### [Full proposal package] Project proposal

**(1) Summary page**

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| **C:\Users\Administrator\Desktop\New_MKCF LOGO.png** | |
| **Project Classification (check all that applies)** | |
| □ Infrastructure  ☑ Information Communication Technology (ICT)  □ Green Growth  □ Water Resource Development  □ Agriculture and Rural Development  □ Human Resource Development | |
| **Project Title** | |
| - Development of Regional Cooperation Project Monitoring Data Center | |
| **Brief Description of the Project** | |
| The Ministry of Planning and Investment (MPI), specifically the Department of International Cooperation (DIC), has the task to report all ODA activities for Lao PDR. To monitor performance ODA, the Information Technology System will play a crucial role to effectively monitor and evaluate regional cooperation projects implementing among member countries, where lesson learnt can be shared and exchanged through a common platform of database. The Regional Cooperation Project Monitoring Data Center will be developed by extending the existing ODA database management system (ODA-MIS.gov.la) launched in 2018, and this new proposed data center will provide a common platform for monitoring the regional cooperation project, including Projects that supported by Mekong-ROK cooperation and others.  This project consists of rapid assessment of database development needs as well as existing system capability, design and development of database, training for users with website and dashboard development. There will be series of workshop and training that will make member countries understand more about operation and maintenance.  This project will help country members to effectively monitor and evaluate regional cooperation projects, with the record and report of project contribution to economic development both in Lao PDR and in the region. There will be more awareness to public on Mekong KOR Cooperation.  Through series of training, capacity of member staff within six countries will be strengthened, particularly on M&E, which will make future project cooperation sustainable. | |
| **Country / Region** | |
| * Lao PDR | |
| **Estimated Budget** | |
| **669,493** USD | |
| **Proponent** | |
| Name | Dr. Arounyadeth Rasphone |
| Address | Department of International Cooperation, Ministry of Planning and Investment, Souphanouvong Avenue, Vientiane Capital, Lao PDR |
| **Date of Submission** | 02/07/2019 |

