

TERMS OF REFERENCE

Individual Consultant

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| Position | : | National Web Developer Expert |
| Project Title | : | Upgrading the climate investment information database of sub-national government of Cambodia |
| Duty Station | : | NCDD Secretariat |
| Duration | : | 98 Days |

1. Background

The Royal Government of Cambodia has approved the National Program on Sub-national Democratic Development Phase 2 (NP2) to deliver the efficiency and accountability of the public services to citizens and local economic development, including the Climate Change Vulnerability, Disaster Risk Reduction, Gender and Social Equity and Inclusiveness Mainstreaming. Climate change has been categorized as a cross-cutting component to support the achievement of the NP2 and will be tracked and monitored carefully. In the updated NDC submitted in December 2020, the number of actions was raised to support the upgrade of public service delivery to respond to climate change challenges.

To ensure the effectiveness of the strategy achievement, the actions need to be fully operated and implemented more transparently and efficiently in the phase of the digital economy. The diagram below briefly indicates how climate change is integrated into the NP2.

Even though Cambodia is contributing least to the global greenhouse gas emissions, the country will likely experience the severe impacts of climate change. To address the unpredictable consequences that climate related disasters may bring, the Royal Government of Cambodia has set strategic goals, which include the submission of recently updated NDC and a long-term strategy for Carbon Neutrality. However, the country is still facing many challenges toward the implementation of climate actions mentioned in those strategies due to limited technical and financial capacity to attract international funds, the shortage of national budget due to impacts of Covid-19 as well as the availability of scientific and reliable public data for evidence-based decision making and cost-benefit analysis for investments

The government of Cambodia has established the Commune/Sangkat Fund (CSF) to promote local economic development. To control, verify, and track the record of the Commune/Sangkat Investment Projects, NCDD and the Ministry of Interior have developed Desktop Application System in 2003. It was later upgraded to an Online Application System in 2010, called Project Implementation Database (pID) and was shared with District, Municipality, Khan, Province, and Capital City investment project <http://db.ncdd.gov.kh/pid>.

The Sub-National Project Database (SPD) is online system recorded SNAs investment projects, project types, technical clearance, status of the project implementation, environmental and social studies, funding sources, and bidding information. Even though the system contained significant information, it does not classify the climate investment action and budget for sub-national government yet. There are a number of climate adaptation and mitigation investment activities the development partners and government itself have supported to sub-national administration <http://db.ncdd.gov.kh/spd>.

NCDD was accredited to GCF in November 2019 to enhance direct access to climate finance of the sub-national administration for operationalization of climate investment and implementation of climate actions at the local level. Accessibility to climate investment information is vital to fulfill the accreditation requirements and enhance the capacity to access the fund.

The Climate investment information must be widely available in a more transparent way. Therefore, this initiative will be necessary for all relevant stakeholders and parties to better understanding of the status and amount of investment that SNA has better understand the status and amount of investment that SNA has mobilized for climate solutions in Cambodia. The result of data products also has the potential to contribute to the NCSD data portal on the climate finance data report extracted from the ODA database the enhanced transparency framework of UNFCCC for implementing the updated NDCs actions.

The availability of data set of sub-national investment on climate change is critical for all levels of decision and policymakers. However, this data is only available within the supporting organizations or implementing partners and could only be accessed by request to the data owners. There is no public platform to access Vulnerability Climate Hazards' data and Families Affected by Climate Hazards' data through Vulnerability to Climate Hazards | The National Council for Sustainable Development (moe.gov.kh)

The availability of the sub-national government's online climate investment information database enables relevant ministries, development partners and academia to access the information for the development or projects or programs and provides chances and spaces for relevant stakeholders for project or program integration to avoid duplication.

Project and Program managed under the coordination of NCDDS and other INGOs are piloting tool of VRA that aims to integrate climate change and disaster risks into the sub-national planning guideline. However, those data have been recorded for their project and program monitoring purposes.

