

## TERMS OF REFERENCE FOR CONSULTANTS

### A. International Consultants

#### 1. Contract Management Specialist/ FIDIC ( 2 person months)

##### Introduction:

Asian Development Bank (ADB) proposes to recruit one FIDIC accredited trainer for conducting 2 training programs on International Federation of Consulting Engineers (FIDIC) conditions of contract. training program consists of two modules: (i) FIDIC/ENAA Contracts for Construction Works and plant installation; and (ii) Claims, Dispute Avoidance and Resolution Mechanisms in Project Administration. The first module will enable participants to (i) know the contents and operation of the main clauses of the contract; and (ii) understand the contract administration procedures, in particular, distribution of tasks and responsibilities among the parties and required time frames. The second module will enable participants to learn about (i) Claims; (ii) Dispute Avoidance; (iii) the role and function of the dispute resolution in FIDIC/ENNA contracts and its importance for the timely and orderly execution of a project; and, (iv) understand the formation and function of a Dispute Adjudication Board.

##### Scope of work:

- 1) In consultation with SLRM, develop details of the workshop program; and review, select and put together background materials including suitable case studies for the workshop participants, as necessary.
- 2) Develop a complete workshop outline, listing the workshop content, to be reviewed and approved by SLRM. Following the approval of the workshop outline, design the workshop.
- 3) Develop and submit all draft training materials, including PowerPoint presentations, case studies, and exercise materials at least 2 weeks before the workshop dates for SLRM's review and comments. Incorporate comments in the final materials.
- 4) Submit all the final training materials in soft and hard copy to SLRM at least 1 week before the workshops.
- 5) Develop a master copy of the reference materials for reproduction and distribution to participants.
- 6) Identify and develop the appropriate evaluation process/mechanism and tools to be used in assessing the workshops and its impact on the participants' competencies and performance. It will be used specifically to evaluate the effectiveness of the training methodology and techniques used.
- 7) (Vii) Review feedback/comments received from participants. Submit the final training report within 14 days from the end of the program, summarizing the lessons learned and recommendations for improvement. This report should have the following elements:
  - Title of the training program, dates of deliveries, locations of deliveries;
  - Name of consultant/s and consulting firm;
  - Brief description of the training program (longer description and outline may be attached);
  - Brief description of the program development process;
  - Strengths of the program (design features, methods, resources, topics, etc.);

- Weaknesses and challenges faced by the program. (For items 5 and 6, the consultant may refer to and comment on the summary of Training Evaluation if it has been made available);
- Suggestions for improvements for future delivery; and attachments.

## **2. Legal Specialist ( 8 person months)**

### **Introduction:**

The Asian Development Bank (ADB) has provided to Sri Lanka a cumulative amount of \$6.87 billion in development assistance including sovereign loans and grants. ADB has been closely working with the Government of Sri Lanka (GoSL) and its Executing and Implementing Agencies (EAs and IAs) to improve the portfolio performance. There are several issues that need to be addressed specifically to clear bottlenecks and further develop areas that hinder better portfolio performance. ADB together with GoSL will accordingly make available TA support targeting, in a comprehensive manner, portfolio performance enhancement.

The CDTA is designed to enhance operation effectiveness of ADB projects in Sri Lanka. Based on the past review of portfolio performance, it has been found that there is room for improvement of portfolio performance through enhancing capacity of EAs and IAs to reduce startup delays, efficiently and effectively deal with social safeguards and land acquisitions, better and faster procurement, better monitoring and evaluation and improved audit.

### **Scope of work:**

Governance is recognized and implemented by the ADB as a crosscutting thematic issue in implementation of its portfolio. The 2<sup>nd</sup> Governance and Anti Corruption Action Plan (2<sup>nd</sup> GACAP) lays down in detail the ADB's approach to governance in its operations. The Legal and Governance Specialist is expected to familiarize himself with the provisions of 2<sup>nd</sup> GACAP and design governance related input to the portfolio in manner that is best calculated to provide the desired result within the country context. In this regard the Specialist is expected to have a through understanding of in country laws, systems and processes. The following are the key tasks to be performed by the specialist;

- a. Provide legal and governance input, advice and governance to staffs of ADB, EAs and IAs in portfolio related matters.
- b. Provide input to other Consultants particularly in designing of capacity development initiatives after identifying needs and gaps in capacity for better project implementation, contract management, procurement and monitoring.
- c. Conduct institutional and governance assessment.
- d. Provide legal advice and input, particularly on the country requirements on loan agreements and project related contracts, in order to facilitate speedy obtaining of relevant legal clearances from GoSL.
- e. Design and delivery of programs relating to governance and legal issues to staffs of ADB, EA and IAs.

