



## I. Position Information

Job Title:	<b>Website developer for the Climate Change Knowledge and Information System</b>
Reports to:	<b>Result 3 Team Leader</b>
Contract Type:	<b>Individual Consultant</b>
Duration of Assignment:	<b>30 working days (November – December 2015)</b>

## II. Background

The need to strengthen climate change knowledge and information systems to guide climate change adaptation and mitigation responses is widely recognized, in particular in vulnerable developing countries such as Cambodia where much of the climate change related information and knowledge being generated remains scarce and dispersed.

Ranked amongst one of most vulnerable countries globally and third in the Asia region, and with impacts from climate change expected to severely affect its socio-economic development (with estimates indicating impact on GDP to be 15% annually by 2030, and 3.5% annually by 2050, according to CCFF, 2014), the ability to harness existing climate change knowledge and information and capitalize on lessons learnt from ongoing interventions will be key to Cambodia's future.

The Royal Government of Cambodia has recognized the critical importance of climate change information and knowledge in key strategic national documents, such as the Government's Third Rectangular Strategy, the National Strategic Development Plan (NSDP) and the Cambodia Climate Change Strategic Plan (CCCSP) for 2014-2023, underlining the improvement of human and technological capacities as a major development issue for Cambodia. Climate change in particular has been identified as an area where the development of technical capacities and knowledge still require improvement to enable an effective response, with availability of climate change relevant data and information management systems, tools and technologies for resilient development remaining key constraints to evidence based policy making.

Being able to effectively address climate change knowledge gaps is important for several reasons:

- It helps decision-makers to better identify, prioritize and target interventions that reduce vulnerability to climate change and climate risk or otherwise tap into opportunities for low carbon development, as well as to assess the effectiveness of their response and to make the required adjustments;
- It assists numerous actors, including government agencies, NGOs, academia and the private sector, in developing sound bankable projects, thus helping to attract additional financing to the still underfunded climate change response.
- It helps pave the way to a more sustainable future for Cambodia by investing in its human capital, as next generations will be better prepared to face future challenges.

While there has been a number of efforts aiming at generating and sharing climate information and lessons learnt from interventions both from government and non-governmental institutions and development partners, with Cambodia's official climate change website managed by the Department of Climate Change (DCC) of the General Secretariat of the National Council for Sustainable Development (GSSD) – [camclimate.org.kh](http://camclimate.org.kh) – registering increasing numbers of visitors each year, it is necessary to strengthen existing knowledge resources and information systems in order to provide the necessary support to the implementation of Cambodia's Climate Change Strategic Plan (CCCSP).

Cambodia's Climate Change Alliance (CCCA) Phase II, a comprehensive multi-donor funded programme implemented by DCC to address climate change in Cambodia, is supporting the development of a climate change knowledge and information management system (CCKMIS), managed by DCC/GSSD. As part of this effort, CCCA is seeking a national expert on website development and creation of data portals (with web GIS capabilities) to support DCC in restructuring the current [camclimate](http://camclimate.org.kh) website to function as a comprehensive high-quality clearing house of climate change related information for Cambodia, promoting knowledge

creation, sharing and utilization to enhance the implementation of climate change response.

### III. Objective of the assignment

The main objective of the assignment is:

- Restructure the current camclimate website, developing DCC/GSSD's climate change website to better respond to the CCKMIS evolving needs, providing a web platform to access high quality climate change knowledge and information services for Cambodia, promoting knowledge creation, sharing and utilization to enhance the implementation of climate change response.

### IV. Tasks and responsibilities of the consultant

Under the guidance of the CCCA II result 3 (R3) Team Leader and in coordination with the designated GSSD/DCC team (including the CCCA team and two other consultants assisting with the development of the CCKMIS and climate change information and database management) and liaising with other relevant stakeholders, the consultant will:

#### *Assess existing resources and needs:*

- Assess the structure and content of existing website (camclimate), and other relevant websites, as well as CCKMIS needs, including:
  - assessment of current DCC website structure and contents for ease of accessibility, quality of contents, user-friendliness, ease of maintenance/update, information retrieval, etc.;
  - assessment of other existing MoE websites to explore linkages to me made (e.g. CHM on Biodiversity), in particular aiming at future linkages with broader MoE and NCS D websites (under restructuring/development);
  - assessment of other climate change relevant websites for potential complementarity;
  - assessment of CCKMIS and climate practitioners needs related to knowledge and information services to be provided through the web platform;

