Terms of Reference
Local 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 a locally engaged **Management Information Systems (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 Monitoring, Evaluation and Learning (MEL) Manager, this role will involve working closely with an international MIS consultant on the design, roll-out and maintenance of MIS platform. The role will support the design of the ACCESS MIS system and provide technical support to its operationalisation. During this period, the local MIS will receive support and capacity building from the international MIS consultant. The role will be responsible for ongoing oversight of the MIS.

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 service is to support ACCESS in designing and operationalising a MIS. This assignment includes two phases:

1. Design/operationalisation phase (September to December 2019, 40 days)
   o Contribute to, and support the design and initial operationalisation of MIS (first four months), covering functionality relating to: data collection, data cleaning and quality assurance, data storage, data processing/analysis, and data presentation/reporting.
   o Participate in capacity building in MIS
   o Manage and operationalise the MIS with minimal support of the international MIS consultant.
   o Design and deliver training for MIS users.

2. Full operationalisation phase (25 days per year in 2020 and 2021)
   o Participate in design of new modules/elements of MIS as requested by ACCESS.
   o Support the ACCESS team to develop database reports and visualizations.
   o Participate in capacity building on more complex aspects of MIS maintenance, troubleshooting and corrective measures.
   o Provide MIS Help Desk support including technical and mentoring support to MIS users.
   o Manage user accounts.

Deliverables

As a result of Phase 1 of this assignment, the consultant is expected to contribute to two outputs between September and November 2019:

- Support to the international MIS consultant and MEL team to design, develop and implement the MIS using Oracle Application Express.
- Design and deliver training for MIS users

Deliverables for Phase 2 will be agreed upon once the MIS design work has been completed and the full scope of the system has been determined.

Job Requirements

Education

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

Minimum Experience

- Proven experience in the design of MIS systems within resource-constrained settings.
- Experience in supporting a user base.
- Hands-on software troubleshooting experience.
- Able to present technical ideas in professional and user-friendly language.
- 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 before September 16, 2019.