



Technical Assistance Report

Project Number: 39615
December 2005

Technical Assistance Public Policy Training Program 2006 (Financed by the Japan Fund for Public Policy Training)

Asian Development Bank

ABBREVIATIONS

AC	—	advisory committee
ADB	—	Asian Development Bank
ADB I	—	Asian Development Bank Institute
DMC	—	developing member country
JFPPT	—	Japan Fund for Public Policy Training
Lao PDR	—	Lao People's Democratic Republic
RETA	—	regional technical assistance
TA	—	technical assistance
VNU	—	Vietnam National University
VRM	—	Viet Nam Resident Mission

TECHNICAL ASSISTANCE CLASSIFICATION

Targeting Classification	—	General intervention
Sector	—	Law, economic management, and public policy
Subsector	—	Economic management
Themes	—	Sustainable economic growth, governance, and private sector development.
Subtheme	—	Promoting macroeconomic stability, promoting economic efficiency and enabling markets, public governance

NOTE

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

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I. INTRODUCTION

1. In March 2004, the Asian Development Bank (ADB) accepted the administration of the Japan Fund for Public Policy Training (JFPPT) as a new trust fund. In accordance with arrangements approved by the Board of Directors, the Asian Development Bank Institute (ADBI) was appointed by the Government of Japan as JFPPT administrator. Following implementation of the JFPPT pilot project by ADBI in an initial phase, the Government of Japan held consultations with ADB and ADBI to make arrangements for full-scale implementation of the JFPPT program and its long-term sustainability. Subsequently, it was decided that the program could be more effectively and sustainably implemented by ADB. The ADB Board of Directors approved the modified implementation arrangements for the JFPPT on 14 October 2005.

2. The Fact-Finding mission was fielded in Viet Nam during 17–21 October 2005 to brief the Government of Viet Nam on the modified implementation arrangements, and discuss and agree with the Government on the objective, scope, outputs, and implementation arrangements of a regional technical assistance (RETA) to facilitate the transition and formulate a multiyear public policy training project for implementation in Viet Nam under the JFPPT program, prepare and conduct pilot short courses in Viet Nam, and commence preliminary work in Cambodia, and the Lao People's Democratic Republic (Lao PDR) with the same goal and purpose (Appendix 1 gives the design and monitoring framework).¹

II. ISSUES

3. Over the past few decades, developing member countries (DMCs), especially those with transitional economies, have been undertaking reforms aimed at promoting more market-oriented policies and preparing themselves for increased interaction and regional and international economic integration. One leading example of this has been Viet Nam's transition from a centrally planned economic system to a socialist-oriented market economy with associated public administration reform, increasing economic integration, and resulting external competitive pressure. These reforms change the role of the state and the public sector and require officials in the central and local governments to acquire a broad range of skills in public economics to address new challenges and opportunities.

4. As set out in document R33-04,² the main objective of the JFPPT is to assist DMCs and their institutions to build their capacities for public policy training and education, with initial concentration on transition economies such as Viet Nam. The immediate purpose is to (i) conduct public policy training for mid-career and senior government officials and leaders at both national and subnational levels, who are involved in formulating and implementing public policies; and (ii) support initiatives to eventually establish a center of excellence for public policy education.

5. According to the specific situation in the DMCs receiving support from the JFPPT, assistance may be provided to enhance existing public policy training centers or to establish new institutions to provide education in public policy making, in addition to financing the conduct of carefully designed and high-quality learning programs in public policy and management. To maximize its synergy and impact, JFPPT-financed programs will be aligned with and made

¹ The concept clearance was approved on 26 October 2005. Its scope was expanded during the Fact-Finding mission. The TA first appeared in *ADB Business Opportunities* (internet edition) on 2 November 2005.

² ADB. 2004. *Cooperation with Japan—Japan Fund for Public Policy Training*. Manila. The paper was based on an extensive background research by the Asian Development Bank Institute on the need and rationale for such a program for developing member countries, including Viet Nam.

complementary to ADB's country strategies and programs, poverty partnership agreements, and public administration reform programs. While the major part of the funding will come from the JFPPT, cost-sharing with recipient governments and institutions, where appropriate, is also envisaged. It is understood that this arrangement will enhance the ownership and commitment of recipient countries and institutions and contribute to the sustainability of public policy training activities in the long run.

