

Terms of Reference

Position	:	Information Technology (IT) Adviser
Project Title	:	Land Allocation for Social and Economy Development II (LASED II)
Budget Line	:	Credit no. 5807-KH
Duty Station	:	National Committee for Sub-National Democratic Development Secretariat (NCDDS), Ministry of Interior (MOI), Phnom Penh
Duration	:	4 year contract (with annual performance review)
Basis	:	Individual Consultancy Contract

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDDS) is responsible for policy formulation and program coordination. The NCDD Secretariat, responsible for overall three-year Implementation Plan (IP3) program management and coordination. Commune Social Land Concessions is strongly support to Social Land Concessions Program which contributed to commune administration management law.

The LASED II is a project to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession. Under the overall authority the Ministry of Land Management, Urban Planning and Construction (MLMUPC), the General Directorate of Housing (GDH) is responsible for implementing the LASED II.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- Financing priority productive and social community infrastructures; and
- Scaling up agricultural and livelihood support activities.

B. Implementation of LASED II respects the following principles:

- Promote good governance and rule of law;
- Support and strengthen the land reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Prevent environmental degradation;
- Promote transparency and accountability; and
- Ensure sustainable growth.

The General Directorate of Housing (GDH) which based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC) is an Implementing Agency. Under project design documents GDH is responsible for the overall coordination,

infrastructure development, land policy application, capacity building and management and monitoring and evaluation of project.

NCDDS is responsible for the overall coordination and management of the project, with responsibility for the procurement and financial management aspects. NCDD delegates most operational responsibilities to Provincial Authorities in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDS's divisions. These responsibilities include:

- Overall project financial management;
- Overall procurement;
- Contract administration;
- Monitoring and evaluation;
- Preparation of Annual Work-Plans and Budgets; and
- Preparation of Annual Reports.

The General Directorate of Agriculture (GDA) is supporting agriculture-based livelihood systems (LASED II Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that are provided to project beneficiaries. The GDA is also responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they are responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. LASED II will be implemented over a period of 5 years (2016-2021) in 5 target provinces such as Kratie, Kampong Thom, Tbong Khmum, Kampong Chhnang and Kampong Speu.

To support the project operation at national level, LASED II is seeking for one qualified candidates for the post **Information Technology Advisor**.

C. Duties and Responsibilities:

Duties

The duty of the ITAs are to ensure proper and undisturbed functioning of LASED II's databases and NCDDS's Web site and to develop LASEDII's capacity to maintain these databases and website.

His/her performance will be monitored in terms of the knowledge and skills transferred to his/her government counterparts.

Main Responsibilities

The primary responsibilities of the IT Advisor are to:

1. Generate reports of the LASED II's MIS as requested by Management or Project Director and Project Managers.
2. Assist the LASED II team in resolving IT related problems;

3. Maintain and upgrade existing LASED II database to proper functioning
4. Ensure good quality and uninterrupted LASED II Management Information System;
5. Research, analyse and evaluate new technologies and make recommendations for their deployment
6. Establish and manage software project management application for bug tracking and feature request;
7. Provide coordination with other relevant agencies in relation to collaboration on databases and information sharing of data;
8. Contribute to the updating and refinement of manuals for databases and other information technology applications in collaboration with other relevant advisors;
9. Provide backstopping support to the 3IAs at National Level and 5 LASED II Provincial Team;
10. Contribute to the design of the LASED II's MIS and NCDD web site;
11. Maintain network infrastructure in LASED II Office.
12. Update the web site and provide proper advice to ensure that information on the web site is up-to-date and relevant at all times; and
13. Any other tasks relevant to the work of LASEDII that may be assigned by the management of LASED II.

D. 3. Reporting Relationship

The IT Advisor will work under the direct supervision of the Project Coordinator. He/she will work closely with the Chief and other key staffs and advisers of LASED II.

E. 4. Expected Results

The expected results of his/her work will be an enhanced LASEDII IT capacity, including effective and efficient system of databases and a well-functioning MIS.

F. 5. Qualifications

The ITA is expected to possess the following qualifications:

1. At least master degree in Computer Science or Information Technology;
2. 5 year experience in related field and 3 year experience with web application
3. Excellent computer programming skills using C# and knowledge of range of relational databases;
4. Proven experience in web programming development;
5. Proven experience in software test driven development (TDD);
6. Proven software development planning and reporting skills;
7. Ability to network with a range of agencies on IT related issues;
8. Ability to work effectively in a team;
9. Able to work with the minimum of guidance, take initiative, and follow through with all tasks; and
10. Excellent knowledge of Khmer and English language and Good communication skill