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| **C:\Users\Administrator\Desktop\New_MKCF LOGO.png** |  | | Mekong-ROK Cooperation Fund (MKCF)  Project Proposal | | | | | | |
|  | **Brief Project Information** | | | | | | | | |
| 1.1. Project Title |  | | | | Development of Regional Cooperation Project Monitoring Data Center | | | | |
| 1.2. Country (ies) / Region |  | | | | Lao PDR | | | | |
| 1.3. Date of Submission |  | | | | 02/07/2019 | | | | |
|  | 1.4. Proponent Contact Details | | | | | | | | |
| Contact person, position  Organization  Email address  Telephone number  Mailing address |  | | | | Dr. Arounyadeth Rasphone  Department of International Cooperation, Ministry of Planning and Investment  [arounyadeth@gmail.com](mailto:arounyadeth@gmail.com)  +8562097897447  Department of International Cooperation, Ministry of Planning and Investment, Souphanouvong Avenue, Vientiane Capital, Lao PDR | | | | |
|  | 1.5. Project Area (check all that applies) | | | | | | | | |
|  | □ Infrastructure  ☑ Information Communication Technology (ICT)  □ Green Growth  □ Water Resource Development  □ Agriculture and Rural Development  □ Human Resource Development | | | | | | | | |
|  | **Project Milestone** | | | | | | | | |
| Estimated implementation start date  Estimated implementation end date  Project lifespan | | | |  | | | 01/10/2019  31/03/2022  30 months | | | |
|  | **Description of Financial Elements** | | | | | | | | |
| *Estimated cost* | **669,493 USD** | | | | | | | | |
|  | **Background / Justification** | | | | | | | | |
|  | The Ministry of Planning and Investment (MPI), specifically the Department of International Cooperation (DIC), has the task to report all ODA activities for Lao PDR. With the financial support from UNDP and the technical inputs from Development Gateway, Inc. (DG), DG’s Aid Management Platform (AMP) software was implemented at MPI DIC and officially launched at the Round Table meeting (RTM) in November 2013, aiming at increasing aid transparency and facilitating coordination. The AMP software centralized Official Development Aid data into a single dynamic database and provided an online portal for public access.  However, the AMP was not linked with other government’s existing database systems and did not collect information about **performance** (*e.g*. output, location or quality) or **process** (*e.g*. the variance from planned progress through approvals and safeguard processes) that is needed by MPI to support Lao Government decision-making. To ensure effective management, monitoring, and assessment of ODA, there has been a dire need for a monitoring system that centralizes collection, analysis and reporting of ODA monitoring information about **disbursement**, **performance** and **process**. The system should, in addition, be linked to relevant databases of other Government institutions and development partners. Knowing where ODA is being used, how it is being used and who is using it helps the Laos Government manage investment to deliver NSEDP targets and development in Laos. The Ministry of Planning and Investment has, therefore, developed a homegrown ODA Monitoring information System (ODA-MIS.gov.la), under the support of Australian and Luxembourg governments. The system was fully lunched in 2018 which more than 400 projects of bilateral and multilateral ODA to be captured through series of training and data entries.  However, it is noticeable that external supports for Lao PDR are not entirely through bilateral or multilateral mechanism, regional cooperation is also another mainstream of cooperation for development. The information of regional cooperation at present has not been captured systematically, which makes monitoring and evaluation of their impacts difficult. It is also noted that the regional cooperation projects have no specific plan for disbursement and supplies for each country, which adds difficulty to monitoring and evaluation. For example, the Greater Mekong Subregion (GMS) Regional Investment Framework (RIF), which is now comprising of 247 projects requiring $80.9 billion in financing (147 investment projects requiring $80.5 billion and 100 Technical Assistant Projects requiring $350 million), has not been monitored through any common platform where member countries can monitor and evaluate the impact of investment. Among the mentioned RIF projects, 150 projects with $27.2 billion required financing (72 investment projects requiring $26.9 billion and 82 Technical Assistant Projects requiring $289 million) are related to Laos. So far, 15 of projects have been implemented in Laos with a total value of $ 456 million (Loan: $ 212 million, Grant: $ 244 million). In addition, the projects granted for investment and intervention for social and economic development within Mekong member countries have not been recorded and published for public awareness of its impact, despite the funding has been established since 2013 with the support from many development partners.  Therefore, we would like to propose a project to enhance the currently developed ODA database system, namely the ODA-MIS, to be able to cover all types regional cooperation, including the investment and cooperation under Mekong KOR Cooperation Fund, Lancang-Mekong Cooperation or Greater Mekong Sub-Region Cooperation, Regional Cooperation Projects, Triangular-South South Cooperation Project and so on. In other word, the Development of Regional Cooperation Project Monitoring Data Center will the current system into the main center to comprise and collect information and data of all projects implementing in Lao PDR, which include grant, Loan, Technical Assistance and public investment projects under bilateral, multilateral and regional cooperation. The center can provide a tool to track the progress toward socio-economic development targets and the government vision 2030.  In addition, the proposed project also aims to scale up the Development of Regional Cooperation Project Monitoring Data Center to be a regional platform to effectively monitor and evaluate regional cooperation projects implementing among member countries, where lesson learnt can be shared and exchanged. Through series of training, capacity of member staff within six countries will be strengthen, particularly on M&E, which will make future project cooperation sustainable. Thus, it is strongly believed that this project will be of great benefit not only for Lao PDR but also all other five-member countries. | | | | | | | | |
