



# Technical Assistance Report

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Project Number: 39206  
November 2005

## Technical Assistance Facilitating Knowledge Management for Pro-Poor Policies and Projects (Financed by the Poverty Reduction Cooperation Fund)

## ABBREVIATIONS

ADB	–	Asian Development Bank
DER	–	Department of External Relations
DFID	–	Department for International Development of the Government of the United Kingdom of Great Britain and Northern Ireland
DMC	–	developing member country
NGO	–	nongovernment organization
NPRS	–	Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies
PRC	–	People's Republic of China
PRF	–	Poverty Reduction Cooperation Fund
PRS	–	Poverty Reduction Strategy
RETA	–	regional technical assistance
RSDD	–	Regional and Sustainable Development Department
TA	–	technical assistance

## TECHNICAL ASSISTANCE CLASSIFICATION

<b>Targeting Classification</b>	–	Targeted intervention
<b>Sector</b>	–	Multisector (Agriculture and national resources; health, nutrition and social protection; law, economic management and public policy)
<b>Subsector</b>	–	Agriculture production, agroprocessing, and agrobusiness; other social services and social development; national government administration
<b>Themes</b>	–	Inclusive social development; gender and development; capacity development
<b>Subthemes</b>	–	Other vulnerable groups; gender equity in opportunities; institutional development

## NOTE

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

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## I. INTRODUCTION

1. In November 1999, the Asian Development Bank (ADB) adopted the Poverty Reduction Strategy (PRS). This encouraged a number of donor-financed trust funds to help ADB accelerate the implementation of commitments made in the PRS. Two such trust funds are the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies (NPRS) financed by the Netherlands Ministry of Foreign Affairs (the Netherlands) and the Poverty Reduction Cooperation Fund (PRF) financed by the Department for International Development (DFID) of the Government of the United Kingdom. As the implementation of these two funds advances, donors, ADB, and the stakeholders in ADB's developing member countries (DMCs) see the need for (i) a systematic approach to capture, synthesize, enhance, and disseminate the knowledge and experience gathered through projects financed by these funds; and (ii) feedback loops to the operations in DMCs. These were also raised by DFID and the Netherlands during the two semiannual strategy meetings on NPRS and PRF in late 2004 and early 2005, and in an independent PRF midterm review by DFID.<sup>1</sup>

2. In response, a concept paper for regional technical assistance (RETA) to strengthen the knowledge management of grant-based pro-poor initiatives was developed and endorsed during an ADB-wide peer review meeting in August 2005.<sup>2</sup> The donors endorsed the impact, outcome, outputs, implementation arrangements, cost, financing arrangements, and terms of reference. The technical assistance (TA) design and monitoring framework is in Appendix 1.<sup>3</sup>

## II. ISSUES

3. The NPRS was established in November 2001 as a multidonor fund, with an initial contribution of Dutch guilders 15.0 million (about \$7.4 million<sup>4</sup>) from the Netherlands Ministry of Foreign Affairs. The initial contribution is almost fully committed. The NPRS finances 20 TA projects which help DMCs formulate, prioritize, implement, monitor, and reformulate their respective national poverty reduction strategies. The NPRS program is expected to be completed by January 2008.

4. The PRF was established in July 2002 as a multidonor fund, with an initial contribution of £39 million (about \$69 million [footnote 4]) from DFID. Of that amount, £9 million (about \$16 million) was earmarked for People's Republic of China (PRC) and is technically managed by ADB's PRC Resident Mission in collaboration with DFID-China. The Regional and Sustainable Development Department (RSDD) manages part of the PRF jointly with the NPRS<sup>5</sup>. PRF currently finances about 100 TA projects amounting to \$51 million. These projects will strengthen ADB's poverty focus in policy dialogue and lending operations in DMCs. The PRF program is scheduled to be completed by March 2008.

5. PRF and NPRS have a significant potential contribution to ADB's overall learning of effective poverty reduction. PRF and NPRS jointly support about 120 TA projects to date, and will support about 140 TA projects by early 2006 when fully committed. These projects cover

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<sup>1</sup> Social Development Direct. 2005. *Review of the ADB Poverty Reduction Cooperation Fund (PRF) Regional Window*. Department for International Development and the Asian Development Bank. London.

<sup>2</sup> The Vice-President Knowledge Management and Sustainable Development cleared the concept paper on 20 April 2005.

<sup>3</sup> The TA first appeared in *ADB Business Opportunities* (internet edition) on 26 May 2005.

<sup>4</sup> As of 30 June 2005.

<sup>5</sup> Since the establishment of the PRF, selection, processing, administration and monitoring of activities under the NPRS and PRF have been carried out by RSDD.

nearly all sectors and thematic areas, and assist most of ADB's operational<sup>6</sup> and knowledge management departments. The list of NPRS and PRF projects is in Appendix 2. These projects can be grouped according to the following topics:

- (i) Influencing policies and strategies, including national poverty reduction strategies or national development plans and sector policies/thematic strategies;
- (ii) Measuring poverty reduction impacts of government policies and ADB projects;
- (iii) Piloting socially inclusive, participatory and gender-responsive project designs;
- (iv) Supporting pro-poor governance and the poor's access to justice;
- (v) Supporting public-private partnership for poverty and vulnerability reduction;
- (vi) Identifying ways to reduce vulnerability to risks and shocks or addressing the impact of shocks and conflicts;
- (vii) Better understanding and addressing regional poverty issues under the subregional economic cooperation schemes;
- (viii) Supporting poverty reduction specialists who are based in resident missions;
- (ix) Developing pro-poor infrastructure services and policies; and
- (x) Building the capacity of DMCs in understanding poverty, and developing, implementing, monitoring, and/or evaluating pro-poor policies and projects.

6. NPRS and PRF both focus on learning and innovation, and have been encouraging the earmarking part of the budget for knowledge management in each TA. Knowledge management includes stakeholder discussion on how to scale-up TA experience to a larger and sustainable initiative. It also involves the dissemination of research findings, policy recommendations and lessons learned from pilot activities. Some of the NPRS- and PRF-financed TAs which have started in 2002 are now gradually providing a body of knowledge. However, such knowledge and lessons learned from individual TAs have not been systematically documented, assessed, and synthesized in line with a strategic framework provided by the two funds. Neither have they been fed back to the broader community of practice in ADB, DMCs, development researchers and practitioners. Knowledge and experience usually remain with individual project officers in ADB, consultants, and DMCs, and are not captured as institutional learning.

7. Experience indicates that systematic and strategic knowledge management requires conscious planning at the onset. Preparation involves determining the types of knowledge to be gathered and the policy advice to be delivered to stakeholders, and carefully following through during and after TA implementation. Without this, the strategic objective of the two funds (i.e., influencing DMC policies, ADB's country strategies, project designs, and capacity of DMCs and ADB in accelerating poverty reduction) will not be achieved. There are already worrying indications. Case studies under a recently completed independent midterm review of the PRF (footnote 1) show emerging evidence that the initial focus on "changes", whether they are DMC policies, country strategies, new loan designs, or capacity, lessens during the implementation period.