- f. Be a part of project related Missions as may be requested by the relevant project officers and provide governance and legal assessments in design, execution and ongoing monitoring of ADB funded projects.
- g. Provide advice on issues that may arise from time to time in project administration and contract management to staffs of ADB, EAs and IAs.
- h. Coordinate and liaise, as may be necessary, with relevant in-country oversight and anti-corruption intuitions and coordinate the provision of capacity development support as may be necessary under the CDTA.
- i. Share knowledge and experiences across sectors with a view to overall capacity enhancement.
- j. Provide support and advice, as may be necessary and appropriate, in the establishment and operation of the proposed Capacity Development Resource Centre at ADB's Sri Lanka Resident Mission particularly in developing its legal and governance sectors.

### **3. Technical Experts ( 16 person months)**

#### **Introduction:**

Services of international consultant required to ensure monitoring is done adequately and timely compliance of monitoring reports in terms of quarterly reports, safeguard reports and other due diligence and to support project management units (PMU) in providing overall administration and coordination support. The consultant will be based in Colombo and will visit the sites as and when necessary based on follow up on ADB and PMUs.

#### **Scope of work:**

The consultant will intermittently provide consulting services to ensure overall administration and coordination and compliance of ADB guidelines.

Responsibilities under the assignment will include but not be limited to the following:

- Advise the PMUs in the project management and procurement, day to day project administrative issues.
- Advise the National and Provincial Steering Committees on project implementation and management issues.
- Assist the PMUs in monitoring of sub-projects
- Providing administration and coordination support to PMUs.
- Reviewing the detailed implementation schedules covering all stages of implementation process for each subproject from field survey and investigations to acceptance of finished work.
- Assisting PMUs in providing guidance to fiend offices in project management and supervision works.

- Review construction supervision of subprojects/design and supervision support including quality, cost and time controls.
- Preparation of quarterly progress reports and other reports as required to be submitted to ADB.
- Ensuring implementation of activities as defined in the scope of works pertaining to this term of reference.
- Assisting in implementation of capacity building program of the project.

## **B. National Consultants**

### **4. Training coordinator ( 32 person months)**

#### **Scope of work:**

Coordinating and conducting the seminars, workshop and Training Programs for EA staff.

#### **Detailed tasks:**

The consultant will be responsible to ensure the smooth and effective management of training programs. Specific tasks include:

- a) Review the needs assessment undertaken and update if required and identify the training programs that can be undertaken in-house by ADB staff and by external training institutes.
- b) Together with ADB and relevant EAs and IAs help shortlist training institutes and personnel
- c) Identify and develop links with external training resources as follows:
  - (i) Establish and maintain links with recognized training institutions
  - (ii) Establish and maintain a database of individual trainers in the identified areas, including detailed curricula vitae
- d) Provide support to curriculum development
  - (i) Assist in the coordination required for the development of training content and curricula (e.g. between ADB project officers, IA staff and trainers)
  - (ii) Assist in the production of training material e.g. handouts, manuals and other media CDs, pen drives, workshop folders
  - (iii) Assist in identifying a variety of delivery methods, lectures, case studies, and other appropriate methods
- e) Design and maintain training calendar, with a schedule of all planned training programs.
- f) Disseminate information on training programs as follows:
  - (i) Prepare and maintain a database of implementing and executing agencies with contact persons, in the target organizations for the capacity building exercise, to be informed about proposed training programs.
  - (ii) Maintain a database on training undertaken including names of persons trained.
  - (iii) Prepare information leaflets on the training programs and application forms, and distribute to the relevant agencies.

g) Responsible to organize and coordinate the training programs which include the following:

- (i) Identification of venue.
- (ii) Support in preparation of training materials for distribution.
- (iii) Obtaining participants feedback.

