

**ASIAN DEVELOPMENT BANK**

**TAR: OTH 37668**

**TECHNICAL ASSISTANCE**

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

**FOR**

**REVIEWING THE POVERTY IMPACT OF REGIONAL ECONOMIC  
INTEGRATION IN THE GREATER MEKONG SUBREGION**

**May 2004**

## **ABBREVIATIONS**

ADB	–	Asian Development Bank
DAN	–	Development Analysis Network
GMS	–	Greater Mekong Subregion
Lao PDR	–	Lao People's Democratic Republic
NPRS	–	national poverty reduction strategy
NRI	–	national research institution
NSO	–	national statistical office
TA	–	technical assistance

## **NOTE**

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

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## I. INTRODUCTION

1. The Asian Development Bank (ADB) has supported the Greater Mekong Subregion (GMS) Program since its establishment in 1992 by ministers from the six participating countries: Cambodia, People's Republic of China (Yunnan Province), People's Democratic Republic of Lao (Lao PDR), Myanmar, Thailand, and Viet Nam. The GMS Program aims to promote sustainable economic growth and a better life for all in the subregion through regional cooperation. The GMS Program has initially focused on infrastructure development, but attention is shifting to regional approaches to addressing social, environmental, and trade issues. At the GMS Summit in November 2002, the six country leaders pledged to work together more closely to reduce poverty and promote greater subregional integration.

2. Regional integration is expected to significantly contribute to economic growth and improve the livelihoods of the people living in the GMS. However, appropriate regional, national, and local strategies are required to ensure that the poor benefit equitably from regional integration. This is particularly important for communities that are in the front line of border interactions and thus are likely to be directly impacted by regional integration. Systematic information on regional dimensions of poverty is needed to inform regional, national, and local policies and strategies. The technical assistance (TA)<sup>1</sup> has been prepared to provide a more comprehensive information base about cross-border livelihood interactions and poverty. It is intended to consider how regional integration may be managed to ensure that benefits to the poor in the cross-border areas are maximized while addressing the negative impacts. The TA proposal was endorsed for funding at the strategy meeting of the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies (NPRS) and the Poverty Reduction Cooperation Fund in July 2003.<sup>2</sup> The TA will cover the cross-border areas in Cambodia, Lao PDR, Thailand, and Viet Nam. This document is based on consultations held and understandings reached during a TA fact-finding mission to Cambodia, Lao PDR, Thailand, and Viet Nam in October and November 2003. This TA is included in the Regional Cooperation Strategy and Program 2004–2008. The TA framework is in Appendix 1.

## II. ISSUES

3. Recent data indicates that the proportion of population below the national poverty line has declined in all four countries: to approximately 36% in Cambodia,<sup>3</sup> 30% in Lao PDR,<sup>4</sup> 10% in Thailand,<sup>5</sup> and 29% in Viet Nam.<sup>6</sup> These figures compare to earlier estimates of 39% in Cambodia in 1997,<sup>7</sup> 38.6% in Lao PDR in 1997,<sup>8</sup> 13% in Thailand in 1997,<sup>9</sup> and 37% in Viet Nam in 1998.<sup>10</sup> Efforts to reduce poverty are grounded in national development and poverty

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<sup>1</sup> The TA was initially titled Unmasking Cross-Border Poverty in the GMS. The TA first appeared in *ADB Business Opportunities* (Internet version) on 18 October 2003.

<sup>2</sup> The proposal was initially endorsed for \$600,000. Taking into account the higher-than-expected estimated budget requirements to carry out the survey, the Government of Netherlands agreed in their e-mail of 14 January 2004 to increase the budget to \$750,000.

<sup>3</sup> Cambodia Human Development Report, Phnom Penh, published by UNDP. 2001. National Poverty Reduction Strategy of Cambodia 2003–2005, Council for Social Development, Kingdom of Cambodia. 2002.

<sup>4</sup> Preliminary data from Lao Expenditure and Consumption Survey in 2002/2003.

<sup>5</sup> Thailand Economic Monitor 2003. Washington DC; WB. 2003. Thailand Socio Economic Survey 2002, National Statistical Office, Thailand

<sup>6</sup> Preliminary data from Viet Nam Living Standards Survey 2002.

<sup>7</sup> UNDP. 1997. Cambodia Human Development Report. Phnom Penh.

<sup>8</sup> Lao Expenditure and Consumption Survey in 1997/1998, National Statistical Center, Lao PDR.

