



Technical Assistance Report

Project Number: 36391
July 2005

Technical Assistance Socialist Republic of Viet Nam: Results-based Monitoring of Poverty Reduction and Growth (Financed by the Managing for Development Results Cooperation Fund)

Asian Development Bank

CURRENCY EQUIVALENTS

(as of 1 July 2005)

Currency Unit	–	dong (D)
D1.00	=	\$0.0000631
\$1.00	=	D15,840

ABBREVIATIONS

ADB	–	Asian Development Bank
CEMA	–	Committee of Ethnic Minority Affairs
CPRGS	–	Comprehensive Poverty Reduction and Growth Strategy
CSP	–	Country Strategy and Plan
DFID	–	Department for International Development
EA	–	executing agency
GSO	–	General Statistics Office
HDI	–	human development index
MDGs	–	Millennium Development Goals
MOLISA	–	Ministry of Labor-Invalid and Social Affairs
MPI	–	Ministry of Planning and Investment
SEDP	–	Socio Economic Development Plan
TA	–	technical assistance
UNDP	–	United Nations Development Programme
VDGs	–	Viet Nam Development Goals
VHLSS	–	Vietnam household living standard survey

TECHNICAL ASSISTANCE CLASSIFICATION

Targeting Classification	–	General intervention
Sector	–	Multisector
Subsector	–	Economic Management
	–	Public Policy
Themes	–	Sustainable economic growth, capacity development
Subthemes	–	Developing rural areas, institutional development

NOTE

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

This report was prepared by a Viet Nam Resident Mission team comprising R. Adhikari (leader), and V. T. Dien.

I. INTRODUCTION

1. During the 2003 country programming mission, the Government of the Socialist Republic of Viet Nam (the Government) requested the Asian Development Bank (ADB) to provide advisory technical assistance (TA) for strengthening assessment and monitoring of poverty reduction and growth. An ADB mission visited Viet Nam from 11 October to 11 November 2004 on a staggered basis to formulate the TA and to reach an understanding with the Government on the goal, purpose, activities and inputs, cost estimates, and implementation arrangements for the TA.¹

II. ISSUES

2. Viet Nam's achievements in terms of social development and poverty reduction are remarkable. Impressive gains in reducing poverty were made during the last decade. As recently as 1993, 58% of the population lived in poverty, compared with 37% in 1998 and 29% in 2002. Almost one third of the total population was lifted out of poverty in less than ten years. Viet Nam's strategy for pro-poor growth and poverty reduction is clearly charted by the comprehensive poverty reduction and growth strategy (CPRGS),² and implementation of the CPRGS at the provincial level and monitoring its achievements are major challenges. In addition to poverty and inequality indicators, it has succeeded in quantifying other measures of social and economic progress, sometimes at the subnational level. For example, the National Center for Social Sciences and Humanities computes a human development index (HDI) for provinces. The Viet Nam Development Goals (VDGs) are directly linked to the internationally accepted Millennium Development Goals (MDGs), with the targets associated with each VDGs tailored to national circumstances.³ There are gaps, however, in the VDGs in terms of measurable result indicators. The HDI can be seen as an indicator of success in the implementation of the CPRGS, although, unlike the VDGs, the HDI is an aggregate, and does not directly show which development efforts should receive emphasis, for example education or health.

3. Several poverty and social development indicators are currently used in Viet Nam but they are not always consistent and do not always follow commonly accepted or international standards. The many blanks in the VDGs matrix highlight the difficulty of establishing clearly spelled-out indicators for the VDGs. Monitoring the CPRGS and the 5-year socioeconomic development plan, 2006 – 2010 (SEDP), will be even more challenging. In addition, indicators of macroeconomic,⁴ sector and local performance are yet to be developed. General aggregated indicators are needed at the three levels: central, sector, and local and in thematic areas such as governance (covering public finance, public administration, grassroots democracy, and anti-corruption initiatives), employment and labor skills, and gender equality and ethnic minority advancement.

4. The General Statistics Office (GSO) carries out a multipurpose Viet Nam household living standard survey (VHLSS) every two years and uses both income and expenditure data to

¹ The mission comprised R. Adhikari (mission leader), Vo Truc Dien, Programs Officer/Economist, Ngo Huong, Poverty Reduction Specialist, VRM, and A. Rijk, Poverty Reduction Specialist, VRM. It was followed by consultation meetings with the Government in later months to finalize the scope and activities in line with the requirements of the new 5-year socioeconomic development plan preparation. The TA first appeared in *ADB Business Opportunities* (Internet edition) on 1 October 2004.