8. Some attempts have been made towards knowledge management in projects financed by the two funds. However, a major challenge lies in ADB's current capacity. Assistance offered by the NPRS-PRF secretariat in RSDD<sup>7</sup> to project officers in departments and resident missions is limited, as is the assistance that project officers offer to in-country stakeholders. This has resulted in the following: First, the knowledge product thus far has been confined to key consultant reports (both published and unpublished) produced under each TA. These bulky

<sup>6</sup> The NPRS is open to all DMCs while the PRF is open to Group A, B1 and B2 countries excluding India, and Indonesia.

<sup>7</sup> One coordinator (staff, part time) and two support staff (one contractual analyst and one operations assistant). Most of their time is spent on technically and logistically assisting new intakes and preparing reports to donors.

reports need to be converted into a more accessible and succinct format for effective dissemination. A series of analytical synthesis papers that compile and reassess the case studies may serve as a useful tool for influencing policy dialogue in DMCs. It will also provide a more systematic understanding of particular topical or sectoral aspects of poverty reduction which involves cross-country comparison.

9. Second, NPRS and PRF TA projects' knowledge feedback to key country stakeholders has been constrained by the lack of in-country follow-ups after TA completion. The transformation of TA-based knowledge into the next level of policy and program discussion within ADB (i.e., integration into country strategy and programs or annual updates) and DMCs (e.g., national poverty reduction strategy, budget framework, and sector policies and projects) is not automatic. To fill this gap, it may be useful to have a clear advocacy plan to determine strategic actions for influencing future policies and projects, and to choose the appropriate in-country partners. In-country post-TA stakeholder workshops may be useful to sustain the momentum of the TA and encourage follow-up actions. Resident missions can potentially play a significant role in this, especially through country-based domestic poverty reduction consultants financed by the NPRS and PRF. Their current capacity, however, is limited to project-by-project support. Strategic policy dialogue capacity needs to be developed among them.

10. Third, the efforts to reach a broader community of practice have been limited. ADB's external website<sup>8</sup> is so far the only channel used for the dissemination of knowledge and innovation under the NPRS-PRF. However, use of the website as a source of knowledge is not widely known. A more proactive media approach in collaboration with the Department of External Relations (DER) is necessary. Linking with globally reputable development knowledge gateways as well as academic and nongovernment organization (NGO) communication networks, and private sector knowledge partners is also urgently required. Bringing country-specific experience to state-of-the-art regional or global discussion on poverty reduction is also needed and should be proactively supported from the perspective of country ownership.

11. Fourth, while the responsibility for individual TA implementation lies with project officers and their departments, experiences thus far show that critical moments of opportunity for influencing the stakeholders and their decisions are often missed. A third monitoring party such as the NPRS-PRF secretariat should keep track of progress and provide responsive help desk support. ADB is currently developing a portfolio management database that is expected to facilitate the monitoring of critical paths. Other types of knowledge databases such as information about implementing partners and individuals, as well as procedural matters are all important sources of institutional knowledge. The refinement, maintenance, and day-to-day management of these databases need to be strengthened.

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

#### **A. Impact and Outcome**

12. The expected impact of the RETA is the strengthened influence of NPRS-PRF-financed TAs on the pro-poor emphasis in DMC policies and projects. The expected outcome is strengthened awareness and institutional capacity of ADB and DMCs in utilizing knowledge generated through NPRS-PRF TAs for pro-poor policy and project development.

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<sup>8</sup> The NPRS website located at <http://www.adb.org/nprs>. The PRF website is located at <http://www.adb.org/prf>. Each website contains individual TA sites that feature project summaries and links to key media reports and TA outputs.

## B. Methodology and Key Activities<sup>9</sup>

13. Various tools will be tested under the RETA to identify effective ways of knowledge sharing. Their effectiveness will be evaluated at the end of the RETA. Each knowledge product and activity will target either or both of the following: (i) in-country policy makers and the stakeholders that influence their decisions (e.g., NGOs, donors including ADB, etc.); and (ii) broader community of practice.

14. **Knowledge Product Development.** The following knowledge products will be produced and disseminated: (i) a series of case studies on NPRS-PRF in a user friendly format; (ii) thematic and/or sectoral synthesis papers that place individual NPRS-PRF case studies into a conceptual framework on poverty reduction set out by ADB's Enhanced PRS; (iii) *ADB Review* and a series of Media Center articles; (iv) academic articles in refereed journals (for which external reviewers will be identified and provided to enhance quality); and (v) other products as deemed necessary and useful (e.g., e-newsletter, toolkit). About 80 short case writings (1–2 pages) will be prepared primarily based on the desk review of key TA outputs, but about 15 of them will have more in-depth case studies containing in-country interviews with key stakeholders and beneficiaries involved. The synthesis papers may include collection of and comparison with other similar approaches applied in ADB operations, loan or grants, especially those supported by other trust funds.

15. **In-Country Knowledge Feedback and Institutionalization.** Except for item iii, ADB will provide the following support services on a demand basis: (i) advisory support to project officers and TA teams, during or post-TA period, in developing advocacy strategy for convincingly communicating the TA results to key stakeholders in the country; (ii) support to in-country follow-up workshops or training during the post-TA period to strengthen institutionalization of knowledge; (iii) annual exchange among resident mission-based poverty reduction specialists and other relevant national officers to ensure they can effectively follow up policy dialogue and on poverty reduction; and (iv) additional translation and in-country publication support for TAs with no budget allocation for such items. This will be done to complement the gaps in the knowledge management component of existing TAs under the NPRS-PRF, and to assist the capacity in ADB's operational departments and resident missions to strategically bring the TA knowledge and experience up to the next level of policy dialogue. If there is expressed interest, ADB will also provide technical support to pilot RMs (about four) in developing poverty-related institutional knowledge database arising from ADB's poverty-focused programs.

16. **Reaching a Broader Community of Practice.** The following will be carried out to expand dissemination to a broader community of practices, including regional and international academic institutions, consultants, civil society organizations, private enterprises, and financiers: (i) proactive media campaign and activities on NPRS-PRF good practices in cooperation with DER; (ii) expansion of dissemination channels by developing links with reputable development knowledge and NGO networks; (iii) support for sending country stakeholders (e.g., government officials, NGO implementing agencies, beneficiaries) to relevant international meetings to widely disseminate NPRS-PRF good practices and experience; and (iv) a three-day regional conference in Manila in the third quarter of 2007 to organize and disseminate key knowledge and lessons learned from the NPRS-PRF. Close collaboration with the ADB Institute (ADBI) will be explored for the Manila conference.