6. Recognizing the urgent need and acknowledging the related requests to assist DMC governments in strengthening the capabilities of government officials (civil servants) in public policy, the JFPPT was established at ADB in 2004. ADBI undertook the preliminary work for implementing of the program in Viet Nam, including consultations with government agencies; identification of potential partner universities, national and international experts; collection of secondary information and research reports; and preparation and conduct of two demonstration short courses. A training program office, with modern training facilities, was established in Hanoi, to implement JFPPT projects in Viet Nam, and to gradually begin preparatory work in other DMCs such as Cambodia and the Lao PDR in later years.

7. The Government of Viet Nam (Government) believes that the discipline of public policy was crucial in terms of both public education and in-service training to enhance the quality of leadership among civil servants at all levels. Government officials, especially at middle-to-senior levels, are still captive to development management concepts and thinking that were more in line with the centralized economic planning model of the past than with Viet Nam's free market-based growth aspirations. The Government believes that the transformation to the new model of economic development and social welfare will be accelerated by creating a new generation of public managers steeped in cutting-edge knowledge and skills related to public policy, public sector management, and public service delivery to people and businesses. The Government also welcomes the idea of developing the JFPPT Viet Nam program as a regional hub for public policy training and providing learning opportunities for other DMC officials through it. The Government has reconfirmed Viet Nam's participation in the JFPPT program.³

8. Several useful lessons can be drawn from the recent experience of ADB and ADBI in capacity building and training projects in the DMCs. First, at the outset, design of the project and choice of partner institutions are fundamental to make the subsequent phases successful. Second, cost-sharing arrangements where appropriate and a participatory approach can be useful to promote country ownership and effective partnership with national institutions for ensuring the intended project results and their sustainability. Third, "public policy" in the economic development field cuts across many sectors, themes, and stakeholders; sometimes it can be misconstrued as a sensitive area. These lessons will be duly taken into account in formulating and conducting the ensuing technical assistance (RETA) projects for public policy training under the JFPPT program. The RETA supports ADB's thematic focus on sustainable economic growth and governance and is in line with the country strategy for Viet Nam, Cambodia, and Lao PDR.

³ Government's Decision No. 1059/CP-HTQT dated 28 July 2004; and Letter of the Office of the Government Reference No. 4710/VPCP-HTQT dated 19 August 2005, Hanoi, Viet Nam. Concurrence from Cambodia and Lao People's Democratic Republic will be obtained during RETA implementation as their programs will start later, i.e., from 2007.

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

9. The RETA is designed to formulate and implement Public Policy Training Program 2006 under the JFPPT. The overall impact (goal) of the RETA will be an effective start-up to contribute to the process of enhancing the public economic policy capability of government officials in Viet Nam and, gradually in later years, in other DMCs such as Cambodia and Lao PDR through the JFPPT program. The immediate main outcome (purpose) will be to support JFPPT's transition from its initial implementation to full implementation in Viet Nam; and at a later stage (i.e., from 2007) to begin preliminary work in Cambodia and Lao PDR (Appendix 1).

10. The RETA's main inputs are as follows: (i) operation of the JFPPT program office in Hanoi for the Viet Nam program and as a regional hub⁴ for public policy training activities under the JFPPT program; (ii) formulation of a multiyear public policy training program for Viet Nam; (iii) commencement of preliminary work in Cambodia and Lao PDR for similar programs in the future; (iv) preparation and offering of pilot short courses in public economic policy analysis for mid-career government officials in Viet Nam; (v) a feasibility study of establishing a public policy training school in Viet Nam (e.g., at the Vietnam National University (VNU)); (vi) training materials for short courses; and (vii) creation of a dedicated website for disseminating the data on the JFPPT program and its outputs, including training materials, key results, lessons, and a platform for distance learning and e-discussions.

B. Methodology and Key Activities

11. The RETA will adopt a process approach whereby the project components will be designed and implemented in close consultation with the relevant government agencies and local partner universities such as VNU in the case of Viet Nam. The RETA will review available literature on key development challenges, and skills and capabilities required to address the new challenges. Specifically, it will review recently prepared reports on training needs assessment, particularly that prepared for conceptualizing the trust fund (i.e., the JFPPT). With the outcome of the literature review and discussions with central Government ministries and agencies, the RETA team will identify priority subject areas for public policy training in the immediate, medium, and long term.