#### *Develop the climate change web platform:*

- Based on the assessments and discussions conducted, prepare an initial proposal for the design of the website (including structure, types of content, and functionalities) for management review and approval;
- Design and test the website, taking into account the CCKMIS requirements and recommendations from management: clear catalogs & folders for data & page storage, attractive site & page layout, easy to use, update and maintain, flexible navigation & search functions, easy access to data portals for different types of searchable climate change related databases, including web based GIS (and future inclusion of Decision Support Tools), counting function for web pages visited, etc.;
- Gather informative contents (migrating relevant existing content from camclimate website and developing additional content) and create data portals;
- Make recommendations for the backup/restore plan and establish an anti-hacker and antivirus plan for the website;
- Make recommendations for software, hardware, and other back-end applications related to Web development as relevant;

#### *Mentor and develop capacity:*

- Provide mentoring, support and assistance to responsible staff from the DCC/GSSD and other key NCS D and MoE's staff (e.g. Departments of GIS and Environmental Education) on the update, maintenance, management and development of the website content and functions, and on the backup/restore plan;

#### *Develop guidelines for the website management:*

- Establish clear guidelines (SOPs) for the use, maintenance and update of the site, with a proposal for clear roles and responsibilities for the different staff involved in website management activities.

**V. Deliverables**

- Report on the initial assessment of existing resources and needs and work plan for the web site restructuring/development;
- Draft proposal for discussion of the website design, structure and functions, aligned with CCKMIS needs and maximizing existing resources;
- Website developed and tested, with initial content compiled/developed and with available databases accessible (with at least with one climate portal providing georeferenced data up and running);
- Effective on-the-job support to designated DCC staff on the update, maintenance and development of the website content and function (including a backup/restore plan) and securing efficient access to data portals, as well as ensuring full understanding of each staff's roles and responsibilities and adherence to the guidelines/SOPs to be developed;
- Final report which will include an overview of the site structure and functions (explaining how it supports CCKMIS), guidelines for website management, and next steps to be taken in 2016 to further enhance climate change website services to be provided by DCC/GSSD's CCKMIS as new climate change related data and resources are developed.

Deliverables	Payment
Upon signature of the contract and presentation of initial assessment and work plan	20%
Upon submission of the proposal for the website design/structure, aligned with CCKMIS needs	40%
Upon submission of the final report and testing of the new website	40%

**VI. Duration**

The assignment is expected to include 30 working days (from end of November to December 2015).

Indicative time frame:

No	Key activities	Indicative deadline	Estimated number of working days
1	Assessment of existing content and structure of the existing camclimate website and needs and work planning.	End November-December	5
2	Development the website design/structure and facilitation of discussions taking into account the requirements of CCKMIS under development, including user-friendly access to climate change information and databases to be made available through the web platform, and other resources and content (ongoing mentoring/training of assigned staff on website management).	December	22
5	Final report writing, including recommendations on software, hardware, and other back-end applications related to Web development.	End of December	3
	Total		30 working days

<b>VII. Management arrangement</b>	
<p>The national consultant will operate under the guidance of the Technical Specialist and under management of the Result 3 Team Leader. He/she will work on a day-to-day basis with assigned staff from DSSG/DCC and in coordination with the CCKMIS and database management consultants.</p>	
<b>VIII. Requirements</b>	
Education	<ul style="list-style-type: none"> <li>- At minimum, Bachelors’ degree (or higher) in Computer Science, Information Systems, Information Management or related discipline is required; advanced university degree in computer science, information systems, or a relevant field is desirable.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- At least 5 years of extensive experience required in web/ software development, graphic design and implementation of information-rich, user-friendly and large websites, including web-based GIS;</li> <li>- Expertise and experience in developing user friendly websites and data portals, making available large datasets (including georeferenced data) and other information resources on environmental and/or climate information in Cambodia or in the region would be an advantage;</li> <li>- Extensive knowledge of web development programming languages (including PHP, SQL, HTML/CSS, Javascript), and experience in implementing content managed websites, particularly Drupal;</li> <li>- Knowledge of W3C standards such as XHTML, accessibility standards, content sharing standards such as RSS/RDF and Open Archives Initiative;</li> <li>- Knowledge of web design, graphic design, online video publishing and animation software would be an asset;</li> <li>- Extensive knowledge of and experience with cross browser web development for IE, Firefox, Opera, Safari and Chrome;</li> <li>- Experience in developing social networking and knowledge management functionalities;</li> <li>- Ability to interact and mentor government agencies’ staff;</li> <li>- Ability to work as a team with strong communication skills;</li> <li>- Excellent written and oral communication skills.</li> </ul>
Language	<ul style="list-style-type: none"> <li>- Excellent command of Khmer and English (both spoken and written)</li> </ul>