OPERATION IDENTIFICATION SHEET
Temporary Database Management System (DBMS) for IPA Component IV-Human Resources Development
(Measure 4.1)

1. Operating Structure:

Operating Structure for Human Resources Development Component of IPA (OS), as per Article 16 of the Governmental Decree on DIS, shall comprise of CFCD and the respective structures for IPA implementation established within the Ministry of Education and Science (MoES) and the Ministry of Labour and Social Policy (MLSP).The Operating Structure shall be responsible for managing and implementing the OPHRD in accordance with the principle of sound financial management, as per Article 9 of the Governmental Decree on DIS, point 6 of Annex A of the Framework Agreement and Article 28 of IPA IR, in the following manner:

Ms Radica Koceva
Head of Operating Structure for Human Resources Development Component of IPA
Head of Central Financing and Contracting Department (CFCD)
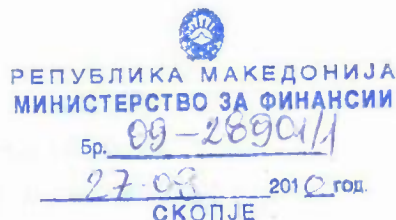Ministry of Finance
"Dame Gruev" 14, 1000, Skopje
Republic of Macedonia
E-mail:radica.koceva@finance.gov.mk,
Tel: +389 2 3106 455
Fax: +389 2 3231 219

Mr. Deni Gjorcevski
IPA Coordinator within the Ministry of Labour and Social Policy
Ministry of Labour and Social Policy (MLSP)
"Dame Gruev" 14, 1000, Skopje,
Republic of Macedonia
E-mail: dgjorcevski@mtsp.gov.mk,
Tel: +389 2 3106 595

Ms. Nadica Kostoska
IPA Coordinator within the Ministry of Education and Science
Ministry of Education and Science (MES)
"Mito Hadzivasilev Jasmin" bb, 1000, Skopje
Republic of Macedonia
E-mail: Nadica.Kostoska@mon.gov.mk
Tel: +389 2 3121 110

2. Title of the Operation:

Temporary Database Management System (DBMS) for IPA Component IV-Human Resources Development

3. Measure

Measure 4.1: Support to the Implementation of OP HRD

4. Description of the Operation

4.1. Synthetic description

The Operation aims at establishing Database Management System (DBMS) as a temporary database to follow up the indicators of the implementation of the Operational Program for Human Resources Development (2007 – 2013) - OPHRD. The DBMS has to be designed in order to be compatible with the MIS (Management Information System) for management of IPA (Components I-IV) in the country. The DBMS will need to be integrated in the MIS once the MIS will be fully developed and operational.

More precisely, the temporary DBMS shall facilitate the OPHRD Operating Structure (IPA staff in the MLSP, MES and CFCD) in carrying out its responsibilities related to securing the collection of information necessary to calculate the OPHRD indicators.

The requirement of confidentiality needs to be observed and secured by all involved actors that will have access to the Database in the course of DBMS operation and functioning.

The operation shall consist of the following three components:
1. Developing, testing and installing the DBMS
2. Training of relevant staff
3. Providing technical support

The details with respect to each of the aforementioned components are summarized in the following lines:

1. <u>Developing, testing and installing the DBMS</u>

A temporary database will be developed, tested and installed.

Further details regarding the development and functionalities of the DBMS as well as regarding accessibility issue shall be agreed in close cooperation between the consultant and relevant DBMS beneficiaries (IPA staff in the CFCD, MLSP, MES and ESA, if relevant) taking into account the necessity for the two Ministries to access the database. Moreover, the purchase of required licenses regarding the use of the database will have to be provided as part of the contract. DBMS shall use the MIS hardware (e.g. server, etc).

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Finally and after the DBMS has been developed, the consultant will have to test and to install it. The equipment related to the installation and functioning of the database in the CFCD will be the one purchased, installed and used for the MIS. It will have to be available before the beginning of the training activities at the latest.