² Ministry of Planning and Investment. 2003. *The Comprehensive Poverty Reduction and Growth Strategy (CPRGS)*. Viet Nam.

³ In all, there are 11 goals with 32 targets and 136 indicators.

⁴ CPRGS, Appendix 1 page 139-147.

compute the poverty rate⁵ and related indicators. In addition to collecting common statistical indicators, GSO's main strength is in producing relatively accurate estimates of aggregate and provincial poverty. The 2004 VHLSS fieldwork was completed by the end of 2004 and processing began during the second quarter of 2005. The Ministry of Labor, Invalids, and Social Affairs (MOLISA) defines poverty based on household income; households are deemed poor if their income per capita falls below a threshold that varies depending on whether they are in urban, rural or mountainous areas.⁶ The MOLISA definition is valuable for identifying the poor at the local level, but the income thresholds for the different types of communes appear to be quite arbitrary and are not necessarily comparable. In addition, only households which have already been issued with a "poor-household certificate" are surveyed. The Government has indicated that it will need some international and national technical expertise to develop the methodology and help with the processing of data, taking into account the additional indicators needed to monitor the SEDP.

5. The Government recognizes that monitoring of poverty reduction and social development needs to be improved at all levels. In particular, at the sector and local levels, an effective monitoring system for the CPRGS is needed to support decentralized planning and to plan implementation of various projects and programs, including public administration reform. The GSO is undertaking an assessment of existing systems and requirements and preparing a common framework.⁷ The preliminary results indicate that, out of 136 indicators related to CPRGS and SEDP, 83 can be validated by the GSO; 47 are possible but have still not been agreed by line ministries and would require new methodologies and additional data; and 16 are considered unknown by the GSO and would require detailed studies and research into international best practices if methodologies are to be developed and piloted.

6. The SEDP is expected to integrate basic elements of CPRGS and serve as Viet Nam's national strategy for poverty reduction. Viet Nam is one of the first three countries where a results-based country strategy and program (CSP) is being piloted. ADB is introducing a results-based framework for the preparation with the Government of a new CSP for 2007–2009. The new CSP will be clearly aligned with the next SEDP, CPRGS, and the VDGs. It will establish key result indicators at the national level, based on what ADB has done in the past and will do in the future to reduce poverty. A common results framework with result indicators that are capable of being monitored and are acceptable to the Government and its development partners would be very useful. This idea is monitorable and was raised at a seminar organized by ADB in October 2004 and was generally accepted. ADB's new CSP will be processed at the same time with other development partners, including the World Bank.

7. The proposed TA would support implementation of ADB's managing for development results framework in Viet Nam and the preparation of the new CSP for Viet Nam and in the monitoring and assessment of its implementation.

⁵ It defines a threshold based on the cost of a consumption basket which includes food and non-food items. The food items should ensure 2,100 calories per day. Households are considered poor when their income or expenditure level is not sufficient to afford this consumption basket.

⁶ In urban areas, this MOLISA poverty line is currently D150,000 per month, for rural lowland areas D100,000, and for mountain and remote areas as well as distant islands D80,000. It is proposing the new poverty line for 2005 to be D200,000 for rural areas and D260,000 for urban areas.

⁷ With the assistance from UNDP and DFID. Concept note, September 2004. Strengthening National Statistical Capacity for Monitoring Socio-economic Development and Progress towards Achieving the MDGs/VDGs. (Draft).

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

8. The overall goal of the TA is to help the Government to strengthen its institutional capability to conduct results-based monitoring of poverty reduction and growth in Viet Nam. The purpose of the TA is to assist the Government to introduce a results framework, develop results indicators, and train key officials in these areas. In particular, the TA will provide the Government and its development partners with a system of measurable development results indicators, on which to base, evaluate, and adjust the CPRGS; the SEDP at national, sector and thematic levels; and related official development assistance. The TA would assist key government agencies to develop efficient methodologies and apply them in assessing and monitoring development results of the CPGRS and SEDP. Expected outcomes of the TA would be (i) introduction of a results framework and results indicators in SEDP, (ii) stronger links between ADB's new CSP and the SEDP, with results indicators capable of being monitored, and (iii) enhanced understanding and skills of government officials in results-based planning and monitoring of development results.

9. The key outputs of the TA would include (i) a results framework for the SEDP and a set of results indicators at the aggregate level, arrived at by refining and extending those that already exist and developing new indicators of an internationally accepted standard; (ii) a methodology for collecting, processing, and analyzing results at sector and thematic levels ; (iii) training of government officials on the concept and application of managing for development results; and (iv) user-friendly guidelines and instructions on development results. The TA framework is attached as Appendix 1.

