Position	:	Senior Information Technology Consultant (ITC)
Project Title	:	Project for Strengthening Transparency and Accountability in Local Governance through Civic Engagement (STA)
Budget Line	:	UNDP Direct Modality (DIM)
Duty Station	:	National Committee for Sub-National Democratic Development Secretariat (NCDDS), Phnom Penh
Duration	:	Until the end of the project (currently projected for March 2025, with a possible extension to September 2025) with annual performance reviews.
Basis	:	Individual Consultancy Contract

A. Background:

Various strategic documents such as the Rectangular Strategy Phase IV, United Nations Development Assistance Framework, and UNDP Country Programme Document informed that development challenges concerning 'Peace' of the 2030 Agenda include obstacles to participate effectively in development and public institutions, limited performance in transparency and responsiveness to the public, and lack of trust from the people in public services. Limited accountabilities and slow public sector reforms are identified as a part of the causes of the challenges.

The Project for Strengthening Transparency and Accountability in Local Governance through Civic Engagement (STA Project) is a three-year project starting from July 2022 to March 2025, with a possible extension to September 2025 with initial contribution of approx. $2.5 million from the Government of Japan. It is implemented by UNDP in contributing to the National Programme on the Sub-National Democratic Development Phase 2 (NP2).

The National Programme on Sub-National Democratic Development from 2021-2030 identified remaining key challenges and relevant ones for the project are as follows.
- Vertical accountability and trust (National–Sub-National Administrations-People)
- People's knowledge about their rights and how to hold SNA councils and SNA accountable
- Mainstreaming of cross-cutting issues such as digital governance, climate change, gender equality and social equality and inclusiveness.
- Monitoring and reporting of Cambodia Sustainable Development Goals at the sub-national level

The project's expected results are as follows:

Output 1: Women and men, including the under-represented, marginalized, and vulnerable have more accessible information, especially on local services, development projects and rights to hold SNA accountable in three provinces
Output 2: Women and men, including the under-represented, marginalized, and vulnerable have more opportunities and increased capacity to express their needs in local planning and monitoring

The project applies the following three approaches:

- Human rights-based approach: The project strengthens accountability and participations, which are two of human rights principles and for accountability works, there must be transparency/openness in the processes and procedures in performing and reporting on designated function, too. Other human rights principles (universality, indivisibility, inter-relatedness, and equality) also integrated in the project.
- Adaptive programming: In recognizing needs to understand and learn more existing initiatives and local contexts, and test a new solution, the project includes activities gathering and analyzing data and evidence as well as experimenting a new idea. The findings and learning will inform and adapt programming.

- Strategic innovation: For adaptive programming, innovation is needed to find out what works through ideation, prototyping, testing with collective intelligence. The project integrates this approach in all activities.

The National Committee for Sub-National Democratic Development (NCDD) was established to coordinate and to take the lead in delivering the government commitment on Sub-national Democratic Development (SNDD). The NCDD Secretariat (NCDDS) was established as the secretariat to NCDD, to assist NCDD in coordinating, managing, and implementing the National Program for Sub-national Democratic Development (NP-SNDD) in close collaboration and partnership with all stakeholders including line ministries, SNAs, Development Partners, Civil Society Organizations, private sector and others.

Considering the critical roles and the comparative advantages of engaging with NCDDS to deliver some part of the activities contributing to the project expected results, NCDDS was selected as one of Responsible Parties.

B. Duties and Responsibilities:

1) Supervision

The **Senior IT Consultant** will work under direct supervision of the STA Project Coordinator at NCDDS. S/he will be based at NCDDS, expected to also work closely with and support sub-national teams, and NGOs (as other responsible parties) and consulting firm in the development of MIS and prototype implementation for SNA under NCDDS responsible activities.

2) Liaison and Cooperation

The Senior IT Consultant cooperates closely with other national and international consultants, and officers at NCDDS, UNDP, and sub-national team, as well as NGOs partners and other relevant stakeholders including consulting firm (IT firm) to support the STA activities implementation.

