

**SCOPE OF WORK**

<b>Consultant Name:</b>	TBD				
<b>Project/Activity Name:</b>	USAID/Sweden FARMA II Project {Bosnia}	<b>Activity #</b>			
<b>Assignment/Job Title:</b>	Database development and maintenance				
<b>Assignment/Job Type:</b>	<b>Full Time</b>		<b>Part Time</b>		<b>STTA</b>
<b>Nationality:</b>	<b>USA</b>		<b>TCN</b>		<b>CCN</b>
<b>Engaged By:</b>	Cardno Emerging Markets USA, Ltd.				
<b>Reports to:</b>	M&E Expert & Chief of Party				
<b>Assignment Period:</b>	<b>Start Date:</b> November 23, 2016	<b>End Date:</b>			
<b>Total LOE:</b>	<b>Total LOE:</b>	<b>Onsite:</b>	<b>Offsite:</b>	<b>Travel:</b>	

**USAID/Sweden FARMA II - Description of Project**

USAID and the Government of Sweden have awarded Cardno Emerging Markets USA a five-year US\$16.2 million contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia & Herzegovina (BiH). The purpose of the FARMA II Project is to create agricultural and agribusiness economic opportunities for BiH farmers and entrepreneurs. FARMA II will achieve this by assisting farmers and agricultural producer organizations to adopt European Union (EU) and international agricultural and food standards and new production techniques, produce new high value products and expand their access to both foreign and domestic markets. The FARMA II team will also provide support to the BiH government to implement new and revised laws and regulations that comply with EU and international requirements.

**Scope of Work – FARMA II Database development and maintenance**

**Purpose of the Activity:**

The purpose of this assignment is to customize the current Microsoft SQL server database platform to address FARMA II needs and maintain the database that will be used as a management tool for project's activities tracking and reporting. The assignment will be divided to two parts:

- 1) Modification of the current database to address USAID/Sweden FARMA II needs;
- 2) Monthly maintenance of the database during life of the project.

The first part of the assignment will be related to the customization of the current platform (please see Annex 1) in tune with the specifics of the FARMA II project. The final setup of the database should have several pages for data entering including but not limited to: data on stakeholders, activities, grants, subcontracts, business results of the stakeholders, and indicator results (please see Annex 2). There should also be part of the database that automatically generates reports per specific criteria. The database needs to be simultaneously used by more than one user (up to 25 users), all of which have personal level of authorization for data entering and usage. Induction training of users of the database will also be required as part of this initial set-up phase.

The second part of the assignment is related to the maintenance of the database throughout the life of the project. This primarily assumes the bug removal that requires developer immediate attention, but also minor modification of the database such as adding new fields for data entering and its alignment with the reporting mechanism. Significant database improvements can be a subject of a separate assignment.

**Consultant Tasks for the Assignment:**

- Identification of the project needs (meetings with relevant FARMA II team members, desk research, review of available software and identification of necessary modifications);
- Development of the FARMA II testing platform;
- Debugging and adjustments of the database design, based on testing feedback;
- Development of the final database, based upon all user experience and feedback;
- Training provided to FARMA II staff on proper usage of the database and reporting tools;
- Debugging and minor modifications during piloting phase (first 3 months), as required; Timely bug removal and other maintenance;
- Providing timely support to FARMA II contact person(s) related to database usage and its features.

**Assignment Deliverables:**

For 1) Modification of the current database to address USAID/Sweden FARMA II needs;

- FARMA II test database platform developed;
- Working sessions with the FARMA II team held;
- Final FARMA II database platform in place;
- Training of FARMA II staff on database usage provided;
- Bug and minor improvements reporting tool in place;

For 2) Monthly maintenance of the database during life of the project.

- Maintenance of the database provided (debugging and minor improvements incorporated to the database in no longer than 24 hour timespan);
- Other assistance on proper usage to FARMA II contact person provided.

**Assignment Schedule:**

- The assignment date should start on the November 23<sup>st</sup> with the database modification. The database should be fully functional by December 24<sup>th</sup>. The maintenance of the database is envisaged to last from the January the 1<sup>st</sup> 2017 throughout the life of the project (4 full year).

**Pricing & relevant experience:**

- Price separately for:
  - Price for modification of the current database (lump sum);
  - Price for maintenance of the database (possible 4 years) per month or per year;
  - Price per hour for requested new functionalities starting as of January 1<sup>st</sup> 2017.
- Provide reference list of similar works done in previous 3 years with explanation and client contact detail
- Provide ID number and statistical number

## SOW ANNEX I

Here are the main entering pages in the current database that needs to be modified:

### Stakeholder detailed page

[stakeholders](#)
[activities](#)
[activity report](#)
[business results](#)
[business meetings](#)
[change password](#)
Welcome COP [Logout](#)

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**Stakeholder Name**

Stakeholder number: 903  
 Stakeholder name:  Stakeholder name english:

Additional Description:

Entry date: 10/10/2010  
 Registered Recipient:

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**Project Work Area**

Sector:

Value Chain / Service Area:

Sub category:

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**Stakeholder Type**

Stakeholder Type:

Designated Beneficiary (DB)  
 Economic Development Agency:

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**Implementing Partner**

Implementing Partner:

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**Geographic Category**

Region:

Subregion:

Locality:

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**Stakeholder Special Characteristics**

Stakeholder Special Characteristics:

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**Contact Information**

Principal contact:

Address:

Phone:

Fax:

Email:

WebURL:

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**Notes**

Notes:

Inactive:

Continue work  [Save](#) [Cancel](#)

## Activity detailed page

[stakeholders](#) [activities](#) [activity report](#) [business results](#) [business meetings](#) [change password](#)

