

Foreword

The *Handbook on Social Analysis, A Working Document*, is the latest in a succession of resources meant to help staff of the Asian Development Bank (ADB), government officers, consultants, and others to address the social dimensions of ADB's operations effectively. Ultimately, the Handbook aims to contribute to development outcomes in the Asia and Pacific region that are equitable and sustainable.

With increasing recognition in the 1990s of the importance of people-centered development, ADB introduced a series of social analysis tools and guidelines for maximizing development benefits across socioeconomic groups and preventing or minimizing adverse social impacts of ADB-assisted projects. When ADB issued its poverty reduction strategy in 1999, social analysis and poverty analysis were combined. The *Handbook on Poverty and Social Analysis, A Working Document* was introduced in December 2001.

ADB's tools and guidelines for social and poverty analyses were reviewed following adoption of the enhanced poverty reduction strategy in 2004. The *Poverty Handbook – Analysis and Processes to Support ADB Operations, A Working Document*, was published in 2006. The *Handbook on Social Analysis, A Working Document*, should be used in parallel with the *Poverty Handbook*.

The *Handbook on Social Analysis, A Working Document* does not introduce any new policies or procedural requirements. However, it includes the following new features: (i) a more systematic social analysis in country partnership strategies and regional cooperation strategies, (ii) improved templates for the initial poverty and social analysis and the summary poverty reduction and social strategy for project and/or program preparation, (iii) updated examples of social analysis, and (iv) social analysis and monitoring and evaluation during project implementation. The four sections in the handbook are organized according to ADB's operational cycle and business practices. Appendixes provide a rich set of tools as well as links to other handbooks, tool kits, and guidelines on social development topics.

The handbook was a product of collaboration among staff from across ADB, including indispensable inputs from a peer review team, whose support is gratefully acknowledged. The handbook will need updating from time to time to remain relevant in the fast-changing business environment. It is, like its predecessors, a working document. We welcome your feedback so we can continue to improve the handbook.

We hope users of this handbook will find it a useful guide in integrating social concerns into ADB-financed operations and thereby contributing to inclusive social development in the region.



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Abbreviations

ADB	-	Asian Development Bank
ADF	-	Asian Development Fund
C&P	-	consultation and participation
CBO	-	community-based organization
CGA	-	country gender assessment
COBP	-	country operations business plan
CPA	-	country performance assessment
CPIA	-	country policy and institutional assessment
CPS	-	country partnership strategy
CSO	-	civil society organization
DMC	-	developing member country
DMF	-	design and monitoring framework
EPRS	-	enhanced poverty reduction strategy
GAD	-	gender and development
HIV/AIDS	-	human immunodeficiency virus/acquired immunodeficiency syndrome
IEC	-	information, education, and communication
IPDF	-	indigenous peoples' development framework
IPDP	-	indigenous peoples' development plan
IPSA	-	initial poverty and social analysis
IRRM	-	impoverishment risks and reconstruction model
MDG	-	Millennium Development Goal
MFF	-	multitranches financing facility
MRM	-	management review meeting
NGO	-	nongovernment organization
NPRS	-	national poverty reduction strategy
PBA	-	performance-based allocation
PCR	-	project completion report
PIA	-	poverty impact assessment
PPER	-	project (or program) performance evaluation report
PPMS	-	project performance management system
PPN	-	project preparatory note
PPR	-	project performance report
PPTA	-	project preparatory technical assistance
PRA	-	participatory rapid assessment
RCI	-	regional cooperation and integration

RCS	-	regional cooperation strategy
RRP	-	report and recommendation of the President
SDP	-	sector development program
SOE	-	state-owned enterprise
SPRSS	-	summary poverty reduction and social strategy
TA	-	technical assistance
TI	-	targeted intervention
TOR	-	terms of reference
ZOPP	-	<i>Zielorientierte Projektplanung</i> (Objectives-Oriented Project Planning)

NOTES

- (i) In this report, "\$" refers to US dollars.
- (ii) In this report, unless otherwise indicated, the term "projects" refers to investment loans and grants, policy-based loans and grants, and technical assistance.

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