

**BOARD
OF
DIRECTORS**

ASIAN DEVELOPMENT BANK

R28-01
13 February 2001

**TECHNICAL ASSISTANCE TO MONGOLIA
FOR THE ESTABLISHMENT OF A CENTRAL PROCUREMENT
MONITORING OFFICE**

The attached Report is circulated for the information of the Board. The President approved the technical assistance on 2 February 2001.

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ASIAN DEVELOPMENT BANK

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CURRENCY EQUIVALENTS

(as of 31 December 2000)

Currency Unit	—	Togrog (MNT)
MNT1.00	=	\$0.000912
\$1.00	=	MNT1,097

The rate of \$1.00 = MNT1,097 is used in this report, the rate generally prevailing during fact-finding.

ABBREVIATIONS

ACA	—	Agency for Construction and Architecture
CCDR	—	Centralized Computer Database for Registration
CPMO	—	Central Procurement Monitoring Office
EA	—	Executing Agency
MOFE	—	Ministry of Finance and Economy
PPLM	—	Public Procurement Law of Mongolia
TA	—	Technical assistance

NOTES

- (i) The fiscal year of the Government ends on 31 December.
- (ii) In this report, "\$" refers to US dollars.

I. INTRODUCTION

1. The Government of Mongolia requested¹ Asian Development Bank (ADB) assistance to establish a central procurement monitoring office (CPMO) to enhance the implementation of the Public Procurement Law of Mongolia (PPLM),² and the Centralized Computer Database for Registration (CCDR) of suppliers, contractors, and consultants of the Agency for Construction and Architecture (ACA). The PPLM, which Mongolia has been developing since February 1999 under TA 3031-MON, became effective in May 2000. A fact-finding Mission visited Mongolia in May 2000 to discuss the technical assistance (TA). This report is based on the Mission's findings in the field and on understandings reached with the Government on the TA objectives, scope, cost estimates, financing plan, and implementation arrangements³. The TA framework is in Appendix 1.

II. BACKGROUND AND RATIONALE

2. The central thrust of ADB's medium-term operational strategy for Mongolia is to facilitate the transition of the country's economy to one based on market-driven principles. To promote the transition, the operational strategy stresses (i) creating an environment in which a competitive, efficient market economy can flourish; (ii) developing the human resource skills necessary for a market economy; and (iii) developing the physical infrastructure required to support a market economy. The country strategy emphasizes the needs to support growth that is financially and environmentally sustainable, promote the efficient use of public resources and support a competitive private sector.

3. In February 1999, ADB financed TA 3031 to develop procurement legislation and guidelines. The TA (i) streamlined existing rules and regulations applicable to procurement and contracting of goods and related services, civil works, turnkey projects, and consulting services; (ii) prepared model for prequalification, bidding, and contract documents, and bid evaluation forms; (iii) improved the national contractor registration and classification system; and (iv) developed training material for a series of short-term training seminars and training of trainers programs for government staff and executing agencies (EAs), on the methodology and role of procurement and contracting procedures, and the use of consultants.

4. On 14 April 2000, the Government enacted the PPLM to (i) regulate matters related to the procurement process and be used by all procuring entities of the Government, and (ii) promote transparency and accountability in public procurement. The establishment of the PPLM and procurement legislation and guidelines will help all the ministries and EAs to (i) monitor procurement and implementation procedures; and (ii) provide advice and guidance on procurement and implementation issues, including procedures for prequalification of contractors, bidding, bid evaluation, and award of contracts. About 370 staff of key ministries and agencies were trained to enable them to become conversant with governing legislation, rules, and regulations; and with international procurement practices. Seminars and training were held for legislators, members of parliament, financial officers, lines ministries and agencies, and legal officers in Ulaanbaatar; government officers around the country in Aimags/Org, as in Bayanhongor, Choibalsan, Dalanzdgdag, Darkhan-Uul, Khovd and Moron. An international tour was organized to study matters concerning law and practice in the area of procurement of goods, works, and consulting services by government agencies. The participants were selected from members of parliament, the Ministry of Finance and Economy (MOFE), and the Ministry of Justice.

¹ In December 1999, GOM requested a follow-up Technical Assistance

² The PPLM was prepared under TA No 3031-MON: *Development of Procurement Legislation and Guidelines*, for \$550,000, approved 23 June 1998.

³ The TA first appeared in *ADB Business Opportunities* on 10 May 2000.

