

Terms of Reference

Project Title	: Livelihood Enhancement and Association of the Poor (LEAP) Project
Position	: National MIS Consultant (MIS Consultant)
Location	: Project Coordination Office (PCO), Ministry of Interior (MOI), Phnom Penh
Duration	: The duration of the contract is 24 months subject to the annual assessment of the consultant performance, and project fund availability and the business needs of the project.
Basis	: Individual Consultant's Contract

I- BACKGROUND

The Royal Government of Cambodia (RGC) through the Ministry of Economy and Finance has received a Credit from International Development Associate (IDA) to fund the Livelihood Enhancement and Association of the Poor (LEAP) Project. The project is a 5- year funded by the World Bank with IDA Credit number 5960-KH with the project code P153591. The project has a total budget of SDR 15,100,000 approximately USD 20,170,000 and became effective on May 26, 2017 and has a closing date of November 30, 2022.

The project development objective (PDO) is to improve access of poor and vulnerable households in selected communities to financial services, opportunities for generating income, and small-scale infrastructure, and to provide immediate and effective response in case of an eligible crisis or emergency. This would be achieved through the: (a) establishment of self-help groups (SHGs), savings and credit groups, producer groups, agricultural cooperatives and other peoples groups/organizations; (b) provision of capacity building and training to beneficiaries to improve their income generation opportunities; (c) establishment of private sector linkages to improve and expand market opportunities; and (d) identification and provision of community-based social and economic infrastructure to help improve livelihood and economic productivity of the poor.

The key beneficiaries of the project would be the ID Poor and vulnerable households in the target 47 communes and 13 Sangkats in Siem Reap Province and Phnom Penh Capital, respectively.

The project is divided into four components. These are:

- Component 1: Improving Livelihoods for Rural Poor and Vulnerable Households
- Component 2: Improving Livelihoods for Urban Poor and Vulnerable Households
- Component 3: Project Management, Coordination, and Monitoring & Evaluation
- Component 4: Contingent Emergency Response

The organizational structure of the project involves government implementing agencies oversight by a Project Coordination Office (PCO) located in the Ministry of Interior (MoI), and two Sub-Management Team (SMT) located at Siem Reap and Phnom Penh Capital Hall with Khan and Commune/Sangkat level facilitators. MAFF/GDA will be the technical Implementing Agency (IA) responsible for the agriculture livelihood support for beneficiaries in Siem Reap Province.

The Project Coordination Office (PCO) supports and facilitates executing agencies in their component implementation, and is responsible for project management and coordination, procurement and finance, reporting and communicating with the World Bank and key stakeholders.

II- OBJECTIVE OF THE ASSIGNMENT

The objective of this consultancy is to assist the PCO of the Ministry of Interior to develop a Management Information System for the LEAP project. The consultant shall work with chief of MIS who has been assigned to the project in MOI, the Project Manager and the M&E coordinator in order

to create a flexible, centralized Management Information System that is custom tailored to the information needs of the project. The Consultant must take into consideration the planned activities, approach to implementation and the project reporting requirements across activities that are implemented in both Siem Reap and Phnom Penh. S/he must ensure that the MIS is compatible with MoI and other project implementation partner applications that may be used in connection with the LEAP MIS, and is able to produce reports that meet the needs of government as well as the World Bank, as the primary project financier.

III- SCOPE OF THE CONSULTING SERVICES

The specific tasks of the consultant include:

The Consultant is expected to produce the MIS system during the assignment period:

1. Create the new MIS system that will be available online, User-friendly data entry and display, Quick aggregation and disaggregation of data, integrated modules share data.
 - Review the project needs with respect to information, information management and reporting in close collaboration with the M&E team, the PCO and the Project Manager.
 - Develop system architecture to include modules for:
 1. Results Framework indicator monitoring;
 2. Annual Work plan and Budget monitoring;
 3. Financial Management (linked to NCDD Peachtree application);
 4. Environmental and Social Management Framework
 5. Community Based Monitoring and Evaluation for livelihood investments, community-based organizations (Self-hep Groups, etc.), skills development and job acquisition and small-scale infrastructure investments.
 - Revise the information needs of all key stakeholders that need to be integrated into system
 - Agree with concerned project staff on roles and responsibilities for reporting, entry and retrieval of information, and system administration;
 - Agree on reporting formats and features for each module;
 - Develop and test MIS system according to agreed architecture, including features and formats required by the project, using agreed software;
 - Install the final MIS software for all implementing partners, and conduct initial operational workshops on the MIS at MOI-PCO for all implementing partners with reporting responsibilities in the MIS;
 - Develop or oversee the development of a mobile phone application for output monitoring to be used with the MIS;
 - Draft guidelines/manuals on the MIS system for easy reference for the MIS users;
 - Conduct initial training on mobile phone applications for province M&E advisors;
 - Draft guidelines/manual on the mobile phone application for easy reference of project staff.
2. Work with PCO and procurement unit to define technical specifications and recommending technology options for acquisition/leasing of IT software, infrastructure and facilities, including the possibility of tablet-based technology that will allow for field-based data entry and real-time information analysis for problem-solving and decision-making