## **5. Project Implementation Expert ( 24 person months)**

### **Scope of work:**

The national consultant will support ADB and the executing (EA) and implementing agencies (IA) in (i) undertaking the necessary consultations with all key stakeholders, (ii) liaising between the central and provincial government (as required), (iii) monitoring

project implementation progress, (iv) guiding the EAs and IAs on measures to be taken to adhere to ADB guidelines and procedures, and (ii) ensuring that project readiness actions are met.

### **Detailed tasks:**

- 1) Co-ordinate and oversee project implementation in key sectors and ensure activities are being implemented in accordance with ADB guidelines and government procedures.
- 2) Develop effective monitoring mechanisms to assess progress of project implementation to fast track implementation of ADB funded projects.
- 3) Assist in providing inputs to project processing teams in specific sectors as required.
- 4) Support the executing and implementing agencies in undertaking stakeholder consultations including project beneficiaries and affected persons.
- 5) Monitor and advise the EA and IAs on meeting project readiness actions and provide guidance on how to overcome any bottlenecks in the process.
- 6) Liaise among central, provincial and local government (where applicable).

## **6. Contract Management Specialist ( 16 person months)**

### **Scope of work:**

The Contract Management Specialist will be responsible for Contract Management of works contracts under the project. The Specialist should be competent in Contract management, reporting skills, interpersonal skills, costing, project planning, institutional development, and communication skills.

### **Detailed tasks:**

The duties and task of the Specialist includes, but not limited to:

- 1) Review existing reports and documents and other resources available and assist the Project Management Unit to formulate solid implementation approach.
- 2) Coordinate work of the civil Contractors to minimize delays and disturbance to the road users.
- 3) Review Civil Contractors work Programs and direct them, where necessary, for non conflicting working arrangements.
- 4) Assist PMU in resolving contractual issues
- 5) Recommend the contractor's claims and the payments based on the agreed FIDIC contract.
- 6) Monitor the financial performance of the project and ensure that the cash flows are in harmony with budgets.
- 7) Devise methodologies to maintain the quality of work of the Contractors and mobilize the supervisory team effectively with least cost to the project.
- 8) Ensure that the project is delivered in time allocated for the work.
- 9) Pay attention to the environment, health and safety, quality assurance & control, resettlement and social safeguards aspects to bring minimum delays and avoid loss of reputation to the project work.
- 10) Carry out routine checks on NRW and take corrective actions to bring the project Programme to the correct path
- 11) Prepare project progress monitoring strategies in par with international best practices and follow them up.
- 12) Utilize proper contract management methodology to achieve targets through time management.
- 13) Use past experience & coordinate with PMU & civil Contractors and prepare PIP & construction methodology for the entire project. Understanding the gravity & specialty of the entire process need to be very precise and the best methodology in all sectors must be analyzed & finalized with all counterpart staff.
- 14) Prepare training program for PMU staff on contract management and provide training.
- 15) Update Costs, economic and financial information when necessary.
- 16) Arranging monthly progress meeting with civil contractors.

## **7. Procurement Specialist ( 16 person months)**

### **Objective and Purpose of the Assignment:**

To provide capacity development support to executing agencies and support SLRM PMU to efficiently and effectively handle procurement of goods and works, consultant recruitment, contract administration, project administration and portfolio management covering all the projects.

### **Scope of Work:**

The Consultant will be responsible for assisting ADB and its executing agencies in procurement of goods and works, and consulting services under loan, grant, and technical assistance (TA) projects and in portfolio management. She/he will: (i) assist executing agencies and ADB in conducting the tasks identified below by applying technical practices and methods, and collect and make use of available and necessary data in carrying out the assignment; (ii) work in close consultation with the executing agencies and ADB, and discuss issues that would affect efficient

procurement management and contract management with executing agencies and ADB; (iii) provide advice on the ways to resolve them; and, (iv) coordinate with other consultants appointed by ADB, and prepare reports as required.