B. Methodology and Key Activities

10. In the first stage of the TA, one of the key activities will be to develop the system of results indicators and a results framework to monitor and evaluate the CPGRS (and subsequently the SEDP at national and provincial levels) including:⁸ (i) indicators to evaluate the impact of every program and strategy affecting the poor and the whole of society, (ii) indicators to monitor and evaluate achievements⁹ towards the targets of the CPGRS and SEDP, (iii) indicators to monitor outputs of economic development and poverty reduction, and (iv) indicators to monitor and evaluate resource inputs for the strategy. With assistance from UNDP, the GSO has consulted with key ministries¹⁰ with a view to preparing a list of proposed indicators for monitoring the SEDP which would be submitted to the National Assembly for final approval by first quarter of 2006. The UNDP and DFID project on strengthening national statistical capacity for monitoring socioeconomic development and progress towards achieving the MDGs and VDGs is expected to provide analytical and institutional support to review and strengthen the statistical indicators, including their definition, methodology, and frequency of collection; the agencies responsible for collection; and other related issues. The proposed TA will analyze the SEDP indicators; the Vietnamese statistical indicators; and the VDGs and MDGs indicators, with a view to producing a common set of results indicators. The TA will also analyze the monitoring system, including the frequency of collection and the agencies responsible as required. The TA will ensure stakeholders are consulted so the indicators meet their requirements.

⁸ See *CPRGS*, 2003, page 137.

⁹ Achievements meaning "outcomes" in PPMS (project performance management system) terminology

¹⁰ The national workshop was organized among GSO, ministries, and donors on 14–15 December 2004, which discussed on tentative proposal of 285 statistical indicators.

11. The TA project will work closely with the Ministry of Planning and Investment (MPI), GSO, MOLISA, and the Committee for Ethnic Minority Affairs (CEMA), and with other ministries to design methodologies and apply them to developing a system for estimating and monitoring (i) sector- and project-level results indicators and (ii) thematic area results indicators covering gender, social quintiles and ethnic groups, governance, and private sector development. This will be carried out in line with ongoing work, including work on the 5-year sector level plan and sector and thematic road maps. It is crucial that the Government be supported to finalize the proposal for a national poverty line,¹¹ both in terms of definition and methodology. User-friendly guidelines and instructions will be developed to guide future work and updates.

12. Another important activity of the proposed TA would be to work with the GSO in refining 2004 VHLSS data, at national, sector, and provincial levels.¹² This would be carried out by working closely with the GSO team and with international and domestic experts. The work would complement the development of indicators capable of being monitored and would update the poverty indicators based on the analysis of the 2004 VHLSS data.

13. In the second stage, the TA would undertake a series of dissemination and consultation workshops to familiarize central and local government agencies with the results framework, indicators and monitoring arrangements and to build consensus. Seminars would be organized to exchange knowledge and information on results-based planning and monitoring, and on results-based country strategy formulation and programming.

14. Capacity building through on-the-job and in-house training will be an important part of the TA activities. The TA will train selected staff from the pilot government agencies (e.g., MPI, MOLISA, GSO, and CEMA), local government agencies (e.g., provincial level departments of planning and investment, and labor, provincial ethnic minority committees, training academies and universities in estimating and measuring indicators for the results framework at selected sector and provincial levels. A detailed program will be developed during TA implementation in consultation with the MPI, GSO, and MOLISA.

C. Cost and Financing

15. The total cost of the TA is estimated at \$500,000 equivalent, comprising \$105,000 in foreign exchange and \$395,000 equivalent in local currency. The Government has requested a TA grant in an amount not exceeding the equivalent of \$400,000 to meet the total foreign exchange cost and part of the local currency cost from the Cooperation Fund in support of Managing for Development Results. The remaining portion amounting to \$100,000 of the local currency cost will be financed in kind by the Government through the provision of counterparts, office facilities, and other support facilities. Details of the cost estimates are given in Appendix 2.

D. Implementation Arrangements

16. MPI will be the Executing Agency responsible for overall coordination of the TA, working closely with Viet Nam Resident Mission (VRM). The MPI has recently been assigned by the Government with the task of integrating the CPGRS into annual as well as 5-year socio economic development plans. It is also responsible for regularly monitoring implementation of

¹¹ Various possible methodologies for national poverty line are still in discussion with GSO and MOLISA.

¹² This activity would first review the work carried out by the GSO and Vietnam Academy of Social Science, Institute of Economics for the World Bank.

the CPRGS and for preparing a comprehensive overview for the Prime Minister. The MPI will ensure close collaboration and harmonization between the various central government agencies and sectors, and synergy with other ongoing projects.