5. In December 1999, in anticipation of the approval of the PPLM, MOFE requested additional TA during the initial period of PPLM implementation. The TA will sustain the institutional strengthening of (i) MOFE by establishing a CPMO, and (ii) ACA under the Ministry of Infrastructure Development by developing a CCDR for suppliers, contractors, and consultants. The TA will assist MOFE and ACA to effectively operate and discharge their work by providing advice on procurement-related matters; organize, conduct, and administer training courses for government departments/offices, as well as prepare the training materials; provide professional guidance and interpret regulations to contractors engaged in the construction sector; and grant licenses through registration for construction works and services. Such assistance is expected to create sustainable institutional capacity that can exercise control and efficiently monitor public procurement in accordance with the newly enacted PPLM.

6. Meetings were held with the World Bank, United States Agency for International Development, United Nations Development Program and World Trade Organization; the four institutions are very supportive of ADB's initiative to establish sound and transparent principles for procurement in the country.

III. THE TECHNICAL ASSISTANCE

A. Objective

7. The objective of the TA is to build on the work carried out under TA 3031 by assisting MOFE, ACA, and the Government during the initial period of implementing the PPLM by establishing a CPMO and a CCDR. This will be achieved by building capacity and increasing awareness of the need for good governance in procurement, contracting, and registration activities. The provision of suitable implementing legislation, rules and regulations, and training of key government officials will be achieved with the assistance of the TA consultants.

B. Scope

8. The TA will (i) help CPMO to implement the new PPLM; (ii) provide the CPMO with adequate start-up assistance during the initial period of operation; (iii) set-up a database for coordinating projects funded by the Government and external assistance, and for recording procurement actions; (iv) develop guidelines and standard procurement documents; (v) promote transparency and accountability in public procurement; (vi) help ACA set-up the CCDR to maintain and record accurate registration of suppliers, contractors and consultants; and (vii) provide formalized training to CPMO and ACA, including international and local training.

9. **Central Procurement Monitoring Office CPMO).** When the PPLM became effective in May 2000, the CPMO was created within MOFE. It is the central organ of state administration on all matters related to public procurement. The CPMO will be the policy-making body for the public procurement system, but not a central purchasing agency. The system of public procurement under the new law will be decentralized, meaning that the procuring entities, as a public funds user, are themselves responsible for managing public procurement, and observing the provisions of the PPLM and appropriate executor acts. As the procurement policy-making body, the CPMO's key duties will include overseeing procurement policy, and providing training and information. CPMO's responsibilities include (i) approving, by administrative decisions, rules and procedures for conducting public procurement, and developing guidelines and standard procurement documents as required by new developments; (ii) publishing the official public procurement policy in bulletins and developing an official web-site; (iii) preparing drafts of acts and regulations concerning public procurement; (iv) cooperating with international entities on matters concerning public procurement; (v) establishing a list of arbiters to review appeals filed in procurement proceedings; (vi) preparing training programs, and conducting seminars concerning public procurement; (vii) collecting information about planned procurement, signed

contracts, and performance of public contract; and (viii) disseminating the general conditions and forms of contracts, and the rules and standard procedures to conduct public procurement.

10. **Centralized Computer Database for Registration (CCDR).** A national contractor registration and classification system already exists and is handled by ACA. ACA's procedures for granting licenses were reviewed and standard contractor registration procedure documents developed. These will be used to enhance and supplement the existing registration for suppliers, contractors, and consultants. To fully develop the CCDR, equipment registration and classification system, and appropriate training must be provided for the national contractors. Consistent with the PPLM, ACA complements the CPMO in providing valuable services to the Mongolian construction industry. ACA's key duties will include (i) granting licences for construction works and services in categories such as design and survey works, construction material and manufacture of structures, and construction erection and repair works; (ii) establishing and maintaining registration of contractors, suppliers, and service providers; (iii) updating and maintaining information, such as receiving complaints and information from the State Inspection Office for Infrastructure, State Quality Monitoring Office, and employers; (iv) making amendments and modifications to license holders original materials according to the results of contract award through bidding; and (v) establishing the ratings of license holders according to service quality and capacity, and informing the public of the ratings.

C. Cost Estimates and Financing Plan

11. The TA is estimated to cost \$710,000 equivalent, of which \$430,000 is the foreign exchange cost and \$280,000 equivalent the local currency cost. The Government has requested ADB to finance \$600,000 equivalent, covering the entire foreign exchange cost and \$170,000 equivalent for the local currency cost. The TA will be financed by ADB-funded TA program on a grant basis. The Government will finance the remaining costs mainly for counterpart support services, and office accommodation, equipment, and supplies. The cost estimates are given in Appendix 2.

