



Technical Assistance Report

Project Number: 42014
November 2008

People's Republic of China: Improvement of Public Employment Service System in the Western Region

Asian Development Bank

CURRENCY EQUIVALENTS

(as of 5 November 2008)

Currency Unit	–	yuan (CNY)
CNY1.00	=	\$0.1463
\$1.00	=	CNY6.8360

ABBREVIATIONS

ADB	–	Asian Development Bank
EA	–	executing agency
IA	–	implementing agency
PES	–	public employment service
PRC	–	People's Republic of China
TA	–	technical assistance

TECHNICAL ASSISTANCE CLASSIFICATION

Targeting Classification	–	General intervention
Sector	–	Health, nutrition, and social protection
Subsector	–	Social protection
Themes	–	Inclusive social development, governance, gender and development
Subthemes	–	Human development, public governance, gender equity in empowerment and rights

NOTE

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

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I. INTRODUCTION

1. At the request of the Government of the People's Republic of China (PRC), a technical assistance (TA) for Improvement of Public Employment Service System in the Western Region was included in the Asian Development Bank's (ADB) 2008 nonlending program during the PRC Country Programming Mission undertaken in December 2007.¹ The ADB undertook TA reconnaissance in June 2008 and a fact-finding mission in August 2008. Agreement was reached with the Government, including the Ministry of Finance and Qinghai provincial bureaus, on the TA's impact, outcome, outputs, costs and financing, implementation arrangement, and outline of terms of reference for consulting services. The design and monitoring framework is in Appendix 1.

II. ISSUES

2. Dynamic economic growth in the PRC has generated nearly 3–5 million additional workers every year, driven by competitive integration into global markets. Rapid socioeconomic development has changed the profile of the PRC employment and labor market, which has become more complex. Major challenges include an increased number of surplus labor and migrant workers, strong demand for skilled labor, integration of the current urban–rural dual system,² and the provision of increased employment in the private sector. In particular, given limited cultivated land per capita in the PRC and low incomes in rural areas, the reduction of rural surplus labor is a critical goal of the PRC's economic development policy. Increasing employment opportunities in the industrial and service sectors in urban and rural areas is expected to absorb rural surplus labor, maintain the low unemployment rate, and contribute to the reduction of rural poverty.

3. Since the late 1990s, the Government has made significant efforts to develop a modernized public employment service (PES) system supported by a number of policy instruments.³ The PES system has expanded nationwide, bringing together various institutions at a number of levels. The PES is expected to be a catalyst among job seekers, the laid-off and unemployed, and employees and employers in providing fundamental and comprehensive services in relation to labor security. The PES consists of (i) providing legal advice to laborers about their rights and benefits, (ii) brokering jobs, (iii) providing labor market information and analysis, (iv) administering unemployment benefits, (v) providing vocational training, and (vi) offering special support to disadvantaged populations.

4. One of the key roles of the PES is to promote the rational allocation of labor resources in the nation. Notably, as employment opportunities have rapidly increased in the PRC, the role of the PES has become even more critical. In response to strong socioeconomic demand, as well as the changing environments of labor and employment in the PRC, the PES needs to be improved, in terms of efficiency and effectiveness. Challenges include the strengthening of institutional arrangements, including increased capacity and resources at various levels; effective implementation and coordination of decentralization related to the delegation of authorities; and development of proactive networking. In the PRC's 11th Five-Year Plan (2006–2010), the Government has explicitly stressed the need to further strengthen the management

¹ The TA first appeared in the business opportunities section of ADB's website on 2 July 2008.

² The PRC has been, for a long time, a dual society with an overt socioeconomic line drawn between the urban and rural sectors. This division was introduced under the planned economy to facilitate overall public administration, including areas such as policy setting, provision of social services, and access to employment opportunities.

³ Regulation of Labor Market Management 2000, Employment Promotion Law 2008, Regulations on Employment Service and Employment Management 2008.

of social programs and the functions of various public services, including the PES, in order to achieve the main targets set in the 11th Five-Year Plan by 2010.⁴

5. The Western Region⁵ covers more than 70% of the PRC's area, but comprises only 28% of the national population. The region is characterized by a relatively small population spread out over large areas. The region's economy is largely engaged in rural and agricultural activities. Due to the Government's Western Development Strategy that was launched in 2000, the socioeconomic status of the region has gradually improved. Nevertheless, there is still significant economic disparity between the coastal region and the Western Region, and between rural and urban areas within the Western Region.

