



Technical Assistance Subproject Report

Project Number: 50364-003
Knowledge and Support Technical Assistance (C-KSTA)
September 2018

Deepening Civil Society Engagement for Development Effectiveness Subproject 2: Deepening ADB–Civil Society Engagement in Selected Countries in Southeast and South Asia

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Asian Development Bank

ABBREVIATIONS

ADB	–	Asian Development Bank
CSO	–	civil society organization
DMC	–	developing member country
DOLE	–	Department of Labor and Employment
NGO	–	nongovernment organization
NGOC	–	NGO and Civil Society Center
SARD	–	South Asia Department
SDCC	–	Sustainable Development and Climate Change Department
SDG	–	Sustainable Development Goals
SERD	–	Southeast Asia Department

NOTE

In this report, "\$" refers to US dollars.

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KNOWLEDGE AND SUPPORT TECHNICAL ASSISTANCE AT A GLANCE

1. Basic Data		Project Number: 50364-003
Project Name	Deepening ADB–Civil Society Engagement in Selected Countries in Southeast and South Asia (Subproject 2)	Department/Division SDCC/NGOC
Nature of Activity Modality	Capacity Development Subproject	Executing Agency Asian Development Bank
Country	REG (CAM, MYA, NEP, PHI)	
2. Sector	Subsector(s)	ADB Financing (\$ million)
✓ Public sector management	Public administration	0.50
	Total	0.50
3. Strategic Agenda	Subcomponents	Climate Change Information
Inclusive economic growth (IEG)	Pillar 2: Access to economic opportunities, including jobs, made more inclusive	Climate Change impact on the Project Low
4. Drivers of Change	Components	Gender Equity and Mainstreaming
Partnerships (PAR)	Civil society organizations Implementation	Some gender elements (SGE) ✓
5. Poverty and SDG Targeting		Location Impact
Geographic Targeting	No	Regional High
Household Targeting	Yes	
SDG Targeting	Yes	
SDG Goals	SDG10	
6. Risk Categorization	Risk Categorization does not apply	
7. Safeguard Categorization	Safeguard Policy Statement does not apply	
8. Financing		
Modality and Sources		Amount (\$ million)
ADB		0.50
Knowledge and Support technical assistance: Technical Assistance Special Fund		0.50
Cofinancing		0.00
None		0.00
Counterpart		0.00
None		0.00
Total		0.50

I. THE TECHNICAL ASSISTANCE SUBPROJECT

A. Overall Progress of the TA cluster

1. The cluster technical assistance C-TA 0026: Deepening Civil Society Engagement for Development Effectiveness, approved on 27 November 2017, enables the Sustainable Development and Climate Change Department (SDCC) to support regional departments to operationalize corporate directions of Asian Development Bank (ADB) through meaningful engagement with civil society to improve development effectiveness. The technical assistance (TA) cluster will contribute to the improved delivery of inclusive development services in selected developing member countries (DMCs), in support of the Sustainable Development Goals, by contributing to stronger civil society organization (CSO) participation in ADB operations. The three outputs of the TA cluster are: (i) capacity for effective CSO engagement in the design, implementation, and monitoring of ADB projects improved; (ii) demonstration activities through effective CSO engagement conducted; and (iii) knowledge products about effective CSO engagement in ADB operations generated and shared. Target completion date of C-TA 0026 is 31 December 2020.

2. The TA cluster progress is on track.¹ One of the 3 planned subprojects has been approved. Subproject 2 is the second of three subprojects planned under the TA cluster. Subproject 1 focused on selected countries in three ADB regional departments: East Asia Department, Central and West Asia Department, and Pacific Department.² Subproject 1 became effective on 20 December 2017. As of 17 September 2018, with 38% of the implementation period elapsed, contract awards total \$312,760 (78%), and disbursement \$131,453 (33%). Progress is on track. Under output 1, design of the capacity building programs for CSO engagement is complete and scheduled for delivery in Q4 2018 in Mongolia and Georgia. Under output 2, progress towards online learning platforms is substantial and began roll out in Q3 2018. Towards output 3, all five project CSO-participation plans are identified and commencing over Q3 2018. Work on all activities under output 4, CSO knowledge and perspectives in ADB operations generated, is ongoing.

