

**BOARD
OF
DIRECTORS**

ASIAN DEVELOPMENT BANK

R195-00
19 September 2000

**TECHNICAL ASSISTANCE TO INDIA
FOR PARTICIPATORY POVERTY ASSESSMENT AT THE STATE LEVEL**

The attached Report is circulated for the information of the Board. The President approved the technical assistance on 29 August 2000.

For Inquiries: Mr. H. Kim, Programs Department (West)
(Ext. 6301)
Ms. J. Daumas, Office of the General Counsel
(Ext. 4893)

ASIAN DEVELOPMENT BANK

TAR:IND 34047

TECHNICAL ASSISTANCE

TO

INDIA

FOR

PARTICIPATORY POVERTY ASSESSMENT AT THE

STATE LEVEL

August 2000

CURRENCY EQUIVALENTS

(as of 14 August 2000)

Currency Unit	–	Rupee/s (Re/Rs)
Re1.00	=	\$0.21848372
\$1.00	=	Rs45.77

ABBREVIATIONS

ADB	–	Asian Development Bank
HCR	–	head count ratio
NGO	–	nongovernment organization
NIRD	–	National Institute of Rural Development
NSS	–	National Sample Survey
PPA	–	participatory poverty assessment
PRS	–	poverty reduction strategy
SIC	–	state implementation committee
TA	–	technical assistance

NOTES

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

I. INTRODUCTION

1. The adoption of the poverty reduction strategy (PRS) in November 1999¹ is a significant development for the Asian Development Bank's (ADB) operational activities. The PRS provides overall guidance on the conduct of an in-depth poverty analysis and how it will eventually feed into the country operational strategy. It provides the foundation and analytical framework for formulating ADB's program of support for each developing member country. The PRS requires that beginning in 2000, all new country strategies must be developed on the basis of priorities emerging from the poverty analysis and a high-level forum.

2. ADB's PRS will be implemented in India using a two-tiered approach at the national and state levels.² This acknowledges the crucial role played by the states in providing infrastructure and delivering social services, and the corresponding decision by ADB to maximize its development impact by targeting reform-oriented states. For the national-level analysis, a comprehensive report based on National Sample Survey (NSS) data has been prepared and is being discussed through a series of workshops and seminars involving the Government of India, academic and research communities, external financiers, and civil society.

3. State-specific poverty analyses will be carried out for each of ADB's three focal states in India.³ In preparation for this, the PRS Mission visited New Delhi and the three states from 15-29 May 2000.⁴ The Mission met with a wide range of stakeholders in New Delhi as well as in each of the states.⁵ These discussions were instrumental in developing a common understanding and framework for the objectives, scope, and implementation arrangements for the technical assistance (TA). The TA framework is attached as Appendix 1.

II. BACKGROUND AND RATIONALE

4. Over the past two decades, the three focal states have made significant progress in poverty reduction as measured by the head count ratio (HCR).⁶ Poverty in rural areas where the majority of the poor live declined by 17 to 34 percent from 1983 to 1993/94 compared with an average of 15 percent for India's 15 major states.⁷ By 1993/94, the HCRs for rural poverty in the focal states were all below the 15-state, weighted-average of 43 percent.⁸ Urban poverty declined by 6 to 19 percent over the same period against the weighted average of 8 percent. While the HCRs for urban poverty in Gujarat and Kerala were below an average of 32 percent, Madhya Pradesh had the highest urban poverty HCR of 47 percent.

5. Beyond income poverty, the measurement of health and education indicators is fundamental to our understanding of the capability dimension of poverty. Of ADB's three focal states, the literacy rate in Kerala is the highest in the country at above 90 percent, while it is below the national average in Madhya Pradesh. Gujarat is an average performer. In terms of health indicators, Kerala again out-performs with life expectancy and infant-mortality figures

¹ ADB. 1999. *Fighting Poverty in Asia and the Pacific: The Poverty Reduction Strategy*. Manila.

² The TA first appeared in *ADB Business Opportunities* in March 2000.

³ The three focal states are: Gujarat, Kerala, and Madhya Pradesh.