3) Roles and Responsibilities

The key role of Senior IT Consultant is to advise and assist the STA Project Coordinator and other project team at NCDDS and Sub-national team in all aspects related to development of MIS and prototype it functional for related STA project activities at SNA, particularly all the responsible outputs of NCDDS as a responsible party with collaboration through other implementing agencies/COSs.

a. Specific Tasks:

Management, Technical Support and Coordination, and AWPB
- Read, understand, and provide support to NCDDS, Sub-national level and stakeholders on the interpretation of the STA project's activities and outputs, implementation procedure, work schedule and AWPB etc.
- Initiate and advices to the project for the development of ToR for consulting firm on MIS development, ensure align with evaluation and surveys which will be contracted out to consulting firms.
- Assist the Project Management team, coordination and collaborations with the International and National Consultants in support monitoring and evaluation activities of project implementation, provide advice on the initiative of MIS based results of findings from evaluation of NP1, NP2 and governance surveys.
- Work closely with team including NCDDS, UNDP and consulting firms to provide orientation on MIS plan and activities to relevant stakeholders and SNA and maintain MIS implementation.
- Review and upgrade if/as necessary the MIS based on lesson learn from the implementation at the SNA, and regular provide technical support to SNA regarding the IT issues.

- Perform roles to ensure for MIS is functioning-continues, provides opportunity for women and men, including the under-represented, marginalized and vulnerable have more accessible information, especially on local services, development projects and rights to hold SNA accountable in three target province provinces, and initiative of extending to other province across country.
- Provide capacity building to counterpart staff at national and sub-national on MIS and other relevant tools through the development of MIS user manual, training, orientation and coaching.
- Ensure that all MIS system and its elements including soft code and other relevant IT programs are handled to NCDDS in a proper way.
- Work together with M&E consultant to assist the Project Director, Project Coordinator, and NCDDS team in the preparation of the STA Project Annual Work-Plan and Budget (AWPB) including coordination to obtain inputs from the technical team of both NCDDS and UNDP, review the draft AWPB, comment on its consistency with the STA Project Cost Tables; and coordinate for approval process for the implementation.
- Assist the M&E consultant to perform formal and informal monitoring on the progress of STA project AWPB implementation, including collecting the progress reports from all relevant project units and consolidate into project reports required by STA Management and the UNDP.

Monitoring and Reporting

- Provide guidance and technical back up to consulting firms concerning MIS development and monitor the progress.
- Facilitate consultative meeting with relevant stakeholders to validate the results of MIS development and its prototype when under responsible by the consulting firm, and to provide technical support for NCDDS management to confirm acceptance through review and advices on the final report produced by the consulting firm.
- Coordinate and participate in the project management meetings, and provide update/regular report to NCDDS management all matter of project progress, particularly the MIS and it prototype, and provide recommendation for the improvement.
- Work with M&E consultant to prepare and update regular project progress and achievements under responsible of NCDDS in regard to the activities schedule and activities results with national and sub-national teams, and prepared final report.

b. Other Duties

- Perform other duties related to monitoring and evaluation as requested by the NCDDS Project Management.

C. **Qualifications Required**
Education/Experience:

- Advanced university degree in MIS / software development
- Extensive experience (3 years minimum) developing web-enabled software
- Demonstrate experience in software design, coding and relational database modelling, especially in some of the following technologies:
    - ASP.NET MVC 5 (C#) with .NET Framework 4.0 or above
    - MS SQL Server 2012+ and Windows Server Environment
    - HTML, JavaScript, CSS, jQuery, Bootstrap, (ExtJS or Angular JS would be an advantage)
    - Test Driven Development (TDD)
    - Object Relational Mapping (ORM). Entity Framework is an advantage
    - Inversion of Control (IoC) and Dependency Injection (DI)
    - Responsive UI/UX Design

- Linux, Ubuntu, PHP, Pyton, postgresql, sqlite, mongodb(Optional)…
- Familiar with Git (Github, Bitbucket, Gitlab)

Organizational Competencies:

- Demonstrate commitment to NCDD's mission, and D&D reform policy;
- Display gender, religion, race, nationality and age sensitivity and adaptability and;
- Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NCDD stakeholders.

Functional Competencies:

- Proven communication and advocacy skills;
- Flexible, ability to solve problems and adaptable;
- Ability to work with minimum guidance and proven initiative;
- Good management, coordination and facilitation skills;
- Awareness and sensitivity of cross-cultural settings;
- Good report writing skills in English and Khmer and;
- Ability to travel to provinces and fields.