

TERMS OF REFERENCE FOR CONSULTANTS

1. The primary aim of the technical assistance facility is to support the South Asian developing member countries to fulfill their gender equality and social inclusion (GESI) commitments. The bulk of the funding resources will be expended for operational support, that is, the consulting service requirements. The outline terms of reference for consultants are linked to outputs and to the overall delivery of South Asia Regional Department's (SARD) commitment to GESI. Under the direct supervision of the Office of the Director General (SAOD)-GESI Team, primarily the Principal Social Development Specialist (Gender and Development [GAD]) of SARD, the implementation team to be fielded by SARD will comprise a total of 312 person-months: (a) international consultants (individual) [62 person-months]; and (b) national consultants (individual) [250 person-months].

A. International Consultants (Individual)

2. **Gender equality and social inclusion (GESI) and operations management expert** ([1] [18 person-months, continuous]). The consultant will be responsible for supporting the SARD GESI team in undertaking tasks associated with project design, implementation, and monitoring, including preparation of project completion reports (PCRs) of SARD programs and projects, and the production of knowledge products on gender equality, social inclusion, and civil society engagement. She/He will provide technical inputs in the design of project and identify key entry points for GESI mainstreaming; review loans/grants/technical assistance project documents to ensure adequate visibility of GESI in SARD operations; lead independent review missions to monitor gender action plan (GAP)/GESI AP implementation at resident missions; and contribute in the finalization of project completion reports (PCRs). Also, She/He will contribute to enhancing the quality of knowledge products, i.e., draft related concept papers and terms of references; consolidate and address peer review comments on the knowledge products and input in the conduct of in-country and sub-regional lateral learning initiatives on GESI.

3. **GESI policy reform expert** ([1] [18 person-months, continuous]). The consultant will work under the guidance of the Principal Social Development Specialist (GAD), and, in coordination with the concerned executing agencies/implementing agencies, will (i) conduct quality social and gender data analysis and provide inputs to the finalization of the design and monitoring frameworks (DMFs) and evidence-based GAP/GESI APs of new projects and (ii) help the resident mission-based consultants document the good practices and deliver quality GAP/GESI-AP completion reports for projects categorized as GEN/EGM, as well as in the finalization of GESI training manuals and facilitation of GESI training sessions in training programs organized by the other units such as the Capacity Development Resource Center (CDRC). She/He will also be required to provide technical advice to select sector/line agencies on the adoption, implementation, and monitoring of Sector GESI Guidelines.

4. **GESI and sector knowledge experts** ([2] [12 person-months, intermittent]). The consultants will be engaged to prepare the GESI diagnostic of select sectors (GESI/D/SS) of Bhutan and Sri Lanka. They will work closely with the GESI and project teams based in ADB Headquarters and in resident missions to ensure data alignment with ADB priority operations, as well as secure proper channels to access official data requirements from the government. Also, the consultants will provide technical support to the conduct of in-country and sub-regional lateral learning workshops, and when needed, input in the development of GESI related knowledge products and events. A no-objection from the government will be secured prior to the conduct of the study. Each consultant will employ consultative approaches and validate with resident

mission-based staff and consultants the accuracy and appropriateness of data used and analyzed before the finalization of the GESI/D/SS.

5. **GESI knowledge management expert** ([1] [4 person-months, intermittent]). The consultant will supervise and work with events management firm in the administrative, logistic preparations, and management of knowledge events such as sub-regional conferences, lateral learnings, and network meetings; and support the publicity of the knowledge events. She/He will: (i) prepare the concept paper, activity program and design, workplan and task list for the event; (ii) identify the key participants and prepare a brief profile of resource speakers and workshop facilitators; (iii) draft blurbs and news items for media, incl. ADB today and SARD e-news; (iv) draft welcome remarks and keynote messages, as needed; (v) supervise and manage the event, and (vi) prepare back to office reports incl. the highlights of the event and ways forward. Also, She/He will support the initiatives under the Women in Power Sector Professional Network in South Asia (We-POWER) (and similar networks to be established, i.e., in transport, urban and water sectors).