3. Subproject 2 will support activities in selected South and Southeast Asian DMCs, with emphasis on CSO participation in the graduation approach in the Philippines.³ About half of Subproject 2 resources will be allocated to support civil society participation in the graduation approach in the Philippines, and the other half will support civil society engagement in planned and ongoing projects in selected South and Southeast Asian DMCs and the preparation of knowledge products documenting civil society engagement.

B. Subproject Outcome

4. The TA will have the following outcome: CSO participation in ADB operations strengthened. Subproject 2 will support the last two outputs of the overall TA cluster.

¹ ADB. 2017. [Deepening Civil Society Engagement for Development Effectiveness](#). Manila (C-TA 0026).

² ADB. 2017. [Deepening Civil Society Engagement for Development Effectiveness – Deepening ADB–Civil Society Engagement in Selected Countries in Central and West Asia, East Asia, and the Pacific \(Subproject 1\)](#). Manila (TA 9475).

³ The graduation approach is a comprehensive, holistic, time-bound, and carefully sequenced set of interventions that aims to “graduate” people from extreme poverty to more sustainable livelihoods.

C. Subproject Outputs, Methods, and Activities

5. **Output 1: Demonstration activities through effective CSO engagement conducted.**

Under this output, aligned with output 2 of the TA cluster, funds will complement South Asia Department (SARD) and Southeast Asia Department (SERD) ongoing and/or upcoming projects by strengthening the quality and depth of the consultative and participatory approaches with a broad range of stakeholders, on projects and/or programs to be identified in consultation with the respective regional departments.

6. In the Philippines, Subproject 2 will finance the nongovernment organization (NGO) BRAC to implement a productive inclusion program, called the graduation approach, in one of the poorest regions of the Philippines, Negros Occidental. ADB is drawing from the experiences of other countries to implement an innovative graduation program under an ADB-supported large-scale targeted social assistance program, the *Pantawid Pamilyang Pilipino Program*, which has reached 4.4 million poor families identified by a national poverty targeting system.⁴ The program will strengthen local civil society by forming and supporting local associations and providing them with group-based asset transfers, training, and coaching to implement group-based enterprises. Further details of the background and the scope of the work is available in Attachment 2.⁵

7. In addition to the support to the graduation approach, Subproject 2 will support at least 4 CSO engagement demonstration activities in a range of projects in SERD and SARD DMCs.⁶ It is expected that the projects, spanning the processing to evaluation stage, will receive support for complementary activities implemented by civil society. These projects will be identified during the implementation of Subproject 2. SARD and SERD will each support two in-depth CSO engagement demonstration activities. SDCC will seek governments' concurrence—as needed—prior to the implementation of each identified activity. Examples of activities include financing a set of consultations with CSOs during processing to help improve project design, such as with road safety groups for road projects or parent teacher associations for education projects. A women's organization may be engaged to assist with the implementation of additional activities to a project's gender action plan, which result in stronger project results. Provision of a CSO to monitor a project's impact at the community level is another example. Subproject 2 will support two outreach, communications materials, and/or related activities to engage with advocacy and operational NGOs involved in ADB-financed projects in South and Southeast Asian countries.

8. **Output 2: Knowledge products about effective CSO engagement in ADB operations generated and shared.** Output 2 of Subproject 2 mirrors output 3 of the TA cluster. Documentation and sharing experiences of effective CSO engagement—and lessons—provide valuable information for DMC and ADB staff for future opportunities. Under output 2, Subproject 2 will support the publication of a guidance note on CSO engagement in ADB operations, which includes case studies, practical tips, and contextual background updated to align with Strategy 2030; four knowledge products on innovative approaches in civil society engagement in ADB-

⁴ ADB. 2016. [Republic of the Philippines: Social Protection Support Project \(Additional Financing\)](#). Manila.

⁵ Work under output 1 will complement ongoing support to the project under the TA for Unlocking Innovation for Development administered by Southeast Asia Human and Social Development Division [ADB. 2015. [Technical Assistance for Unlocking Innovation for Development](#), Manila (TA 9017)]. The TA is financing the baseline survey of the impact evaluation administered by ADB's Economics Research and Regional Cooperation Department, and the Social Development Thematic Group has provided technical expertise. Support for the graduation approach aligns with the cluster TA's main activities for output 2, which includes supporting CSO-participatory activities to enhance the delivery of services to poor, vulnerable, and marginalized communities. Output 2 of the cluster TA also promotes innovative models for enhanced CSO engagement.

