanctuary) and three watersheds (Stung Siem Reap, Stung Staung, and Stung Sen) are located in. The specialist will work closely with the Project Management Unit (PMU) for review and comments, and submit the agreed expected-deliverables to the Project Director for approval.

IV. Duties and Responsibilities

The Website Development Specialist will be responsible for the following specific tasks, but not limited to:

- Analyse, refine specifications and requirements based on technical needs, produce project proposal document and present to the INRM project and the Department of Biodiversity (DBD);
- Before starting to configure or adjust on the CHM website, the consultant needs to discuss and get approval from PMU and DBD;
- Create website layout, wireframes with mock-up and UI prototyping tools;
- Design an INRM Project webpage by using standard HTML/CSS practices;
- In terms of content, review other similar website/page and provide suggestion to PMU;
- Link the designed INRM Project webpage to the CHM website and upload project information, documents and data into the designed webpage;
- Improve and apply features configured or adjusted to the current CHM website where require and correct existing issues if any;
- Develop template/protocol to transfer project biodiversity data to existing MoE's BioIMS system platform;
- Develop website user guide and provide training to PMU and DBD's staffs;
- Submit the draft and finalize of project report to PMU for review and to Project Director for approval;
- Other tasks may require.

V. Expected Outputs and Deliverables

No.	Deliverables/Outputs (Based on above tasks and responsibilities)	Timeframe
1	Deliverable 1: Submit Inception Report with the inclusion of work plan, budget plan and requirements and specifications document proposal	1st week of April 2023
2	Deliverable 2: Submit progress report with draft webpage interface design	2nd week of May 2023
3	Deliverable 3: Submit Website user guide	2nd week of June 2023
4	Deliverable 4: Submit Training Report	3rd week of July 2023
5	Deliverable 5: Finalize the project webpage, CHM website upgraded and submission of final report to Project Director for approval	3rd week of August 2023

VI. Institutional Arrangement and Duty Station

The NC will work closely with the Project Management Unit (PMU) for review and comments on the generated deliverables/outputs, and submit the generated deliverables/outputs to the Project Director for approval.

The duty station of this assignment is a combination of home-based and/or be based in Department of Biodiversity Office, Ministry of Environment in Phnom Penh. If any travel to the target provinces as necessary, the Daily Substantive Allowance (DSA) and transportation will be covered by the project and will be arranged by PMU.

VII. Work Duration and Duty Station

The assignment is expected to be performed from March to August 2023 which requires the candidate to provide the financial proposal indicating the number of days required for all satisfactory deliveries of this assignment.

VIII. Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon submission of Deliverable 1	2nd week of April 2022	**30%**
2	Upon satisfactory completion of Deliverables 2, 3, and 4	4th week of July 2023	**40%**
3	Upon satisfactory completion of the Final Deliverable 5	4th week of August 2023	**30%**

IX. Recruitment Qualifications

Education:	• A university degree or higher in computer science and other related courses.
Experiences:	• At least 3 years of web-design.
Competencies:	• Candidates should provide a portfolio containing examples of their achievements or links to past design, together with references to verify work on the examples provided; • Strong leadership and team building skills; • Self-motivated and ability to work under pressure; • Demonstrable ability to organize, facilitate, and mediate; technical teams to achieve stated project objectives; • Flexible and willing to travel as required.
Language Requirements:	• Good spoken and written communication skills, in English and Khmer.
Gender	• Woman is encouraged to apply.

*Interested individual should submit a cover letter, CV and support reference **no later than 15th March 2023** (5:00 PM) to the PMU of INRM project, Ministry of Environment: Third floor, Morodok Techo Building (Lot 503) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: keosamnang.tiep@gmail.com*
Only short-listed candidates will be contacted for interview.