6. **Gender and capacity development specialist** ([1] [4 person-months, intermittent]). The consultant will lead gender-based violence (GBV)–focused studies and ensure the quality and timely delivery of the work plan and consolidated report (of consultants). The expert will (i) ensure TA consultants deliver outputs based on agreed work plans and agreed schedules; (ii) ensure TA consultants' inputs are ready when required for detailed project designs and due diligence; (iii) in coordination with the GBV expert, conduct consultations with relevant line ministries, local government authorities including the police and other GBV-related service providers, non-government/civil society organizations, and development partners to identify targeted and feasible areas for ADB support; (iv) propose implementation arrangements including developing an organogram for the project management unit or implementing agencies, as appropriate. Also, She/He will support the ADB project team in developing the DMF and GESI AP; and other project documents, i.e., project administration manual (PAM); and development coordination, sector assessment, and risk assessment and management plans, as needed.

7. **Gender-based violence expert** ([1] [3 person-months, intermittent]). The consultant will act as the key GBV expert and will provide strategic and feasible solutions for the design of anti-GBV and survivor-supportive interventions. She/he will (i) assess the national situation on GBV and collect data from concerned agencies, (ii) assess the capacity of relevant line ministry, provincial and local governments selected for the project to address GBV as per their mandates, (iii) support the team leader in consultation with key government agencies, communities, survivors and civil society/non-government organizations, and (iv) document best practices, identify challenges or gaps related to case registration by victims, case handling by police, legal support, prosecution, and rehabilitation, and based on assessments, make recommendations including coordination mechanisms to support GBV victims at the community level. Also, She/He will support the ADB project team in developing the DMF and other project documents, i.e., initial poverty and social analysis (IPSA), summary of poverty reduction and social strategy (SPRSS), GESI AP, PAM and report and recommendation of the President (RRP), as needed.

8. **GBV resource expert** ([1] international, [3 person-months]). The consultant will be engaged as a resource person on short term assignment and will primarily assist the gender and capacity development specialist, and GBV expert. She/He will contribute to the designing of project components or activities related but not limited to the economic empowerment of GBV survivors, training of key GBV service providers, including the police officers, health personnel, and legal service providers in handling cases. The expert will employ a rights-based, gender- and GBV-sensitive approach and assess the behavior changes against GBV. In consultation with

resident mission-based staff, the expert may be requested to develop a strategy to build linkages between government and civil society and sustain their initiatives in addressing GBV.

B. National Consultants (Individual)

9. **GESI implementation and monitoring experts** (resident mission-based, [10] [180 person-months, continuous]). The consultants will be responsible for supporting the resident mission-based GESI focal staff in Bangladesh, Bhutan, India, Nepal, and Sri Lanka and the SAOD-GESI team for activities related to the Maldives, as needed. Their key tasks include, but are not limited to, the following: (i) provide continuing support to EA/IAs for the effective and successful completion of the GAPs/GESI-APs of GEN- and EGM-categorized projects (including those identified for COVID-19 response) through participation in review missions, mid-term review missions, and project completion missions including the preparation of project-related reports; (ii) organize GESI-related training events or workshops for executing agency and implementing agency, and in-country and sub-regional conferences and deep dive lateral learning events; and (iii) contribute to the identification of (a) innovations or strategies to improve GESI implementation, monitoring, and reporting of results; (b) opportunities for male engagement in GEWE; and (c) areas for enhancement of care services for victims or survivors of GBV, children, older people, and other vulnerable groups. The consultants will be working in close coordination with the SARD's GESI network, and will regularly meet through video conferencing and in annual retreats to cross-fertilize experiences.

