



# NATIONAL GIS AND DATA GOVERNANCE EXPERT

## *GIS VOLUNTEER COMMITTEE SCOPE OF WORK*

May 2022

MASAR implementing partners



In collaboration with



UNIVERSITY OF  
**BALAMAND**

## **1 THE ROLE OF THE GIS VOLUNTEERS COMMITTEE**

The GIS Volunteers are preferred to be formed from the trainees who participated in the GIS capacity building and received a certificate of accomplishment. However, any individual from the UoM who has the necessary GIS technical background can be part of the GIS volunteers committee. These volunteers constitute the human resource pool that will help in the operation of the GIS unit and contributes to its long-term sustainability and growth. They will form a succession pool if the GIS Coordinator or technician resigned. The GIS volunteers will allocate time, share experience, and engage in various projects free of charge under the direct supervision of the GIS coordinator or GIS Technician.

## **2 SCOPE OF WORK**

The GIS volunteers' duties within the GIS unit are:

- Work on any GIS project within the AOI priority areas with the GIS Coordinator/ Technician and any consultant.
- Contribute to the management of Data collection
- Perform Data validation and Quality Assurance/ Quality Control (QA/QC)
- Convert Map/ data to GIS including digitizing
- Be responsible for data entry
- Assist in any GIS work as deemed necessary by the GIS coordinator

## **3 SELECTION CRITERIA**

A TOR will be developed to specify the selection criteria of the GIS Volunteers Committee. However, the general guidelines for the selection criteria are:

- Have a high university degree in any field related to GIS.
- Have GIS knowledge and expertise
- Have no political affiliation

- Have the willingness to allocate time, and expertise free of charge, whenever needed so mainly having the drive and motivation to commit to volunteer work and be able to work in the GIS Unit.
- Have at least one member per municipality and a maximum of two individuals per municipality

## **4 APPOINTMENT PROCESS**

The appointment process is:

- Issue a ToR and an announcement for the GIS Volunteers Committee
- Conduct a screening process under the supervision of the GIS Coordinator and Technician, the NGO, the Head of the Union, and the Mayors.
- Select one or two individuals per municipality.

## **5 COMMUNICATION**

The GIS Volunteers Committee needs to communicate with the GIS Technician and the GIS Coordinator only to perform specific GIS tasks within the GIS unit respecting the data privacy and data confidentiality policies.

## **6 ACCOUNTABILITIES**

Volunteers are held accountable to respect internal policies, security, and privacy as follow:

- Respect internal policies that include conduct, attendance and punctuality, privacy, and data security
- Sign liability form