## **Detailed Tasks and/or Expected Output :**

### **a. Procurement and Consulting Services**

- Review of various procurement documents, for example, prequalification documents, bid documents, bid evaluation reports, contract awards-related documents/reports, prepare necessary internal procurement approval forms and fax letters to executing agencies, assists in drafting various other related documents (for example, procurement papers for award of contracts), and correspondences as required.
- Assists designated ADB/executing agency Staff in recruiting consultants, preparing shortlists and request for proposal, evaluation of technical and financial proposals, review of draft contracts, contract negotiations, and contract signing. Also assists in issuing contract variations for goods/civil works contracts and consulting services contracts.
- Provides necessary advice on complex procurement and contract administration issues to both executing agencies and ADB SLRM project teams and suggest appropriate measures to resolve them quickly to ensure effective implementation of ADB projects.
- Assists in maintaining MIS on procurement, consultant recruitment, portfolio performance and maintain accurate data on current status of implementation progress of ongoing projects.
- Assists in updating the Consultant Recruitment Activity Monitoring System and the Procurement Contract Monitoring System to support monitoring of the progress of consultant recruitment and procurement.
- Assists in monitoring submission of TA consultants' final billings and TA completion for timely closure of TA accounts.

### **b. Project Performance Monitoring**

- Updates information and performance of assigned loan, grant and TA projects quarterly or as necessary, including project description and scope, status of implementation, developments, major problems, and actions taken/proposed.
- Assists designated national staff in administering assigned loans and in Energy, Transport, Urban, Human Development, Agriculture, Environmental and Natural Resources Sectors.
- Assists designated National Staff in applying rules and procedures, such as the Loan/Grant Regulations, Project Administration Instructions, loan/grant/TA disbursement handbooks and financial management handbook.
- Maintains records needed to monitor compliance with loan/grant covenants such as the submission of monthly and/or quarterly progress reports, safeguard compliance reports, and benefit monitoring and evaluation reports.
- Participate in procurement audits and project review missions; and assist ADB mission leaders to assess executing agencies procurement and contract award achievements and recommend measures for improving project implementation performance including preparing the related pre- and post-mission documentation.

- Assists in reviewing requests for changes and/or reallocation of loan, grant and TA proceeds, and in drafting requisite memos for approval.
- Reconciles project accounts and monitors disbursement status, imprest accounts as well as creation and closing of accounts.
- Updates project data and prepare various reports on projects' financial status as required by the Department and Management.

#### **c. Portfolio Management**

- Compiles data and statistics on contract awards and disbursements for the assigned projects and assists in monitoring and analyzing the actual contract awards and disbursements against targets to identify shortfalls and underlying causes and identifying needed actions to meet projections.
- Assists ADB to conduct Tripartite Portfolio Review Meetings (TPRM) to monitor portfolio performance and discuss procurement, consultant recruitment, contract management issues and project implementation activities in ADB-financed projects.
- Conduct detailed review of TPRM briefing sheets, background papers, action plans and review executing agencies' submissions on procurement and project administration related matters such as contract variations, change in scope, implementation arrangements, procurement methods and thresholds, as per ADB guidelines, project administration instruction (PAI) procedures and Loan/Project Agreements.

#### **d. Project Start-up Support**

- Contributes to preparation of Project and/or Facility Administration Manuals and Grant Implementation Manuals by consolidating data and information for appendixes, drafting project description and scope, project cost and financing plan, procurement plan, selection procedures and terms of reference for the consulting services, design and monitoring framework, loan covenants, and others.
- Other project administration tasks that may be required.

### **8. Financial Management Specialist ( 12 person months)**

#### **Scope of work:**

The objective of the assignment is to assist in strengthening the financial management capacity of executing agencies (EAs)/implementing agencies (IA) in Democratic Socialist Republic of Sri Lanka and facilitate projects' compliance with ADB's financial management (FM) requirements. Financial management aspects of the projects are required to be considered at many stages of the project life cycle. Most SARD projects are implemented by government ministries, departments or agencies.

#### **Detailed tasks:**

The consultant will help the FM Officer in SRI in strengthening the financial management capacity of executing agencies (EAs)/implementing agencies (IA) in Sri Lanka and facilitate projects' compliance with ADB's financial management (FM) requirements. To manage ADB's fiduciary risk, and ensure that loan/grants proceeds are used for their intended purposes" ADB requires, among others, borrowers to submit audited project financial statements (APFS) at regular intervals during implementation of a project; and in the case of revenue earning EAs/IA, their audited entity financial statements (AEFS). These financial statements are required to be critically reviewed against ADB's guidelines and deficiencies, if any, communicated to the implementing agency EA/IA. This enables ADB to make assessment of compliance with loan covenants, quality of financial reporting as well as the EA/IA's financial position. This includes: (i) assistance in development of TORs for financial accountants at the Project Monitoring Units; (ii) assistance in drafting of financial management assessments; (iii) assistance in developing detailed audit and financial reporting requirements for communication to the implementing agency/executing agency; (iv) development of financial statement templates for the Project Administration Manual (PAM); and (v) Review of APFS/AFS - This may also include providing trainings and workshops and knowledge dissemination both within ADB, and to ADB's borrowers in India. At a country level, it also includes working with government Agencies like Supreme Audit Institutions and Ministry of Finance to standardize and streamline financial management aspects. Travel or field visit to project management unit offices may be required.

