

## DRAFT TERMS OF REFERENCE

### A. International Consultants

#### 1. Senior Country Strategy Evaluation Advisor

1. The consultant will analyze the country assistance strategy and programs for the relevant period against the macroeconomic context in Cambodia. The consultant will assist the IED task manager in the preparation and review of the CAPE for Cambodia.

2. Specifically the consultant will:

- (i) review the details of the key evaluation issues and evaluation methodology given in the evaluation approach paper and formulate questions and interview guides for the top down assessment;
- (ii) review whether the strategic thrusts and development constraints have been addressed by the overall operations and also compare ADB's program with other development partners and review areas where gaps exist and where ADB may be able to contribute added value;
- (iii) together with the IED task manager briefly analyze the past and current macroeconomic trends/situations and review the binding constraints analyses made by ADB and other development partners, including IMF country reports, and then propose country context for the CAPE;
- (iv) discuss with relevant stakeholders and assess the ADB policy dialogue and undertake strategic assessment of the Cambodia program according to the CAPE guidelines taking into consideration alignment of the country partnership strategy, positioning of the ADB program, contribution to development results, and ADB performance;
- (v) draft the top-down assessment part as guided by the IED task manager;
- (vi) support the IED task manager in consolidating the overall CAPE findings and advise him in formulating lessons and recommendations for the CAPE report; and
- (vii) assist the IED task manager in preparing a consultative stakeholder workshops on the CAPE findings, if required.

3. The consultancy would involve about 1.5 person-months of intermittent consultant inputs including field work in March/April.

#### 2. Education Specialist

4. The consultant assignment will cover (i) desk reviews of relevant documents/reports on ADB's education sector assistance to Cambodia over the CAPE period and discussions with ADB's education sector operations staff; (ii) active participation in the CAPE Mission; (iii) preparation of questions to collect primary data/information from relevant stakeholder groups; (iv) conduct of focus group discussions/workshops, key informant interviews/observations, and field surveys; (v) collection of relevant secondary data/information; and (vi) preparation and revision of a draft sector assessment report.

5. Specifically the consultant will:

- (i) preparatory work by (a) reviewing relevant documents/reports as suggested by the Mission/Team Leaders, (b) discussing with relevant ADB operations staff, and (c) preparing questionnaires to be used during the CAPE Mission for collecting primary data/information from relevant stakeholder groups;
- (ii) actively participate in the CAPE Mission in accordance with the Mission/Team Leader's suggestions/requests;

- (iii) review the macroeconomic/socioeconomic data, changes in country context, binding constrains analyses and so on that are relevant to the report preparation;
- (iv) assist in conducting focus group discussions and workshops, key informant interviews/observations and collect primary data/information from relevant stakeholder groups based on the questionnaires prepared and distributed in advance;
- (v) collect relevant secondary data/information;
- (vi) guide/supervise the domestic counterpart to process/tabulate the primary and secondary data/information collected;
- (vii) prepare a draft assessment report which should capture all the detailed tasks listed in the evaluation approach paper, including the sector/theme level assessments done by IED team;
- (viii) revise the draft assessment report to incorporate the comments (by ADB and Government); and
- (ix) assist the Mission/Team Leader in other related activities/tasks as requested.

6. The consultancy would involve about 1.0 person-months of intermittent consultant inputs including field work in early April 2009.

### **3. Governance and Country Strategy Specialist**

7. The consultant assignment will cover two areas comprising (i) preparation of an assessment report on ADB's assistance in governance area focusing on public finance management over the CAPE period and (ii) assistance in the consolidation of sector-level results identified under the CAPE exercise.

8. On the governance assessment, the consultant will:

- (i) preparatory work by (a) reviewing relevant documents/reports as suggested by the Mission/Team Leaders, (b) discussing with relevant ADB operations staff, and (c) identifying key governance components of ADB assistance with a focus on public finance management, and (d) preparing questionnaires to be used during the CAPE Mission for collecting primary data/information from relevant stakeholder groups;
- (ii) actively participate in the CAPE Mission in accordance with the Mission/Team Leader's suggestions/requests;
- (iii) review the macroeconomic/socioeconomic data, changes in country context, binding constrains analyses and so on that are relevant to the report preparation;
- (iv) assist in conducting focus group discussions and workshops, key informant interviews/observations and collect primary data/information from relevant stakeholder groups based on the questionnaires prepared and distributed in advance;
- (v) collect relevant secondary data/information;
- (vi) guide/supervise the domestic counterpart to process/tabulate the primary and secondary data/information collected;
- (vii) prepare a draft assessment report which should capture all the detailed tasks listed in the evaluation approach paper, including the sector/theme level assessments done by IED team;
- (viii) revise the draft assessment report to incorporate the comments (by ADB and Government); and
- (ix) assist the Mission/Team Leader in other related activities/tasks as requested.