|  | **Problems (to be addressed)** | | | | | | | | |
|  | 1.Effective monitoring of ODA project implementation in Lao PDR  2.Oversight the implementation of Mekong KOR Cooperation Fund’s projects together with other regional cooperation projects  3. Record and Report regional project contribution to economic development of Lao PDR  4. Create awareness of Mekong KOR Cooperation Fund with member countries  5. To synergize and synchronize regional project cooperation to enhance effectiveness of project | | | | | | | | |
|  | **Project Objective** | | | | | | | | |
|  | To effectively monitor and evaluate regional cooperation project implementation among member countries, where lesson learnt can be shared and exchanged through a common platform of database. This fits well with national priorities of Lao PDR and it is strongly believed to be beneficial to other member countries. In addition, the development of Database falls under one of priorities of the MKCF. To ensure sustainability of the system, series of training and capacity building activities will be organized within six countries, particularly on M&E. Lesson learnt and exchanges on ODA management as well as public investment management will be drawn with member countries to ensure the effectiveness of investment in the region as a part of MKCF’s priorities. | | | | | | | | |
|  | **Project Description / Implementation Arrangement** | | | | | | | | |
|  | To ensure that the objective will be met, DIC with a team of consultants will have to conduct assessment of current ODA monitoring of member countries and seek the common platform arrangement, needs and readiness. Once the assessment has been completed, there should be agreement of member countries on design of monitoring system, what type of database will be developed accordingly with the interface and connections for all existing databases to share information on regional cooperation projects.  To assess the monitoring system, the consultant team will conduct a raid appraisal of current monitoring and management systems used in Cambodia, Laos, Myanmar, Thailand and Vietnam to:   * identify the current situation – costs, data coverage, personnel requirements, reporting quality * assess strengths and weaknesses – what works, what does not and where are the gaps (including systems architecture, business processes and forms, institutional arrangements, resourcing and sustainability) * identify opportunities and threats – what could be done to improve the system, is it possible to migrate some system components and database contents to new platforms what are the risks * present a summary analysis in English – with a focus on quality information, not length of report * present options and a recommendation – what options are there for next steps, what is recommended.   To ensure that the database will be sustainable, series of training for M&E staffs and system maintenance will be carried on but will focus to the project implementer and secretariat of Mekong Institute and partners.  Website and portal of monitoring will be developed to create awareness of effectiveness cooperation within the region. The arrangement of publishing of data and impact from the development project will be developed to ensure that the website is regularly maintained.  Numbers of training and consultation workshop will be another important area for this project that need to be addressed as each country will have good lesson to share with member countries. The lessons to be shared are management of public investment project to ensure the maximum impact of ODA investment; lesson on best practice for M&E of investment; ICT on increasing transparency and accountability in development; and Synergizing Regional Cooperation to address poverty and rural development. | | | | | | | | |
|  | **Value Added for the MKCF Involvement/Impact Potential** | | | | | | | | |
|  | Since 2013 the establishment of MKCF, there has not been much of awareness of regional cooperation. Most cooperation’s have certain mechanism for reporting and updating, but the regional cooperation has no single platform to reportabout the management of the intervention. As to enhance current ODA-MIS.gov.la to highlight regional cooperation, initiative from MKCF will be good lesson and support to show and bring other regional cooperation on board for centralizing the data. The publication of data from dashboard will be useful for analyzing the synergy and impact of investments, particularly for public and ODA investments. MKCF and MI are good example of cooperation that produce good outcome on bringing Mekong member countries to join both research and management of intervention in the region, for example the logistic management of member countries. Therefore, support from MKCF will make the database to centralize and link with another platform. | | | | | | | | |
|  | **Exit Strategy** | | | | | | | | |
