



## CONSULTANT VACANCY

### TITLE: TECHNICAL CONSULTANT AND DEVELOPER (FREELANCE CONSULTANT) FOR “Enhancing Reporting Components in the Existing NCCT Returnee Database Management System (NRDMS)”

Cambodia ACTs is comprised of a network of 15 NGO’s all working in the counter human trafficking field. Together the network provides support from grassroots community projects through to national and cross border networking and capacity building. Whilst the individual NGOs provide a diverse range of services to Cambodian people, especially vulnerable children, girls and young women there is an opportunity to build capacity and support within the network and improve skills of members as well as increase efficiency in providing access to services needed, especially to children and women who may be at risk of, or have been subjected to unsafe migration, trafficking, exploitation and gender based violence.

Cambodia ACTs have signed MoU with National Committee for Counter Trafficking (NCCT) in order to contribute to fight against human trafficking in Cambodia. Base on there is a need to enhancing the reporting component in the existing NCCT Returnee Database Management System (NRDMS) which is a central database management system to record migrant returnees from neighboring countries to the migrant centers in Cambodia, Cambodia ACTs with funding support from Plan International Cambodia and in collaboration with NCCT need to recruit consultant/developer to “**Enhancing Reporting Components in the Existing NCCT Returnee Database Management System (NRDMS)**”.

#### Required Qualifications

The Technical requirement for consultant and developer are:

- Knowledge in MySQL Database
- Web-Base Front-end and Backend development
- Vanilla PHP or NodeSJ as backend or API
- Knowledge and experience of the Cambodian situation and other Asian countries will be an asset;
- Conversant with application of cross cutting themes like gender, governance and disability mainstreaming.
- Good spoken and written communication skills in English.
- Excellent analytical and report writing skills.
- Do not have any history of child abuse and **SAY NO TO CHILD ABUSE.**

Interested consultant/consultant teams are invited to submit their applications containing the following elements:

- Provide detail proposal/work plan, estimate cost and methodologies to be used with the reviewing within the below time frame and CV of the proposed consultant team or individual and the particular relevant expertise.

To Cambodia Against Child Trafficking Networks office at #K09, Street A10, Sangkat Ressey Keo, Khan Ressey Keo, Phnom Penh, Cambodia. E-mail: [sg@cambodiaacts.org](mailto:sg@cambodiaacts.org), no later than **5:00 PM on 28<sup>th</sup> November, 2021.**

For further information, please contact at H/P: +855 (0) 90263646 or Tel: +855 (0) 23 639 9396

**TERM OF REFERENCE (TOR)**  
**ON**  
**TECHNICAL CONSULTANT AND DEVELOPER (FREELANCE CONSULTANT) FOR**  
**“Enhancing Reporting Components in the Existing NCCT Returnee Database**  
**Management System (NRDMS)”**

Cambodia Against Child Trafficking (Cambodia ACTs) is a non-profit organization, established in July 2001 in Khao Yai, Thailand. Asia ACTs, and seven other representatives from Burma, Cambodia, Indonesia, Lao PDR, Philippines, Thailand and Vietnam met and agreed to fight the serious problem of child trafficking in Southeast Asia. Cambodia ACTs registered with the Ministry of Interior on the 20th of January, 2009.

Cambodia ACTs is comprised of a network of 15 NGO's all working in the counter human trafficking field. Together the network provides support from grassroots community projects through to national and cross border networking and capacity building. Whilst the individual NGOs provide a diverse range of services to Cambodian people, especially vulnerable children, girls and young women there is an opportunity to build capacity and support within the network and improve skills of members as well as increase efficiency in providing access to services needed, especially to children and women who may be at risk of, or have been subjected to unsafe migration, trafficking, exploitation and gender based violence.

## **I- BACKGROUND**

As a network fighting against human trafficking, especially child trafficking in Cambodia spanning 17 years, we have longevity, experience, knowledge as well as engagement in various types of programs and activities associated with the child rights, trafficking and migration sectors at national and regional level. Cambodia ACTs plays an important role in relation to monitoring and advocacy, cooperation and networking in respect to child rights, trafficking and migration sectors.

Cambodia ACTs have signed MoU with National Committee for Counter Trafficking (NCCT) in order to contribute to fight against human trafficking in Cambodia. Base on there is a need to enhancing the reporting component in the existing NCCT Returnee Database Management System (NRDMS) which is a central database management system to record migrant returnees from neighboring countries to the migrant centers in Cambodia, Cambodia ACTs with funding support from Plan International Cambodia and in collaboration with NCCT need to recruit consultant/developer to **“Enhancing Reporting Components in the Existing NCCT Returnee Database Management System (NRDMS)”**.