12. On the institutional capacity-building side, a detailed review of VNU in relation to its corporate vision, plans, and resources will be carried out. The review will assist in identifying the potential for establishing a school of public policy, and required resources and actions. The review will also look at the cost (logistics) sharing possibilities, training of trainers, and strategic management aspects of VNU. As to public education in public policy, a detailed survey of national and regional universities in Viet Nam will be undertaken, to help assess their interests and capabilities to introduce public policy-related courses at diploma and degree levels.

13. The RETA will take similar approach in the case of other DMCs such as Cambodia and Lao PDR for implementation of JFPPT in later years. Following the above method and activities, it will prepare a multi-year public policy training program for Viet Nam and start preliminary work in Cambodia and Lao PDR. The RETA will also prepare and conduct pilot short courses in Viet Nam building upon the works already carried out by the ADBI in this regard.

⁴ The RETA will synergize and complement the activities of ADB-supported regional initiatives such as Phnom Penh Plan for Development Management, Making Markets Work for the Poor, and Network of Public Administration Institutes of the Asia and Pacific Region.

14. The ensuing JFPPT project in Viet Nam will assist the Government at mainly two levels. On a broad, long-term level, it will address society's education needs in the area of public policy. Currently, the discipline is not offered at any of the country's educational institutions. There is a demand for the subject, especially from among those keen to make a career in government, or those wishing to serve in an international organization, or institution of learning. On a more immediate level, the project will provide short-term training to civil servants in the public policy field. A range of courses needs to be developed and offered based on the training needs assessment that was recently undertaken by the JFPPT program and also for the Phnom Penh Plan for Development Management. Civil servants at both central and provincial levels will be targeted. Programs for awareness, and dissemination of international and regional good practices in public policy will be conducted to benefit high-level government officials and leaders. In addition, an analytical capacity in public policy through training based on real-life case studies/projects will be developed at ministry and provincial levels to support immediate policy analysis and development requirements.

15. The RETA will assist in developing partnerships with regional and international centers of excellences that can best contribute to the development of the public policy discipline in Viet Nam and other DMCs. Research anchored in Viet Nam but with perspectives on national, regional, and global issues will help develop the required learning materials. Establishing a School of Public Policy in the country at a university like VNU that can offer degree programs in public policy, or shorter executive programs, will serve the overall objective of the JFPPT program. This approach will lead to at least five outcomes: (i) it will produce civil servants who are better qualified as managers and leaders of the development process, (ii) it will create a pool of indigenous lecturers and professors in the discipline, (iii) learning resources of an international standard will be available in Viet Nam, (iv) high-quality educational technology (learning, testing, evaluating) will be developed indigenously, and (v) the School of Public Policy can develop into a center of excellence in the region. However, it is important that partner universities/training institutions have definite a long-term vision, a corporate strategy and plan on how to achieve it, and dedicated and capable faculties (staff) for implementing them.

16. The training modules/materials, key results, and lessons of the RETA will be disseminated through seminar discussions, and printed and electronic media. The RETA is envisaged to serve as a model for possible replication in other DMCs.

C. Cost and Financing

17. The estimated cost of the RETA is \$950,000 for 2006, which will be financed by the JFPPT. Voluntary in-kind contributions from the Government of Viet Nam and other participating governments⁵ and universities and training institutions, will be worth about \$200,000. The cost estimates and financing plan are in Appendix 2.

D. Implementation Arrangements

18. ADB will be the Executing Agency for the RETA, the Viet Nam Resident Mission (VRM) will be responsible for overall RETA administration. Implementation will be guided by an Advisory Committee (AC). A highly qualified and experienced program manager will be engaged, and will be based in Hanoi to undertake day-to-day program management, provide leadership and oversight to other consultants, and assist VRM in implementing the RETA. The program manager will report to

⁵ Cambodia and Lao PDR.

the ADB Country Director, (VRM). The AC will guide and oversee JFPPT program implementation. Its members will comprise: senior-level representatives from central ministries, central banks, and partner universities such as VNU in the case of Viet Nam, and the ADB country director for Viet Nam, a senior-level representative from ADB Mekong Department, and a representative of the Government of Japan. As necessary and appropriate, AC membership will be expanded to include other relevant ministries and agencies, and also representatives from Cambodia and Lao PDR and ADB country directors in later years. The AC will draw on technical advice and inputs from the national and international experts, as necessary. One of the central ministries/agencies nominated by the Government will chair the AC and also coordinate with other government agencies for the Viet Nam program. Appendix 3 gives the terms of reference for the AC chair and the consultants.

