



Regional Technical Assistance Report

Project Number: 42066
April 2008

Supporting the Third High-Level Forum on Aid Effectiveness and its Preparatory Consultation Process

Asian Development Bank

ABBREVIATIONS

AAA	–	Accra Agenda for Action
ADB	–	Asian Development Bank
CoP-MfDR	–	Community of Practice on Management for Development Results
DMC	–	developing member country
HLF-2	–	Second High-Level Forum on Aid Effectiveness
HLF-3	–	Third High-Level Forum on Aid Effectiveness
OECD–DAC	–	Organisation for Economic Co-operation and Development–Development Assistance Committee
RETA	–	regional technical assistance
SPPI	–	Strategy, Planning, Policy, and Inter-Agency Relations Division of ADB
UNDP	–	United Nations Development Programme

TECHNICAL ASSISTANCE CLASSIFICATION

Targeting Classification	–	General intervention
Sectors	–	Law, economic management, and public policy
Subsectors	–	Economic management
Themes	–	Regional cooperation, sustainable economic growth
Subthemes	–	Promoting macroeconomic stability, organizational development

NOTE

In this report, “\$” refers to US dollars.

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I. INTRODUCTION

1. This regional technical assistance (RETA)¹ has been prepared to facilitate Asian Development Bank (ADB) support for the Third High-Level Forum on Aid Effectiveness (HLF-3) on 2–4 September 2008 in Accra, Ghana, and for the effective participation of developing member countries (DMCs) in preparatory events leading to it. This RETA also represents ADB's ongoing commitment to the Paris Declaration on Aid Effectiveness (the Paris Declaration), as expressed by the President at the Second High-Level Forum (HLF-2) in Paris in March 2005, and as reaffirmed at the Third International Roundtable on Management for Development Results held in Hanoi in February 2007. The HLF-3 will be one of the key items for discussion at the coming meeting of heads of multilateral development banks on 14 April 2008 in Washington, DC. In the lead-up to the HLF-3, key multilateral and bilateral donors have agreed to hold preparatory events to (i) enable broader input and ownership of the agenda, (ii) collect best-practice examples and remaining challenges, and (iii) develop momentum toward a concrete outcome for HLF-3, notably through the articulation of the Accra Agenda for Action (AAA). The RETA design and monitoring framework is in Appendix 1.

2. The RETA was conceptualized following ADB's participation in the Organisation for Economic Co-operation and Development–Development Assistance Committee (OECD-DAC) Working Party on Aid Effectiveness Meeting on 28–29 November 2007 in Paris. Based on a background document entitled *Background Information on Accra High Level Forum* (Supplementary Appendix), the meeting held preliminary discussions on the preparations to be made for the HLF-3. This document laid out concept notes for the several key items of the HLF-3 including the (i) marketplace, (ii) regional consultation process, (iii) reporting from Accra, and (iv) communications strategy. Since then, these items continue to be discussed in more detail at the regular meetings of the HLF-3 steering committee.

3. The RETA follows from the abovementioned background document of the OECD-DAC as well as from ADB's own consultation with other donors by videoconference and with partner countries during a Regional Workshop on the Paris Declaration Survey 2008 in Bangkok on 21–22 January 2008.

II. ISSUES

4. The international community is committed to helping Asia and Pacific region partner countries meet the Millennium Development Goals by 2015. Providing more effective aid and improving its impact on development are important contributions to this end.

5. The development community has been working to enhance aid effectiveness through the First High-Level Forum held in Rome in 2003, which identified a general framework for harmonization and alignment, and the HLF-2, which produced the Paris Declaration. More than 100 partner and donor countries and international agencies endorsed the Paris Declaration, a framework of discrete commitments and indicators of progress—including targets for ownership, alignment, harmonization, managing for results, and mutual accountability—to improve aid effectiveness. With this endorsement, Asia and Pacific region partner countries and donors committed to monitor country implementation of the Paris Declaration.

6. ADB has been active in the development community and in supporting global and regional efforts toward enhancing aid effectiveness.

¹ The TA was first listed in *ADB Business Opportunities* on 22 February 2008.

