

**ASIAN DEVELOPMENT BANK**

**TAR: MON 38053**

**TECHNICAL ASSISTANCE**

(Financed by the Cooperation Fund in Support of the Formulation and Implementation of  
National Poverty Reduction Strategies)

**TO**

**MONGOLIA**

**FOR**

**PARTICIPATORY POVERTY ASSESSMENT AND MONITORING**

**August 2004**

## CURRENCY EQUIVALENTS

(as of 15 August 2004)

Currency Unit	–	togrog (MNT)
MNT1.00	=	\$0.00084
\$1.00	=	MNT1,188

## ABBREVIATIONS

ADB	–	Asian Development Bank
EGSPRS	–	economic growth support and poverty reduction strategy
HIES-LSMS	–	household income and expenditure/living standard measurement survey
MOFE	–	Ministry of Finance and Economy
NGO	–	nongovernment organization
NPRS Fund	–	Cooperation Fund in Support of the Formulation of National Poverty Reduction Strategies
NSO	–	National Statistical Office
PLSA	–	participatory living standard assessment
PAPR	–	partnership agreement in poverty reduction
PPAM	–	participatory poverty assessment and monitoring
PRG	–	poverty research group
RDS	–	Regional Development Strategy
TA	–	technical assistance
TWG	–	technical working group
UNDP	–	United Nations Development Programme

## TA CLASSIFICATION

<b>Poverty Classification</b>	–	Poverty intervention
<b>Sector</b>	–	Law, Economic Management, and Public Policy
<b>Subsector</b>	–	Economic management
<b>Theme</b>	–	Governance
<b>Subtheme</b>	–	Civil society participation

## NOTE

In this report, "\$" refers to US dollars.

This report was prepared by a team consisting of S. Handayani (team leader), D. Teter, and B. Bavuusuren.

## I. INTRODUCTION

1. During consultations for the country strategy and program update in 2003, the Government of Mongolia requested the Asian Development Bank (ADB) to provide advisory technical assistance (TA) for conducting participatory poverty assessment and monitoring (PPAM) that will help update and monitor the economic growth support and poverty reduction strategy (EGSPRS).<sup>1</sup> The proposed project was subsequently included in the 2004 TA program during the May Country Programming Mission. PPAM will complement and update an earlier participatory living standard assessment conducted in 1999, and assist the Government and civil society to develop qualitative monitoring mechanisms for the EGSPRS. In January 2004, the National Poverty Reduction Strategy (NPRS) Committee endorsed the TA concept for funding from the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies (NPRS Fund) administered by ADB. A Fact-Finding Mission was fielded in June 2004 to obtain an understanding of the objectives, scope, activities, financing requirements, implementation arrangements, and outcomes for the proposed TA on the PPAM.<sup>2</sup> The TA framework is in Appendix 1.

## II. ISSUES

2. The most reliable data on poverty trends in Mongolia are derived from the living standards measurement survey (LSMS) first conducted by the National Statistics Office (NSO) in 1995 with World Bank support and repeated in 1998 with support from the United Nations Development Programme (UNDP). Over this period, the poverty head count remained more or less unchanged at about 36%. The survey also showed that poverty was concentrated in provincial centers, towns, and other urban settlements. Although the level of poverty has not significantly risen during 1994–2000, the depth of poverty has increased and income inequality has worsened.<sup>3</sup> The NSO, with support from the World Bank, conducted an expanded household income and expenditure/living standard measurement survey (HIES/LSMS) in 2002. The survey results will be published in the third quarter of 2004. The LSMSs conducted in 1995 and 1998 remain the most reliable sources of quantitative data on poverty in Mongolia.