⁶ The projects will be identified based on demand by project officers from SARD and SERD.

financed projects, which may be used for face to face training and e-learning modules for CSOs, ADB staff and DMC officials; and revisions to 2 CSO briefs published in the ADB series.⁷ The CSO Briefs series, published by the NGO and Civil Society Center (NGOC), provides an overview of the civil society landscape in 27 DMCs and are a useful tool for DMC officials to identify opportunities for CSO engagement.⁸ The TA subproject will support revisions of CSO briefs in two selected DMCs. Although digital publication is ADB's default approach, some publications may be printed to reach specific target groups, such as civil society groups with poor internet access.

9. The knowledge products prepared under this TA subproject will be widely shared through ADB's social media channels, incorporated into staff training that the NGOC delivers annually, included in e-learning modules for DMC officials and CSOs where possible, shared through the civil society program of the annual meeting if appropriate, disseminated through resident missions, and available on the ADB website.

D. Subproject Cost and Financing

10. The TA subproject is estimated to cost \$500,000, which will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-other sources). The key expenditure items are listed in Appendix 2. The government will provide counterpart support on a case by case basis as appropriate for each demonstration activity under Output 1. The support may include counterpart staff, office and housing accommodation, office supplies, secretarial assistance, and domestic transportation, and will be determined when the TA subproject support is planned for the demonstration activity.

E. Subproject Implementation Arrangements

11. ADB will administer the TA. SDCC will select, supervise, and evaluate consultants, in consultation with relevant regional departments, as needed. BRAC will procure goods, and SDCC and BRAC will organize workshops, and provide staff to act as resource persons in workshops. Disbursements under Subproject 2 will be in accordance with ADB's Technical Assistance Disbursement Handbook (2010, as amended from time to time).

Table 1: Subproject Implementation Arrangements

Aspects	Arrangements		
Indicative implementation period	September 2018–December 2020		
Executing agency	ADB		
Implementing agencies	Thematic Advisory Service Cluster, Sustainable Development and Climate Change Department, ADB		
Consultants	To be selected and engaged by ADB		
	International CSO/NGO Expert-Writer (international, individual selection)	5 person-months	\$50,000
	International CSO/NGO Coordinator (international, individual selection)	2 person-months	\$20,000

⁷ The DMCs will be selected in close coordination with SARD and SERD. SERD will prioritize Cambodia and Myanmar.

⁸ ADB. [Civil Society Briefs](#). Manila (12 years: 2005–2017).

Aspects	Arrangements		
	National NGOs— Direct interventions in South Asia (national, 2 consulting firms/NGOs, biodata technical proposal)	4 person-months	\$40,000
	National Organization—Direct Intervention in Southeast Asia (Philippines) (national, consulting firm, single source selection, biodata technical proposal)	75 person-months	\$250,000 ^a
	National CSO/NGO Expert (national, individual selection)	4 person-months	\$12,800
	National Consultants (national, individual selection; TOR to be determined)	6 person-months	\$19,200
Procurement	To be procured by BRAC		
	Shopping	Multiple contracts	\$170,000 ^b
Disbursement	The TA resources will be disbursed following ADB's <i>Technical Assistance Disbursement Handbook</i> (2010, as amended from time to time). The fund flow diagram is Attachment 4.		
Asset turnover or disposal arrangement upon TA completion	All livelihoods assets for poor families purchased will be turned over to beneficiary households in line with graduation project guidelines. All electronic equipment purchased for project use will be turned over to ADB or disposed of in accordance with ADB guidelines. See footnote e of cost estimates (Appendix 2).		

ADB = Asian Development Bank, CSO = civil society organization, TA = technical assistance.

^a Please see Terms of Reference for Consultants for details.

^b To be purchased by BRAC as part of the consulting firm contract listed above. The total cost of the BRAC contract, \$250,000, includes \$170,000 for livelihood assets.

Source: Asian Development Bank.

12. **Consulting services.** ADB will engage all NGOs and individual consultants following the ADB Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions.⁹ Under output 1, ADB will engage two national NGOs to conduct CSO demonstration activities in selected DMCs. These organizations will be engaged using a simplified technical proposal and quality cost-based selection using a performance-based contract with payments made upon acceptance of deliverables.

13. Individual consultants will be contracted to conduct outreach in-country consultations and write the CSO-engagement-related knowledge products and events, including the CSO engagement publication and CSO briefs.