- (i) ADB was the main sponsor and organizer of the Asia and Pacific regional consultation workshops for the HLF-2 (in Bangkok in October 2004 and in Bishkek in November 2004) and a key sponsor of, and an active participant at, the HLF-2 in Paris in March 2005, which led to the signing of the Paris Declaration.
- (ii) Since Paris, ADB has been very active in promoting the debate on the monitoring and evaluation of the Paris Declaration. ADB hosted and organized the Asia-Pacific Regional Forum on Aid Effectiveness in Manila on October 2006, which dealt with the implementation of the Paris Declaration in the region. ADB also cosponsored the Orientation Workshop on the Paris Declaration 2008 Monitoring Survey in Bangkok in January 2008.
- (iii) ADB was a key sponsor of, and an active participant at, the international roundtables on results in Marrakesh in February 2004 and in Hanoi in February 2007 and has been since 2005 the sponsor and facilitator for the Community of Practice on Management for Development Results (CoP-MfDR) in the Asia and Pacific region.

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

7. The proposed RETA will contribute to global efforts to improve the effectiveness of development assistance by supporting the implementation of the five pillars of the Paris Declaration: harmonization, alignment, ownership, management for development results, and mutual accountability. The RETA will provide essential inputs to consolidate contributions to the HLF-3 from Asia and Pacific region partner countries. HLF-3 will host a marketplace on aid effectiveness for Asia and Pacific region partner countries, roundtables to discuss various aspects of the aid effectiveness agenda, and a ministerial forum that will endorse the AAA to enhance and improve the implementation of Paris commitments.

8. The proposed RETA aims to
- (i) disseminate country-based knowledge and experiences about development effectiveness, including the implementation of the Paris Declaration, which will provide a sound basis for discussions at the HLF-3;
 - (ii) provide inputs into the preparation of the draft AAA and facilitate discussions at the HLF-3 roundtables;
 - (iii) help selected DMCs prepare inputs for the marketplace and raise awareness in DMCs about best practices to enhance development effectiveness, including harmonization, alignment, ownership, management for development results, and mutual accountability; and
 - (iv) sponsor the HLF-3, including contributions to the pooled fund to cover costs for Asia and Pacific region partner countries' participation.
9. The expected outputs are
- (i) four subregional workshops to be jointly organized with other development partners;
 - (ii) timely inputs into the draft AAA and into the preparation, agenda, and scope for HLF-3 roundtables;
 - (iii) a website for posting comments and proposals regarding aid effectiveness including CoP-MfDR issues;

- (iv) a single document consolidating all inputs from the subregional workshops and website to provide a regional perspective and input towards discussions at HLF-3;
- (v) two regional meetings of the members of CoP-MfDR to be organized by ADB; and
- (vi) the participation of DMCs, including representatives of CoP-MfDR, at the HLF-3, including the roundtable meetings, ministerial-level sessions, and marketplace.

B. Methodology and Key Activities

10. The four subregional workshops will be as follows:
 - (i) Pacific subregion: Fiji Islands, 4–7 April 2008 (Cook Islands, Federated States of Micronesia, Fiji Islands, Kiribati, Nauru, Niue, Papua New Guinea, Palau, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu);
 - (ii) Southeast Asia: Bangkok, 21–22 April 2008 (Cambodia, People's Republic of China, Indonesia, Lao People's Democratic Republic, Malaysia, Philippines, Thailand, Timor-Leste, and Viet Nam);
 - (iii) South Asia: Bangkok, 5–6 May 2008 (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka); and
 - (iv) Central and West Asia: Bangkok, 8–9 May 2008 (Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyz Republic, Mongolia, Tajikistan, Turkmenistan, and Uzbekistan).

11. The key objectives of the subregional workshops will be to (i) consult on the AAA draft (to be made available towards end of March), (ii) discuss how countries can best contribute to the nine roundtables of the HLF-3, (iii) discuss preparing partner country participation at the HLF-3 marketplace, and (iv) contribute to an Asia and Pacific region perspectives document to be tabled at HLF-3.