6. Remoteness is one of the major concerns in the Western Region, where there is a lack of infrastructure and insufficient transportation services. The challenge is to provide a PES to communities located in remote areas, which are spread over a considerable land area. Remote counties and/or districts and townships/communities rarely have a government-administered PES, and traveling from capital cities to remote areas is difficult. In addition, many households in the remote areas do not have access to electricity. The lack of a PES tends to result in poor access to information, and in economic, social, and cultural isolation.

7. Over 80% of the PRC's ethnic minorities, from more than 43 ethnic groups, inhabit the Western Region. Most of the ethnic minority groups are engaged in the primary sector such as agriculture. In addition, national statistics indicates that women have less access to employment opportunities and education in the region. The complexity of socioeconomic and cultural factors hinders the development of the region. A culturally sensitive and gender-responsive approach is important for the region's development.

8. Qinghai province has been selected by the Government as the case study province for this TA since it is considered a typical model province of the Western Region. Qinghai province is located in the northeast part of the Qinghai–Tibet Plateau, and accounts for around 7.5% of the total land of the PRC and comprises about 4.5% of the national population. The average elevation of Qinghai is more than 3,000 meters above sea level. Qinghai's economy is among the smallest in the country, comprising about 0.3% of the PRC's economy.⁶ More than 48% of the province's population comprises ethnic minorities.⁷ The female illiteracy rate, which is 35.9%,⁸ is much higher than male illiteracy rate of 15.7%. Therefore, women are at a disadvantage in accessing basic social needs. An increasing amount of surplus labor in remote areas requires an easily accessible and user-friendly PES to provide employment opportunities and ensure labor security to sustain and improve the quality of life for laborers. Considering the unique regional conditions, the PES for this part of the country will need to be customized to meet the needs of the people. Based on the case study of Qinghai province, the TA will recommend improvements to the PES for the Western Region.

⁴ (i) New jobs created for urban residents reaching 45 million in 5 years, and (ii) number of rural laborers transferred to non-agriculture sectors reaching 45 million in 5 years. 11th Five-Year Plan 2006–2010.

⁵ The Western Region consists of 12 province level administrative entities; Chongqing Municipality, 6 provinces (Gansu, Guizhou, Qinghai, Shaanxi, Sichuan, and Yunnan); and 5 autonomous regions (Guangxi Zhuang Autonomous Region (AR), Inner Mongolia AR, Ningxia Hui AR, Tibet AR, and Xinjiang Uygur AR).

⁶ 2008. *National Statistics of China*. Available: <http://www.stats.gov.cn/english/>.

⁷ Han, 53.68%; Tibet, 21.96%; Hai, 15.91%; Tu, 4.14%; Sala, 2.20%; Mongolian, 1.75%; Others, 0.36%. Qinghai Statistic Bureau. 2006. *Qinghai Statistical Yearbook 2006*. Xining.

⁸ Department of Population, Social, Science and Technology, National Bureau of Statistics. 2004. *Women and Men in China Facts and Figures 2004*. Beijing.

9. The TA is directly linked to ADB's *Country Partnership Strategy (2008–2010)*,⁹ which places emphasis on inclusive growth and balanced development. The TA will also adhere to the key interventions of ADB's *Policy on Indigenous Peoples (1998)* and ADB's *Policy on Gender and Development (2003)* in promoting equality, not only as a fundamental human right, but also as essential to poverty reduction, improved living standards, and sustainable economic growth. In addition, the TA will build on the lessons learned from other TAs that ADB has recently supported.¹⁰ These TAs have prepared draft final reports, in which similar challenges and opportunities were identified in case study provinces.

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

10. The impact of the TA is improved PES in the Western Region of the PRC. The outcome of the TA is the increased use of improved PES by disadvantaged people in the Western Region including women, ethnic minorities, and those who live in remote areas.

