



Project Administration Memorandum

Project Number: 38581
Grant Number: G0046
January 2007

VIET NAM: HIV/AIDS Prevention Among Youth Project

The project administration memorandum is an active document, progressively updated and revised as necessary, particularly following any changes in project or program costs, scope, or implementation arrangements. This document, however, may not reflect the latest project or program changes.

Asian Development Bank

CURRENCY EQUIVALENTS

(as of October 2006)

Currency Unit	–	dong (D)
D1.00	=	\$0.000062
\$1.00	=	D16,025

ABBREVIATIONS

ADB	–	Asian Development Bank
ADF	–	Asian Development Fund
BCC	–	behavior change communication
DFID	–	Department for International Development
DMC	–	developing member country
EA	–	executing agency
HIV/AIDS	–	human immunodeficiency virus/acquired immunodeficiency syndrome
IDU	–	injecting drug user
IEC	–	information, education, communication
IPC	–	interpersonal communication
JFPR	–	Japan Fund for Poverty Reduction
M&E	–	monitoring and evaluation
MDG	–	Millennium Development Goals
MOH	–	Ministry of Health
NGO	–	nongovernment organization
PCPFC	–	Provincial Committee for Population Family and Children
PEPFAR	–	President's Emergency Plan for AIDS Relief
PLWHA	–	people living with HIV/AIDS
PMU	–	project management unit
PP	–	procurement plan
PPMU	–	provincial project management unit
SAVY	–	Survey Assessment of Vietnamese Youth
STI	–	sexually transmitted infection
TA	–	technical assistance
UNAIDS	–	Joint United Nations Programme on HIV/AIDS
VAAC	–	Viet Nam Administration of HIV/AIDS Control
VCPFC	–	Viet Nam Commission for Population, Family and Children
VCT	–	voluntary counseling and testing
VOV	–	Voice of Viet Nam
VTV	–	Viet Nam Television
WHO	–	World Health Organization
WU	–	Women's Union

NOTES

- (i) The fiscal year of the Government and its agencies ends on 31 December.
- (ii) In this report, "\$" refers to US dollars.

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GRANT PROCESSING HISTORY

	Date(s)
a. Approval of Project Preparatory Technical Assistance	23 December 2004
b. Fact-Finding	27 Sept – 21 Oct 2005
c. Management Review Meeting (MRM)	01 December 2005
d. Appraisal Mission	9 - 20 January 2006
e. Staff Review Committee (SRC)	17 February 2006
f. Grant Negotiations	28 - 30 May 2006
g. Board Circulation	9 June 2006
h. Board Consideration and Approval	30 June 2006
i. Grant Agreement Signing	24 July 2006
j. Grant Effectiveness, including Conditions	2 November 2006
k. Physical Completion Date	30 June 2011
l. Grant Closing Date	31 December 2011

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p>Impact Have halted by 2015 and begin to reverse the spread of HIV/AIDS (Millennium Development Goal 6, target 7)</p>	<p>HIV prevalence in sub-populations of young people 15–24 years with high-risk behavior reduced by 10%</p>	<p>AIDS Indicator Survey (GSO with NIHE)^a Integrated Biological Behavioral Survey (IBBS) of the MOH^b Project completion report</p>	<p>Assumption Government policy and international donor commitment to HIV/AIDS prevention and control activities maintained and expanded</p>
<p>Outcome HIV infection risk behaviors reduced among youth aged 15–24 years</p>	<p>Increase in condom use at last high-risk sex^c Increase in percentage of young people identifying a formal source of condoms^d Increase in percentage of population aged 15–24 years with comprehensive correct knowledge of HIV/AIDS (footnote c) From baseline measure, needle-sharing among IDUs reduced by 20% in project provinces by end of project</p>	<p>AIDS Indicator Survey^a IBBS^b Project completion report</p>	<p>Assumptions Government policy and budget support for harm-reduction programs at the provincial and district levels Youth adopt behavior change through condom use and accessing clean needles Risk Government budget support, including specifically in project provinces, for HIV/AIDS prevention programs is not maintained and growing</p>
<p>Outputs 1. Component 1: Improved policy environment for youth focus in implementation of the national HIV/AIDS strategy 2. Component 2: Improved measures of knowledge in relation to HIV/AIDS risks and prevention and associated issues for youth, including condom normalization obtained from mass media and other BCC programs</p>	<p>Improvement in national index on policy related to young people and HIV/AIDS Increase in national and provincial (for project provinces) budget allocations to HIV/AIDS prevention programs for young people (footnote d) Increase in number of leaders (national and for project provinces) who have attended policy workshops on youth and HIV/AIDS From time of mass media campaign launch, increasing awareness and recognition for key themes and characters from project materials From first episode, steadily increasing and maintained viewer numbers for TV drama series; percentage of youth in</p>	<p>Government reports to UN (as obligated under UNGASS declaration) Audit for youth focus in government laws and regulations related to HIV/AIDS (project supported) Survey of leaders (project supported) Final project completion report TV viewer or listener surveys (VTV and VOV) Audit (project supported) of mass media and IPC products used in schools, and other project locations</p>	<p>Assumptions Stability of leaders in key positions Leaders endorse the involvement of youth and PLWHA in community action programs Official support for harm reduction services in all provinces Authorities supportive of PLWHA being involved in the delivery of services Youth, including IDUs, SWs, and PLWHA, willing to become peer educators Supplies and equipment reach target groups as planned and are being used as intended Training needs accurately identified for staff of PMU of VCPFC and provincial PMUs</p>

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p>supported by the Project</p> <p>3. Component 3: In project provinces, an increase in the percentage of youth with access to HIV harm-reduction and prevention education programs, including through outreach services, peer-education and community-based education programs</p>	<p>vulnerable and mainstream situations who reject major misconceptions about common HIV transmission routes and condom use (footnote d)</p> <p>Increase over 2006 baseline in percentage of youth with high-risk behaviors accessing harm reduction services (footnote d)</p> <p>In project provinces, an increase in the number of IDUs and SWs who have had HIV testing and know the results (footnote d)</p> <p>In project provinces, an increased number of young people (male and female), including IDUs, SWs, and PLWHAs, engaged as peer educators</p> <p>Increase in percentage of young people in vulnerable situations (in project provinces) correctly identifying ways of transmitting and preventing HIV/AIDS (footnote d)</p> <p>Increase in percentage of young people in vulnerable situations (in project provinces) identifying source of condoms (footnote d)</p> <p>Increase in percentage of young people in school (in target districts of project provinces) having received life-skills-based HIV/AIDS education (footnote d)</p>	<p>Annual report with service data from NGOs implementing harm-reduction services (gender disaggregated)</p> <p>AIDS Indicator Survey (footnote b)</p> <p>Qualitative assessments (focus group discussions, observation, in-depth interviews)</p> <p>School-based survey (years 1 and 4) in project provinces</p>	<p>PMU and PPMU staff will be mentored in management and M&E systems</p> <p>Risks Drama production delayed due to approval process or for other reasons</p> <p>IDU and sex workers do not access project-supported harm-reduction services</p> <p>Provincial action plans do not incorporate specific actions listed in the gender strategy and ethnic minority development framework</p>
<p>4. Component 4: Capacity building for youth-focused policy and programs and institutionalized, youth-focused M&E established and functioning at target provincial and district levels</p>	<p>At least 80% of trained collaborators organizing parenting skills education sessions with families in their communities</p> <p>PMU and PPMU staff developed action plans for each phase of the Project</p> <p>PMU and PPMU initiated new youth-focused HIV/AIDS prevention programs by Project's end</p>	<p>PMU and PPMU action plans for each phase with specific gender and ethnic minority actions</p> <p>Feedback surveys</p>	

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
Activities with Milestones (Please refer to Appendix 6: Implementation Schedule)			Inputs
Component 1 1.1 Recruit youth and HIV/AIDS advisor 1.2 Develop and disseminate information packages on youth and HIV/AIDS-related issues to leaders at national, provincial, and district levels annually 1.3 Conduct two research projects related to youth 1.4 Advisor to conduct workshops with partners at national and provincial levels to assist them in developing youth focused policies for HIV/AIDS 1.5 Advisor to serve as a resource person and consultant to HIV/AIDS and youth coordinating groups			Asia Development Bank Grant: \$20 million Government counterpart funds: \$6.7 million International consultants: 54 person-months
Component 2 2.1 Contract media agency through international bidding process 2.2 Mass media agency to conduct baseline and formative research 2.3 TV drama script developed 2.4 Production and broadcasting of TV and radio materials 2.5 Broadcasting of provincial radio phone-in 2.6 Monitoring TV drama and radio phone in/qualitative research 2.7 Design and produce associated IPC materials 2.8 Monitor use of IPC materials by project partners 2.9 Train partners in IPC use 2.10 Website developed and operational 2.11 Resource center established and equipped 2.12 Train print, TV and radio journalists 2.13 Orientation and/or training for hot-line management and/or staff			Media agency: 48 months Domestic consultants: 360 person-months
Component 3 Subcomponent 1 3.1 PMU to recruit through a bidding process an NGO to establish and manage harm-reduction services in first five provinces 3.2 Recruited NGO to train peer educators for high-risk groups 3.3 Recruited NGO to implement the peer education program 3.4 Recruited NGO to establish harm-reduction services, including condom distribution, needle exchange, and VCT service in each province			
Subcomponent 2 3.5 PMU to recruit NGO to establish and manage peer education programs and life skills training programs for vulnerable youth in first 5 provinces 3.6 Recruit NGO to train peer educators for vulnerable youth 3.7 Recruit NGO to implement the peer education program 3.8 Recruit NGO to conduct like skills training programs			
Subcomponent 3 3.9 PMU to recruit through a bidding process an NGO or mass organization to conduct a training of trainers program for provincial and district level net workers (VCPFC, women's, youth, and farmers' union) on parenting skills, care and support skills, gender and use of IPC materials, etc 3.10 Training of trainer courses for provincial and district level net workers conducted in each province 3.11 Community net workers to conduct parenting classes at commune level 3.12 IPC materials and teaching aids provided to Department of Education and training of selected provinces for use in schools			

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
Activities with Milestones Component 4 4.1 Recruit M&E advisor and institutional capacity building advisor 4.2 Conduct baseline surveys and develop M&E framework 4.3 Integrate project M&E with national HIV/AIDS M&E framework 4.4 Conduct mid-term and final evaluations 4.5 Baseline, mid-term, and final evaluation reports 4.6 Conduct management training needs analysis for PMU and PPMU staff 4.7 Develop and implement capacity building improvement programs for PMU and PPMU staff and implementing agencies 4.8 M&E advisor to monitor implementation of gender strategy 4.9 Develop and implement capacity building improvement programs for PPMU staff and implementing agencies 4.10 M&E and ICB advisers provide mentoring and skills transfer to PPMU partners in health service management		Inputs	

AIDS = acquired immunodeficiency syndrome; BCC = behavior change communication; GOV = Government of Viet Nam; GSO = Government Statistic Office; HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome; IBBS = integrated biological and behavioral survey; IDU = injecting drug user; IPC = interpersonal communication; KAP = knowledge, attitudes, and practices; M&E = monitoring and evaluation; MOH = Ministry of Health; NHS = National Health Survey; NIHE = National Institute of Hygiene and Epidemiology; PLWHA = people living with HIV/AIDS; PMU = project management unit; PPMU = provincial project management unit; SW = sex worker; UNGASS = United Nations General Assembly Special Session on HIV/AIDS; VAAC = Vietnam Administration for AIDS Control; VCPFC = Vietnam Commission for Population, Family and Children; VOV = Voice of Viet Nam; VTV = Viet Nam Television.

^a Nationally representative data, to first be collected in 2006 and repeated every 2 years. With funding from the United States Government (PEPFAR) and the United States' Centers for Disease Control.

^b Data collection to be done in 2006 with National Institute of Hygiene and Epidemiology and Family Health International (FHI).

^c Indicators are those set for MDG 6 relevant to project activities and young people. Data sources will be updated in 2006 and, baseline figures and project performance targets will be determined with latest figures.

^d Indicators proposed in: World Health Organization. 2004. *National AIDS Programmes. A Guide to Indicators for Monitoring and Evaluating National HIV/AIDS Prevention Programmes for Young People*. Geneva.

Sources: Asian Development Bank estimates, and United Nations 2004 Millennium Indicators Database. Available at: http://unstats.un.org/unsd/mi/mi_coverfinal.htm

I. PROJECT DESCRIPTION

A. Project Area and Location

1. The Project covers the provinces within the territory of Vietnam, which have been selected to participate and this includes the provinces of Hanoi, Ha Tay, Bac Ninh, Phu Tho and Quang Ninh which will implement the Project first. The provinces of Hai Duong, Dien Bien, Quang Tri, Thua Thien Hue, Da Nang, Binh Duong, Long An, Dong Thap, Can Tho and Ba Ria-Vung Tau will commence implementation of the Project during the second phase of the Project.

B. Objectives and Scope

2. The objective of the Project is to contain HIV/AIDS infection rates among young people (about 15-24 years of age) and reduce the spread and impact of HIV/AIDS in Vietnam, particularly in the Project Provinces by 2011 by implementing a comprehensive youth-focused behavior change communication program to: (a) increase condom use, especially for high-risk sex, and the proportion of young people identifying a formal source of condoms and having comprehensive correct knowledge of HIV/AIDS; and (b) reduce needle sharing among intravenous drug users (IDUs) in the Project Provinces. The scope of the Project will: (i) improve policy environment for a youth focus in implementation of the National HIV/AIDS Strategy; (ii) improve measures of knowledge sharing in relation to HIV/AIDS risks and prevention and associated issues for youth; (iii) increase access by youth to HIV harm reduction services and prevention education programs in the Project provinces; and strengthen capacity of VCPFC to monitor and evaluate progress in delivering the Project and to design and implement other capacity building programs.

3. A comprehensive and youth-focused mass media campaign is the centerpiece of the Project. Incorporating television, radio, and print media, the campaign will aim to reduce risk and prevent infection for youth and their families. The campaign will be complemented by activities focused on leadership support for HIV/AIDS prevention with a youth focus, as proposed under the national HIV/AIDS strategy, as well as a comprehensive program of community-based activities at the provincial level. Provincial activities will include services for youth in high-risk situations (drug use and sex work) as well as information campaigns focused on youth who are vulnerable by nature of their work or personal circumstances (e.g., migrants, unemployed, employed in the growing industrial zones). Province-based activities will also include a communication program targeted at families, particularly parents, with the goal of creating healthy environments for youth where they can receive support that will reduce their HIV vulnerability. Leadership and community-focused activities will all be based on, and aligned with, the mass media campaign messages to enhance resonance and effectiveness.

C. Project Components

4. The scope of the Project is divided into the following four components.

1. Leadership and Strategy Support

5. The Project will support targeted research and advocacy to leaders at all levels on youth issues, youth participation mechanisms, and the mainstreaming of youth issues into policy, projects, and service providers. Advocacy activities will target a broad range of leaders, including party and government officials from national, provincial, and community levels, to increase their awareness and support for youth issues in relation to HIV/AIDS prevention and the overall implementation of the national HIV/AIDS strategy. Specific activities will include (i) support for the second Survey Assessment of Vietnamese Youth (SAVY), which follows the

first survey in 2003, and other studies, together with dissemination workshops; (ii) the development and dissemination of materials targeted at leaders on youth issues; (iii) policy maker forums and advocacy meetings at the community level; (iv) support for the participation of youth in national and international conferences and workshops; (v) planning workshops with local authorities and partners to support the integration of youth issues into community programs; and (vi) commune outreach programs by the VCPFC and its provincial partners. The second SAVY will provide valuable data on a range of issues relevant to the Project. There will be a concerted effort to support outreach activities that facilitate integration of the mass media messages and youth themes across other relevant funding agency and government projects and programs.

2. National Mass Media Program for Behavior Change

6. Component 2 will focus on the production of a national mass media behavior change communication (BCC) program focused on youth with the aim of effecting changes to personal behaviors and attitudes in order to reduce the risk of HIV/AIDS infection. The Project will support the development and production of a television drama series that utilizes the “enter(tain)-educate” approach to behavior change.¹ The drama series will be broadcast nationally, free-to-air on VTV during the prime viewing period, with at least one repeat show broadcast per week.² The series will run over 3 years and facilitate the mechanism of role-modeling, which is a best-practice approach to promoting behavior change where there is already a high level of awareness of the issue at hand (in this case HIV/AIDS).

7. This drama series will be complemented and supported by radio phone-in programs, free-to-air on VOV radio after each TV broadcast in order to provide immediate feedback on the interpretation and assimilation of messages and the opportunity for interactive dialogue for youth concerned about issues raised. The Project will also support complementary, youth-focused documentaries, television and radio community message spots (footnote 2), and materials for the print media (newspapers, popular youth magazines, etc.).

8. All materials will be based on comprehensive, audience-based research. The entertainment target will be people of all ages, with specific messages to be targeted at young people and their families, community members, and other role models. Messages will aim to enhance factors that protect against vulnerability and high-risk behavior and to increase the likelihood of harm reduction behaviors being adopted (e.g., condom use). In addition, the role modeling and messaging will aim to reduce the stigma and discrimination, and gender stereotypes, associated with HIV/AIDS risk.

3. Community-Based HIV/AIDS Prevention Resources for Youth

9. The Project will support NGOs and mass organizations to implement a program of province-based, youth-focused activities, including community-based advocacy, peer education, life skills training; and improved access to harm-reduction services at the provincial level. This component is divided into three subcomponents that focus on different groups of youth depending on their risk profile: (i) youth in high-risk situations (e.g., IDUs, sex workers, and clients of sex workers); (ii) vulnerable youth (e.g., because of their migrant, education, or employment or economic status); and (iii) mainstream youth (who may currently be at low risk, but whose status can be protected and strengthened). NGOs and mass organizations such as the Youth and Women’s Unions will be engaged as implementing agencies because of their

¹ More than 86% of Vietnamese youth watch TV at least once a week and 50% on a daily basis, and most identify TV as a key source of information on reproductive health issues.

² Details of the TV and radio broadcast agreements covering the timing of broadcasts and costs of community message spots will be finalized during project implementation, based on Government regulations and recovery of cost rates established by the Government.

ability to reach youth in community settings effectively, especially those at risk, marginalized, or stigmatized. All messages and materials will be based on, and linked to, the themes and characters developed for the media campaign.

4. Project Management, Capacity Building, Monitoring, and Evaluation

10. The Project will help strengthen the capacity of the central and provincial implementation units through targeted training activities. The component will support the establishment of monitoring and evaluation structures that are complementary to the Government's national HIV/AIDS monitoring and evaluation framework. The Project will also support the development of youth-focused indicators for HIV/AIDS monitoring and evaluation systems through small-scale studies that enhance the knowledge base from which indicators and assessments are derived. The Project will finance equipment and consulting services required for effective implementation of project activities at central and provincial levels.