At the moment, NRDMS are currently use in 2 centers in Cambodia:

1. Poipet Returnee Center
2. Kamrieng Migrant Reception Centre

NRDMS is used to record following information:

1. Returnee personnel information (basic)
2. Information related to existing (Border checkpoint, Corridor...)
3. Information related to job in destination country
4. Information related to transit
5. Interview data from the specialist relation to human trafficking

NRDMS data is shared to relevant ministries, local authority, Developing Agencies and NGO partners to further follow up the returned migrant.

## II- OBJECTIVE:

The main objectives of this consultancy are:

- To develop backend and frontend to generate reports from existing databases (MySQL Server) based on Resident locations, Ages, Genders, Type Jobs and other data in the form of table and graphic that are easy to study the trends. By **“Enhancing Reporting Components in the Existing NCCT Returnee Database Management System (NRDMS)”**.

## IV- DELIVERABLES:

- Submission of Workplan;
- Submission of technical report with NCCT IT department
- Submission of the **“Enhancing Reporting Components in the Existing NCCT Returnee Database Management System (NRDMS)”**..
- Submit of using guideline
- The development will start from first week of December 2021 and finished last week of December 2021.

## IV- METHODOLOGY:

The assignment is required to conduct certain methods as below:

- **Kick-off meeting:** Discuss and verify the objective as well as direction for backend and frontend to generate reports from existing databases (MySQL Server) based on Resident locations, Ages, Genders, Type Jobs and other data in the form of table and graphic development process and clear tasks between consultant and steering committee
- **Conduct desk review:** review on the relevant and available sources from NCCT and related ministries such as national plan of actions, Strategic plan, existing system, laws policies, NCCT Annual reports, etc.
- **System Development:** discuss and collect information with NCCT and related ministries to understand general trends, their needs and identify development focus. Working closely with NCCT IT Department for getting their inputs.
- **Conduct orientation:** The consultant/developer need to conduct orientation **“Enhancing Reporting Components in the Existing NCCT Returnee Database Management System (NRDMS)”**. to NCCT Officials.

## V- SCOPE OF WORK:

The design and development of the backend and frontend to generate reports from existing databases (MySQL Server) based on Resident locations, Ages, Genders, Type Jobs and other data in the form of table and graphic must also take into account and abide by key principles of the Convention on the Rights of the Child, Cambodian legal and legislation framework, NCCT mandates, organizational development, role of NCCT in sustainable development context.

## VI- CONSULTANT QUALIFICATION:

The recruitment of one/group of credible independent person (local and/or international) consultant based on the minimum qualifications and experience are as follows:

- Knowledge in MySQL Database
- Web-Base Front-end and Backend development
- Vanilla PHP or NodeSJ as backend or API
- Knowledge and experience of the Cambodian situation and other Asian countries will be an asset;

- Conversant with application of cross cutting themes like gender, governance and disability mainstreaming.
- Good spoken and written communication skills in English.
- Excellent analytical and report writing skills.
- Do not have any history of child abuse and **SAY NO TO CHILD ABUSE.**

#### **VII- BUDGET:**

The fee for this consultancy will be estimated and proposed by applicant and the bidding will be conducted among the shortlisted applicants. Consultant is expected to utilize these funds to cover every aspect of the consultancy including: tax payment, necessary travel and accommodation expenses, consultancy fee, team member salaries, per-diems, etc. NCCT and Cambodia ACTs will not be responsible for any additional costs accrued by the consultant(s).

#### **VIII- ACCOUNTABILITY AND RESPONSIBILITIES**

The consultant will be accountable to the NCCT and Cambodia ACTs. The NCCT and Cambodia ACTs Management will ensure accessibility and participation by related staffs and stakeholders.

#### **HOW TO APPLY**

Interested candidates are invited to submit their CV/resume with Proposal including proposed methodology, work plan, timeframe and proposed budget. Also, provide names, addresses and telephone numbers of clients who may be contacted for references in connection with the proposed contract - together with an indication of the relevance of the work done for those clients to the subject matter of this term of reference. The submission is no later than 5:00 PM on **28<sup>th</sup> November, 2021.** **Women, LTBQI and people with disabilities are encouraged to apply.**

#### **All candidates should submit the document to:**

Cambodia Against Child Trafficking Networks  
#K09, Street A10, Sangkat Ressey Keo, Khan Ressey Keo, Phnom Penh, Cambodia.

H/P: +855 (0) 90 26 36 46

Tel: +855 (0) 23 639 9396

E-mail: [sg@cambodiaacts.org](mailto:sg@cambodiaacts.org)

**Subject line:** Technical Advisor (Freelance Consultant) Title: **“Enhancing Reporting Components in the Existing NCCT Returnee Database Management System (NRDMS)”**.