

## **Terms of Reference of Database Management Expert**

**Position:** Database Management Expert

**Duration:** Till Sept, 2018

**Duty station:** PMU Surkhet with occasional visits to project districts

**Mode of contract:**

There will be Initial contract for one year with a probation period of six months. The annual contract will be extendable up to the project period (till Sept, 2018) based on satisfactory performance in the preceding contract.

**Roles and Purpose of the Assignment:**

The Database Management Expert will be responsible for ensuring field data is gathered and registered, ensuring the quality of data entered and helping to produce initial statistical analyses. He/She will manage the data and information and make up to date Management Information System (MIS) and Geographical Information System (GIS) to produce the regular reports regarding project results. He/She is responsible for obtaining all data from primary sources as stipulated in the M&E Plan and for their collation and analysis at the M&E Unit. This will require coordinating with all divisions of the PMU, partner organizations, line agencies, Local NGOs, ministry, and DCCIs to handle the MIS and GIS to produce the timely information of project results. S/he will work closely with Monitoring and Evaluation Expert (M&E Expert) and in coordination of all the VC and Thematic Team of the HVAP.

More specifically, the **Database Management Expert** will have the following duties and responsibilities:

- I. Support to M&E Expert to establish the project MIS and GIS systems;
- II. Keep update the MIS and GIS soft-wares and that ensure in quality data for reports produce;
- III. Manage all the project data as per M&E plan;
- IV. Support services include hardware and software installation, maintenance and troubleshooting, software updates and backup.
- V. Provide training to field offices so they are able to trouble shoot basic IT problems.
- VI. Keep up-to-date of available technologies which are needed for the project;
- VII. Develop other soft-wares which are needed for the project for additional research;
- VIII. Work closely with colleagues to achieve project goals; solicits input by genuinely valuing others' ideas and expertise; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- IX. Perform other jobs as directed by the M&E Expert, Senior Agriculture Officer and the Project Manager or designated officer of the project

### **Academic Qualifications and Work Experiences**

- I. Bachelors' degree in relevant areas such as Information Management System, Information and Technology (BEIT/BIM/BCA) with at least 5 years of experience (3 years for women candidate) or Masters' Degree in Information and Technology or Information Management System with at least 3 years experience (1 year for women candidate) or higher degree in related field.
- II. Experience in handling MIS as well as GIS of development projects; knowledge to handle MySQL and PHP
- III. Good spoken and written skill in both English and Nepali and possess good skills in report writing
- IV. Good interpersonal skills and the ability to work effectively with range of institutions

### **Preferences will be given to:**

- i) Women candidates
- ii) Candidates from disadvantaged groups/areas (*Dalit, Janjati/Indigenous, Madheshi, Muslim, Backward/HVAP Districts*)

### **Benefits and Remuneration**

#### ***Salary:***

The salary of the Data Management Expert, per person per month, will range from NRs. 70,000.00 to NRs. 90,000.00, subject to be negotiable within this range, and to be finally decided by the Project Manager, HVAP. Tax on the salary will be as per the government Income Tax Rule.

#### ***Allowances:***

The Database Management Expert will get travel and daily allowances during his/her field visits as per the GoN rule, as applied for gazetted III class officer.

#### ***Leave:***

The Database Management Expert will be provided 21 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. He/she will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the project will be compensated as per the existing salary scale. In addition, the he/she will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.

**Insurance:**

The Database Management Expert has to insure his/her life including accidental insurance. The project will re-imburse 50 % of the monthly premium for the period he/she will be working in the project, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts.

**Supervision of the experts and Administrative Control:**

The Database Management Expert will be administratively accountable to the Project Manager, under the direct supervision of Senior Agriculture Officer of HVAP. He/she will be technically accountable to the Monitoring and Evaluation Expert of the project. The expert will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Project Manager or designated personnel of the PMU.