

TERMS OF REFERENCE FOR CONSULTANTS

I. INTERNATIONAL CONSULTING SERVICES

A. International CSO/NGO Expert-Writer (5 person-months, individual, intermittent)

1. The CSO/NGO expert-writer will be responsible for the finalization of the CSO engagement in ADB-financed operations—2nd Phase—building on and adapting, as needed, the framework adopted by SARD in its 1st Phase publication (2015). The consultant will prepare and document case studies and good practices of ADB’s CSO engagement and identify options/modalities for further deepening ADB engagement with CSO in the design, implementation and monitoring of its operations. Draft report will be presented during in-country consultations with relevant stakeholders to be held in participating DMCs. Detailed tasks and/or expected output include:

- (i) prepare a work plan, draft table of contents for report and appendices;
- (ii) identify multiple case studies of good practice ADB–CSO engagement across different geographical areas, sectors, and approaches;
- (iii) work closely with ADB’s NGOC, sector/thematic groups, and operations departments in documenting the research; and
- (iv) finalize a substantial knowledge product that lays the groundwork for future heightened CSO engagement.

2. The qualifications for the writer will include: university degree in social science, social work, sociology, development studies, communications or media, or other related field suitable for the assignment. A Master’s degree is preferred. Substantial understanding of civil society engagement, and familiarity with the ADB’s work with civil society an advantage. At least 5 years of experience as a writer, and a portfolio of clearly written reports on development issues essential. Strong communications skills and writing are required, as well as creative approaches to communication and information dissemination required. Familiarity with ADB’s Handbook on Style and Usage also preferred.

B. International CSO/NGO Coordinator (2 person-months, individual, intermittent)

3. The consultant will oversee the smooth execution of the TA in selected SARD DMCs. In particular, the consultant will be responsible for (i) identifying suitable ADB-financed programs or projects, which have a demand for civil society engagement; (ii) determining the extent and complexity of CSO consultation and participation requirements of the identified programs and projects in consultation with the project implementing agency and assigned ADB HQ and RM-based staff; (iii) finalizing the TORs of the NGOs in two select DMCs based on (i) and (ii); (iv) conducting due diligence on potential NGO partners; (v) monitoring key consultative and participatory activities of the selected NGOs in two DMCs and providing recommendations for improvement, if needed; and (vi) reviewing the inception report, mid-term report, and completion report of selected NGOs.

4. The qualifications for the CSO/NGO coordinator will include: university degree in social science, social work, development studies, communications or media, or other related field suitable for the assignment; substantial understanding of civil society engagement and familiarity with the ADB’s work with civil society in SARD countries are essential; and operational experience in SARD countries and a solid understanding of government priorities and how CSOs can be engaged in ADB-financed projects. Previous experience in working with ADB on civil society engagement in SARD countries is a distinct advantage.

II. NATIONAL CONSULTING SERVICES

A. National NGOs—Direct Interventions in South Asia (4 months, 2 consulting firms/NGOs, intermittent)

5. Two national NGOs will be engaged (2 months/NGO, intermittent) to conduct CSO demonstration activities in two selected SARD DMCs (1 NGO per DMC). Each NGO will be selected based on its (i) track record in engaging community-based organizations (CBOs) and other local NGOs in the sites of selected ADB-financed program/s or project/s in the DMC;¹ (ii) demonstrated ability to effectively design and implement CSO consultation and participation plans – based on an assessment of the needs and concerns of communities and CBOs; (iii) experience in coordinating with local governments, executing and/or implementing agencies for initiatives with CSO participation; and (iv) alignment of their technical proposal (on the approach for designing and implementing the consultation and participation plan) with the framework of the selected ADB-financed program/s or project/s. Each NGO will include three national experts: 1 project coordinator (2 person-months, intermittent) and 2 consultation and participation experts (2 person-months per expert; total of 4 person-months for 2 experts, intermittent). Outline terms of reference associated with the individual national experts of each NGO are outlined as follows:

