

# Terms of Reference

## FOR INSTITUTION /CONSULTANCY COMPANY

### FOR DEVELOPMENT OF INFORMATION TRACKING SYSTEM



<b>Project Title:</b>	<b><i>Poverty-Environment Initiative (PEI), Component 2</i></b> UNDP Project (Project number: 00059114)
<b>Job Title:</b>	Development of Information Tracking System
<b>Duty Station:</b>	Vientiane, Lao PDR
<b>Duration of Appointment:</b>	between February 2012 and January 2013 (see timeframe in chapter 4)
<b>Expected Start Date:</b>	February 2012

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#### 1. Background

The joint United Nations Environment Program (UNEP) and the United Nations Development Program (UNDP) Poverty Environment Initiative (PEI) in Lao PDR aims to contribute to poverty reduction and improved well-being of poor and vulnerable groups by integrating pro-poor environmental concerns and opportunities into national development and investment management processes.

Lao PDR is currently faced with many environmental challenges including deforestation, biodiversity loss, depleting fish stocks, and inappropriate use and discharge of chemicals. Many of these challenges are being exacerbated by the recent rapid influx of Foreign Direct Investments (FDI) into the country. FDI has been an important source for accelerating economic growth government revenues and force for accelerating economic growth. Over USD 12.6 billion of FDI has been approved between 2006 and 2010, of which over 65% are in the natural resource sectors of agriculture, mining hydropower and forestry. The ambitious growth targets set by the 7<sup>th</sup> National Socio-economic Development Plan means that there will continue to be increasing demand for Lao PDR's abundant natural resources. The demand is further accelerating the pace of exploitation of these resources and increasing pressure on the environment and the natural resource base upon which many rural people rely for their livelihoods.

PEI supports the Investment Promotion Department (IPD) of the Ministry of Planning and Investment (MPI) with institutional capacity building and development of practical tools for the planning and management of investments for poverty reduction and sustainable environmental management. Some of the key activities include: development of investment strategies at the central and provincial level for quality investments, support to investment monitoring activities at the provincial level, development of an investment database, and building capacity and methodologies for assessing investment impacts. PEI currently supports operationalizing the newly inaugurated One-Stop Service within IPD, which is designed to attract more foreign investors to Lao PDR by increasing efficiency and transparency in the investment approval procedures. Investors can submit concession applications to the IPD One-Stop Service.

Specifically, PEI will support development of an information tracking system to monitor the progress of investment applications through the appraisal and approval process, based on the Decree on Investment Promotion 2011. This tracking system is expected to improve transparency and effectiveness in the investment approval process, and thereby improving the investment climate in Lao PDR for quality investments. The PEI-IPD project wishes to recruit a qualified Consultant to develop the Investment Information Tracking System for the One-Stop Service of IPD.

## 2. Tasks and Outputs

**Key tasks** for the Consultants include the following:

- Hold discussions with the One-Stop Service office, Project Screening Division, and Legal Division of IPD to identify the procedures of evaluation and approval of investment applications based on the Investment Promotion Law 2009 and Implementation Decree for Investment Promotion Law 2011, and to identify their needs/requirements. These discussions will form the basis for design of the information tracking system. The consultation sessions need to be organized by the consultancy company and need to be part of the financial and technical offer.
- Present draft design of recommended tracking system to One-Stop Service committee and IPD to reach agreement on system design and functions through several consultation meetings.
- Identify the hardware and software requirements for the information tracking system to be compatible with existing hard- and software of the government, which includes and not limited to server hardware, software and necessary licenses for the implementation and operating of the system. Install hard and software. The purchase of the server hardware and software licenses for the implementation of the system in the One-Stop-Service office will be done through UNDP.
- Incorporate the following functions (at minimum) within the information tracking system: 1) links One-Stop Service personnel and relevant IPD divisions (Investment Promotion Division, Project Screening Division, Legal Division and Summarization and monitoring Division), DG & DDG of IPD, the secretary office of the Minister of MPI, Minister & Vice Minister of MPI) via a server; 2) provides different authorization levels of users; 3) red flags to indicate various approaching deadlines to enable better compliance management; 4) includes a link to the current investment and monitoring database within IPD; 5) generate specific summary and trend reports on the investment appraisal and approval process for both IPD's reporting needs and that can contribute to the World Bank's and other international organizations' investment climate assessments for Lao PDR.
- Provide at least three training sessions (2 full days each) to the One-Stop Service and IPD staff in Vientiane on use of the information tracking system. The training sessions have to be organized by the consultancy company and need to be part of the financial and technical offer.  
Develop a user's manual for the system in Lao language?
- Make adjustments to the developed system after an initial test phase by One-Stop Service (4 weeks), carry out a survey to obtain experiences/lessons and adjust/refine the system as required.
- Provide follow up service on solving system "bugs" or problems maintenance, and carry out other tasks as necessary to ensure quality control and ease of use for the clients (up to month 6 of operation).

- Set up the server and follow up hardware service
- Set up multi-level password system for sign in within IPD for viewing, editing and /or updating information
- Initiate study of the possibility for networking with key concerned line agencies (e.g MOIC, MOF, MOEM, MOA, MNRE) in the near future

**Expected outputs** of this consultancy are:

- A fully functional and operating investment information tracking system implemented at the One-Stop Service of IPD, linked to the IPD investment database.
- Trained key IPD staff.
- A user’s manual for operating the investment information tracking system was produced.
- Follow up service (up to month 6 of the system operations).

### **3. Qualifications and Experience**

- Recognized qualifications in Information Technology, and particularly in development of information tracking, networking and database systems
- Proven expertise in developing network architecture and database systems
- At least five years experience with developing and managing IT systems and software for organization networks and database
- Knowledge of the Lao investment management process is an advantage
- Experience working with international development/ environmental organizations is an advantage
- Fluency in Lao required, with reasonable English writing and speaking skills

### **4. Timeframe for key output delivery**

Timeframes for key output delivery:

1. Consultations with IPD and presentation/agreement on recommended design of the tracking system and work plan for its development, and identification of required hard/software  
**2 weeks**
2. Develop first draft of tracking system, present back to IPD and carry out requested adjustments to the system.  
**4 weeks**
3. Set up hard/software systems, develop the tracking system manual, deliver of 3 training sessions and final adjustments after a 4 weeks test phase by the One-Stop Shop service  
**3 months**
4. Provide follow up service on solving system “bugs” or problem maintenance  
**Up to 6 months of operation of the system**

## **5. Use of property rights, Reporting, Supervision and Performance Evaluation**

The consultant agreed that all records, reports, studies, information, and technical documents shall be kept confidential and the release of any information regarding this matter can only be done with the written permission of UNDP and MPI.

The Consultant will report to the PEI-IPD National Project Manager and will work closely with the IPD One Stop Service and PEI project team. Day to day reporting will be to the PEI Assistant Project Manager. The Consultant will be required to provide written progress reports on a bi-monthly basis. Payment schedule will be on an agreed output-basis.