D. Implementation Arrangements

12. MOFE, as Executing Agency, will be responsible for implementing the TA, in coordination with ACA and the relevant line ministries. As the EA, MOFE will supervise ACA's input, and ensure that the CPMO and ACA carry out the day-to-day TA activities. MOFE and ACA will provide TA coordinators and full-time counterpart staff, office space, and facilities; and be responsible for coordinating, directing, and monitoring the activities of the consultants and counterpart staff. Staff assigned to the CPMO and CCDR on a full-time basis, will not be transferred to other departments or divisions

13. ADB will engage two international and three domestic individual consultants with expertise in procurement documentation, contract administration, and computer systems specialist. The services will comprise about (i) 12 person-months from an international procurement/contract administration specialist, (ii) 4 person-months from an international computer system specialist, (iii) 12 person-months each from two domestic procurement consultants, and (iv) 12 person-months from a domestic computer system specialist for a total of about 52 person-months of consulting input. The outline terms of reference for the consultants are given in Appendix 3. The consultants will be selected in accordance with ADB's *Guidelines on the Use of Consultants* and other arrangements satisfactory to ADB on the engagement of domestic consultants.

14. The international procurement/contract administration specialist, the team leader, will be responsible for overall TA coordination and direction, and will lead the consulting team under the CPMO and ACA. This expert will be the main resource person, providing best procurement

practices to the CPMO and ACA through workshops, seminars, and consultations. The expert will have experience in public sector procurement, particularly related to public works, goods, and services..

15. The consultant will prepare and submit reports and documents in English and Mongolian to Ministry of Finance (MOF) and ADB, including an inception report at the end of month 1, interim progress reports at the end of month 6, and final report, making recommendations to improve the established procurement system, and justifying the need for additional consulting services, if any, two weeks prior to completion of the TA in month 12.

16. The TA will be implemented over 12 months, with consultants expected to be fielded in February of 2001. The expected completion date is January 2002. The tentative implementation schedule is provided in Appendix 4.

17. The need for international training was identified for at least five MOFE staff. The training will upgrade procurement management competency of national CPMO procurement staff. The staff will be exposed to sound public procurement skills needed to successfully implement a system of procurement operations. Several local seminars and conferences will be identified and organized by the consultants. The objective of these is to (i) train public procurement practitioners in sector ministries and CPMO staff in charge of monitoring public procurement, and (ii) ACA staff in registration. Goals include improved transparency and governance in public procurement; effective planning; preparation of well-balanced bidding documents based on standard bidding documents; accurate and objective bid evaluation; application of commercial terms; improved ability to deal with complaints; an improved national procurement system; and accurate registration of contractors, suppliers, and consultants.

18. The Government will ensure that the equipment provided under TA 3031 is available for the TA. In addition, a vehicle, and office equipment (such as computers, software, printers, photocopying machines, and facsimile machine) will be provided under the TA. These items will be procured in accordance with ADB's *Guidelines for Procurement*. Upon TA completion, the equipment will be turned over to the Government.

19. The TA will be implemented in close cooperation with other funding agencies such as the World Bank, United Nations Development Program, United States Agency for International Development; embassies of Germany, Japan, and Republic of Korea, and the World Trade Organization. This will strengthen aid coordination and ensure that the establishment of the CPMO and CCDR will be suitable for projects funded by these agencies, to the extent feasible, and to ensure that duplication of effort is precluded.

20. As agreed by the Government, MOFE and ACA will ensure that staff trained as trainers will not be transferred until after a minimum of one year from TA completion, and that no transfers will occur after this period until the trainers have trained other suitable staff within MOFE, ACA, lines ministries, and EAs.

IV. THE PRESIDENT'S DECISION

21. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance, on a grant basis, to the Government of Mongolia in an amount not exceeding the equivalent of \$600,000 for the purpose of the Establishment of a Central Procurement Monitoring Office, and hereby reports such action to the Board.

