

TERM OF REFERENCE

IT SPECIALIST

(Database system)

Project: Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam

Position: IT Specialist (Risk Mapping and Database Systems)

Duration: 1 year (full time) with possible extension,

Working station: Hanoi, Vietnam

Reporting to: Project Manager

Project information

The five-year Green Climate Fund (GCF) project “**Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam**” refer as (GCF Project) seeks to scale up interventions that are already tested to increase the resilience of vulnerable coastal communities. Building on on-going social protection activities relating to building houses for the poor and marginalized, the Project will incorporate storm and flood resilient design features in new houses benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to managing flood risks, 4,000 hectares of mangroves will be rehabilitated and/or planted to function not only as storm surge buffers, but also to provide ecosystem resources that can support coastal livelihoods. Moreover, to support and sustain both the impact of this project as well as future requisite government policy adjustments that strengthen the resilience of coastal and other communities, resources will be used to systematize climate and economic risk assessments for private and public sector application in all 28 coastal provinces of Viet Nam.

General tasks of the specialist

The IT Specialist is supposed to provide direct technical advice and quality assurance to Component 3 of the Project - *Increased access to enhanced climate, damage and loss data for private and public sector application in all 28 coastal provinces of Viet Nam*. The Specialist will directly work the Project Manager, members of the CPMU, VNDMA and UNDP staff during performance and M&E of Component 3 activities.

Tasks of the Specialist:

- Assist the CPMU in the development of Work plans (activities relating to risk mapping, database information technology and disaster systems) to ensure that the required information is provided in due progress to assist the implementation of the approved plan;

- Act as the focal point and organize expert consultations and write-shop meetings (for the planning of project activities relating to database), record minutes and report to for being incorporated and updated into the Workplan of the Component 3;
- Act as the focal point and participate in the planning and development of terms of reference for activities led by the VNDMA (activities relating to risk mapping, IT system development and databases);
- Provide technical review and quality assurance of risk mapping, IT and systems and disaster databases. Ensure technical quality of the IT and risk mapping activities/products of the GCF project activities outlined in component 3.
- Design and implement quality control/inspection mechanisms to ensure the highest quality of deliverables and products for IT and risk mapping component 3 activities;
- Participate in the provision of technical guidance and feedbacks; monitor the development of work plans for activities under the Component 3 by units, organizations and Consultants (activities relating to information technology, risk mapping, disaster database);
- Be responsible for assisting the VNDMA in the inspection, control and acceptance of project products/deliverables conducted by Consultants and stakeholders (activities relating to information technology and disaster database);
- Assist the VNDMA in the implementation of activities relating review and evaluation of IT and database status; propose a shared database system for natural disaster prevention and control;
- As necessary, the Specialist will conduct field visits to Project provinces to carry out specific tasks as assigned by the CPMU;
- Make reports relating to his assigned tasks and submit to the CPMU on quarterly basis;
- Perform other tasks as required by the Project Director and/or Manager.

Education and Employment experience

Education:

- Having Degree in following areas: Information Technology, GIS, engineering, or other related IT field.

Experience and skills:

- At least 7 years of experience in the implementation of international development and investment projects in Vietnam;

- Experience in Disaster risk management, especially disaster related database system management preferred;
- Having skills and experience in the application of GIS based on software development tools such as: MapXtreme, MapXmobile, MapX, ArcObject, Google Maps API, VeCAD, DolGIS. Having certain knowledge of MapServer, GeoServer, Oracle Spatial;
- Having experience in the development of database for GIS applications on database management systems such as: PostgreSQL / PostGIS, MS SQLServer, MySQL;
- Having experience in using programming languages such as C ++, C #, VB.Net on DesktopGIS applications, mobile devices running Windows Mobile and PHP and building WebGIS;
- Having experience in consulting and collecting data to upload to digital map system;
- Having experience in working with departments under the VNDMA.
- Good communication, reporting and planning skills.
- Using excellently computer software for office work.

Language requirements:

- Proficiency in spoken and written English, able to communicate directly with foreign experts;

Contract time:

- One year contract with 2 months of probation. Renewable contract till the end of the contract will be considered based on the performance of the 1st year.

Duty Station

Hanoi and frequently travel to 7 project provinces of Nam Dinh, Thanh Hoa, Hue, Quang Nam, Quang Ngai, Ca Mau;

Supervision

The IT specialist will be supervised by the Project Manager

Salary level and entitlements

The IT specialist will be compensated according to Annex I - Reference Category 2 in Project Personnel Pro-Forma Cost in the latest EU-UN Cost Norms.¹

¹The pro-forma cost is all-inclusive. Compulsory social insurance and health insurance will be deducted from the employee's salary according to Social Insurance Law and the Health Insurance Law of Vietnam.