2. Training of relevant staff

This component shall include on-the-job trainings with respect to the use, maintenance and the further upgrading/developments (through technical transfer) of the DBMS. The IPA related staff and relevant IT staff within the CFCD, MLSP, MES and ESA will benefit from those trainings.

The contractor will also produce Manuals of procedure regarding the 3 aforementioned types of training activities.

3. Providing technical support

Under this component after the DBMS has been developed and tested, the consultant will have to provide technical support to the staff dealing with the DBMS within the initial period of its functioning.

4.2. End recipient(s)

Operating Structure for Human Resource Development.

4.3. Duration

The Operation shall cover one service contract procured under Framework Contract procedure. The Operation is expected to start in June 2010 and end in February 2011, with duration of 8 months.

4.4. Target groups

The target group of this Operation is the:
- CFCD staff;
- IPA/IT staff in MLSP;
- IPA/IT staff in MES; and
- IPA/IT staff in ESA.

4.5. Expected output, results and impact indicators

Indicators	Baseline	Target	Definitions and presumptions	Source of data
Outputs				
No of people trained by institutions	0	60		Project Reports
Result				
% of funding consumption	0	70 %		National Fund Database

4.6. Links with other measures or IPA programmes (if any)

This Operation is linked with the overall implementation of OP HRD.

5. Implementation arrangements, risks and assumption

5.1. Institutional framework:

The **Central Financing and Contracting Department** (CFCD) shall act as a Contracting Authority and shall be responsible for launching tenders, organising evaluations, preparing/signing contracts, payments, accounting, and shall have overall responsibility and supervision of contracts' implementation.

The **Delegation of the European Union** in Skopje shall execute ex-ante control over the whole procedure and shall be kept fully informed on the progress by means of regular briefings during the course of Operation.

IPA Structures in MLSP and MES will be responsible for programming and technical implementation of the OP HRD, where the MLSP is responsible for technical implementation of Priority Axis 1 (Employment) and Priority Axis 3 (Social Inclusion), and the MoES is responsible for Priority Axis 2 (Education). The Priority Axis 4 - Technical Assistance will be implemented through joint cooperation of the Operating Structure for the Human Resource Development.

A **Steering Committee** (SC), comprising of representatives of the bodies of the Operating Structure (CFCD, IPA structures in Ministry of Labour and Social Policy and the Ministry of Education and Science), the contractor and other relevant stakeholders, shall be established to monitor the implementation of the project. The Delegation of the European Commission will participate at the Steering Committee as an observer. The Steering Committee will take the necessary decisions related to

project facilitation and progress and will be the forum to discuss any unforeseen difficulties. The final membership of the Steering Committee will be approved by the Contracting Authority.

5.2 Procedures for the implementation of the operation: call for proposals/direct implementing action by national institutions without prior call for proposals/call for tenders:

Project title	Type of Contract	Award Procedure	Completion of Tender documentation and submission to EUD	Inviting the tenderers to submit an offer	Submitting the proposals	Evaluation period	Contract signature	Contract Start	Contract End
Temporary Database Management System (DBMS) for IPA Component IV- Human Resources Development	Service	Framework Contract	01/2010		03/2010	04/2010	05/2010	06/2010	02/2011

5.3 Risks and assumptions (if any)

Risks:
- Lack of coordination between the Consultants developing the MIS and the DBMS;
- Incompatibilities of the developed DBMS with the MIS;
- Technical problem with respect to the technology/knowledge transfer ;
- Late finalization of the Terms of Reference for the DBMS Project which is being prepared under TAIB 2007.

Assumptions:
- DBMS developed in a way to be easily integrated in the MIS;
- Trainings delivered to relevant staff with respect to usage and maintenance and further developments of the DBMS in an efficient and practical way;
- Appropriate staff (system administrators and supporting staff) is available,
- Permanent and day-to-day involvement of relevant staff from the MLSP, MES and CFCD through the entire period of application developments.

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