<sup>9</sup> National Statistical Office and the Office of the National Economic and Social Development Board. Country Paper on Poverty Measurement in Thailand. Bangkok. 1999.

<sup>10</sup> *Viet Nam Living Standards Survey 1997–1998*. General Statistical Office, Government of Viet Nam.

reduction strategies and policies. These strategies and policies are based on aggregate data, which provide an overall understanding of poverty at the national and provincial levels. However, national poverty data are often not disaggregated at local levels. While some information on regional poverty issues are available, it is not sufficient to formulate meaningful strategies and policies. The information gap must be remedied since border towns are becoming important hubs of economic activity and social interaction, with GMS integration resulting from infrastructure development, trade facilitation, and greater mobility of people.

4. Systematic compilation of information on the issues related to regional dimensions of poverty will help to improve the national poverty reduction strategies, policies and strategies supporting regional integration, and ADB supported initiatives. The GMS Working Group on Human Resources Development at its meeting in September 2002 identified regional poverty as one of its priorities. The TA will contribute to a deeper understanding of the localized poverty in the cross-border areas, and ways to reduce it.

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

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

5. The overall objective of the TA is to determine how increased connectivity between the GMS countries through infrastructure and communications development may be managed to ensure that the economic and social status of the poor will be significantly enhanced. The immediate objective of the TA is to assess the distribution of benefits and costs of cross-border interactions among different groups, and identify ways to maximize the benefits to the poor and minimize the negative impacts. This initiative will form the basis for (i) enhancing regional, national, and local dialogue on the issues and collaboration between the countries to manage the process of regional economic integration, to benefit the poor as much as possible; (ii) strengthening the networking and information exchange of national institutions involved in collection, processing, and analysis of quantitative and qualitative data; and (iii) informing key decision makers, stakeholders, and ADB about the benefits and issues of cross-border interactions.

6. Key outputs and deliverables will include (i) quantitative data and qualitative information on the benefits and issues related to cross-border interactions; (ii) recommendations to maximize the benefits to the poor and minimize the negative impacts; (iii) enhanced national capacity for collection, processing, and analysis of quantitative and qualitative data; (iv) better understanding of cross-border livelihood strategies of the poor as complementary inputs to the formulation or modification of NPRSs; and (v) recommendations for ADB operations in the provinces covered under this initiative. An executive summary report containing a regional comparison of the country findings and the country reports will be produced. The draft outline of the expected final report is in Appendix 2. Other deliverables will include data sets on poverty issues in selected cross-border areas in the four countries, which should be made available to national and external researchers for further analysis.

7. The TA will focus on cross-border interactions related to trade in goods and services, which likely has the highest impact on local living standards; employment; other income generating activities; community and resource interactions (i.e., agricultural activities, use of natural resources, and social ties); social services; information exchange; and other issues identified by the participating countries. The TA will consider men's and women's role as traders and laborers, the impact of cross-border interactions on youths, and cultural impacts. The TA is expected to assist NPRSs, where regional issues affect the effectiveness of national

efforts to reduce poverty. It will not attempt to establish a new poverty line or to measure the incidence of poverty since other national initiatives measure and monitor poverty, such as the household expenditure and consumption surveys. Furthermore, the TA will have limited geographic coverage, and will build on other studies focused on specific regional issues such as trafficking of people and illegal migrant workers.

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

8. The TA will be implemented in two phases. In the first phase, a comprehensive literature review and stocktaking of existing data and information at the national and regional levels will be undertaken to identify the information gaps. A preliminary survey will also be undertaken to identify the issues to be covered. Based on the identified gaps and preliminary survey, the scope of the study will be identified and the survey design will be discussed at the first regional inception workshop. Existing studies and methodologies will also be reviewed, to determine their applicability at the first regional workshop. National research institutions that will undertake the survey and analyses will be involved in the stocktaking exercise, which is a key step to developing the quantitative and qualitative survey.

9. The second phase will be data collection (qualitative and quantitative) and analysis. National research institutions (NRIs) will work with national statistical offices (NSOs) in the quantitative data collection. The qualitative data collection will follow the quantitative data collection and will include focus group discussions using semi-structured interviews and interviews of key informants, such as local officials, community leaders, women's groups, and laborers. The data collection and analysis will incorporate disaggregation by gender, age, ethnicity, and other factors, as appropriate. The TA will draw on existing information and data as much as possible.

