

Terms of Reference (ToR)

Offering technical solutions for development of the Integrated Database

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A. Introduction

The International Support Group (ISG) – MARD established in 1997 to support MARD in effective utilization and mobilization of the ODA sources. ISG's tasks include: information dissemination; coordinating donors and MARD; policy dialogues; organization of conferences, workshops fora and other activities.

To implement those tasks, a Database of ODA projects has been developed and put into operation by ISG Secretariat. This database plays a significant role in providing information of ODA projects in the ARD sector. However, during the operation, this database needs improving in order to deal with some difficulties particularly in synthesizing reports and information sharing. This database is requested to provide needed information relating to effective management and utilization of the ODA sources for the sector. In addition, information sharing needs strengthening in terms of legal documents, policies (national and international), regulations, consulting services and other official documents of the sector, etc.

In an effort to meet increasing demand for information sharing among relevant stakeholders as well as to reduce the above-mentioned disadvantages of the current ODA database, ISG Secretariat plans to develop an integrated database that will utilize the current sub-databases of various areas being used in reality. This proposed integrated database should be highly compatible with software and databases being used within the ministry.

B. Objective of the integrated database

To strengthen information flows for policy dialogues, coordination within MARD and between MARD, line ministries, donors NGOs, partnerships and provinces, contributing to effective use of ODA sources for implementation of plans, policies, development strategies of the government and the sector.

C. Expected products

The proposed integrated database will include sub-databases of the following fields and presented in two languages, Vietnamese and English (with possibility of expansion if needed;) Folders opened for sub-databases of other fields is required):

- (i) Database of ODA projects (available);
- (ii) Database of FDI projects;
- (iii) System of legal documents of the sector;
- (iv) Policies relating to the ARD sector (of both Government and main donors);
- (v) Sector organization;
- (vi) Consultancy services.

(Contents for different sub-database items from (ii) to (vi) have been prepared, and will be used as inputs for the integrated database; contractor will be responsible for entering them into the integrated database).

Requirements to the product:

- With possible expansion and updating data. Advises should be provided for improving the current database;
- Logically presented, use-friendly, and presented in Vietnamese and English;
- Easily installed from a CD-ROM into PCs running in Windows 2000, Windows XP, and higher;
- Should include basic information, fully updated with the inputs provided by ISG Secretariat (in the formats of MS Word, PDF, or images formats); should include a search engine, automatic reports, provision of information (ICD LAN and web, ISG website, etc.);
- Structure of the integrated database should be systematically presented and should have approval of ISG Secretariat, steering board, ICD;
- With interface friendly with users of LAN, internet and CD-ROM;
- The complete integrated database should include the sub-databases, be put on ICDMARD website, and ISG website. A tool for counting hits on these two websites should be developed as well; there should be a mechanism to provide limited access to this database on the websites; there should be from 2-3 admin accounts offered to ISG relevant staff, so they can provide account to ISG stakeholders interested in.
- Before putting the completed integrated database on ICD website, the contractor is required to adjust the ICD website. Particularly, contractor must:
 - Re-design the interface of the ICD website to ensure the high quality of fine arts (based on the structure already-established and in operation). (The inter-face must be approved by ICD leader).
 - Design a calendar that can help monitoring daily activities of ICD officer.
 - Establish a mechanism for uploading announcements on ICD website.
 - Develop an internal forum online for ICD.
 - Design an online common storage of files of ICD, so officers can share and use the same documents.
 - Note: administration should be established so ensure limited access is accepted, particularly for the forum, common storage of files. Calendar, internal announcements.
 - Training the ICD and ISG staff in using and maintaining the ICD website.
- Easily updated with news information and documents, especially information of FDI projects, consultancy services.

- Additionally, the proposed integrated database should be designed in a open way that enables supplementing new data (in soft versions), such as video clips, images file formats.
- The contractor will have to provide a set of documents guiding installation, use and updating the integrated database in Vietnamese (if also in English it will be an advantage).
- After completion, the contractor should hand over the source code of the database for the ISG Secretariat.

D. Tasks need to be completed (should be strictly followed; this can be revised after discussion with contractor)

Contractor will consult with ISG Secretariat and the International Cooperation Department (ICDMARD) to:

1. Get more information;
2. Understand the ISG's current information system structure such as ISG website, the ICD LAN, ODA database, etc.;
3. Understand the MARD's current information system structure and its linkages;
4. Consult with key officers of MARD involved in IT activities, with ICD officer and ISG staff;
5. Propose solutions for developing an integrated database, so it can be submitted to ISG Steering Board and ICDMARD for selection (via ISG Secretariat);
6. Develop a structure for the proposed integrated database;
7. Enter data and documents into the integrated database. Documents (soft and hard copies) will be provided by ISG Secretariat and ISG Secretariat;
8. Collaborate with national consultants to present the collected contents in the most appropriate way.
9. Put the final version of the proposed integrated database on to the ISG website and ICD website;
10. Develop a set of documents guiding application and updating of the integrated database.
11. Training ISG staff in maintaining the integrated database.

Additionally, a workshop will be held by ISG Secretariat. Contractor will be responsible for presenting the contents and structure of the integrated database to get comments and suggestions from participants who are the representative from relevant MARD's departments. Comments and suggestions from the participants will be synthesized and considered by ISG Secretariat. It is the responsibility of the contractor to revise the integrated database in accordance with the contents requested by ISG Secretariat.

E. Requirements to appropriate contractors

Appropriate contractor should meet the following minimum requirements:

1. Must be registered with an authorized agency involved in IT area or other related fields;

2. Must have staff of high qualifications in terms of network administration and information system development experiences;
3. Must have built good relations and reputation with customers (by providing a list of the most recent customers together with brief information of each product with each customer from 2000 (which will be an advantage for bidding)).
4. Must use the legal copyright software for development of the proposed integrated database. During the development or/and application of the completed integrated database, if the contractor uses illegal software and conflict with the copyright of the author, it will be the responsibility of the contractor not ISG Secretariat.
5. Must have a good understanding of the IT network and IT issues of MARD, which will be an advantage.

F. Reporting

The contractor will report directly to Dr. Le Van Minh, Director General ICDMARD, and Director of ISG Secretariat as per arrangement by ISG Secretariat. Furthermore, contractor will also work and regularly report to the Manager of ISG Secretariat and other relevant agencies (at the request of ISG Secretariat).

G. Support from ISG Secretariat and ICDMARD

ISG Secretariat will monitor and manage the implementation, and will cooperate with the successful contractor and national consultants during the whole process. ISG Secretariat will ensure needed arrangements and documents as well as provision of needed documents, organization of meetings, workshops, translation of relevant documents to be entered into the database.

H. Work plan

Contractor will draft its own work plan, which should clearly states the time of completion of the integrated database. However, this time of completion should be before 15 December 2006 (*time can be adjusted with consultants and approval of ISG Secretariat*). The proposed work plan must be accepted by ISG Secretariat, the committee and ICDMARD. This work plan could be adjusted after successful bidding and before official signing of the contract with ISG Secretariat.