12. Regarding participation, the workshops will bring together the following:
 - (i) Asia and Pacific region partner countries: a total of four or five government representatives from each DMC including the national coordinator for the 2008 Paris Declaration monitoring survey; two from policy ministries (finance, planning, and/or foreign affairs) and two from line (sectoral) ministries (the DMC delegation should include at least one senior official);
 - (ii) donors: participation limited to organizers and sponsors of the workshops, OECD-DAC, and donor focal points in each DMC (identified for the 2008 Paris Declaration monitoring survey); and
 - (iii) civil society: a total of three or four country-level representatives of civil society organizations in each workshop drawn from civil society participants at previous regional and global consultations on HLF-3.

13. A summary of discussions from each subregional workshop will be drafted and a follow-up consolidated report will be prepared by a consultant. This report will aim to bring to the HLF-3 an Asia and Pacific regional perspective on aid effectiveness and the implementation of the Paris Declaration.

14. ADB will manage a website from late April to September 2008 to allow further discussion and proposals for comments on the consolidated report and specific topics of the HLF-3. This ADB website will be linked to the official HLF-3 website, which will also be launched in April 2008.

15. ADB will organize a regional gathering of CoP-MfDR members at a location and date to be determined to craft partner country inputs on MfDR for the HLF-3. This meeting will (i) review and debate the Paris Declaration progress report and the draft AAA before they are finalized, (ii) consider inputs into the MfDR debate at the HLF-3, (iii) identify case studies in MfDR for Accra, and (iv) discuss ways to showcase the potential of the CoP-MfDR for sustainable capacity development in MfDR.

16. In collaboration with the HLF-3 Roundtable on MfDR, ADB will convene an abbreviated CoP-MfDR meeting in Accra in parallel to the HLF-3 in September 2008 to provide a platform for the Asia and Pacific region partner countries to be heard regarding results management.

17. ADB will also assist DMCs (including CoP-MfDR members) in their participation at the HLF-3. This assistance will be two-fold: (i) financing the travel and accommodation costs of a considerable number (25–30) of DMC delegates and (ii) assisting, through local consultants, certain DMCs in their participation in the marketplace of the HLF-3.

18. Certain post-HLF-3 activities will also be considered: (i) the dissemination of messages from Accra through the web, newsletters, publications, or CD-ROMs and (ii) the organization of other types of activities needed for a follow-up process to the HLF-3 in the region.

C. Cost and Financing

19. The total amount of the RETA, which is estimated at \$500,000 equivalent, will be financed as a grant from ADB's technical assistance funding program. It is proposed that, through this RETA, ADB provide \$190,000 to finance the subregional workshops for the Pacific, Southeast Asia, South Asia, and Central Asia.² ADB will contribute this fund to a pool managed by the United Nations Development Programme (UNDP). This will be done through the signing of an administrative arrangement between ADB and UNDP as set by the memorandum of understanding between them.³

20. The total cost of the CoP-MfDR consultation process towards the HLF-3, including DMCs' participation at Accra, is estimated at \$150,000, which ADB will finance entirely.

21. ADB will also provide \$160,000 toward organizing the HLF-3 in Accra. These funds will be allocated mainly toward financing the participation of DMCs.⁴ The detailed cost estimates are in Appendix 2.

D. Implementation Arrangements

22. Given the fact that four sub-regional consultation meetings need to be organized and given the good working partnership established with the UNDP Regional Center in Bangkok, ADB will host 3 of the workshops in Bangkok, Thailand. The remaining workshop will be held in

² The remaining balance of the total workshop cost will be shouldered by other donors, mainly UNDP, Government of Japan, and the World Bank, which have indicated interest in cosponsoring all four workshops.

³ On 23 July 2007, ADB and UNDP signed a memorandum of understanding that covers cofinancing and other arrangements for funding regional, subregional, and country programs and projects.

