# TERMS OF REFERENCE
## NATIONAL CONSULTANT

<table>
<thead>
<tr>
<th>ASSIGNMENT TITLE:</th>
<th>National Consultant to Develop Investment Compliance Database Concept, Support the Recruitment of the Consultant Firm and Monitor the Database Development.</th>
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<tbody>
<tr>
<td>PROJECT NAME:</td>
<td>Poverty Environment Action for Sustainable Development Goals (PEA)</td>
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<tr>
<td>TYPE OF CONTRACT:</td>
<td>Individual Contract (Local)</td>
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<tr>
<td>CONTRACT PERIOD:</td>
<td>60 working days within 6 months (July – December 2020)</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>PEAs project office</td>
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<tr>
<td>STARTING DATE:</td>
<td>July 2020</td>
</tr>
<tr>
<td>COUNTRY</td>
<td>LAO PDR</td>
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## A. BACKGROUND AND CONTEXT

The Lao PDR Poverty-Environment Initiative (PEI) has been designed to support the central, provincial and district authorities in the effective promotion, regulation and enforcement of foreign, domestic and public investments. Main target areas include governance of natural resources (SDG 15), poverty reduction (SDG 1), enhancing development of human capital (SDG 8), minimizing impact on the environment (SDG 15), adapting to climate change (SDG13), promoting clean energy investment (SDG7), supporting a diversified economy and providing a fair distribution of benefits to the population (SDG 5), and promoting partnership through knowledge exchange (SDG17).

Initiated in 2009, the PEI programme has transformed into what the government now calls the “PEI approach” that addresses poverty reduction and environmental protection by supporting the Government’s national socio-economic planning and strategy formulation processes. The programme also focused on building investment regulatory tools and the knowledge to assess, measure and enforce financial, social and environmental obligations of developers. Another aspect includes strengthening Lao PDR’s National Assembly’s ability to deliver their constitutional oversight role on investment quality.

The Improving Quality Investment for Achieving Sustainable Development Goals in Lao PDR (September 2018 – August 2022) will build on the package of tools already established by the PEI Programme while further expanding the PEI’s Approach and tools to other important institutions that play a role in investment regulatory compliance. The objective of the project is to strengthen coordination of government’s regulatory capacity to coordinate and promote higher quality investment, improvement the ease-of-doing business, transparency, accountability, and effectiveness of investment management for achieving the sustainable development goals in Lao PDR.

PEA is looking for a qualified national consultant with database expertise to develop the investment compliance
database concept for project as the powerful tool to monitor concession granted in the country as well as support the recruitment of the consultancy firm to develop the database system and install in IPD server.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

National Consultant will responsible for developing investment compliance database concept, support the recruitment of the consultancy firm to develop investment database, periodically monitoring the development of the database and final check the database function to ensure the smooth and quality of the database.

Under the overall supervision of the National Project Director, UNDP Project Analyst, the local consultant will perform the following tasks:
- Conducts review of relevant documents, existing database. Conducts series of consultations to discuss and assess the need of PEA’s project to design and map out the concept of the compliance database with IPD team and other relevant sectors. This includes the review of foreign investment database of the country that cooperate with IPD such as Vietnam to study the possibility of replication or using their database program;
- Develop and map out the scope and concept note of the database, conducts consultation on the database concept with IPD team and relevant stakeholders;
- Develop the TOR base on the concept of the database for recruiting IT consultancy firm to development the database and participate the recruitment process in according with UNDP’s procurement procedure and rules;
- Brief the concept of the database to the consultant firm and other project implementing partners if needed;
- Check existing IT equipment including hardware, software and server set at IPD and recommend other required equipment or software for running database;
- Occasionally monitor the develop of database and final database to ensure the quality of database output base on the speciation listed in the concept of the database;

The consultant is expected to deliver the followings products in Lao and English.
- The concept note of investment compliance database with all detail required database attributes, designed components and lay-out structure, etc.;
- The TOR for recruiting consultancy firm to develop investment compliance database;
- Evaluation of consultancy firm recruitment;
- The report on final check up of the handed database after testing and fine-tunes.

