

TERMS OF REFERENCE

Individual Contractor – Disaster Information Management Coordinator

1. Assignment Information

Assignment Title:	Disaster Information Management Coordinator (National Consultant)
Cluster/Project:	Programme Unit, Disaster Risk Reduction and Early Warning System
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Contract Duration:	60 working days (10 February – 20 May 2020)
Start date	10 February 2020

2. Background

Disasters from natural hazards continue to cause significant loss of life and property. In spite of increasing disaster losses, investments to strengthen disaster resilience remain a low priority. This is partly due to limited understanding of the impacts of disasters as the damage and losses caused by disasters are not widely known. There are limited opportunities to reduce disaster risk through development investments.

Following the severe floods of 2011 and responding to the need to systematically understand the disaggregated impacts of disasters, the Royal Government of Cambodia, with the assistance of UNDP, established CamDi (Cambodian Disaster Loss and Damage Database) in 2014. The CamDi is hosted by the National Committee for Disaster Management (NCDM). CamDi provides useful information but there are gaps, particularly in sector-specific data and the overall linkages of database with the existing sector specific and national statistical systems. Data sharing across institutions needs to be strengthened and sectors-specific data collection, archive and analysis need to be undertaken and institutionalized.

UNDP Cambodia is seeking to recruit a National Disaster Information Management Coordinator to update and institutionalize CamDi. The National Disaster Information Management Coordinator will work under the guidance of a senior official of NCDM and will work closely with identified infrastructure sectors. S/he will work in close collaboration with UNDP Bangkok Regional Hub (BRH) in Bangkok, Thailand and the UNDP Cambodia. The Administration Analyst and Programme Analyst within UNDP Cambodia will provide the overall supervision and monitoring of the National Disaster Information Management Coordinator's performance, as well as assisting in the coordination and contact with relevant stakeholders.

3. Scope of Work

The primary scope of the consultancy is update the content / data of Cambodia Disaster Data Base (CamDi) and advance the database to support SFDRR monitoring and reporting system of Cambodia. The tasks will include:

- Review and assess disaster-related data and associated processes (format, data holder, consistency, etc.) in CamDi, identify gaps and prepare a workplan for the completion and update of CamDi.
- Update the data and information of CamDi on damage and loss as based on historical disasters
- Update the current CamDi infrastructure / web-application to fit Sendai Framework for Disaster Risk Reduction targets
- Prepare and undertake technical training on CamDi in collaboration with UNDP BRH, UNDP CO and NCDM

The detail of each task is described below:

Review and assess disaster-related data and associated processes in CamDi

- Familiarize with the CamDi DesInventar tool (a disaster information management system open source software);
- Consult with NCDM and its committees at sub-national level on data collection formats and data collection procedures. Bilateral consultations will be held with stakeholders and key line ministries who are involved in the collection of disaster related data (gender disaggregated);
- Support NCDM in the assessment of the technical capability, requirements and needs regarding the maintenance and management of a disaster information management system;

- Develop a detailed work plan for maintaining and managing CamDi.

Update the data and information of CamDi.

- Carry out research on disasters in Cambodia, especially on loss and damage;
- Update the information into the CamDi database;
- Update the consistency of terminology used in CamDi to fit more the UN terminology on disaster risk management and climate change adaptation;
- Update the presentation of CamDi in accordance to the cartography rules as well as

Update the current CamDi infrastructure / web-application to fit Sendai Framework for Disaster Risk Reduction targets

- Re-organize raw data in CamDi data base to support the reporting for SFDRR indicators (Target A, B, C and D)
- Carry out research on disasters in Cambodia, especially on loss and damage;

Prepare and undertake technical training on CamDi in collaboration with UNDP BRH, UNDP CO and NCDM:

- Support the organization of a technical training on the CamDi to representatives of NCDM, Provincial Committee for Disaster Management (PCDM) and various relevant ministries (Planning, Health, Meteorology, and others);
- Provide full logistics support to the organization of the training in close coordination with NCDM, UNDP Country Office (CO) and other relevant key partners.

Improve hosting of CamDi website and to ensure its sustainability at NCDM:

- Update the contents of CamDi;
- Work closely with NCDM staff members and its relevant stakeholders to ensure that all the technical expertise and skills related to managing CamDi are transferred;
- Assist in the preparation of necessary documents (manuals, guidelines, data collection formats, templates, etc.) to ensure that the CamDi remains functional and accessible to all partners through the website;
- Set up appropriate system with guidance to NCDM to ensure that CamDi remains online and is administered and managed by technical staff from relevant government agencies.

4. Expected Output and Deliverables

Task	Estimated duration (days)	Target due dates
Deliverable 1. Review and assess disaster-related data and associated processes (format, data holder, consistency, etc.) in CamDi.	10	25 Feb 2020
Deliverable 2. Update the data and information of CamDi on damage and loss as based on historical disasters	20	20 March 2020
Deliverable 3. Update the current CamDi infrastructure / web-application to fit Sendai Framework for Disaster Risk Reduction targets	20	20 April 2020
Deliverable 4. Prepare and undertake technical training on CamDi in collaboration with UNDP BRH, UNDP CO and NCDM; and assisting in improved hosting strategy of CamDi	10	20 May 2020
Total	60 Days	

5. Payment Milestone

The consultant will be paid on a lump sum basis under the following installments:

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of deliverable 1-2	11 March 2020	50%
2	Upon satisfactory completion of deliverable 3-4,	16 May 2020	50%

6. Institutional Arrangement

This consultancy will be performed under the direct supervision of the Project Manager, UNDP Cambodia and UNDP Programme Specialist from Bangkok Regional Hub, with the oversight of Programme Analyst and Assistant Resident Representative (Programme) of UNDP Cambodia.

7. Duration of the Work and Duty Station

The consultant will work for 60 working days covering the period of 10 February 2020 to 20 May 2020. The duty station of for this assignment is Phnom Penh.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none">• Master in Information and Communications Technology (ICT), business or public administration or related field with 3 years of relevant experience; or▪ Bachelor degree with 5 years of relevant experience;
Experience:	<ul style="list-style-type: none">• At least 3 years of relevant, practical working experience at the national or international level in setting up and maintaining information management systems;• Previous experience in development work in programme/ project management;• Previous experience working with the UN system and/or government counterparts, civil society organizations and donors is an advantage;• Knowledge on Disaster Management and Statistics is an asset and familiarity with DesInventar and Sendai Framework for Disaster Risk Reduction (SFDRR) is desirable;• Knowledge of Java, web based applications and relational database will be an advantage;• Experience in the usage of computers and office software packages (MS Word, Excel, etc.), experience in handling of web based management systems;
Language Requirement:	<ul style="list-style-type: none">▪ Fluency in Khmer and English (spoken and written).

9. Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
Master in Information and Communications Technology (ICT), business or public administration or related field with 3 years of relevant experience; or Bachelor degree with 5 years of relevant experience;	10
At least 3 years of relevant, practical working experience at the national or international level in setting up and maintaining information management systems;	30
Demonstrated experiences in developing web-based development-related database. Direct experience on developing specific disaster-related data base would be a strong advantage.	60
Total Obtainable Score:	100