TECHNICAL ASSISTANCE FRAMEWORK

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
<p>1. Goal</p> <p>1.1 Support the establishment of the Central Procurement Monitoring Office (CPMO) in implementing the new PPLM.</p> <p>1.2 Improve the public procurement system.</p> <p>1.3 Establish a centralized computer database for registration of suppliers, contractors, and consultants in Agency for Construction and Architecture (ACA).</p>	<ul style="list-style-type: none"> • Establish an efficient and effective procurement monitoring office to implement a transparent national procurement system, with concomitant cost savings in public procurement. • Help streamline government approval procedures, expedite project implementation, improve project quality. • Transparency and accountability in public procurement matters. • Computerized network and database of registration and information activities. • Computerized registration of contractors/suppliers and consultants. 	<ul style="list-style-type: none"> • Monitor procurement activities through the Ministry of Finance (MOF). The Asian Development Bank (ADB) project review missions and country portfolio review missions (CPRM) may also monitor the progress. • Feedback from ADB's project review missions, other and agencies, and governments will serve as key indicators. • Registration listings, information and survey reports monitored by ACA under supervision of MOF. 	<ul style="list-style-type: none"> • Ongoing commitment of the Government to implement and supervise the Public Procurement Law of Mongolia (PPLM) and improve project implementation. • Willingness to ensure accuracy, transparency, and accountability in providing public information on registration.

(Reference in text: page 1, para. 1)

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
<p>2. Purpose</p> <p>2.1 Provide the Government with adequate and appropriate start-up assistance to implement the public procurement law.</p>	<ul style="list-style-type: none"> • Bring transparency and effectiveness in public sector procurement. • Expedite project implementation. • PPLM enacted in April 2000. 	<ul style="list-style-type: none"> • One of the functions of the CPMO is to monitor national procurement activities. A division of CPMO will be assigned to monitor the progress with the assistance of a consultant. 	<ul style="list-style-type: none"> • The Government is willing to delegate appropriate authority to CPMO and line ministries to handle procurement matters without the intervention of higher authorities
<p>2.3 Build on the work carried out under earlier TA 3031.</p>	<ul style="list-style-type: none"> • Monitoring, procurement and implementation procedures. • Provide advice and guidance on procurement and implementation issues. • Promote transparency and accountability in public procurement matters. 	<ul style="list-style-type: none"> • PPLM. • Consultant's final report. 	<ul style="list-style-type: none"> • Non-follow-up of the Law.
<p>2.4 Help procuring entities improve efficiency of project implementation.</p>	<ul style="list-style-type: none"> • Improve project quality. 	<ul style="list-style-type: none"> • MOF will monitor and guide consultants progress. 	
<p>3. Outputs</p> <p>3.1 Provide CPMO-ACA with adequate and appropriate start-up assistance.</p>	<ul style="list-style-type: none"> • Ensure that the CPMO-ACA is properly structured and staffed. The composition of CPMO-ACA should reflect the adequate number and expertise of staff and cover all relevant functions. 	<ul style="list-style-type: none"> • The consultants will report through inception, progress, and final reports. Progress will be monitored by CPRMs and project reviews. 	<ul style="list-style-type: none"> • The Government is willing to adopt the proposed changes in a timely manner. • Training program participants are retained and have adequate absorptive capacity.

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
3.2 Establish CPMO-ACA office and recommend office structure.	<ul style="list-style-type: none"> Ensure that all procurement-related documents are practical and streamline project implementation. 	<ul style="list-style-type: none"> Consultant's reports. 	
3.3 Provide training to CPMO-ACA staff and formalized training to Government procurement staff	<ul style="list-style-type: none"> Provide opportunities for the concerned staff to learn about the procurement practices of other countries and the technical details of the Government procurement regulations. 	<ul style="list-style-type: none"> Consultant's progress report. 	
3.4 Increase skill levels and awareness of need for professional procurement practices.	Organize a series of national seminars to disseminate the procurement knowledge and experience to all levels of the government including local governments.	<ul style="list-style-type: none"> Consultant's progress report. 	
4. Activities 4.1 Drafting Government ordinance.	<ul style="list-style-type: none"> Draft and review CPMO ordinance to reflect correct structuring of the office. CPMO should be staffed with full-time staff properly trained in various and respective areas of procurement. The PMO should include 5 divisions covering (i) Compliance, (ii) advisory, (iii) information, (iv) training and (v) procurement registration. CPMO should be given proper authority to carry out its tasks efficiently. 	<ul style="list-style-type: none"> All activities will be coordinated through the consultants, and be monitored through consultants' reports and draft documents. Checks by project review mission and CPRMs. ADB staff participation. Review of seminar materials. Monitor contents and participation in seminars. 	<ul style="list-style-type: none"> Considering the human resource constraints, the Government may not be able to select the most suitable CPMO staff. The Government may not want to adopt new standard bidding documents or the proposed changes to the procurement documents. Selected trainees may not be the most appropriate staff. Because of limited human resources, effective implementation of the regulations may take longer than estimated. Effective delivery of the training program by the consultants.

