

USAID CLIMATE RESILIENT AGRICULTURE IN THE MEKONG DELTA

RECRUIT

Title	Geographic Information System/Management Information System Specialist
Project	USAID Climate Resilient Agriculture in the Mekong Delta
Deadline for CV submission	15 June, 2024

I. INTRODUCTION

The USAID Climate Resilient Agriculture in the Mekong Delta (CRM) project is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will further strengthen the effective partnership between USAID and the Government of Vietnam (GVN) to support Vietnam's development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development and the Management Board of Forest Projects.

2. POSITION DESCRIPTION

The CRM project is recruiting applicants for the position of Geographic Information System/ Management Information System (GIS/MIS) Specialist who is responsible for managing the information systems of a results-oriented program focused on strengthening climate resilience of local communities and reducing GHG emission. The Specialist is involved with any task related to installing, operating, upgrading and repairing information systems. Their primary concern is with keeping the project's information organized, updated and secure.

The GIS/MIS Specialist will be based in Can Tho, with regular travel to field provinces for project activities, data collection, data quality assurance, and other monitoring, evaluation, and learning (MEL) related tasks.

3. RESPONSIBILITIES

Geographic Information System (GIS) Activities

- Develop parameters of GIS mapping with USAID. This may include defining data points (farmer households, rice fields, markets, agribusinesses, and local service providers (LSP), nurseries, input suppliers, water systems, forest, protected areas, etc.) and identifying the reports (maps) required.
- Develop spatial reference database and map for physical infrastructure and project specific activities and groups (i.e. communities supported, protected areas under improved management, areas converted to low-emission production, etc.).
- Develop province/district-wise and inter component-wise mapping.
- Collect existing GIS data layers for the project's use, identify sources of relevant data and oversee the creation of a central GIS data repository that is accessible to relevant project stakeholders.
- Develop a plan for collecting data which defines who collects data, what they will collect, and how it will be collected. This will be tied to a timeline and include steps to collect data layers.
- Assist technical team to utilize GIS in the design and implementation of activities.
- Prepare and produce resource maps of structures and project specific information in original base maps and in updated digital maps of stakeholder actors, interventions, and major landmarks.
- Collaborate with communications team to develop maps or infographics.

Management Information System (MIS) Activities

- Develop and maintain CRM Management Information System: The GIS/MIS Specialist is responsible for managing the various databases used by the project and Winrock International (i.e. beneficiaries database, communities database, etc.), which requires proficiency with database management software. They are also responsible for maintaining connectivity and data synchronization for the various data collection devices used within the organization.
- Support Data Analysis & Use: The GIS/MIS Specialist is responsible for utilizing the MIS to analyze, visualize data, and co-develop indicators dashboard with the Winrock International MEL

team. The specialist will collaborate with the MEL team and the technical team to make sense of and use their data for decision-making.

- Implement Software and Security Updates: Data security is one of the primary concerns of the GIS/MIS Specialist. Not only does this involve protecting proprietary data, but also the data of the organization's customers or clients.
- Support Data Quality Assurance: using MIS to automatically clean and validate data (i.e. remove duplicate data entries) and support the MEL Manager to conduct internal data quality assessment.
- Collaborate with communications team to visualize important findings, develop charts and graphs for periodic and thematic reports.
- Enter data in Development Information Solution (DIS).

General Activities

- Build capacity of the project team in GIS/MIS.
- Collaborate with GIS/MIS staff from consortium partners and other implementing partners.
- Participate in USAID workshops, training, and other relevant networking events to improve skills and share project experiences.
- Participate in Winrock International's MEL Community of Practice.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education:

Bachelors level degree required, in data science, data analytics, IT, statistics, social science, GIS, engineering, economics or a related field, and/or specialized training/certification in GIS, MIS, or monitoring & evaluation for development projects.

Work experience:

- Minimum of seven years' experience managing and implementing complex MIS or other M&E systems for international development projects, preferably with USAID
- Have experience and working knowledge of ArcGIS Desktop software (i.e., ArcGIS Pro and/or ArcMap).
- Experience managing large M&E or research databases and conducting timely data analysis and developing reports. SQL database experience preferred.
- Experience managing data entry through Mobile Application, preferably ODK, Kobo toolbox, or Survey123.
- Familiarity with USAID MEL requirements strongly preferred.
- Familiarity with emerging trends in data analytics in climate change adaptation and mitigation, especially in the context of Mekong River Delta.

Knowledge and Skills:

- Critical Thinking Skills: GIS/MIS Specialists call upon their critical thinking skills when troubleshooting issues with software, hardware, networks and databases. They also use their critical thinking skills when formulating update schedules.

- **Systems Analysis Skills:** GIS/MIS Specialists use their systems analysis skills to understand how the parts of a given information system affect the functionality of the whole. This is necessary to create successful fixes for critical IT issues.
- **Complex Problem-Solving Skills:** Not every data analytics or IT-related problem is a routine fix. GIS/MIS Specialists call upon their complex problem-solving skills to work through issues by which they are stumped.
- **Communication Skills:** In order for MIS/GIS Specialists to be effective, they have to have good communication and collaboration skills.

5. SUPERVISOR

The GIS/MIS Specialist reports to the MEL Manager.

6. HOW TO APPLY

Interested candidates with the required qualifications and experience are invited to send a letter of interest and a full CV in English, with at least 02 mapping products to vietnamjobs@winrock.org with subject line of “Your full name – GIS/MIS Specialist” no later than 15 June 2024.

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are shortlisted will be contacted.

Winrock is an equal opportunity employer. We are committed to providing equal employment opportunities for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation.

Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion and equity across the entire organization.