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<sup>9</sup> The key activities under the RETA are based on the needs expressed by the project officers and the recommendations made in the PRF review (para. 7).

17. **Knowledge Management System and Program Management.** This component includes various system and database development and maintenance as well as day-to-day portfolio tracking and knowledge management activities. A detailed media and communication program for NPRS-PRF will be developed in close collaboration with DER.

### **C. Cost and Financing**

18. The total cost of the TA is estimated at \$980,000 and will be financed on a grant basis by the Poverty Reduction Cooperation Fund administered by ADB. The cost estimate and financing plan are in Appendix 3.

### **D. Implementation Arrangements**

19. ADB will be the Executing Agency of the RETA. To ensure knowledge management is a core part of the funds' management, the NPRS-PRF secretariat in RSDD's Gender, Social Development, and Civil Society Division will serve as the RETA secretariat. The RETA secretariat will be supported by a team of consultants and will work closely with NPRS-PRF project officers in various departments in ADB. It will provide advisory functions to them and the key stakeholders within their TAs. The RETA will be carried out in close collaboration with ADB's operational departments and resident missions (especially domestic poverty reduction specialists and external relations officers), Knowledge Management Center, Poverty Unit, NGO and Civil Society Center, Economics and Research Department, DER, Office of Information Systems and Technology, ADBI, and other relevant departments and offices. An NPRS-PRF peer review committee will continue to assist the RETA in selecting on-demand activities and topics for synthesis papers.

20. The RETA will require about 24 person-months of international and about 45 person-months of domestic consultants. Under Part A: Knowledge Product Development, a team of consultants will be recruited through a firm following the quality- and cost-based selection process using the simplified technical proposal. The remaining RETA consultants in Part B: Knowledge Management Program Coordination will be recruited on an individual basis. Some of the positions needed are: (i) poverty reduction knowledge program coordinator, (ii) poverty reduction specialists (case and synthesis writers), (iii) communications and media liaison, (iv) knowledge management program evaluators, and (v) technical analysts. The consultants will be engaged by ADB in accordance with the *Guidelines on the Use of Consultants* and other arrangements satisfactory to ADB for the engagement of domestic consultants. The outline terms of reference of consultants are in Appendix 4. One laptop computer and standard office software will be provided in accordance with ADB's *Guidelines on Procurement*.

21. The TA will be implemented over 24 months, from January 2006 to December 2007. Outputs under the TA will be posted on the NPRS-PRF webpages under ADB's external poverty website and on other relevant dissemination channels.

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

22. The President, acting under the authority delegated by the Board, has approved ADB administering technical assistance not exceeding the equivalent of \$980,000 to be financed on a grant basis by the Poverty Reduction Cooperation Fund for Facilitating Knowledge Management for Pro-Poor Policies and Projects, and hereby reports this action to the Board.

## DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p><b>Impact</b> Increased pro-poor emphasis in DMC policies and projects influenced by NPRS-PRF-financed TAs</p>	<p>At least 30% of NPRS-PRF TAs have introduced new pro-poor aspects to policies or projects in DMCs</p>	<p>Evaluation of NPRS-PRF (scheduled in late 2007) which will examine:</p> <ul style="list-style-type: none"> <li>• DMCs' strategic documents</li> <li>• Practices of supported Executing Agencies</li> </ul>	<p><b>Assumption</b></p> <ul style="list-style-type: none"> <li>• Sufficient number of successful NPRS-PRF TAs</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Discontinuation of dominance of pro-poor development paradigm</li> </ul>
<p><b>Outcome</b> Strengthened awareness and institutional capacity of ADB and DMCs in utilizing knowledge generated through NPRS-PRF TAs for pro-poor policy and project development</p>	<ul style="list-style-type: none"> <li>• Number of cases where knowledge gathered from NPRS-PRF financed TAs contributed to influencing policies and projects</li> <li>• Number of page hits in NPRS-PRF external websites and ADB portal</li> <li>• Number of successful cases and KM approaches piloted under the RETA</li> </ul>	<p>Evaluation of NPRS-PRF and RETA consultant report</p>	<p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>• ADB management provides strong incentives to KM, including staff time</li> <li>• DMC governments are receptive to changes</li> <li>• Majority of NPRS-PRF projects are completed on time</li> </ul>
<p><b>Outputs</b></p> <ol style="list-style-type: none"> <li>1. Quality NPRS-PRF knowledge products produced with strategic influence on policies and projects</li> <li>2. A range of on-demand advisory and financial support to NPRS-PRF project officers and in-country stakeholders provided</li> <li>3. A range of knowledge dissemination channels developed and utilized to reach</li> </ol>	<p>By December 2007</p> <p>80 short and 15 long case studies, 6 synthesis papers, 20 media articles, 12 academic articles, and other products published and posted on websites</p> <p>Benchmarks achieved (see "Activities")</p> <p>Benchmarks achieved (see "Activities")</p>	<p>RETA consultant report</p> <p>RETA consultant report</p> <p>RETA consultant report</p>	<p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>• ADB and DMC senior decision makers allocate minimum staff time to follow through KM activities under the RETA</li> <li>• Media are interested</li> <li>• Majority of NPRS-PRF projects are completed on time</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Frequent changes in ADB and DMC project officers and decision makers</li> </ul>

