The Ministry's Institutional Reform and Transformation Project

IDF Grant No. TF 016487

EXPRESSION OF INTEREST

1. Introduction

The Ministry of Agriculture and Fisheries (MAF) through its Institutional Reform and Transformation (MIRT) has been implemented since February 2016. MIRT is a $0.50 million grant from the World Bank's Institutional Development Fund (IDF) and its Development Objective is to support MAF in its efforts to de-concentrate and reorganize its service delivery model so that the Ministry is better-aligned and responsive to the needs of farming and fishing communities.

This will be achieved by: (i) developing and piloting operational procedures at the Municipal and watershed level for bottom-up planning involving farming communities; (ii) strengthening MAF's program implementation capacity through enhanced coordination, MIS, financial management and M&E systems which are aligned to national regulations and systems; and (iii) supporting MAF's National Directorate of Policy and Planning, Monitoring and Legal Affairs (NDPPMLA) and the National Directorate of Food Security and Cooperation (NDSC) which are tasked with the identification, preparation and implementation of major investment projects and the coordination and supervision of Development Partner (DP) funded interventions respectively.

Since one of the MIRT activities is to strengthen MAF's program implementation capacity through enhanced coordination, Management Information System (MIS), MAF is looking for a consultant in the field of – Management Information System (MIS) to assist MAF in reviewing the National Early Warning System (NEWS) and check its appropriateness as a platform on which to build a MAF Management Information System (MIS) system. The Management Information System Consultant (MISC) will also look at the appropriateness of other MIS system currently available in the market. The MISC will provide recommendations as to which MIS system MAF

should be adopted and also provide a design and conceptual framework to which MAP can later use to procure the MIS software, implement and train the relevant users.

2. Description of assignment

The MISC will be responsible for reviewing the National Early Warning System (NEWS) and check its appropriateness as a platform on which to build a MAF Management Information System (MIS) system. The MISC will also look at the appropriateness of other MIS system currently available in the market. The MISC will provide recommendations as to which MIS system MAF should be adopted and also provide a design and conceptual framework to which MAP can later use to procure the MIS software, implement and train the relevant users.

2.1. Coordination
- MISC will coordinate with the Department of Research/ALGIS/IT, Division of Planning, other relevant MAP divisions, MAP Development Partners, FAO (SAPIP M&E). MISC should involve other concerned stakeholders as appropriate.

2.2. Specific Objectives

- The MISC will be required to discuss with MAP and Development Partner stakeholders regarding the management information required to be captured.

- The MISC will analyse NEWS and other alternative platforms for which to build the MAP MIS. Recommendation for the platform to use will include a cost benefit analysis including database support and management, ease of use, running costs etc;

- The MISC will provide a design and develop a conceptual framework MIS with guidelines including equipment required, standard protocols in running, maintaining and managing the database.

2.3. Key Responsibilities

Under the overall supervision of the MIRT Project Manager and Deputy Project Manager, under the technical supervision of the MAP Director of Planning and MAP Division of

Research/ALGIS/IT, in very close coordination with relevant department, the MISC will undertake the following duties:

- Reviews of the current website **maf.gov.tl**
- Reviews of the current web-based database set up in storing the NEWS information, **smsans.maf.gov.tl**
- Reviews other alternative web-based database that may be appropriate for usage by MAP. (A cost benefit analysis should be undertaken including database support and management, running costs etc)
- Organises meetings with stakeholders to ensure that the needs of the stakeholders can be captured in the proposed MIS. Ensure that the stakeholder all sign off the final design and conceptual framework;
- Provides recommendations or suggestions after the review for the improvement, management and proper operation of the database considering the Timor-Leste context;
- Develops training materials on sustainable management of the MIS;
- Collaborates very closely with the Department of AIT (Dept of IT) and ALGIS to conduct and deliver Training of Trainers on the sustainable management of the MIS to all AIT, ALGIS relevant department in order to ensure sustainable application of Management Information System;
- Performs other MIS related tasks as requested by MAF (with high flexibility) in order to respond to MAF necessity (in certain circumstances) in order to ensure prudent management of the Management Information System;

- Designs or fine-tune a standard database capturing information from different sources, enabling the incorporation of the data from ALGIS and other sources considering various variables and the Timor-Leste context as agreed with the MAP and Development Partners.
- Provides technical guidance to create an open database allowing for upgrades and adaptations in the future;
- Demonstrates and provide accompaniment to the government counterparts in generating sound and reliable information from the database.
- Designs and develop a conceptual framework MIS with guidelines including standard protocols in running, maintaining and managing the database.

- Recommends specifications for necessary equipments to support the effective and efficient running of the database regarding Forecasting climate information in accordance with the data from the existed ground station AGROMET (16 real time) link to tl.agromet.org
- Uses satellite images for analysis of NDVI (Normalized Vegetation Index different) by considering linkages and reconciliation of existing government systems (such as the Government Resource Planning system); and
- Sets up a Facebook page for the Ministry.

3. Qualification and Experience Required

- Expertise in Information Technology, data base management and Management of Information System. At least a Bachelor of Arts (BA) Degree in Information Technology or relevant field of study;
- Experiences in using program language fetched such as HTML, PHP and JavaScript;
- Have knowledge about applications such as MYSQL database server, web server and Apache / equivalent;
- Have knowledge on web development framework such as Code Inigter (CI) / Laravel / Bootstrap;
- At least 5 years of experience in database management or a proven track record as evidenced by various assignments and experiences in developing and establishing data bases;
- Proven capacity building skills and able to transfer skills in a limited time;
- Working knowledge on food security, nutrition or agriculture;
- Experience working within the region or in Timor –Leste;
- Fluency in the English and Tetum languages are mandatory, some knowledge of Portuguese would be an asset.

4. Location and Duration

The MISC will be based in Dili, Timor-Leste and is expected to commence work in about January 2017 with an initial contract for one (2) month with possible extension depending upon necessity and availability of funds.

5. Reporting

The MISC will submit the following reports/documents in English:
- A short inception report to describe the MISC's agreed work plan one week after start-up;
- A final end-of mission report including main findings, actions for follow-ups and recommendations, not later than one week after completion of the assignment. This report will also include points outlined above in "key responsibilities".

6. Submission of apllication

Interested persons can send their application letter, CV and references stating the subject **"MAF-MIRT" before or latest on 16th of December 2016** to either Gilberto da Costa, Chief of IT Department, MAF-Comoro *Dili, Timor-Leste.*

Applications from qualified women are encouraged. **Only short-listed candidates will be contacted**. **Interviews will be held in English.**