19. The RETA project (for the 2006 program) will require consulting services from the following experts: a program manager and team leader (international, 12) program officers and economists (three domestic, 12 each), international short-term consultants (20), domestic short-term consultants (30), and equivalent of domestic resource persons and interpreters (20) from partner universities/training institutions/local think-tanks and research community for course design, development, and delivery. The consultants will work closely with the relevant government ministries/agencies and VNU to benefit from local knowledge, to determine government training needs and priorities, and also to provide learning opportunities to those ministries/agencies and VNU by involving them in designing and implementing public policy training activities. VNU will be given more responsibility in preparing courses and delivering them to targeted government officials in relation to their work experience and improvement in institutional capability.

20. ADB will engage consultants in accordance with its *Guidelines on the Use of Consultants* and other arrangements satisfactory to ADB for engaging domestic consultants. Given the nature and urgency of RETA mobilization, the consultants will be engaged on an individual basis. Equipment and related items for website development and operations will be procured following ADB's *Guidelines for Procurement*.

21. The RETA will be implemented over 12 months. It will start in December 2005 and end in December 2006. Evaluation of implementation progress and initial outcomes of the RETA will be carried out through periodic reviews of the TA activities and the AC meetings. Representatives from the Government of Japan will be invited to participate in review missions and also in AC meetings. Implementation progress, including initial outcomes of the project components, will be delivered to all stakeholders through the biannual reports. The JRETA program manager will prepare and submit to ADB (i) an inception report, outlining the work plan, within 2 weeks of the start of the RETA; (ii) a monthly progress report; (iii) a midterm report 6 months after the RETA starts; and (iii) a final report 9 months after the RETA starts, outlining the work plans for subsequent years.

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 \$950,000 to be financed on a grant basis by the Japan Fund for Public Policy Training for Public Policy Training Program 2006, 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>Impact (overall goal)</p> <p>Enhanced public economic policy capability of government officials in Viet Nam, and in later years in Cambodia, and Lao PDR</p>	<p>Successful management and operations of the JFPPT program and its activities</p>	<p>Final report Beneficiary feedback survey AC minutes</p>	
<p>Outcome (purpose)</p> <p>Public Policy Training Program transition from initial phase implementation to full implementation</p>	<p>A multiyear program developed in close consultation with and participation of the AC members</p>	<p>Progress reports Consultants' reports</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Full cooperation and active participation of government ministries, agencies, and local universities (Viet Nam National University) • Timely recruitment and mobilization of RETA staff and consultants <p>Risk</p> <ul style="list-style-type: none"> • implementation delays due to late approval of the RETA and/or delays in mobilizing consultants, and government concurrence on the multiyear work program
<p>Outputs</p> <p>(i) Takeover and operation of the PPTP office in Hanoi for the Viet Nam program as well as a regional hub for public policy training activities under the JFPPT program</p> <p>(ii) Formulation of a multiyear training and public education program in public economic policy analysis in Viet Nam</p> <p>(iii) Commencement of preliminary preparatory work in Cambodia and Lao PDR for similar programs in the future (from 2007)</p> <p>(iv) Conduct of pilot executive short courses in Viet Nam</p> <p>(v) Conduct of a feasibility study for establishing a public policy training school in Viet Nam (e.g., at the Vietnam National University)</p> <p>(vi) A dedicated website for disseminating JFPPT program and its outputs and a platform for distance learning and e-discussions</p> <p>(vii) Training materials for executive short courses in</p>	<p>Takeover of the ADBI/JFPPT Program Office in mid-Dec 2005</p> <p>Program Manager and other consultants recruited and mobilized Task team formed and work plan formulated</p> <p>A reconnaissance mission to Cambodia and Lao PDR undertaken</p> <p>Identification of priority courses, review of previous work, and preparation of course content and conduct of the short courses</p> <p>A task team formed and mobilized</p> <p>A team of web developers engaged, relevant websites reviewed and design commenced Necessary equipment purchased</p>	<p>Handover/takeover note</p> <p>AC minutes, monthly progress report</p> <p>AC minutes, monthly progress report</p> <p>AC minutes Monthly progress report Participants' feedback AC minutes</p> <p>AC minutes; monthly progress report</p> <p>AC minutes; monthly progress report</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Timely mobilization of the project • No delays in handover/takeover • Wee functioning Advisory Committee • Active and quality participation and guidance by government agencies in course prioritization and selection of course participants