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p>broader community of practice</p> <p>4. NPRS-PRF KM system developed and managed</p>	<p>NPRS-PRF KM framework developed and implemented together with effective portfolio management</p>	<p>RETA consultant report</p>	
<p><b>Activities with Milestones</b></p> <p>1.1 Review NPRS-PRF TA outputs and discuss with project officers (Months 1–2).</p> <p>1.2 Develop standard outlines for case studies and synthesis papers (Month 3).</p> <p>1.3 Review other poverty-related good practices in ADB (Months 4–5).</p> <p>1.4 Prepare or assist project officers in preparing KM products (case studies, synthesis papers, media articles in collaboration with DER) (Months 6–18).</p> <p>1.5 Identify and provide external peer review support to academic articles prepared by project officers or TA teams (Months 1–24).</p> <p>2.1 Assist interested project officers and TA teams in developing advocacy strategies for influencing policies and/or projects (total of about 20; Months 1–18).</p> <p>2.2 Provide additional financial support to selected country-based post-TA workshops and activities (total of about 15; Months 1–22).</p> <p>2.3 Prepare and conduct annual exchange meetings for RM poverty reduction specialists and other relevant specialists (Months 6–18).</p> <p>2.4 Explore feasibility of establishing RM-based poverty institutional knowledge database (identification of interest by month 6, establishment by month 18).</p> <p>2.5 Provide financial support to translation of selected publications and KM products (Months 1–24).</p> <p>3.1 Work with DER to carry out media campaign (e.g., events, articles) to raise awareness of some of NPRS-PRF good practices (Media strategy by month 4; work with DED in months 1–24 intermittent).</p> <p>3.2 Publish and post KM products in ADB Today, external websites, ADB portal, reputable academic journals, reputable development knowledge networks, and regional NGO e-mail-based circulation (Months 1–24).</p> <p>3.3 Selective support for country stakeholders to attend and present NPRS-PRF good practices at international conferences (up to 10; Months 1–22).</p> <p>3.4 Prepare and carry out Regional NPRS-PRF Conference in Manila (Third quarter 2007).</p> <p>4.1 Develop an NPRS-PRF KM framework and detailed work schedules (Month 1).</p> <p>4.2 Monitor and track progress of all NPRS-PRF TAs and their KM activities and prepare periodical reports (Month 1–24).</p> <p>4.3 Develop, strengthen, update, and maintain NPRS-PRF's KM system (ADB Portal-based database, consultant and resource person database, e-photo library, and external websites; Months 1–24).</p> <p>4.4 Liaise with all relevant ADB departments and offices, RMs, ADBI, external stakeholders and donors (Months 1–24).</p> <p>4.5 Assess the effectiveness of NPRS-PRF KM system through the RETA (Fourth quarter 2007).</p>		<p><b>Inputs</b></p> <ul style="list-style-type: none"> <li>• ADB \$980,000 (through PRF)</li> <li>• Others (possible in-kind or cash cofinancing sought for individual activities during implementation)</li> </ul>	

ADB = Asian Development Bank, ADBI= Asian Development Bank Institute, DMC = developing member country, DER = Department of External Relations, KM = knowledge management, NGO = nongovernment organization, NPRS = The Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies, PRF = The Poverty Reduction Cooperation Fund, RETA = regional technical assistance, RM = resident mission, TA = technical assistance.

**PROJECTS ENDORSED BY DFID AND NETHERLANDS  
(as of 30 September)**

Table A2.1: PRF Regional Window

Region	Country	Project Title	PRF Contribution	ADB Approval
<b>A. Projects Completed</b>				
PARD	SUB-REG	Pacific Fund for Strategic Poverty Analysis	50,000	31-Oct-02
			<b>Subtotal</b>	<b>\$50,000</b>
<b>B. Projects Under Implementation</b>				
<b>ADTA</b>				
ECRD	KGZ	A Study of the Impact of Land Reform on Agriculture, Poverty Reduction and Environment	400,000	12-Oct-04
ECRD	KGZ	Study on Pricing Systems and Cost Recovery Mechanisms for Irrigation in the Kyrgyz Republic	300,000	11-Oct-04
ECRD	TAJ	Community-Based Microhydropower Development in Remote Rural Areas of Tajikistan	800,000	05-Nov-04
MKRD	CAM	Sustainable Employment Promotion for Poor Women	400,000	24-Oct-02
MKRD	CAM	Preventing Poverty and Empowering Female Garment Workers Affected by the Changing International trade Environment	600,000	20-Jun-03
MKRD	CAM	Participatory Poverty Study of the Tonle Sap Basin	425,000	17-Dec-03
MKRD	CAM	Engagement of a Poverty Consultant at the Cambodia resident Mission	78,500	30-Oct-02
MKRD	CAM	Capacity Building for the Tonle Sap Poverty Reduction Initiative	500,000	16-Aug-04
MKRD	CAM	Developing Cambodia Business Initiative in Rural Development	150,000	01-Apr-05
MKRD	CAM	Community Self-reliance and Flood Risk Reduction	500,000	08-Apr-05
MKRD	LAO	Integrating the Poor in Regional Trade through Standard-Setting for Private Sector	150,000	09-May-03
MKRD	LAO	Social Protection in the Lao PDR: Issues and Options	150,000	04-Dec-02
MKRD	LAO	The Extent and Impacts of Gender Inequality in Women's Access to Land, Forests and Water resources on Poverty Reduction in Lao PDR	250,000	20-May-04
MKDR	LAO	Marketing Support of Organic Produce of Ethnic Minorities	600,000	17-Sept-04
MKRD	LAO	Capacity Building for Smallholder Livestock Systems in Lao PDR	550,000	11-Oct-04
MKRD	LAO	Poverty Reduction Through Land tenure Consolidation, Participatory Natural Resources Management and Local Communities Skills Building	974,000	17-Nov-04
MKRD	LAO	Integrating the Poor in Regional Trade through Standard-Setting for Private Sector Development (Phase 2)	700,000	21-Dec-04
MKRD	VIE	Transport Services Networks for the Poor	350,000	11-Dec-02
MKRD	VIE	Early Childhood Development for the Poor	450,000	24-Oct-03
MKRD	VIE	Support to Poverty Reduction Activities in Viet Nam	73,000	12-Dec-03
MKRD	VIE	Developing Social Security System in Viet Nam	750,000	18-Dec-03
MKRD	VIE	Support for Pro-poor Health Policies in Viet Nam	550,000	28-Apr-04
MKRD	VIE	Supporting the Preparation of the Law on Gender Equality	370,000	26-Nov-04
MKRD	VIE	Developing Agricultural Insurance in Viet Nam	600,000	21-Dec-04
MKRD	VIE	Implementing the Regulatory and Supervisory Framework for Micro Finance	250,000	29-Aug-05
MKRD	SUB-REG	Poverty Reduction in Upland Communities in the Mekong Region through Improved Community and Industrial Forestry	800,000	04-Aug-03
MKRD	SUB-REG	Promoting NGO Support for Poverty Alleviation in the GMS Subregion (Phase 1)	150,000	22-Aug-03
MKRD	SUB-REG	Preventing the Trafficking of Women and Children and Promoting Safe Migration in the Greater Mekong	700,000	04-Oct-04
MKRD	SUB-REG	Strengthening Malaria Control for Ethnic Minorities in the GMS	750,000	23-May-05
MKRD	SUB-REG	HIV/AIDS Vulnerability and Risk Reduction Among Ethnic Minority Groups through Communication Strategies	700,000	01-Jul-05