B. Methodology and Key Activities

11. In order to produce the expected outcome, two technical reports will be developed based on an in-depth field survey that uses quantitative and qualitative approaches. First, organizational issues of the PES will be reviewed and analyzed in the context of the Government's current decentralized mechanism, in terms of resource allocation and mobilization, and the capacity of each public institution at four levels (province, prefecture, county and township). Given the national decentralization policy and delegation of authorities to institutions at each administrative level, an optimal model will be suggested, using existing resources, to make the PES available to disadvantaged people in remote areas. Second, the PES will be reviewed and analyzed to develop a demand-based and user-friendly system. One of TA's key activities will be to evaluate the pilot version of the web-based information service, Qinghai Labor Market Info Net,¹¹ to improve its usefulness. Users of the PES will include, among others, urban and rural people, job seekers, state and private enterprises, and schools. Supporting the Government's pro-poor policies, the TA will promote the PES to the disadvantaged population such as women, ethnic minorities, the unemployed, and those who live in remote areas. In addition, based on the two technical reports, a comprehensive and focused policy note with recommendations will be developed. The note and recommendations will be a knowledge product of this TA and will be widely disseminated to policy makers at the central and provincial levels.

12. The TA will be implemented in three phases over a 10-month period. Phase 1, lasting one month, will comprise studies to (i) review policies, strategies, and the PES system at four levels (province, prefecture, county and township) in Qinghai; (ii) identify challenges and opportunities to improve the PES, especially for the disadvantaged population including women, ethnic minorities, the unemployed, and those who live in remote areas; and (iii) develop an inception report with draft outlines of the two technical reports, and a policy note.

⁹ ADB. 2008. *PRC: Country Partnership Strategy (2008–2010)*. Manila.

¹⁰ ADB. 2006. *Technical Assistance to the People's Republic of China for Technical and Vocational Education and Training Development*. Manila (TA 4868–PRC); and ADB. 2006. *Technical Assistance to the People's Republic of China for Employment Services for Migrant Workers*. Manila (TA 4858–PRC).

¹¹ 2008. *Qinghai Labor Market Info Net*. Available in Chinese: <http://www.qhlm.gov.cn>. The web-based information service, which the Qinghai Provincial Bureau of Labor and Social Security administers, provides labor market information and analysis.

13. Phase 2, lasting for four months, will (i) review existing data, identify new data to be collected from the survey, which will include qualitative data, and assess current provincial efforts to promote the PES, including Qinghai Labor Market Info Net (footnote 11), to determine what is effective and what is less effective; (ii) formulate the design of a field survey, including development of quantitative and qualitative tools; (iii) conduct training(s) for the researchers on qualitative research methods; and (iv) conduct the field survey. In addition, an international study tour on PES best practices, with a focus on disadvantaged populations, will be planned and organized. Observations of international practices and recommendations will be reflected in the midterm review report, which will be conducted at the end of phase 2.

14. Phase 3, lasting for five months, will (i) organize a series of stakeholder consultations in the province to verify the outcome of the field survey and develop the two technical reports and note with policy recommendations; (ii) recommend an effective, demand-based, user-friendly and operational PES system, which will strengthen interventions for improvement of the PES and serve the people of Qinghai, including the disadvantaged population, such as ethnic minorities, women, the unemployed, and those who live in remote areas; (iii) finalize the two technical reports and policy note to be disseminated to the Western Region; and (iv) organize a final review workshop and a final workshop to present the key findings of the TA.

15. This TA is deemed appropriate for applying qualitative research methods, together with quantitative methods, from the design stage to production of the final results. Qualitative research methods are considered effective to deal with the disadvantaged population—such as the rural poor, women, and ethnic minorities—in untangling and addressing their subtle differences with the wider community with respect to attitudes, values, and expectations. The PES will deal directly with people who have different backgrounds and the collected data will be used to develop a demand-based and user-friendly PES. In combination with quantitative data and the outcome of qualitative research with in-depth analysis, the TA will present sound recommendations for developing the PES in the Western Region.

C. Cost and Financing

16. The total cost of the TA is estimated to be \$500,000 equivalent. ADB will finance \$400,000 on a grant basis from its TA funding program. The Government will provide the balance of local costs, equivalent to \$100,000, to cover the TA office and equipment (e.g. computers), office communications, and remuneration and per diem for counterpart staff. The detailed cost estimates are in Appendix 2.

D. Implementation Arrangements

17. Qinghai Provincial Finance Bureau will be the Executing Agency (EA) for the TA, and will be responsible for the overall execution and coordination of TA activities. Qinghai Provincial Bureau of Labor and Social Security will be the Implementing Agency (IA) and carry-out all project activities in close cooperation with the consultants. The IA has assigned seven counterpart staff to assist the TA and work closely with the consultants to ensure the outcome of the TA realistically conforms to the local situation.¹² In addition, the EA will establish an inter-ministerial project steering committee to provide overall guidance and support to the proposed TA. The steering committee will be chaired by the deputy governor of Qinghai province.