|  | The project will develop database that will be on top of current ODA-MIS.gov.la, it will be managed by GoL/MPI’s DIC with the coordination with MKCF’s secretariat in Ministry of Foreign Affairs. Dashboard on reporting of regional cooperation projects will be real-time report and will be automatically updated together with data of Lao’s ODA. Regular reports of implementation of MKCF’s project will be shared through the website of Mekong Institute (who will be responsible for managing MI’s website). By the 2020, ODA-MIS.gov.la will be declared as national system for monitoring of ODA investment project, which therefore once member countries are committed to enter and update data of MKCF supported projects. The dashboard of reporting will be regularly updated as part of GoL commitment for transparency and accountability*.* | | | | | | | | |
|  | **Outcomes, Outputs, Activities and Inputs at Project level** | | | | | | | | |
| **Expected Result** | **Indicator** | **Means of Verification** | | | | **Target** | | | **Remarks** |
| Mid-term | | Final |
|  | **Project outcomes** | | | | | | | | |
| **1.** All regional cooperation project/investment will be captured systematically and evaluated timely | * All MKCF’s supported projects and other regional cooperation projects will be listed in Dashboard of Database and website | * Number of MKCF projects using online database to report progress and impacts of own projects. | | | | * One-third of all regional projects using the database for periodic reports. | | * All regional projects using the database for periodic reports. |  |
| 2. All MKCK’s projects have one single management information system platform for tracking the regional and domestic impacts | * Database is developed and successfully verified accordingly to management manual * Disbursement and quality progress of project implementation will be shared in database timely | * Progress reports * Verification reports | | | | * Database is developed * Testing is Launched | | * Public will have access and be able to monitor the progress and impact of MKCK’s supported project |  |
| **3.** Human Resource capacity will be developed to ensure sustainable development | * Numbers of staff have been trained to use the database by the project. * The frequency of database usage by each project | * Training evaluation * Logging in information * Mid-term and final evaluation | | | | * One-third of the project have been trained | | * All projects have been trained * All projects approved the database and using in implementation |  |
| **4.** Experience and lesson will be shared among member countries | * The project has generated technical report or knowledge product about the benefits of using common database in project implementation, the report is shared among member countries and other countries | * Number of reports * Mid-term and final evaluation | | | | NA | | * Project has produced Knowledge product and shared publicly and/or in a regional event. |  |
|  | **Project outputs (that contribute to outcomes)** | | | | | | | | |
| 1. the information systems software are developed and operational means are working online for all projects | * Information system is successfully developed * The system is operational online | * Training evaluation * Logging in information * Mid-term and final evaluation | | | | * Launching and introducing the database to the regional MKCF’s projects. * MKCF’s projects in Laos have been practically using the platform for generating reports. | | * The system will be useful information for long-term usage and encouraging data support to mobilize development fund from development partner and private sector as well |  |
| 1. Implementing Guidelines / Protocol Development | * Developing a tool and guideline definition to support the user and client | * Drafting a guideline description and provide a definition support to the user and client | | | | * Lunching the guideline implementation and organize the workshop to introduce the guidelines for development usage | | * Completely guideline usage and dissemination to related line ministries and project owner to start up using a management information report system |  |
| 1. Training workshop MIS usage for MKCF’s projects IT officers and M&E officers | * At least 10 of IT officers from line ministries concern and stakeholder have to be trained how to use and operate the information system | * Set up the Train of Trainer in each line ministries concerns and stakeholder for maintenance the system and guidance project implementation via MIS report system. | | | | * One – third training and workshop have to organize * Provide specific training to pilot project in selecting ministry concerns | | * Establishing the train of trainer in each line ministries for long-term maintenance, report and progress monitoring |  |
| 1. Verification testing of the system | * At least 3-5 pilot projects from selecting line ministries must be verification testing of the system | * The project has to be selecting the pilot project which is have properly information and in the period of on-going implementation project because the raw data need to add-in to the system form evaluation and monitoring system. | | | | * One-third projects have to be selecting for pilot verification testing of the system * Specific train and develop data collection from the pilot project | | * Comprising the lesson learnt from the pilot project and develop the problem needs in the system and address to final verification testing of the system |  |
| 1. Knowledge sharing seminar | * All related line ministries and stakeholder where the existing project belong to | * Organizing the seminar and workshop to introduce the information system have lunched | | | | * One-third workshop have to be organized for introduction system | | * Set up the train of trainer in each project and line ministries for long-term monitoring and maintenance system |  |
| **Activities** |  | **Description** | | | | | | | |