9. On the sector-level results consolidation task, the consultant will:

- (i) Review and comment on the draft sector assessment reports (i.e. agriculture and rural development, transport, finance and private sector development, education and governance) to improve the quality of the individual assessments;
- (ii) Consolidate the sector-level findings in the CAPE chapter on Sector Results following the standard CAPE format;
- (iii) Participate in the sector-level consultations with key stakeholders; and
- (iv) Based on the above sector level results analysis, advise to the CAPE team leader on the strategic conclusions section of the CAPE.

10. The consultant involves about 40 days of intermittent consultant inputs including field work around May 2009.

## **B. National Consultants**

### **1. Macroeconomist/Governance Expert**

11. The specialist will have at least 10 years' experience in relevant areas and should be knowledgeable and updated on the trends, issues, and in challenges of Cambodia's economy and of international development assistance. The specialist will participate in the CAPE mission work through conducting the following tasks.

#### **a. On CAPE mission in March/April 2009 (about 4 weeks)**

- (i) A review and analysis of macroeconomic trends, performance, issues and key binding development constraints from 1998 to the present (comprising the fiscal, monetary and external sectors). Review and analyze related current and pending policy decisions. Identify and rank the most crucial issues and policies from the view point of ADB's assistance strategy and program for Cambodia. Recommend a sequencing, if possible, and recommend a way forward for ADB's engagement in Cambodia;
- (ii) A review of trends, performance and issues in poverty, social trends and the Millennium Development Goals. Review and analyze related current and pending policy decisions. Identify and rank the most crucial issues and policies. Recommend a sequencing, if possible, and recommend a way forward, from the view point of ADB's potential interventions;
- (iii) Recommend, arrange, and participate in meetings with key stakeholders and development partners;
- (iv) The specialist will also collect other relevant data and ensure their accuracy at the time of collection; and
- (v) Perform other tasks that may be assigned by the team leader in the context of the Cambodia's economy for the CAPE.

#### **b. On CAPE mission in May 2009 (about 3 weeks)**

- (i) A review and analysis of trends, performance, issues relating to ADB's various interventions to help improve governance in Cambodia from 1998 to the present. Review and analyze related current and pending policy decisions. Identify and rank the most crucial issues and policies. Recommend a sequencing, if possible, and recommend a way forward for ADB's engagement in Cambodia;
- (ii) Review the governance promotion activities by other donors and by the Government (especially the ongoing Public Financial Management Reform Program);
- (iii) Recommend, arrange, and participate in meetings with key stakeholders and development partners; and

- (iv) Perform other tasks that may be assigned by the team leader in the context of the Cambodia's good governance, as an input to the CAPE.

## **2. Education Expert**

12. The assignment requires a good knowledge of the education sector policy and systems, including primary, secondary and vocational education in Cambodia, as well as previous consulting experience and good English skills.

13. The consultant will be a member of the Independent Evaluation Mission and carry out the tasks prescribed in the CAPE Evaluation Approach Paper. The tasks that would last for 3-4 weeks (full time for 1 -13 April 2009) over about a two-month period include the following:

- (i) Collect country and sector-specific data, information and documentation, the data requested in the Questionnaire to Cambodia, as requested by the international consultant and the ADB team/mission leader;
- (ii) Advise the Mission Leader and international consultant on institutional constraints that hinder implementation of the strategies and program measures adopted under ADB assistance;
- (iii) Assist the Evaluation Mission in arranging and organizing meetings with government officials, donor agencies, and relevant public and private institutions;
- (iv) Assist in collecting data on education sector development activities; and
- (v) Provide translation/interpretation services for the Evaluation Mission, if necessary.