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
public economic policy making	Case studies carried out as necessary; training folders prepared.	AC minutes; monthly progress report Participants' feedback AC minutes	
Activities with Milestones 1.1 Recruit and mobilize program manager and other staff and consultants (II Dec 2005) 1.2 Take over of the JFPPT Project from ADBI (III Dec 2005) 1.3 Appoint AC (MPI, MOHA, MOF, MOET, SBV, VNU, Government of Japan, ADB) 1.3 Form task teams (e.g., ADB project manager+VNU faculty members+consultants) 2.1 Commence preparing work plan for the project for 2006 (IV Dec 2005) 2.2 Hold joint discussion with Government agencies 2.3 Finalize and submit inception report and work plan for the project for 2006 (IV Jan 2006) 3.1. Commence preparing a multiyear program for the project by reviewing existing and other relevant reports/documents (I Feb 2006) 3.2. Undertake consultations with government ministries, agencies, and universities/academic institutions in Viet Nam (II Feb 2006) and in Cambodia and Lao PDR in Mar 2006) 3.3 Draft a multiyear program for Viet Nam, and in later years (i.e., 2007/08) for Cambodia and Lao PDR as appropriate (II Mar 2006). 4.1 Based on the multiyear program (as above), prepare a full-blown draft RETA paper for the program (III Apr 2006) 4.2 Discuss the draft paper with AC, NGO, and aid community. 4.3 Finalize the draft RETA paper 4.4 Start processing the RETA paper for approval by the ADB Board of Directors by II Dec 2006 (II Jun 2006). 5.1 Prepare and conduct priority executive short courses (using also the materials prepared previously) (3 courses during the first half and another 3 during second half of the year (2006) in Viet Nam 6.1 Develop and test-run a dedicated website (I June 2006)		Inputs (for 2006) <ul style="list-style-type: none"> • ADB - \$950,000 from the JFPPT trust fund • In-kind contributions from the participating governments/agencies equivalent to \$200,000 • Consultant inputs: - 32 person-months of international consultants, 108 person-months of domestic consultants; and 60 person-months of administrative support staff <ul style="list-style-type: none"> • 6 short courses • Consultation workshops/seminars (up to 6) Accountability: ADB/VRM – for RETA administration and coordination with the governments, ADB/HQ and Government of Japan. AC – for coordination of government procedures/concurrences and guidance to PPTP Team. RETA Program Manager – day-to-day management, leadership in technical area, and regular reporting to ADB/VRM on all program-related matters	

AC = advisory committee, ADB = Asian Development Bank, ADBI = Asian Development Bank Institute, GOJ = Government of Japan, JFPPT = Japan Fund for Public Policy Training, Lao PDR = Lao People's Democratic Republic, MOET = Ministry of Education and Training, MOF = Ministry of Finance, MOHA = Ministry of Home Affairs, MPI = Ministry of Planning and Investment, NGO = nongovernment organization, PPTP = Public Policy Training Program, RETA = regional technical assistance, VRM = Viet Nam Resident Mission, SBV = State Bank of Viet Nam, VNU = Vietnam National University.

COST ESTIMATES AND FINANCING PLAN

(\$'000)

Item	Total Cost
Japan Fund for Public Policy Training ^a	
1. Consultants	
a. Remuneration and Per Diem	
i. International Consultants	330.00
ii. Domestic Consultants	196.80
b. International and Local Transportation	45.00
2. Seminars and Conferences	85.00
3. Conduct of Pilot Training Courses	66.00
4. Studies and Surveys	120.00
5. Miscellaneous Program Expenses (including the advisory committee, secretarial services, utilities, and maintenance) ^b	80.00
6. Contingency	27.20
Total	950.00

^a Administered by the Asian Development Bank (ADB).