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| * 1. **Conduct Assessment on need of database, design and develop the Management Information system Application** | * Assessment of database need, design and develop database and website * Applying the project database into information system. | Develop data center/database, regional project and national project collecting information.  Data inputs to information system and design the application via a definition of ease to access and properly security system. |
| * 1. **Testing the system and training for rollout** | * Select pilot regional project and lunch application for testing | Connect all existing database to share information on regional cooperation project. Set up early harvest system for pilot system testing and develop the needs of improvement. |
| **2.1. Guideline Development** | **-** develop information system handouts, tool and definition of usage. | Drafting the guideline for the usage and introducing the definition of the information system for user and researcher.  Training for related stakeholder and set up train of trainer to develop the guideline tool |
| **2.2. system introducing and guideline dissemination workshop** | **-** at least 100 regional projects completed added-in the system and enabling operation via information system application | * Organizing the workshop with related line ministries concerns and another stakeholder where the regional project implementation. * Lunching project database system by organize dissemination workshop and introduction the guideline. |
| **3. Monitoring and Evaluation the information system after lunched** | * Every quarterly, the system has to frequently evaluation and monitoring by the system developer. | * In every quarterly, the system developer has to assume system evaluation and monitoring report to see how the new system update and information system application need to maintenance. |

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| **4. Effective regional cooperation mechanism has been established through series of workshop** | At least three main topics of workshop should be conducted | * Workshop on management of public investment project to ensure the maximum impact of ODA investment * Workshop on lesson on best practice for M&E of investment * Workshop on using ICT for increasing transparency and accountability in development; and Synergizing Regional Cooperation to address poverty and rural development |