⁴ Prior to finalizing the RETA paper, ADB's Board of Directors approved on 31 March 2008, on a no-objection basis, a Board waiver to procurement from a non-ADB member country, in accordance with Article 14 (ix) of the Charter, to finance the participation of DMC delegations in the Third High-Level Forum in Accra, Ghana, on 2–4 September 2008.

the Fiji Islands, where the Pacific Islands Forum Secretariat and the UNDP Pacific Center have taken the initiative to organize the consultations. Two meetings of the CoP-MfDR will be organized and hosted by ADB: one at ADB headquarters in Manila and the other in Accra, Ghana, at the venue of the HLF-3.

23. The RETA implementation period is scheduled for 9 months, from April 2008 to December 2008. ADB will be the Executing Agency. ADB's Strategy and Policy Department, specifically the Strategy, Planning, Policy, and Inter-Agency Relations Division and the Results Management Unit will administer the RETA in cooperation with ADB's Resident Mission in Thailand and the Pacific Subregional Office in Suva, Fiji Islands. An international consultant will be engaged to prepare individual reports from each subregional workshop, which will be tabled and facilitate discussions at the HLF-3 in Accra, Ghana. Another international consultant will be engaged to edit a consolidated regional perspective document. National consultants will be engaged to achieve the expected outputs for the HLF-3, namely to (i) facilitate the regional consultations, (ii) set up and maintain a website, and (iii) assist DMCs' participation in the HLF-3 marketplace. An outline of the terms of reference for the consultants is in Appendix 3. ADB will engage the consultants on an individual basis and in accordance with its *Guidelines on the Use of Consultants* (2007, as amended from time to time) and other arrangements satisfactory to ADB for engaging consultants. A no objection letter will be obtained from those DMCs in which activities specifically related to that DMC will be conducted.

24. ADB's regional departments will be involved in organizing the workshops. In addition, the preparation of any necessary materials for the consultations will be done in close coordination with the regional departments.

25. To ensure timely and effective dissemination of results and deliverables from these subregional workshops, plans are in place to ensure that the consolidated report and the summaries of discussions at the subregional workshops will be disseminated to DMCs and other development institutions. These reports will also be distributed at the HLF-3.

IV. THE PRESIDENT'S DECISION

26. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$500,000 on a grant basis for supporting the Third High-Level Forum on Aid Effectiveness and its Preparatory Consultation Process, 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 Increase the effectiveness of development assistance in the region through the five pillars of the Paris Declaration: harmonization, alignment, ownership, management for development results, and mutual accountability</p>	<ul style="list-style-type: none"> ▶ Progress on the Paris Declaration indicators ▶ Increased effectiveness of development assistance 	<ul style="list-style-type: none"> ▶ Workshop reports ▶ Consolidated regional perspective document ▶ Website ▶ 2008 and 2010 Paris Declaration Implementation Surveys ▶ HLF-3 documents and reports 	<p>Assumptions</p> <ul style="list-style-type: none"> ▶ Availability of adequate ADB resources ▶ DMCs' commitment and readiness to implement the Paris Declaration <p>Risks</p> <ul style="list-style-type: none"> ▶ Diverse agenda of HLF-3, i.e., lack of consensus on indicators and unclear objectives ▶ DMCs' lack of capacity to implement the Paris Declaration ▶ Lack of a supported and coordinated response from ADB
<p>Outcome</p> <p>(i) Dissemination of country-based knowledge and experiences about development effectiveness, including the implementation of the Paris Declaration, which will provide a sound basis for discussions at the HLF-3</p> <p>(ii) Raised awareness of DMCs about best practices to enhance development effectiveness regarding harmonization, alignment, ownership, management for development results, and mutual accountability</p>	<ul style="list-style-type: none"> ▶ Increased South-South dialogue and the establishment of an informal community of practice 	<ul style="list-style-type: none"> ▶ Workshop reports ▶ Consolidated regional perspective document ▶ Website ▶ 2008 and 2010 Paris Declaration Implementation Surveys ▶ HLF-3 documents and reports 	<p>Assumption</p> <ul style="list-style-type: none"> ▶ DMCs' strong demand for cross-country sharing of best practices and experience <p>Risk</p> <ul style="list-style-type: none"> ▶ DMCs may express preference for focusing on in-country implementation rather than cross-country experience.
<p>Outputs</p> <p>(i) Four subregional workshops that will allow DMCs to provide to the HLF-3 an Asia and Pacific region</p>	<ul style="list-style-type: none"> ▶ Positive inputs and contributions from DMCs ▶ Good attendance of DMCs at the 	<ul style="list-style-type: none"> ▶ Workshop reports ▶ Consolidated regional perspective document 	<p>Risks</p> <ul style="list-style-type: none"> ▶ DMCs' poor attendance at subregional workshops ▶ Little interest from