^b Excludes rent of Hanoi Lake View (Hanoi-based JFPPT training center). It is understood that rental payments to Hanoi Lake View under the existing contract and planned information technology installation costs will be charged to the JFPPT trust fund directly.

Source: ADB estimates.

OUTLINE TERMS OF REFERENCE JAPAN FUND FOR PUBLIC POLICY TRAINING PROGRAM (JFPPT) FOR CONSULTANTS

A. Scope of Consulting Services

1. The regional technical assistance (RETA) will require about 28 person-months of consulting services.

1. Program Manager (international, 12 person-months)

2. **Overall Responsibility.** The program manager will lead the public policy training program and manage its day-to-day implementation under the supervision of the Country Director of the Asian Development Bank (ADB) Viet Nam Resident Mission. The consultant will be responsible for tasks indicated in para. 3 and will be stationed in Hanoi at the JFPPT Program Office. He/she will be supported by program officers (domestic consultants), and administrative assistants (domestic).

3. The key tasks are as follows:

- (i) Take responsibility for overall development and implementation of the JFPPT program in Viet Nam, including identification of courses, their design and implementation, and starting preliminary preparatory work in Cambodia and the Lao People's Democratic Republic (Lao PDR).
- (ii) Review existing reports and documents related to public policy, and assess public policy training needs, and identify potential subject areas for public policy training.
- (iii) Liaise and network with government ministries and agencies, universities (including Viet Nam University [VNU]), think tanks, research, and academic institutions to identify best priority subject areas for public policy training for central and line ministries and agencies.
- (iv) Conduct a feasibility study for the eventual establishment of a school of public policy in Viet Nam, working closely with short-term consultants/resource persons and VNU.
- (v) Prepare and conduct pilot short courses.
- (vi) Undertake visits to Cambodia and Lao PDR to collect preliminary information on training needs, target groups, priority subject areas, and local partner universities/training institutions, and hold discussions with the Government and ADB resident missions in this regard.

- (vii) Design and implement a JFPPT dissemination program, including a website, e-newsletter.
- (viii) Liaise with the Advisory Committee (AC) and assist in organizing JFPPT AC meetings including agenda, background notes, logistics, etc.
- (ix) Assist in preparing and processing a follow-up RETA paper based on the multiyear JFPPT program.
- (x) Prepare an inception report with a work plan for the start-up phase and discuss the report with the AC and ADB for their concurrence.
- (xi) Prepare and submit monthly progress reports to ADB.
- (xii) Perform other tasks as may be determined jointly with ADB and JFPPT AC.

4. **Required Qualification.** The consultant should have at least a postgraduate degree in economics or finance or business administration, excellent track record in providing leadership and managing technical assistance projects, and at least 10 years professional experience in dealing with governments in development policy matters in ADB's developing member countries. First-hand knowledge of development policy issues in Mekong region will be an advantage.

2. JFPPT Program Officers/Economists (3 domestic, at 12 person-months each)

5. The program officers/economists will have a university degree in economics or business management, excellent writing and spoken English; be well-versed in development policy issues in Viet Nam; and have experience in undertaking applied research, including survey design, data processing, and econometric analysis. They will work closely with the program manager and designated ADB staff by providing technical assistance in coordinating and undertaking research activities under the JFPPT program. Their main responsibilities will include, but will not be limited, to the following:

- (i) Assist the JFPPT program manager in coordinating and undertaking research and training activities under the JFPPT program.
- (ii) Assist in developing the terms of reference for the research and training projects to be undertaken in cooperation with the JFPPT program task teams and the AC.
- (iii) Assist in preparing and evaluating training proposals submitted by government ministries/agencies and the JFPPT consultants and partner institutions.
- (iv) Assist in preparing, editing, and publishing of training materials, research reports, and workshop and conference proceedings (in both English and the local language).
- (v) Assist in designing and conducting research and training workshops, seminars, and conferences.

- (vi) Assist in liaising with local and regional institutions and resource persons, and developing a research and training network.
- (vii) Undertake/oversee the translation of research papers and policy briefs into Vietnamese and ensure technical accuracy.
- (viii) Assist in e-dissemination and e-discussions on topics/issues related to the JFPPT program.
- (ix) Perform any other related work assigned by ADB.