3. Collaborate with M&E team members in development of LEAP MIS system
4. Collaborate with MIS/M&E Team in roll-out and training of MIS
5. Carry out all required administration and user support for LEAP MIS
6. Develop and administer a basic project website on platform that meets with MoI and RCG needs and requirements
7. Support PCO, SMT and Commune/Sangkat level offices and staff in the set up and use of IT equipment and applications, including training and mentoring for new staff when needed
8. Serve as first point of contact for all internal users regarding problems that arise because of IT related activities, either providing effective solutions to those problems with a minimum of disruption
9. Brief new users on LEAP uses and policies with respect to IT software and hardware
10. Carry out other IT related tasks assigned by the Project Coordinator and Project Manager

IV- OUTPUTS

The Consultant is expected to produce the following reports during the assignment period:

1. Inception Report two weeks after mobilization, defining the Consultant's work plan (inception report) for the first six months, outlining key activities under the assignment and advising on any issues that may affect timely progress;
2. A monthly activity report and time sheet to be submitted to the PCO Project Manager, detailing tasks carried out by the Consultant, including achievements, constraints and activities planned over the next month;
3. An MIS Design Plan specifying the design elements of the system, data management responsibilities, technology requirements and other elements which can be used as the basis for stakeholder consultation and management decision regarding the establishment of the MIS system;
4. The timely roll-out of a well-functioning MIS system with all users adequately trained in their responsibilities and operating the system effectively.
5. A final report identifying all outputs of the consultancy, lessons learned and recommendations for sustainability and further development in the future.

V- CONTRACT TIMING/ DURATION

The duration of the contract is 24 months from the contract signing date subject to the annual evaluation of the consultant performance, availability of funds and the business needs of the project. The consultant performance evaluation will be carried out by MOI-LEAP for the first six months of the service and annually based on the *criteria for performance assessment* in annex 1 below.

VI- SUPERVISION AND REPORTING LINE

The National MIS Consultant will work under the direct supervision of the PCO Project Director and under daily supervision of the LEAP Chief of MIS unit, submitting reports to the Project Director and Project Manager with a copy to the chief of MIS unit.

VII- CAPACITY BUILDING AND KNOWLEDGE TRANSFER

Develop and implement a MIS capacity building program for training of relevant government staff of the departments and ministries under the Project, particularly the PCO-MOI MIS unit, to enable them to successfully carry out MIS activities. Develop a 'learning culture', including regular learning opportunities and application of the learning and on-the-job training in the workplace.

VIII- SUPPORT FROM LEAP PROJECT

1. The post holder will be based in the Ministry of Interior (MoI) with pre-approved visits to the provinces. Phnom Penh to monitor project progress as required;
2. The Leap Project shall make available office accommodation with air conditioning, administrative equipment (printer, photocopier, phone & fax machine, email and internet connection) and office supplies for the purpose of the assignment;
3. The Leap Project will support in all communications (email, telephones and internet services) related to the project activities in the course of the assignment;
4. The consultant can access to filing system and project records are available and retrieval, and its depository or discard of any form of intervention;
5. The Employer will provide official transportation for official travel/missions during the course of the assignment; and
6. Provide support staff to enable the effective and efficient operation of the services.

IX- KEY MINIMUM QUALIFICATIONS REQUIRED

1. At least Master Degree in Computer Science, MIS / Software development
2. At least 7-years working experience developing web-enabled software or 3 years extensive experience in the same fields.
3. Familiar with computerized accounting software and its operation;
4. Experience in working with back-end system that involve complex databases
5. Experience in consolidation and validation of databases
6. Experience in creating web-based MIS applications
7. Proven experience in training in the use of automated MIS
8. MIS development skills as part of past work experience
9. Familiarity with mobile phone applications for data entry
10. Fluent in English, with working knowledge or fluency in Khmer.

X- PAYMENT PROCESS

Payment shall be made in United States Dollars to Consultant's bank account not later than 14 days following submission of invoices and time sheet.

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day in accordance with the rates agreed.