### General Activity Info

Activity number:  
Activity name:  
Entry date:  
Select parent activity:  
PMI contribution:  
Short description:

Start Date of the Activity:  
Start Date of Contract:  
End Date of Activity:  
End Date of Contract:  
For Approval on(Tech meeting date):  
Location:  
International Travel:  
International Training:  
Trainet:  
Outputs:  
Activity originated from:

### Project work area

Sector:  
Value Chain / XC Area:

### Activity Category

Competitiveness Area:  
Component:  
Activity type:  
Length (in hrs.):  
Subtype:

### Youth Relevance

Activity related to youth:  
% of youth focus:  
Focus area:  
Strategic objective related to youth:

### Action Plan Position

## Grant detailed page

[stakeholders](#) [activities](#) [activity report](#) [business results](#) [business meetings](#) [change password](#) Welcome COP [Logout](#)

Activity name:  
Activity number: 2013/486

### Grant General

Document date: 11/10/2016  
Grant Type:   
Solicitation/RFA Date:   
RFA Title:   
Begin date:   
Final Delivery Date - Scheduled:   
Closeout Date - Actual:   
Stakeholder Name:   
[Add new stakeholders](#)  
Grant Status:   
Additional Description:   
Grant Evaluation Form Completed (GAEF):   
Site Visit:   
Environmental Compliance conducted:   
Negotiation Conducted:

### Grant Statement of Work

Grant overview:   
Implementer Overview:

### Approvals

TL Approval Date:  
GM Approval Date:  
COP Approval Date: 11/10/2016  Set date  
TEC Approval Date:  
COTR Approval Date:

### Grantee Bank Payment Details

Bank name:   
Account name:   
Account number:   
Bank branch:   
Swift code:

### Amount from the other AARs

Indicator detailed page I

[stakeholders](#)
[activities](#)
[activity report](#)
[business results](#)
[business meetings](#)
[change password](#)
Welcome COP [Logout](#)

[Custom Indicators](#)

Total participants - Individuals: 0

Roma	0
Disability	0
Youth	0
M	0
F	0

Total participants - Stakeholders

Private Product/Service Company	0
Private Consulting / BDSP	0
Financial Institution	0
Educational Institution	0
Private Training Provider	0
Publicly-owned Company	0
Government Agency	0
NGO/Private non-Profit Org	0
Business Association	0
PPD / Working Group	0
International Donor	0
Media	0
Foreign Company	0

Base Indicator Group

Business Environment Improvements

Justification

Indicator detailed page II

Fill out Male, Female, Roma, and Youth text boxes only if you have NOT entered each individual participant in the activity.

Number of Participants  
 Male:  Female:  Sum: 1,000  
 Roma:  Youth:  Disabled:

Number of Participants in WFD programs  
 Male:  Female:  Sum: 1  
 Youth male:  Youth female:

Number of persons with New or Improved Employment  
 Male:  Female:  Sum: 1  
 Roma:  Youth:

Employment Type:

Number of participants obtaining certifications

Expected Results Not Applicable

Enter number obtained.

The following fields are available in case you only have the total figures.

Improved Management Practices:  Justification:

Achievement of International Certification:  Justification:

Achievement of EU Certification:  Justification:

Enter Percentage Increase/Decrease  
 Increase/Decrease in Sales:  %  
 Increase/Decrease in Employment:  %  
 Increase/Decrease in Access to Finance:  %  
 Sales:   Trade Fair  
 Export:   
 No Of Companies Participating:   
 No Of Companies Responded:

## SOW ANNEX II

Below are the examples of the data that should be captured in the modified database:

### Stakeholders

Stakeholder Name	ID number	Contact Name	Entity	City	Municipality	Address	Phone Number	Email	Ownership Type	Production Type	Sector	Certification possession	Designated Beneficiary	Women Led	Export destination	Business Data
			FBIH						Private	Primary producer	Fruits and Vegetables	Organic	Yes	Yes	EU	Sales
			RS						Public	Processor semi final	MAP and Honey	Global GAP	No	No	China	Export
			Brcko District							Processor final	Dairy	HALAL			SAD	Jobs
										Etc...	Poultry	Kosher			Middle East	Employment Data
											Cross Cutting	ISO			Russia	
												IFS			Other	
												BRC				
												NLP				
												JAS				

### Activities

Activity Name (if applicable)	Activity description	Start of the activity (MM/DD/YY)	End of the activity (MM/DD/YY)	Responsible Person	Activity Type	Stakeholders involved	Meetings	Site Visit	Follow up required
					Technical Assistance		Date	Date	Yes
							Description/main conclusions	Description/main conclusions	No
					Training				
					Study tour				
					Internship				
					Fair				
					Certification				
					Other				



## Grants

Applicant name	Organization Type	Repeated beneficiary	FARMA II target sector	Municipality	Canton	Entity	Full Application Reference Number	Grant Application Submission Date	Total Investment Cost	FARMA II Grant Funds	Grantees' contribution in BAM	Grantees' Contribution in %	Third Party in BAM	Purpose of the Grant	Direct Employment Male	Direct Employment Female	Indirect employ.	Seasonal work	Grant Status	Grant Agreement Signed	Award Term Started	Award Term End	Solicitation
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## Grant disbursal info

Disbursement Agreement							Disbursement Schedule 2016	Disbursement Forecast 2017
PO Name	Location	Grants Tracking Number	Amount Approved BAM	Date Signed	Award Term Started	Award Term End		

## Indicator info

Activity Number	Activity Name	Indicator 1	Indicator 2	Indicator 3	Indicator 4	Indicator 5
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