

**Terms of Reference**  
**for National Information Technology Expert to assist in improving Government coordination for**  
**Emergency Response and Early Recovery phase of Dzud in Mongolia**

Project Title: BCPR 2010 Dzud Disaster Coordination Support Grant  
Duty Station: ERSU, NEMA, Ulaanbaatar, Mongolia  
Duration: 6 Months  
Start Date: Immediately

## **BACKGROUND**

Following drought situation in several aimags in summer of 2009, Mongolia has experienced heavy snow fall in early January with rapid temperature fall that caused loss of over 2 million livestock by mid February 2010. This led the Government to declare disaster situation in 65 soums of 12 aimags (provinces). As of 13 February, other 68 soums of 11 aimags have suffered from the dzud and 118 soums of 17 of aimags are severely affected by the harsh winter.

While the National Emergency Management Agency (NEMA) accelerates its efforts to respond to this crisis, there is a further concern for the existing capacity. The ability of NEMA is stretched between assessment of the evolving situation, provision of assistance, coordination among different stakeholders, and preparedness for the continued crisis. Additional support is required for NEMA to fully respond to the dzud crisis.

UNDP was approached by the Government to assist in early recovery phase of Dzud, and is taking the lead for the Early Recovery Cluster along with other two UN Clusters to address Dzud situation in Mongolia.

Following the Government request, UNDP obtained BCPR fund to support NEMA in coordination of disaster response in the form of an expert team embedded at NEMA. This Early Recovery Support Team (ERST) will function at two levels 1) among the national organizations, and 2) cooperating with donor communities led by UN with the ultimate goal for smooth completion of early recovery phase of Dzud by NEMA.

The ERST will operate as part of NEMA while funded by UNDP, and the Team Leader will report to both NEMA and UNDP. As such NEMA will treat the unit as its Dzud coordination division incorporating its activities into overall Agency management such as inclusion of the ERST in management meetings and decision-making process on Dzud related matters and other subjects as necessary. The ERST will function for a six-month period at NEMA, who will make available a work space for the team; UNDP will be responsible for providing with necessary office equipment and transport means. The team will consist of the following five members:

1. International Disaster Coordination Expert, the Leader of the ERST, and Advisor to NEMA
2. National Expert for Recovery Policy and Planning
3. National Expert for Early Recovery Advocacy and Communication
4. National IT Expert
5. Translator and interpreter (two NEMA staffs will work on the translation task as well)

The ERST will operate on daily basis communication with the relevant units of NEMA such as the Department of Disaster Response, Foreign Relations Department, and the Media and Advocacy division. The scope of the ERST function will be specifically focused on Dzud matters not overlapping with other duties of NEMA in overall disaster risk reduction and other emergency responses.

## **SCOPE OF WORK**

Under the direct supervision of the International Disaster Coordination Expert/Team Leader, the **National Information Technology Expert** is responsible for assisting in set up of computer software on disaster loss, and information management on Emergency responses/Recovery, and mapping the magnitude of dzud impact at NEMA using GIS applications, and cooperating with the National Communication Expert in

establishing effective communication channels through various means including websites and other possible tools, and smoothen information on Dzud at two levels: nationally and internationally.

## **OBJECTIVES AND SPECIFICS OF THE ASSIGNMENT**

As a member of the ERS team, the incumbent provides input in the rapid assessment of the current coordination situation at NEMA focusing on database development, and its update, proposing options for improvement, formulation of the ERSU Action Plan, and its implementation, and the final report of the ERST. The incumbent provides a monthly progress brief against the planned activities under his/her area of responsibilities to the Team Leader, who clears monthly fees to the team member upon satisfactory performance. The management may decide for contract termination if the performance is not satisfactory. The specific duties of the National Information Technology Expert will include as a minimum the following but not limited to:

- Input in Rapid assessment of the current database of NEMA on emergency response and early recovery, disaster loss, information flow and verification of the early identified shortfalls in coordination, action planning, situation updates, needs estimations, data on received and distributed aids, and transparency of information to both public and donors;
- Contribution to proposing options for improving current communication in terms of storing data, database development and its regular update by setting up more effective mechanisms and/or activating/modifying the current systems;
- Input in finalization of the unit Action plan for six months;
- Development of a IT database on Disaster loss, and responses in terms of cash and goods/assets, and cooperate with the NEMA counterpart for smooth handover of the software database, and its future maintenance;
- Develop user friendly manuals for the new database/software and systems for further use by NEMA
- Do mapping of the magnitude of disaster impact, responses, and remaining gaps for recovery etc.
- Set up of communication channels through various means including designing a website on Dzud and other tools, and assist in improving display of information and communication on Dzud at two levels: nationally and internationally;
- Provision of professional assistance in maintenance of equipment, trouble-shooting and acquisition of hardware supplies, making repairs and change of hardware electronic components as necessary.
- Input in Final report of ERST against the Action Plan

## **EXPECTED DELIVERABLES**

The National IT Expert will ensure the following deliverables in a timely manner with adequate quality:

1. Fully functional IT database of Dzud Disaster loss, and responses in terms of cash and goods/assets for further maintenance by the relevant staff of NEMA – 13 August 10;
2. Maps of the magnitude of disaster impact, responses, and remaining gaps for Dzud recovery – 22 April 10;
3. A website on Dzud, and/or Dzud component added to NEMA website to ensure transparency of Aid information, and its delivery to affected areas – 30 April 10.

## **REQUIRED QUALIFICATIONS**

- University degree in the field of Computer sciences and Information technology, computer software development, Geographic Information system, GIS-based database development, website design, and other IT related fields and GIS areas;
- Prior work experience on development of hardware/software, maintenance and use of telecommunications facilities, knowledge of database packages, experience in web design,

network administration, particularly, database development for resource mapping, risk mapping, disaster scope, economic losses using GIS programs (Arcview etc.) application of internet tools like Google Earth will be preferred.

- Strong interpersonal skills and ability to handle a multitude of tasks simultaneously with a team under time pressure;
- Working knowledge of English required

## **PAYMENT MODALITY**

The UNDP standard method of payment is the output-based lump-sum scheme and the payment will be made in installments upon satisfactory completion of the deliverables specified above.

## **EVALUATION CRITERIA AND WEIGHT**

Experts will be evaluated against combination of technical and financial criteria. Maximum obtainable score is 100, out of which the total score for technical criteria equals to 70 and for financial criteria – to 30.

As for the technical evaluation, the following aspects will be considered:

- Background and education – 30%
- Practical previous experience relevant to the announced TOR – 30%
- Substantial knowledge in Disaster coordination and recovery and required competencies – 30%
- Required language and other technical skills - 10%

## **APPLICATION PROCEDURE**

Qualified and interested candidates are requested to submit the following documents in a sealed envelope indicating the post for which you are applying by the deadline of **17pm, 15 March 2010**:

- An application cover letter
- UNDP Personal History Form P11 (available at the UNDP website and the UN House Reception desk)
- Copies of University diplomas
- Proposed lump sum consultancy fee for the assignment

Clarifications may be referred to Ms. U. Tungalag at [tungalag.ulambayar@undp.org](mailto:tungalag.ulambayar@undp.org) and Ms. I. Enkhmandakh at [enkhmandakh@undp.org](mailto:enkhmandakh@undp.org)