3. In 1999 NSO, with support from international agencies such as the World Bank, UNDP, United Nations Children's Fund, and ADB, conducted a participatory living standard assessment (PLSA) in selected urban and rural areas. The PLSA provided a better understanding of poverty and to some degree improved the link between poverty diagnosis and pro-poor policy making by ensuring that the voices of poor people themselves are heard and acted upon. The PLSA indicated that distinct population segments, the "rich" and the "poor," emerged during the 1990s, and the gap between the two groups has continued to widen. The PLSA report provided valuable information for the preparation of the EGSPRS: analysis of livelihood sources and strategies, emergence of multiple sources of insecurity and vulnerability, broader dimensions of well-being besides income and asset holdings, and people's perceptions of the main factors affecting their living standards.<sup>4</sup> The EGSPRS recommended that further participation of the poor should be sought in the process of improving the EGSPRS and ensuring its sustainable implementation. Participatory processes will be an integral part of the planning, implementation, and evaluation of the Government's poverty reduction strategy. Hence, there is a need to gather

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<sup>1</sup> The Government approved the EGSPRS in 2003.

<sup>2</sup> The TA first appeared in *ADB Business Opportunities* (Internet edition) on 10 February 2004.

<sup>3</sup> The Gini coefficient increased from 0.31 to 0.35 in 1998; however, it remains relatively low by international standards.

<sup>4</sup> National Statistical Office of Mongolia and the World Bank. 2001. *Mongolia Participatory Living Standards Assessment*. Mongolia.

qualitative information on the changes and establish participatory poverty monitoring within the country.

4. Economic, demographic, and social changes in Mongolia since 1999 suggest that the PLSA needs to be revisited. A series of severe winters and droughts from 1999 to 2001 spurred rapid migration to cities, particularly to Ulaanbaatar, as households lost their livestock and hence their only means of support in the countryside. The population in Ulaanbaatar increased by 27.5% between 1999 and 2003, as many families came in search of better education, employment opportunities, and health services. At current rates of internal migration, half the population of Mongolia will live in Ulaanbaatar by 2010. Mongolia has also experienced rapid growth in the informal sector, which accounts for the livelihood strategies of most of the poor. In 2003, the Parliament adopted a new Regional Development Strategy (RDS) and Regional Development Law, to promote economic growth outside Ulaanbaatar. The RDS divides the country into five economic regions, each with one or two cities selected as “growth pillars” which will receive infrastructure investments in the hope that this will discourage people from moving to Ulaanbaatar. An ADB TA evaluated the new strategy and concluded that while the objective of geographically balanced growth is laudable, selection of regional growth pillar cities is an administrative decision that needs to be reexamined in light of the socioeconomic status of the population.<sup>5</sup> Infrastructure investments alone may not be sufficient to encourage growth in an economy now dominated by private entrepreneurs. Understanding the needs and aspirations of people, especially the poor, is crucial in formulating such strategies. In sum, dramatic changes in the economy, demographic shifts, new policies, and the adoption of the EGSPRS argue for a new qualitative poverty assessment.

5. In light of the rapid economic changes in the past 5 years, livelihoods have become more diverse and complex, often combining opportunities in rural areas with those in urban centers. Many other forms of interhousehold transfer, together with pensions and state allowances, also emerged as crucial to the survival of poor households in urban centers. PPAM will (i) assess changes in perceived levels of well-being for the period 1999–2004, differentiated by gender, age, and location; (ii) analyze in detail livelihood sources and strategies; and (iii) examine the interdependence of urban and rural localities, particularly in the context of plans to promote regional development.

6. PPAM can also serve as a tool for self-assessment, enabling stakeholders, including women and vulnerable groups, to reflect on past experience, and examine present realities. Encouraging stakeholder participation beyond data gathering, PPAM will promote local decision making and problem solving – thereby strengthening people’s capacities to take action and promote changes. PPAM will attempt to contribute to new forms of governance, involving greater transparency and more democratic involvement between citizens and the broader institutions that affect their lives.<sup>6</sup>

7. The TA will be used to monitor the implementation of the EGSPRS and to provide feedback to policy makers and other key stakeholders on program effectiveness, particularly in meeting the needs of people at the grassroots level. In addition, it will offer methodological complementarity to enrich the quantitative poverty data and advance more substantial causal explanations that in turn can generate better monitoring of the poverty reduction strategy.

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<sup>5</sup> ADB. 2002. *Technical Assistance to Mongolia for Capacity Building for Integrated Regional Development Planning*. Manila.