## **9. Gender Specialist ( 12 person months)**

### **Scope of work:**

The primary responsibility of the Gender Specialist will be to assist the Social Development Officer (Gender ), in supporting and monitoring the timely and effective implementation and monitoring of selected social development and gender and development (GAD) activities of ADB-financed projects in Sri Lanka –including a range of loans, grants and Technical Assistance (TAs) with additional focus on strengthening the capacity of Executing and Implementing Agencies (EAs/IAs) to deliver on their commitment to social/GAD-related results. The consultant will also be involved in social safeguard-related activities when required.

### **Detailed tasks:**

1. The national Gender consultant will be responsible to carry out the following tasks:
  - a) Providing support to on-going projects to ensure timely and effective implementation, monitoring and reporting of Gender Action Plans (GAPs) and maintaining collaboration with Project Gender Focal points at central and Region/district level.
  - b) Ensuring gender related effective capacity development of EAs, IAs and Project Implementation Units (PIUs) by supporting the organization and facilitation of selected sector and project-specific gender training on how to address gender issues and implement project GAPs more effectively.
  - c) Supporting social safeguards related activities when required
  - d) Contributing to preparing project-related reports and capturing lessons learnt.
  - e) Performing any other responsibilities as assigned.

## 2. Specific responsibilities:

### Project Implementation:

- Support the mainstreaming of gender and social inclusion/equity in selected projects, and provide technical support.
- Support project monitoring and reporting with the use of the GAP Monitoring Matrix and sex-disaggregated data.
- Support implementation of social safeguards.

### Social and GAD Capacity Development:

- Support the provision of social development/gender and development capacity building training to EAs and IAs to enhance their ability to implement projects with gender, social inclusion/equity and poverty reduction components.

### Project Preparation:

- Assist Gender/social development consultants in the preparation of GAPs during project processing.

## **10. Environment Specialist ( 24 person months)**

### **Scope of work:**

Objective and purpose of this assignment is to develop environmental assessment review framework (EARF)/ environmental and social management framework (ESMF)/ environmental assessment report (EIA/IEE/DD)/ periodic environmental monitoring report in compliance with country laws and policies on environmental safeguards and ADB's Safeguards Policy Statement (SPS, 2009). The consultant shall also provide advice and support to the ADB project team and client (if required) in addressing comments/ suggestions provided by stakeholders/ reviewers and disclosure of these documents.

### **Detailed tasks:**

The consultant will undertake the following (but not limited to):

1. Prepare a detailed and timebound workplan to be reviewed and approved by ADB and client (if applicable) within one week of engagement.
2. Preparation of EARF/ ESMF/ environmental assessment report:
  - a) Review existing information on the proposed project/ program and consult ADB/ client staff to understand the nature of the proposed project/ program.

- b) Review existing country laws/ policies on environmental safeguards and SPS, 2009. Analyze gaps between country laws/ policies and SPS, 2009 and develop suitable measures to address these gaps.
- c) Assess the existing environmental condition/s (including physical, biological, social and physical-cultural). The level/ detail of assessment shall commensurate with the type of framework/ assessment developed.
- d) Assess the impacts (beneficial and adverse) in line with the policy principle two of SPS, 2009 and develop measures to avoid, minimize or mitigate the adverse impacts. 2.5 For environmental assessments, prepare an environmental management plan and monitoring plan considering the impacts and mitigation measures as derived from the impact assessment.
- e) Assess alternatives with respect to project location/s, design and technology and components and assess their potential environmental and social impacts.
- f) Conduct meaningful consultations with stakeholders including potential affected persons and ensure their informed participation.
- g) Prepare the framework and/or environmental assessment document inline with requirements stipulated in the SPS, 2009/ country safeguard systems and assist the ADB project team and client in disclosure of the draft and final report after incorporating comments/ suggestions from stakeholders. Lead discussions and presentations with stakeholders in addressing such comments and suggestions.
- h) Review existing environmental assessment reports (EIA/ IEE) and to update with information relevant to existing environment, impacts and mitigation measures and public/ stakeholder consultations.
- i) Identify any gaps in implementing environmental safeguards in existing projects and to include corrective actions when compiling DD reports on existing projects.
- j) Assess the capacity of client in complying and implementing environmental safeguards and provide suggestions to ADB in building capacity.