3. Short-Term Consultants (20 international, 20 person-months)

6. The consultants will be senior academics/experts and will have proven in-depth knowledge and training experience in the particular area under public economic policy and management, and preferably have familiarity with the situation of Cambodia, Lao PDR, and Viet Nam, and/or comparable developing and transitional economies. The consultants will report to the RETA program manager. Their responsibilities will include, but will not be limited to, the following:

- (i) Provide intellectual leadership, including conceptual and methodological inputs and international good practices, to the research training projects.
- (ii) Assist the partner training institutes/individuals by providing technical and intellectual inputs in refining and detailing research methodologies and related activities, overall research including the type of primary data to be collected and their processing, curriculum development, preparing case studies, and training methodology.
- (iii) Oversee the work of partner training institutes and individuals, including long distance supervision by e-mail, telephone/fax, or video conferencing.
- (iv) Participate in inception, midterm, and final workshops, as necessary.
- (v) Review work in progress and draft reports, and give recommendations for their improvement in overall quality and policy recommendations.
- (vi) Assist in preparing final research papers and training materials, including technical editing to improve the quality of the research reports.
- (vii) Introduce research networks, assist in conducting e-discussion on related topics/issues.
- (viii) Perform any other related work as assigned by ADB.

4. Domestic Short-Term Consultants (30 domestic, 30 person-months)

7. The consultants will be senior academics/experts from national universities/training institutions/research centers and will have proven in-depth local knowledge and training experience in the particular area under public economic policy and management. They will report to the JFPPT program manager. Their responsibilities will include, but will not be limited to, the following:

- (i) Provide local knowledge/intellectual inputs, including conceptual and methodological inputs and government policies and priorities, local good practices, to the research and training projects/activities.

- (ii) Assist the JFPPT task teams as local partner training institutes/individuals by providing technical and intellectual inputs in preparing the course materials, case studies, and related activities, and training.
- (iii) Assist in the feasibility study for establishing a school of public policy in Viet Nam.
- (iv) Participate in inception, midterm, and final workshops, as necessary.
- (v) Introduce local research networks, assist in conducting e-discussion on related topics/issues.
- (vi) Perform any other related work as assigned by ADB.

5. Web Design and Development Consultant (1 domestic, 10 person-months)

8. The consultant will help in the design, development, and operation of a website for the JFPPT program.

6. Resource Persons (20 domestic, 20 person-months)

9. Resource persons will be engaged to help conduct case studies, prepare training materials, and conduct short courses.

B. JFPPT Advisory Committee

10. ADB Viet Nam Resident Mission will establish a RETA advisory Committee (AC) in consultation with the government ministries and agencies as described in the paper, para. 18. The AC will meet at least twice a year.

11. The AC will review the work plan, oversee implementation, ensure coordination with government agencies, and provide overall strategic guidance to ensure successful implementation of the JFPPT program.

12. The AC will comprise senior-level representatives from central ministries, central banks, and partner universities such as VNU in the case of Viet Nam; ADB country directors for Viet Nam, Cambodia, and Lao PDR; and a representative of the Government of Japan. As necessary and appropriate, the AC membership will be expanded to include other relevant ministries and agencies, and also representatives from Cambodia and Lao PDR.

13. The AC will draw on technical advice and inputs from the national and international experts, as necessary.

14. One of the central ministries/agencies (e.g., Ministry of Planning and Investment) will chair the AC and also coordinate with other government agencies for the Viet Nam program. Specifically, the chair will (i) coordinate/facilitate the consensus-building process through reviews, evaluations, and discussions within the government agencies and academic/training institutes regarding a public policy training program at both central and provincial levels in Viet Nam; (ii) ensure complementarity and synergy with ongoing and planned capacity-building and training programs supported by the Government and other Official Development Assistance (ODA) partners; (iii) assist in aligning the public policy training program with the policy framework of the Government's new 5-year socioeconomic development plan, public administration reform master plan, and ADB's country strategy and program; (iv) organize any government clearance or approvals or visas for visiting participants, researchers and resource

persons that may be necessary for implementing the public policy training program in Viet Nam; and (v) undertake other JFPPT-related matters as requested by ADB, when necessary.

15. The AC will be supported by the RETA team in the administrative as well as technical areas as appropriate.