- (i) **Project Coordinator (2 person-months, individual, intermittent).** The national expert will be responsible for ensuring the high standard delivery of agreed tasks and outputs of the NGO through (i) coordinating with the implementing agency and concerned HQ- and RM-based staff on the CSO consultation and participation requirements of selected ADB-financed program/s or project/s; (ii) acting as the team leader of the two national consultation and participation experts and as their quality assurance advisor; (iii) providing back-up support to the consultation and participation experts especially in situations of conflict with CSOs; and (iv) consolidating the reports of the consultation and participation experts and submitting to the project implementing agency and concerned ADB HQ- and RM-based staff. The expert should have a post-graduate degree or equivalent level of training in program or project management and at least 5 years of experience in mobilizing CSO participation in programs or projects of the government or international development institutions, like ADB.
- (ii) **Consultation and Participation Experts (2 person-months per consultant, 2 individual consultants, intermittent).** The national experts will be responsible for (i) conducting stakeholder analysis of selected ADB-financed programs or projects; (ii) preparing a CSO consultation and participation plan (with a stakeholder communication strategy), and finalizing the plan in consultation with their NGO Project Coordinator, project implementing agency, and concerned staff of selected ADB-financed program/s or project/s; (iii) facilitating CSO consultation and participation activities based on the agreed consultation and participation plan; and (iv) documenting CSO consultation and participation activities and submitting reports to their NGO project coordinator. The consultation and participation experts should have a college degree (preferably a post-graduate degree) or equivalent

¹ The number of ADB-financed programs or projects to be handled by an NGO will depend on the extent and complexity of CSO consultation and participation requirements of the selected programs or projects as to be determined by the project implementing agency and concerned ADB HQ- and RM-based staff. Two or more programs or projects per NGO could be covered in a 2 person-month engagement if the requirement is simple or not complex.

level of training in community development and at least 3 years of experience in mobilizing community participation in development programs or projects of the government, NGOs, or international development institutions, like ADB.

6. **Scope of work.** The national NGO will deliver the following outputs: (i) inception report presenting an initial stakeholder analysis of selected ADB-financed program/s or project/s, CSO consultation and participation plan/s, and project management plan (with key activities and expected number of work-days of the project coordinator and consultation and participation experts, and monitoring and reporting mechanisms) – 2 weeks after contract signing to be finalized based on the comments of project implementing agency (PMU or PIU); (ii) mid-term progress report on consultation and participation activities, outputs, and short-term outcomes in relation to the ADB-financed program or project – 1 person-month after contract signing; and (iii) completion report on all consultation and participation activities with sex- and ethnicity (if applicable)-disaggregated data on participants, outputs, and short-term outcomes in relation to the associated ADB-financed program or project– 2 weeks after completion of all consultation and participation activities. The NGO must ensure the equal opportunity of women and men to participate in all consultation and participation activities.

B. National Organization—Direct Intervention in Southeast Asia (Philippines) (75 person-months, consulting firm, intermittent)

7. Under TA 9017 (footnote 2), BRAC is implementing the graduation approach project. Under this additional financing for the third treatment arm, BRAC Philippines will manage the additional activities for employment of four additional Graduation Community Facilitators and procurement and distribution of household assets for 600 additional households.

8. **Scope of Work.** In this expanded role, BRAC Philippines will manage: (i) selection of market vendors for asset transfers through competitive bid; (ii) inspection of market vendors to select high quality productive assets; and (iii) procurement of assets to be transported and distributed among the graduation approach participants based on the enterprise proposal prepared for each household. An addition of a third treatment arm in the evaluation design of this graduation approach will result in an addition of following deliverables from BRAC Philippines: (i) service agreements with four additional Graduation Community Facilitators; (ii) procurement, transportation, and distribution of assets for 600 additional households in Negros; and (iii) management, human resources, finance, and audit administrative activities for employment of Graduation Community Facilitators and procurement and distribution of assets. The full TOR is in Attachment 2.

C. National CSO/NGO Expert (4 person-months, 2 individual consultants, intermittent)

9. A total of 4 person-months will be allocated to recruit two national CSO/NGO experts who will be responsible for updating two CSO Briefs -- one in SARD DMC and one in SERD DMC (2 pm/each expert). To update the CSO brief, each national CSO/NGO expert will (i) gather updated data on the CSOs in the selected SARD or SERD DMC; (ii) prepare a plan – i.e., outline of the CSO brief -- on how to reflect the collected updated data, to be reviewed and approved by assigned ADB staff; (iii) draft the updated CSO brief; and (iv) finalize the CSO brief based on comments of assigned ADB HQ and RM-based staff. The national expert should have a college degree in community development, development studies or any social science field or equivalent level of training in CSO participation in governance and development, and at least 3 years of experience as a writer (with sample quality published work). Familiarity with ADB's Handbook on Style and Usage is preferred.

D. National Consultants

10. An estimated 6 person-months of additional resources have been allocated to recruit national consulting services—including resource persons—based on needs to be identified during TA implementation and on Terms of Reference to be defined.