<sup>6</sup> J. Gaventa and C. Valderrema. 1999. *Participation, Citizenship, and Local Governance*. Workshop on Strengthening Participation in Local Governance, Institute of Development Studies, Brighton, 21–24 June 1999.

Furthermore, PPAM will allow a deeper analysis of issues that LSMS methodology is not well-equipped to address, including non-income poverty measures, poverty dynamics over time, and spatial dynamics in livelihood strategies (footnote 4). There is a critical need to build better links between quantitative and qualitative assessment.

8. Recognizing the need for in-house poverty monitoring capacity, the Government has established the Poverty Research Group (PRG), based in the Ministry of Finance and Economy (MOFE), to coordinate different data sources on poverty, and monitor the overall progress of the EGSPRS. PRG's success will require strong interinstitutional dialogue and coordination with other ministries or agencies, NSO, local governments, and civil society working groups established during the preparation of the EGSPRS. Implementing the EGSPRS, including establishing links and relationships with other institutions with similar mandates, will also require capacity building and coordination among the relevant agencies and departments, aid agencies, and civil society organizations.

9. The TA will be implemented in collaboration with the World Bank, particularly in selecting project areas for PPAM. The TA will focus on regional centers identified in the RDS and associated law, and rural areas, while the World Bank will concentrate on the urban and peri-urban areas of Ulaanbaatar. In addition, the TA will coordinate closely with the World Bank to prepare questionnaires, methods and tools, and training programs. The TA will assist Government to (i) develop qualitative indicators and tools for regular monitoring and evaluation; (ii) strengthen the capacity of NSO, PRG and other key stakeholders to monitor and evaluate progress towards economic growth enhancement and poverty reduction; and (iii) strengthen local capacity to carry out PPAM in the future.

10. From ADB's perspective, the TA will (i) build on previous ADB interventions as indicated in the poverty partnership agreement, (ii) provide consistent, updated and complementary qualitative poverty assessment for developing the country strategy and program for 2005–2008,<sup>7</sup> (iii) improve poverty assessment in the longer term, and (iv) help monitor and evaluate progress in reducing poverty.

### **III. THE TECHNICAL ASSISTANCE**

#### **A. Purpose and Output**

11. The purpose of the TA is to strengthen the institutional capacity of the Government to monitor and evaluate national poverty reduction programs and to make its poverty reduction measures more effective. The TA will help the NSO to set up and implement PPAM framework in collaboration with other stakeholders, particularly PRG, key sector agencies and NGOs; assist policymakers and civil society to monitor progress on national poverty reduction programs; and make actions more effective and efficient. The TA framework is in Appendix 1.

12. The TA outputs will include (i) PPAM mechanism and manuals developed and implemented; (ii) enhanced capacity of Government staff from NSO, PRG, and line ministries, as well as civil society organizations and academia to plan and implement PPAM; and (iii) publication and dissemination of PPAM results.

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<sup>7</sup> ADB will use the result of LSMS 2002/2003 for quantitative poverty assessment.

## **B. Methodology and Key Activities**

13. The TA comprises three interrelated key activities that allow for consultation and participation of stakeholders to monitor and evaluate the implementation of the poverty reduction strategy. The TA activities are as follows:

### **1. Develop a Participatory Poverty Assessment and Monitoring (PPAM) Mechanism and Enhance Human Resources for Conducting PPAM**

14. This component will (i) train government, academic and civil society institutions engaged in PPAM to design, collect data, and analyze poverty-related issues with the use of qualitative methods; (ii) train a technical working group (TWG) to establish a consultative mechanism among key stakeholders for planning and disseminating the PPAM mechanism; (iii) develop guidebooks and manuals on PPAM; and (iv) assist TWG to identify the provinces, districts, and subdistricts in rural and urban areas for the study.

### **2. Implement Participatory Poverty Assessment and Monitoring**

15. This component will (i) set up an effective qualitative data management system for monitoring progress in poverty reduction; (ii) develop methods of PPAM; (iii) train the research team; (iv) select provinces, districts, and subdistricts for the study, based on criteria that will be recommended by the TWG; and (v) conduct PPAM activities by engaging nongovernment organizations.