10. Data analysis and reporting will be at the country and regional levels. National research institutions are expected to prepare the country-level analyses, based on an agreed framework for final report. Quantitative data will be collected and processed with the support of NSOs, which NRIs will complement with qualitative survey. A short regional comparative report (the executive summary) will be prepared, translated, and disseminated at the national and regional levels. The report is expected to analyze key cross-border interactions related to social and economic infrastructure, cross-border economic activities, and community and resource interactions. This includes review of repatriated funds, cross-border transactions on local resource use, social and economic situations, community relations, and other impacts.

11. The TA activities will be undertaken in Cambodia, Lao PDR, Thailand, and Viet Nam and will focus on two of the three emerging economic corridors in the GMS—east-west and south. The third, the North-South Economic Corridor, will be considered at a later stage. A no-objection letter from each of the participating DMCs will be obtained before the TA is implemented in the said DMCs. Provinces proposed to be covered are (i) Nakhon Phanom (Thailand), Savannakhet (Lao PDR), and Quang Tri (Viet Nam) for the East-West Corridor; and (ii) Prachin Buri (Thailand), Banteay Meanchey and Svay Rieng (Cambodia) and Tay Ninh (Viet Nam) for the Southern Corridor. Data collection will mainly take place in the first stratum, which will be the border towns of Poipet and Bavet (Cambodia); Aranyaprathet (Thailand); Dansavanh (Lao PDR); and Lao Bao and Moc Bai (Viet Nam). The border towns of Savannakhet and Mukhdahan along the east-west corridor will not be covered, since the Japan Bank for International Cooperation is undertaking a rapid socioeconomic assessment there. For comparative purposes, second and third strata will include border districts and other districts in the provinces.

12. A regional inception workshop will be organized to discuss the TA framework, methodology, and technical aspects, such as sample design and survey questionnaire, data collection and analysis, and implications of the TA results for the NPRS in each country. This will be followed by in-country workshops at the national and provincial levels, to launch the initiative in each country, review the preliminary results, and disseminate the final results. A second regional workshop will be organized to review the experience and discuss the draft report. The TA outputs will be disseminated at appropriate GMS fora, through national workshops, and on-line through the ADB web site.

13. The GMS countries have a range of capacities and experience in poverty assessment, reduction, and monitoring. The TA is designed as a regional cooperative initiative to take advantage of the different country experience and knowledge. It is intended to promote cross-country learning and networking, especially between NSOs and NRIs in the GMS. The TA will also contribute to regional, national, and local level dialogue on poverty issues and its regional dimension, and trigger a more formal and continuous cooperative monitoring system in these areas.

14. One of the main challenges in implementing the TA is to ensure consistency and quality of data collection and analysis. A regional coordinator will be engaged to play a key role in addressing this aspect. Also, the situation in and around the border towns is changing rapidly, and timing in data collection and analysis is extremely important to ensure that the information does not become obsolete. Delays could occur at data collection and analysis stages in the countries, given the different GMS country contexts and support of the NSOs and NRIs. Thus, the TA implementation calendar will be reviewed at the first regional meeting to ensure that it is realistic.

15. Several regional initiatives launched by GMS countries promote economic development, which will benefit the poor, including the Economic Cooperation Strategy launched by Thailand to support initiatives in neighboring countries, and the Development Triangle Initiative where Cambodia, Lao PDR, and Viet Nam are preparing a master plan to coordinate their development efforts. The United Nations Development Programme (UNDP) is also preparing the Southeast Asia Human Development Report. The TA is expected to complement these ongoing efforts and other ADB-supported projects, such as the Participatory Poverty Assessment in the Tonle Sap (Cambodia); Making Markets Work for the Poor; and Rural, Urban, Subregional Linkages in the Mekong Region: A Holistic Approach to Development and Poverty Reduction, and Promoting NGO Support for Poverty Reduction in the Greater Mekong Subregion.<sup>11</sup> To avoid duplication of efforts, the TA will monitor outputs of these other initiatives and coordinate activities as much as possible.

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

16. The total cost of the TA is estimated at \$820,000 equivalent. The TA will be financed on a grant basis by the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies, which will cover \$750,000 equivalent. The participating

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<sup>11</sup> ADB. 2003. *Technical Assistance for Participatory Poverty Study of the Tonle Sap Basin*. Manila.

ADB. 2003. *Technical Assistance for Making Markets Work Better for the Poor*. Manila.

ADB. 2003. *Technical Assistance for Rural, Urban, and Subregional Linkages in the Mekong Region: A Holistic Approach to Development and Poverty Reduction*. Manila.

