Sustainable Use of Peatland and Haze Mitigation in ASEAN (SUPA)

Terms of Reference – Database Management Expert for the Interim ASEAN Coordinating Centre for Transboundary Haze Pollution Control

1. Background

ASEAN Member States (AMS) signed the ASEAN Agreement on Transboundary Haze Pollution (AATHP) on 10 June 2002 in Kuala Lumpur, Malaysia, to prevent, monitor, and mitigate land and forest fires to control transboundary haze pollution through concerted national efforts, regional and international cooperation.

The ASEAN Standard Operating Procedure on Monitoring, Assessment and Joint Emergency Response (SOP) stipulates the procedures and guidelines for the implementation of the AATHP. Specifically, the SOP outlined the procedure for regular communication of data between the ASEAN Coordinating Centre for Transboundary Haze Pollution Control (ACC THPC) and National Monitoring Centres (NMCs) / National Focal Points (NFPs) of the AMS, and for coordination of requests and offers of assistance and reporting of joint mobilisation of resources.

As per the above said SOP, during the interim period, the ASEAN Secretariat provides the roles to coordinate joint emergency response, donor funding and assistance, development of the SOP, and development and maintenance of database. In support of the ASEAN Secretariat, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is seeking to recruit a Database Management Expert for the Interim ACC THPC with the following terms and conditions.

The Expert will be recruited by Sustainable Use of Peatland and Haze Mitigation in ASEAN (SUPA) Component 1, a regional programme implemented by the GIZ with the objective to strengthen the ASEAN and AMS through capacity-building and institutional framework, including strengthening regional cooperation through provision of technical and material support to regional institutions with the objective to reducing transboundary regional haze in ASEAN. SUPA Component 1 is co-financed by the Federal Ministry for Environment, Nature Conservation and Nuclear Safety (BMU) and European Union (EU).

2. Objective

SUPA Component 1 is mandated to support the establishment of ACC THPC and support to the Interim ACC THPC. The recruitment of this Expert is considered part of the mandate. The Expert will provide services to support and strengthen the capacity of the Interim ACC THPC in effectively facilitating cooperation and coordination among the AMS and relevant agencies to build capacities and enhancing preparedness to land and forest fires and haze pollution control and minimise impacts of future regional haze occurrences.

Specifically, the Expert shall support to:

i. improve the capacity of Interim ACC THPC in implementing the SOP through improved communication, coordination, and dissemination of data/information among National Monitoring Centres (NMCs) and other relevant agencies;

ii. strengthen quality of data, data transparency and enhance support to AMS for ground-truthing and interventions for fire prevention and suppression, through sharing of information, knowledge products, and capacity buildings on forest fire management; and
 iii. strengthen support to AMS on early warning, prevention of transboundary haze pollution and awareness raising, resource mobilization for joint response through coordination and partnerships.

3. Scope of work

The Expert will support the development of database, sharing information, and mobilization of resources of Interim ACC THPC in line with all of three (3) outputs outlined under the objective. He/she will work under the guidance of the Knowledge Management Expert of the Interim ACC THPC.

The Expert will perform the following roles and responsibilities:

- Assist the KM Expert to develop technical, analytical, monitoring and reporting frameworks, and related tools, systems, and databases of the Interim ACC THPC;
- Maintain regular contacts and provide technical assistance and advice to NMCs regarding the data consolidation, analysis and processing in line with the SOP and current regional arrangements;
- Administration or content management of the ASEAN Haze Action Online (https://haze.asean.org);
- Work closely with data centres within ASEAN region and beyond;
- Provide IT-related support to the project;
- Perform other related duties as assigned.

4. Deliverables and Timeline

In collaboration with the Environment Division of the ASEAN Secretariat, SUPA Component 1 will verify the deliverables below.

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Description</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1.</td>
<td>Monthly summary of date on forest/land fire and haze</td>
<td>Date to be collected and compiled in collaboration with NMCs and relevant data centres of AMS</td>
<td>Monthly till 31 May 2021</td>
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<td>2.</td>
<td>Monthly content updates at the ASEAN Haze website</td>
<td>Content updates and information sharing at the ASEAN Haze Action Online (<a href="https://haze.asean.org">https://haze.asean.org</a>)</td>
<td>Monthly till 31 May 2021</td>
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<td>3.</td>
<td>Actions related to specific tasks assigned</td>
<td>Specific need-based tasks to be given within the scope of three (3) outputs outlined under the objective</td>
<td>Need-based till 31 May 2021</td>
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<td>4.</td>
<td>Quarterly report</td>
<td>Quarterly report, a compilation of the above 3 outputs, and timesheet for the payment purpose</td>
<td>Quarterly till 31 May 2021</td>
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5. Required Qualifications, Competences and Experience

- Any ASEAN citizen residing in Indonesia.
- Bachelor’s degree in Information Technology, Computer Science, or Software Engineer.
• Knowledge and experience with development/usage/administration of database and data modeling for information systems.
• Experience in web page design and development is an asset.
• Relevant experience in forest resources management and conservation, or disaster risk reduction is an advantage.
• Experience working with international organizations and donors including large-scale projects that require coordination with various partners.
• Willingness and ability to travel.
• English proficiency and computer literacy are pre-requisites for this position.

Other knowledge, additional competences
• Strong interpersonal, communication and networking skills.
• Good research and analytical skills, with demonstrated ability to plan/conceptualize ideas, and organise tasks and workflows.
• Demonstrated commitment to collaborative work practices in multi-cultural environment.
• Willingness to learn and/or improve skills as required by the tasks to be performed – corresponding measures are agreed with management.

6. Terms and entitlements

Duration: Contract with a maximum of 180 working days until 31 May 2021

The Expert will work under the guidance of the Knowledge Management Expert in close collaboration with the officials of the Environment Division and SUPA Component 1. The Expert will report to the Assistant Director/Head of the Environment Division of the ASEAN Secretariat and the Principal Advisor of the SUPA Component 1. Expert fee will be paid on quarterly basis subject to submission of the quarterly reports and timesheet, as described in section 4 above, to the relevant officials of the ASEAN Secretariat and SUPA Component 1. Duty travels, both domestic and international, will be subject to approval by the ASEAN Secretariat and SUPA Component 1, and covered by SUPA Component 1 based on the GIZ financial regulations.

7. Application process

Interested applicants are invited to send their application, which must include:

1. CV with qualifications, competence and experience for this task;
2. A technical proposal to cover the scope of work (part 3) and deliverables & timeline (part 4) and
3. A financial proposal

by email to andri.irvan@giz.de and supa@giz.de. Please mention “Database Management Expert for the Interim ACC THPC” as the subject line of your email.

The closing date for applications is 13 September 2020. Please note that only short-listed candidates will be invited for interview.