D. Special Features

1. Focus on Youth in the Context of HIV/AIDS

11. While a lot of lip service is given to the role young people play in the spread of HIV/AIDS and the impact it has on them, very few comprehensive intervention programs, in Viet Nam or elsewhere, have focused on this group specifically. Opportunities have been missed to bring innovative public health prevention and control measures to bear on the spread of the epidemic among a group that can be targeted. Models for healthy youth development have been developed and tested over many years and for different health issues with the general goal of reducing risks and enhancing protective factors. The Project will target youth directly and via those that influence them such as parents, teachers, and popular entertainment and sports personalities. The results will be in areas such as improved family support and dialogue around youth issues, including sexuality and normalizing condom use.

2. A Youth Focus for Vietnam's National HIV/AIDS Strategy

12. The Project will support the development and integration of a youth focus across other project and program activities under the national HIV/AIDS strategy. The Project will provide policy and capacity development support to VCPFC and VAAC to ensure youth issues are integrated in a consistent and effective manner across a range of activities and policy dialogue and coordination forums. The Project will also develop the capacity of all HIV/AIDS-related monitoring and evaluation in Viet Nam to assess youth-specific outcomes and impacts.

3. Community and Non-Government Organization Participation

13. The Project calls for engagement with a wide variety of organizations and groups, both public and community-based. The IPC activities will offer opportunities to build relationships between generations, and between civil society organizations (e.g., youth and women's unions), government agencies, and specialist NGOs. These activities will contribute to building the capacity to address youth issues and HIV/AIDS and offer new partnership models. There will be a focus on flexible approaches appropriate to local needs. Skills development for counseling and youth communication will contribute to project sustainability.

4. Addressing Gender Issues in HIV/AIDS Prevention

14. Currently 86% of all PLWHA in Viet Nam are male, largely because most IDUs are male. However, most sex workers are young women, and there are growing infection rates among these women through their clients and boyfriends or husbands. Employment opportunities in the entertainment industry, especially for women, are growing and they are particularly attracting women who have migrated from rural areas. Gender roles create different risks for young men and young women, and these roles endure across generations and socioeconomic strata. Mass media materials will aim to address the gender norms that affect HIV risk through messages and role model behaviors. The gender action plan (Appendix 3) outlines the actions to be taken.

5. Addressing the Role of Migration and Mobility in HIV/AIDS Prevention

15. Youth aged 20–24 comprise the largest group of a growing population of mobile workers traveling within Viet Nam and across borders to seek work. Large infrastructure projects, including those that ADB finances, attract large numbers of young men and women as workers (construction and unskilled labor and associated service industries, including sex work). While migration offers economic opportunities for many, it increases the risk of HIV infections because of (i) improved cash resources; (ii) isolation from family and other social structures that exert “positive” peer pressures; and (iii) access to alcohol, drugs, and commercial sex. In provinces, where there are large migrant or mobile youth populations, project activities will target this group through worksites, vocational training, or job recruitment centers.

6. Addressing Risks to Ethnic Minority Populations

16. There will be benefits to ethnic minority populations, as project activities, including media programs, will target language and isolation barriers that increase risk. The Project has an ethnic minority action framework (Appendix 2) that outlines the actions needed to address the particular risks faced by youth in isolated communities, especially as they migrate.

II. COST ESTIMATES AND FINANCING PLAN

17. The Project is estimated to cost \$26.7 million equivalent (Table 1). The Government has requested a grant of \$20 million from ADB's Asian Development Fund (ADF) for the control of HIV/AIDS and infectious diseases to help finance the Project. The grant will finance all of the foreign exchange costs and \$16.27 million of the local currency cost. The Government will provide counterpart funds of \$6.7 million equivalent for taxes and recurrent costs.³ The indicative financing plan is in Table 2. Detailed cost estimates by expenditure category and financing source are presented in Tables A4.1 and A4.2 in Appendix 4.

³ ADB's appraisal mission reviewed the government's financing plan and found it to be credible and well supported by central agencies and provincial authorities.

Table 1: Project Investment Plan

(\$ million)

Item	Amounts
A. Base Cost^b	
1. Leadership and Strategy Support	2.1
2. Mass Media and IPC Materials for Behavior Change	9.5
3. Community-Based HIV/AIDS Prevention Services	8.4
4. Project Management, M&E, and Capacity Building	3.3
Subtotal (A)	23.3
B. Taxes and Duties^b	1.1
C. Contingencies^b	2.3
Total (A+B+C)	26.7

HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome, IPC = interpersonal communication, M&E = monitoring and evaluation.

^a In 2005 prices.

^b Appendix 8 explains taxes, duties, and contingencies.

Source: Asian Development Bank estimates.

Table 2: Financing Plan

(\$ million)

Source	Total	%
Asian Development Bank ^a	20.0	75.0
Government	6.7	25.0
Total	26.7	100.0

^a Asian Development Fund Grant

Source: Asian Development Bank estimates.

18. Financing for the local currency cost is justified under ADB's local currency financing policy. Strengthening Viet Nam's capacity and resources for responding to HIV/AIDS is a government priority given the humanitarian and economic costs of a rapidly spreading epidemic. While the Government has committed additional resources for the implementation of a comprehensive response, a financing gap exists even when other international aid support is accounted for. Effective responses must be local and engage communities, thus requiring local expenditure. A higher percentage of local financing for this Project is consistent with ADB policy.

19. Although no cofinancing is envisioned at this time, cofinancing from both public and commercial sources may be mobilized in future to complement ADB financing. Cofinancing arrangements will be presented for Government and ADB consideration as necessary. The Government has committed.

20. The allocations by component with related percentages of ADB Grant is presented in Table 3.

Table 3: Allocation and Withdrawal of Grant Proceeds

(\$ million)

Number	Category	Amount Allocated \$'000	Percentage of Total Funding (%)
1	Equipment	510	100
2	Surveys and Evaluations	630	100
3	Training, Workshops and Study Tours	4,960	100
4	Mass Media, BCC and IPC activities and Materials	5,890	100
5	Community BCC	2,680	100
6	Consulting Services	3,190	100
7	Project Management	220	100
8	Unallocated	1,920	100

BCC = behavior change communication, IPC = interpersonal communication

III. IMPLEMENTATION ARRANGEMENTS

A. Executing and Implementing Agencies

1. Project Management

21. VCPFC will be the Executing Agency (EA). A PMU, located within VCPFC, will work under the overall guidance of a project steering committee. The steering committee will (i) provide guidance to ensure timely and effective performance of the Project, and (ii) supervise strategic planning and review and propose modifications and changes to project implementation as necessary. The steering committee will be chaired by the leader of VCPFC (Minister or Vice Minister) and members will include senior officials from the participating ministries and organizations, including the Ministry of Planning and Investment, the Ministry of Culture and Information, the Ministry of Education and Training, the Ministry of Finance, the State Bank of Viet Nam, the VAAC of MOH, the Youth Union, the Women's Union, VTV, VOV and the Farmers' Union.

22. The PMU will coordinate national and provincial activities, and serve as a liaison point between the provinces, VCPFC, and ADB. A project director will head the PMU, with the support of a vice director and at least six full-time staff to provide technical expertise and administrative support in areas of accounting, contract administration, disbursement, planning, and procurement. Tables A5.1 and A5.2 of Appendix 5 outline the project management and implementation structure and indicative fund flow program.

23. A provincial project management unit (PPMU) will be established by the Provincial Committee for Population Family and Children (PCPFC), with a director, accountant, and component activity coordinator(s). Each PPMU will (i) oversee the implementation of all provincial activities by NGOs and other mass organizations, (ii) monitor and evaluate province-based project activities to ensure the quality of project outputs, and (iii) report to the PMU.

IV. IMPLEMENTATION SCHEDULE

24. The Project will be implemented over 5 years from about July 2006 to July 2011. Provincial activities will be implemented in two phases: (i) phase 1 (2006–2008) will involve the implementation of five provincial action plans, and (ii) phase 2 (2008–2011) will incorporate lessons learned from phase 1 into the action plans for the 10 additional provinces for a total of 15. Workshops and cross-provincial visits will facilitate the links and sharing of lessons learned between phases and provinces. The project implementation schedule is in Appendix 6.

V. CONSULTANT RECRUITMENT

25. The Project will require 54 person-months of international consulting services and 285 person-months of domestic consulting services. Three international and 34 domestic consultants (including two for each province) will be contracted as individual consultants. An international media agency will be recruited as a firm to provide technical assistance inputs and production oversight for the mass media component. The firm will be selected using ADB quality-based selection methods, as the quality of the services is of overriding importance for the downstream impact and outcome of the Project. There will be single source selection of the World Health Organization (WHO) for the provision of youth and HIV/AIDS policy expertise because of WHO's shared objectives and experience of exceptional worth. NGOs, international and/or local and including mass organizations, will be contracted to provide harm reduction, peer education, and life skills training programs under component 3. Individual consultants, the consulting firm, and the NGOs will be recruited in accordance with ADB's *Guidelines on the Use of Consultants*. Table A7.3 of Appendix 7 summarizes the consulting services inputs and methods of selection, including further details on NGOs (including mass organization) contracting.

VI. PROCUREMENT

26. All ADB-financed procurement will be in accordance with ADB *Procurement Guidelines*. National competitive bidding (NCB) procedures will be used while shopping will be used for goods costing not more than \$150,000 and works costing not more than \$100,000. The PMU will handle all procurement using NCB and Shopping. Shopping will be used by the provinces under the supervision of the PMU. The project does not support civil works. Table A7.2 of Appendix 7 outlines the updated procurement plan agreed upon during the Inception Mission.

VII. DISBURSEMENT PROCEDURES

27. The PMU will use ADB imprest account procedures for eligible project expenditures. An imprest account for the grant will be established by the PMU at a commercial bank, acceptable to ADB, within 1 month of grant effectiveness. The account will have a ceiling of \$1 million; the initial deposit will be based on estimated expenditures for the first 6 months of project implementation or \$1 million, whichever is lower. Second generation imprest accounts (SGIAs) will be established by PPMUs at the Provincial Treasury.⁴ The initial deposit will be based on estimated expenditures for the first 6 months of project implementation or \$50,000, whichever is lower. The imprest account and SGIAs will be established, managed, replenished, and liquidated in accordance with the ADB's *Loan Disbursement Handbook*, as amended from time to time, and detailed arrangements agreed upon by the Government and ADB. Statement of

⁴ Second-generation imprest accounts are considered appropriate for the Project, where PPMU financial management capacity can be verified, given (i) the geographical disbursement of project provinces, (ii) the large number of small-scale training and outreach activities that PPMUs will manage, and (iii) the fact that such accounts will be established in the Provincial Treasury ensuring efficient management. Under recent amendments to the Government of Viet Nam procedures, such accounts can be audited.

expenditure procedures will be used to reimburse eligible expenditures and liquidate advances to the imprest accounts to facilitate project implementation. The maximum payment for any individual item using statement of expenditure is \$100,000 per payment.

VIII. PROJECT PERFORMANCE MONITORING AND EVALUATION

28. Monitoring and evaluation of HIV/AIDS-related programs and projects are a key challenge for the Government. There has been significant technical expertise directed at establishing a national monitoring and evaluation system, supported by the World Bank HIV/AIDS project. It is expected that all internationally supported projects will utilize a common set of monitoring indicators. While the framework for Viet Nam is still to be finalized, the measures indicated in the design and monitoring framework are consistent with the most up-to-date draft. The Project will also support some ongoing analysis of data to further develop and refine youth- and BCC-related measures, both as an input to refining the design of this Project and for adoption in other activities, including the Government's national system. The PMU will work with the PPMUs to ensure that timely and effective data collection systems are in place and that information collected is analyzed and used to refine project activities through the course of implementation. All data will be disaggregated by gender and ethnicity.

IX. PROJECT REVIEW

29. The Government and ADB will conduct periodic reviews of the Project to ensure smooth implementation. The Government and ADB will jointly undertake a phase 1 review after 12 months of implementation. The review will focus on the experience of implementation in the five phase 1 provinces in order to review and enhance phase 2 activities. The Government and ADB will conduct a midterm review after 30 months of implementation. Given the coordination role played by the VAAC of MOH for Viet Nam's national HIV/AIDS strategy, all reports will be shared and participation in review missions will be invited.

X. REPORTING REQUIREMENTS

30. Prior to grant effectiveness, VCPFC will submit monthly reports to ADB on the steps being taken for achieving effectiveness. After the Project becomes effective, VCPFC will prepare a quarterly progress report summarizing (i) progress made against established targets; (ii) delays and problems encountered, and actions taken to resolve issues; (iii) compliance with grant covenants; (iv) proposed program of activities for the next 6 months; (v) expected progress during the succeeding period; and (vi) status of provincial activities. Within 3 months of project completion, the Government will prepare and submit a project completion report to ADB.

XI. ACCOUNTING AND AUDITING

31. VCPFC has implemented a number of similar projects financed by ADB and others during the past 10 years and its financial management capacity is considered adequate. VCPFC will provide ADB with quarterly progress reports on project implementation within 30 days of each calendar quarter period. Progress reports will be in English and will include information on disbursement and the status of all implementation on all aspects of the Project.

32. The Government, acting through VCPFC, will maintain accounts and records showing a clear link between activities and expenditures related to the Project. The PMU will (i) keep project accounts separate from regular accounts; (ii) ensure accounts and financial statements are audited annually in a timely fashion, in accordance with sound accounting principles, by external auditors acceptable to ADB; and (iii) submit to ADB, not later than 6 months after the close of each fiscal year, certified copies of audited project accounts, including all imprest

accounts, statement of expenditure, and financial statements; and the auditor's reports, together with a report of actions taken by VCPFC to improve the financial management system. The Project will finance the cost of independent and external auditing.⁵

XII. MAJOR GRANT COVENANTS

33. The status of compliance, including actions taken to comply with the covenants (see **Appendix 16**), should be indicated in the appropriate column and be appended in the quarterly progress report.

XIII. KEY PERSONS INVOLVED IN THE PROJECT

A. ADB Staff

Social Sectors Division (SESS)
Southeast Asia Regional Department
(SERD)

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Ms. Mary Rose Ong
Administrative Assistant
Tel. (63-2) 632-6828
Email: mrong@adb.org

Controller's Department
Loan Administration Division
(CTLA-4)

Ms. Preethi Wijeratne
Financial Control Specialist
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Central Operations Services Office
Consulting Operations Services
Division 2 (COS2)

Ms. Galia Ismakova
Procurement Specialist
Tel. No.: (63-2) 632-6465
E-mail: gismakova@adb.org

Address:

Asian Development Bank
P.O. Box 789
0980 Manila, Philippines

⁵ ADB. 2002. *Guidelines on ADB-funded Project Processing and Implementation*. Hanoi; and ADB. 2002. *Guidelines for the Financial Governance and Management of Investment Projects Financed by the Asian Development Bank*. Manila.

Facsimile: (632) 636-2228 (SESS)

Website Address: <http://www.adb.org>

B. Executing Agency

34. The key contact points are:

Project Executing Agency:

Vietnam Commission for Population,
Family and Children (VCPFC)

Madame Le Thi Thu
Minister
Tel. No.: (84-4) 7470 896
Fax No.: (84-4) 823 7983

HIV/AIDS Prevention among Youth
Project (PMU)

Dr. Ngo Khang Cuong
Director of PMU
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Dr. Nguyen Dinh Anh
Project Assistance
Tel. No.: (844) 747 1102
E-mail: pmuncpfphn@hn.vnn.vn

XIV. ADB ANTICORRUPTION POLICY

35. The Government has been advised of ADB's anticorruption policy, particularly the provisions in the recently revised *Guidelines for Procurement under Asian Development Loans* and *Guidelines on the Use of Consultants by Asian Development Bank and Its Borrowers*, requiring governments as well as bidders, suppliers, contractors, and/or consultants to observe the highest standards of ethics during procurement and execution of the contracts financed under the Project.

36. The ADB Office of the General Auditor is the point of contact to report allegations of fraud and corruption among ADB-financed projects or its staff. Within that office, the Anticorruption Unit is responsible for dealing with all matters related to allegations of fraud and corruption. Please refer to the ADB's Anticorruption Policy Handbook. Anyone coming across evidence of corruption associated with the Project may contact the Anticorruption Unit by telephone, facsimile, by mail, or by email as follows:

Integrity Division (OAGI)
Office of the Auditor General
Asian Development Bank
6 ADB Avenue, Mandaluyong City
0401 Metro Manila, Philippines

Postal Address: P. O. Box 789
0980 Manila, Philippines
Telephone No.: (63-2) 632 5004
Facsimile No. : (63-2) 636 2152
E-mail : anticorruption@adb.org or
integrity@adb.org

37. The **PAM** shall be read in conjunction with the RRP, Grant Agreement, and relevant ADB documents listed in **Appendix 17**.

SUMMARY POVERTY REDUCTION AND SOCIAL STRATEGY

A. Linkages to the Country Poverty Analysis

Is the sector identified as a national priority in country poverty analysis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is the sector identified as a national priority in country poverty partnership agreement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contribution of the sector or subsector to reduce poverty in Viet Nam: Sickness and poor health is a major cause of impoverishment in Viet Nam. With the exception of households in the highest income quintile, it is likely that all households that include a person living with HIV/AIDS will fall below the poverty line because of the income and expenditure effects of infection. Analysis shows that households in the third and fourth income quintiles who are affected by HIV/AIDS will become newly poor. Cost-effectiveness analyses rate HIV/AIDS prevention efforts among the best buys for public health and development in general.			

B. Poverty Analysis

Targeting Classification: Targeted intervention

What type of poverty analysis is needed? By reducing the spread of HIV/AIDS and improving public health, the Project will make a positive contribution to reducing poverty, and the risk of poverty, through HIV/AIDS infection. This benefit extends not only to the young people targeted by the Project but also to families who are inevitably burdened economically and socially by the need to support and care for an infected family member. This benefit extends especially to women (mothers and wives) who are almost always the family member providing care and support. The economic effect of HIV/AIDS on households is severe and the poor are particularly at risk—both to infection itself and to its economic effects. The benefits of economic growth have not been evenly distributed in Viet Nam and some social groups have missed out on the associated benefits. The maldistribution of these growth benefits is one of the causes of increasing numbers of injecting drug users (IDUs) and sex workers, but it also has an effect among the general population. A commitment to equity in the provision of HIV preventive activities is necessary to protect the poor from HIV transmission and to reduce the chances of impoverishment caused by HIV/AIDS, and to reduce the potential social and private costs of treatment and care. The public provision of effective HIV preventive services also increases feelings of social security and social solidarity that have a flow-on effect in economic terms. The costs of health care in general, and the costs of HIV/AIDS care in particular, are a major cause of impoverishment in Viet Nam. Figures from the Viet Nam Household Living Standards Survey 2002 indicate that household out-of-pocket spending on health care accounts for at least 62% of total health expenditure. The Project will focus on populations and interventions where the impact of preventing infection will be greatest, the young (15–24). With their full working lives ahead of them and families to care for and support, the economic and/or poverty impact of HIV/AIDS infection is inevitably greatest when it occurs in this age group given the poor health and loss of productivity that inevitably follows. In addition, the Project will include interventions targeted at those young people engaged in high-risk behaviors (e.g., sex work, drug use) and those vulnerable to adopting these high-risk behaviors (e.g., migrants, the unemployed, and employees in high-risk sectors such as tourism), thereby increasing the likelihood of preventing infection and poverty. Six of the project provinces have a poverty rate greater than the national average. Several of the nominated provinces, including Hanoi, Danang, and Quang Ninh, have poverty rates among the lowest in the country. However, it must be noted that, within these provinces, those at greatest risk and most affected by HIV/AIDS will be among the poorest in the province. Moreover, it is widely recognized that many of the households most recently rising out of poverty—also at great risk for HIV infection—are only just above the poverty line and the impact of an HIV infection within the household could quickly see them plunge back into poverty. The Project will target and provide benefits to such households.

