

**Sahmakum Teang Tnaut Organisation (STT)
Consultant to Develop the Community Database
Terms of Reference (TOR)**

1. Introduction and Background

Sahmakum Teang Tnaut (STT) is Cambodian urban land and housing right NGO, located in Phnom Penh. STT was founded in 2005 and officially registered in 2006 as a local NGO supporting urban poor communities. “Teang Tnaut” means “Palm Leaves” and palm leaves are used by poor communities, to build roofs, and walls for their houses. This simplistic name was chosen to forever remind STT that its work serves the poorest members of society. STT started as a small NGO that focused on technical upgrades in poor communities but over the past decade, many communities have been affected by development, land transfers, and evictions. As a result, STT has since grown to produce community maps, research and advocacy in order to achieve its goal of helping poor communities realize their rights to land and housing. STT’s efforts in Phnom Penh alone have reached 270,000 people. STT and its partners have helped communities express their concerns to national and international media, donors, as well as national and international NGOs.

STT is looking to hire an external consultant to develop a community database in order to present data from the urban/rural communities, in an engaging manner and to provide easy access and downloadable content for internal.

2. Objective

The purpose of this consultancy is:

- to develop a functional and accessible database (Excel)
- to develop a database manual which consists of guidelines including key troubleshooting approaches, catered to both technical and non-technical persons,
- To provide training to technical staff so that they are able to update and maintain the database on their own.

3. Scope of Work

The consultant will be responsible for:

- Data Management Assessment: Identify database requirements, design database structure, and create structured data entry sheets.
- Data Analysis and Reporting: Develop summary dashboards, reports, pivot tables, and charts for analysis.
- Data Security and Usability: Set up basic security, conduct testing, revise the system, and provide user training and technical support.

4. Expected Results and Deliverables

No	Deliverable	Output
1	Build Database	Create a central database. Create data entry modules accessible only by STT staff. Create reporting and analysis modules. This will include graphs, other graphical analysis assets which can be summaries.
2	Develop a database guideline	Draft a guideline that identifies the technical methodology and system used to design the database, data input methods and tools, analytical formulas, visual display of data and any other requirement identified. The document also serves as a guideline for administrators and users.
3	Training	Provide STT staff with training on the database's functionality, including a demonstration. Ensure the system is easy to assess and data entry. is straightforward.

5. Methods and Activities

- Develop databases through Excel spreadsheet with online access.
- Prepare data and information following the template provided by STT.
- Produce progress reports with verbal presentation of as appropriate
- Receive comments from STT's Technical staff
- Prepare a final report on undertaken and presentation to relevant staff and stakeholders.
- Provide training to STT's technical staff on the whole process of community database building, maintenance and updates.

6. Support Team from STT

The consultant will work closely with the Meal Officer, ICT and Media Project team, Program Manager, Admin and Human Resources Manager, and relevant project managers and staff to facilitate this consultancy.

7. Duration and Place of Work

This consultancy will commence as soon as possible, and the duration of the contract will be three months of service from the start date. Specific duration will be stated in the service agreement once the consultancy is offered.

8. Consultancy Fee

This consultancy fee will be paid is a competitive rate.

9. Required qualifications of the Consultant

STT is looking for consultant with the following qualifications:

- Minimum master's degree data science or a relevant field.
- Five years' experience in providing organizational consultancy services on the topics mentioned by STT above.
- Have experience in developing Excel database dashboards.
- Good communication skills.
- Khmer language is an advantage

10. How to Apply

Interested candidates should send their application and CV highlighting relevant experience and a technical proposal, including budget to STT's Administration and Human Resources through email recruitment@teangtnaut.org

Closing date: May 10th, 2026 before 5:00 PM