ADB. 2003. *Technical Assistance for Promoting NGO Support for Poverty Reduction in the Greater Mekong Subregion*. Manila.

countries will provide an in-kind contribution of \$70,000 equivalent. ADB will administer the TA funds. The detailed cost estimates and the financing plan are provided in Appendix 3.

#### **D. Implementation Arrangements**

17. ADB will be the Executing Agency. ADB's Mekong Department will administer the TA, in close cooperation with the ADB resident missions in Cambodia, Lao PDR, and Viet Nam, and ADB's Extended Mission in Thailand. The TA implementation period is scheduled for 20 months, from May 2004 to December 2005. National focal agencies for the TA are (i) the Ministry of Planning in Cambodia; (ii) the State Planning Committee in the Lao PDR; (iii) the National Economic and Social Development Board in Thailand; and (iv) the Ministry of Planning in Viet Nam. The TA will be implemented in cooperation with the NSOs for the quantitative data collection. NRIs proposed to undertake the overall survey work are (i) Cambodia Development Resource Institute in Cambodia; (ii) National Economic Research Institute in the Lao PDR; (iii) Thai Development Research Institute in Thailand; and (iv) the Central Institute for Economic Management in Viet Nam. These national institutions are proposed based on their background, experience, and interest in cross-border economic issues. The TA will benefit from working with these institutions since they are already undertaking cross-border socioeconomic studies and thus are prepared to meet the challenges of the TA. The institutions are already collecting and analyzing some cross-border issues, and thus are in the best position to identify gaps in information and areas to focus under the TA. The institutions are involved in a Development Analysis Network study on cross-border economies, which is focusing on specific commodities, such as garments. Positive synergies between the two initiatives are expected.

18. The TA implementation in Cambodia, Lao PDR, and Viet Nam will be guided by a national advisory forum in each country. The forum is expected to be constituted by existing committees that oversee the implementation of NPRSs. In Thailand, the GMS National Coordination Office, governed by the National Sub-Committee on Neighboring Country Economic Cooperation, is expected to have a key role in steering the process. An ADB peer review group will be formed to provide technical advice and inputs. The TA will require the services of a regional coordinator (8 person-months, international) responsible for overall coordination and the development of questionnaire and methodology; a household survey expert to provide technical support in sampling and data processing (4 person-months, international), a participatory assessment expert (3 person-months, international), and poverty advisers (1.5 months, international), as individuals. The consultants will be engaged in accordance with ADB's *Guidelines on the Use of Consultants*. Outline of the terms of references are in Appendix 4.

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

19. The President, acting under the authority delegated by the Board, has approved ADB administering technical assistance not exceeding the equivalent of \$750,000 to be financed on a grant basis by the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies for Reviewing the Poverty Impact of Regional Economic Integration in the Greater Mekong Subregion, and hereby reports this action to the Board.

### TECHNICAL ASSISTANCE FRAMEWORK

<b>Design Summary</b>	<b>Performance Indicators/Targets</b>	<b>Monitoring Mechanisms</b>	<b>Assumptions and Risks</b>
<p><b>Goal</b></p> <p>To ensure that the economic and social status of the poor will be significantly enhanced by increased connectivity between the Greater Mekong Subregion (GMS) countries, with infrastructure and communication network development and associated regional economic integration.</p>	<p>The design of national and regional policies and interventions targeted at reducing poverty incorporates the outcome of the technical assistance (TA).</p>	<p>Project reports.</p> <p>National and regional policies and interventions revised or designed after the outcome of the TA activities have been disseminated.</p>	
<p><b>Purpose</b></p> <p>To identify benefits and issues of cross-border interactions of different groups, and determine ways to maximize the benefits to the poor and minimize the negative impacts.</p>	<p>Framework and methodology, including simple survey questionnaire agreed by all key stakeholders.</p> <p>Field research carried out based on agreed framework, methodology, and time frame.</p> <p>Conclusions and recommendations of the study.</p>	<p>Quantitative and qualitative survey results.</p> <p>Summary report of the study printed in English and local languages.</p>	<p>Recommendations of the study are accepted by the governments; to ensure country ownership, the TA will work with national institutions, and detailed scope and framework of the TA activity will be validated at the inception workshop.</p>
<p><b>Outputs</b></p> <p>Analytical report with (i) identification of the benefits and issues related to cross-border interactions, (ii) recommendations to maximize the benefits to the poor and minimize the negative impacts, (iii) better understanding of cross-</p>	<p>Draft report prepared in early 2005.</p>	<p>Quarterly progress reports.</p> <p>Final summary report.</p> <p>TA completion report.</p>	<p>Availability of well-respected coordinator with experience and capacity to oversee TA activities.</p> <p>Availability of preselected research institutions.</p> <p>Cooperation of all key stakeholders; to ensure that all parties consider the implementation calendar</p>