C. Participation Process

Is there a stakeholder analysis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A stakeholder analysis was completed during the design phase to identify and understand both the groups at risk of HIV infection and the potential partners in project implementation. For the potential partners, the analysis considered project-related interests and the ways in which the respective stakeholders can affect project feasibility and success. Primary stakeholders include, first and foremost, young people, as well as the VCPFC as Executing Agency, along with MOH/VAAC, MOLISA, and MOET. These stakeholders will play an active role in the implementation of project activities, and project activities in turn will have some effect on their operations. For the project activities that aim to develop support for the implementation of the national HIV/AIDS strategy with a youth focus, stakeholders include national and local government leaders and policy makers. Local and international NGOs will play a role as stakeholders and implementing agencies. Youth, as those at risk and targeted, will be actively involved throughout project activities, including as key informants for the formative research, through employment in the television and radio production processes, and as peer educators. Mass organizations such as the Youth Union will also be involved.
Is there a participation strategy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Participation is integrated into the overall project design. VCPFC will coordinate closely with MOH in all activities related to the implementation of the national HIV/AIDS strategy. The success of the mass media component, which

forms the centerpiece for all other project activities, will be closely related to the engagement of young people in the formative research and in the media production processes. The participation of other stakeholder ministries (MOLISA and MOET) and mass organizations (VWU and VYU) will also be critical to project success and is clearly defined in the project design. The engagement of families through the education processes of the PCPFC collaborators will also ensure broad participation at the community and family level in order to support young people as they make life choices (education, employment, migration, relationships, and high-risk activities) that affect their overall HIV/AIDS risk.

D. Gender Development

Strategy to maximize impacts on women:

As in most countries, HIV/AIDS transmission and prevention in Viet Nam has important gender dimensions. This issue was considered in great depth during the design phase and featured prominently in the poverty analysis, stakeholder analysis, and the development of the participation strategy. Currently, 86% of all people living with HIV/AIDS are male (MoH 2005a), largely because the vast majority of injecting drug users are male. However, most sex workers are young women, and there is an increasing tendency for them to inject drugs, thus the risk profile of women is changing rapidly. Moreover, as more men become infected it is inevitable that the number of women infected will increase as a proportion of all infected as girlfriends and wives become infected by their partners. Normative gender roles are a central part of the risks faced by women. Women are also most likely to be the carers and supporters of infected men and thus bear a disproportionate share of the financial and social burden HIV/AIDS care. The achievement of the Project's purpose and objectives will have benefits for both women and men. Changing the perception of women's risk, gender roles (especially in social relationships), and the perception of condom use will directly benefit women. The messages conveyed through mass media materials, peer education, and other interpersonal communication outreach activities will directly address these perceptions and risks as they affect women.

Has an output been prepared? Yes No

A gender action plan is attached as Appendix 3.

E. Social Safeguards and Other Social Risks

Item	Significant/ Not Significant/ None	Strategy to Address Issues	Plan Required
Resettlement	<input type="checkbox"/> Significant <input type="checkbox"/> Not significant <input checked="" type="checkbox"/> None	The Project does not support any new civil works. Land acquisition and resettlement are not expected.	<input type="checkbox"/> Full <input type="checkbox"/> Short <input checked="" type="checkbox"/> None
Affordability	<input type="checkbox"/> Significant <input checked="" type="checkbox"/> Not significant <input type="checkbox"/> None	The Project will provide free or low cost services that are currently difficult to obtain or costly including VCT, needles, condoms, skills training, and education.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Labor	<input type="checkbox"/> Significant <input checked="" type="checkbox"/> Not significant <input type="checkbox"/> None	Labor is not a potential issue. The Project will provide some employment and skills training for youth (including people living with HIV/AIDS) in the mass media production, peer education, youth-friendly harm-reduction services and community outreach. The Project will target youth in vocational training and job recruitment centers, but project activities will not affect their activities in these places.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Indigenous Peoples	<input type="checkbox"/> Significant <input checked="" type="checkbox"/> Not significant <input type="checkbox"/> None	The Project will target vulnerable youth in 15 provinces some of which include significant ethnic minority populations. In these provinces, special provisions will be included in the provincial action plans to ensure materials are adapted to effectively reach ethnic minority youth at risk (including language adaptation and distribution strategies). The plan for outreach activities and peer education will also consider the special needs of ethnic minority youth at risk of HIV infection.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Risks and/or Vulnerabilities	<input type="checkbox"/> Significant <input checked="" type="checkbox"/> Not significant <input type="checkbox"/> None	The Project will not have any environmental effects. Harm reduction hardware (needles and condoms) will be provided and accompanying IEC materials and peer education will address disposal issues.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome; IDU = injecting drug users; IEC = information, education, communication; MOET = Ministry of Education and Training; MOH = Ministry of Health; MOLISA = Ministry of Labour, War Invalids and Social Affairs; NGO = nongovernment organization; PCPFC = Provincial Committee for Population Family and Children; VAAC = Vietnam Administration for AIDS Control; VCPFC = Vietnam Commission for Population, Family and Children; VCT = voluntary counseling and testing; VWU = Vietnam Women's Union; VYU = Vietnam Youth Union.

Source: ADB estimates.

ETHNIC MINORITY ACTION FRAMEWORK

1. An ethnic minority action framework highlights the features of the Project that will need to be adapted and especially designed to ensure there are benefits for young people from ethnic minority populations in the targeted provinces.
2. Although ethnic minority groups in the 15 provinces are culturally diverse and linguistically complex, the Project intends to research and implement a targeted and appropriate campaign to enhance benefits to ethnic minority populations, particularly among ethnic minority youth. Through consultations with young people, community leaders, parents, and groups such as the Youth Union, a range of actions across the project components will be implemented.
3. Implementation arrangements and estimated costs of the ethnic minority action plan are part of the overall project arrangements and total budget. The vice director of the project management unit (PMU) will be designated as the ethnic minority focal point, responsible for ensuring all aspects of the action plan are accounted for. In provinces where ethnic minorities make up more than 5% of the province's population, provincial project management units will also have a nominated ethnic minority focal person. Nongovernment organizations contracted to implement component 3 activities will all have to show evidence of some experience and in-house expertise with ethnic-minority-focused programs.
4. The monitoring of the ethnic minority action plan will be part of the overall system for the Project. The quarterly and annual reports will include a specific summary of progress toward implementing the ethnic minority action plan. The midterm review will review these updates and adjustments to the action plan recommended based on lessons learned and actions to date.

Table A2.1: Ethnic Minority Action Framework

Project Component	Ethnic Minority Objective	Actions Proposed	Target Groups	Responsibility
Component 1: Leadership and strategy support for HIV/AIDS prevention among youth	To increase awareness and understanding of the risks faced by ethnic minority young people around HIV/AIDS	<ul style="list-style-type: none"> • Research activities to include component that focuses on issues relevant to ethnic minorities • Provincial and community-focused leadership outreach activities to actively seek out ethnic minority leaders in provinces with significant ethnic minority populations 	<ul style="list-style-type: none"> • Leaders at the national, provincial, and community levels 	<ul style="list-style-type: none"> • PMU (gender focal point)
Component 2: Mass media and enhanced interpersonal communication	To reach ethnic minority young and families with relevant HIV/AIDS prevention messages	<ul style="list-style-type: none"> • Formative research to include a specific component on identifying issues specific to ethnic minority populations • Provincial radio broadcast spots to be in ethnic minority languages where significant population groups with a single language have been identified 	<ul style="list-style-type: none"> • Young people from ethnic minorities • Families of young people from ethnic minorities, particularly those vulnerable or at risk 	<ul style="list-style-type: none"> • PMU to prepare TORs for contractor and review research and materials • Mass media agency
Component 3: Community-based HIV/AIDS prevention	To reach young people from ethnic minorities and their families with HIV/AIDS-prevention messages, life skills training and materials for harm reduction	<ul style="list-style-type: none"> • In areas where ethnic minority groups are identified as >5% of the population, the PPMU will work with locally engaged NGOs to organize orientation training for community facilitators to identify mechanisms for enhancing ethnic minority participation in, and relevance of, services delivered • Where ethnic minority groups are identified as >5% of the population, efforts will be made to ensure that at least one local NGO member is from the group and able to communicate easily with ethnic minority groups • In provinces with significant ethnic minority populations, relevant IPC materials will be translated into major languages for effective communication with parents and other community groups and leaders. 	<ul style="list-style-type: none"> • Young members of ethnic minorities that are vulnerable through migration, poor education levels, employment in high risk settings • Families of young members of ethnic minorities likely to be vulnerable or at risk 	<ul style="list-style-type: none"> • PPMU (ethnic minority focal points) • Contracted NGOs (ethnic minority focal point as required by contract)
Component 4: Project management, capacity building, M&E	To enhance the capacity to consider ethnic minority issues in all M&E and associated studies	<ul style="list-style-type: none"> • Ensure ethnic minority-based themes are incorporated and reported across all project activities. 	<ul style="list-style-type: none"> • PMU and PPMU and contractors • National strategy implementers 	<ul style="list-style-type: none"> • PMU (ethnic minority focal point) • PPMU (ethnic minority focal points)

IPC = interpersonal communication, M&E = monitoring and evaluation, MOH = Ministry of Health, NGO = nongovernment organization, PMU = project management unit, PPMU = provincial project management unit, TOR = terms of reference.

Source: Staff estimates.

GENDER ACTION PLAN¹

1. The HIV/AIDS Prevention among Youth Project will have a specific focus on gender issues which are inherent to HIV/AIDS risk and prevention in Viet Nam. All project activities, particularly the mass media campaign, will specifically address the gender norms, including those related to interpersonal relationships, empowerment, and social expectations, that affect an individual's risk of HIV/AIDS infection. Both men and women will be covered, as there are specific features of HIV/AIDS risk that are associated with each sex. A gender strategy has been prepared to highlight and enunciate this focus, and to ensure sustainable targets and indicators for project implementation, monitoring, and evaluation are adhered to.

2. Implementation arrangements and estimated costs of the gender strategy are part of the overall project arrangements and total budget, as women are among the Project's primary beneficiaries. Each provincial action plan shall include a gender analysis and a gender action plan (GAP) based on the gender strategy. The vice director of the PMU will be designated as the gender focal point, responsible for ensuring all aspects of the GAP are accounted for throughout the Project's implementation.² Each provincial project management unit will have a gender focal person who will receive training in gender-related issues. NGOs will have experience and expertise in working with a gender focus.

3. Monitoring of the gender strategy is incorporated in the overall system for the Project and will include gender-disaggregated data in all instances of data gathering and research. Quarterly and annual reports shall include a specific summary of progress toward implementing each GAP, which shall be examined during midterm review. Adjustments, if necessary, will be made to the gender strategy during implementation.

¹ A full description of the Gender Action Plan and underlying issues is in the Report and Recommendation to the President (RRP).

² An alternate shall be nominated to ADB in case of any change in the person in this position during implementation.

Table A3.1: Gender Action Plan

Project Component	Objectives	Activities	Target Groups	Indicators	Responsibility	Timing
Component 1: Leadership and Strategy Support for HIV/AIDS Prevention Among Youth						
1.1. Strengthening capacity of leaders	<ul style="list-style-type: none"> To increase awareness and support for HIV/AIDS prevention among youth To support national HIV/AIDS strategy 	<ul style="list-style-type: none"> Develop information packages with modules on females, their vulnerabilities and risk behaviors related to HIV/AIDS. Conduct workshops at all administration levels 	Leaders (e.g., party, government officials)	<ul style="list-style-type: none"> 100% of information packages contain individual information sheets on female youth, ethnic minorities, and HIV/AIDS At least 30% female workshop participants 	PMU and MOH and/or VAAC	Annual revision work-shops 2x/yr
1.2. Support studies on youth, HIV/AIDS vulnerability and risk behaviors	To collect and analyze different issues related to youth and HIV/AIDS	Studies include focus on female youth of different ages, ethnicity, and marital status	Young women from different ethnic groups (ages 15–24)	<ul style="list-style-type: none"> 100% of studies provide evidence on the differences in vulnerability and risk for male and female youth Developed implementation guidelines on female youth and HIV/AIDS 	PMU and PPMUs, guided by the project steering committee.	Year 2 and Year 3
1.3. Support SAVY II	To support activities for the second SAVY	Conduct survey of about 8,000 youth (ages 15–24)	Young women (ages 15–24)	<ul style="list-style-type: none"> 50% of sample is female. Reports present gender-disaggregated information for youth and HIV/AIDS 	MOH and/or VAAC; World Health Organization	Year 2 and Year 3
Component 2: National Mass Media Program for Behavior Change						
2.1. Contract media agency	To contract media agency to develop and implement component 2	<ul style="list-style-type: none"> Mobilize a working team to develop content and/or disseminate information. Participate in gender awareness training. 	Members of working team	<ul style="list-style-type: none"> At least 30% of team will be female (to be checked in technical proposals) Number of female participants in gender awareness training 	PMU	Technical proposals before activities
2.2. Develop and produce a national television drama series (Vietnam Television)	To reduce the risk of HIV/AIDS infection for women and girls by informing them of various risk factors and by influencing the attitudes and behaviors of men and boys	<ul style="list-style-type: none"> Conduct gender-disaggregated focus-group discussions for content development. Broadcast TV dramas at times that are conducive to young men and women's viewing. Develop drama content that addresses particular vulnerabilities and risks for females and males, including differences in stigma and discrimination. Develop drama episodes that target the vulnerabilities and risks that female youth face at different ages. Facilitate viewing of dramas in different establishments. 	General population	<ul style="list-style-type: none"> At least 30% of episodes per year focus on gender-specific topics At least 30% of total episodes per year target mainstream young women (e.g., in education, economic autonomy, and political representation) At least 30% of total episodes per year target female youth in vulnerable situations (e.g., restaurant and service industries, and factories) At least 30% of total episodes per year target female youth in high-risk situations At least 10% of total episodes per year address MCT as a transmission route Percent of viewers that are young women 	Media agency, PMU, MOH/VAAC	Once a week and one repeat

Project Component	Objectives	Activities	Target Groups	Indicators	Responsibility	Timing
2.3. Develop and produce a national radio phone-in program	<ul style="list-style-type: none"> To provide feedback on the interpretation of messages in TV shows To provide opportunities for interactive dialogue 	<ul style="list-style-type: none"> Broadcast radio phone-in programs at times conducive to women's participation Promotional material for radio phone-in programs encourage the participation of female youth and address gender obstacles 	Female youth for phone-ins	<ul style="list-style-type: none"> Timing of programs enable a minimum of 50% of phone-ins to be from female youth Types of promotional materials for encouraging female youth 	Media agency, PMU, and MOH and/or VAAC	Broadcast after each TV drama
2.4. Develop print media materials and IPC materials	To complement and enhance the messages of television and radio programs with print material	<ul style="list-style-type: none"> Assess past HIV/AIDS materials developed for females and ethnic minorities based on literacy levels. Develop materials aimed at BCC. Field-test materials in gender-disaggregated focus groups 	Female and male youth of different ages and ethnicities	<ul style="list-style-type: none"> Frequency of articles on HIV/AIDS and female youth in newspapers/magazines Types and/or topics of print media materials IPC materials equally respond to male and female youth (component 3) 	Media agency, PMU, MOH and/or VAAC with NGO(s) for component 3	Year 2, Year 3, and Year 4
Component 3: Community-Based HIV/AIDS Prevention Resources for Youth						
3.1. Recruitment of NGOs or mass organizations for implementation	To ensure implementation agencies for component 3 operate in partnership with local mass organizations and/or NGOs and in a gender-sensitive manner	<ul style="list-style-type: none"> NGOs demonstrate local partnerships with VWU and VYU in technical proposals. Project management training, as required, for implementing mass organizations or NGOs Gender awareness training for mass organizations or NGOs 	NGOs and mass organizations	<ul style="list-style-type: none"> 100% of NGOs show evidence of local partnerships with mass organizations in technical proposals, and experience working with female and/or youth 100% of implementing agencies are trained in project management and gender awareness At least 50% of team is female youth 	PPMUs	To be indicated in proposals during Year 1, Q3 and Q4
3.2. Provincial action plans	To revise and develop provincial action plans (Component 3)	<ul style="list-style-type: none"> Revise existing and/or prepare new provincial action plans to include a gender analysis/GAP. 	Female youth in high-risk situations	<ul style="list-style-type: none"> Each provincial action plan contains a gender analysis and an adapted GAO. 	PPMU, NGOs, and mass organizations	Year 1
Project Component	Objectives	Activities	Target Groups	Indicators	Responsibility	Timing
3.4. HIV prevention for vulnerable youth	To target BCC and IPC interventions, including life skills training and peer education, through youth-focused locations (e.g., worksites, vocational training, or job-recruitment centers)	<ul style="list-style-type: none"> Review IPC materials (under component 2) for suitability. Develop module for peer education, life skills training, and livelihoods support for females. Include locations that are frequently visited by young women and where women are most vulnerable (e.g., job-recruitment centers, factories, construction worksites, cross-border areas, restaurants, and bars) 	Female youth that are vulnerable due to migration, school drop-out and, employment (e.g. factories)	<ul style="list-style-type: none"> Developed a separate module for delivering training to young women on peer education, life skills, and livelihoods No. of female-only training sessions No. of females seeking life skills training No. of females in peer education No of job-recruitment centers, restaurants, and bars with information on risks and vulnerabilities of HIV/AIDS and trafficking 	PPMU, MOH and/or VAAC, NGOs, and mass organizations in collaboration with the media agency (IPC materials in component 2)	Year 2, Year 3, and Year 4