¹² No. 26 of 2008 Official Decision issued by Qinghai Provincial Bureau of Labor and Social Security (27 March 2008).

18. The TA will be implemented over a 10-month period and is expected to start in March 2009 and be completed by December 2009. A total of 27 person-months of consulting services (one international and five national consultants) will be required. The TA consultants will be engaged through a firm in accordance with ADB's *Guidelines on the Use of Consultants* (2007, as amended from time to time) and based on the quality of the proposal (90%) and the cost (10%) of the services to be provided (under the quality- and cost-based selection method), using a simplified technical proposal. The 90:10 weighting is considered appropriate because it is expected that the TA will have a strong impact on the development of future policies on the PES in the Western Region, and therefore requires high-quality technical inputs. The terms of reference for consultants are in Appendix 3. An advance payment facility will be established under the TA.

19. All reports by the consultants will be prepared in English and translated into Chinese. Translation costs for project reports will be budgeted and allocated to the consultants. The consultants will maintain close working relations with ADB, the EA, and, in particular, the IA; and will regularly discuss project progress and findings. Meetings involving the ADB task manager, consultants, and EA and IA officials will be held to provide guidance to the consultants and to review their reports.

20. The EA will provide a suitably furnished office with computers, utilities, and telecommunication access (broadband internet connection), intercity transport for consultants, materials, maps, data, and documents as required under the TA; and will cover the cost of office utilities for the consultants.

21. Dissemination of the results will be key to the success of the project. A policy note will become a knowledge product of this TA. The final workshop will present the TA's key recommendations to officials from selected provinces in the Western Region and ministries at the central level. The outputs of the TA will be presented in a downloadable form on the Qinghai Labor Market Info Net, and their dissemination through the media will be planned.

IV. THE PRESIDENT'S DECISION

22. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$400,000 on a grant basis to the Government of the People's Republic of China for Improvement of Public Employment Service System in the Western Region, and hereby reports this action to the Board.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and/or Indicators	Data Sources and/or Reporting Mechanisms	Assumptions and Risks
<p>Impact The PES improved in the Western Region</p>	<p>Annual unemployment rate maintained below 4.5% by 2010</p> <p>Number of PES users increases by 2010</p>	<p>National and regional social, economic, employment, labor and poverty indicators (with disaggregated data for ethnic minorities and sex)</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • The Government sustains its commitment to improve the PES • The Project will be implemented as designed under the TA
<p>Outcome The disadvantaged people in the Western Region (women, ethnic minorities and those who live in remote areas) use the improved PES</p>	<p>MOU signed by the Government and ADB by 2009</p>	<p>MOU</p> <p>TA performance report</p> <p>TA completion report</p> <p>Government feedback and actions post-TA implementation</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • The project will be implemented as designed under the TA • The Government maintains political will and commitment to develop and institutionalize the PES • The EA has strong project implementation capability and sufficient counterpart funds to ensure smooth implementation of the project <p>Risk</p> <ul style="list-style-type: none"> • Sub-provincial agencies lack the capacity to provide inputs to the PES
<p>Outputs Suggestion for improvement of the PES system in the Western Region developed</p> <p>User-friendly services developed, especially for the disadvantaged populations, including women, ethnic minorities, and those who live in remote areas</p> <p>Policy note on key TA recommendations developed and widely</p>	<p>Technical report on the PES by 2009</p> <p>Technical report on the PES by 2009</p> <p>Policy note with recommendations by 2009</p>	<p>Workshop reviews by ADB and project steering committee of draft TA reports</p> <p>Consistency with ADB's <i>Policy on Indigenous Peoples</i> (1998)</p> <p>Consistency with ADB's <i>Policy on Gender and Development</i> (2003)</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Timely fielding of consultants with good understanding of the local situation • Necessary data and information available • Effective coordination of each report and component to integrate a consistent and logical conclusion for policy recommendation and the development of a pilot model • Draft final report is of good quality and locally suitable to serve as the basis for review by the

