



## Terms of Reference

### Senior Consultant for Management Information System

#### About us

With more than 30 years of experience, CowaterSogema is Canada's global leader in management consulting services specializing in international development. CowaterSogema is recruiting an **Senior Management Information System (MIS) Consultant** to support the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program.

ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

#### Summary of Position

Reporting to the ACCESS Team Leader, this role will undertake a critical role in scoping the ACCESS MIS system and developing a brief options note. Following a decision by the ACCESS Team Leader as to which option to pursue, the role will lead the design of the ACCESS MIS system and provide technical support to its initial operationalisation. During this period, the role will provide technical support to and build capacity of a national MIS consultant or data officer (yet to be recruited) who will be responsible for ongoing oversight of MIS system use. Periodic inputs are envisaged for the remainder of ACCESS, to support more complex maintenance or evolution of the MIS – again taking opportunities to build the capacity of the national MIS consultant / data officer.

This role will work closely with ACCESS Monitoring, Evaluation and Learning (MEL) Manager and Clear Horizon who are designing and implementing the ACCESS MEL system, to ensure the ACCESS MIS fully supports implementation of the ACCESS MEL system, and the grants monitoring function related to the ACCESS Competitive Investment Mechanism (CIM).

#### Scope of Role

The overall objective of this advisory service is to support ACCESS in designing and operationalising an MIS. This assignment includes three phases:

1. Scoping phase (May to June 2019, 10-15 days including an in-country visit if an international adviser)
  - **scoping exercise to understand the architecture, needs and requirements of the MIS:** The scoping exercise is expected to cover: audiences and purposes of the MIS; types of data and MEL questions to be included in the MIS; how information will be captured in the MIS; the types of data visualization; frequency of updating information and security of information captured in the MIS; and good practice examples/lessons from other similar programs to ACCESS e.g. The Australia-Indonesia Partnership for Gender Equality and Women's Empowerment (MAMPU) in Indonesia and the Gender Responsive Equitable Agriculture and Tourism (GREAT) Program in Vietnam.
  - **development of a brief MIS options note and an initial mock-up of the MIS options:** In response to the results of the MIS scoping exercise, the consultant/s is expected to develop a brief option notes detailing at least two MIS options (one simpler/leaner option and another more complex option with greater functionality) – including an initial mock-up of each MIS option.
  
2. Design/operationalisation phase (July to December 2019, 20-30 days)
  - Lead design and initial operationalisation of the selected MIS option (first six months), covering functionality relating to: data collection, data cleaning and quality assurance, data storage, data processing / analysis, data presentation / reporting, and grants monitoring.
  - Provide **capacity building support** to the national MIS consultant / data officer, so that s/he can independently manage and operationalise the MIS.
  
3. Design/operationalisation phase (5-10 days per year, starting January 2020)
  - Lead design of new modules/elements of MIS as requested by ACCESS
  - Provide capacity building support to the national MIS consultant / data officer with more complex aspects of MIS maintenance, troubleshooting and corrective measure

## Deliverables

As a result of Phase 1 of this assignment, the consultant is expected to produce two outputs between May and June 2019:

- MIS brief options note including two options of the MIS system
- Initial mock up of the MIS for each option

Deliverables for Phase 2 and 3 will be agreed once ACCESS has selected a preferred MIS option.

## Job Requirements

### *Education*

- Tertiary qualification in relevant area such as Information and Communication Technology (ICT) or other related fields. Specialisation in MIS, and/or project management will be an advantage.

### *Minimum Experience*

- Proven experience in the design of MIS systems within resource-constrained settings
- Experience with project management of MIS/ICT projects in resource-constrained settings.
- Experience in and understanding of ICT solutions suitable for international development programs e.g. Software development / programming
- Excellent written and verbal communications skills in English, including the ability to produce concise, readable and analytical reports
- Substantial experience working cross-culturally

### *How to apply:*

Please send a brief proposal describing your approach to the first phase of the assignment, your CV and proposed fees to [jobs@accesscambodia.org](mailto:jobs@accesscambodia.org) before May 15, 2019.