⁴ The Mission comprised Hun Kim, Senior Economist and Mission Leader; B. Dark, Senior Poverty Reduction Coordinator; C. Heider, Poverty Reduction Specialist; and V.B. Tulasidhar, Senior Economist.

⁵ Stakeholders met included government policymakers, representatives from NGOs and civil society, members of the academic and research communities, and representatives of bilateral and multilateral-aid agencies.

⁶ Based on data from the most recent NSS.

⁷ The major states are those that have a population of 10 million or more. Together they account for about 95 percent of India's total population.

⁸ 30 percent for Gujarat, 35 percent for Kerala, and 37 percent for Madhya Pradesh.

comparable with those of many industrialized countries. Madhya Pradesh, on the other hand, is one of the worst (if not the worst) performer for both measures.

6. Traditional indicators of poverty, which are based on poverty lines, education levels, and health status, are insufficient to understand the true nature and causes of poverty, especially at the local level. While these measurements of poverty do provide useful yardsticks, policies primarily focusing on income and consumption measures of poverty fail to address other important dimensions, such as vulnerability, social exclusion, ethnicity, gender, class, and immobility. Also the conventional approach does not allow the poor to respond to and influence the policies targeted at them because there is no built-in feedback mechanism.

7. Reflecting a growing awareness that a deeper understanding of poverty is necessary to increase the efficacy of poverty-reduction efforts, poverty assessments have recently begun using a new tool, the participatory poverty assessment (PPA), to sharpen the diagnosis of poverty. PPAs use participatory research and data collection methods to understand poverty from the perspective of the poor. The method uncovers data missed by more conventional techniques and reveals qualitative data on the broader dimensions of poverty. A poverty assessment that uses the PPA method gives the poor a voice in policymaking, so that their concerns are taken into account in developing government policy and programs. Then poverty reduction efforts will have a much greater likelihood of producing tangible results in meeting the needs of the poor.

8. To ensure that PPAs have policy relevance, PPAs are often carried out with specific objectives in mind. For instance, some PPAs have been used to evaluate the government's programs for poverty reduction and to provide feedback to policymakers on program effectiveness. In the case of the three focal states, PPAs can be instrumental in assessing the effectiveness of the state's public expenditure patterns in meeting the needs of people at the grassroots level. Without a mechanism to take account of views of the poor in policymaking, the chances are high that the allocation of government funds will not match the real needs of the people, including the poor. However, open-ended interviews and data collection under a PPA can cover only a limited number of people and districts due to the labor-intensive nature of the PPA methodology. Therefore, to increase the relevance of PPA, it is important to maintain a good balance when selecting the samples to be covered. Special efforts may be required to avoid a bias in PPA design. For instance, both urban and rural areas have to be represented in balance for PPA implementation. Social and cultural diversity must also be considered in the selection of samples for the PPA interviews. Sectoral balance is another element in determining the scope of the PPA. Since PPAs are fundamentally qualitative and subjective, it is important to maintain a high level of objectivity in PPA design to maximize its influence on and relevance to policymaking.

9. While PPAs are not a substitute for traditional data collection methods, they can complement such surveys in numerous ways. The objective of a comprehensive poverty analysis therefore should be to conduct a PPA and household surveys interactively so that they enhance each other. Past experience indicates that when PPAs are used in conjunction with household surveys, the final assessment is a much fuller analysis of varying dimensions of poverty, and the policy recommendations are more relevant and informed. In fact, what is most desirable is to link participatory research with household surveys where appropriate, and build an iterative process whereby traditional surveys and participatory research inform each other on an ongoing basis.

10. PPA methodology is new and rapidly gaining acceptance. European providers of assistance have been particularly supportive of PPAs in response to thinking on the multidimensional character of poverty. The World Bank has also substantially increased its use

of PPAs in poverty analysis. So far, ADB has made little use of participatory technique for poverty analysis. However, under this TA, the information gleaned from PPAs will be used to complement household survey data for state-specific poverty assessments. As such, it is important to include a strong methodological element in the PPA to reveal information and provide insights that go beyond what can be discerned from household expenditure surveys.