Design Summary	Performance Targets and/or Indicators	Data Sources and/or Reporting Mechanisms	Assumptions and Risks
disseminated in the Western Region			<p>Government</p> <p>Risks</p> <ul style="list-style-type: none"> • Ineffective coordination among the EA, IA, consultants, and researchers • Survey focuses on quantitative aspects • Analysis of outcomes of the survey is neither profound nor objective • Pro-poor approach, including gender-responsive and culturally sensitive approach is not thoroughly carried out
<p>Activities with Milestones</p> <p>Phase 1 (March–April 2009)</p> <p>1.1 Conduct desk review of existing policies, strategies, and PES system at four levels (province, prefecture, county, and township) in Qinghai province</p> <p>1.2 Identify challenges and opportunities to improve PES especially for disadvantaged populations including women and ethnic minorities</p> <p>1.3 Develop the outlines of the two technical reports and policy note</p> <p>1.4 Conduct the inception workshop to present an inception report</p> <p>Phase 2 (May–July 2009)</p> <p>2.1 Review and identify existing data, and identify new data to be collected from the survey that includes qualitative aspects</p> <p>2.2 Develop the field survey and tools for quantitative and qualitative surveys</p> <p>2.3 Conduct training(s) of the researchers on qualitative research methods</p> <p>2.4 Conduct the field survey</p> <p>2.5 Validate and analyze the data, and prepare the midterm review report based on major findings of the survey</p> <p>2.6 Prepare TOR for an international study visit</p> <p>2.7 Conduct an international study visit</p> <p>2.8 Submit an international study visit report</p> <p>2.9 Conduct the midterm review workshop to present the midterm review report</p> <p>Phase 3 (August–December 2009)</p> <p>3.1 Consult with stakeholders in Qinghai province</p> <p>3.2 Finalize the two technical reports and one policy note</p> <p>3.3 Conduct a final review workshop</p> <p>3.4 Conduct a final workshop to present key findings</p>			<p>Inputs</p> <ul style="list-style-type: none"> • ADB provides \$400,000 grant including consultancy inputs: 3.5 person-months international and 23.5 person-months national. • The Government provides \$100,000 equivalent including office, equipment, remuneration and per diem of counterpart staff, travel cost for field survey, and administrative costs.

Activities with Milestones		
1. Submission of an inception report	April 2009	
2. Submission of a design for the field survey	May 2009	
3. Submission of an international study visit report	July 2009	
4. Submission of a midterm review report	July 2009	
5. Submission of final reports such as two technical reports and a policy note	December 2009	
6. TA closing	December 2009	

ADB = Asian Development Bank, EA = executing agency, IA = implementing agency, MOU = memorandum of understanding, PES = public employment service, TA = technical assistance, TOR = terms of reference.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Total Cost
A. Asian Development Bank (ADB) Financing^a	
1. Consultants	
a. Remuneration and Per Diem	
i. International Consultants (3.5 person months)	90.0
ii. National Consultants (23.5 person months)	113.0
b. Travel	40.0
c. Reports and Communications ^b	16.0
d. Miscellaneous Administration and Support Cost	3.5
2. Training, Seminars, and Conferences	
a. Workshop ^c	27.5
b. International Study Visit	40.0
3. Survey ^d	45.0
4. Representative for Contract Negotiations	5.0
5. Contingencies	20.0
Subtotal (A)	400.0
B. Government Financing	
1. Office Accommodation, Equipment, ^e and Transport	30.0
2. Remuneration and Per Diem of Counterpart Staff	20.0
3. Travel ^f	20.0
4. Miscellaneous Administration and Support Costs	30.0
Subtotal (B)	100.0
Total	500.0

^a Financed by ADB's technical assistance funding program.

^b Includes all translation activities, necessary policy documents for desk review, production of two technical reports and a policy note, and interpretation for the workshops.

^c Includes four workshops: (i) inception, (ii) midterm Review, (iii) final review, and (iv) final workshops.

^d Includes training of researchers, and consultations with stakeholders after completion of field survey.

^e Includes computers, office communication such as telephone, fax, internet connection and its utilities.

^f Includes travel and monitoring cost for government officials for field survey.