<b>Design Summary</b>	<b>Performance Indicators/Targets</b>	<b>Monitoring Mechanisms</b>	<b>Assumptions and Risks</b>
<p>border livelihood strategies of the poor as complementary inputs to the national poverty reduction strategies, and (iv) recommendations for ADB operations in the provinces covered under this initiative.</p> <p>Capacity of key stakeholders in the GMS countries to undertake simple quantitative and qualitative surveys and analysis strengthened.</p>	<p>National institutions benefit from experience and knowledge sharing during the regional workshops.</p> <p>National institutions benefit from advice and support of experts engaged to help data collection, processing, and analysis.</p>	<p>Workshop reports.</p> <p>Quarterly progress reports.</p> <p>Asian Development Bank (ADB) TA review missions.</p> <p>Feedback from key stakeholders.</p> <p>TA completion report.</p>	<p>realistic, it will be discussed and agreed at the first regional meeting.</p>
<p><b>Activities</b></p> <p>Comprehensive literature review and stocktaking exercise of existing data and information at the national and regional levels.</p> <p>Inception workshop.</p> <p>Establish national</p>	<p>Comprehensive list of materials and information gaps identified by inception workshop.</p> <p>Inception workshop organized in second quarter of 2004.</p> <p>Framework, methodology, and TA implementation calendar for collection, processing, and analysis of quantitative and qualitative data agreed.</p> <p>Steering committees established, and</p>	<p>Comprehensive list of materials.</p> <p>Workshop report.</p> <p>Quarterly progress reports.</p>	<p>The situation in and around the border towns is changing rapidly, and timing in data collection and analysis is extremely important to ensure that the information does not become obsolete.</p> <p>Delays in national data collection and analysis due to the GMS country contexts.</p> <p>An effective regional coordinator is involved throughout the TA implementation period, to ensure continuity of activities and to avoid disruptions.</p> <p>Consistency and quality of data collection and analysis</p>

<b>Design Summary</b>	<b>Performance Indicators/Targets</b>	<b>Monitoring Mechanisms</b>	<b>Assumptions and Risks</b>
steering committees.  National workshops.  Data collection, both qualitative and quantitative data analysis at the country level and reporting (based on an agreed framework).  Midterm review workshop.  Regional analysis and reporting.  Translation and dissemination of the executive summary report at the national and regional levels.	objectives and scope of activities introduced to them.  Scope and framework of TA activities discussed with key stakeholders from targeted provinces and districts.  Data collection and analysis takes place in fourth quarter 2004 to first quarter 2005.  Workshop organized second quarter of 2005.  Draft country report available by midterm review.  Final summary report produced third quarter 2005.  Summary report translated and disseminated in fourth quarter 2005.  Summary report available through the ADB web site.	ADB missions.  Workshop reports.  Quarterly progress reports.  Quarterly progress reports.  ADB missions.  Workshop report.  Quarterly progress report.  Draft summary report.  Quarterly progress report.  Final summary report available in English and local languages.  Quarterly progress reports.  TA completion report.	must be ensured by the regional coordinator and other experts.
<b>Inputs</b>			
Consulting services	\$290,000	Quarterly progress reports.	National institutions are contracted in a timely manner.
Travel (international and local)	\$ 40,000	Mission review.	Appropriate individuals are engaged in a timely manner to support the TA activities.
Reports and communication	\$ 10,000	TA completion report.	
Meetings, workshops,	\$ 45,000		
	\$300,000		

<b>Design Summary</b>	<b>Performance Indicators/Targets</b>	<b>Monitoring Mechanisms</b>	<b>Assumptions and Risks</b>
and seminars			
Survey and analysis	\$ 10,000		
Miscellaneous administrative support costs	\$ 55,000		
Contingencies	\$750,000		
ADB Financing National Poverty Reduction Strategies Fund	\$ 70,000		
Governments Financing Counterpart support	\$820,000		
<b>Total</b>			
ADB staff time and mission	\$ 30,000		

ADB = Asian Development Bank; GMS = Greater Mekong Subregion; TA = technical assistance.