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
4.2 Start-up assistance to enhance the ACA structure.	<ul style="list-style-type: none"> • The new structure will comprise <ul style="list-style-type: none"> (i) a computerized network and database; and (ii) extension and renovation of printing capacity. 	<ul style="list-style-type: none"> • Listing of registered suppliers, contractors, and consultants. • Accuracy and transparency in the produced information and reports. 	
5. Inputs 5.1 Consulting services	<ul style="list-style-type: none"> • Fifty-two person-months for international and domestic consulting services, including • 12 person-months, international, procurement contract administration specialist, \$209,000. • 4 person-months, international computer system specialist, \$73,000. • 24 person-months domestic procurement consultants, \$43,200. • 12 person-months domestic computer system specialist, \$21,600. 	<ul style="list-style-type: none"> • Consultants' contract and claim forms. Consultant's progress reports. • Consultant's invoices 	<ul style="list-style-type: none"> • Government's counterpart staff and financing mobilized in a timely manner.
5.2 Equipment	<ul style="list-style-type: none"> • Computers, software, printers, photocopying machines, facsimile machine, \$48,600. • Vehicle \$22,400 	<ul style="list-style-type: none"> • ADB guidelines for procurement to be followed. • Supplier's invoices. 	

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
5.3 International training i) To upgrade CPMO procurement management competency. ii) For ACA, to study established registration procedures in another country iii) Local training for CPMO-ACA staff.	<ul style="list-style-type: none"> • Training scope to be clearly defined during implementation of the Technical Assistance. • Workshops, training, and seminars in country and international \$60,000. 	<ul style="list-style-type: none"> • The activities will be coordinated by the consultants, and be monitored using consultants' reports, topics to be taught during the seminars. 	<ul style="list-style-type: none"> • Trained staff may transfer to other areas without transferring the knowledge to successors. • Absorption capacity of the selected trainees maybe limited due to language barrier and caliber of candidates..

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Foreign Exchange	Local Currency	Total Cost
A. Asian Development Bank Financing			
1. Consultants			
a. Remuneration and Per Diem			
i. International Consultants	272		272
ii. Domestic Consultants		65	65
b. International and Local Travel	20		20
2. Equipment	22	73	95
3. Training, Seminars, and Conferences	50	10	60
4. Miscellaneous Administration and Support Costs	10		10
5. Contingencies	56	22	78
Subtotal (A)	430	170	600
B. Government Financing			
1. Office Accommodation		57	57
2. Remuneration and Per Diem of Counterpart Staff		35	35
3. Others		18	18
Subtotal (B)		110	110
Total	430	280	710

(Reference in text: page 3, para. 13)

OUTLINE TERMS OF REFERENCE

A. Procurement Contract Administration Specialist Consultant (International Consultant, Team Leader: about 12 person-months)

1. All work associated with the technical assistance (TA) will be performed in Mongolia. Two individual international consultants and three individual domestic consultants, with the following expertise and duties will implement the TA.
2. The procurement contract administration specialist consultant (PCAS) will analyze the existing procurement monitoring, bidding procedures, and practices in Mongolia, as well as the use and recruitment of consultants. He/she will recommend appropriate procurement monitoring guidelines, from the viewpoint of recognized and acceptable current international practice.
3. Specifically, the responsibilities of PCAS (the team leader) will include the following:
 - (i) Establish the Central Procurement Monitoring Office (CPMO) office and make recommendations to Government on the CPMO structure, responsibilities, and staff. The structures will consist of five divisions/groups: (a) compliance, (b) advisory, (c) information, (d) training, and (e) Procurement Registration Divisions.
 - (ii) Assist the CPMO staff supervise and monitor the implementation.
 - (iii) Help CPMO and Government with any procurement-related issues, including issuance of instructions and circulars, and recommend improvements based on experience.
 - (iv) Assist CPMO with monitoring and checking international and local sample bidding and contract documents for international and domestic competitive bidding for procurement of goods; procurement for supply, delivery, and installation of goods; civil works projects and related services, and turnkey projects; prequalification procedures in cases where bidders are invited to prequalify prior to bidding; and standard bid evaluation procedures, pursuant to the Procurement Legislation and Guidelines (PLG).
 - (v) Make arrangements, in consultation with the Asian Development Bank (ADB) and CPMO for international and local training for the new staff of CPMO and Agency for Construction and Architecture (ACA).
 - (vi) Supervise and help coordinate, with the international computer systems specialist (CSS), improving the procurement database and national suppliers, contractors, and consultants registration and classification system and incorporate procedures for annual updating of the classifications.
 - (vii) Develop and prepare training materials for a series of short-term training courses, workshops, seminars, and training of trainers in the methodology and role of the procurement and contracting procedures, and in the use of consultants.

