

Term of References

Consultant for M&E Database System Development

Airtable (M&E database)

1. Collaborate with the National M&E Manager and key managers to assess and identify the needs/requirements of WCS for robust M&E and data management systems.
2. Develop Airtable systems for WCS landscape programs/sites.
3. Add performance indicators to Airtable based on indicators designed for each individual landscape program.
4. Design dashboards to visualize indicators' performance data.
5. Develop fields to record the identity/profile of each individual participant and institution participating in project activities.
6. Develop data fields that capture relevant data required for measuring indicators based on indicator definitions. Data fields may vary from indicator to indicator.
7. Design additional data fields for activity records. This may include more items than data fields required for indicators.
8. Design tracking tables to document and monitor progress associated with CPA and CF establishment steps, the Indigenous Community Land Titling process, and others.
9. Build tracking templates to keep track of the outcomes of biodiversity surveys and monitoring; law enforcement-related activities; policy, law, and regulation development and amendment; and sub-grants. This may suggest developing different tabs/sections and contents for the purpose of this tracking.
10. Develop data algorithm that links one data field/record to another where necessary/relevant.
11. Develop functionalities that enable for reporting of indicators' result data based on activity records. This needs to be allowable for dis-aggregating data required for indicators and landscape programs.
12. Ensure functionalities are available in the Airtable system to communicate comments on activity records and result data added.
13. Make sure Airtable is well linked to ASANA, the activity management system.
14. Import existing M&E data to Airtable
15. Create a user guide that instructs people on how to use the system.
16. Provide training for key staff in Airtable.
17. Provide staff involved with access to Airtable.

ASANA (Activity Management Database)

1. Collaborate with the National M&E Manager and key managers to assess and identify the needs/requirements of WCS for a robust activity management system.
2. Add landscape programs' work plans to ASANA.
3. Design data fields for activity records based on discussions with the National M&E Manager and Landscape program teams.

4. Make sure ASANA is well linked to Airtable, the M&E system, to communicate activity records to the later.
5. Create a user manual that explains how to utilize ASANA.
6. Provide training for key staff in ASANA.

Desired Qualifications

- Experience of developing and providing capacity building regarding Airtable and ASANA.
- Experience of project management and M&E
- Collaborative and responsive
- Willing to work with flexibility