TERMS OF REFERENCE (ToR)

A. PROJECT DESCRIPTION

Participatory budgeting is a process in the funds allocation of the public budget which directly involves citizens on its priorities and spending. It empowers citizens by encouraging them to identify, discuss and prioritize government projects, thus engaging them in decision-making and implementation of policies and programs. It also helps increase transparency and accountability in government, thus leading to equitable public spending leading to more economic and efficient delivery of public service and welfare.

 i-budget.mo (IBM) is a participatory budgeting initiative involving the use of information and communication technologies (ICTs). It focuses on constructive engagement and citizen monitoring of the discretionary funds of the local government budget by creating an online platform for community feedback and government response.

The project is spearheaded by the Affiliated Network for Social Accountability in East Asia and the Pacific (ANSA−EAP Foundation, Inc). It is funded by the Southeast Asian Technology and Transparency Initiative (SEATTI), which is a collaboration between Hivos and the Omidyar Network.

This pilot project's main goal is to help ensure that local public spending is responsive to community needs by widening the ambit of citizen participation in local planning and budgeting. This will be done through an alternative platform for citizens to influence the use of local discretionary funds with the use of both the Internet and mobile technology.

B. QUALIFICATIONS

The Information and Communications Technology Consultant (ICT Officer) provides technical support to the IBM Project in terms of website creation, development and assessment, and feedback management. The ICT OFFICER is directly accountable to the IBM PROJECT MANAGER.

The ICT OFFICER is expected to perform the following tasks:

    A. Provide working knowledge of the use of ICTs for the IBM Project Team;
    B. Work closely with the IBM IT Liaison Officer in creating the website;
    C. Coordinate with the IBM Team for ongoing feedback on the development of the website;

D. Supervise graphic design and web development to ensure compliance with the needs of the IBM project;
E. Continuous monitoring and update of the website;
F. Conduct training on user administration of the website; and
G. Perform other tasks/functions (that would be assigned/delegated by the IBM Project Manager and/or his delegated representative) related to the program's overall goals, target results, and agreed work plans.

C. OUTPUTS/DELIVERABLES

A. Graphic and Lay-out Proposal (Static version of the IBM website);
B. Beta Release for Testing and Bug Fixing;
C. Final i-budget.mo Website;
D. Training on User Administration of the IBM website; and
E. Other reports, as required.

Deadline of accepting applications: 09 May 2014 (Friday)
E-mail applications (COVER LETTER + RÉSUMÉ) to: hrdo@ansa-eap.net