11. In terms of methodology, there are no hard and fast rules on how to conduct a PPA. While the best approach will be determined by the specific context of each state, the minimum requirements include (i) government support; (ii) involvement of policymakers in PPA design, planning, and implementation; and (iii) involvement of other stakeholders, such as nongovernment organizations (NGOs), line departments, trade unions, local research institutes, and aid agencies. It is also important that PPA field work be conducted by teams whose members have received intensive training in a range of data collection tools. The teams may be drawn from local research institutions, NGOs, and civil society. Training should stress behavior and attitudes underlying the successful use of participatory tools. Since PPAs will be carried out in three different states, it is also important to ensure consistency of approach and comparability when undertaking the PPAs.

12. The governments of the three focal states share the view that the qualitative assessment of poverty and its feedback into policymaking is an important yet unexplored area. The PPAs to be conducted under the TA will be complementary to the recent efforts by the state governments to compile a comprehensive report on human development for better understanding of poverty. NGOs and civil society institutions, which will be the main instruments for implementing the PPA, show a keen interest in participating in the PPA process. Meetings with NGOs during the Mission provided an opportunity to assess their willingness and capability to carry out the PPA. Appropriate training will be needed to equip the NGOs to undertake the PPA field survey. Local research institutions may guide and supervise the work of the NGOs.

13. Finally, the timing of this TA is opportune in that the findings from its analyses will be available to government policymakers in time to serve as inputs for state-level strategies feeding into India's upcoming tenth five-year plan. The TA will leverage its poverty-reduction impact by establishing strategic policy coordination and alliance between ADB and other funding agencies. Toward this goal, the Mission engaged in extensive consultations with representatives of major bilateral aid agencies active in the three focal states.⁹ The agencies consulted welcomed ADB's initiative and an understanding was reached that the results of the TA's poverty analyses will serve as the basis for building a common framework for state-level operations.

III. THE TECHNICAL ASSISTANCE

A. Objectives

14. The TA aims to improve the efficiency of poverty-reduction efforts in ADB's focal states in India by strengthening the analytical underpinnings of the strategic frameworks guiding them. Participatory processes will play a key role. PPAs will contribute to both the quality and the quantity of the data available to improve poverty analyses under this TA. They will help ensure that the state-specific poverty assessments take close account of local needs and conditions, and the qualitative information from them will be used to address the gaps in ADB's understanding of poverty. The stakeholder forums arranged under the TA should help develop and strengthen policymakers' understanding of client needs and concerns.

⁹ Discussions were held with the Department for International Development (DFID) and the Japan Bank for International Cooperation about mutual cooperation in Madhya Pradesh, and with the Royal Netherlands Embassy for work in Gujarat and Kerala. A DFID senior social sector adviser joined ADB's Mission to Madhya Pradesh.

B. Scope

15. In recognition of the substantial differences in their circumstances and needs, separate poverty analyses will be carried out for each of the three focal states. These state-specific assessments will be conducted in parallel. The TA will create a common forum for the exchange of ideas and experiences, and for the establishment of working relationships between stakeholders in all three states.

16. The detailed design of the PPA process will be carried out by the local stakeholders of the three focal states, including policymakers, NGOs, civil society, and social science institutions. Not only do they have greater insights about the needs and conditions of the poor, but their active participation in the design process will increase local ownership of the PPA process. Overall PPA design will consider the following: (i) defining PPA objectives in each state, (ii) agreeing on the criteria for selecting the districts to be covered, (iii) identifying broad themes, (iv) discussing the implementation arrangements, (v) identifying the training requirements, (vi) discussing the coordination arrangements between states, (vii) sharing the experience of PPAs in other states in India, and (viii) building a network to exchange ideas and experience. A state-level inception meeting will immediately follow the overall meeting to start the PPA process at the state level.