### **3. Disseminate and Publish PPAM Results**

16. This component will (i) analyze information needed to support monitoring of the EGSPRS; (ii) organize stakeholder workshops for designing, implementing and disseminating the PPAM and its results at central and local levels; (iii) conduct periodic seminars to discuss the main TA findings with Government officials, academia, civil society organizations, private sector, and development partners; (iv) publish a PPAM report and support the publication of the ongoing quantitative poverty assessment based on the new HIES/LSMS; and (v) organize a mass media campaign on issues related to poverty and living standards in Mongolia.

## **C. Cost and Financing**

17. The total cost of the TA is estimated at \$360,000 equivalent comprising \$120,000 in foreign exchange and \$240,000 equivalent in local currency. The NPRS Fund will finance the TA for \$300,000 equivalent on a grant basis to be administered by ADB.<sup>8</sup> The remaining \$60,000 equivalent will be contributed by the Government in kind and will cover office space, administrative support, and counterpart staff remuneration. The detailed cost estimates and financing plan are in Appendix 2.

## **D. Implementation Arrangements**

18. NSO will be the Executing Agency and PRG will implement component 3, dissemination and publication. A senior officer from NSO will be appointed as project director and will be responsible for day-to-day TA implementation. The TWG will be established and will be headed by the chairman of NSO. The composition of the TWG will be as follows: deputy director,

<sup>8</sup> The TA was endorsed at the 4th Strategy Meeting for the NPRS Fund on 27–29 December 2003 in Manila.

Population and Social Statistics Department, NSO; director, Macro-Economic Policy Department, MOFE; senior researcher, PRG; heads of the monitoring departments of the ministries of health, education and social welfare; and representatives from civil society organizations. Representatives from the World Bank, UNDP, and other aid agencies will be invited to attend the TWG meetings as observers. The TWG is expected to meet at least every two months.

19. The TA will be implemented over 12 months. It is expected to start in September 2004 and end by August 2005. A total of 29 person-months consultant inputs will be provided: 5 person-months for two international consultants and 24 person-months for three domestic consultants. International and domestic consultants will be selected on an individual basis. The team of consultants will have expertise in PPAM, qualitative data collection and analysis, information management and reporting, capacity building, institutional development, and training of trainers for PPAM. The PPAM specialist will coordinate the output of the TA. The consultants will be engaged in accordance with ADB's *Guidelines on the Use of Consultants* and other arrangements satisfactory to ADB. Equipment will be procured in accordance with ADB's *Guidelines for Procurement*. Equipment including computers and training materials procured by consultants under arrangements satisfactory to ADB, will be turned over to NSO at the end of the TA. The consultants will work with the TWG, which will be established before the TA starts. The consultants will submit (i) an inception report within 3 weeks of TA commencement, outlining the detailed framework of the activities; (ii) an interim report within 12 weeks of TA commencement, including data collection and preliminary analysis of each task and likely directions of the final outputs; and (iii) a draft final report 12 weeks before TA completion. The final report will be prepared after a tripartite review meeting of the Government, the consultants, and ADB.

20. Funds will be disbursed to the consultants, who will periodically receive cash advances from ADB after submitting proposed activities and estimated expenditures. The consultants will regularly provide ADB with the statement on liquidation of expenditures, together with supporting documentation such as invoices, receipts, or other supporting documents acceptable to ADB, to substantiate the expenditures.

#### **IV. THE PRESIDENT'S DECISION**

21. The President, acting under the authority delegated by the Board, has approved ADB administering technical assistance not exceeding the equivalent of \$300,000 to the Government of Mongolia to be financed on a grant basis by the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies, for Participatory Poverty Assessment and Monitoring, and hereby reports this action to the Board.

