

EXAMINING NRM'S DATABASE AND PROPOSED DESIGN

Database and its regular update is very important for record keeping as well as for prospective planning for any institution. However, the development of database and its designing, to a large extent depends upon the preferences and requirements of the concerned institutions. The Study, therefore, makes an attempt to examine the NRM's existing database and proposes an improvement in its design. The Study further recommends database design, which could be implied to obtain reliable information on NGOs in the future.

(Status: DB/CI-B)

1. NRM's existing database:

Database of Client Telephone Institutions (General)*

Address ID..... Work Phone.....
Title..... Fax Number.....
Full Name..... Category.....
Designation..... Delivery.....
Organization..... Website.....
Address..... News.....
Country.....
E-mail Address.....

(Status: DB/C)

Database of Consultants*

Address ID..... Work Phone.....
Title..... Fax Number.....
Full Name..... Category.....

(Status: DB/PO)

The views expressed in this paper are the views of the author and do not necessarily reflect the views or policies of the Asian Development Bank. The Asian Development Bank does not guarantee the accuracy of the data presented.

Database of Project Operations of the ADB**

Year	TA. No.	Country	Title	Type	Amount (in \$)	Theme

* As per the given format availed from NRM

** ADB's Referral Documents

2. Proposed Improvement:

Institutions like ADB need to maintain a reliable resource center supported by continuous flow of information and reliable pool of database. It further needs to develop a mechanism to disseminate its information and provide a window for an access to such information. Most of the institutions are found adopting three pronged strategies. ADB could look into the possibility of implying and inducting those components wherever and whenever required.

2.0 Publications:

ADB could divide its publication into three categories:

- (a) Publication for official consumption:
- Policy on information disclosure
 - Operations policy and strategy
 - Prescribed code of conduct
 - Mission and vision of ADB (with incorporations of any changes and/or amendments)
 - Regulatory mechanisms (inclusive of amendments and/or changes)
 - Others (especially on plans and policies)

(b) Publication for general partners:

- Sector papers and supportive and reflective policies governing and regulating these sectors.
- Procedural documents required and stipulated at different phases of development ranging from prequalification stage till the formalization to pre-formulative stage till post operation stage.
- Requirement and eligibility criteria for entering into partnership with ADB.
- Others (evaluation, monitoring, auditing etc. its procedures and requirements).

(c) Publication for general consumption:

- Public access to the ADB's Historic Archives - Proposed Policy.
- General introduction of ADB – its profile, working mechanism.
- Priorities and sectors of interest.
- Working modality with different partners.
- Fund flows mechanism and means to get an access to such information.
- Special publications of successful case studies (especially those being supported and/or operated by and through ADB, focusing upon the residential and/or external).
- Others (transfer of technology, innovative models, sharing of experience from the region etc.).

The interest on the part of ADB to work closely with the NGOs officially revealed only in the late 1980s. The adoption of new policy on cooperation with NGOs was adopted only in April 1998. There is a dearth of information on NGOs with ADB at the moment. If it intends to take this sector seriously, ADB may have to address the following issues:

- It should make every effort to adapt itself with the NGOs, which may even require a gradual shift in its priorities.
- ADB like the World Bank, is largely looked upon as a corporate and a commercial development organization by NGOs, that are, therefore, inclined to be guided by commercial instinct as against the social instinct which guides most of the NGO sector.

- ADB may have to clearly spell out as to how it intends to develop modality to address the social sector in the changed context. It may have to underline the measures, the priorities, the expectations the end results, and the compromises.
- It may have to develop specific working guidelines for the NGOs. It would be advisable in the context of NRM to develop an operation manual for the NGOs addressing the following issues: Nature of NGOs it intends to work including the size, sector, definition, financial status, carrying capacity, working experience, and acceptance level; working modality, whether as partners, stakeholders, or support agency; role and stake of the NGOs such as grants, soft loans, mixture of grants and loan, collateral, cost sharing, local contributions; target group identification; and ADB vis-a-vis NGOs, Government, local authorities, INGOs, other donors, and private sector.

The quarterly newsletter of the ADB-NRM aims to enhance communication between ADB and its client groups. "News from Nepal" disseminates relevant information on ADB activities, and provides a forum on development issue in Nepal".¹ This should be regarded as a good start, which appears to be highly encouraging in disseminating the information pertaining ADB. The Nepali version of the quarterly newsletter has helped to reach the message to the stakeholders, who are ignorant about institutions like ADB. It may have to devise a mechanism of disseminating its publication to the stakeholders as well.

2.2. Websites:

The current Website does seem to have incorporated Project Profiles, Project Cycle, Project Reports, Technical Assistance, Operations Evaluation etc. further needs to reveal information pertaining potential projects in the pipe line, regulatory mechanism (amended), Financial reporting mechanism (amended), priority sector, ADB's effort to reach out to the poor in the country/region etc. The formatting of the web site may therefore be accordingly adjusted:

Project	Time frame	Type	Diagnosis	Strategy	Instrument	Input/output
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¹ADB -News From Nepal, ADB NRM, Volume I, No.1, 2001

The new components that has been suggested for changes/amendments in the data-formatting are:

- **Timeframe:** The current format merely provided the initial period and an updated period. It would be more pragmatic to provide the initial period (as entered in the contractual agreement) and period of completion (as anticipated and committed in the contract agreement).
- **Diagnosis:** This would provide the project to spell out the difficulties e.g. weak infrastructure, low carrying capacity, poor governance, lack of accountability, poor transparency, etc. Incorporation of this component would enable ADB to reflect the make a diagnosis of the given situation and/or circumstances before and/or while undertaking the project.
- **Strategy:** The strategy of the project is also of great significance and importance. What would be the strategy of the project if it wants to enhance employment, improve efficiency, build capacity, alleviate poverty etc. may have to be boldly spelt out.
- **Instrument:** Nature of the project being initiated.
- What would be the level, size, nature and volume of inputs envisioned in the project.
- What is the Output being anticipated and/or accomplished (if the project has been accomplished).