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p>perspective and input</p> <p>(ii) A website for posting comments and proposals regarding aid effectiveness as run-up to the HLF-3</p> <p>(iii) A single document consolidating all inputs from subregional workshops and website to provide a regional perspective to be tabled and facilitate discussions at the HLF-3</p> <p>(iv) Participation of DMCs at the HLF-3, including the roundtable meetings, ministerial-level sessions, and marketplace</p>	<p>workshops</p> <ul style="list-style-type: none"> ▶ High quality of workshop reports and regional perspective document ▶ Visibility of Asian DMCs at the HLF-3 	<ul style="list-style-type: none"> ▶ Website ▶ 2008 and 2010 Paris Declaration Implementation Surveys ▶ HLF-3 documents and reports 	<p>DMCs in the HLF-3, specifically regarding the marketplace</p> <ul style="list-style-type: none"> ▶ Lack of interest in using the website and/or limited DMC access to internet ▶ Inadequate quality of workshop reports ▶ A single document may not be agreed by all DMCs as properly reflecting a regional perspective.
<p>Activities with Milestones</p> <ol style="list-style-type: none"> 1. Regional consultations 2. Setting up and maintenance of website 3. Preparation of consolidated report based on inputs from the workshops and website reflecting a regional perspective as contribution to HLF-3 4. Participation of DMCs at HLF-3 			<p>Inputs</p> <ul style="list-style-type: none"> ▶ ADB to provide \$500,000 to fund the HLF-3 preparatory consultation process and the participation of DMC representatives at the HLF-3 ▶ ADB stakeholders to provide feedback as required

ADB = Asian Development Bank, DMC = developing member country, HLF-3 = Third High-Level Forum on Aid Effectiveness.

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COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item		Total Cost ^a
A. Consultants		
1. International consultants		
a. Remuneration and per diem	38.00	
b. International and local travel	4.00	
2. National consultants	28.00	70.00
B. Consultations		
1. Subregional workshops in the Pacific, Southeast Asia, South Asia, and East and Central Asia	110.00	
Contingencies	10.00	120.00
2. CoP-MfDR consultations		
a. Pre-Accra consultation meeting	60.00	
b. CoP-MfDR participation at the HLF-3 ^b	60.00	
c. Miscellaneous administration and support cost	30.00	150.00
3. Third High-Level Forum on Aid Effectiveness ^c		160.00
	Total	500.00

CoP-MfDR = Community of Practice on Management for Development Results, HLF-3 = Third High-Level Forum on Aid Effectiveness.

^a Financed by Asian Development Bank's technical assistance funding program.

^b Contribution to fund participation of CoP-MfDR representatives at the HLF-3.

^c Contribution to fund participation of developing member country officials at the HLF-3 in Accra.

Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

A. Technical Writer (international, 2 person-months)

1. An internationally recruited consultant with expertise in writing strategic planning and policy development documents will render 2 person-month of services. The consultant will be responsible for preparing individual reports for the three subregional workshops taking place in Bangkok in close coordination with Asian Development Bank (ADB) staff in the Strategic Planning, Policy, and Interagency Division (SPPI) and the other organizers of the workshops: Government of Japan, United Nations Development Programme (UNDP), and World Bank. The consultant will be based in Bangkok, Thailand, and his or her tasks will include

- (i) participating in the subregional workshops in Bangkok and acting as resource person if necessary,
- (ii) reviewing concept notes and technical papers prepared by other agencies and providing comprehensive comments to improve the quality of the final documents, and
- (iii) collecting notes from the workshop rapporteur and preparing a summary report based on them for each workshop.

