

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Post Title:	Consultant on enhancing business register
Project Title:	“Smart Government” Project
Sub-component Title:	“Enabling Data Production Capabilities of NSO”
Project Implementing Agency:	Cabinet Secretariat of the Government of Mongolia
Project Credit Number:	5483-MN
Activity ID:	3.2.7.b business register consultancy service
Location:	Ulaanbaatar, Mongolia
Client:	National Statistics Office
Expected Duration of Assignment	5 months

Background

On the request of the Government of Mongolia the International Development Association provided assistance in the form of IDA financing to support implementation of Smart Government Project. Development objective of the project is use information communication technologies to improve accessibility, transparency, and efficiency of public services in Mongolia. The project comprises of four components; a) enhancing civic engagement and citizen feedback mechanism; b) enabling foundation for Smart government; c) enabling open data; d) project implementation support. The beneficiary agencies include the Cabinet Secretariat (CS); Communications and Information Technology Authority (CITA), National Statistics Office (NSO).

Within the project framework, the National Statistics Office is successfully implementing the sub-component “Enabling Data Production Capabilities of NSO” to modernize its data production system and improve capacities. NSO plans to apply Generic statistical business process modeling (GSBPM) as a reference model to describe statistical business processes.

NSO plans to develop a comprehensive business register system and project document on exchanging data between government agencies.

National Statistics Office of Mongolia has created the business register database

based on the results of the 1998 establishment census. The official and administrative statistical reports are used for updating of SBR and these reports comprise of official statistical reports such as establishment census, quarterly report of BR, annual statistical report of economic sectors. Administrative statistical reports consist of General department of taxation reports, General authority for State Registration reports and other ministry and agencies reports.

In addition, NSO updates the business register database using: the Foreign Investment Agency registration of foreign investment funded businesses and the Financial Regulatory Commission registration of banking and non-banking institutions, saving and loan cooperatives and insurance and brokers companies. Other relevant registers owned by the Ministry of Education, Culture and Science, the Ministry of Health, the Ministry of Finance, the State Property Committee, the Mongol Bank, the State Supreme Court are used for collecting information. The business register database is updated annually with the data and sources mentioned above.

The database structure of statistical business register has changed several times since 1998. In 2009, significant changes of BR structures were made and the 4th version of International Standard Industrial Classification of All Economic Activities (ISIC) and new administrative coding system was introduced.

In 2012, the international standard statistical unit database was created and activated in the internal network. Complex software was developed to repair, modify, generate historical records of statistical units, use the database, and create results in 2012. As a result of these work, opportunities for profiler/user to create desired tables and list of units and makes it convenient to share and exchange information cross statistical systems (NSO, the capital city and province level) in Mongolia become reality.

Substantial works have been doing on business register bringing in this levels, whereas numerous activities are still expected to be undertaken in upcoming years.

Specifically, NSO need to improve data quality, metadata, data dissemination and confidentiality of business register through improved and modern application program since five years already past above mentioned SBR system. Therefore, a modern application program need be developed as user friendly, in high speed and in cloud as dashboard, introduced GIS and solved the current system problems.

In future, need to develop an application program that used by all providers of administrative data for the maintenance and update of the business register.

For that account NSO is seeking to recruit a qualified consultant to enhance and improve the current system of SBR and prepare project documents for data exchange between government agencies that maintenance and update of the business register.

Objective

The Objective of the Consultancy Service is to support NSO to enhance and improve the business registration system and prepare project documents on improving data exchange between government agencies and using BIG data.

Scope of Work

The consultant shall be responsible:

1. Enhance and improve the business registration system.
 - Evaluate and assess the structure of the current business register system of NSO and do system analysis;
 - Develop framework and working plan for improving SBR system and approve it by NSO;
 - Develop application program based on system analysis and approved framework and working plan. The new system to be met following requirements:
 - introduce GIS;
 - user friendly system;
 - increase working speed (online/offline);
 - improve structure of database;
 - work in cloud system / dashboard;
 - minimum use of server and network capacity;
 - work without interruption (disruption of connection, low PC capacity, uploading incorrect data);
 - prevent and solve the emergency conditions;
 - make it possible to recover after technical and network malfunctioning or errors in the program; and
 - solve archiving and backup service.
 - Develop user instructions of new SBR application program.
2. Prepare project documents (including TOR, database structure; and etc.) on developing comprehensive business registration system that would enable to improve the quality of the business register and updating through exchanging data between government agencies and using BIG data.
3. Work with the staff responsible for business register of the Department of

Activities of developing the application program

1. Development of the application program: The development of the application program will be followed the steps below:
 - Step 1.** Investigate the system requirements, technical and technological solutions and software design;
 - Step 2.** Develop a complete application program and build up functional and logical/physical design of the application;
 - Step 3.** Develop the application program and carry out test. Elements of the system will be coded and tested in accordance with the design;
 - Step 4.** Deliver the application program (source code) to the NSO and installment of the program;
 - Step 5.** Train all relevant staffs of NSO in areas stated below.
 - usage of application program,
 - environment and administration of the program,
 - main and sub interfaces of the program, and
 - reporting system and OLAP cube of the program.
2. Test of the application program on main system, sub systems and reports and distribution processes: The following tests must be carried out.
 - a) Interface test;
 - b) Performance test; and
 - c) Loading test; and etc.

Expected Results

All reports and materials should be prepared in Mongolian and English. The Consultant shall submit the following deliverables:

- The consultant will deliver the developed application system with user instructions and complete set of code to the Department of Economic Statistics and the Information Technology Department;
- The system will be tested involving staff in charge of Business Register and IT specialists of the Information Technology Department;
- Training will be organized by the consultant for the staff of the Business Register Unit of Department of Economic Statistics and Information Technology

Department;

- User instructions and training handouts will be delivered along with the final report of the assignment to the client.
- The consultant will regularly report (every 2 weeks) on progress of the work to the Director of Department of Economic Statistics and the staff in charge of Business Register.
- The consultant will deliver project documents to the Department of Economic Statistics in Mongolian and English.

Duty station

The task will be performed on the client's premise in Ulaanbaatar, Mongolia.

Duration of the work

The contract shall enter into force on the date of signature by NSO and the selected consultant. The duration of the tasks shall not exceed 5 months. This period will be completed with completion of last task of project. The target date of commencement is October 1, 2019 and the completion date is March 1, 2020.

Institutional arrangements

The consultant will collaborate with the following institutions and persons:

- NSO will be responsible for contract negotiation, signing, overall coordination and supervision throughout the implementation, monitoring and evaluation and approval of outputs.
- The Coordinating Consultant at NSO (Sub-component, Enabling Data Production Capabilities of NSO, "Smart Government" Project) will be responsible for preparing contract documents, arranging contract signing and execution, oversee timely delivery of outputs, and liaison with WB, NSO and PIU of "Smart Government".

Qualifications for the Consultant

The consultant shall be an individual meeting the following criteria:

- having BA or higher degree on IT or Programming;
- Minimum 5 years of professional experience;
- Experience in developing software and handle with GIS;
- Be able to handle heavy workload and meet the deadline;
- Working English language ability;

- Be a good team player; and
- Preference will be given to candidates with relevant experience in the statistical sector.