

**Terms of Reference (ToR)**  
**GIS Specialist for the Natural Resource Working Group (NRWG)**  
**Closing Date for Applications: 31 May 2025**

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## **1. Background Information**

The Natural Resource Working Group (NRWG), in collaboration with NGO/IGO partners and the Ministry of Environment, Forestry, and Tourism (MEFT), has developed CONINFO (Conservancy Information System) - a comprehensive GIS and data management system supporting Namibia's Community-Based Natural Resource Management (CBNRM) programme.

### **CONINFO comprises:**

- A structured GIS database and document library
- Automated reporting tools integrating spatial and non-spatial data
- A user interface for data access and analysis.

### **In recent years, multiple dynamics have evolved, necessitating that:**

1. The information system should be enhanced to encompass additional Community-Based Natural Resource Management (CBNRM) data. This includes information about enterprises, tourism, innovation, and technological advancements in the institutional development aspects of the programme.
2. The information system should be expanded spatially to include trans-frontier data, in and around the Zambezi region, in particular KAZA and other trans-frontier conservation areas (TFCAs).
3. The information system should also be expanded to be able to report on larger areas within Namibia – e.g. landscapes and conservation complexes; and
4. The information system uses newer technologies that have emerged in recent years, e.g. using Google Earth, Maps, tablet computers, etc.

### ***In addition to these newer demands, the programme continues to require:***

- i. Ongoing updating of data sets.

- ii. Ongoing provision of an analysis service and
- iii. Ongoing provision of a mapping service
- iv. Ongoing provision of spatial data

## **2. Purpose**

To sustain the GIS CONINFO database as the most advanced information system supporting the CBNRM program and related conservation initiatives in the area and beyond, it is also necessary to mention that this endeavour calls for additional qualified and committed resources.

### ***2.1. The critical needs for a GIS expert are to:***

Maintain and improve the GIS analysis and mapping side of CONINFO so that it better serves all sectors of the CBNRM programme (specifically the Business, livelihoods and enterprises, Institutional Development and Natural resource aspects of the programme).

Expand CONINFO to include appropriate trans frontier data with a focus on the TFCAs; and Using existing databases to allow better analysis and planning for emerging conservation complexes.

## **3. Scope of Work**

The goal of this TOR is to guide the maintenance and modernisation of the GIS aspects of the CONINFO system for the CBNRM programme, as well as expand its footprint to include trans-frontier data in the TFCA's.

### ***The key responsibilities of the incumbent will include:***

- To take over the management and continual updating of the CONINFO GIS to all its current users in the CBNRM Stakeholders and NACSO partners, as well as the Ministry of Environment, Forestry and Tourism.

- To explore and develop improved access to CONINFO GIS information through various means, recognising that most users have low technical skills, limited equipment and poor access to high-speed internet connections.
- To develop best practices for online mapping, for example, using platforms such as Google Earth, Dashboards, and Story Maps.
- To provide a service to produce publication-quality map outputs as periodically requested by NACSO partners, whilst at the same time training users to be able to generate their maps using platforms such as Google Earth and QGIS.
- To identify and provide appropriate in-service GIS-type training and arrange GIS training events for focused user groups as required.
- To acquire and incorporate GIS Data for the TFCAs area, using, wherever possible, innovative data sharing arrangements.
- To represent the NACSO's GIS interests where appropriate for both in Namibia and beyond.
- Provide innovative leadership so that the CONINFO GIS is a cutting-edge service to the CBNRM and Conservation programme in Namibia and TFCAS.
- To actively participate in NACSO activities.
- To work closely with the CBNRM Data Steering Committee and the CONINFO Database Manager.
- To support WWF in Namibia in general that might be from time to time, require work outside of these specific objectives.
- To train and mentor interns where appropriate, on GIS and Remote Sensing technology.
- To devolve user friendly map skills to programme users.
- To provide spatial data analysis support to climate posters production.

#### **4. Key Qualifications and Competencies**

##### **A. Education:**

- Master's degree in environmental or Natural Resources management, Geomatics and or Spatial Sciences or a related field (master's degree in Natural Resources Management preferred).

## **B. Experience:**

- Minimum of 8-10 years of practical experience in GIS and Remote Sensing in the environmental sector.
- Certification and experience in project management will be an added advantage.
- Proven large datasets management especially spatial data analysis and visualisation.
- Strong understanding of database management, conservation principles, and natural resource management in environmental civil society.

## **5. Amendments**

This ToR may be revised as necessary, based on the evolving needs of the CBNRM program or the working group's performance and the funding.

## **6. Reporting**

The incumbent will be accountable to the NRWG Coordinator and the NACSO Secretariat and will be responsible for preparing and submitting monthly timesheets.

## **7. Application Process**

**Submit the following to [applications@nacso.org.na](mailto:applications@nacso.org.na) by 31 May 2025**

- Cover letter highlighting relevant experience
- CV (maximum 3 pages) and qualifications

***Note: Incomplete applications will not be considered.***