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| **Explanation of Budget Estimates\*** | | | | | | | | | | | | | |
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| **Project Title:** Development of Regional Cooperation Project Monitoring Data Center | |  | |  | | |  | | |  | |  | |  | |  | |
| **Project Implementing Agency / Country:** Department of International Cooperation, Ministry of Planning and Investment,  Lao PDR | |  |  | |  |  | | |  | |  | | | | | | |
| **Duration: 30 months** | |  | |  | | |  | | |  | |  | |  | |  | |
| **Total budget: 669,493USD** | |  | |  | | |  | | |  | |  | |  | |  | |

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| **Budget Line** | **Description** | **Unit Cost (USD)** | **Quantity 1** | **Unit 1** | **Quantity 2** | **Unit 2** | **Total Cost (USD)** |
| **A. Direct Costs** | | | | | | | | |
| 1. Personnel |  |  |  |  |  |  |  |
| 1.1 Personnel (Senior Resource person) | Team leader | 2,400 | 30 |  |  |  | 72,000 |
| 1.2 Personnel (Facilitator) | Admin and Project Coordinator | 1,200 | 30 |  |  |  | 36,000 |
| **Sub total of category 1** |  |  |  |  |  |  | 108,000 |
| 2. Consultancy services |  |  |  |  |  |  |  |
| 2.1. Consultant/Remuneration fee (External) | Consultant for developing of policy, guideline on using of MIS, conducting workshop on specific topic, conduct knowledge product drawing from the outcome of project, provide training for project implementer (90 days) | 600 | 90 |  |  |  | 54,000 |
| 2.2. Reports, communication materials etc. | Consultant will produce report regularly with promotion and communication material | 700 | 30 |  |  |  | 21,000 |
| 2.3. Airfare | 6 times travelling for consultant | 1,200 | 6 |  |  |  | 7,200 |
| 2.4. Ground transportation | Car rental for consultant to conduct various activities each time no more than seven days | 100 | 6 |  | 7 |  | 4,200 |
| 2.5. Accommodation | Accommodation for consultant to conduct various activities each time no more than seven days | 150 | 6 |  | 7 |  | 6,300 |
| 2.6. Consultant/Remuneration fee (Internal) | Local consultant to station in project to help project run smoothly according to management guideline for 30 months. | 2,000 | 30 |  |  |  | 60,000 |
| **Sub total of category 2** |  |  |  |  |  |  | 152,700 |
| 3. Direct Supplies and Services |  |  |  |  |  |  |  |
| 3.1. Meeting/training Package | 50 participants to attend training and workshop on development of MIS in every 6 months for four times | 50 | 50 |  | 4 |  | 10,000 |
| 3.2. Translation services | Translation to English (simultaneous) 3 persons for 4 times | 600 | 3 |  | 4 |  | 7,200 |
| 3.3. Other expenditures under Category 3 | training of trainer for 5 members countries with some staff from Korean Embassy on the using of system (6 persons each), for 4 times | 30 | 50 |  | 4 |  | 6,000 |
| **Sub total of category 3** |  |  |  |  |  |  | 23,200 |
| **4. Lesson Exchange** |  |  |  |  |  |  |  |
| 4.1.1 Airfare | Travelling to Korea for Exchange lesson of MKCF for 6 staff from MPI and MOF Laos; travelling within Mekong Region for exchange program on capacity building and capacity development workshop 5 times | 900 | 6 |  | 6 |  | 32,400 |
| 4.1.2. Ground transportation | 6 times travelling of 6 participants from Lao MOFA and MPI to exchange program | 1,500 | 5 |  | 6 |  | 45,000 |
| 4.1.3. Accommodation | 6 times travelling of 6 participants from Lao MOFA and MPI to exchange program for 6 days | 150 | 6 |  | 6 |  | 5,400 |
| 4.1.4. Per Diem/Food | 6 times travelling of 6 participants from Lao MOFA and MPI to exchange program for 6 days | 250 | 6 |  | 6 |  | 9,000 |
| 4.1.5. Travel insurance | 6 times travelling of 6 participants from Lao MOFA and MPI to exchange program | 150 | 6 |  | 6 |  | 5,400 |
| **Sub total of category 4** |  |  |  |  |  |  | **97,200** |
| 5. Equipment (10% of the total budget) |  |  |  |  |  |  |  |
| 5.1 Laptop | 2 Laptop for Lao MOFA MKCF and 4 for MPI MKCF for monitoring and dissemination workshop | 2,000 | 6 |  |  |  | 12,000 |
| 5.2 Desktop | one printer for Lao's MOFA and MPI coordinator of MKCF | 800 | 2 |  |  |  | 1,600 |
| 5.3 Tablet | 2 tablets for Lao's MOFA MKCF and 5 tablets for Lao's MPI MKCF and one each to previous 2 rounds of Laos MKCF for monitoring of implemented project | 1,000 | 9 |  |  |  | 9,000 |
| 5.5 Scanner | One Scanner for Lao's MOFA and MPI coordinator of MKCF | 500 | 2 |  |  |  | 1,000 |
| 5.6 Printer | One Printer for Lao's MOFA and MPI coordinator of MKCF | 500 | 2 |  |  |  | 1,000 |
| 5.7 Projector | One Projector for Lao's MOFA and MPI coordinator of MKCF | 900 | 2 |  |  |  | 1,800 |
| 5.8 Pocket Wifi | One Pocket wifi for Lao's MOFA and MPI coordinator of MKCF | 150 | 2 |  |  |  | 300 |
| **Sub total of category 5** |  |  |  |  |  |  | **26,700** |
| 6. Other Direct Costs |  |  |  |  |  |  |  |
| Database Assessment | 3 external consultants conduct online/virtual assessment with member countries | 450 | 20 |  | 3 |  | 27,000 |
| Database Design | 3 external consultants design database with recommendation for developers to extend to ODA-MIS | 500 | 25 |  | 3 |  | 37,500 |
| Database Development Fee | IT company hires for developing database according to design | 900 | 90 |  |  |  | 81,000 |
| **Sub total of category 6** |  |  |  |  |  |  | **145,500** |
| **B. Indirect Costs** | | | | | | | | |
| 1. Management fee (10% of the total budget) |  | 55,330 | 1 |  |  |  | 55,330 |
| 2. Audit |  | 30,432 | 2 |  |  |  | 60,863 |
| **TOTAL** |  |  |  |  |  |  | **669,493** |