## DRAFT OUTLINE OF THE FINAL REPORT

### A. Introduction/Background

1. Objectives
2. Scope
3. Institutional Arrangements

### B. Methodology of Case Studies

1. Literature Review
2. Statistics
3. Use of Secondary Data  
(list and evaluation of data i.e., commented inventory, information on source, who, scope, coverage, sampling, quality, availability of data, and reports)
4. Preliminary Survey to Identify Issues
5. Survey  
(i.e., scope and coverage, sampling, data collection)
4. Qualitative data  
(i.e., existing data, additional semi-structured interviews of focus group, interview of key informants, and stakeholder analysis)

### C. Poverty Profile (by country)

1. National Level (summary)
2. Provincial Level and Selected Border Towns (vs. national levels)  
(i.e., poverty incidence, infrastructure, population, population density, availability and quality of social services, and economic activities)
3. Household Groups Covered  
(based on poverty proxies, household size, household composition, gender, ethnic background, educational attainment, etc.)

### D. Identification and Analysis of Key Cross-Border Interactions

1. Social and Economic Infrastructure  
(i.e. availability of roads, transportation, markets, hospitals, schools, electricity, water, jobs/employment in factories, casinos, associations, community groups, etc.)
2. Cross-Border Economic Activities  
(i.e. trade, employment, agricultural production, cottage industry, manufacturing, prices, access to credit, etc., and their contribution to overall income and livelihood)
3. Community and Resource Interactions (i.e. marriages, familial ties, sharing of natural resources, intra family and other income transfers, information exchanges, etc.)
4. Strategies and Initiatives Promoting Cross-Border Interactions  
(i.e. national, provincial and district role in cross-border interactions, ongoing initiative projects with cross-border implications by different organizations, etc.)
5. Other Issues

**E. Impacts of Cross-Border Interactions on the Poor (by country)**

1. Impact on Social and Economic Situation (i.e., employment, income, schooling, health, etc.)
2. Impact on Family and Community Relations, including the Young
3. Impact on Resource Use
4. Other Changes
5. Comparison with Those in Other Provinces (strata 2 and 3) and Countries

**F. Conclusions and Policy Recommendations**

1. Beneficiaries and Issues (i.e., how are different groups benefiting, and what are the issues that need to be addressed)
2. General Recommendations (including implications for national poverty reduction strategies)
3. Recommendations to Enhance Asian Development Bank Support to the Greater Mekong Subregion

## APPENDIXES

1. List of Existing Information and Initiatives
2. Results of Surveys
3. Survey Questionnaire
4. Sampling Strategy
5. Results of Focus Group Discussions
6. Semi-Structured Questionnaire

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

Item	Cost
<b>A. Asian Development Bank Financing</b> <sup>a</sup>	
1. Consultants	
a. Remuneration and Per Diem	330.0
b. International and Local Travel	
c. Reports and Communications	10.0
2. Workshops	45.0
3. Surveys and Analyses	300.0
4. Miscellaneous Administration and Support Costs	10.0
5. Contingencies	55.0
<b>Subtotal (A)</b>	<b>750.0</b>
<b>B. Governments Financing</b>	
1. Office Accommodation and Transport	20.0
2. Remuneration and Per Diem of Counterpart Staff	36.0
3. Others	14.0
<b>Subtotal (B)</b>	<b>70.0</b>
<b>Total</b>	<b>820.0</b>

<sup>a</sup> Financed by the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

### A. Regional Coordinator (international, 8 person-months)

1. The coordinator will be an economist with experience in quantitative and qualitative data collection and analysis, and social development issues. The individual should be able to think creatively and substantively, be able to process and distill information, be energetic and organized, and be able to coordinate key stakeholders from the Greater Mekong Subregion countries. Regional experience will be an asset. The coordinator will be recruited by the Asian Development Bank (ADB) to coordinate the technical assistance (TA) activities, including organizing the inception workshop; coordinating and monitoring country activities; providing support as required, particularly at analysis stage; and helping to disseminate the results. The coordinator will be accountable to the ADB project officer. The coordinator's tasks will include the following, but the responsibilities may be adjusted based on discussions at the regional inception workshop.

