

**MINISTRY OF INDUSTRY AND COMMERCE**

**DEPARTMENT OF SME PROMOTION**

**MSME ACCESS TO FINANCE-EMERGENCY SUPPORT AND RECOVERY PROJECT  
(MSME A2F-ESR PROJECT) IN LAO PDR**

**TERMS OF REFERENCE**

**National Consultant for Developing the SME Fund Data-Base**

**REF No.LA-DOSMEP-3.3.1-CS-INVD**

**1. Background**

The Government of Lao PDR received financing from the World Bank Group's International Development Association (IDA) for a proposed project to assist Micro, Small and Medium Enterprises (MSMEs) and the Financial Sector, specifically Participating Financial Institutions (PFIs). The proposed Project's development objective is to provide long-term funding sources for banks to provide long-term credit to Micro, Small and Medium Enterprises (MSMEs) to overcome the impact of the COVID-19 Pandemic. Negative impacts of the global COVID-19 pandemic are expected to exacerbate Lao PDR's weak fundamentals and lead to a deterioration in the macroeconomic situation, including the SME and Financial sectors. The proposed project's aims are to strengthen the capacity of financial institutions and MSMEs to sustain operations and recover from the COVID-19 emergency. The proposed project is expected to support the recovery and growth of privately-owned MSMEs by increasing the supply of long-term finance provided by commercial banks and by strengthening the capability of Department of SME Promotion to formulate and implement public policies that promote access to finance for MSMEs and strengthen the banking sector to recover from the effects of the COVID-19 Pandemic.

The proposed Project includes three components: (i) Emergency and Recovery Line of Credit (to MSMEs); (ii) Strengthening BOL Capacity to Supervise PCG Facility; (iii) Technical Assistance and Project Management. The required services is Part-time National Consultant to be managed and selected by Department of SME Promotion (DOSMEP) in accordance with the "World Bank Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017 and August 2018 edition".

**2. Objective of the Assignment**

As part of Component 3 above, DOSMEP is seeking an experienced part-time National Consultant to assist DOSMEP in the development of the SME Fund Data Base.

**3. Scope of Work**

The consultant will be required to work closely with SME Promotion Fund team and International and National M&E Officers to:

- Design harmonized monitoring approach for all funds (SME A2F and others) managed by the SME Fund;
- Develop Web-applications (including database) with access rights for different users and standardized reporting queries, forms and loan utilization reports;
- Develop manual for different users;
- Maintenance of the data base and data backup; and
- Carry out initial and annual refresher Trainings and continuous On-the-Job Training for different user types (PFIs, SME Fund, project staff as required)

**4. Deliverables:**

No	Description of Deliverables	Deliverables	Date
1	Document that identifies the technical methodology and system used to design a database, data input methods and tools, analytical formulas, reporting expectations, visual display of data and any other requirements identified.	Design and Document System (Design harmonized monitoring approach for all funds (SME A2F and others) managed by the SME Fund;)	1 month after signing contract
2	Web-applications (including database) with access rights for different users and standardized reporting queries, forms and loan utilization report in deliverable A.	Build Systems and Database	3 months after Design and Document System acceptable to DOSMEP
3	Develop the manual for different users.	Manual for different users;	1 month after developing Systems and Database acceptable to DOSMEP
4	<ul style="list-style-type: none"> <li>Carry out initial and annual refresher training, including continuous On-the-Job Training for different user types (PFIs, SME Fund, project staff as required)</li> <li>Conduct the maintenance of the data base and data backup (Once each month)</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of the data base and data backup</li> <li>On the job training</li> </ul>	1 months after system acceptable to DOSMEP has been established within a period of 1 and half years.

## 5. Institutional Arrangements and Client's Inputs

On the technical level, the selected consultant will work under the overall supervision of the Project Director of the PMU and Project Manager. The consultant will also be required to work in close collaboration with SME Fund team, including, but not limited to, key divisions, etc. The DOSMEP will provide the consultant with access to documents relevant to the assignment and will assist in facilitating meetings with key counterparts. DOSMEP will also provide the consultant the services of interpreter on need-based basis.

## 6. Duration of Assignment and Estimated Time Inputs

This shall be a Lump-sum assignment with an estimated time-input of up to 75 person-days (including 12 days of maintenance of the data base and data backup-once each month) with in the period of 1 and half years. This contract period can be extended if required, during the period of the project.

## 7. Confidentiality, Ethics and Conflict of Interest

The consultant undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The consultant shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the DOSMEP. Any draft reports and other documents produced by the consultant will be discussed and cleared with the DOSMEP before their final issue.

## 8. Experience and Qualification Requirements

To be considered for the position, candidates shall have the following qualification:

- Bachelor's degree in information technology, database management or web-design.
- At least 4 years of experience in database development and management with full stack (front-end

and back-end applications).

- Experience with CSS, HTML, PHP, SQL and JavaScript languages.
- Skills in document design (MS Word or Google Docs), databases maintenance (MS Access, MS Excel or Google Sheets) and visual presentations (MS PowerPoint or other tools).

## **9. Payment Procedure**

Details of payments schedule and deliverables will be stated in the contract to be signed between the Consultant and DOSMEP. DOSMEP will pay the consultant: (i) Fees based on the input and number of days and will be certified by DOSMEP at the agreed unit rate: and (ii) Reimbursables based on the actual expenditure as agreed in the contract