10. **GESI network research and administrative expert** (headquarters-based, [1] [15 person-months, intermittent]). The consultant will provide analytical and operational support to the SARD GESI team to ensure the effective implementation and successful completion of this TA facility. She/He will directly support the SARD GESI team, including key international experts and resident mission-based staff, in (i) stocktaking of gender-responsive policies and legal reforms within the scope of SDG-5 transformative agenda prior to the development of the GESI/D/SS of Sri Lanka and Bhutan; and (ii) developing deep-dive lateral learnings, sub-regional conferences, national workshops and supporting the establishment of national and regional networks advancing GESI in key sectors such as the Women in Power Sector Professional Network in South Asia and similar networks for the transport, urban development, and water supply and sanitation sectors. Also, She/He will support the development and completion of knowledge products which include: (i) basic, intermediate, and advanced training modules on GESI mainstreaming in core sectors; (ii) select toolkits (e.g., a self-assessment tool for infrastructure sector agencies and utilities) on integrating GESI in sector operations; (iii) SARD Working Papers on the GESI framework, male engagement in GEWE, gender-responsive budgeting and affordability of child- and elderly care service provisions; (iv) GESI results case studies [6, in-country series]; (v) videos; and (vi) impact evaluation of selected projects for GEN- or EGM-categorized projects and programs. She/He will be required, as needed, to review and edit extensively –following ADB standards and guidelines– project reports and knowledge products before dissemination or publication.

11. **Research and administrative support experts** (headquarters- and resident mission-based, [2] [36 person-months, continuous]). The consultants will provide administrative, coordination, and logistical support to the preparation of knowledge events and publication of knowledge products. She/He will be responsible of (i) coordinate with hotel on the accommodation of guests and events, and (ii) coordinate with publisher for publication of knowledge products. Also, she/he will assist in TA implementation and monitoring progress of loan/grant/TA implementation by collating the relevant data into the SARD tracking database; and proactively reaching out to the resident mission-based staff and consultants to ensure consistency of the

data, and timely update into the SARD tracking database. Moreover, the consultants will support the organization of national workshops for training of executing agencies/implementing agencies in GESI mainstreaming with the participation of resident mission-based staff and partner civil society organizations/nongovernment organizations (CSOs/NGOs).

12. **GBV resource consultant** ([1] national, [2 person-month). The consultant will be engaged on a short-term basis and will assist the international GBV experts in designing project components or activities. She/He will contribute in the development of initiatives relating to but not limited to: (i) economic empowerment of GBV survivors, (ii) training of key service providers (including police personnel, health personnel and legal service providers in handling cases) in providing a rights-based, gender and GBV-sensitive services, (iii) promotion of behavior change against GBV, and (iv) building of sustainable linkages between government and civil society for addressing GBV as required. She/He will be working closely with the international GBV resource expert.

13. **Gender and development consultant** ([1] [3 person-months, intermittent]). The consultant will assist the GBV international experts. She/He will be responsible to (i) collect relevant background materials including policies, proposed plans, and internal studies to support the various GBV related assessments; (ii) coordinate with relevant government agencies in identifying key capacity building requirements and necessary interventions to implement the project; (iii) coordinate on relevant logistical and institutional arrangements to support the project design and implementation; and (iv) develop a monitoring framework that executing agencies/implementing agencies can use to effectively track the progress of activities and targets. Also, She/He will support the EA/IAs and ADB project team in the preparation of required project documents (i.e., RRP, DMF, SPRSS, PAM), as needed.

14. **Procurement specialist** ([1] [3 person-months, intermittent]). The consultant will undertake procurement capacity assessment of EA/IAs, identify related risks and mitigation measures, and assist the ADB procurement specialist to undertake strategic procurement planning for proposed project. She/He will assist the executing agencies/implementing agencies and ADB in (i) preparing procurement plan, assessment of procurement risk and provide written inputs in PAM and Development Project Proforma; (ii) developing the EA/IA's procurement capacity for the selection of consultants, civil works, as well as goods and services following ADB guidelines, evaluation of bidding documents; and (iii) conduct procurement training, as needed, to familiarize executing agencies/implementing agencies with ADB's Procurement Policy and Regulations (2017, as amended from time to time).

