Terms of Reference
National GIS and data manager
Conservation and sustainable use of globally important agro-biodiversity

Location: Baku, Azerbaijan
Type of contract: IC
Starting date: 20 May, 2019
End date: 10 December, 2019

Background

Azerbaijan is considered to be part of Vavilov's Asia Minor center of origin of cultivated plants.

In general, the wild relatives of cultivated crops in Azerbaijan are genetically diverse, locally adapted and represent a potential source of genes and alleles for adapting crops to the ever-changing environmental conditions and human needs of the country.

The project seeks to: (i) improve the protection of viable populations of indigenous wild relatives of crops and local landraces in their natural habitats; (ii) augment the conservation of indigenous wild relatives of crops and local landraces in plant gene banks to ensure an adequate source of genetic resources for plant breeding; and (iii) increase the production, and extent of use, of local landraces in agricultural small holdings and commercial farms.

The project will be implemented in Sheki, Goranboy, Goychay, Tartar, Aghdash. Within these three rayons, the project will further focus on selected crop wild relatives, cultivated native species and cultivated landraces of wheat, vegetable and forage crops.

The project has been structured into three complementary components.

The first component will seek to expand the state of knowledge of agro-biodiversity, enhance the conservation of this agro-biodiversity and increase the intensity and extent of use native crops in the agricultural sector in the three project regions.

The second component will seek to build the capacities of, and improve the collaboration and cooperation between, agricultural institutions and small farmers in order to improve agricultural productivity and reduce land degradation using native crops (i.e. the targeted crop species) in the three project regions.

The third component will seek to strengthen incentives that encourage the planting of, and improve access to commercial markets for agricultural products derived from, the targeted native crop species across the three regions.

Scope of work

- Take lead role to provide policy and programmatic advice to Project Management Unit (PMU) regarding all GIS issues;
- Provide technical support and input for the implementation of GIS-related activities;
- Work closely with the PMU to establish data collection/analysis, reporting and management information systems (MIS);
- Assist in mapping the results of baseline/update and perception surveys;
- Assist in updating the mapping of social mobilization activities (social survey) and grant support outputs/activities in the regions;

- Meet regularly all Outcomes experts (team leaders or leading experts) to brief them on GIS mapping activities;
- Ensure that all project experts are provided with relevant GIS maps in needed formats;
- Setting up of the access to the all available GIS data sources such as ortho photos for the entire regions indicated by the leading technical experts, access to DEM with the size of 10 meter, access to the registry data for remote sensing analysis;
- Update the GIS database with the point and attribute data for individual CWRs and landraces, and polygon data for the national agrobiodiversity hotspots (see sub-output iv below);
- Update the GIS database with the polygon data for the national agrobiodiversity hotspots;
- Maintenance of a geospatial database containing GIS, remote 'sensing and other spatial and non-spatial data for key CWRs and landraces, including the location and other details such as infrastructure, commercial development activities and etc.;
- Update all the attribute data for the individual CWRs and landraces;
- To digitize a demographic, soil classification, land use and erosion maps;
- Develop project rayon's agrobiodiversity map;
- Mapping of relevant stakeholders and setting up of tool for the regions and stakeholder locations with 3D format;
- Participate in Project Management Unit meetings;
- Assist in periodically reviewing overall project implementation progress;
- Follow up on the implementation of GIS-related activities in coordination with the PMU.

Deliverables

N	**Deliverable**	**Timeline**
1	Updated GIS database with the point and attribute data for individual CWRs and landraces, and polygon data for the national agrobiodiversity hotspots	May-June, 2019
2	GIS database of accurate soil balance data maps on project districts and setting up of cadastral database on project districts (Type of Property, Category of Land, Land Acquisition, Erosion, Title, Addresses and etc.,)	July - August, 2019
3	Digital tour tool to the location of the hotspots and 3D format of the stakeholder locations with all data collected	August - October, 2019
4	Develop Agrobiodiversity maps of the regions	November-December, 2019

Monitoring: The NationalGIS expertwill be an experienced national expert and will report to National Project Coordinator (NPC). He/ She will work with Project Agricultural Scientist, local/international experts and report to National Project Coordinator (NPC). During the contract period the working days: 150 days.

Qualifications and Competencies

- At least 6 years of professional GIS experience in conducting GIS project(s) involving data management, map production, and spatial analysis. (25 points)
- Skype interview; (30 points)
- Practical experience in database-system application development and strong analytical skills to evaluate and review database; (15 points)
- Methodology/approach to work (30 points)
- Previous working experience in the relevant field with international organizations is desirable.)
- Good interpersonal and training skills are an advantage
- Good organizational, time management and facilitation.

Technical skills

- A working knowledge of spoken and written of Azeri and English is required, including the ability to draft and edit project documents.
- Excellent computer skills, in particular mastery of all applications of the MS Office package.

Selection criteria: A combined scoring method

The formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%)
+ (FP Rating) x (Weight of FP, e.g., 30%)
Total Combined and Final Rating of the Proposal

Terms of Payment:

Payment will be done in four instalments and based on completion of deliverables.

- 1st instalment – 15% advance payment, after signature of the contract (May, 2019)
- 2nd instalment – 30% - deliverable 1 (June, 2019)
- 3rd instalment – 30% - deliverable 2 (September, 2019)
- 4th instalment – 25% - deliverable 3,4 (December, 2019)

Financial proposal should be done as a lump sum in consideration of supposed travels to the Project area. Total working days are 150. Total no of days in the field: 110 days. Desk study and reporting days are 40. No international travel is expected. Daily allowance for internal travel is 92$ per day.
Please note that the breakdown is necessary.