3.5. Primary prevention for youth and families	To build the resilience of youth and enhance their capacity to protect themselves and make choices to avoid high-risk behaviors	<ul style="list-style-type: none"> • Develop a special module for peer education and life skills training programs for females and families • Support curriculum development includes information for young women of different ages and ethnic groups • Outreach programs for parents are different for females and males 	Female youth who are currently at low risk; and their families	<ul style="list-style-type: none"> • Developed a separate module for delivering training to young women on peer education and life skills • Curriculum development includes a separate module and/or section on gender-based power relationships, vulnerabilities, and risks • Community-based collaborator outreach programs include at least 50% women 	PPMU, MOH and/or VAAC, NGOs, and mass organizations with support from MOET	Year 2, Year 3, and Year 4
Component 4: Project Management						
4.1. Social development advisor (6 person-months)	To assist in implementing social development issues	<ul style="list-style-type: none"> • Support PMU and/or PPMU to implement GAP • Work with PPMUs to develop provincial action plans 	Social Development Advisor	<ul style="list-style-type: none"> • Progress reports with updates on GAP • 100% of provincial action plans include a GAP and, if applicable, an EMAF 	PMU and/or PPMU	Early with phased inputs
4.2. Monitoring and evaluation	To monitor and evaluate project interventions	<ul style="list-style-type: none"> • Indicators disaggregated by gender and/or ethnicity • Disaggregate monitoring information by vulnerabilities and risks for female and/or male youth • Provide training on collecting and gender-disaggregated data and information using gender indicators 	PMU, PPMU, NGOs, mass organizations media agency, and community	<ul style="list-style-type: none"> • No. of indicators in the project performance management system that require gender-specific data • At least 30% of women participate in training 	Social development advisor and/or monitoring and evaluation advisor	Within 3 months of the start of the Project
4.3. Project management structure	To ensure the project management structure is gender-balanced	<ul style="list-style-type: none"> • Designate official in PMU and each PPMU to implement GAP and EMAF • Equal no. of females in the PMU and PPMUs 	PMU and PPMU	<ul style="list-style-type: none"> • Nominate person in the PMU and PPMU who is responsible for the GAP and EMAF • At least 50% of PMU and PPMU staff female 	PMU, PPMU, and project steering committee	Before effectiveness

BCC = behavior change communication, EMAF = ethnic minority action framework, GAP = gender action plan, HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome, IDU = injecting drug user, IPC = interpersonal communication, KAP = knowledge, attitudes, and practices, MCT = mother-to-child transmission, MOH/VAAC = Ministry of Health/Viet Nam Administration of HIV/AIDS Control, MOET = Ministry of Education and Training, NGO = nongovernment organization, No. = number, PMU = project management unit, PPMU = provincial project management unit, TV = television, VCT = voluntary counseling and testing.
Source: staff estimates

DETAILED COST ESTIMATES

Table A4.1: Detailed Cost Estimates by Expenditure Category
(\$ million)

Item	ADB			Govt.	Total		
	FX	LC	Total Cost		FX	LC	Total Cost
A. Support for National Leadership and Strategy Implementation for HIV/AIDS and Youth.							
Subtotal (A)	0.3	1.5	1.8	0.3	0.3	1.8	2.1
B. Mass Media and IPC Materials							
1. Production and broadcasting of BCC materials							
a. TV production and broadcasting	1.0	2.7	3.7	1.6	1.0	4.3	5.3
b. Radio production and weekly provincial phone in shows	0.3	1.7	2.0	0.2	0.3	1.8	2.1
c. Formative research + print publications	0.7	0.2	0.9	0.2	0.7	0.5	1.2
2. IPC materials and dissemination	0.0	0.3	0.3	0.0	0.0	0.3	0.3
3. Media agency operations	0.0	0.5	0.5	0.0	0.0	0.5	0.5
Subtotal (B)	2.0	5.4	7.4	2.0	2.0	7.4	9.4
C. Community-Based HIV/AIDS Prevention Services and Outreach							
1. Harm-reduction outreach services	0.0	2.3	2.3	0.0	0.0	2.3	2.3
2. HIV prevention for vulnerable youth	0.0	2.5	2.5	0.3	0.0	2.8	2.8
3. Primary prevention for youth and families	0.4	2.4	2.8	0.5	0.3	3.0	3.4
Subtotal (C)	0.4	7.2	7.6	0.8	0.3	8.1	8.4
D. Project Management, Monitoring, and Evaluation and Capacity Building.							
1. PMU, national M&E, and capacity building	0.7	0.4	1.1	0.4	0.8	0.8	1.6
2. PPMU	0.0	0.1	0.1	1.7	0.0	1.8	1.7
Subtotal (D)	0.7	0.5	1.2	2.1	0.8	2.6	3.3
Contingencies ^a	0.3	1.7	2.0	0.4	0.4	2.0	2.4
Taxes and Duties ^b	0.0	0.0	0.0	1.1	0.0	1.1	1.1
Total	3.7	16.3	20.0	6.7	3.7	23.0	26.7

ADB = Asian Development Bank, BCC = behavior change communication, FX = foreign exchange, Govt = Government, HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome, IPC = interpersonal communication, LC = local currency, M&E = monitoring and evaluation, PMU = project management unit, PPMU = provincial project management unit, TV = television.

^a Physical component estimated at 3% for training, communication materials, travel, research, and operations, and 10% for consulting services. Price component estimated at 5% of local costs and 0% of foreign exchange costs.

^b Estimated at 9% for general equipment and 155% for vehicle.

Source: ADB estimates.

Table A4.2: Detailed Grant Cost Estimates by Financing Source
(\$ million)

Item	ADB			Government		Total
	FX	LC	Subtotal	FX	LC	
A. Base Cost						
1. Equipment (including vehicle)	0.5	0.1	0.6	0.0	-	0.6
2. Surveys and Evaluations	0.0	0.6	0.6	0.0	0.2	0.8
3. Training, Workshops and Study Tours	0.2	4.6	4.8	0.0	0.8	5.6
4. Mass Media BCC and IPC Activities	0.0	5.0	5.0	0.0	2.1	7.1
5. Community NGO BCC Contracting ^a	0.0	2.8	2.8	0.0	-	2.8
6. Materials Production and Distribution	-	0.9	0.9	0.0	-	0.9
7. Consulting Services						
a. International Consultants	2.7	-	2.6	0.0	-	2.6
b. National Consultants	0.0	0.5	0.5	0.0	-	0.5
Subtotal (A8)	2.6	0.5	3.1	0.0	-	3.1
8. Project Management						
a. Central Project Management Unit	-	0.2	0.2	0.0	0.4	0.6
b. Provincial Project Management Units	-	0.0	0.0	0.0	1.7	1.7
Subtotal (A9)	-	0.2	0.2	0.0	2.1	2.3
Subtotal (A)	3.3	14.7	18.0	0.0	5.2	23.2
Taxes and Duties	-	-	-	0.0	1.1	1.1
					-	-
					-	-
B. Contingencies						
1. Physical	0.2	0.5	0.7	0.0	0.1	0.8
2. Price	0.2	1.1	1.3	0.0	0.3	1.6
Subtotal (B)						
Total	3.7	16.3	20.0	0.0	6.7	26.7

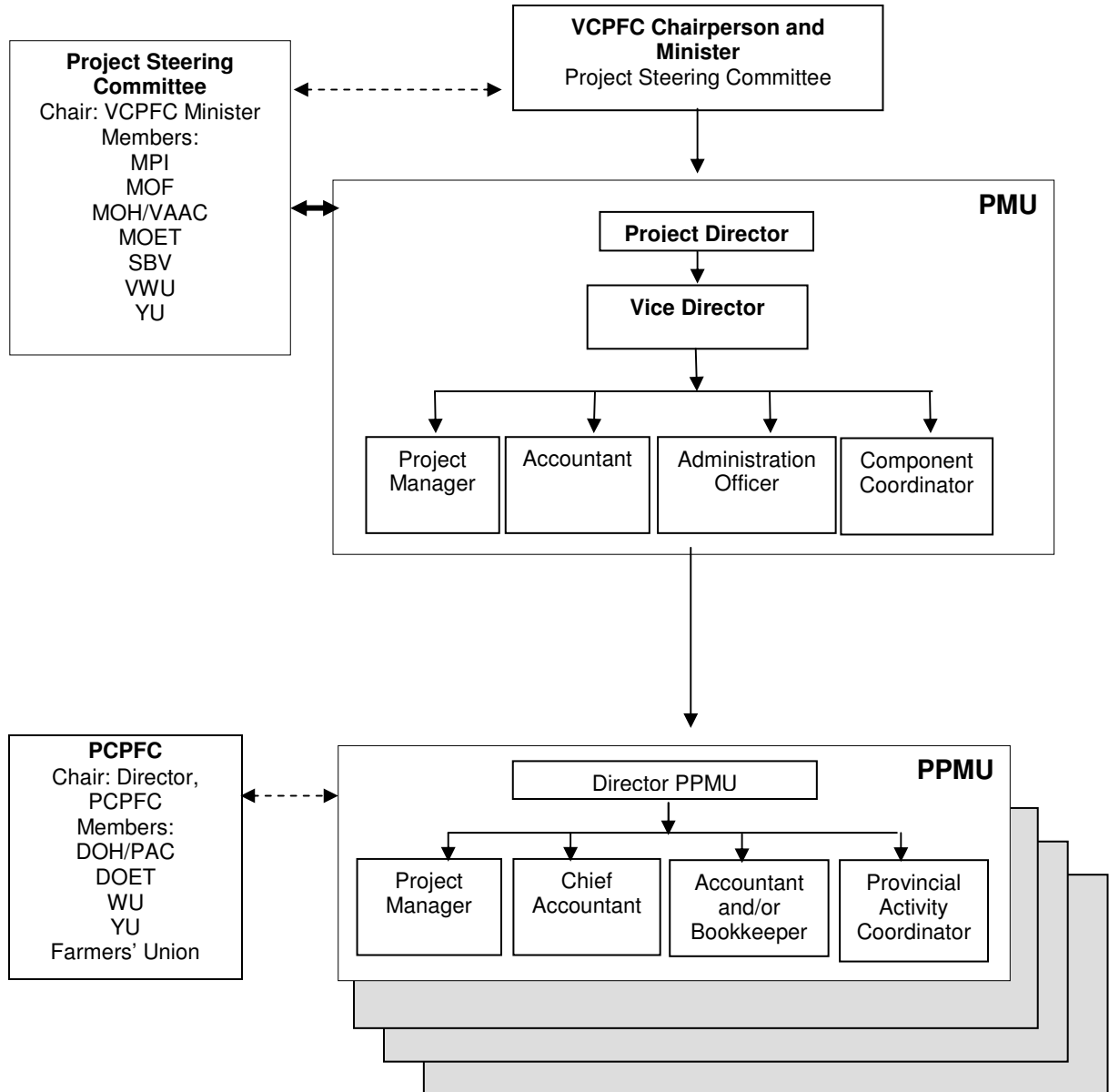
ADB = Asian Development Bank, BCC = behavior change communication, FX = foreign exchange, Govt. = government, IPC = interpersonal communication, LC = local currency, NGO = nongovernment organization.

^a Includes Ministry of Health blood testing.

Source: ADB estimates.

PROJECT MANAGEMENT AND IMPLEMENTATION STRUCTURE

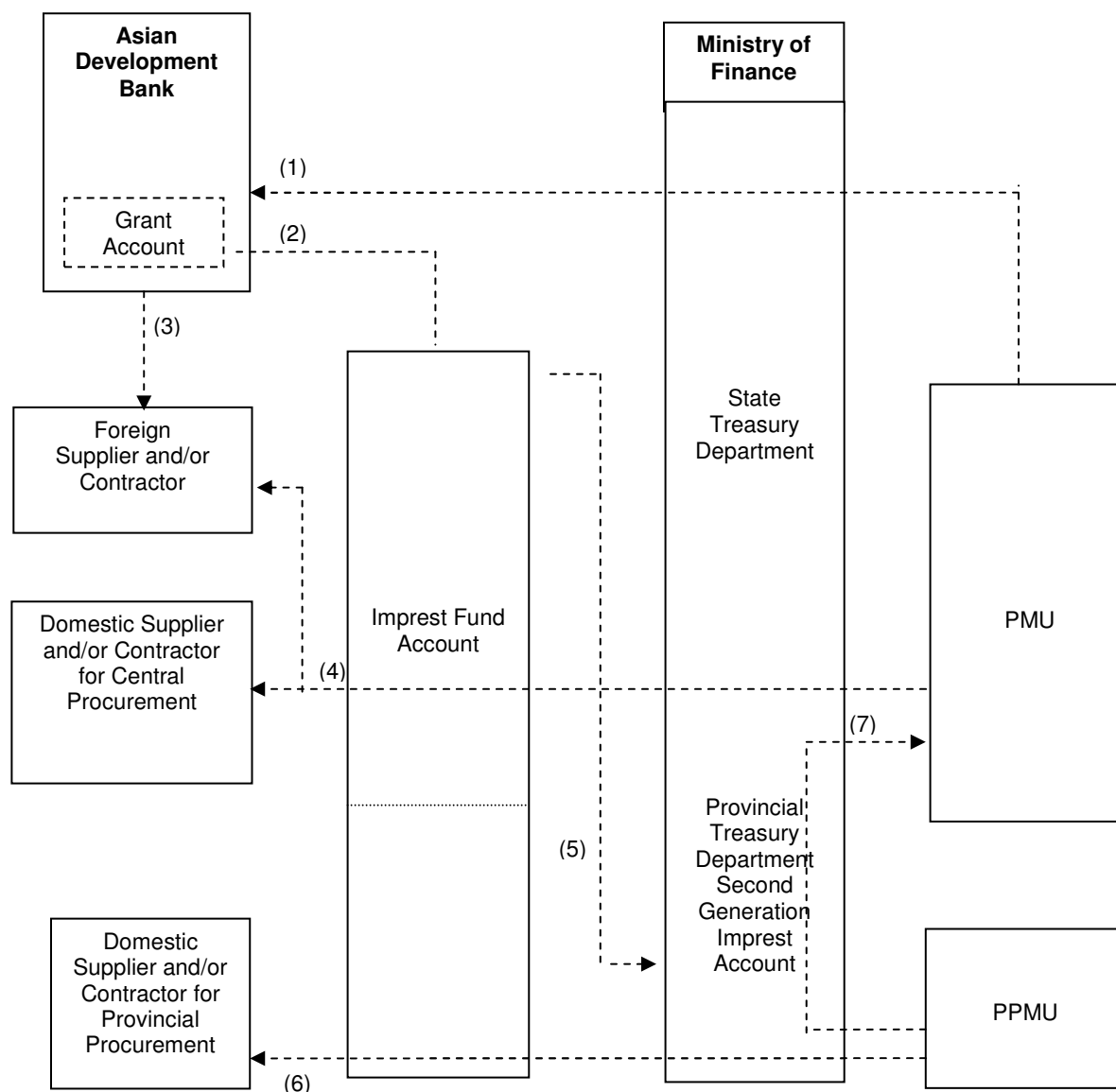
Figure A5.1: Indicative Organizational Diagram



DOET = Department of Education and Training, DOH = Department of Health, MOET = Ministry of Education and Training, MOF = Ministry of Finance, MOH = Ministry of Health, MPI = Ministry of Planning and Investment, PAC = Provincial AIDS Committee, PCPFC = Provincial Commission for Population Family and Children, PMU = project management unit, PPMU = provincial project management unit, SBV = State Bank of Vietnam, VCPFC = Viet Nam Commission for Population Family and Children, VAAC = Vietnam Administration for AIDS Control, VWU = Vietnam Women's Union, YU = Youth Union.

Source: Asian Development Bank estimates

Figure A5.2: Indicative Fund Flow Diagram



PMU = project management unit, PPMU = provincial project management unit.

Notes:

1. Withdrawal application for approval by the Asian Development Bank (ADB) for liquidation and replenishment of the imprest fund account.
2. ADB remits funds for replenishment to the imprest fund account maintained in the designated depository bank.
3. Dollar payments to foreign suppliers and/or contractors from ADB (dollar account).
4. Payments to local and foreign suppliers/contractors from the imprest account.
5. Funds transfer from the central level (first generation) imprest account to the Provincial Treasury imprest account (where its creation has been deemed appropriate by PMU and ADB based on a case-to-case assessment of PPMU capacity for administration).
6. Payment to local suppliers and/or contractors from the Provincial Treasury imprest account as requested by the PPMU with supporting documentation.
7. The PPMU submits a report of liquidation and/or request for replenishment to the PMU through the Provincial Treasury.

* If the Provincial Treasury is unable to operate a second generation imprest account, the PMU will use a sub-imprest account for that province.

Source: Asian Development Bank estimates

IMPLEMENTATION SCHEDULE

Activity	2006	2007				2008				2009				2010				2011				
	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
Component 1: Leadership and Strategy Support																						
<i>At National Level</i>																						
Appointment of the Youth Policy & HIV/AIDS Advisor	■																					
Development of the advocacy plan for the first two years		■																				
Youth related issues published in magazines and websites			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
National dissemination workshop				■																		
Young people attend international conferences on youth						■					■				■						■	
Second SAVY study and 2 other youth-focused research studies						■	■	■	■		■	■	■	■								
<i>At Provincial Level</i>																						
Awareness-raising workshop with provincial authorities		■	■	■	■																	
Workshops with project implementing partners and service providers			■	■	■		■	■	■		■	■	■		■	■	■					
Policy makers forum and community leaders and/or youth meetings	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Young people attend regional or national level conferences				■				■				■			■			■			■	
Component 2: Mass Media and IPC Materials																						
Contract agency to implement and/or manage Component 2	■	■	■	■	■																	
Formative and/or baseline research			■	■	■	■	■	■	■													
Develop mass media and IPC material production plans			■	■	■	■	■	■	■													
Recruitment and training of TV production staff			■	■	■	■	■	■	■													
TV drama story and script development			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Production and broadcast of TV drama			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Monitoring of TV drama and/or qualitative research			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Provincial radio phone-in program development			■	■	■	■	■	■	■													
Broadcast of provincial radio phone-in program with monitoring			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Regular publication of print articles and columns			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Design and production of IPC materials			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Monitor distribution, use, and impact of IPC materials			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Develop website and monitor usage for feedback and/or modification			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Establishment of IPC materials clearinghouse				■	■	■	■	■	■													
Training of EA staff for clearinghouse management				■	■	■	■	■	■													
Training for print, TV, and radio journalists					■						■				■							

PROCUREMENT PLAN

A. Individual Consultant Services

1. International and domestic individual consultants will be recruited to bring specific technical expertise to the Project. The proposed individual consultant services are outlined in Table A7.1. There will be single source selection of WHO for the provision of youth and HIV/AIDS policy expertise, because of WHO's shared objectives and experience of exceptional worth. WHO will supplement ADB resources to ensure consultant services are extended to 24 months and that the international consultant has a national consultant counterpart.

2. Where individual international consultants are to be engaged, the consultant shall be selected and engaged by the PMU in accordance with the following procedures:

- (a) A list of the candidates together with their qualifications, the evaluation of the candidates and a brief justification for the proposed selection, and a draft contract shall be furnished to ADB for approval before the selection of consultants.
- (b) After contract signing, ADB shall be furnished with a copy of the signed contract.
- (c) If any substantial amendment of the contract is proposed after its execution, the proposed changes shall be submitted to ADB for prior approval.