Region	Country	Project Title	PRF Contribution	ADB Approval
PARD	RMI	Increasing Ownership and Effective Demand for Improved Urban Waste Management and Disposal	300,000	25-May05
PARD	SUB-REG	Strengthening Poverty Analysis and Strategies in the Pacific	400,000	18-Dec-03
PARD	SUB-REG	Making Resource Allocation Pro-Poor and Participatory in the Pacific	500,000	16-Jul-04
PARD	SUB-REG	Strengthening Pro-Poor Policies in the Pacific	925,000	10-Jun-05
SARD	AFG	Poverty Reduction and Rural Renewable Energy Development	750,000	03-Dec-04
SARD	AFG	Natural Resources Management and Environmental Protection Project/Alleviation of Poverty in Buffer Zone of Protected Areas	810,000	23-Dec-04
SARD	BAN	Social Protection of Poor Female Workers in the Garment Sector in the Context of Changing Trade Environment	420,000	16-Mar-04
SARD	BAN	Strengthening Capacities for Poverty Monitoring and Evaluation	350,000	19-Dec-03
SARD	NEP	Promoting Pro-Poor and Gender Responsive Service Delivery Project	200,000	07-Jul-04
SARD	PAK	Enhancing Capacity for Resource Management and Poverty Reduction in Punjab	230,000	05-Dec-02
SARD	PAK	Supporting Poverty Reduction Initiatives in Pakistan	63,500	18-Dec-03
SARD	PAK	Determinants and Drivers of Poverty Reduction and ADB's Contribution in Rural Pakistan	580,000	05-Mar-04
SARD	PAK	Nonformal Primary Education and Functional Literacy for Rural Women in Selected Barani Areas of Punjab	400,000	13-Oct-04
SARD	PAK	Mobilization of Grassroots Stakeholders for Pro-poor Social Service Delivery (Sindh)	500,000	22-Nov-04
SARD	PAK	Implementing the Public Safety Reforms in Four Districts of the Punjab Province	950,000	23-Dec-04
SARD	PAK	Support to the Implementation of Gender Reform Action Plans	800,000	24-Jun-05
SARD	SRI	Community Information Services for the Poor	800,000	09-May-03
SARD	SRI	Psycho-social Health in Conflict-affected Areas	400,000	22-Nov-04
SARD	SRI	Sri Lanka Post Tsunami Needs Assessment and Preparation for Emergency Assistance Implementation Strategies	500,000	18-Feb-05
REG	INTER-REG	Developing Tools for Assessing the Effectiveness of ADB Operations in Reducing Poverty	600,000	16-Dec-02
REG	INTER-REG	Fifth Agriculture and Natural Research at CGIAR Centers-Breeding Iron-Rich Rice to Reduce Iron-Deficiency Anemia in Asia (Suppl.)	905,000	23-Feb-03
REG	INTER-REG	NGO Partnerships for Poverty Reduction	1,000,000	27-May-03 21-Jun-04
REG	INTER-REG	Developing a Social Protection Index for Committed Poverty Reduction	300,000	27-Aug-03
REG	INTER-REG	Study of Urban Violence in Asia: Towards More Effective Urban Upgrading	150,000	30-Oct-03
REG	INTER-REG	Pilot Project on Institutionalizing Civil Society Participation to Create Local Pro-poor Budgets	400,000	08-Apr-04
REG	INTER-REG	Building Capacity for Participatory Approaches to Poverty Reduction in ADB Operation	300,000	14-Jul-04
REG	INTER-REG	Establishing Legal Identity for Social Inclusion	575,000	30-Sept-04
REG	INTER-REG	Strengthening and Collection of Purchasing Power Parity Data in ADB DMCs	800,000	14-Oct-04
REG	INTER-REG	Pilot Testing Participatory Assessment Methodologies for Sustainable and Equitable Water Supply and Sanitation Services	550,000	23-Dec-04
REG	INTER-REG	Legal Empowerment for Women and Disadvantaged Groups	550,000	19-Jul-05
<b>Subtotal</b>			<b>\$30,029,000</b>	

Region	Country	Project Title	PRF Contribution	ADB Approval
<b>PPTA</b>				
ECRD	TAJ	Rural Development	150,000	14-Jun-05
ECRD	MON	Urban Development III	250,000	18-Aug-05
<b>Subtotal</b>			<b>\$400,000</b>	
<b>C. Projects Under Processing</b>				
<b>ADTA</b>				
ECRD	TAJ	Farm Analysis and Awareness Raising for Debt Resolution	800,000	2005
MKRD	CAM	Developing Deposit Services for Rural Cambodia	600,000	2005
MKRD	CAM	Contracting Health Services	250,000	2005
MKRD	LAO	Promoting Lao Women's Union Capacity to Organize Poor Rural Women for Viable Micro Finance Services for the Poor	300,000	2005
MKRD	LAO	Revitalizing Community Demand for Immunization	140,000	2005
MKRD	VIE	Air-Pollution, Poverty and Health effects in Ho Chi Minh City	600,000	2005
MKRD	VIE	Capacity Building Support to Dak Nong Province for Improving Poverty Reduction and Growth Performance	650,000	2005
MKRD	VIE	Benefits Sharing Mechanisms for People Adversely Affected by Power Generation Projects in Viet Nam	150,000	2005
MKRD	VIE	Strengthening Institutional Capacity of Local Stakeholders for Implementation of Son La Livelihood and Resettlement Plan	1,000,000	2005
MKRD	SUB-REG	Safeguarding Biodiversity for Poverty Reduction in the Mekong Region	550,000	2005
MKRD	SUB-REG	Making Markets Work Better for the Poor	385,000	2005
SARD	BAN	Participation of Urban Poor in Municipal Governance	500,000	2005
SARD	BAN	Financial and Operational Review of Bangladesh Krishi Bank	720,000	2006Q1
SARD	NEP	Enabling the Private Sector to Undertake Poverty-Focused Water Distribution in Kathmandu Valley	820,000	2005
SARD	NEP	Reducing the Vulnerability of Conflict-Affected People	650,000	2005
SARD	NEP	Reaching the Most Disadvantaged Groups in Mainstream Rural Development	685,000	2005
SARD	NEP	Economic and Social Inclusions of the Disadvantaged Poor Through Micro-Irrigation and Other Livelihood Enhancement Initiatives	600,000	2005
SARD	NEP	Enhancing Poverty Reduction Impact of Road Projects	500,000	2005
SARD	SRI	Microinsurance Sector Development	500,000	2005
REG	INTER-REG	Developing Pro-Poor Governance Capability and Knowledge	875,000	2005
REG	INTER-REG	Innovative Information and Communication Technologies in Education and their Potential for Reducing Poverty in Asia and the Pacific	800,000	2005
REG	INTER-REG	Developing of Catastrophe Risk Insurance Mechanisms	150,000	2005
REG	INTER-REG	Facilitating Knowledge Management for Pro-Poor Policies and Projects	980,000	2005
REG	INTER-REG	Socioeconomic Impact of Road Crashes on the Poor	925,000	2005
REG	INTER-REG	Mainstreaming MfDR in Support of Poverty Reduction	1,800,000	2005
<b>Subtotal</b>			<b>\$15,130,000</b>	
<b>PPTA</b>				
SARD	BAN	Second Command Area Development	350,000	2005
SARD	NEP	Education Sector Development I	150,000	2005
<b>Subtotal</b>			<b>\$500,000</b>	
<b>PRF-HQ Grand Total</b>			<b>\$46,109,000</b>	