**\*Please provide the indicative budget in MS Excel file**

### [Proposal package] Indicative Work Plan

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|  | Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| *Output 1.* | Effective monitoring and oversight of ODA project implementation in Lao PDR as well as Mekong KOR Cooperation Fund project together with regional cooperation project | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| *Activity 1.1.* | *-* Conduct a raid appraisal of current monitoring and management systems used in Cambodia, Laos, Myanmar, Thailand and Vietnam  ***Budget: 10,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  | **X** |
| *Activity 1.2.* | * Database will be designed and developed accordingly with the interface and connections for all existing databases to share information on regional cooperation project * ***Budget:* 145,500 *USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **X** | **X** | **X** |  |  |  | **X** | **X** | **X** |  |  |  | **X** | **X** | **X** |  |  |  | **X** | **X** | **X** |  |  |  | **X** | **X** | **X** |  |  |  |
| *Activity 1.3.* | * Piloting the database with MKCF’s secretariat and Project implementer in Lao PDR * ***Budget: 59,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |
| *Activity 1.4.* | * System introducing and guideline dissemination workshop with handling over of equipment to implementer, MPI and MOFA * ***Budget: 60,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |
| *Output 2.* | Create awareness of effectiveness cooperation with online publishing data on the impact of development project within the region | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |
| *Activity 2.1.* | * Website and portal of monitoring will be developed to create awareness of effectiveness cooperation within the region * ***Budget: 12,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  | **X** | **X** |  |  |  |  |  | **X** | **X** |  |  |  | **X** | **X** |  |  |  |  | **X** | **X** |  |  |  |  | **X** | **X** |
| *Activity 2.2.* | * Knowledge product has been produced and shared publicly through the platform * ***Budget: 8,600 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  | **X** |  |  |  |  | **X** |  |  |  |  | **X** |  |  |  |  | **X** |  |  |  |  | **X** |  |  |  |  | **X** |
| *Output 3.* | Monitoring and Evaluation the information system after lunched | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | x |  |  |  | x |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 3.1.* | * the first 6 months progress report update, evaluation and monitoring system * ***Budget: 21,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | x |  |  |  |  |  | x |  |  |  |  |  | x |  |  |  |  |  | x |  |  |  |  |  | x |
| *Activity 3.2.* | * Mid Term progress report update, evaluation and monitoring system * ***Budget: 10,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x |
| *Activity 3.3* | * the final term of project progress report update, evaluation and monitoring system * ***Budget: 12,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x |  |
| *Output 4.* | Effective Regional Cooperation Mechanism has been established with lesson learnt shared and exchange for sustainable operation and management of investment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |
| *Activity 4.1.* | * Workshop on management of public investment project to ensure the maximum impact of ODA investment * ***Budget:*  72,200 *USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | **X** |  |  |  | **X** |  |  |  | **X** |  |  |  | **X** |  |  |  | **X** |  |  |  | **X** |  |  |  | **X** |  |  |
| *Activity 4.2.* | * Workshop on lesson on best practice for M&E of investment * ***Budget: 48,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |
| *Activity 4.3* | * Workshop on using ICT for increasing transparency and accountability in development; and Synergizing Regional Cooperation to address poverty and rural development * ***Budget: 50,000USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |  |  |  |  |  | **X** |
| *Activity 4.4* | * Workshop on Synergizing Regional Cooperation to address poverty and rural development * ***Budget: 40,000 USD*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  | X | X | X |

### [Proposal package] TOR

**TERMS OF REFERENCE OF KEY PROJECT CONTRACTED PERSONNEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Organization** | **Position** | **e-mail / phone** | **Remarks** |
| **1** | Dr./Mr./Ms. |  | Project Team Leader |  | TOR No. 1 |
| **2** |  |  | M&E officer |  | TOR No. 2 |
| **3** |  |  | Coordinator & Admin Officer |  | TOR No. 3 |
| **4** |  |  | Project Web and IT consultant |  | TOR No. 4 |

\* Note: Please add more rows when needed.