17. The PPA in each state will have the following building blocks: (i) stakeholder forums for design, implementation, and dissemination of the PPA and its results; (ii) open-ended participatory data collection to tap the knowledge and expertise of the poor about their lives and perceptions; (iii) involvement of policymakers to build commitment to using the results of the PPA; and (iv) issues-oriented analyses and consultations to assist the government in preparing a long-term vision for poverty reduction. In addition, the information from the existing government processes, which aim at better understanding poverty, will be fully integrated into the state PPA process.¹⁰

18. All data gathered through the PPA process will be analyzed to identify the determinants of poverty and derive policy recommendations to address them. Information from traditional survey data as well as the findings of the issues-oriented analyses will be consolidated in the final state poverty report. To increase ownership, the state poverty report will be reviewed and discussed at stakeholder forums. Government endorsement is essential to ensure that the recommendations made in the report will feed into the policymaking process.

C. Cost Estimates and Financing Plan

19. The total cost of the TA is estimated at \$1,035,000 equivalent. Because the activities under the TA mainly focus on poverty analyses at the local level using participatory techniques, there will be no foreign exchange cost. The PPAs and stakeholder forums can be undertaken in a more cost-effective way by local NGOs and civil society under the supervision of a local research institute than by an international consulting firm, which may not have much local knowledge. ADB will finance \$690,000 equivalent on a grant basis from the ADB-funded TA

¹⁰ In Gujarat, the government is in the process of preparing the state's 2010 poverty reduction vision, as well as long-term vision statements for the three broad areas it has identified as being of key importance to the state's development future: infrastructure, agriculture, and the social sector. The state has also completed the new Human Development Report. While Madhya Pradesh, being among the least developed and the poorest states in India, compares unfavorably with the other two focal states in its capacity to develop a comprehensive poverty reduction strategy, the state has made a significant effort to prepare a comprehensive report on human development—intended to serve as the basis for its long-term vision for poverty reduction. The state government of Kerala is currently pursuing a strategy that seeks to refine the successful experience of ongoing decentralization in the state, which allows greater fiscal autonomy for local level governments. The Government also intends to prepare a new state poverty reduction strategy in the near future.

program to cover a substantial portion of the local currency cost in terms of remuneration of domestic consultants, resource persons, per diem, travel, stakeholder forums, and report preparation. The governments of the three focal states will finance the balance of the local currency cost equivalent to \$345,000 to cover the remuneration of counterpart staff, office space, facilities, supplies, materials, and documentation. The detailed breakdown of the cost is shown in Appendix 2.

D. Implementation Arrangements

20. The Department of Economic Affairs of the Ministry of Finance will be the Executing Agency for the TA. Each state component will be implemented by a state implementation committee (SIC), comprising representatives of the state government (including Department of Finance, State Planning Board, Department of Rural Development or Local Bodies, Department of Tribal Affairs), nongovernment and volunteer organizations, and research institutes. The SIC will be chaired by the Rural Development Commission in Gujarat, by the Department of Finance in Madhya Pradesh, and the Department of Local Bodies (Rural Development) in Kerala.

21. A domestic lead NGO or research institute will be contracted in each state to conduct the PPA and other analytical and consultative processes. They will generate the necessary information for consideration and debate by the SICs, thereby, feeding into the policymaking processes. The domestic lead NGO or research institute will provide two local experts to manage the activities under the TA: a process manager and a field manager. The process manager will be employed for eight months and the field manager for five months. The role of the process managers is to support the wider process through networking, coordination, and communication. Although the process managers will keep in touch with the field managers in a limited way, the field managers will develop and support the follow-up program. The field managers will participate in fieldwork as fully as possible without compromising their oversight of logistics, quality control, and security for the entire state-level field exercise. The terms of reference for the process manager and the field manager are provided in Appendix 3. The consultants will be engaged in accordance with ADB's *Guidelines on the Use of Consultants*, and other arrangements acceptable to ADB.

22. The National Institute of Rural Development (NIRD) will be directly engaged as the domestic consultant to serve as technical adviser and coordinator for the TA. NIRD's expertise on poverty issues is well recognized through its recent publication, *India Rural Development Report 1999*, which provides a comprehensive and thorough review and analysis of poverty in India. NIRD also developed a comprehensive database for poverty mapping for the NSS regions that can be applied to select the target districts for the PPA. In fact, NIRD is the only institute at the national level that can help prepare a general framework that will serve as a common departure point for the design of state-specific PPAs. Furthermore, a broad degree of consistency and comparability between the state-level assessments will be maintained by NIRD through its coordination, design, and training functions under the TA.