ADTA = advisory technical assistance, ADB = Asian Development Bank, AFG = Afghanistan, BAN = Bangladesh, CAM = Cambodia, CGIAR = Consultative Group on International Agricultural Research, DMC = developing member country, ECRD = East and Central Asia Department, GMS = Greater Mekong Subregion, KGZ = Kyrgyz Republic, LAO = Lao People's Democratic Republic, MfDR = Managing for Development Results, MKRD = Mekong Department, NEP = Nepal, PARD = Pacific Department, PAK = Pakistan, PPTA = project preparatory technical assistance, PRF = Poverty Reduction Cooperation Fund, SARD = South Asia Department, RMI = Marshall Islands, SRI = Sri Lanka, TAJ = Tajikistan, VIE=Viet Nam

Source: Asian Development Bank

Table A2.2: PRF-PRC Window

Region	Country	Project Title	PRF Contribution	ADB Approval
<b>A. Projects Completed</b>				
ECRD	PRC	Capacity Strengthening of PRC's National Development Planning Process	360,000	15-Dec-03
ECRD	PRC	Policy Study on Poverty Reduction Strategy, Trends, Challenges and Future Directions	150,000	20-Nov-03
<b>Subtotal</b>			<b>\$510,000</b>	
<b>B. Projects Under Implementation</b>				
ECRD	PRC	Fighting Poverty through HIV/AIDS on Road Projects in Yunnan Province	800,000	14-Jul-03
ECRD	PRC	Fund for Strategic Policy Conferences and Studies for Poverty Reduction	400,000	21-Oct-03
ECRD	PRC	Poverty Reduction in Key Forestry Conservation Programs	400,000	19-Dec-03
ECRD	PRC	Poverty Reduction in Grassland Improvement Program	400,000	19-Dec-03
ECRD	PRC	Safe Drinking water and Sanitation for the Rural Poor	400,000	13-Nov-03
ECRD	PRC	Poverty Impact of Areawide Road Networks	1,000,000	30-Apr-04
ECRD	PRC	Rural Income and Sustainable Development	900,000	30-Sept-04
ECRD	PRC	Heating Supply for Urban Poor in Liaoning Province	500,000	05-Oct-04
ECRD	PRC	Rural Finance Reforms and Development of Microfinance Institutions (Rural Credit Cooperative Development)	1,000,000	09-Nov-04
ECRD	PRC	Developing a Poverty Monitoring System at a Country Level	300,000	01-Dec-04
ECRD	PRC	Poverty Reduction in Coal Mine Areas in Shanxi Province	500,000	15-Feb-05
ECRD	PRC	NGO Government Partnerships in Village Level Poverty Alleviation	1,000,000	20-Apr-05
<b>C. Projects Under Processing</b>				
ECRD	PRC	Urban Poverty Strategy Study		
ECRD	PRC	Alternative Livelihood Options to Facilitate Coal Sector Restructuring		
ECRD	PRC	Alternative Energy Supply for Rural Poor in Remote Areas		
<b>Subtotal</b>			<b>\$1,000,000</b>	
<b>PRF-PRC Grand Total</b>			<b>\$8,700,000</b>	

ECRD = East and Central Asia Department, HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome, PRC = People's Republic of China, PRF = Poverty Reduction Cooperation Fund, NGO = nongovernment organization.

Source: Asian Development Bank.

Table A2.3: NPRS

Region	Country	Project Title	PRF Contribution	ADB Approval
<b>A. Projects Completed</b>				
REG	INTER-REG	Regional Conference on National Poverty Reduction Strategies	50,000	21-Nov-01
MKRD	CAM	Dissemination of the National Poverty Reduction Strategy	80,000	16-Dec-02
<b>Subtotal</b>			<b>\$130,000</b>	
<b>B. Projects Under Implementation</b>				
ECRD	AZE	Participatory Strategy Development and Implementation for Achieving the MDGs	650,000	21-Jul-05
ECRD	MON	Participatory Poverty Assessment and Monitoring	300,000	24-Aug-94
ECRD	UZB	Comprehensive Medium-Term Strategy for Improving the Living Standards of the People of Uzbekistan	570,000	28-Nov-01
ECRD	SUB-REG	Mainstreaming Gender into Poverty Reduction Strategies in Central Asia Region	350,000	14-Jul-04
MKRD	CAM	Engagement of a Poverty Consultant at the Cambodia resident Mission (Extension)	31,500	16-Dec-03
MKRD	LAO	Public Expenditure Planning for National Growth and Poverty Eradication Strategy	700,000	02-Aug-05
MKRD	VIE	Support for Poverty Reduction Activities in Viet Nam	37,000	12-Dec-03
MKRD	VIE	Support to Hue and Quang Tri Provinces for Formulating Sustainable Poverty Reduction and Growth Programs	900,000	07-Sept-05
MKRD	SUB-REG	Reviewing Poverty Impact of Regional Economic Integration in the GMS	850,000	06-May-04
MKRD	LAO/VIE	Developing New Policy Paradigms for Sustainable Livelihood protection and Natural Resource Management among Ethnic Minorities of GMS: A Study of Policies and their Impacts, Strategies for Change	150,000	12-May-05
SARD	MLD	Development of a Results-Oriented 7 <sup>th</sup> National Development Plan	400,000	25-May-05
SARD	PAK	National Poverty Reduction Initiatives in Pakistan	31,500	18-Dec-03
SARD	SRI	Poverty Assessment and Information Management	350,000	18-Dec-03
PARD	SUB-REG	National Poverty reduction Strategies in Pacific Developing Member Countries	500,000	06-Sept-02
PARD	SUB-REG	Strengthening Poverty Analysis and Strategies in the Pacific	400,000	18-Dec-03
REG	INTER-REG	Building Capacity for Participatory Approaches to Poverty Reduction in ADB Operation	300,000	14-Jul-04
REG	INTER-REG	Developing a Social Protection Index for Committed Poverty Reduction	300,000	27-Aug-03
<b>Subtotal</b>			<b>\$6,820,000</b>	
<b>NPRS Grand Total</b>			<b>\$6,950,000</b>	

AZE = Azerbaijan, CAM = Cambodia, ECRD = East and Central Asia Department, LAO = Lao People's Democratic Republic, MDG = Millennium Development Goal, MKRD = Mekong Department, MLD = Maldives, MON = Mongolia, NPRS = Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies, PARD = Pacific Department, SARD = South Asia Department, VIE = Viet Nam.

Source: Asian Development Bank.