3. National consultants shall be recruited in consultation with ADB.

B. Goods

4. All goods (televisions, vehicle, condoms etc.) will be procured according to ADB's *Procurement Guidelines*. Details on the specific methods and estimated cost of packages are in Table A7.2.

C. Consulting and Technical Services Firms

5. Consulting and technical services firms will be contracted for a range of project inputs, particularly in relation to the creative inception, management and technical production of mass media materials (television and radio), formative and operational research, and quantitative surveys. Contract packages, by component, are described in Table A7.2. The management and technical services contract for media production (package 15, with a duration of 48 months, and approximately 156 person month inputs - see Table A7.3) will have the overall objective of managing the production of high-quality, mass media behavior change communication (BCC) programming and supporting interpersonal communication (IPC) materials, including all formative research, development of creative briefs, scripts and story-lines, pre- and post-testing and analysis, with the following specific outputs:

- research for, and design of, materials to form the basis of the production of a 30-minute, weekly television drama (30 episodes per year);
- research and analysis for materials to support the production of 60-minute, weekly radio phone-in programs;
- research and analysis for the production of supporting television and radio spots;
- all pre-production, pre-testing and post-production aspects of electronic mass media, including broadcast arrangements;
- design and development of print media materials, including weekly newspaper column, monthly newspaper and magazine features, press releases;
- materials for the project website; and
- research and analysis for production of IPC materials for components 1 and 3.

D. NGO and Mass Organization Services

6. **Rationale for Utilizing NGO and/or Mass Organization Services.** NGOs, including mass organizations such as the Women's or Youth Unions, with experience in the delivery of HIV/AIDS services at the community level will be contracted to implement activities under component 3. NGOs and/or mass organizations should have specific experience and skills in targeting and reaching young people, especially those in difficult or hard-to-reach environments such as injecting drug users (IDUs), sex workers, clients of sex workers or people who are vulnerable because of their social isolation because of migration and/or work. NGOs and/or mass organizations offer a cost-effective mechanism for delivering services in innovative and flexible ways that will maximize the potential for impact among youth.

7. **Contracting Packages.** As each of the three subcomponents has a distinct target group, separate organizations (mass or non-government) will be contracted for each subcomponent. A single NGO or mass organization will be contracted to deliver services in five or ten provinces according to phase 1 and phase 2 of project implementation.⁸ Thus there will be six contracts in three areas of service delivery with objectives and outputs as follows:

- (i) Youth-friendly harm reduction services, including outreach voluntary counseling and testing (VCT), in each project province, targeted at youth with high-risk behaviors and/or in high-risk settings, with the following outputs:
 - a harm reduction service, with VCT services, in a community setting;
 - technical guidance and training for counselors, nurses and laboratory personnel;
 - promotion for the service, especially in venues where youth with high-risk behaviors are likely to be reached;
 - on-going quality review of VCT through observation, reporting, training of staff;
 - links with other support programs/activities, including health services, community and home-based care; and
 - condoms, needles, syringes and project IPC materials distribute.
- (ii) Peer education and life skills programs for vulnerable youth, including street youth, youth working in services industries and factory workers, and a life skills training program for youth at vocational training or job recruitment centers with the following specific outputs:
 - curriculum and plan of action for each training group based on a foundation of formative research and existing curricula;
 - participatory training course for peer educators at provincial and district levels;
 - supervised peer education programs at the community level in a variety of settings with on-going support and in-service training;
 - life skills for HIV/AIDS awareness curriculum and plan of action for each province;
 - participatory training courses for students in vocational and job recruitment centers at provincial and district levels; and
 - regular monitoring and evaluation.
- (iii) Training community collaborators and school-based educators in subjects that include interpersonal communication skills, counseling, HIV/AIDS and sexually transmitted infection (STI) prevention, community-based care and support for PLWHA, effective parenting skills, and gender awareness, with the following specific outputs:

⁸ The first three NGO contracts in three areas of service delivery will be awarded for phase 1 for activities in the five northern provinces, commencing activities in year 1. The second three NGO contracts, each associated with a specific area of service delivery, for activities in the remaining 10 provinces will begin in year 2.

- curriculum and action plan for a training and outreach program for community collaborators;
- training courses using participatory methods across nominated topics;
- supervision of outreach program implementation, including number of household and school visits, community consultations, etc; and
- regular monitoring and evaluation to ensure relevance and effectiveness.

8. **Selection Criteria.** The selection criteria for each contract type will be adapted to the specific service expected under the contract but in general will include:

- (i) province-based service delivery experience in the specified area (e.g. VCT, peer education and outreach, training of trainers);
- (ii) HIV/AIDS-prevention-related service delivery experience in the targeted provinces (or provinces with similar HIV/AIDS risk circumstances); and
- (iii) experience with, and capacity for, managing internationally supported programs including those for financial management and reporting.

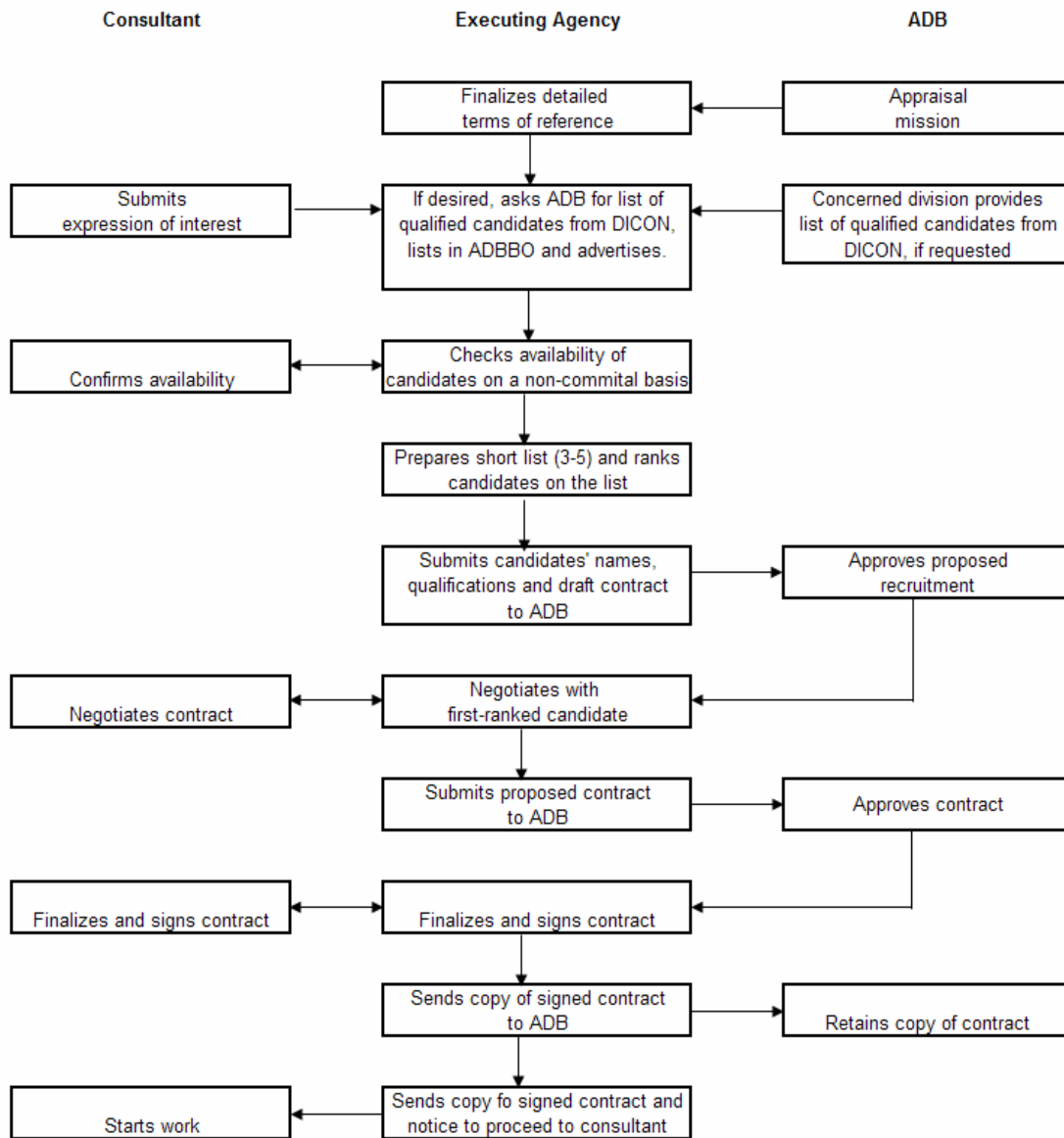
9. **Selection and Contracting Process.** Contracts for the provision of services by NGOs and/or mass organizations will be competitively awarded following procedures acceptable to ADB. A single organization may bid on any number of contracts, but each bid will be evaluated independently against other bids for the same contract. The project management unit (PMU) will manage the selection and contracting process. A call for bids will be advertised locally and on ADB's website. International NGOs will be eligible, as will local organizations. Bids will be evaluated based on (i) organizational capacity (expertise and resources to provide the nominated service as well relevant experience); (ii) the strength of the technical proposal; and (iii) cost. Only NGOs from ADB member countries may be awarded contracts.

10. Contracts will be implemented on the basis of a time-based contract, with quarterly progress payments made contingent on satisfactory contractor performance. Contracts will specify objectively measurable service delivery goals to which payments are linked.

11. **Monitoring and Review.** All contractors will be required to provide regular reporting to the PMU according to government and ADB procedures and the reporting schedule and indicators set out in the contract. Contracts and services will be reviewed by ADB's regular project review missions.

Figure A7.1

**PROJECT ADMINISTRATION INSTRUCTIONS
Recruiting Individual Consultants for Loan Projects**



* applies to Grant projects as well

Table A7.2 Procurement Plan**Project Information**

Country	Viet Nam, Socialist Republic of
Name of Grant Recipient	Viet Nam, Socialist Republic of
Project Name	HIV/AIDS Prevention Among Youth
Grant Reference	0046
Date of Effectiveness	TBD
Amount US\$ (total from all financiers):	20,000,000
Government of Viet Nam contribution, US\$	6,700,000
Executing Agency	Viet Nam Commission for Population Family and Children
Approval Date of Original Procurement Plan	Indicative procurement plan approved at grant negotiations (May 28-30, 2006)
Approval of Most Recent Procurement Plan	Inception Mission (October 9-13, 2006)
Publication for Local Advertisement	Various
Period Covered by this Plan	2006 – 2011

Procurement Thresholds: Goods & Related Services, Works and Supply & Install

Procurement Methods	To be used above/below (\$)
NCB Works	Less than or equal to \$2,100,000
NCB Goods	Less than or equal \$500,000
Shopping Works	Less than \$100,000
Shopping Goods	Less than \$150,000

Procurement Thresholds: Consultants Services

Procurement Methods	To be used above/below (\$)
Quality Based Selection (QBS)	More than \$200,000 (for nominated contracts)
Quality Cost Based Selection (QCBS)	At least \$200,000
Consultants Qualifications Selection (CQS)	At least \$100,000
Least Cost Selection (LCS)	Less than \$100,000

List of Contract Packages for Goods, Works and Consulting Services

Ref.	Item	Price (base cost)	Price with contingency	Procurement Mode ^a	Comment	Expected time of advertisement or procurement
	GOODS					
1	Vehicle (1)	35,000	36,750	S		June 2007
2	TV Monitor and DVD (450)	360,000	378,000	NCB		August 2007
3	Cassette players	3,000	3,150	S		June 2008
4	Office equipment	112,456	118,079	S	Multiple contracts	During 2007-2008
	Resource Centre					
	Computer/printer	2,456	2,579			
	Photocopier	10,000	10,500			
	LCD projector	3,300	3,465			
	TV monitor	2,500	2,625			
	VCR	300	315			
	Mass media equipment					
	Computer/printer	17,500	18,375			
	Photocopier	10,000	10,500			
	office furniture (set)	10,000	10,500			
	PMU					
	Photocopier upgrade	6,000	6,300			
	Computers and printers	5,000	5,250			

Ref.	Item	Price (base cost)	Price with contingency	Procurement Mode ^a	Comment	Expected time of advertisement or procurement
	Accounting software	650	683			
	Office furniture and fittings	5,000	5,250			
	PPMU					
	Accounting software	9,750	10,238			
	Computer and printer	15,000	15,750			
	Office furniture	15,000	15,750			
5	Production of Advocacy Material	300,000	315,000	NCB/S	Multiple contracts	July 2007
6	IPC materials production (Com.2)	200,875	210,919	S	Multiple contracts	August 2007
7	Project Report Publication	4,500	4,725	S	3 contracts	2007; 2009, 2010
8	Condoms ^b	200,000	210,000	NCB		March 2007
9	Needles and syringes ^b	280,000	294,000	NCB		March 2007
	CONSULTING SERVICES					
10	Operational research, special topics emerging during implementation	60,000	63,000	CQS	2 contracts	2007; 2009
11	Development Advocacy materials	176,000	184,800	CQS		March 2007
12	Media program management and technical assistance	2,326,840	2,443,182	QBS		June 2006
13	Formative research and audience feedback panel	100,000	105,000	CQS		April 2007
14	TV production- drama series and TV spots	2,079,400	2,183,370	QCBS		September 2007
15	TV documentaries (8)	21,000	22,050	CQS		March 2008
16	Radio Production- radio in show	1,365,000	1,433,250	SSS		September 2007
17	Radio Production- radio spots	240,000	252,000	QCBS		January 2008
18	Broadcast TV spots	530,000	556,500	SSS		April 2008
19	Broadcast radio spot	114,000	119,700	SSS		June 2008
20	Print media Articles	60,000	63,000	CQS		2009
21	Website (Com.2)	103,630	108,812	CQS		November 2007
	Component 3					
22	Harm reduction outreach services including VCT- 5 provinces (including formative research) ^c	440,000	462,000	QBS		December 2006
23	Harm reduction outreach services including VCT- 10 provinces ^c	630,000	661,500	QBS		December 2007
24	Outreach activities in community include peer education/life skill services for vulnerable youth; community and school outreach services, and formative research in 5 provinces ^c	540,000	567,000	QBS		February 2007
25	Outreach activities in community include peer education/life skill services for vulnerable youth and school outreach services; and formative research in 10 provinces	750,000	787,500	QBS		April 2008
	Component 4		-			
	International Consultant					
26	Capacity Building	156,300	164,115			June 2006
27	M&E	236,700	248,535			June 2006
28	Youth Policy and HIV AIDS Issues	290,000	304,500	Agreement between WHO and ADB		
	Domestic Consultants (156 pm)					
29	Financial, Accounting and Administration (54 pm)	43,200	45,360			
30	Management (18 pm)	18,000	18,900			
31	Gender & Social Development (6 pm)	6,000	6,300			

Ref.	Item	Price (base cost)	Price with contingency	Procurement Mode ^a	Comment	Expected time of advertisement or procurement
32	Technical Assistant (78 pm)	78,000	81,900			
33	Outreach Community Consultant	24,000	25,200			
34	Survey Assessment, baseline, midterm, final	200,000	210,000	CQS		February 2007
35	Annual Auditing	45,000	47,500	CQS		November 2007

CQS = consultants' qualifications selection; DC = Direct Contracting ; DVD = digital video disc; est. = estimated; LIB = limited international bidding; NCB = national competitive bidding; PMU = project management unit; PPMU = provincial project management unit; QBS = quality-based selection; QCBS = quality- and cost-based selection; ref. = reference; S = shopping; TV = television; VCT = voluntary counseling and testing.

(a) ADB requires prior review of all contracts under NCB and the first contract only using shopping method. For consulting services, ADB requires prior review of all contracts.

(b) To be purchased with technical specifications of MOH.

(c) Terms of reference and recruitment to be targeted at non-government organizations.

Source: Asian Development Bank estimates

Table A7.3 Individual Consulting Services by Position, Outputs, Contract Arrangements and Budget

Position	Person Months	Outputs	Contract Arrangements & Budget Estimates
International Consulting Services			
Youth and HIV/AIDS Advisor (WHO-recruited) ^a	24	<ul style="list-style-type: none"> Quality control on youth and HIV/AIDS focus in all project activities Message development and dissemination strategies Quality assurance for print media, website and mass media Participatory workshops for youth at national and provincial levels Research on youth in relation to reproductive health and HIV/AIDS Liaison on youth policy with international partners and Government 	<ul style="list-style-type: none"> Contract via. Project Implementation Agreement (PIA) between ADB and World Health Organization (WHO). All budget to WHO under PIA. Estimated recruitment date: Budget provisions: \$290,000
Monitoring and Evaluation Advisor	18	<ul style="list-style-type: none"> Functioning monitoring and evaluation (M&E) system for project Updated project indicators consistent with national M&E framework Technical support to design and conduct of base-line, mid-term and final studies Training and coaching in M&E at provincial level for implementing agencies Training and support for PMU and PPMU staff Monitoring visits to project sites and implementing agencies Coordination with MOH and technical agencies on M&E indicators 	<ul style="list-style-type: none"> Contract between EA and individual. Estimated recruitment date: Budget provisions: \$226,800
Institutional Capacity Building Advisor	12	<ul style="list-style-type: none"> Management training needs analysis for PMU and PPMU staff Capacity building improvement program for PMU staff In-house training program for staff at the PMU within first 6 months of the project implementation Capacity building improvement program for PPMU staff and provincial workshops within 12 months of provincial project activity Assistance to PMU staff in phase 1 and preparations for phase 2. 	<ul style="list-style-type: none"> Contract between EA and individual. Estimated recruitment date: Budget provisions: \$169,500

Position	Person Months	Outputs	Contract Arrangements & Budget Estimates
Subtotal (A)	54		
Domestic Consulting Services			
Youth Advisor (WHO-financed) ^a	24	<ul style="list-style-type: none"> Ensure youth issues are emphasized in project activities. Quality assurance for media materials. Collaboration with the international consultant on leadership training. Implementation support to project provinces. 	<ul style="list-style-type: none"> WHO to contract and finance as SSA. Estimated recruitment date:
Social Development Advisor	6	<ul style="list-style-type: none"> Support PMU and PPMU to implement Gender Action Plan Work with PPMUs to develop provincial action plans 	<ul style="list-style-type: none"> Contract between EA and individual. Budget estimates for 6 months year 1 at \$1,000/month Estimated recruitment date: QII 2007
Media Specialist	30	<ul style="list-style-type: none"> To collaborate with the media agency for component 2. Advise on cultural issues for media materials in Viet Nam. Facilitate collaboration between ministries and institutions for approval processes with steering committee. 	<ul style="list-style-type: none"> Contract between EA and individual. Budget estimates for 30 months at \$1,100/month Estimated recruitment date: QI 2007
Finance, Accounting and Administration Specialist	54	<ul style="list-style-type: none"> Computerized accounting and establish internal controls Mid-term review support, project completion support. 	<ul style="list-style-type: none"> Contract between EA and individual. Budget estimates at \$800/month. Estimated recruitment date: QII 2007
Project management Systems Specialist	18	<ul style="list-style-type: none"> Project management and monitoring system Support on mid-term review and project completion 	<ul style="list-style-type: none"> Contract(s) between EA and individual. Budget estimates at \$1,000/month. Estimated recruitment date: QII 2007
Project Technical HIV/AIDS and Youth Specialist	78	<ul style="list-style-type: none"> To monitor and progress activities of all project components 	<ul style="list-style-type: none"> Contract(s) between EA and individual. Budget estimates for \$1,000/month. Estimated recruitment date: QI 2007
Technical HIV/AIDS Specialists for Provinces	75	<ul style="list-style-type: none"> To monitor technical aspects and progress for component 3 activities at provincial level (including at least 70% of time spent at the province level) Provide support on making provincial annual work-plan 	<ul style="list-style-type: none"> Contracts between PPMUs and individual. Budget estimates at \$100/month. Estimated recruitment date: QI 2007
Subtotal (B)	285		
Total (A+B)	339		

HIV/AIDS = human immunodeficiency virus/acquired immune deficiency syndrome; M&E = monitoring and evaluation; MOH = Ministry of Health; PMU = project management unit; PPMU = provincial project management unit; WHO = World Health Organization.