14. Subproject 2 will contract BRAC Philippines using a biodata technical proposal and single

⁹ Terms of Reference for Consultants (accessible from the list of linked documents in Appendix 3).

source selection. ADB will use a performance-based contract with payments made upon acceptance of deliverables. BRAC is implementing the graduation approach under the Technical Assistance for Unlocking Innovation for Development¹⁰ and both efficient resource use and the rigorous impact evaluation methodology require that the same NGO undertake the third treatment arm.¹¹ Due diligence has been performed on BRAC and they are meeting all ADB requirements under the current contract. For the randomized controlled trial results to be robust, the additional treatment arm must ensure consistency. Furthermore, ADB recruited BRAC using quality-based selection under TA 9017. The detailed cost estimates for the single source selection with BRAC is in Attachment 2. Under its contract, BRAC will have responsibility for procurement of the livelihood assets and will use the shopping method. BRAC is currently undertaking a market survey to identify what assets are most appropriate for project beneficiaries. The productive livelihood assets will include the asset itself and a starter kit such as tools and initial inputs to jumpstart the enterprise. Examples include, for a tricycle driver: tricycle, repair kit, starter fuel costs, driver training fee, or for a seamstress: cloth, sewing machine, clothing repair tools, etc. All TA-financed goods shall be procured in accordance with ADB Procurement Policy (2017, as amended from time to time) and the associated project administration instructions and/or TA staff instructions.

15. The TA subproject will require 79 person-months of national consulting firms, 7 person-months of individual international, and up to 10 person-months of individual national consultants. The services of national and international consultants will be recruited to strengthen the design and delivery of selected capacity building activities and knowledge products. Attachment 1 contains the outline terms of reference for consultants to be engaged under Subproject 2. The full terms of reference cannot be prepared for an estimated 6 person-months of national individual consulting services to allow them to be used in a flexible manner to support the TA implementation of proposed or ongoing ADB-financed projects supported through higher-level CSO engagement.

¹⁰ Footnote 5.

¹¹ For activities under output 2, other NGOs with required expertise (such as PLAN or Opportunity International) may be engaged.

SUBPROJECT DESIGN AND MONITORING FRAMEWORK

Impact the TA is Aligned with			
Delivery of inclusive development services in selected DMCs improved (Sustainable Development Goal 10) ^a			
Results Chain	Performance Indicators with Targets and Baselines	Data Sources and Reporting Mechanisms	Risks
<p>Outcome CSO participation in ADB operations strengthened</p>	<p>At least 5 new projects (2018 to 2020) include partnerships with CSOs where they are able to participate in decision-making (2017 baseline: 0)</p>	<p>NGOC's annual reports on ADB-CSO engagement</p> <p>Validated annual monitoring reports on CSO engagement for corporate results framework</p>	<p>Changes in country context related to effectiveness of CSO activity hinder progress and DMC commitment to CSO engagement</p>
<p>Outputs 1. Demonstration activities through effective civil society organization engagement conducted</p> <p>2. Knowledge products (KPs) about effective CSO engagement in ADB operations generated and shared</p>	<p>1a. One treatment arm of the graduation approach in one of the poorest regions of the Philippines supported by December 2020 (2017 baseline: 0)</p> <p>1b. Report on value of CSO engagement towards eliminating poverty through graduation approach delivered by March 2020 (2017 baseline: 0)</p> <p>1c. 4 proposed or ongoing ADB-financed projects supported through higher-level CSO engagement^b by December 2020 (2017 baseline: 0)</p> <p>1d. 2 complementary outreach activities with CSOs supported by December 2020 (2017 baseline: 0)</p> <p>2a. 1 specific CSO engagement guidance note for ADB project development staff, and government agencies published by December 2020 (2017 baseline: 0)</p> <p>2b. 4 KPs on innovative approaches in civil society engagement in ADB-financed projects completed</p>	<p>1a. Project progress reports</p> <p>1b. Consultant reports submitted and accepted by ADB</p> <p>1c. Project reports and BTORs</p> <p>1d. Project reports and BTORs</p> <p>2a. Guidance note published on ADB website</p> <p>2b. KPs published on ADB website</p>	<p>Unexpected change in priorities of partner government agency</p>