### 3. Independent environmental monitoring and reporting:

- a) Review implementation of safeguards and mitigation measures as listed in the EMP and rate the effectiveness of implementing such measures.
- b) Provide inputs/ suggest corrective actions where measures applied are observed to be not effective or if there are any non-compliance issues.
- c) Inform ADB project team and client on any such non-compliance issue/s.
- d) Conduct consultations with stakeholders including project affected persons to obtain their views on implementation of environmental safeguards and mitigation measures.
- e) Develop a report verifying the implementation of mitigation measures, their effectiveness and observations/ comments from stakeholders.
- f) Attend to comments/ suggestions made by ADB project team and client.

## **11. Social Safeguards Specialist ( 24 person months)**

### **Scope of work:**

Objective and purpose of this assignment is to develop resettlement framework (RF)/ indigenous peoples participatory framework (IPPF)/ resettlement plan (RP)/ due diligence (DD) report on involuntary resettlement/ indigenous peoples/ periodic social monitoring report in compliance with country laws and policies on social/ involuntary resettlement safeguards and ADB's Safeguards Policy Statement (SPS, 2009). The consultant shall also provide advice and support to the ADB project team and client (if required) in addressing comments/ suggestions provided by stakeholders/ reviewers and disclosure of these documents.

### **Detailed tasks:**

The consultant will undertake the following (but not limited to):

- (1) Prepare a detailed and timebound workplan to be reviewed and approved by ADB and client within one week of engagement.
- (2) Preparation of RF/ IPPF/ RP and DD reports:
  - a) Review existing information on the proposed project/ program and consult ADB/ client staff to understand the nature of the proposed project/ program.
  - b) Review existing country laws/ policies on land acquisition/ involuntary resettlement and indigenous peoples safeguards and SPS, 2009. Analyze gaps between country laws/ policies and SPS, 2009 and develop suitable measures to address these gaps.
  - c) Assess potential social, land acquisition and involuntary resettlement impacts of all viable alternative routes. Provide suitable measures to avoid, minimize or mitigate adverse impacts through conducting social/ IP impact assessment/s
  - d) Conduct a census survey of physically and economically displaced persons, and an inventory of lost assets including socio economic survey on the selected project option (e.g. line route or land area).
  - e) Develop measures to mitigate adverse impacts including loss of income/ livelihood.
  - f) Develop an entitlement matrix considering the type of losses and affected properties and people.
  - g) Conduct meaningful consultations and dissemination of information with affected persons and communities and concerned nongovernmental organizations for selected project.
  - h) Prepare resettlement plan(s) for the selected project(s) following the outline attached. The resettlement plan(s) will elaborate on displaced persons' entitlements, and required income/livelihood restoration strategy, institutional arrangements, monitoring framework, indicative budget with specific sourcing and approval process, and time-bound implementation schedule in compliance with ADB's Safeguards Policy Statement 2009 (SPS). The resettlement plan(s) should reflect the affected persons participation in planning, implementation, and monitoring and evaluation of resettlement programs.
  - i) Disclose the draft resettlement plan(s) to affected persons and stakeholders,

including documentation of the consultation process in a form and language understandable to affected persons and other stakeholders. Comments received during the disclosure will be incorporated in the final IR/IP frameworks and resettlement plan(s).

- j) Lead discussions and presentations with ADB project team and client and obtain ADB and client endorsement for website disclosure of these documents.
- k) Identify any gaps in implementing IR/IPI safeguards in existing projects and to include corrective actions when compiling DD reports on existing projects.
- l) Assess the capacity of client in complying and implementing social/ IR and IPI safeguards and provide suggestions to ADB in building capacity.
- m) Review existing RPs and other social/ IP safeguard related document/s and update with information relevant to existing impacts and mitigation measures and public/ stakeholder consultations.