- (viii) Liaise with consultants and with the representatives of aid or assistance agencies and international financial institutions in Mongolia to ensure that the scope of work does not overlap with other initiatives.
- (ix) Supervise and provide guidance to the domestic consultants.
- (x) Prepare periodic reports covering the major activities and accomplishments of the consultants.
- (xi) Prepare and submit reports and documents in English and Mongolian to Ministry of Finance (MOF) and ADB including an inception report at the end of month 1, interim progress reports at the end of month 6, and final report, making recommendations to improve the established procurement system, and justifying the need for additional consulting services, if any, two weeks prior to completion of the TA in month 12.

**B. International Computer Systems Specialist Consultant
(International Consultant—about 4 person-months)**

4. The international computer systems specialist (CSS) consultant will develop a Mongolian language user interface system and corresponding user manual based on the existing procurement database and suppliers, contractors, and consultants registration system database within ACA. Specific tasks will include the following:

- (i) Incorporate recommendations and suggestions made by Government agencies to develop procurement and contractor and supplier database systems, focusing on ACA's new structure.
- (ii) Enter test data into the computer from data entry sheets developed by the consultant and demonstrate the initial production runs.
- (iii) Develop a plan and carry out the initial production loading of the procurement data and contractor and supplier data into the system.
- (iv) Facilitate system modifications requested by Government agencies based on the results of the initial production runs.
- (v) Train domestic consultants and users in the operation and maintenance of the system.
- (vi) Assist Government agencies in incorporating the procurement data and contractor and supplier data system into the main local area network.
- (vii) Prepare various reports as required in coordination with the team leader.

**C. Procurement Administration Consultant
(Domestic Consultants No.: 2- about 24 person-months)**

5. The domestic procurement administration consultants will assist the team leader in all matters relating to establishment and strengthening of CPMO with specific inputs required as follows:

- (i) Liaise between the team leader and Government officials from different ministries.
- (ii) Review and analyze existing procurement-related rules and regulations, and assist the team leader in preparing the procurement-related documents as necessary.
- (iii) Prepare all procurement-related documents and all reports and circulars in the Mongolian language.
- (iv) Assist the team leader in the preparation of various reports and documents to be submitted to MOF and ADB.
- (v) Submit to the team leader a brief report on the work performed during the assignment, including any recommendations made, with copies to MOF and ADB.

**D. Domestic Computer Systems Specialist
(Domestic Consultant—about 12 person-months)**

6. The domestic computer systems specialist will assist the international computer systems specialist develop a Mongolian language user interface system and a corresponding user manual based on the existing procurement database and contractor and supplier registration system database within ACA. The domestic consultant will perform the following specific tasks with the international consultant and thereafter, take over the task of managing the databases as required by the Government agencies:

- (i) Incorporate recommendations and suggestions made by Government agencies to develop procurement and contractor and supplier database systems.
- (ii) Enter test data into the computer from data entry sheets developed by the consultant, and demonstrate the initial production runs.
- (iii) Develop a plan and carry out the initial production loading of the procurement data and contractor and supplier data into the system.
- (iv) Facilitate system modifications requested by Government agencies based on the results of the initial production runs.
- (v) Train users in the operation and maintenance of the system.
- (vi) Assist Government agencies in incorporating the procurement data and contractor and supplier data system into the main local area network.
- (vii) Prepare various reports as required.

TENTATIVE IMPLEMENTATION SCHEDULE

ACTIVITIES	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
IMPLEMENTATION												
1. Procurement Contract Administration Cons. (International)	█											
2. Computer System Specialist (International)				█					█			
3. Procurement Administration Consultant (2 Domestic)	█											
4. Computer System Specialist (Domestic)	█											
REPORTS												
1. Inception Report		█										
2. Interim Report							█					
3. Final Report												█
TRAINING												
1. Local				█				█				
2. International					█							

(Reference in text: page 3, para. 15)