^a Under a project implementation agreement with WHO, this international adviser position will be managed by WHO in close consultation with ADB and VCPFC in order to strengthen links with and support from United Nations agencies. The budget for this position will be supplemented by WHO resources that will extend consultant inputs to 24 months (ADB budget covers approximately 18 months) and to support a national technical consultant whose terms of reference will include 75% of duties allocated to this project

PROCUREMENT PROCEDURES

1. Goods and Works to be financed by ADB will be procured in accordance with the "Procurement Guidelines" dated April 2006, as amended from time.
2. The EA shall revise and update the initial Procurement Plan in accordance with the Procurement Guidelines and the Consulting Guidelines as needed through out the implementation of the Project, so that each such subsequent Procurement Plan is provided to ADB upon each anniversary of the Effective Date. In the event that the Grant does not become effective within 8 months of ADB's agreement to the initial Procurement Plan, the Recipient shall prepare a revised initial Procurement Plan and submit it to ADB for approval within 14 days of the Effective Date.
3. To the extent possible goods and works procurement will be procured through (i) national competitive bidding (NCB) for the procurement of Goods estimated to cost the equivalent of less than or equal \$500,000 and Works less than or equal to \$2,100,000 and; (ii) shopping for Goods costing not more than \$150,000 and Works costing not more than \$100,000. The PMU will handle all procurement using NCB. Shopping procedures may be used by the provinces, to be supervised by the PMU.

National Competitive Bidding (NCB)

4. The EA may use National Competitive Bidding in accordance with the EA's standard procurement procedures for the procurement of Goods estimated to cost the equivalent of less than or equal \$500,000 and Works less than or equal to \$2,100,000, as follows:
 - (i) Review the list of Goods and Works to bid based on the procurement plan.
 - (ii) The use of ADB-approved standard bidding documents for NCB is highly encouraged.
 - (iii) The draft invitation to bid shall be submitted to the Bank for approval.
 - (iv) Prepare draft prequalification and bidding documents for Bank's approval. ADB reviews first draft only.
 - (v) After obtaining Bank approval of the prequalification and bidding documents, advertise the invitation to prequalify in a local English newspaper of national circulation or in a freely accessible website. The Bank should be furnished with a report on the advertising procedures followed and copy of the invitation to bid as issued and a copy of the newspaper advertisement as published shall also be enclosed with the report.
 - (vi) Evaluate the prequalification applications and select and/or recommend prequalified firms. ADB must be notified of the prequalification results.
 - (vii) Issue the bidding documents to prequalified suppliers. Allow at least 4 weeks for the preparation of bids.
 - (viii) After public bid opening, a copy of the record and minutes of public bid opening shall be promptly sent to the Bank.
 - (ix) Examine the bids received to determine compliance with the bidding requirements. The substantially responsive bids will then be evaluated in accordance with terms and conditions laid out in the bid documents, and in line with the steps given in the Bank's Handbook on Bid Evaluation. Compare the bid prices and select the lowest evaluated bid. Prepare the contract agreement and send to selected supplier.

- (x) Submit copies of the bid evaluation report, proposal for contract award and signed contract agreement to the Bank for post-review and preparation of PCSS.

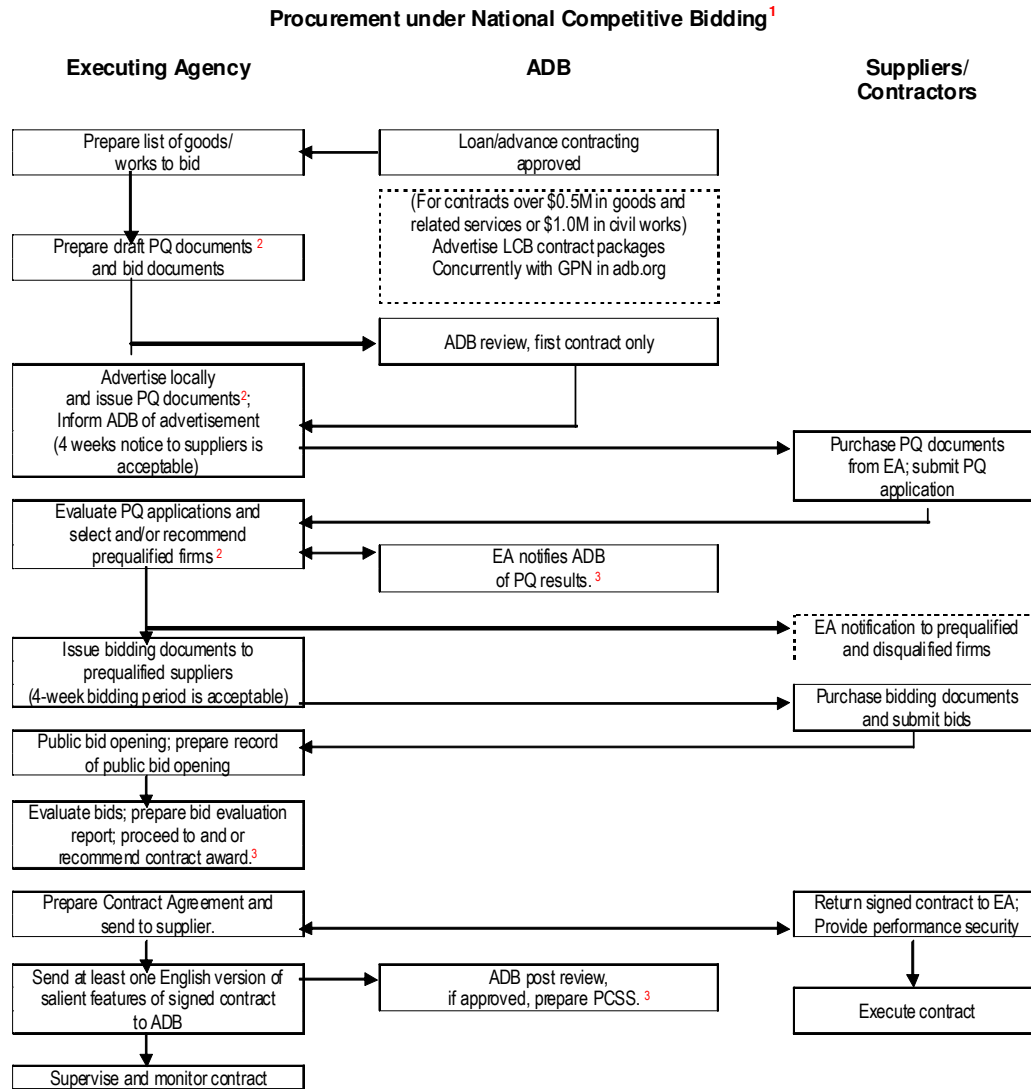
Shopping

5. Shopping will be used for the procurement of Goods estimated to cost not more than the equivalent of \$150,000 and Works estimated to cost not more than the equivalent of \$100,000. Procurement procedures through are as follows:

- (i) Review the list of Goods and Works to bid based on the indicative procurement plan.
- (ii) Issue requests for quotations to several suppliers (in the case of Goods) or from several contractors (in the case of Works). Request for quotations shall indicate the description and quantity of the goods or specification or works, as well as desired delivery (or completion), time and place. Quotations may be submitted by letter, facsimile, or by electronic means.
- (iv) Evaluation of quotations (at least 3) shall follow the same principles as of open bidding.
- (v) Submit copies of the quotations and proposal for contract award and signed brief contract agreement to the Bank for post-review.

6. A flowchart showing the main steps for procurement under NCB is attached marked as Figure A8.1.

Figure A8.1: Indicative Flowchart of Procurement under National Competitive Bidding¹



¹ While NCB procedures are not required to be identical with ADB's ICB procedures, they must reflect the underlying principles and not contravene ADB's *Procurement Guidelines*.

² Prequalification is discouraged for NCB. DMCs may have a register of suppliers. The processing mission should ensure that the registration system is acceptable to ADB (e.g., it reflects the underlying principles of ADB's *Procurement Guidelines*); and where acceptable, a PQ may not be required.

³ If the prequalification or procurement requires prior consideration of the procurement committee, in accordance with PAI 3.11, the EA must be advised not to notify prequalified firms or award contract prior to the committee's deliberations and subsequent ADB approval.

SUMMARY OF CONTRACT

I. PROJECT DATA

- A. Grant No. :
 B. Executing Agency :

II. OUTLINE OF CONTRACT

- A. Contract No. :
 B. Total Contract Amount :
 C. Contractor's Name and Address :

- D. Scope of Contract :

III. SUMMARY OF CONTRACT AGREEMENT

- A. Contract Amount :
 B. Taxes and Duties :
 C. Contract Period :
 Date of Contract Signing :
 Contract Period :
 Commencement Date :
 Completion Date :

IV. RESULT OF BIDDING

- A. Mode of Procurement :
 B. Date of Bid Invitation :
 C. Date of Bid Opening :
 D. Ranking/List of Bidders :

Rank	Name of Bidders	Bid No.	Amount of Bid As Opened	Amount of Bid As Evaluated
1				
2				
3				
4				

Note: Please provide a brief explanation if the contract was not awarded to the lowest bidder.

V. COUNTRY/COUNTRIES OF ORIGIN (for Goods only):

Seen and Approved:

Name
Project Director

DISBURSEMENT MODALITIES⁹

I. PAYMENT PROCEDURES

A. Direct Payment Procedure (page 24 of the Handbook)

1. ADB pays the designated beneficiary, at the request of the Recipient, from the grant funds.

1. Supporting Documents for Direct Payment

- (i) Signed Withdrawal Application (ADB-DRP/RMP, Appendix 3 of Handbook);
- (ii) Summary Sheet (ADB-DRP-SS, Appendix 4 of Handbook);
- (iii) Contract or confirmed purchase order, indicating amount and due date;
- (iv) For payment of goods: supplier's invoice and bill of lading or other similar documents; and
- (v) For payment of services: consultants' claim or invoice

B. Commitment Procedure (page 26 of Handbook)

2. This procedure is used for financing import of goods. A letter of credit is usually opened by a commercial bank. The negotiating bank is authorized to seek payment from ADB under the grant.

3. ADB issues a Commitment Letter against a letter of credit (L/C), and agrees to pay (on behalf of the Recipient and out of grant funds) the negotiating bank for the payments made or to be made to the supplier in accordance with the terms of the L/C.

1. Supporting Documents for Issuing Commitment Letter

- (i) Signed Application for Commitment Letter (ADB-CL, Appendix 5 of Handbook);
- (ii) Summary Sheet (Appendix 6)
- (iii) Contract or confirmed Purchase Order;
- (iv) Two signed copies of L/C.

4. ADB issues a Commitment Letter to the designated commercial bank (usually advising bank) as shown in Appendix 7 of Handbook. A copy of ADB's commitment letter is also sent to the EA for information.

2. ADB's Payment to the Negotiating Bank

5. The Commitment Letter provides for ADB's payment to the negotiating bank upon receipt of the reimbursement claim confirming that negotiation has been done in full compliance with the letter of credit terms. Such reimbursement claim is usually made by tested telex or authenticated SWIFT message.

3. Amendment to the Letter of Credit

6. ADB's approval is required for amendment to the letter of credit (L/C) involving:

- (i) terms of payment including currency and amount of L/C;
- (ii) the description or quantity of goods;
- (iii) beneficiary;
- (iv) country of origin; and
- (v) extension of the expiry date of L/C beyond the grant closing date.

⁹ ADB. 2001. *Loan and Disbursement Handbook*. Manila.

7. Amendments not mentioned above do not require ADB's approval. For example, extension of L/C expiry date within grant closing date does not require ADB's approval, but simply inform ADB of such extension by filling out the form shown as Appendix 11 of Handbook and attaching one copy of the amendment.

C. Reimbursement Procedure (page 30 of Handbook)

8. ADB pays to the project account for eligible expenditures which have been incurred and paid for by the Government out of its budget allocation or its own resources (page 30 of Handbook).

1. Supporting Documents for Reimbursement Procedure

- (i) Signed Withdrawal Application (ADB-DRP/RMP, Appendix 3 of Handbook);
- (ii) Summary Sheet (ADB-RMP-SS, Appendix 4 of Handbook);
- (iii) Contract or confirmed Purchase order, if not yet submitted earlier to ADB; and
- (iv) Evidence or receipt of payment showing the amount paid, the date of receipt and the payee.

D. Statement of Expenditure (SOE) Procedure

9. This is a procedure requiring no submission of supporting documents. Any individual payment to be reimbursed or liquidated under the SOE procedure shall not exceed \$100,000 (including counterpart fund). The procedure derives its name from the Statement of Expenditure (SOE) form, which is submitted with the Withdrawal Application (W/A). The SOE is used in lieu of the usual supporting documents and the Summary Sheet. It may also be used in connection with the liquidation or replenishment of the Imprest Account (page 31 of Handbook).

10. Three types of SOE are available:

- (i) SOE form for contract items, mostly related to civil works (Appendix 12 and 13 of Handbook);
- (ii) SOE form for noncontract items, mostly related to operating expenses and overhead (Appendix 14 of Handbook); and
- (iii) SOE form (free format) for items not provided in the other SOE forms (Appendix 15 of Handbook).

E. Instructions for Withdrawal

11. Before the first W/A is submitted to ADB, the name of the authorized representative(s) must be provided to ADB, through the Authorized Representatives of the Recipients, including the authenticated specimen signatures of the representative(s).

12. The W/A should be signed by the authorized representative(s), sequentially numbered and should not exceed five digits (00001, 00002, etc.)

13. The cover letter of the W/A should include a sentence reconfirming that the contracts were awarded on the basis of tax exemption to ensure expeditious loan disbursement by ADB.

14. The W/A forms and summary sheets to be used vary for the different procedures. A separate W/A for each currency requested should be submitted.

15. The W/A to be submitted to ADB must be the signed original copy. However, supporting documents may be in photocopies.

16. Before a disbursement is made for any contract issued by the Recipient, ADB has to prepare a Procurement Contract Summary Sheet (PCSS). Copies of all signed contracts and supporting documents should be sent to ADB as soon as they are available. This is a basis for ADB to monitor performance of against the projected annual activities made at the start of each year. A PCSS number will be assigned by ADB for each contract received and these data will be relayed to EA. The PCSS serves as an acknowledgment by ADB that the award of a contract has been checked and has been found to comply with ADB's procurement guidelines. It also serves as a basis for disbursement. The PCSS is also numbered sequentially, not exceeding four digits, i.e. 0001, 0002, etc. The PCSS consists of following basic information:

- (i) ADB Contract No. or the PCSS No.
- (ii) Date of ADB approval of the Award of Contract
- (iii) Date of Contract Approval by the EA
- (iv) Mode of Procurement
- (v) Name of contractor or supplier
- (vi) Terms of payment and currency of contract
- (vii) Component to which the expenditures will be charged

17. Without the PCSS, ADB's Controller's Department could not proceed with the processing of payment for the W/A.

18. When an amendment or a variation of a contract is made, a copy of the variation order should also be sent to ADB, for updating of the PCSS.

19. To avoid delay in the processing of payment, the PCSS No. should be indicated in the W/A to be submitted by the EA. The PCSS No. should be shown in the summary sheet.

II. PROCEDURES FOR ESTABLISHING AND OPERATING THE GRANT IMPREST ACCOUNT

A. Definition

20. Whenever used in this procedure, unless the context otherwise requires, several terms defined in the Grant Agreement between the Recipient and the Asian Development Bank (ADB) have the respective meanings therein set forth.

B. Imprest Account for Grant Proceeds

21. For the purpose of this project, the Recipient through the Executing Agency shall cause (i) the Project Management Unit (PMU) to establish after the Effective Date, an Imprest Account at a commercial bank acceptable to ADB, and (ii) the Provincial Project Management Unit (PPMU) to establish a second generation imprest accounts (SGIA) at a provincial treasury acceptable to ADB. The Imprest Account and each SGIA shall be established, managed, replenished and liquidated in accordance with ADB's "Loan Disbursement Handbook" of January 2001, as amended from time to time and detailed arrangement between Viet Nam and ADB. Since the Imprest Account/SGIAs will be established at a commercial bank, a comfort letter is required to be submitted as per Section 10.14 and Appendix 23 of the Handbook.

C. Eligible Expenditures

22. Payments out of the Imprest Account/SGIAs will be made exclusively to meet eligible expenditures in accordance with the provisions of Schedule 2 of the Grant Agreement.

D. Account Name and Authorization for Withdrawals

23. The Imprest Account will be opened and maintained at a commercial bank acceptable to ADB, in the name of the PMU and the person or persons duly authorized by PMU for making withdrawals from the Grant Account, under relevant provisions of the Grant Agreement will be responsible for operating the Imprest Account and withdrawals and payments therefrom.

E. Initial Advance and Ceiling

24. After the Effective Date, on the basis of a Withdrawal Application-Imprest Fund (Form ADB-IFP) and an Estimate of Expenditure Sheet (Form ADB-IFP-EES) from the PMU setting out the estimated expenditures for the first six months of project implementation, and submission of evidence satisfactory to ADB that the Imprest account has been duly opened, ADB will withdraw from the Grant Account and deposit into the Imprest account an initial amount based on the estimated expenditure for the first 6 months of project implementation or US\$1,000,000. The initial amount to be deposited into each of the SGIAs shall be equivalent to 6 months estimated expenditure, but in any event not exceeding the equivalent of \$50,000.