1.0. CD-ROMS:

It would prove to be effective to project an institutional image through CD-ROMS. Successful projects, appeals, advocacy, image building could be incorporated in CD-ROMs.

3. ADB's Database of Staffs/Individuals/Consultants/Institutions

The intrinsic objective of maintaining a database, either of the institution, and/or individuals and/or of staff is to use the information for assessing the existing carrying capacity of the institution/staff, to use the database as an instrument to project its growth rate and also to develop a reliable resource base of information and of HRD within the institutions using the data for plan formulation, policy development and use it as a tool for prospective planning. Therefore data entry should be done in a simplistic manner where every entry of data (input) should have a definite purpose (output) i.e. a workable and a pragmatic database would call for compliance between input being fed and the anticipated output being delivered. With this in view the following is recommended:

3.0. Database of Client Telephone Institution:

Name : (First
name).....
(Middle name).....
(Surname in
Capital)

Representing :
Organization

Designation :

Nationality : Nepal () (Non-Nepal)

Address : Full postal
address:

a) Office:
Street:
City:
State/District:
P. O. B.:
Telephone:
E-mail:

b) Home:
Street:

City:
State/District:
P. O. B.:
Telephone:
E-mail:

Business :
Date

3.1. Database of Consultants:

Name: (First name).....(Middle name).....(Surname in Capital)
Address ID:
Sector Specialization:
Educational qualification:
Present Occupation:
Status of occupation: (Full time)..... (Part time)..... (Others).....
Designated Assignment:
Period of Assignment:
Status: (On-going)..... (Completed)..... (Others).....
Date of assignment:
Contact Address: P.O.B..... Street..... City..... District.....
Work Phone:
Fax Number:
E-mail:
Status of availability: (long term).....(medium term)..... (Short term).....

3.2. Database of NGOs:

1. Regarding the maintenance of NGO database it is recommended that ADB maintain the database of NGOs at three levels:

a) First level of NGOs shall comprise of an inventory of NGOs in general catering largely to the priority sector of ADB, which would in this case be:

- Agriculture and Natural Resources
- Energy
- Transport and Communication
- Finance
- Social Sector (Eco-tourism, Education, Water Supply, Sanitation, Environment
- Poverty Alleviation
- Infrastructure Development
- Others

b) The second level of NGOs shall comprise of list of NGOs with potential for involving with ADB.

c) It appears to be rather necessary for ADB to maintain database of NGOs in and around ADB project area.

3.3. Database design of NGO (General)

ADB/NGODB/G

Name of the Organization:

Registration number:

Contact Person:

Designation:

Contact Address: P.O.B..... Telephone... E-mail.....

Sector of operation: (Self-help)..... (Service delivery).....
advocacy).....(Others).....

Activities: (Lead sector).....(Subsidiary sector).....

Membership strength: General Member..... Executive member.....Others...

Gender: (Female members).....(Male members).....

Number of paid staffs: (Part time)..... (Full time).....

Gender: (Female/Male part-time).....(Female/Male full-time)...

Annual Budget:

Sources of Funding (in %): (Internal)..... (External),,,,,,,,,, (Others).....

Nature and size of Assets: (Land)..... (Building)..... (Others).....

3.4. Database design of ADB potential NGOs

ADB/NGODB/P

Name of the Organization:

Registration number:

Nature of Affiliation: (Affiliated with SWC)...(Government Line Agency)...(Others)...

Contact Person:

Designation:

Contact Address: P.O.B.....Telephone..... E-mail.....

Sector of operation:(Self-help).....(Service

Delivery).....(advocacy).....(others).....

Activities: (Lead sector).....(Subsidiary sector).....

Past experience: (Nature of experience)..... (Years of experience)....

Serviced Beneficiaries: (Population covered)..... (Total direct beneficiaries)...

Membership strength: General Member..... Executive member.....Others...

Gender focus: (Female members).....(Male members).....

Number of paid staffs: (Part time).....(Full time).....

Number of professional staffs: (Semi-skilled).....(Fully skilled).... (Others).....

Gender: (Female/Male part time).....(Female/Male full-time)...

Annual Budget:

Sources of Funding (in %): (Internal)..... (External),,,,,,,,,, (Others).....

Nature and size of Assets: (Land)..... (Building)..... (Others).....

Operational modality: (In partnership): local partners.... International Partners...

Others.)

Sustainable measures: (Provision of fund)..... (Others).....

3.5. Database of NGOs in and around ADB Project Area:

ADB/NGODB/PA

Project District of ADB;

Name of the Organization:

Registration No.:

Nature of affiliation :(SWC)..... (Government line agency)....(Others).....

Name of Contact Person:

Designation:

Contact Address: P.O.B..... Telephone..... E-mail.....

Sector: (Self-help)... (Service delivery).....(Advocacy)..(Others).

Activities: (Lead Activity)(Subsidiary sector).....(Other)...

Membership strength: (General)..... (Executive.....) (Others.....)

Professional strength: (Number of professional staffs).....

(Number of professional members).....

Gender Focus: (Female members)..... (Male Members)....

Paid Staff: (Part time)..... (Full time).....

Gender focus: (Female)... (Male).....

Sources of funding: (Internal)..... (External)..... (ADB).....

Working modality: (In partnership): Local..... International..... ADB..... Others.....

Serviced beneficiary in project area: (Direct)..... (Indirect).....