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

1. Advanced University degree in Major Information System Database Design, Database Management, Computer Science, IT and other relevant fields.
2. At least 5 years of database design programming or relevant and progressive experience and knowledge, including database management, knowledge on software, hardware and any IT systems that necessary to support the database operation.
3. Proven understanding and experience in working with government agencies; and having knowledge on private investment approval process and management is an asset.
4. Familiar with Object Oriented programming techniques and methodologies;
5. Proven ability to effectively communicate with internal and external management and work collaboratively with interdepartmental teams to achieve desired results
6. Excellent written and verbal communication skills
7. Strong analytical and problem solving skills

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to the National Project Director as necessary against the deliverable progress for administrative purpose.
- The consultant is also required to comply with the UN security directives set forth under http://dss.un.org
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION

- The consultant will be home-based, and partially work at PEAs office for data collections and consultations, some meetings with other relevant departments with the potential future database linkages might be needed. He/she will closely work with assigned government officers at IPD and PEA team to define the scope and concept of the database. The consultant will work closely with the consultation firm to guide and monitor the development of the database from time to time.
- In case of travelling to other provinces related to this assignment, the project will support the consultant separately according to NIM SOP rules and regulations.

F. TIMEFRAME

The consultancy will be carried out for 90 working days between July to December 2020.

G. PAYMENT SCHEDULE

Interested persons are requested to submit their financial proposals quoting their daily fees noting the following conditions:
a) Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the supervisor

<table>
<thead>
<tr>
<th>Deliverable No.</th>
<th>Description of Deliverables/payment</th>
<th>Timeline</th>
<th>Indicative number of days inputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1st draft of the concept note of investment compliance database. (30% of total consultancy payment)</td>
<td>31 July 2020</td>
<td>22 working days</td>
</tr>
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</table>
| 2               | i) The final concept note of investment compliance database with all detail required database attributes, designed components and lay-out structure, etc.;
|                 | ii) The TOR for recruiting consultancy firm to develop investment compliance database; | 29 September 2020 | 23 working days                 |
iii) Evaluation of consultancy firm recruitment; (40% of total consultancy payment)  

| 3 | i) Check-up of the 1st version of the investment compliance database, and provide recommendations for further adjustment;  
|   | ii) Check-up final report on final version of the investment compliance database after testing and fine-tunes. (30% of total consultancy payment) | 12 December 2020 | 15 working days |

H. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

1) Brief description/ cover letter of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the ‘Resume and Motivation’ section of the electronic application
2) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP
3) P11 Form indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
4) Technical and Financial Proposal that indicates the daily fees as per the template provided by UNDP

I. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

**Combined Scoring Method:**
- Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

**Technical Evaluation of Proposals:**
- All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

<table>
<thead>
<tr>
<th>Technical Evaluation</th>
<th>Points (70)</th>
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<tbody>
<tr>
<td>1 Education / background</td>
<td>5</td>
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<tr>
<td>• Advanced University degree in Database Design, Database Management, Computer Science, IT and other relevant fields.</td>
<td></td>
</tr>
<tr>
<td>2 Experience and competencies of the candidate</td>
<td></td>
</tr>
<tr>
<td>• At least 5 years of database design programming or relevant and progressive experience and knowledge, including database management, knowledge on software, hardware and any IT systems that necessary to support the database operation.</td>
<td>15</td>
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<tr>
<td>• Proven understanding and experience in working with government agencies; and having knowledge on private investment approval process and management is an</td>
<td>10</td>
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</tbody>
</table>
**Financial Evaluation of Proposals:**
- The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. \(30 \text{ Points} \times \frac{\text{USD lowest}}{\text{USD other}} = \text{points for other proposer’s fees}\) The contract shall be awarded to the applicant who receives the highest cumulative score.

**J. APPROVAL**

This TOR is approved by:

MR. OUTAKEO KEODOUANGSINH
National Project Director

JUSTIN SHONE
Team Leader, Natural Resources Management, Climate Change and Disaster Risk Management

Signature:_________________ Signature:_________________

Date: ___________________ Date: ___________________