F. Liquidation and Replenishment

25. The PMU will, on a regular basis, furnish to ADB in respect of all payments out of the Imprest Account, the duly filled-in Withdrawal Application-Imprest Fund (Form ADB-IFP-WA) and Summary Sheet (ADB-IFP-SS), together with such supporting documents and other evidence as ADB will reasonably request, showing that each payment was made for eligible expenditures. ADB agrees to the use of the Statement of Expenditure (SOE) procedure for expenditures incurred not exceeding US100,000.

26. For every liquidation and replenishment request, the PMU will furnish to ADB (a) Statement of Account (**Bank Statement**) prepared by commercial banks, and (b) the **Imprest Account Reconciliation Statement (IARS)** reconciling the abovementioned Bank statement against the PMU's records following the format provided in Annex 1.

27. The PMU should ensure that every liquidation and replenishment of each SGIA should be supported with (a) the Statement of Account (**Bank Statement**) prepared by the provincial treasury where the SGIA is maintained, and (b) the **Second Generation Imprest Account Reconciliation Statement (SGIARS)** reconciling the abovementioned Bank Statement against the Project province's records following the format provided in Annex 2. As stated in the Schedule 5 of the Grant Agreement, the Recipient shall ensure that no disbursement of Grant proceeds shall be made to a specified SGIA until: (i) the action plan, including the proposed budget for the specified Project province has been approved by the PMU; and (ii) any misprocurement or other irregularity has been corrected by the concerned PPMU or Project province to the satisfaction of the Recipient and ADB, in circumstances where any misprocurement has occurred or other procurement action by the PPMU or a specified Project province has been identified by ADB as irregular.

28. ADB may at any stage by notice to the PMU, suspend further replenishments to the Grant Imprest Account if they failed to comply with any of the provisions of this Attachment.

G. Accounts and Records

29. The PMU/PPMU will ensure that all amounts received for or in connection with the Grant Imprest Account/SGIAs and amounts withdrawn therefrom are recorded in a separate account in accordance with consistently maintained sound accounting principles. The PMU will retain until one year after the closing date for withdrawals from the Grant account all accounts and records including orders, invoices, bills, receipts and other original documents evidencing the expenditures paid out of the Imprest Account, and will enable ADB's representatives to examine such account and records during disbursement and review missions.

H. Audit

30. The PMU will cause an independent auditor or government auditor acceptable to ADB to annually audit the Imprest Account/SGIAs and records referred to in Paragraph 10 above and furnish to ADB certified copies of audit report and audited financial statements not later than 6 months after the end of each fiscal year. An opinion on the examination of the Imprest Account and SGIAs should be separately set out in the said Auditor's Report.

I. Ineligible or Unjustified Payment

31. Where any withdrawal or payment from the Grant Imprest Account/SGIAs is determined by ADB (i) to have been utilized for any purpose not eligible, or (ii) not justified by the evidence furnished pursuant to Paragraph 10 of this Attachment, the PMU/Project provinces will, promptly upon notice from ADB, deposit into the Grant Imprest Account/SGIAs an amount equal to the amount of such payment or the portion thereof not eligible or justified, in the same currency as that in which the amount was withdrawn from the Grant Account. Alternatively, ADB may offset the unjustified payment against new withdrawal applications for replenishment.

J. Closing of the Imprest Account

32. In the event that ADB determines that (i) any amount outstanding in the Grant Imprest Account will not be required to cover further payments for eligible expenditures, or (ii) any amount remains outstanding in the Grant Imprest Account after the closing date, PMU will, promptly upon notice from ADB and unless otherwise agreed by ADB, refund such amount then outstanding in the Grant Imprest Account.

K. Other Issues

33. For matters not covered in the Attachment, the guidelines set forth in ADB's Loan Disbursement Handbook will apply.

III. STATEMENT OF EXPENDITURES (SOE) PROCEDURE

A. Definition

34. Pursuant to Paragraph 4(c) of Schedule 2 of Grant Agreement, you may use the SOE procedure whereby an application for replenishment or liquidation of the Imprest Account is supported by Statement of Expenditures, in lieu of the normal full documentation. Under the SOE procedure you are required to submit to ADB together with the Withdrawal Application (Form ADB-IFP), a Statement of Expenditures (ADB-SOE-SS), duly certified by persons authorized to sign

withdrawal applications. The SOE form would be submitted in place of the usually required supporting documents such as invoices, contractors' bills, bills of lading and or other related documents.

B. SOE Limit

35. SOE procedure will be used in respect of payments out of the Imprest Account for eligible expenditures not exceeding \$100,000 per individual payment.

C. Supporting Documents

36. The SOE, a special reimbursement procedure of ADB has been approved for use of the Project on the condition that all relevant supporting documents will be retained by PMU and will be made available for examination by the ADB's representatives during field missions. In addition, the PMU is required to maintain proper accounting records of SOE expenditures to facilitate verification of these expenditures against supporting documents.

D. Ineligible Expenditures

37. Where ADB subsequently finds any payment made under the SOE procedure to be insufficiently supported or ineligible for ADB financing, ADB may offset the amount of the unjustified or ineligible payment against subsequent withdrawals for reimbursement or request the PMU/Project provinces to refund the same amount to the Grant account.

E. Audit

38. The SOE records must be audited regularly by independent and qualified auditors acceptable to ADB. The audit is carried out as part of the regular annual audit of the Project's accounts. A separate opinion should be included in the annual audit report.

SUGGESTED OUTLINE FOR QUARTERLY PROGRESS REPORTS

- 1. Introduction**
 - 1.1 Summary
 - 1.2 Grant Data
 - 1.3 Project scope
 - 1.4 Project benefits
 - 1.5 Estimated Project Cost
 - (a) Project Cost
 - (b) Expenditure Projections
- 2. Project Organization and Management¹⁰**
 - 2.1 Implementation Arrangements
 - 2.2 Establishment of PMU, PPMU and Project Steering Committee
 - 2.3 Organization and staffing of PMU and PPMU
- 3. Assessment of Implementation Progress**
 - 3.1 Assessment of progress made during the reporting period (by Project component)
 - 3.1.1 Leadership and Strategy Support
 - (i) undertaking the second Survey Assessment of Vietnamese Youth (SAVY) and related studies and dissemination workshops
 - (ii) the development and dissemination of materials on youth issues targeted at leaders through policy-maker forums and advocacy meetings at the community level
 - (iii) the participation of youth in national and international conferences and workshops
 - (iv) planning workshops with local authorities and partners to support the integration of youth issues into a range of community programs;
 - (v) commune outreach programs undertaken by VCPFC and its partners in the Project provinces.
 - 3.1.2 National Mass Media Program for Behavior Change
 - (i) tv drama series
 - (ii) radio phone-in programs
 - (iii) complementary and youth-focused documentaries
 - (iv) television and radio community message spots
 - (v) materials for the print media (newspapers, popular youth magazines, etc.)
 - 3.1.3 Community Based HIV/AIDS Prevention Resources for Youth
 - (i) provision of comprehensive harm reduction services covering voluntary counselling and testing, free access to condoms and needles, information and peer education in youth-accessible settings and Project facilities;
 - (ii) undertaking BCC and interpersonal communication interventions including peer education and life skills training to youth considered to be at risk from the spread of HIV/AIDS
 - (iii) enhancement of primary intervention measures and life skills training through school based education and community outreach to parents on youth and HIV/AIDS issues.

¹⁰ Section 1: Introduction and Section 2: Project Organization and Management should be reported for the first submission of Quarterly Progress Report and need not be included in the subsequent Report unless changes have occurred.

- 3.1.4 Project Management, Capacity Building, Monitoring and Evaluation
 - (i) Project management support
 - (ii) support for the development of youth-focused indicators
 - (iii) youth-focused monitoring and evaluation structures
- 3.2 Problems encountered and remedial actions taken or proposed to be taken
- 3.3 Proposed program of activities during the next quarter
- 3.4 Implementation Schedule
- 3.5 Percentage of Implementation Progress (See Appendix 13, PAM, for computation)
- 4. Recruitment and Performance of Consultants**
 - 4.1 Summary on status of recruitment of consultants
 - 4.2 Details of consultants' input and general performance
- 5. Procurement of Vehicle and Equipment.** Update list of goods to bid (from procurement plan).
 - 5.1 List of contract packages, indicating the following:
 - (i) procurement procedures to be used
 - (ii) value of contracts (estimate)
 - (iii) specifications
 - 5.2 status of preparation of bid documents
 - 5.3 schedule for advertising of bid invitations
 - 5.4 bid evaluation
 - 5.5 status of contract awards
- 6. Operation and Maintenance of Equipment**
- 7. Training Programs**

Provide a brief summary on the status of identification of types of training to be undertaken, selection criteria for candidates, venue of training, cost of training, number of participants, and schedule of training.

 - 7.1 Training courses undertaken during the quarter, training costs, etc.
 - 7.2 Training courses scheduled to be undertaken next quarter, cost estimates, etc.
- 8. Administration and Finance**
 - 8.1 Budget allocations and counterpart funding arrangements (Provide a schedule of counterpart funds allocated and disbursed during the reporting period and projection for the next quarter).
 - 8.2 Project disbursements
 - 8.3 Financial position of the Project, such as loan savings, cost overruns/underruns
 - 8.4 Status of Imprest Fund Account
- 9. Compliance with Covenants/Government Assurances**
 - 9.1 Major Grant Covenants and Status of Compliance, including those associated with sector reform initiatives and EA reforms, financial management, and social dimensions
 - 9.2 Government Assurances and Status of Progress
- 10. Special Features.** Provide a brief status report on the following:
 - 10.1 Focus on Youth in the Context of HIV/AIDS
 - 10.2 A Youth Focus for Vietnam's National HIV/AIDS Strategy
 - 10.3 Community and Non-Government Organization Participation
 - 10.4 Addressing Gender Issues in HIV/AIDS Prevention
 - 10.5 Addressing the Role of Migration and Mobility in HIV/AIDS Prevention
 - 10.6 Addressing Risks to Ethnic Minority Population
- 11. Appendixes (Worksheets, Charts, Tables, or Schedules)**

FRAMEWORK AND GUIDELINES IN CALCULATING PROJECT PROGRESS

A. Introduction

1. To ensure that all implementation activities are reflected in measuring implementation progress against the project implementation schedule, the term "physical completion" in the PPR has been changed to "project progress."

2. Physical and pre-commencement activities are considered in calculating project implementation progress. These activities, which may include recruitment of consultants, capacity building, detailed design, preparation of bid and prequalification documents, etc., could constitute a significant proportion of overall implementation and therefore should be counted.

3. Each activity in the implementation schedule will be weighted according to its overall contribution (using time as a reference) to progress of project implementation. These weights will then be used to calculate the percentage of project progress along the entire time span of the project. This is to provide a holistic view of the pace of implementation.

B. Framework for Compiling Activity List and Assigning Weights

4. As implementation activities (with corresponding weights) will vary in terms of project, sector, and country, SESS will be responsible for incorporating them in the project administration memorandum. The actual project implementation progress of these activities should be reported regularly through the EA's quarterly project progress report. To ensure ADB-wide consistency, the following framework has been established. The application of this framework will be monitored through the PPR.

1. Compilation of Activity List

5. SESS should identify and include major implementation activities in the implementation schedule which is attached as an appendix in the report and recommendation of the President (RRP). The implementation schedule should follow the critical path of the project's major activities in project implementation taking account of various country, sector, and project constraints.

2. Assignment of Weights

6. Corresponding weights for each activity should be assigned to ensure that "project progress" measures the percentage of achievement (nonfinancial except when the project has credit components) for all events during the entire duration of the implementation schedule. To avoid disproportionate assignment of weights, to the extent possible these should be evenly distributed along the implementation schedule. When activities are concurrent, avoid "double counting."

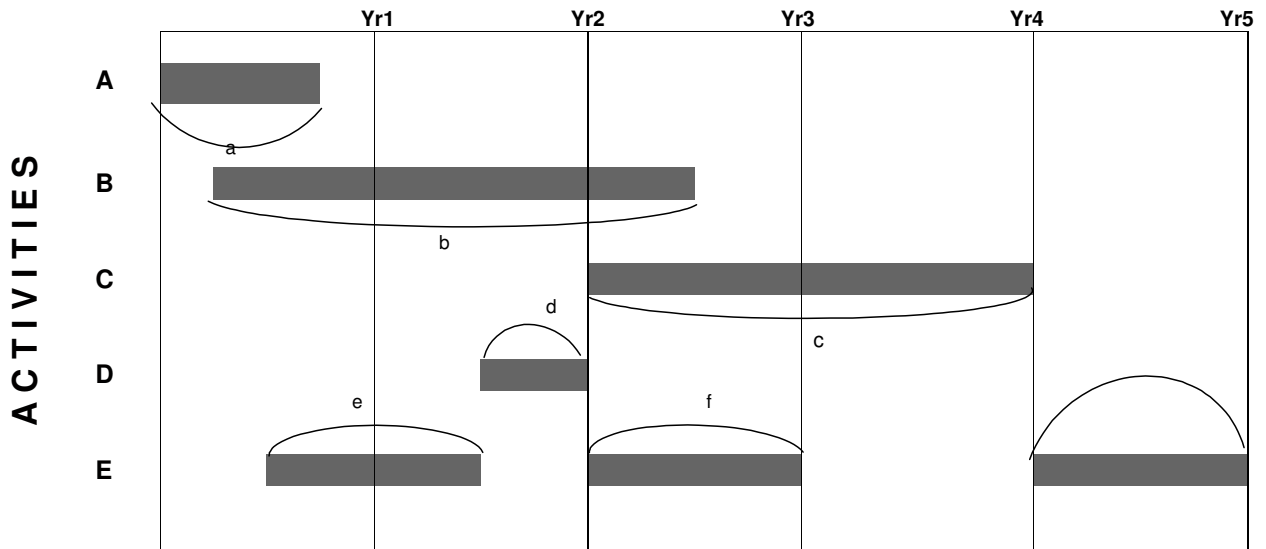
3. Computation of Project Progress

7. Once all activities are identified and corresponding weights assigned, project progress should be calculated using the following steps:

- (i) Determine the actual percentage progress (non-financial) of each activity.
- (ii) Multiply these percentages by the assigned weight of each activity to arrive at the weighted progress.
- (iii) Add up the resulting weighted progress of all activities to determine the project progress.

The second page of this Appendix provides an illustration of this calculation using a generic sample implementation schedule, and the third page shows a specific schedule for this Project.

Implementation Schedule with Activities and Weights



1. Sum of all weights should equal 100 percent ($a+b+c+d+e+f+g = 100\%$)
2. When calculating the percentage of "project progress," all completed activities should be counted as accomplished, regardless of when they were scheduled to be completed. For example, when calculating the percentage of "project progress" after year 3, if activity D is completed in year 3 rather than in year 2, it should still be included in the computation.
3. Total weight of each activity is as follows: Activity A–a; Activity B–b; Activity C–c; Activity D–d; and Activity E–e + f + g
4. Project progress of a project is the summation of the actual percentage of progress for each activity multiplied by the total weight of each activity.

PERCENTAGE OF PROJECT IMPLEMENTATION PROGRESS¹¹

No.	Description	Weight (a)	Progress (b)	Weighted Progress (a)/(b)
I.	Initial Activities	10		
	- Establish PMU, PPMUs	3		
	- Grant Negotiations/Signing/Effectiveness	3		
	- Select and Engagement of:			
	- International Consultants	3		
	- Domestic Consultants	3		
II	Component 1: Leadership and Strategy Support	22		
III	Component 2: National Mass Media Program for Behavior Change	22		
IV	Component 3: Community-Based HIV/AIDS Prevention Resources for Youth	22		
V	Component 4: Project Management, Capacity Building, Monitoring and Evaluation	22		
	Total Weight and Progress	100		

¹¹ Suggested format only.

PROJECT COMPLETION REPORT FORMAT

A. General Guidelines for Preparing Project Completion Report

CONTENTS
BASIC DATA
MAP¹²

- I. PROJECT DESCRIPTION
- II. EVALUATION OF DESIGN AND IMPLEMENTATION
 - A. Relevance of Design and Formulation
 - B. Project Outputs
 - C. Project Costs
 - D. Disbursements
 - E. Project Schedule
 - F. Implementation Arrangements
 - G. Conditions and Covenants
 - H. Consultant Recruitment and Procurement
 - I. Performance of Consultants, Contractors, and Suppliers
 - J. Performance of the Recipient and the Executing Agency
 - K. Performance of the Asian Development Bank
- III. EVALUATION OF PERFORMANCE
 - A. Relevance
 - B. Efficacy in Achievement of Purposes
 - C. Efficiency in Achievement of Outputs and Purpose
 - D. Preliminary Assessment of Sustainability
- IV. EVALUATION OF SOCIAL DIMENSIONS AND SOCIAL SAFEGUARDS IMPACTS
 - A. Social Dimensions (e.g. poverty reduction, gender equity, community and participatory mass organizations)
 - B. Ethnic Groups Development Impacts
- V. OVERALL ASSESSMENT AND RECOMMENDATIONS
 - A. Overall Assessment
 - B. Lessons Learned
 - C. Recommendations

¹² A revised map showing the impact of the project is to be included. Do not use the map in the Report and Recommendation of the President (RRP).

BASIC DATA

A. Grant Identification

1. Country
2. Grant Number
3. Project Title
4. Recipient
5. Executing Agency
6. Amount of Grant
7. Project Completion Report Number (to be provided by ADB)

B. Grant Data

1. Appraisal
 - Date Started
 - Date Completed
2. Grant Negotiations
 - Date Started
 - Date Completed
3. Date of Board Approval
4. Date of Grant Agreement
5. Date of Grant Effectiveness
 - In Grant Agreement
 - Actual
 - Number of Extensions
6. Closing Date
 - In Grant Agreement
 - Actual
 - Number of Extensions
7. Terms of Grant
 - No Interest
 - No repayment
 - Grace Period (number of years)

8. Disbursements

a. Dates

Initial Disbursement	Final Disbursement	Time Interval
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Effective Date	Original Closing Date	Time Interval
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Category	Component	Original Allocation	Last Revised Allocation	Net Amount Disbursed	Undisbursed Balance
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Total

C. Project Data

1. Project Cost (\$ million)

Cost	Appraisal Estimate	Actual
Foreign Exchange Cost		
Total		

2. Financing Plan (\$ million)

Cost	Appraisal Estimate		Actual	
	Foreign	Total	Foreign	Total

Implementation Costs

ADB-Financed
Government

Total

3. Cost Breakdown by Project Component (\$ million)

Cost	Appraisal Estimate		Actual	
	Foreign	Total ^a	Foreign	Total

TOTAL PROJECT COST

Note:

4. Project Schedule

Item	Appraisal Estimate	Actual
Date of Contract with Consultants		
Equipment and Supplies		
Dates		
First Procurement		
Last Procurement		
Completion of Equipment Installation		
Start of Operations		
Other Milestones		
Start of Program		
Completion of Program		

D. Data on Asian Development Bank Missions

Name of Mission	Date	No. of Persons	No. of Person-Days	Specialization of Members^a
Fact-Finding				
Appraisal				
Inception				
Review				
Review				
Review				
Review				
Midterm Review				
Review				
Review				
Review				
Review				
Completion Review ^b				

Note:

^a May use reference letters in table, e.g., a - engineer, b - financial analyst, c - counsel, d - economist, e - procurement consultant or specialist, f - control officer, g - assistant project analyst.