In this context, NCDDS hire an individual consultant for a position National Web Developer Expert .

2. Scope of works

The consultant will help NCDDS to:

- Reviews the current features of the relevant databases, such as pID and SPD, propose integrated climate investment information into online database
- **Consultation and validation on the propose new feature**
- Develop New Features, Testing, user manual and provide capacity training for national and sub-national stakeholders of the new online database.
- Piloting the new online database in 3 selected provinces Conduct and study of data transfer between Commune Database(CDB) and Vulnerable Index (VI) information system
- Propose and consult with the ICT technical team on integrating VRA data into the NCSD platform. Produce a guiding manual and provide capacity training to technical staff of MoE, MoP, and NCDDS
- Develop ToR and Functioning of inter-agency technical team for sustainable data transfer
- Enclosed information into NCDD website

3. Methodology

The features of the methodology should include the following:

- Consultation and validation with national and sub-national agencies on propose integrated climate investment information into NCDD online database
- Provide capacity building to national and sub-national staff to operate new feature
- Develop ToR and function of inter-agency technical team CDB data transfer to MoE and provide capacity building to technical staffs of DCC/MoE, MoP, and NCDDS to insure sustainable data transfer

- Consultation and validation with relevant stakeholder on propose interlink between CDB and VI information system
- Work closely with NCDD IT staff to ensure that new technology development is compatible with the current database systems.

4. Expertise Required

The consultant shall be:

- Holding a master degree in computer sciences, or related field
- At least 5 years’ experience web database development or related field
- Solid understanding of the concepts of user experience, user interface design principles and conceptual design. Expert knowledge in C#, .NET Framework, MVC, SQL Server
- Experience working with national or international development organizations/firm
- Candidates should provide a portfolio containing examples of their achievements or links, together with references to verify work on the provided examples
- Shown ability to train and support staff to maintain and optimize data management
- Experience in providing development training manual
- Good communication skills and willing and ability to work with different stakeholders
- Good at English and Khmer

5. Reporting requirement

The consultant will work under the overall supervision of the Head of NCDDDS and on day-to-day supervision of the Director of Monitoring Evaluation and Information Division to liaise closely with the officials and advisors of the CCCA3 programme as appropriate.

The completion of this assignment will include the following reports and will be signoff and approved by the NCDDDS management and submitted to CCCA3 programme:

- Consultation and validation report on reviewing existing and proposing new feature of integrated climate information into online database
- New feature user manual
- Consultation and validation report on data transfer from CDB to VI
- Guiding Manual for technical staff of MoE, MoP, and NCDDDS Formulation document on inter-agency technical team

6. Work Plan

The following timeline needs to be done in the period of the consultation. The consultant needs to provide the detail actional plan make sure all the key workplan are completed.

The selected consultancy will be required to submit the following report to NCDDDS as prescribed time.

| No | Work Plan | Type | Working Day | Timelines |
|----|--|------------------|-------------|-----------------------|
| 1 | Review of current features, consultation, and validation | Report | 25 days | August 2022 |
| 2 | Develop of integrated online database, testing and user manual | Feature , Manual | 33 days | August-September 2022 |

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| 3 | Develop the user manual Piloting and maintaining new online database in 3 selected provinces. | Manual Maintaining Report | 12 days | October 2022 |
| 4 | Capacity training to technical staff at 3 provinces | Training | 3 days | October 2022 |
| 5 | Review data linkage between CDB and VI, consultation and validation | Report | 17 days | January 2023 |
| 6 | Proposition of integrated data transferring | Report | 2 days | January 2023 |
| 7 | Develop the Guiding manual on data linkage between CDB and VI | Manual | 2 days | January 2023 |
| 8 | Capacity training to technical staffs | Training | 1 days | January 2023 |
| 9 | Develop ToR and Functioning of inter-agency technical team | Document | 3 days | January 2023 |