## TECHNICAL ASSISTANCE FRAMEWORK

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
<p><b>Goal</b></p> <p>Enhanced effectiveness of the Government to monitor and evaluate poverty reduction programs</p>	<p>Poverty is reduced, as reflected in human poverty and income indicators</p>	<p>NPRS reports</p> <p>Participatory poverty report produced by the Government, development partners, and other stakeholders</p>	
<p><b>Purpose</b></p> <p>Improved institutional capacity for monitoring and evaluation of EGSPRS</p>	<p>NSO, PRG, line ministries, and NGOs collecting and analyzing qualitative poverty data</p> <p>Production and use of agreed-upon methodologies to improve the qualitative monitoring and evaluation of the poverty reduction programs</p>	<p>Reports and studies by NSO and PRG on the implementation of poverty reduction at the national, provincial, and district level as well as key sectors</p> <p>Consultants' reports, review missions, government communication</p>	<p>The Government continues to pursue the policies and programs as stated in the PAPR and EGSPRS.</p> <p>Government commitment to institutionalize the cooperation of all government agencies in monitoring development and poverty reduction impacts</p>
<p><b>Outputs</b></p> <p>1. PPAM mechanism and manuals developed and implemented</p> <p>2. TWG representing key stakeholders established and functioned</p> <p>3. Publication and dissemination of PPAM reports</p>	<p>Outline of report on PPAM agreed to by the TWG</p> <p>Every 2 months TWG meeting</p> <p>A framework for PPAM agreed by TWG</p> <p>Consultations, seminar, workshops on PPAM conducted</p>	<p>Review mission Inception, interim, and final reports</p> <p>Minutes of meetings</p> <p>Consultation reports Inception, interim, and final reports</p>	<p>Government may not be willing to commit to counterpart staff and resources for undertaking the PPAM</p> <p>Emergence of interagency rivalries have preventing effective cooperation</p> <p>Willingness of civil society to engage in PPAM</p>
<p><b>Activities</b></p> <p>1. Develop PPAM manuals and mechanism and enhance human resources</p> <p>(i) Formulate training modules and handbooks on PPAM</p> <p>(ii) Train Government staff and civil society groups on PPAM methods</p>	<p>Start: September 2004 Completion: October 2004</p> <p>Start: October 2004</p>	<p>Consultants' reports, review mission</p> <p>Training reports Review missions Assessment of training materials by participants and key stakeholders.</p>	<p>Availability of counterpart staff for conducting PPAM</p> <p>Availability of counterpart staff for the training courses</p>

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**TECHNICAL ASSISTANCE FRAMEWORK—Continued**

<b>Design Summary</b>	<b>Performance Indicators/Targets</b>	<b>Monitoring Mechanisms</b>	<b>Assumptions and Risks</b>
2. Develop and Implement PPAM  (i) Conduct PPAM in 4 provinces, 4 districts, and 4 subdistricts	Start: September 2004 Completion: Nov 2004 Responsibility: Participatory specialist and team leader	Consultants' reports Review missions Working group minutes of meetings Strategy documents	Consensus achieved by consultants and Government
3. Dissemination and publication  (i) Conduct seminars and workshops	Start: November 2004	Consultants reports Workshop reports Review mission report	Government commitment to publish and disseminate the PPAM and HIES-LSMS reports
(ii) Publish PPAM and HIES-LSMS reports	Start: January 2005	Consultants' reports	Commitment of media to create awareness of PPAM
(iii) Conduct mass media campaign on PPAM awareness	Start: February 2005	Publication of PPAM in the media	
<b>Inputs</b>			
<b>A. ADB-Financed</b>	\$300,000	ADB disbursement records	
International consultants	5 person-months	ADB project records	
Domestic consultants	24 person-months		
Training, workshops, and seminars	Training, workshops, and seminars - \$30,000		
Equipment	Computers, printers, overhead projectors – \$15,000		
ADB support and supervision	Inception, review and TA completion missions will be conducted		
<b>B. Government-Financed</b>	\$60,000		
Office facilities, counterpart staff, transport support Government support and supervision	A senior officer from NSO will be appointed as project director		

ADB = Asian Development Bank, EGSPRS = economic growth support and poverty reduction strategy, HIES-LSMS = household income and expenditure/living standard measurement survey, NPRS = national poverty reduction strategy, NSO = National Statistics Office, PAPR = partnership agreement in poverty reduction, PLSA = participatory living standards assessment, PPAM = poverty participatory assessment and monitoring, PRG = poverty reduction group, TWG = technical working group.