23. As coordinator for the TA, NIRD will appoint a TA adviser and TA implementation coordinator to be responsible for overseeing the satisfactory execution of the TA activities, in close coordination with the SIC in each state. The TA adviser and implementation coordinator will be responsible for monitoring the day-to-day operations of the TA and will submit a monthly progress report to ADB. They will also ensure that TA implementation, from the national-level inception meeting to the final review meeting, is closely monitored and fully documented. The terms of reference for the TA adviser and implementation coordinator are included in Appendix 3.

24. A steering committee will be established to provide overall guidance to the TA, and will comprise the joint secretary, Department of Economic Affairs; additional secretary, Ministry of Rural Development; adviser, Planning Commission; and two representatives from each state. The steering committee will meet at least twice during TA implementation. At the inception meeting, the steering committee will provide overall guidance on the design of the state processes. At the end of TA implementation, the steering committee will review the state poverty report, and make specific recommendations based upon the objectives of each state process.

25. The TA will be implemented over eight months, from September 2000 to April 2001. A total of 59 person-months of domestic consulting inputs will be needed to complete the TA. An overall inception meeting will be organized by NIRD in September 2000 to be immediately followed by inception meetings by the SICs at the state level. The overall inception meeting will be attended by the SIC, representatives from the states, concerned bilateral agencies, and ADB. The meeting will include working sessions to develop detailed terms of reference for each state process as well as implementation schedules.

26. In addition to the inception meetings at the center and state levels, the implementation of each component will require a series of stakeholder forums and review meetings organized by the SICs. The final review meeting in each state will focus on integrating the findings at the state level for submission to NIRD for consolidation.

27. Each SIC will provide a state poverty report to NIRD within two weeks from the final review meeting at the state level. NIRD will review the reports prepared by the states and provide additional inputs for the revision of the papers. The final reports will be submitted to the steering committee for review and comments. NIRD will then incorporate the comments of the steering committee and assist in finalizing each state report.

IV. THE PRESIDENT'S DECISION

28. The President, acting under the authority delegated by the Board, has approved (i) the provision of technical assistance, on a grant basis, to the Government of India in an amount not exceeding the equivalent of \$690,000 for the purpose of Participatory Poverty Assessment at the State Level and (ii) direct selection of NIRD as domestic consultant, and hereby reports such action to the Board.

TECHNICAL ASSISTANCE FRAMEWORK

Design Summary	Performance Targets	Monitoring Mechanisms	Assumptions and Risks
<p>Goal</p> <ul style="list-style-type: none"> Improve the efficacy of poverty reduction efforts in three focal states by strengthening the analytical underpinnings of the strategic frameworks guiding these efforts. 		<ul style="list-style-type: none"> Consultation and dialogue with local stakeholders and aid partners Review mission Inception, interim, and final reports 	<ul style="list-style-type: none"> Results of poverty assessments are used to improve design and implementation of poverty-reduction efforts Effective policy coordination with aid partners and state governments
<p>Purpose</p> <ul style="list-style-type: none"> Strengthen state-level poverty assessments to support state and national government poverty reduction strategies as well as ADB and aid partner focal-state strategies. Provide qualitative information from participatory poverty assessments (PPAs) to complement quantitative household survey data. Integrate “voices of the poor” into the policy-making process. 	<ul style="list-style-type: none"> Quantitative and qualitative improvements in poverty assessment. 	<ul style="list-style-type: none"> Consultation and dialogue with local stakeholders and aid partners Review mission Inception, interim, and final reports 	<ul style="list-style-type: none"> State and national governments incorporate technical assistance (TA) findings into their poverty-reduction strategies and planning processes Coordination and cooperation between different stakeholders Effective training and supervision by local research institute of local nongovernment organizations (NGOs) and civil society representatives in their conduct of PPAs
<p>Outputs</p> <ul style="list-style-type: none"> Analytical framework for partnership agreement Analytical framework for country operational strategy (COS)/Country Strategy Plan (CSP) Significant contributions to Tenth Five-Year Plan at both the national and focal-state levels Significant contribution to Gujarat’s forthcoming 2010 poverty reduction vision Significant contribution to Kerala’s forthcoming state poverty reduction strategy Significant contribution to Madhya Pradesh’s forthcoming Human Development Report (HDR). 		<ul style="list-style-type: none"> Consultation and dialogue Review mission Inception, interim, and final reports 	<ul style="list-style-type: none"> Coordination and cooperation between different stakeholders
<p>Activities/Inputs</p> <ul style="list-style-type: none"> Stakeholder meetings PPAs Policy coordination with bilateral aid agencies 		<ul style="list-style-type: none"> Consultation and dialogue Review mission Inception, interim, and final reports 	