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

Item	Total Cost
<b>Poverty Reduction Cooperation Fund Financing<sup>a</sup></b>	
1. Consultants	
a. Remuneration and Per Diem	
i. International Consultants	378.0
ii. Domestic Consultants	120.0
b. International and Local Travel	96.0
c. Reports and Communications	5.0
d. Evaluation Survey	3.0
2. Equipment <sup>b</sup>	4.0
3. Training, Seminars, and Conferences	
a. Manila Regional Conference <sup>c</sup>	110.0
b. RM Poverty Specialists Training	10.0
c. Media Events	15.0
d. Stakeholder Conference Support	40.0
e. Post-TA Workshop Support	40.0
4. Publications	
a. Publications of Synthesis Series	20.0
b. Translation Support	10.0
5. Miscellaneous Administration and Support Cost <sup>d</sup>	10.0
6. Contingencies	119.0
<b>Total</b>	<b>980.0</b>

RM = resident mission, TA = technical assistance.

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

<sup>b</sup> Includes one laptop computer and standard office software which will be transferred to ADB after the TA period.

<sup>c</sup> ADB Institute cofinancing may be sought to expand the number of participants from developing member countries.

<sup>d</sup> Including honoraria for external peer reviewers.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The regional technical assistance (RETA) will be implemented in close consultation with project officers in various departments in the Asian Development Bank (ADB) who manage the technical assistance (TA) projects financed by the two ADB-administered poverty reduction trust funds—i.e., the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies (NPRS Fund) and the Poverty Reduction Cooperation Fund (PRF). Close coordination will be also required with many other departments and individuals in the ADB headquarters in Manila and ADB resident missions (RM). Overall guidance to the RETA will be provided by the NPRS-PRF coordinator in the NPRS-PRF secretariat in ADB's Regional and Sustainable Development Department (RSDD).

2. The consulting services will be packaged in two parts. For Knowledge Product Development (Part A), a team of international and domestic consultants will be recruited through a firm. For Knowledge Management Program Coordination (Part B), one international and one domestic consultant will be recruited on an individual basis. The overall coordination between Part A and Part B will be carried out by the poverty reduction advocacy program coordinator who will be recruited under Part B under the guidance of ADB's NPRS-PRF secretariat.

### **A. Part A: Knowledge Product Development**

3. ADB will engage an international consulting firm that has a track record in poverty reduction and social development. The consultants should have demonstrated excellence in producing analytical reports and/or case studies on poverty reduction, pro-poor policies and strategies, pro-poor economic growth, inclusive gender and social development, pro-poor governance, and other relevant topics. Global and regional knowledge on good practices on these topics, especially in Asia and the Pacific Region, is a major advantage. Persuasive and succinct writing skills are a must. Consultants must be able to link micro level empirical evidence and macro level conceptual framework.

4. Part A covers component 1 of the RETA that facilitates ADB and its developing member countries (DMCs) in collecting, documenting, assessing, synthesizing, and disseminating the knowledge gathered through two ADB-administered poverty reduction trust funds. About 140 individual TA projects are supported by these funds. From these, the RETA will support those with high learning values both for ADB and DMCs. Primary data source for knowledge products development is the key consultant reports prepared by individual TA projects financed by NPRS-PRF. It will be complemented by visits to selected countries and ADB headquarters in Manila. Other ADB poverty-focused interventions would be also included under the synthesis papers, as necessary, to strengthen the substantiation of the general recommendations under the synthesis papers.

5. The key outputs include the following:

- (i) At least 80 short case studies (about 1–2 pages each) for website posting (initial 50 by month 12 and remaining 30 by month 18).
- (ii) Publication-ready version of about 15 long in-depth case studies (about 10 pages each), involving focal country trips for consultations with ADB and country stakeholders and beneficiaries (initial 10 by month 12, remaining 5 by month 18).
- (iii) Publication-ready version of six thematic or topical synthesis papers (about 50 pages each, including synthesis analysis and recommendations and 3–4 case studies, initial 3 by month 12, remaining 3 by month 18).

- (iv) Publication-ready version of one overall NPRS-PRF synthesis paper (about 50 pages) based on all the above (draft by month 18).
- (v) Assistance to project officers and DMC counterparts in preparing about 20 media articles (10 by month 12, remaining 10 by month 20).
- (vi) Assistance in preparing about 12 draft academic articles and identification of relevant external peer reviewers for each topic (4 by month 12, remaining 8 by month 24).
- (vii) Comprehensive inception report including (a) detailed work plan; (b) general outline of short-case studies and five trial short case studies; (c) general outline of in-depth case studies; and (d) suggested titles for thematic or topical synthesis reports and their general outline (end of month 2); brief quarterly progress reports highlighting key achievements vis-à-vis milestones (months 3, 6, 9, 12, 15, 18, 21, and 24); and final report (month 24).

6. About 14 person-months of international and 12 months of domestic consultant inputs are expected. A domestic, or Manila-based, consultant will coordinate with the NPRS-PRF secretariat and provide the team with back-stopping support such as collating key documents and information available in ADB and engaging in consultations with ADB project officers. Their indicative TORs are included below:

**1. Senior Poverty Reduction Specialists–Case and Synthesis Writers** (international, 2 persons, 7 person-months each)

7. The consultants will do the following:

- (i) Review all NPRS-PRF TA papers, key TA outputs, and other necessary documents, as well as existing case studies on related pro-poor policies and projects in ADB and international best practices.
- (ii) Prepare the overall schedules for case studies and synthesis papers with the stage of individual TA implementation in mind.
- (iii) Determine the thematic/topical groupings for synthesis papers with consultation from the NPRS-PRF coordinator and the international coordinator.
- (iv) Develop an outline for (a) an overall synthesis paper, (b) thematic/topical synthesis papers, and (c) individual short (2–3 pages) and in-depth (10 pages) case studies.
- (v) Draft first five short case-studies and one thematic/topical synthesis to pilot test the framework and finalize the outline based on ADB comments.
- (vi) Prepare (a) at least 80 short and about 15 long case studies, (b) about 6 thematic/topical synthesis papers, and (c) overall NPRS-PRF synthesis paper (exact numbers to be determined at the time of outline development). The preparation for long case studies involves focal country trips for stakeholder and beneficiary interviews.

**2. Technical Analyst –Case/Synthesis Writing Support** (domestic, 12 person-months)

8. The consultant will do the following:

- (i) Collect and collate all key existing documents and outputs related to NPRS-PRF TAs for the case and synthesis writers in consultation with ADB project officers.
- (ii) Liaise with project officers to develop a basic story line of all NPRS-PRF TAs and forward it to the writers.

- (iii) Identify the in-depth case studies and assist in logistics of the writers' field trips in consultation with the case and synthesis writers and NPRS-PRF project officers.
- (iv) Liaise with the Publications Committee of the Department of External Relations (DER), the Printing Section, and other relevant offices in ADB and provide logistical support for publishing case studies and synthesis papers.
- (v) Regularly report work progress to the RETA coordinator and the NPRS-PRF coordinator/secretariat.