**COST ESTIMATES AND FINANCING PLAN**  
(\$'000)

Item	Foreign Exchange	Local Currency	Total Cost
<b>A. Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies Financing<sup>a</sup></b>			
1. Consultants			
a. Remuneration and Per Diem			
i. International Consultants	75.0	0.0	75.0
ii. Domestic Consultants	0.0	50.0	50.0
b. International and Local Travel	15.0	10.0	25.0
c. Reports and Communications	5.0	15.0	20.0
2. Equipment <sup>b</sup>	0.0	15.0	15.0
3. Training, Seminars, and Conferences			
a. Training programs <sup>c</sup>	0.0	10.0	10.0
b. Seminars and workshop <sup>c</sup>	0.0	20.0	20.0
4. Participatory Poverty Monitoring	0.0	45.0	45.0
5. Miscellaneous Administration, Translation and Support Costs	0.0	15.0	15.0
6. Contingencies	25.0	0.0	25.0
<b>Subtotal (A)</b>	<b>120.0</b>	<b>180.0</b>	<b>300.0</b>
<b>B. Government Financing<sup>d</sup></b>			
1. Office Accommodation and Transport	0.0	30.0	30.0
2. Remuneration and Per Diem of Counterpart Staff	0.0	15.0	15.0
3. Others	0.0	15.0	15.0
<b>Subtotal (B)</b>	<b>0.0</b>	<b>60.0</b>	<b>60.0</b>
<b>Total</b>	<b>120.0</b>	<b>240.0</b>	<b>360.0</b>

<sup>a</sup> Administered by the Asian Development Bank.

<sup>b</sup> Two computers, two printers, and one overhead projector.

<sup>c</sup> Includes national airfares, travel, accommodation, per diem and expenses, and administrative costs for participants from provincial centers to attend training in Ulaanbaatar.

<sup>d</sup> Government support will be in kind.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The international consultants must have (i) interdisciplinary tertiary-level education in development studies or related field, including a detailed knowledge of alternative approaches to understanding, analyzing, and monitoring poverty; (ii) a minimum of 10 years international experience in designing and implementing participatory poverty monitoring in diverse economic and social settings, including transitional economies; (iii) familiarity with sustainable livelihood frameworks; (iv) strong familiarity with participatory methodologies for analyzing poverty; and (v) demonstrated communication skills in dealing with governments, NGOs, the private sector, and development partners. The consultants will work closely with the National Statistical Office (NSO), the Executing Agency of this technical assistance (TA), and the Poverty Research Group (PRG) for component C. The TA will be developed in cooperation with the World Bank to ensure synergies and prevent overlaps.

### **A. Participatory Poverty Monitoring and Evaluation-Institutional Specialist** (team leader, 3 person-months, intermittent over 12 months)

2. The specialist will have an academic background in poverty analysis and poverty reduction strategies with emphasis on participatory monitoring and evaluation. Serving as team leader, the specialist will be responsible for the overall quality of the work, and for consolidating the findings and preparing timely reports.

3. The consultant's responsibilities will include the following:

- (i) In the context of the economic growth support and poverty reduction strategy (EGSPRS) analytical framework, review published reports on poverty in Mongolia, particularly poverty and living standard assessment (PLSA) 2000, living standard measurement survey (LSMS), EGSPRS reports, identify any opportunities for filling gaps in the qualitative understanding of poverty in Mongolia.
- (ii) Based on the output of (i), develop a set of qualitative indicators that address the multidimensional nature of poverty and complement the HIES-LSMS. Help develop the framework for tracking and monitoring the participatory poverty monitoring indicators developed by the World Bank for PLSA 2000.
- (iii) Assist NSO to establish and strengthen the technical working group (TWG) by (a) developing a strategic framework, a time-bound work program; and (b) developing a simple working mechanism between NSO and other stakeholders involved.
- (iv) In collaboration with the participatory methodologies trainer, train staff from NSO, PRG, line ministries at central and state levels in measuring, analyzing, and producing qualitative data for poverty monitoring. The emphasis should be on developing analytical skills.