#### 1. Phase 1—Preparatory Stage

2. Phase I activities will include the following:

- (i) Confirm the involvement of national research institutions (NRIs) and national statistical offices (NSOs).
- (ii) Review literature on cross-border issues and focus on methodological issues related to the TA, with the help of NRIs.
- (iii) Prepare reference materials and propose the scope of the study for the inception workshop (i.e., summary documentation on methodology, recommendations for literature review, sampling issues, and data compilation at the national level). Prepare the proposed scope of the study, taking into account suggestions by NRIs.
- (iv) Help organize and facilitate the inception workshop. The agenda will likely include (a) confirming the objectives, scope, expectations, and focus of the TA; (b) discussing techniques and experience in undertaking the statistical surveys (sampling, questionnaire, and data collection and processing) and reviewing the draft survey questionnaire; (c) discussing the scope of the participatory survey to be conducted; and (d) discussing various methodologies and pitfalls in analysis, and agreeing on common parameters for analysis of data.
- (v) Manage the design and preparation of a simple quantitative survey questionnaire for collecting standardized data in each participating country, as well as the qualitative survey, in consultation with NRIs. The surveys should be designed so that they may be administered in a single visit at the household and community levels, focusing on cross-border issues. The surveys should include poverty proxies that will be used for ranking households according to their welfare.
- (vi) Help organize the national consultation workshops to launch the initiative.

## **2. Phase 2—Data Collection Stage, Analysis, and Reporting Stage**

3. Phase 2 activities will include the following:

- (i) Monitor and help supervise the implementation of the simple statistics survey, including (a) finalizing the questionnaire, (b) preparing standard manuals for interviewers and supervisors, (c) reviewing the data collection action plans of NSOs, (d) coordinating the activities of the data-processing expert, and (e) reviewing standard tables and other results.
- (ii) Monitor and assist where required in implementing the qualitative survey.
- (iii) Review and edit the country-level analyses. Organize a regional workshop to review the country level outputs, and to discuss the preparation of the regional report.
- (iv) Prepare an integrated regional report with policy recommendations (25 pages maximum).
- (v) Participate in the dissemination workshops.

### **B. Household Survey Expert (international, 4 person-months)**

4. The expert will be specialized in sampling methods and processing of data from household surveys using CsPro software, and experienced in using statistical analysis packages. The expert will have had previous experience working in the Mekong region, particularly in developing sampling strategies and analysis of survey data; will be expected to work closely with the regional coordinator, and to provide advice to NSOs, as required; and will be recruited by ADB for the implementation activities, which will include the following:

#### **1. Sampling Strategy**

5. At the preparatory stage, the expert will propose a sample frame and a statistically significant sample size for the statistics (household) surveys in each country, and produce a technical note on the sampling strategy. The population for the sample will be the preselected provinces and border towns.

6. At the data collection stage, the expert will provide country-specific support for sample selection, including for household listing. The expert will then help prepare a final country specific strategy for computation of sampling weights and estimation of sampling errors.

#### **2. Data Processing**

7. The expert will advise and support NSOs in the four countries as required, in processing the data from the national statistics/household surveys.

8. When the survey questionnaires have been finalized, the regional coordinator and lead consultant will provide the data processing consultant with questionnaire and list of codes. Based on this information, the expert will prepare the standard data dictionary and instructions for customization of data dictionary for each country; and provide (i) a standard data entry program (using CsPro), with an instruction manual containing detailed instructions for the installation, use, and customization of the application by the users, as necessary (the data entry application should include checks for consistency and range that will be programmed based on instructions provided by the lead consultant); (ii) a batch editing program (in CsPro); (iii) a standard tabulation program (in QuickTab); and (iv) a data entry operator manual. The expert

will provide assistance through e-mail to NSOs in the processing (compilation) of the cleaned survey data.

9. After completion of data entry and editing at the country level, the expert will be provided with the four data sets, and will (i) prepare and run a program for conversion of data, including labels of values and variables; (ii) test the four national data sets for quality control and standardization of variable names and codes among the four data sets; (iii) produce a set of national and regional tables disaggregated by gender and other relevant characteristics, based on instructions to be provided by the regional coordinator (consultant); and (iv) prepare the final documentation of the data sets, for secondary users.

### **C. Social Development/Participatory Assessment** (international, 3 person-months)

10. The social development or participatory expert will have had previous experience in participatory methods of collecting information, including designing semi-structured questionnaires for focus group discussions and interviews. The expert will work closely with the regional coordinator, and will provide advice, as required, to NRIs in undertaking the qualitative survey. The expert should have had experience working in the Mekong region.