(Reference in text: page 1, para. 3)

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Total Cost
A. Asian Development Bank Financing	
1. Consultants (remuneration, per diem, field survey, honorarium, travel)	470
2. Stakeholder Forums (national inception meeting, national review meeting, state level meetings)	140
3. Miscellaneous Administration and Support Services	30
4. Contingencies	50
Subtotal (A)	690
B. Government Financing	
1. Counterpart Staff	90
2. Studies, Surveys, and Reports	150
3. Office Space, Vehicle Operation and Other Facilities	30
4. Administrative Support	45
5. Contingencies	30
Subtotal (B)	345
Total	1,035

(Reference in text: page 4, para. 19)

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

A. Implementing Consultants (39 person-months)

1. A lead nongovernment organization (NGO) or research institute will be contracted in each state to conduct the participatory poverty assessment (PPA) and other analytical and consultative processes. To be eligible, a domestic lead NGO or research institute will have to meet the following requirements: (i) in-depth knowledge of the poverty situation in the state, including quantitative data, public policies, and government programs for poverty reduction; (ii) ability to coordinate with other NGOs and local research institutes to organize stakeholder forums as needed; (iii) experience working directly with other NGOs and other local stakeholders at the grassroots level to support the poverty reduction programs of the government and aid agencies; (iv) experience participating in the PPA processes or stakeholder consultations; (v) ability to carry out extensive field work by organizing and managing PPA teams; (vi) ability to analyze data collected by field teams, and prepare a report that combines the new findings from PPA with the existing information from quantitative data.

2. The implementation consultants will generate the necessary information for consideration and debate by the state implementation committee (SIC), thereby, feeding into the policymaking processes. The process managers will be employed for eight months and the field managers for five months. The role of the process managers is to support the wider process by networking, coordination, and communication. Although the process managers will keep in touch with the field managers in a limited way, they will be responsible for developing and supporting the follow-up program. The field managers will participate in field work as fully as possible without compromising their oversight of logistics, quality control, and security for the entire state-level field exercise.

1. Process Manager (1 for each state; 8 person months)

3. The process managers will have the following responsibilities:

- (i) Provide administrative support to the SIC by compiling and circulating minutes; arranging meetings; liaising with the national coordinating committee; documenting all aspects of the PPA process; overseeing the necessary translation of documents, and formulating regular media briefings.
- (ii) Establish the PPA office in a government-approved location, and set up the appropriate financial and management procedures.
- (iii) Negotiate the contract of PPA personnel and manage ongoing costs.
- (iv) Supervise training by undertaking a planning and training workshop to harmonize concepts and understanding on the methods and purpose of the PPA: establish appropriate styles of team working and communication; agree on an approach to link field techniques, analyze and formulate necessary follow-up actions, and initiate the preparation of a field guide.