- (v) Assist the PRG in conducting workshops (inception, preliminary findings, and final) for stakeholders: members of parliament, governors of provinces, and senior representatives of all government ministries, local NGOs, and other civil society groups with a stake in the future of poverty reduction policies and programs.
- (vi) Help the PRG prepare two special editions of newsletters on the detailed analysis of the important TA findings. These newsletters should become an important vehicle for generating public policy debate.
- (vii) Help to identify provinces, districts, and sub-districts for participatory poverty monitoring. Use three principles in selecting them: (a) the need to ensure complementarity and compatibility with existing quantitative data; (b) the need to capture as much of the diversity in living conditions among rural and urban communities as possible; and (c) government policy on the regional development strategy.
- (viii) Accompany two field research teams during the initial stages of fieldwork, to give on-the-spot guidance and suggestions to improve application and sequencing of methods to enhance the quality of research findings.
- (ix) As team leader, draft the inception, interim, and final reports; incorporate inputs of other consultants; present findings; and incorporate comments into the final version of various types of reports.
- (x) Manage the team and closely coordinate with other agencies; ensure effective coordination with other aid agencies and deliver the requirements for follow-up work to this TA, which might be supported through other aid agencies.
- (xi) Provide inputs and assistance to the other participatory training specialist and domestic consultants.

4. Expected outputs will include the following:

- (i) a report with annexes as appropriate, describing the work undertaken and presenting the analysis in terms of design of the PPAM based on the EGSPRS monitoring framework;
- (ii) report and minutes of meetings on work progress and inputs from the TWG on planning, design, implementation, and policy dialogues for the PPAM;
- (iii) reports on the regional and national workshops; final reports on the findings of the PPAM for publication; and two special editions on the methodology and results of the PPAM to be published in the PRG newsletter.

**B. Participatory Methodology and Training Specialist** (2 person-months, intermittent over 12 months)

5. The specialist must have (i) extensive field experience in the use of participatory learning and action plan (PLA) methods for community-based development in developing countries, particularly transitional economies; (ii) minimum 7 years international experience in conducting

workshops and field-based training courses in PLA methods, involving participants of diverse backgrounds, levels of education, and levels of field experiences; and (iii) international experience in conducting training courses and training of trainers for participatory poverty monitoring.

6. The specialist, in cooperation with NSO and PRG, will have the following responsibilities;

- (i) Review recent sustainable livelihoods literature, background documentation on the Mongolia program, and preliminary research hypotheses papers prepared by the team leader.
- (ii) Systematically upgrade methodologies in field research at the central and provincial levels, with emphasis on qualitative socioeconomic assessment and measurement. Also prepare a manual or guideline for training in methods of participatory poverty monitoring, concept formulation, site selection, content analysis, secondary analysis of existing data, data management, and report writing.
- (iii) Design and implement provincial pilot tests in qualitative poverty monitoring and impact assessment to support and complement quantitative socioeconomic, or HIES/LSMS, surveys.
- (iv) Prepare a detailed plan for a training workshop of PPAM, involving 4-5 days of classroom sessions brainstorming, fieldwork pilots in two sites and/or communities in or close to the capital Ulaanbaatar, and wrap-up sessions to review experience and troubleshoot before beginning the fieldwork.
- (v) Conduct workshops with participants (16–20) that would become the field research team members. There will be four teams with 4-5 members. At least one member of each team is expected to have some familiarity and experience in the use of PLA methodologies.
- (vi) Accompany two field research teams during the initial stages of fieldwork with a view to giving on-the-spot guidance and suggestions to improve application and sequencing of methods to enhance the quality of research findings.
- (vii) Establish ongoing contacts with other government institutions and institutes, international organizations, and NGOs to ensure wide dissemination and awareness of poverty monitoring activities.
- (viii) Prepare, in cooperation with NSO and PRG, papers on PPAM results that will meet international standards in socioeconomic reporting and publication.
- (ix) Prepare inception, interim, and final reports.

