

TERMS OF REFERENCE

TITLE:	GIS Consultant
Location:	Yangon
Type of Contract:	Individual Contract
Post Level:	National Consultant
Languages Required:	English and Myanmar
Expected Starting Date:	ASAP
Duration of Contract:	Six months

1. ORGANIZATIONAL CONTEXT

The Myanmar Information Management Unit / MIMU was established in late 2007 and is a service to humanitarian and development agencies under the management of the UN Resident and Humanitarian Coordinator. The MIMU receives strategic guidance from an Advisory Board comprising UN, INGO, NNGO and donor representatives, and administrative and operational support is provided by UNDP. The MIMU is primarily funded by 2-3 bilateral donors.

The MIMU's role is to safeguard the common data and information repository for development and humanitarian actors in the Myanmar context through gathering and compiling data from various sources on all sectors countrywide, and at the lowest administrative unit for which it is available, and making this information accessible to the wider group of stakeholders.

The MIMU plays a key role in promoting standards related to data, geo-referencing and information management among UN agencies and NGOs, including defining principles around how data will be stored, working with technical working groups to bring together available information from various sources and promoting use of the standards set by these technical groups, and supporting wider development monitoring processes.

2. OBJECTIVE OF THE ASSIGNMENT

The GIS Consultant will contribute to the development and maintenance of GIS products for the humanitarian and development community that will ultimately aid in coordination, decision making, and a better understanding of the geography of assistance in Myanmar .

3. SCOPE OF WORK

The GIS Consultant will work closely with the MIMU GIS team for assisting with assigned MIMU GIS projects, data, and mapping activities. Developing GIS data through digitizing, identifying sources, and assigning attributes. Deliver custom mapping products as requested by humanitarian/development partners. Contributing to interagency mapping efforts, through participation in the GIS user's group. Assisting with assigned capacity building training for other humanitarian/development partners in GIS/GPS application.

4. EXPECTED OUTPUT AND DELIVERABLES

Under the direct supervision of the IM Analyst and working closely with the MIMU team, the incumbent will discharge the following functions:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Assisting mapping activities (Basemaps, Thematic maps and Customized Maps) and Health Facilities Mapping for Yangon Region. Assist to Implement pilot project for Village mobile data collection activity	End month 1	IM Analyst
2. Assisting the Q GIS training. Assist to Implement Village mobile data collection activity (Updating Village Dataset in MIMU Spatial Database System). Assisting mapping activities (Basemaps, Thematic maps and Customized Maps).	End month 2	
3. Updating Village Dataset in MIMU Spatial Database System. Assisting mapping activities (Basemaps, Thematic maps and Customized Maps)	End month 3	
4. Preparing Health Facilities Mapping ,	End month 4	

assisting mapping activities (Basemaps, Thematic maps and Customized Maps).		
5. Assit to produce Health Facilities ,assisting mapping activities (Basemaps, Thematic maps and Customized Maps)	End month 5	
6. Assisting mapping activities (Basemaps, Thematic maps and Customized Maps)	End month 6	

5. INSTITUTIONAL ARRANGEMENT

The GIS Consultant is supervised by IM Analyst or Designee and will work closely with the MIMU GIS team.

6. QUALIFICATIONS AND EXPERIENCE

- Currently holds a University degree, preferably in GIS or the equivalent combination of a University degree and appropriate experience.
- Two years' experience in GIS and Information Management or a similar field, with minimum of 6 months practical experience in GIS.
- Relevant previous experience with UN or INGO in Myanmar is a major asset. Demonstrated knowledge of GIS applications.
- Previous experience with standard software packages, especially Excel and Access.
- Knowledge of C++, HTML, and Visual Basic is an advantage.
- Ability to work with a diverse team in a complex environment.
- Fluency in English, including ability to write clearly and concisely.
- Additional proficiencies in database and website development, or IT would be beneficial.

7. PRESENTATION OF OFFER

- a) Personnel CV and P11 indicating all relevant past experience as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- b) Financial proposal.

8. CRITERIA FOR SELECTION

Combined Scoring method – where the qualifications and methodology will be weighted a max of 70%, and combined with the price offer which will be weighted a max of 30%;

- Candidate with the most appropriate experience for the job based on a rating of 20% for qualifications, 60% on experience in conducting similar types of position, 20% on experience in database and website development, or IT.

The proposals which receive 70% of the technical evaluation will be considered for the financial evaluation.

This ToR is approved by:

Signature

: 

Name and Designation

: Ms. Shon Campbell, MIMU Manager

Date of Signing

: 7. 2. 18