Source: ADB estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The technical assistance (TA) will require the services of six consultants for a total of 27 person-months, including one international consultant and five national consultants, over a period of 10 months during TA implementation. The consultants will perform their tasks in close consultation with the Qinghai Provincial Finance Bureau as the Executing Agency (EA), Qinghai Provincial Bureau of Labor and Social Security as the Implementing Agency (IA), and other responsible provincial and local government departments and agencies to ensure full acceptance of the outcome of the TA. The consultants shall produce three products in both English and Chinese: (i) technical report on the public employment service (PES) structure and system, (ii) technical report on the PES, and (iii) policy note. The consultant team shall have a good gender balance, and all of the consultants shall be familiar with the Western Region, including its socioeconomic context, culture, and preferably the language(s) used in the Western Region. Working experience in Qinghai Province is also preferable.
2. The consultant team will arrange all the necessary translations needed for the TA activities. The above three outputs (para. 1) shall be produced in English and Chinese. The necessary documents for translation into English include policy documents in Chinese needed for the desk review and design of the field survey. Interpretation services shall be arranged on demand, including services for an international consultant, mission of the Asian Development Bank (ADB), and the workshops.
3. The national specialist on labor and employment policy will be the team leader (7.5 person-months). In addition to technical functions, the team leader will have overall responsibility for the effective and timely implementation of the TA and other related activities. The team leader will foster close coordination between international and national consultants and coordinate with the EA and the IA, other related government agencies, ADB, and other international organizations doing related work in partnership with ADB. The team leader will periodically report progress to the EA, IA, and ADB, and submit high-quality reports to all three.
4. The responsibilities of the team leader will include the following:
 - (i) Prepare all the required reports in English and Chinese: (a) inception report, (b) design of a field survey and its tools, (c) midterm review report, and (d) two final technical reports and a policy note. All reports must be concise, consolidate all consultant input and activities, and meet international standards of quality; and be submitted to ADB, and the EA and IA in a timely manner.
 - (ii) Ensure all inputs are locally adaptable and feasible, working closely with the EA and IA.
 - (iii) Review policies and strategies related to employment and labor—not only within the employment sector, but also including education, agriculture, ethnic minorities, and gender.
 - (iv) Review and assess the current public structure and system for providing employment services, including the Government's decentralized mechanism, resource allocation and mobilization, and the capacity of each public institution at four levels (province, prefecture, county, and township) to provide the PES.
 - (v) Review and assess the current PES as it exists in any form, including the pilot version of the web-based information service, Qinghai Labor Market Info Net.
 - (vi) Review and assess, in close coordination with other consultants, the demand of PES users, giving special attention to the disadvantaged population such as women, ethnic minorities, the unemployed, and those who live in remote areas.

- (vii) Recommend an innovative PES that is locally adaptable, working closely with other consultants.
- (viii) Supervise, monitor, and participate in workshops, including training of researchers, and consultations with stakeholders following the completion of the field survey.
- (ix) Ensure qualitative research methods will be applied to the survey from the design stage to the preparation of final reports, working closely with the qualitative research specialist.
- (x) Ensure a gender-responsive and culturally sensitive approach to all activities under the TA.

5. The international specialist on labor and employment for disadvantaged populations will be the deputy team leader (3.5 person-months). In addition to technical functions, the deputy team leader will assist the team leader to ensure effective and timely implementation of the TA and other related activities. The consultant will assist the team leader to foster close coordination among national consultants and coordinate with the EA and the IA, related government agencies, ADB, and other international organizations doing related work.

6. The responsibilities of the deputy team leader will include the following:

- (i) Assist the team leader in preparing and submitting all required reports to ADB, the EA and IA in a timely manner, including (a) inception report; (b) design of a field survey and its tools; (c) midterm review report; and (d) two final technical reports and a policy note.
- (ii) Review policies and strategies related to employment and labor— from the pro-poor perspective, not only within the employment sector, but also other sectors such as education, agriculture, ethnic minorities, and gender.
- (iii) Review and assess the current PES from the pro-poor perspective, including the pilot version of the web-based information service, Qinghai Labor Market Info Net, while working with the national specialist on the PES.
- (iv) Review and assess the demand for PES among users, giving special attention to the disadvantaged population such as women, ethnic minorities, the unemployed, and those who live in remote areas.
- (v) Ensure qualitative research methods will apply to the survey from the design stage to the preparation of final reports, working closely with the qualitative research specialist and employing a pro-poor perspective (gender, ethnic minorities, the unemployed and those who live in remote areas.)
- (vi) Ensure a gender-responsive and culturally sensitive approach to all activities under the TA.
- (vii) Recommend an innovative PES, working closely with the other consultants, based on international best practices and including methods and tools with a pro-poor focus for the benefit of the disadvantaged population, including women and ethnic minorities.
- (viii) Ensure the quality of the English versions of the (a) inception report; (b) design of a field survey and its tools; (c) midterm review report; and (d) final reports, especially a policy note. All reports must be concise and should meet international standards of quality.