7. The expected outputs from the participatory methodology and training specialist are as follows:

- (i) Output training workshop: a clear checklist to guide the common approach to be followed by field research teams. This should take the form of a matrix of core

issues, and suggested field research methods and sequences of methods to use in eliciting data on each issue.

- (ii) Manual and guidelines for training trainers on the PPAM methodology.
- (iii) A paper documenting research and/or training design, highlighting any distinct features of Mongolia's PPAM (compared with PPAM in other countries), and lessons learned and recommendations for future PPAM.
- (iv) Two special reports on the PPAM findings that will be published in the PRG newsletter.
- (v) A final report on PPAM findings and workshops that will be published as a document separate from the TA report.

**C. Participatory Monitoring Assessment Specialists** (16 person-months for two domestic specialists)

8. A lead NGO or research institute will be contracted to conduct the PPAM and other analytical and consultative processes. The NGO or research institute must meet the following requirements: (i) in-depth knowledge of the poverty situation in the country 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 consultations, workshops as needed; (iii) experience working directly with local stakeholders at the grassroots level to support the poverty reduction programs of the government and aid agencies; (iv) ability to carry out extensive fieldwork by organizing and managing participatory poverty monitoring teams; (v) ability to analyze data collected by field teams, and prepare a report that combines the findings from the PPAM with existing information from quantitative data; (vi) minimum of 2 years relevant international professional experience; and (vii) fluency in both English and Mongolian, and ability to articulate complex ideas in simple language to local policy makers, media, and other stakeholders.

9. The NGO or research institute will have the following general responsibilities:

- (i) Advise and assist the international consultants to facilitate their tasks of institutional strengthening for TWG and NSO in incorporating the PPAM to track the progress of EGSPRS and millennium development goals target and ensure the general continuity and momentum of the TA.
- (ii) Assist NSO and PRG to organize the inception, regional, and national workshops, stakeholder meetings and consultations, and the final workshop at regional and national levels and to disseminate its findings.
- (iii) Support the TWG in providing overall guidance to the TA and assist NSO to strengthen its institutional capacity to design and implement qualitative poverty assessments, to support and complement HIES-LSMS surveys.
- (iv) Assist international consultants to assess the adequacy of proposed qualitative monitoring indicators in the EGSPRS document. The list must be based on the sector policy matrixes produced by NSO and PRG. For each qualitative

indicator, provide detailed definition, specify the method and frequency of data collection, and provide the format for reporting the result of participatory monitoring.

- (v) Assist NSO in systematically upgrading its methodologies for field research, with emphasis on qualitative assessment. Include training in the methods of social research, design of questionnaires and poverty assessment and monitoring instruments, compilation of data, and analysis and management of assessment data.
- (vi) Assist international consultants and NSO to organize participatory consultation training and dissemination workshops at the central and provincial levels.
- (vii) Assist NSO to apply the assessment results in developing a social and geographic targeting for poverty reduction programs.
- (viii) Consolidate the findings of the provincial and district PPAM, collate them with other relevant secondary information.
- (ix) Assist the international consultant in producing the participatory monitoring and evaluation report, and newsletter, and in disseminating the report on participatory poverty monitoring.

**D. Administrative Support Specialist** (domestic, 8 person-months, intermittent over 12 months)

10. A domestic consultant with excellent speaking and writing skills in English and Mongolian languages and with background in finance will be hired to provide administrative support for the duration of the TA. The domestic consultant will perform the following tasks:

- (i) Translate all technical and administrative documents from Mongolian to English and vice versa (correspondence between NSO and ADB, reports by the TWG, training material, publication materials and other documents as requested by NSO, ADB, or by the international consultants).
- (ii) Provide interpreter and secretarial support to NSO, the international consultants, and ADB's staff missions.
- (iii) Assist NSO, PRG, and the international consultants in administering the TA (procurement, liquidation, preparation of administrative and financial reports, etc.).
- (iv) Provide administrative support for planning and implementing regional and national workshops, training, fieldwork, interpretation, and translation for the international consultants.
- (v) Assist NSO and the international consultants in organizing bimonthly technical working group meetings and workshops.