15. **Financial management specialist** ([1] [3 person-months, intermittent]). The consultant will primarily be responsible for conducting the required financial due diligence. The specialist will conduct training on financial due diligence for the executing agencies/implementing agencies to learn about: (i) financial management assessment; (ii) financial projections and financial analyses, including incremental recurrent costs; (iii) significant financial risks and projections for financial sustainability, (iv) relevant financial performance indicators to be incorporated in financial covenants; and (iv) financial reporting schedules, auditing and public disclosure arrangements for the project. Also, She/He will assist the executing agencies/implementing agencies and ADB project team in preparing its time-bound financial management action plan, financial management assessment report, and in writing finance-related sections in the PAM and Development Project Proforma.

16. **Social safeguards specialist** ([1] [2 person-months, intermittent]). The consultant will mainly assist the ADB project team in conducting social safeguards due diligence. She/He will

assist executing agency/implementing agency to (i) assess project's impacts to indigenous peoples' (IP) and potential resettlement, (ii) prepare required plans: IP plan (IPP), resettlement action plan (RAP), and land acquisition and resettlement plan (LARP); (iii) map institutional arrangements, and assess the capacity of the subnational governments to execute the IPP and RAP/LARP; (iv) based on assessment, organize capacity development training towards effective implementation of the plans; and (v) establish its grievance and redress mechanism for the project, as well as options to restore livelihoods and quality of life of the project affected families. Also, She/He will assist in preparing project documents.

17. **Environmental safeguards specialist** ([1] [2 person-months, intermittent]). The consultant will be responsible for conducting environmental due diligence to confirm environmental safeguards categorization. When required, She/He will prepare the project's environmental impact assessment (EIA) or initial environmental examination (IEE). She/He will: (i) undertake a rapid environmental assessment for the proposed project based on the feasibility study to confirm the project's environmental safeguard categorization; (ii) conduct required environmental assessment considering few sample subprojects already identified; (iii) prepare the structure of the environmental assessment document in consultation with the technical team; (iv) collect baseline data on environmental condition of project areas that shall cover geophysical environmental, ecological and social environment; (v) assess the impacts of project activities, vis-à-vis its impact to the environment; (vi) identify potential mitigation measures for each potential impact; (vii) assess institutional arrangements to implement proposed mitigation measures; (viii) prepare the environmental management plan (EMP) matrix; (ix) design and propose a grievance redress mechanism (GRM); and (x) based on findings of EIA/IEE, prepare EMP in the form of environmental assessment and review framework (EARF). Also, She/He will assist the project team in preparing the environmental safeguard sections for RRP and PAM.

18. **Architect** ([1] [2 person-months, intermittent]). The consultant will input in the architectural design and technical specifications of proposed GBV shelters or upgrading of existing buildings for women and children's service centers (WCSCs). In preparing and proposing the design, the architect will assess issues affecting the functionality of the center, access for disabled or elderly individuals, privacy and appropriateness of counselling spaces as per requirements of the building or space, as well as adequate access to water, sanitation and waste management services. Also, the architect will (i) liaise with the structural design engineer to ensure that the proposed architectural design for the GBV shelters is consistent with structural requirements (i.e., capacity and disaster-resiliency); and (ii) consult with the procurement specialist on the submission of the master plan, architectural drawings, technical specifications and bills of quantity.

19. **Structural design engineer** ([1] [2 person-months, intermittent]). The consultant will primarily look into the structural design and safety of the proposed WCSCs, GBV shelters and rehabilitation centers. The consultant will (i) propose the structural design of the WCSCs, shelters and rehabilitation centers for structural safety and non-structural seismic safety; (ii) liaise with the architect to ensure the structural safety of the proposed architectural design and ensure the development of a feasible design; (iii) assess the environmental considerations of the proposed subproject site and building design; (iv) in coordination with the environmental safeguards specialist, determine and report on any resettlement issues; (v) prepare detailed cost estimates based on cost norms; and (vi) provide inputs to the procurement plan, and prepare relevant contract packages based on standard bidding documents to ensure project readiness. Also, She/He will prepare the required detailed cost estimates based on cost norms.