- (v) Oversee a field-worker training workshop including a module on how to develop an effective follow-up strategy on completion of fieldwork; follow the piloting of the field guide with a systematic debriefing and, if necessary, revisions or additions to the guide.
- (vi) Participate in fieldwork; accompany the PPA teams on selected site visits to ensure quality control and linkage with overall PPA objectives.
- (vii) Manage fieldwork including stakeholders' workshops focusing on consolidating and collating findings, and follow-up on any gaps to ensure consistency.
- (viii) Initiate and develop state PPAs based upon the consolidated qualitative and quantitative findings, while sharing content with stakeholders and incorporating revisions based on stakeholders inputs.
- (ix) Determine key questions that need to be addressed within the selected theme, i.e., those that are relevant to policymaking, program selection, design, implementation, or allocation of public resources; identify existing research, analyses, and evaluations as source documents to be consolidated, and based thereon, to expand research/analysis as needed; determine the best implementation modality and the need for resource people; and present initial, interim, and final findings to the SIC.
- (x) Manage development of a follow-up strategy to ensure dissemination and discussion of findings through the involvement of stakeholders.

2. Field Manager (1 for each state; 5 person months)

4. The field managers' tasks will include the following:

- (i) Assist the process manager in administering the PPA by recruiting field workers and selection of site visits in consultation with government and local governments.
- (ii) Provide major inputs to planning and training workshop through case studies of similar undertakings, and organizing training modules; prepare training materials; and develop field guide for the PPA teams.
- (iii) Act as the prime facilitator during the training phase for the PPA teams; include write-up of field guide and pilot testing of its implementation; undertake the necessary revisions of the field guide after testing.
- (iv) Manage the PPA fieldwork including ensuring quality control during field interviews at the village level, overseeing logistical arrangements including local workshops and feedback sessions, and trouble shooting during the fieldwork.
- (v) Assist and participate in field consolidation, information collection, and data collation including status of natural resources and environment, while ensuring consistent and quality analysis at the local levels.

- (vi) Participate and contribute a follow-up strategy involving dissemination of information and feedback sessions; arrange necessary workshops to discuss the findings and propose follow-up activities.

B. National Institute of Rural Development (NIRD) (20 person-months)

5. NIRD will be the nodal agency for training, monitoring, coordination, and information collation and dissemination under the TA. NIRD will appoint a TA adviser (4 person-months) and a TA implementation coordinator (8 person-months).

1. TA Advisor (4 person-months)

6. The TA adviser, a senior researcher in NIRD, will have extensive experience in the conduct of PPAs and the decentralization process in India. The TA adviser will also experience organizing a large-scale conference/workshop in collaboration with external agencies. The TA adviser will be responsible for overseeing the satisfactory execution of NIRD's general responsibilities and supervise the work of the TA implementation coordinator.

2. TA Implementation Coordinator (8 person-months)

7. The TA implementation coordinator will have a proven track record of managing complex projects for external agencies. The TA implementation coordinator will work under the supervision of the TA adviser and guidance of the SICs. The coordinator will assist the TA adviser in the following activities: (i) organize all inception meetings and attend them; (ii) organize stakeholder forums as required and attend them; (iii) prepare the minutes of each of these meetings/forums—the minutes should highlight issues that will have implications for implementation of the TA components; (iv) maintain close links with the SICs; (v) be responsible for monitoring the progress of the state-level PPAs; and (vi) submit to ADB, through the TA adviser, monthly progress reports. The reports will cover the important issues concerning implementation of each of the TA components, and in particular will report on the progress of the state-level PPAs. The reports will also highlight actions being undertaken, or deemed necessary, to ensure the smooth implementation of the TA components.

8. The Asian Development Bank (ADB) may assign additional tasks to the TA implementation coordinator from time to time as deemed necessary to ensure the smooth TA implementation.

3. General Responsibilities (8 person-months)

9. NIRD staff, under the supervision of the TA adviser, will carry out the following general responsibilities:

- (i) organize the inception workshop to initiate the TA and the final workshop at the national level to disseminate its findings;
- (ii) provide support to the steering committee in its provision of overall guidance to the TA;

- (iii) prepare a common, general framework for the state-level PPAs and assist in their administration;
- (iv) train the local NGOs/representatives of civil society, engaged by the TA, in the conduct of PPAs;
- (v) consolidate the findings of the state-level studies, collate them with other relevant secondary information, and prepare an issues paper for evolving an internally consistent and administratively feasible national poverty-reduction strategy; and
- (vi) participate and provide inputs as required for developing state-level poverty reduction strategies.