**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| TOR No. 1 | |
| **Position** | Project Team Leader |
| **Job Level** |  |
| **Duty Station** | Ministry of Planning and Investment, Laos |
| **Responsibilities** |  |
| **Requirements** |  |
| **Date** | DD/MM/YY |

|  |  |
| --- | --- |
| TOR No. 2 | |
| **Position** | M&E officer |
| **Job Level** |  |
| **Duty Station** | Ministry of Planning and Investment, Laos |
| **Responsibilities** |  |
| **Requirements** |  |
| **Date** | DD/MM/YY |

|  |  |
| --- | --- |
| TOR No.3 | |
| **Position** | Coordinator & Admin Officer |
| **Job Level** |  |
| **Duty Station** | Ministry of Planning and Investment, Laos |
| **Responsibilities** | 1. **Administration**     * + File systems development and Maintaining project and donor documentation records, including project, staff and consultants’ contracts;      + Maintaining schedules and details of project financial transfers and other project related payments required and their due dates;      + Supporting the preparation of consultants/partners contracts and liaising with consultants and partners on specific administrative requirements      + Supporting project staff in the preparation and implementation of project evaluations and audits;      + Word processing, minute taking, photocopying, scanning, etc; 2. **Financial support**    * + Developing and maintaining spreadsheets and reports for tracking expenditure and reporting to Donors      + Ensuring that project expenditures are adequately tracked according to the agreed project budgets;      + Preparing in a timely manner accurate financial reports as required by the donor or for internal monitoring;      + Reconciling project expenditure with organizational accounts;      + Providing other support, as requested |
| **Requirements** | Experience in Project Coordination, Project Finance Management |
| **Date** | DD/MM/YY |

|  |  |
| --- | --- |
| TOR No. 4 | |
| **Position** | Project Web and IT consultant |
| **Job Level** | Consultant |
| **Duty Station** | Ministry of Planning and Investment, Laos |
| **Responsibilities** | 1. **Domain purchase and web hosting of database**    * + The domain purchase and web hosting will be done by the IT consultant. The consultant will take all necessary steps to procure this domain and web hosting. 2. **Development of a Web Database**    * + Develop a project database which incorporates indicator and activity wise data entry and reporting sheets. Work with existing data collection tools and fit into those tools into database;      + Develop interactive home page for database: Containing brief about project, project location, some basic data and result focus case study with beneficiaries’ photos;      + Develop digital forms in such a way so that it can automatically include date and time, location of data collection and there should be an option to include data collector name, designation and work station and cell number.      + The IT consultant will ensure the digital forms are as short as possible that is collecting data that is useful for decision making processes and reporting;      + The IT consultant will develop digital forms in such a way so that forms have data validation rules to enhance data quality. 3. **Development of a Web Security**     * + The consultant will provide Web security to protect the data and ensure the transparency of data. 4. **Troubleshooting of WEB Database**    * + Apart from development of web database, the consulting firm will provide ongoing backup support and troubleshooting service. 5. **Provide training to the data collector**    * + The consultant will provide training to the data collectors of MKCF’s project on operating web data base. They also provide training to the local data collectors on using portable device for data entry. |
| **Requirements** | * + - Proven experience in designing, developing and maintaining of web-based database and mobile/tablet applications for development sector project/program in GMS for its long-term functionality;     - Should have capability of installation and maintenance of server system, which is prerequisite for establishing web database and mobile based data collection system;     - Proven success in all stages of web development from conception to execution;     - Experience and knowledge of various web programs (PHP, MS SQL, My SQL Server, MS Access, web hosting);     - The consultant should have IT expertise and knowledge in development sector and will be capable in designing and development web data base;     - Should has ability and willingness to conduct regular troubleshooting;     - The consultant should be able to maintain deadlines and confidentiality. |
| **Date** | DD/MM/YY |

**CVs of the Core team members with reference to ToR**

|  |  |
| --- | --- |
| **CV of TOR No. 1** | |
| **Position in Project** |  |
| **Full time/Part time** |  |
| **Name** |  |
| **Qualifications** |  |
| **Experiences in relevant field** |  |
| **Positions held** |  |
| **Publications etc if any** |  |
| **Others** |  |

**All the above documents are to be submitted in one file.**