(3) Independent social/IR/IP monitoring and reporting:

- a) Review implementation of land acquisition and resettlement process including providing entitlements as indicated in the entitlement matrix and income/ livelihood restoration plans.
- b) Provide inputs/ suggest corrective actions where social impact mitigation measures applied are observed to be not effective or if there are any non-compliance issues.
- c) Inform ADB project team and client on any such non-compliance issue/s.
- d) Conduct consultations with stakeholders including project affected persons to obtain their views on implementation of IR/ IP safeguards and mitigation measures.
- e) Develop a report verifying the implementation of mitigation measures, their effectiveness and observations/ comments from stakeholders.
- f) Attend to comments/ suggestions made by ADB project team and client.

## **12. Economic and Financial Analysis Specialist ( 12 person months)**

### **Objective and Purpose of the Assignment**

A national consultant with sound knowledge in Urban and Rural development, with special focus on all the sectors, is to be recruited and engaged to support conducting economic evaluations and financial evaluations.

### **Detailed Tasks and/or Expected Output**

The consultant shall perform a socio-economic assessment and a financial and economic analysis and determine benefits attained through projects as compared to that of the original design. Detailed tasks are:

- 1) Review all Project related documents including the RRP, Loan and Grant Agreements, Project Administration Manual (PAM), Aide Memoires, and Memo approving changes to the project, Back to Office Reports, and other reports prepared by ADB. Review project

progress reports, Social and Economic Impact Assessment studies prepared by the executing agency/implementing agencies;

- 2) Identify any information and data gaps related to economic and financial evaluations and obtain such information from relevant agencies/institutions or through additional surveys;
- 3) Conduct interviews (may require a sample survey) with project beneficiaries, Non-Governmental Organizations (NGOs), implementing and executing agencies and other stakeholders to determine the impact of project activities; Assess the environmental and socioeconomic impacts of the Project through evaluation of data collected through the Project and any other related secondary data;
- 4) With the inputs from the gender specialist assess how the gender related issues had been addressed by the project.
- 5) Provide inputs for the ADB documents by:
  - a) assessing how well the project used resources in achieving the outcome through an economic analysis for the project including quantifying EIRR at completion with the details are presented in an appendix;
  - b) assessing whether the economic benefits been achieved at least cost;
  - c) performing a sensitivity analysis on the rates of return based on possible changes in key assumptions are carried out;
  - d) providing a summary of the reasons for any significant findings.
- 6) Provide inputs for ADB documents by:
  - a) performing financial analysis considering both current and the projected performances of the operating entities to assess the capacity of the
  - b) implementing agencies to operate and maintain the project facilities.
  - c) evaluating the issues of any constrains for implementing agencies to implement strategies for better financial performance.
  - d) assessing the rational for and the magnitude and incidence of any subsidies and their implication for fiscal policy and resource allocation.

### **13. Project Management Specialist ( 16 person months)**

#### **Scope of work:**

ADB has a growing portfolio and operations are being expanded to new sectors. Several of the executing and implementing agencies are new to ADB operations and therefore require close monitoring and guidance. The consultant will support the relevant implementing and executing agency staff to adhere to ADB's guidelines and processes in project processing and implementation.

The national consultant will support ADB and the executing (EA) and implementing agencies (IA) in: (i) undertaking the necessary consultations with all key stakeholders, (ii) liaising between the central and provincial government (as required), (iii) monitoring project implementation progress, (iv) guiding the EAs and IAs on measures to be taken to adhere to ADB guidelines and procedures; and, (v) ensuring that project readiness actions are met.

#### **Detailed tasks:**

- 1) Co-ordinate and oversee project implementation in key sectors and ensure activities are being implemented in accordance with ADB guidelines and government procedures;
- 2) Develop effective monitoring mechanisms to assess progress of project implementation to fast track implementation of ADB funded projects;
- 3) Assist in providing inputs to project processing teams in specific sectors as required;
- 4) Support the executing and implementing agencies in undertaking stakeholder consultations including project beneficiaries and affected persons;
- 5) Monitor and advise the EA and IAs on meeting project readiness actions and provide guidance on how to overcome any bottlenecks in the process; and,
- 6) Liaise among central, provincial and local government (where applicable).

#### **14. Monitoring and Impact Evaluation Specialist ( 30 person months)**

##### **Introduction:**

The Monitoring and Impact Evaluation Expert will support in preparing a publication pertaining to various sectors in which ADB project are implemented.