^b The project {grant} completion report was prepared by {name}, {designation}.

B. Suggested Topics for Project Completion Reports to be Prepared by Borrowers

I. PROJECT DESCRIPTION

- A. Objectives
- B. Components
- C. Implementation methods
- D. Description and justification of changes in components (or subproject appraisal criteria) or implementation methods

II. PROJECT IMPLEMENTATION

- A. Compare original and actual implementation schedules. Indicate delays, length and causes of delays, and remedial action taken.
- B. Compare cost estimates made during appraisal and actual costs. The costs financed by cofinanciers must be compiled correctly with reference to audited project accounts. Indicate factors that contributed to any significant overruns or underruns.
- C. State problems or difficulties in recruiting consultants, with reference to ADB procedures. Assess the consultant's work and the working relationship between the executing agency (EA) and the consultant. Use of a logical framework is strongly recommended.
- D. State problems or difficulties encountered in procuring goods and services (including civil works) with reference to ADB procedures. Assess the supplier's or contractor's performance under the contract.
- E. Give the extent of compliance of the borrower and EA with Grant covenants, with reasons for noncompliance or delays in compliance and the remedial actions taken.
- F. State reasons for any delays in Grant utilization. Evaluate the appropriateness of the disbursement methods used. Justify the reallocation of Grant proceeds.
- G. State problems or difficulties with subproject appraisal. Evaluate the EA's performance and capacity to appraise subprojects.

III. INITIAL OPERATIONS

- A. Describe initial operations of the project and transitional problems encountered from project completion to initial operations.
- B. Describe measures taken to ensure continued smooth operation of the project relative to management, staffing, funding, and maintenance of project facilities.
- C. Analyze the prospects of the project benefits being realized.

IV. EVALUATION OF THE ASIAN DEVELOPMENT BANK'S PERFORMANCE

- A. Assess ADB's performance in supervising project implementation. Include comments on the adequacy of the consultants' terms of reference and appropriateness of specifications in tender documents. Evaluate the effectiveness and timeliness of assistance extended by ADB to solve implementation problems.
- B. Comment on problems encountered with ADB's procedures. Note the measures taken to resolve these problems and suggest changes in procedures and requirements.

FINANCIAL REPORTING AND AUDITING REQUIREMENTS

1. ADB's *Handbook for Borrowers on the Financial Governance and Management of Investment Projects Financed by the ADB* (the Booklet) provides guidelines to ensure timely compliance with the grant covenants and the quality of financial information as required by ADB.

2. ADB, by its Charter, is required to ensure that the proceeds of any loan/grant made, guaranteed, or participated in by ADB are used for the purposes for which the loan/grant was approved. ADB requires accurate and timely financial information from its borrowers/recipients to be assured that expenditure was for the purposes stated in the loan/grant agreement.

3. The following are the main requirements:

- (i) ADB requires the EA to maintain separate project accounts and records exclusively for the Project to ensure that the grant funds were used only for the objectives set out in the Grant Agreements.

The first set of project accounts to be submitted to ADB covers the fiscal year ending 31 December 2006. As stipulated in the Grant or Project Agreements, they are to be submitted up to six months after the end of the fiscal year. For this grant, the deadline is by 30 June 2007. A sample report format with explanatory notes is attached as Annex A.

- (ii) The accounts and records for the project are to be consistently maintained by using sound accounting principles. The external auditor is to express an opinion on whether the financial report has been prepared using international or local generally accepted accounting standards and whether they have been applied consistently.

ADB prefers project accounts to use international accounting standards prescribed by the International Accounting Standards Committee. The name of external auditor is to comment on the impact of any deviations, by the Executing Agency from international accounting standards.

- (iii) The external auditor specifies in the Auditor's Report the appropriate auditing standards they used, and direct them to expand the scope of the paragraph in the Auditor's Report by disclosing the key audit procedures followed. The external auditor is also to state whether the same audit procedures were followed for all supplementary financial statements submitted.

ADB wishes that auditors conform to the international auditing standards issued by the International Federation of Accountants. In cases where other auditing standards are used, the external auditor is requested to indicate in the Auditor's Report the extent of any differences and their impact on the audit.

- (iv) The external auditor's opinion is also required on whether
- the proceeds of the ADB's grant have been utilized only for the project as stated in the Grant Agreement;
 - the financial information contains data specifically agreed upon between the Recipient or EA and ADB to be included in the financial statements;

- the financial information complies with relevant regulations and statutory requirements; and
 - compliance has been met with all the financial covenants contained in the Grant or Project Agreements.
- (v) The Auditor's Report is to clearly state the reasons for any opinions that are qualified, adverse, or disclaimers.
- (vi) Actions on deficiencies disclosed by the external auditor in its report are to be resolved by the Recipient or Executing Agency within a reasonable time. The external auditor is to comment in the subsequent Auditor's Report on the adequacy of the corrective measures taken by the Recipient or EA.
4. Compliance with these ADB requirements will be monitored by review missions and during normal project supervision, and followed up regularly with all concerned, including the external auditor.

ANNEX A: SAMPLE FORM OF AUDITOR'S OPINION

Imprest Account

We have examined the Statement of Imprest Account of Grant No 0046-VIE for the period 1 January to 31 December 2006, pursuant to the Agreement signed between the Government and the Asian Development Bank on 24 July 2006.

Our examination was made in accordance with generally accepted auditing standards emphasizing on the adequacy and completeness of the supporting documents of the Imprest Account and other auditing procedures as we considered necessary in the circumstances;

In our opinion, the Statement of Imprest Account and supporting documents and information submitted with them (can/ cannot) be fairly relied on to support the applications for reimbursement/payment in accordance with ADB's requirements as set out in the Grant Agreement.

STATEMENT OF EXPENDITURE

We have also examined the Statements of Expenditure submitted to ADB during the period in support of applications for liquidation of the Imprest, pursuant to the above-mentioned Grant Agreement. Our examination was made in accordance with generally accepted auditing standards, and, accordingly included such tests of the accounting records, verification of assets and other such auditing procedures as we considered necessary in the circumstances.

In our opinion, the Statement of Expenditures submitted, together with the internal control and procedures involved in their preparation, (can/cannot) be relied on to support the applications for liquidations in accordance with the requirements of the above mentioned Grant Agreement.

GRANT COVENANTS

Reference in the Grant Agreement	Major Covenants	Deadline for Compliance
1	GA, Schedule 4 Para. 1 VCPFC, as the Project Executing Agency, shall be responsible for the overall execution and coordination of the Project, and shall endeavor to involve youth, including people living with HIV/AIDS in all stages of the Project planning, formative research, implementation and evaluation. The Implementing Agencies shall be the MOH, the PCPFC of the Project Provinces and DOET. ¹³	Ongoing
2	GA, Schedule 4 Para. 2 The Recipient, through VCPFC, shall establish the PMU to be headed by the Project Director and shall ensure that: (a) appropriate full-time staff are assigned to the PMU, including a Vice Director and at least six (6) full-time staff to provide technical expertise and administrative support in areas of accounting, contract administration, disbursement, planning and procurement, and (b) adequate office space and facilities, transport and secretarial support are provided to the PMU as needed.	Ongoing
3	GA, Schedule 4 Para. 3 The PMU shall: (a) coordinate day to day implementation of the Project including (i) national and provincial activities; (ii) handling the bidding process; (iii) managing contracts; (iv) monitoring Project progress; (v) preparing withdrawal applications and Project progress reports and a Project Completion Report; (vi) maintaining Project accounts and complete Grant financial records for auditing; and (vii) monitoring the socioeconomic impacts of the Project and serve as a liaison point between the Project provinces, VCPFC, and ADB; and (b) provide administrative and fiduciary support to the Project Implementing Agencies.	Ongoing
4	GA, Schedule 4 Para. 4 A PPMU shall be established in each Project province with at least a staff comprising of a Director, accountant, and component activity coordinator(s) to implement each Subproject. Each PPMU shall be guided by the relevant PCPFC and shall: (a) oversee the implementation of all Subproject activities; (b) monitor and evaluate province-based Project activities to ensure quality of Project outputs; and (c) report to the PMU.	30 Sep 2006 - ongoing

¹³ The project will support part of the implementation of the National Action Plan on Information, Education, and Behavior Change Communication toward HIV/AIDS developed by Ministry of Health. At the provincial level, the PCPFC will collaborate with the Provincial Center for HIV/AIDS Prevention and Control and Control in VCT activities.

Reference in the Grant Agreement	Major Covenants	Deadline for Compliance
5 GA, Schedule 4 Para. 5	The Project Steering Committee (PSC) to be chaired by the leader of VCPFC (Minister or Vice Minister) and comprising senior officials from the participating ministries and organizations, including the Recipient's Ministry of Planning and Investment, Ministry of Culture and Information, Ministry of Education and Training, MOF, the State Bank of Vietnam, the MOH/VAAC, VTV, VOV, Youth Union, Women's Union and Farmer's Union, shall: (a) provide guidance to the PMU to ensure timely and effective performance of the Project, and (b) supervise strategic planning and review and propose modifications and changes to Project Implementation as necessary. The PSC shall ensure a process is in place so that youth and people living with HIV/AIDS are consulted regarding Project planning and implementation on a semi-annual basis, and reports are submitted to the PSC.	Ongoing
6 GA, Schedule 4 Para. 6	To support the successful implementation of the Project, the Recipient shall ensure that the relevant implementation of the Project, the Recipient shall ensure that the relevant implementation regulations, particularly those related to harm reduction and VCT access, are issued following passage of the proposed National HIV/AIDS Law, and that youth issues are integrated in a consistent and effective manner across a range of activities and during policy dialogue and coordination forums.	June 2009
7 GA, Schedule 4 Para. 7	The Recipient shall ensure that: (a) a broad range of leaders including Party and government officials from national to provincial and community levels are involved in Project activities to increase their awareness and support for youth issues in relation to HIV/AIDS prevention and the overall implementation of the National HIV/AIDS Strategy; and (b) all reasonable efforts are made by relevant agencies of the Recipient.	June 2009
8 GA, Schedule 4 Para. 8	The Recipient shall ensure that the development, production, and broadcast of the television drama series developed under the Project (the TV series) receives all necessary support from relevant agencies of the Recipient, including ensuring that: (a) the carriage of the TV series comprising at least 105 episodes will be broadcast free-to-air over a minimum of a three year period, using the facilities of Vietnam's Television (VTV) Channel One; (b) the free-to-air national broadcast of the TV series' episodes on VTV will occur during the prime viewing period, with at least one repeat free-to-air broadcast of an episode during the same week as the original broadcast of that episode; (c) the costs relating to community message spots to be broadcast on VTV are charged to the Project, based on on only 'recovery of cost' rates and regulations issued by the Recipient from time to time; (d) editorial control of the content in the TV series is retained by the international Project media agency and experts, following consultation with the relevant broadcast review committee, to ensure that the TV series employs the mechanism of role modeling and contains relevant messages to promote behavior change in the community with respect to HIV/AIDS.	June 2009

	Reference in the Grant Agreement	Major Covenants	Deadline for Compliance
9	GA, Schedule 4 Para. 9	The Recipient shall also ensure that necessary support from relevant agencies of the Recipient is forthcoming in a timely manner so that: (a) radio phone-in programs, lasting a minimum of one hour each, which shall be developed to complement the messages in the TV series, are broadcast nationally and free-to-air for the Project; (b) the free-to-air radio broadcasts occur on Voice of Vietnam within high-rating broadcast times within hours after each TV broadcast in order to provide immediate feedback on the interpretation and assimilation of messages and the opportunity for interactive dialogue for youth concerned about issues raised in the TV series; (c) editorial control of the radio programs is undertaken and retained by the international Project media agency and experts, following consultation with the relevant broadcast review committee; and (d) complementary, youth-focused documentaries, television and radio community, message spots and materials for the print media (newspapers, popular youth magazines, etc) and on websites are broadcast and published in a timely manner, at minimum 'recovery of cost' rates and without due censorship, in accordance with relevant legislation of the Recipient.	June 2009
10	GA, Schedule 5 Para. 10	The Recipient shall ensure that all necessary authorizations and support is given so that each Subproject can be implemented in a timely manner and in coordination with other HIV/AIDS prevention activities, including ensuring that: (a) approval of each Project province's action plan is given within a reasonable time following submission to the PMU; (ii) Project provinces are prepared so that the relevant Subprojects are commenced in a timely manner; (c) Project supported community-based counselling and testing are authorized and youth are able to access testing facilities at the district and provincial level of the Ministry of Health, the Recipient's Department of Health, and the regional confirmation facility and that all necessary health care services that may be required following a positive test result are available to such patients, and that health services for the treatment of HIV at the provincial and district level take active measures to support this approach; and (d) lessons learned from the implementation of the Subprojects in Hanoi, Ha Tay, Bac Ninh, Phuoc To and Quang Ninh during the first phase of the Project are reviewed, and where appropriate, appropriate measures are incorporated into the action plans of the remaining Project provinces, prior to their implementation under the second phase of the Project.	June 2008
11	GA, Sch 4 Para. 11	Without limiting the generality of the Section 6.05 of the Grant Regulations, the Recipient shall make available on a timely basis counterpart financing to ensure implementation and completion of the Project and that Implementing Agencies and Project provinces make timely submissions for annual budget requests and take all other measures necessary for the prompt appropriation and disbursement of funds during each year of Project implementation.	Ongoing

	Reference in the Grant Agreement	Major Covenants	Deadline for Compliance
12	GA, Schedule 4 Para. 12	The Recipient shall ensure that: (a) the gender action plan approved under the Project is implemented in a timely manner and that adequate resources are allocated for this purpose; (b) all necessary authorizations are provided in a timely manner for Project activities which acknowledge and address the fact that risks and protective factors differ according to gender and that the gender norms that affect HIV risk will be addressed through social messaging and role model behaviors; (c) targets and design features outlined in the gender action plan are incorporated across Project activities including the Project provinces' action plans and PPM indicators; and (d) equal employment and access to opportunities, including training, is provided for men and women during Project implementation.	June 2009
13	GA, Schedule 4 Para. 13	The Recipient shall ensure the ethnic minority development framework approved under the Project, is fully considered and applied to all Project activities and that PMU monitors Subprojects and other related activities undertaken by Project provinces and reviews the implementation of specific measures, and addresses any problems in a prompt manner or where no resolution is forthcoming or is delayed, the PMU shall raise the issue to the Project Steering Committee for guidance.	June 2009
14	GA, Schedule 4 Para. 14	Without prejudice to the generality of Section 4.02 of this Grant Agreement, the Recipient shall ensure that a separate accounting system for Project expenditures is maintained in accordance with sound accounting principles. All Project accounts, including financial statement, statement of expenditures and account records, shall be audited annually. The consolidated audit reports (in English) shall be submitted to ADB in accordance with the requirements and within the deadlines stated in Section 4.02(a) of this Grant Agreement. The audit opinion shall include: (a) an assessment of the adequacy of accounting and internal control systems with respect to Project expenditures and other financial transactions, and to ensure safe custody of Project financed assets; (b) a determination as to whether the Recipient, the Project Executing Agency and Implementing Agencies have maintained adequate documentation for all financial transactions, specifically including the SOE and imprest account procedures; (c) confirmation of compliance with this Grant Agreement's financial covenants and ADB requirements for Project financial management. ADB reserves the right to investigate, directly or through its agents, any alleged corrupt, fraudulent, collusive, or coercive practices relating to the Project.	June 2008

	Reference in the Grant Agreement	Major Covenants	Deadline for Compliance
15	GA, Schedule Para. 15	Without limiting the generality of Section 6.04 of the Grant Regulations, the Recipient, during the implementation period of the Project, shall submit to ADB, through the PMU, quarterly progress reports on the Project summarizing: (a) progress made against established targets; (b) delays and problems encountered, and actions taken to resolve issues; (c) compliance with covenants in this Agreement; (d) proposed program of activities for the next six months; (e) expected progress during the succeeding period; and (f) status of activities in Project provinces; and a Project completion report within three (3) months after completion of the Project.	Ongoing
16	GA, Sch 4 Para. 16	The Recipient, through the PMY acting with the assistance of international and local consultants engaged for this purpose under this Project, shall monitor and evaluate Project impacts in accordance with ADB's Project Performance Monitoring and Evaluation Handbook. The Recipient shall discuss and agree with ADB the PPM indicators and baseline data to be prepared by these consultants within 2 months of Grant Effectiveness, and shall ensure that these are monitored and compared during Project Implementation at Project completion. The PMU shall work with the PPMUs to ensure timely and effective data collection systems are in place and that information collected is analyzed and used to refine activities through the course of Project implementation. The Recipient, through the PMU shall submit monitoring and evaluation reports to ADB one month after the completion of the monitoring consultants' field work. Without limiting the generality of the above, the PPM indicators and baseline data shall to the extent possible make full use of gender and ethnicity disaggregated data and information and shall be applied in a flexible manner.	Ongoing

LIST OF ADB REFERENCE MATERIALS ISSUED TO PMU

A. Project Related

1. Report and Recommendation of the President to the Board of Directors
2. Grant Agreement

B. Consultants. May be downloaded from the following website:

<http://www.adb.org/Opportunities/Consulting/Documents.asp>

3. Guidelines on the Use of Consultants by ADB and Its Borrowers
4. Handbook for Users of Consulting Services

C. Procurement. May be downloaded from the following website:

<http://www.adb.org/Opportunities/Procurement/prequalification-bid-documents.asp>

5. Guidelines on Procurement under ADB Loans
6. Guide on Bid Evaluation
7. Handbook on Policies, Practices and Procedures Relating to Procurement Under ADB Loans
8. Handbook on Problems in Procurement for Projects Financed by ADB
9. Standard Bidding Documents: Procurement of Goods (including related services)
 - Single-stage: One-Envelope
 - Single-stage: Two-Envelope
 - Two-stage: Two-Envelope
 - Two-stage User's Guide
10. Guide on Prequalification of Civil Works Contractors
11. Sample Bidding Documents – Procurement of Civil Works
12. Sample Bidding Documents – Procurement of Civil Works (Small Contracts)
13. Guide on Community Participation in Procurement
14. Contract Awards and Disbursement Projections

D. Disbursement

14. Disbursement Letter issued by Controller's Department
15. Loan Disbursement Handbook

E. General – may be downloaded from the following website: www.adb.org/integrity/default.asp

16. Anticorruption Policy
17. Anticorruption Policy: Description and Answers to Frequently Asked Questions
18. Guidelines for Economic Analysis of Projects
19. Ethnic Group Development Plan Framework
20. Environmental Assessment and Review Procedure
21. Handbook on Management of Project Implementation