## **B. Part B: Knowledge Management Program Coordination**

9. Part B will cover the overall program management of the RETA. The bulk of the activities will be carried out from ADB headquarters in Manila in close coordination with the NPRS-PRF secretariat in RSDD. A team of domestic consultants will be guided by an international consultant who will, as team leader, provide intermittent support. Part B will require 10 months of international and 33 months of domestic consulting services. All consultants under Part B will be recruited on an individual basis.

10. The overall key outputs of Part B include:
- (i) NPRS-PRF knowledge management framework containing detailed work plans, key knowledge management methodologies, and communication strategy (end of month 1);
  - (ii) Detailed media and communication approach for the RETA, in consultation with ADB's DER (end of month 2);
  - (iii) RETA inception report (NPRS-PRF annual reports incorporating RETA progress (months 2, 14, and 24), and NPRS-PRF progress updates incorporating RETA progress (months 2, 8, 14, 20, and 24); and
  - (iv) RETA evaluation report (month 24).
11. Outline terms of reference for individual consultants are included below.

### **1. International Consultant**

12. **Poverty Reduction Knowledge Program Coordinator** (Team leader, international, 10 person-months, intermittent). The consultant will have experience in managing poverty reduction programs that have a significant knowledge management component. Coordination and communication skills are a must. Experience in grant-financed poverty reduction projects in Asia is a major plus. Experience in working within an institutional context of donor organizations is also a major advantage. The consultant's responsibilities will include, but not be limited to, the following:

- (i) In consultation with other consultants and relevant ADB staff, developing an overall NPRS-PRF knowledge management framework that contains detailed work plans, key knowledge management methodologies, and communication strategy.
- (ii) Assisting the NPRS-PRF Secretariat in RSDD in identifying domestic consultants, in consultation with relevant ADB staff.
- (iii) Monitoring the overall progress of the RETA (including the implementation of the NPRS-PRF knowledge management framework) and utilization of the RETA budget, manage and supervise the tasks of the domestic consultants, and reporting to the NPRS-PRF coordinator.

- (iv) Supervising domestic consultants in day-to-day monitoring and progress tracking of all NPRS-PRF pipelines and portfolios and ensure on-time knowledge management support activities to project officers at critical paths.
- (v) In consultation with NPRS-PRF project officers, identifying candidate TAs for the “on-demand” services provided by the RETA (i.e., external peer review for academic articles, TA-specific advocacy strategies, follow-up in-country workshops, translation, in-country stakeholders’ international conference attendance), developing selection criteria, carrying out selection procedures through an ADB-wide NPRS-PRF Peer Review Committee, and providing such services.
- (vi) Coordinating with part A consultants, reviewing all draft case studies and synthesis papers, and ensuring clear messages for institutional, policy, and project design changes are integrated.
- (vii) Assisting the NPRS-PRF secretariat in the preparation and organization of annual training or exchange for RM-based poverty reduction consultants.
- (viii) Identifying four pilot resident missions and assisting in the development of a poverty knowledge database.
- (ix) Assisting the NPRS-PRF secretariat in preparing and organizing a Manila-based regional conference on NPRS-PRF and other good practices in the third quarter in 2007.
- (x) Preparing, in collaboration with other RETA consultants, the key part B outputs outlined earlier.

## **2. Domestic Consultants**

13. Domestic consultants will be based in Manila, Philippines, and will carry out tasks under the supervision of the NPRS-PRF secretariat and the team leader. They will work closely with the NPRS-PRF project officers and the departments, offices, and the resident missions concerned.

### **a. Communication and Media Liaison Specialist (6 person-months)**

14. The consultant will do the following:
- (i) In consultation with DER, review existing media dissemination and communication channels available in ADB and prepare a list of collaborative actions required for NPRS-PRF.
  - (ii) Liaise with DER and RM-based external relations officers to prepare appropriate NPRS-PRF outreach messages.
  - (iii) Compile the above and, in close coordination with DER, produce a NPRS-PRF media and communication approach.
  - (iv) In consultation with DER and RMs, develop and carry out media events.
  - (v) Review NPRS-PRF external websites and other knowledge dissemination and external networking channels and provide necessary improvements.
  - (vi) Identify key poverty and development knowledge gateways, NGO e-discussion networks, and other relevant knowledge networks and find ways to regularly link up with them.
  - (vii) Develop a media outreach work program until December 2007 to be followed up by the NPRS-PRF secretariat and the RETA team.
  - (viii) Regularly report work progress to the RETA coordinator and the NPRS-PRF coordinator.

**b. Knowledge Management Evaluation Specialist (3 person-months)**

15. The consultant will do the following:
- (i) Review the RETA progress reports and outputs and prepare a schedule of activities for submission to the NPRS-PRF secretariat.
  - (ii) Obtain feedback on the RETA by interviewing NPRS-PRF project officers and other relevant individuals in ADB, and distributing questionnaires to stakeholders and donors.
  - (iii) Prepare an evaluation report that assesses the relevance of methodologies and approaches used for enhancing knowledge management of NPRS-PRF under the RETA. Compile lessons learned for use in the larger evaluation of NPRS-PRF Program in 2007.

**c. Technical Analyst–Fund Management and System Support (24 person-months)**

16. The consultant will do the following:
- (i) Assist the RETA coordinator in monitoring the entire pipeline and portfolio progress of NPRS-PRF.
  - (ii) In consultation with the Office of Information Systems and Technology, finalize the new ADB Portal-based NPRS-PRF project database for full implementation.
  - (iii) In close consultation with the NPRS-PRF project officers in ADB, update and maintain the NPRS-PRF project database including the processing and implementation progress, lessons learned, fact-finding and review missions, disbursements, sector and thematic classifications, and type of assistance.
  - (iv) Engage in day-to-day monitoring and progress tracking of all the NPRS-PRF pipeline and portfolio and report to the team leader to ensure on-time knowledge management support activities to project officers at critical paths.
  - (v) Monitor project officers' compliance with NPRS-PRF reporting requirements and regularly check information in TA performance reports for incorporation into the project database.
  - (vi) Monitor and update disbursement projections based on the quarterly financial reports from the Controllers Department and identify the cash transfer requirement from the donors.
  - (vii) Draft six monthly progress updates and annual reports on NPRS-PRF for submission to the donors.
  - (viii) Coordinate with the Office of Cofinancing on any official communication on the fund management with the donors.
  - (ix) Prepare necessary background materials for six monthly donor strategy meetings.
  - (x) Assist in managing NPRS-PRF administrative budgets including handling the requests from project officers for fact-finding and review missions.
  - (xi) Initiate frequent updates required in the NPRS-PRF websites based on the knowledge management products and other reports.
  - (xii) Regularly report work progress to the RETA coordinator and the NPRS-PRF coordinator.