11. At the preparatory stage, the expert will prepare materials on participatory approaches and their complementarity to quantitative surveys for the inception workshop. The expert will help develop the survey questionnaire and prepare the semi-structured questionnaire for focus group discussions and interviews, which will be reviewed at inception workshop and field tested.

12. The expert will provide support, as required in qualitative data collection and analysis. The expert will help analyze the qualitative information at the country level, interfacing it with the quantitative information, and preparing the integrated report.

### **D. Poverty Experts** (international, 1.5 person-months)

13. Experts will be recruited to (i) act as resource persons in regional workshops organized under the TA, and (ii) advise, review, and comment on the reports and recommendations of the initiative. They are expected to bring knowledge about poverty issues, approaches and challenges in reviewing cross-border issues, and experience in examining cross-border interactions, in particular of the poor. They will be drawn from an international pool of individuals. Consideration will be given to sector experience, based on focus of the data collection and analysis, which will be determined during the inception workshop.

### **E. National Research Institutions**

14. In each country, an NRI will be responsible for the surveys and analysis at the country level, which will be undertaken in cooperation with NSOs. The framework for qualitative assessment and country-level analysis will be based on the discussions and consensus reached at the inception workshop. The main responsibilities will include

- (i) a comprehensive literature review on cross-border economy and other issues;
- (ii) compilation of relevant data from secondary sources and undertaking of preliminary survey to identify information gaps, which will be the basis for recommending the focus of the survey;

- (iii) coordination of the simple quantitative survey, working with an NSO as appropriate;
- (iv) implementation of a participatory survey, based on the framework that is discussed and agreed to at the inception workshop, with the support of the social development/participatory assessment expert;
- (v) analysis of the data from the participatory survey, with the assistance of the social development/participatory assessment expert, as appropriate;
- (vi) analysis of the quantitative survey data;
- (vii) production of the country report in English, based on a standard outline agreed to during the inception workshop, integrating and incorporating the results of analysis of both the statistics/household survey data and the qualitative participatory survey;
- (viii) translation of the country report into the national language;
- (ix) review of and feedback on the integrated report prepared by the regional coordinator;
- (x) translation of the integrated report into the national language; and
- (xi) dissemination of the country and integrated reports in the country.

## **F. National Statistical Offices**

15. The NSOs will help to conduct a simple quantitative survey in the selected provinces (data collected at household and community levels). A common sampling methodology will be provided, which will be discussed and agreed to at the inception workshop. Also, a standard questionnaire will be used in each of the four countries, with possibility to add a short country-specific module, if required. NSOs will, as appropriate, be involved in questionnaire design and sampling strategy. Areas for NSO involvement include data collection (fieldwork), data editing and processing, and formatting of the data set, working with the NRI. A common standard methodology for data processing will be used in all four countries, supported by an international consultant.

16. Specific activities will likely include the following:

- (i) participate in the inception workshop to discuss the sample frame and sample selection (a draft common methodology will be prepared in advance by the household survey expert), questionnaire content, and layout (a draft questionnaire will be prepared in advance by the regional coordinator). The NSOs will provide country-specific components for the questionnaire (e.g., geographic identification), translate the questionnaire from English into local languages, field test the questionnaire in local languages, and finalize the questionnaire for use in their countries.
- (ii) review the draft manuals for interviewers and supervisors prepared by the lead consultant, discuss and finalize them incorporating the revisions, and translate the finalized manuals into the national language.
- (iii) reproduce and print the final questionnaire and manuals.
- (iv) draw the sample, based on instructions on sample size, geographic coverage, and methodology agreed to at the inception workshop, with the assistance of the household survey expert, as required. The responsibilities of the NSOs will include providing access to the most recent sample frame, updating the household listings in the selected enumeration areas, and drawing household samples.

- (v) select and recruit field staff (interviewers, supervisors, etc.). The number of interviewers to be recruited will be determined so that data collection will last no more than 3 weeks (based on an average of five questionnaires per interviewer per day). One supervisor will be hired for every four interviewers.
- (vi) plan the logistics of data collection (car rental, purchase of stationery, etc.), as well as contacts with local authorities.
- (vii) codify the questionnaires.
- (viii) encode the data. A data entry program will be developed and provided the household survey expert. The application will be tested by the NSOs, and customized if required. NSOs will continue to benefit from assistance from the household survey expert by e-mail.
- (ix) edit the data based on a batch-editing program provided by the household survey expert.
- (x) produce standard tables, based on tabulation programs provided by the household survey expert.
- (xi) provide the compiled data sets for analysis.