7. The responsibilities of the national specialist on labor and governance (4.5 person-months) will include the following:

- (i) Collect the most recent data and studies, which provides the PES in Qinghai province, focusing on its policies and strategies.
- (ii) Review and assess the public system which provides the current PES, including the current mechanisms of government decentralization, resource allocation and mobilization, and the capacity of each public institution at four levels (province, prefecture, county, and township), while working closely with the national specialist on the PES.
- (iii) Assist the team leader and the deputy team leader to prepare reports by providing technical inputs to the (a) inception report, (b) midterm review report, and (c) final two technical reports and a policy note.
- (iv) Provide knowledge and skills on qualitative research methods, with the support of the qualitative research specialist, to ensure qualitative research methods are applied to the survey from the design stage to the preparation of final reports.
- (v) Develop the research design and tools of the field survey, working closely with the qualitative research specialist.
- (vi) Analyze the survey findings with other consultants, in reviewing and assessing current PES providers and its system at four levels (province, prefecture, county, and township) in terms of its capacity and resources, as well as the status of policy implementation.
- (vii) Recommend a locally adaptable public system to provide the PES within the current national framework, working closely with the deputy team leader and the national specialist on gender and ethnic minorities.

8. The responsibilities of the national specialist on the PES (4.5 person-months) will include the following:

- (i) Collect the most recent data and studies available on the PES in Qinghai province, and its policies and strategies.
- (ii) Review and assess the current PES, including forms of the PES, its users and the status of networking and partnerships at four levels (province, prefecture, county and township), while working closely with the national specialist on labor and governance.
- (iii) Assess the Qinghai Labor Market Info Net, including its impact, identify its users and recommend improvements for its improved use.
- (iv) Assist the team leader and deputy team leader by providing technical inputs to the (a) inception report, (b) midterm review report, and (c) two final technical reports and a policy note.
- (v) Provide knowledge and skills on qualitative research methods, with the support of the qualitative research specialist, to ensure qualitative research methods are applied to the survey from the design stage to the preparation of final reports.
- (vi) Assist in developing a research design and tools for the field survey, working closely with the qualitative research specialist.
- (vii) Analyze the survey findings with other consultants, including reviewing and assessing the current PES and the demands and needs of PES users.
- (viii) Recommend an effective, locally adaptable PES for the people of Qinghai, including women, ethnic minorities, the unemployed and those who live in remote areas; while working closely with the deputy team leader and the national specialist on gender and ethnic minorities.

9. The responsibilities of the national specialist on gender and ethnic minorities (4.5 person-months) will include the following:

- (i) Ensure a gender-responsive and culturally sensitive approach to all activities by working closely with other consultants.
- (ii) Collect the most recent gender-disaggregated information, data, and studies on gender-relevant aspects of employment at four levels (province, prefecture, county, and township), and identify any data gaps.
- (iii) Collect the most recent data available on ethnic minorities in Qinghai province—not only within the employment sector, but also education, agriculture, and gender—and identify any data gaps.
- (iv) Present the socioeconomic status of ethnic minorities using ADB's checklist on indigenous peoples.
- (v) Review and analyze socioeconomic obstacles and existing initiatives to provide access to the PES for women and ethnic minorities.
- (vi) Develop a survey design and tools for the field survey, while working closely with other consultants from the perspective of gender and ethnic minorities.
- (vii) Assist other consultants to conduct in-depth analysis from the perspective of gender and ethnic minorities.
- (viii) Recommend, based on the evidence collected and in close consultation with the other consultants, a demand-based PES that is gender-responsive and culturally sensitive to the public structure and supportive of women and ethnic minorities.

10. The responsibilities of the national specialist on qualitative research (2.5 person-months) will include the following:

- (i) Conduct trainings of other consultants, including the team leader, to familiarize them with methods of qualitative research.
- (ii) Assist other consultants to develop a research design in combination with quantitative methods.
- (iii) Assist other consultants to develop qualitative research tools.
- (iv) Conduct trainings, with the team leader and the IA, for researchers on how to ask questions, how to carry out the qualitative survey through interviews and focus-group discussions.
- (v) Train researchers how to code and process collected data for analysis.
- (vi) Assist other consultants to conduct in-depth analysis of collected data.
- (vii) Assist and propose how to present the output in draft reports.