##### **Scope of work:**

The consultant will conduct research and prepare a publication listing out new technologies, construction methods, project management techniques, among others. for transport, urban, energy, agriculture and human development sector projects. The consultant would print 500 copies of the publication.

##### **Detailed tasks:**

- 1) To prepare a framework for assessing the impact of training programs on portfolio performance in consultation with assigned ADB staff;
- 2) Study the training programs conducted by SLRM;
- 3) Evaluate the feedback received from trainees;
- 4) Conduct telephonic interviews with trainees to obtain feedback on the impact training programs have in day to day project administration;
- 5) Study various reports of ADB to compile information on processing time of procurement and consultation selection submissions, initial rejection rate of disbursement claims, timely submission of Audited Project Financial Statements, among others; and,
- 6) Submit a report on the outcomes of the above activities.

## **15. Communication Specialist ( 10 person months)**

### **Introduction:**

The purpose of this assignment is to review project documents and other relevant ADB publications and generate communication material for distribution to project beneficiaries and the general public in order to educate them on upcoming projects.

### **Scope of Work:**

The consultant will review project documents and other relevant ADB documents and extract relevant information to produce leaflets, brochures and other handout communication/ community mobilization material to educate beneficiaries and the general public on benefits and different aspects of the planned project. The aspects should be decided upon in consultation with ADB staff responsible for the project.

The content should be written in an interesting, informative and succinct manner including graphics and flow charts where appropriate, providing easy to read and understand information about the project.

### **Detailed Tasks/Expected Output:**

The following communication material should be produced:

- a) One-page (two sides) handout on 'How to file a complaint'
  - b) A six panel, foldable brochure on project outputs and benefits to the community.
  - c) A set of questions and answers about the project, clarifying the community's concerns.
  - d) Adapt content of the foldable brochure into a poster for public display.
  - e) Once English documents are finalized, translate into local languages and typeset.
- Generate content text and graphics for the above material.
  - Design and develop page layout and typeset the above material.
  - Proof read and ensure material is free of spelling and grammatical mistakes.
  - Ensure compliance of outputs with the ADB Handbook of Style and Usage and other ADB requirements such as usage of logo.
  - Consult as needed with relevant staff at ADB and the executing and implementing agencies.
  - Coordinate with selected printer on all print jobs including print proofs and ensure printed material is delivered to ADB on agreed date.
  - Coordinate with translator on the translation of material.
  - Perform other relevant tasks as assigned.

## **16. Climate Change Specialist ( 5 person months)**

### **Objective/Purpose of the Assignment:**

To assist EA/ IA in complying with ADB's climate risk screening and assessment requirements.

### **Scope of Work and Detailed Tasks:**

- 1) Conduct literature reviews to collect data and information on projected climate changes in the respective project area.
- 2) Compile a database for projected climate changes in the country and suggested project location/s including information on the source of data.
- 3) Conduct literature review to understand current practices and lessons learnt on climate change adaptation measures in infrastructure projects.
- 4) Review project concept documents to understand the project scope and potential climate risks.
- 5) For projects identified to have medium or high climate change risks, take part in project preparatory missions and meet with the national government agencies and consultants to understand details of the project scope and type of further detailed climate risk assessment studies required.
- 6) Based on the type of further climate risk studies required conduct further in depth studies such as: hydrological analysis and modelling; statistical analysis, GIS based analysis, field data collection and consultation with relevant local authorities and communities etc.
- 7) Where relevant, review hydrological studies carried out by the engineering team and provide inputs to integrate future climate data into the study.
- 8) Based on the findings of the climate risk assessment identify the key climate risks for the project.
- 9) In consultation with the design engineers of the project identify climate adaptation measures or design modifications for projects to mitigate the key climate risks identified. Where feasible identify innovative measures or best practices being applied successfully in other projects and/or countries.
- 10) Estimate the incremental costs of adaptation measures or design modifications in relation to the total project costs.
- 11) Prepare a report on the climate risk assessment and adaptation measures incorporated in the project design. This report will be integrated with the Initial Environmental Examination report or Environmental Impact Assessment report of the respective project.
- 12) Conduct awareness creation/ capacity buildings sessions for staff from EA/IA with projects having medium or high climate risk.