Results Chain	Performance Indicators with Targets and Baselines	Data Sources and Reporting Mechanisms	Risks
	by December 2020 (2017 baseline: 0) 2c. 2 CSO briefs in the ADB series published by December 2020 (2017 baseline: 0)	2c. CSO Briefs published on ADB's website	
<p>Key Activities with Milestones</p> <p>1 Demonstration activities through effective civil society organization engagement conducted</p> <p>1.1 Organize consultation meeting with ADB, BRAC Philippines, and government stakeholders to finalize work plan for the third treatment arm of beneficiaries in its ongoing work in the graduation program (Q3 2018)</p> <p>1.2 Conduct regular review meetings to monitor the implementation progress of the third treatment arm in the graduation program (Q4 2019)</p> <p>1.3 Prepare a report to showcase the value of CSO engagement towards eliminating poverty (Q1 2020)</p> <p>1.4 Identify, in close collaboration with project officers, ADB-financed projects/programs where civil society engagement will deliver improved development results (Q1 2019)</p> <p>1.5 Determine areas of support that will deliver most effective CSO engagement and project results (Q2 2019)</p> <p>1.6 Support projects in line with agreed approach (Q2 2020)</p> <p>2 Knowledge products about effective CSO engagement in ADB operations generated and shared</p> <p>2.1 Finalize guidance note for DMCs and ADB staff on how to engage CSOs (Q4 2018)</p> <p>2.2 Identify innovative approaches in CSO engagement and document these in KPs (Q3 2020)</p> <p>2.3 Develop four KPs on innovative approaches in civil society engagement in ADB-financed projects (Q4 2019)</p>			
<p>Inputs</p> <p>ADB: \$500,000</p>			
<p>Assumptions for Partner Financing</p> <p>Not Applicable</p>			

ADB = Asian Development Bank, BTOR = back-to-office report, CSO = civil society organization, DMC = developing member country, KP = knowledge product, NGOC = NGO and Civil Society Center.

^a United Nations Development Programme. Sustainable Development Goal 10: Reduce Inequalities.

^b Defined as collaboration and partnerships.

Source: Asian Development Bank.

SUBPROJECT COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Amount
A. Asian Development Bank^a	
1. Consultants	
a. Remuneration and per diem	
i. International consultants	72.90
ii. National consultants	128.30
b. Out-of-pocket expenditures	
i. International and local travel	41.20
ii. Goods (rental and/or purchase) ^b	170.00
iii. Miscellaneous administration and support costs ^c	19.60
2. Printed external publications ^d	26.00
3. Training, seminars, and conferences ^e	24.00
4. Miscellaneous administration and support costs	3.00
5. Contingencies	15.00
Total	500.00

^a Financed by Asian Development Bank's (ADB) Technical Assistance Special Fund (TASF-other sources). It is recognized the TA cluster amount may increase through additional TASF and/or donors.

^b Includes purchase of livelihood assets (e.g. sewing machines, farm implements) for poor families under the graduation approach. All goods purchased will be turned over to beneficiary households in line with graduation project guidelines.

^c The cost item is not expected to be incurred only under consultant contracts.

^d Includes online media, editing, layout design, translation, printing, and communications costs.

^e Includes costs associated with in-country consultations in South Asia Department and Southeast Asia Department developing member countries (2 each) with advocacy and operational NGOs at \$3,000/event, twice for a total of eight events (\$24,000). Also includes airfare, hotel accommodation, daily subsistence allowance, miscellaneous travel expenses, and land transport for workshop participants, resource persons, and ADB staff traveling as resource persons or to assist in the implementation of TA activities, e.g. as part of a secretariat or in any administrative support in workshops and seminars, to and from ADB member and non-member countries; job training, mentoring, internships, cross learning visits, and blended learning. It may also include payment for research assistants, translation costs, workshop kits and items such as but not limited to shirts, bags, and flash drives. In recognition of valuable contributions made by partner organizations to the preparation and implementation of an activity, representation expenses for meals, plaques, or other tokens of appreciation may be provided. See the Memorandum on Use of Bank Resources: Regional Technical Assistance and Technical Assistance vs. Internal Administrative Expenses Budget, issued by the Budget, Personnel, and Management Systems Department and the Strategy and Policy Department on 26 June 2013.

Source: Asian Development Bank estimates.

LIST OF LINKED DOCUMENTS

<http://www.adb.org/Documents/LinkedDocs/?id=50364-003-TARreport>

1. Terms of Reference for Consultants

Supplementary Documents

2. Detailed Terms of Reference for Direct Interventions—Southeast Asia (Philippines)
3. Terms of Reference for BRAC under TA 9017 (for reference only)
4. Fund Flow Diagram