B. Technical Editor (international, 1 person-month)

2. An internationally recruited consultant with expertise in editing strategic planning and policy development documents will render 1 person-month of services. The consultant will work closely with SPPI and be responsible for finalizing the consolidated regional perspective document. The tasks of the consultant will include

- (i) reorganizing text so that the subject matter is easy to understand;
- (ii) rephrasing text to tighten it, make it flow, and reduce ambiguity;
- (iii) writing text where required to ensure the flow and readability of the paper;
- (iv) reviewing an edited manuscript for spelling, grammar, consistency, format, completeness, and accuracy regarding text, tables, bibliographies, references, and footnotes;
- (v) recasting and editing tables and figures;
- (vi) spotting obvious errors, including in mathematical calculations, and pointing out questionable proper names, bibliographic references, and the like (but not fact checking);
- (vii) ensuring that the text conforms to the *ADB Handbook of Style and Usage*;
- (viii) editing notes to ensure that the text references are correct;
- (ix) checking the author's final changes; and
- (x) consulting extensively with the author and project manager.

C. Workshop Coordinator (national, 10 person-months)

3. A national consultant will be engaged for 10 person-months to assist in the effective planning, coordination, and conduct of a series of outcomes from the international conference Asia 2015: Promoting Growth, Ending Poverty, of March 2005, regarding the international agenda of aid effectiveness, in particular the activities related to preparations for the Third High-Level Forum on Aid Effectiveness (HLF-3) in Accra, Ghana, on 2–4 September 2008. He or she will report to staff of SPPI and provide the following administrative support to deliver the outputs required to achieve the purpose of the assignment:

- (i) Provide and coordinate secretariat support during the workshops to help with organization and arrangements, and assist in documenting the workshop sessions.
- (ii) Coordinate all necessary logistical arrangements for the subregional workshops—including all relevant meetings, consultations, and videoconferences, etc.—and prepare required correspondence and respond to inquiries.
- (iii) Set up workable arrangements with the resident missions concerned for the planning, execution, and monitoring of all activities relevant to the events and closely coordinate with them on all logistical and administrative matters.
- (iv) Assist in consolidating and synthesizing workshop materials and reports and liaise with the Printing Office for the production of these materials as necessary.
- (v) Liaise with development partners who will cosponsor the workshops (UNDP, Government of Japan, World Bank, and others) with regard to organization and arrangements, as well as to fund transfers, and coordinate the preparation of necessary letters of agreement for sharing expenses.

D. Communication Expert (national, 1 person-month)

4. A national consultant will be engaged intermittently for a cumulative maximum of 1 month to set up and maintain a website for the HLF-3. The consultant must be experienced in conducting web-based internal and external consultations on institutional changes. He or she must be proficient in analyzing feedback from individuals and presenting conclusions in a systematic and coherent manner that is both informative and useful to decision-makers. The consultant will preferably have had previous experience of working with ADB and be knowledgeable of its current operations in developing member countries (DMCs).

5. The consultant will be responsible for the following:

- (i) Monitor the feedback daily on both the intranet and the external website on the HLF-3 and report as required by the steering committee and the secretariat in a format useful for review, discussion, and decision making.
- (ii) Prepare in a timely manner responses to be posted on both the external website and the intranet, incorporating comments from the secretariat and the steering committee as needed.
- (iii) Post in a timely manner new information on both websites as it is made available by the secretariat.
- (iv) Moderate discussions on both websites and end discussions as appropriate. Summarize the discussions and their conclusions, if any, for the use of the steering committee and the secretariat.

E. Graphic Artist (national, 5 person-months)

6. Five national consultants will be engaged for a cumulative minimum of 1 month to assist DMCs from each region in preparing posters, flyers, and other materials for the HLF-3 marketplace. The consultant will be responsible for the following:

- (i) Develop a standard graphic design for the DMCs' participation in the HLF-3 marketplace.
- (ii) Assist ADB (SPPI and resident missions in selected DMCs) in designing posters, flyers, and other materials for the HLF-3 marketplace.