17. Intensive involvement of, and interaction with, all stakeholders on the new SEDP during the implementation of the TA will be required. During the inception of the TA, a seminar will be held to explain the purpose and proposed activities of the TA and to present the work plan. The EA will ensure that the activities are well aligned with other efforts and regular national and provincial workshops and meetings will be organized.

18. The TA will require 6 person-months of international consultants and 30 person-months of domestic consultants. The team of consultants will have expertise in quantitative data collection and analysis, socioeconomic development planning and monitoring, a good understanding of results-based management, and a track record in capacity building. Outline terms of reference (TOR) and reporting requirements for consultants are presented in Appendix 3. The consultants will be engaged on an individual basis in accordance with ADB's *Guidelines on the Use of Consultants*, and other arrangements satisfactory to ADB for engaging domestic consultants. As appropriate, national and provincial universities and the GSO may be considered for survey work and processing data on a contractual basis. The costs involved in undertaking these assessments and surveys will be funded by ADB through the TA budget.

19. The TA will be implemented over 18 months and is expected to take place from July 2005 to December 2006. The consultants working closely with the MPI will prepare and submit an inception report within the first month of the commencement of the TA, a midterm report after 12 months, and draft final report at the end of the TA.

IV. THE PRESIDENT'S DECISION

20. The President, acting under the authority delegated by the Board, has approved ADB administering technical assistance not exceeding the equivalent of \$400,000 to the Government of Viet Nam to be financed on a grant basis by the Cooperation Fund in support of Managing for Development Results for the purpose of Results-based Monitoring of Poverty Reduction and Growth, and hereby reports this action to the Board.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Indicators/Targets	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p>Impact To strengthen the institutional capacity of the Government for results-based monitoring of poverty reduction and growth</p>	<p>National, sector and local levels indicators fully developed</p> <p>Methodologies for measuring indicators developed</p> <p>Training of key government officials conducted</p>	<p>CPRGS and SEDP progress reports</p> <p>TA implementation progress reports</p>	
<p>Outcomes (immediate and short term): To assist the Government</p> <ul style="list-style-type: none"> • Introduction of results-based approach in development planning and development result indicators • Enhanced capacity of government institutions and officials to develop more systematic mechanisms for monitoring of poverty reduction and growth 	<p>A set of indicators identified, added, and validated for Viet Nam development results, i.e., poverty reduction and growth</p> <p>Enhanced understanding of results framework and result indicators of key government officials, i. e., consultative discussion among stakeholders on the results-based approach; a designed results framework proposed to SEDPs and sector programs</p> <p>Adoption of results framework and results indicators in national, sector, and local planning, i. e. clear results-based SEDPs</p> <p>Preparation of a results-based CSP for Viet Nam</p>	<p>Reports on results framework and indicators</p> <p>Workshop and seminar proceedings and feedback</p> <p>Approved new CSP</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Continued government commitments to adopt results-based planning and monitoring • Government and ADB continue to share the same vision in monitoring poverty reduction and growth

Design Summary	Performance Indicators/Targets	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p>Outputs</p> <ol style="list-style-type: none"> 1. Identification of gaps in results-based poverty monitoring and assessment 2. A set of results indicators at aggregate, sector, and local levels, and thematic areas by refining and extending those already existing and developing new ones of internationally accepted standards 3. Methodology for collecting, processing, and analyzing results indicators for sectors and selected thematic areas, and project levels 4. Training of government officials on the concept and application of managing for development results 5. Guidelines on monitoring development results 	<ul style="list-style-type: none"> • By end of 2005, good set of useful and measurable development result indicators for Viet Nam developed and endorsed • By end of 2005, a methodology for measuring sector, thematic and local levels indicators developed for line ministries and the local governments • By end of 2005, capacity of about 40 government officials at national line ministries (MPI, GSO, MOLISA, CEMA, etc.) and 200 local government officials in monitoring and evaluation will have been improved • By end of 2006, information on TA results will have been widely disseminated to government stakeholders and donors 	<p>Review reports</p> <p>Seminar/workshop proceedings</p> <p>Methodology papers</p> <p>Trainings reports</p> <p>TA consultants' monthly reports</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Full mobilization of counterpart government staff • Active participation of counterpart government staff

Activities and Milestones			Assumptions
<p>Phase 1:</p> <ol style="list-style-type: none"> 1. Review and assess gaps in terms of development indicators and monitoring system to recommend for improvement CPRGS and 5-year plan SEDP 2. Consult with line ministries and selected local governments on the socio-economic development plan (SEDP) and its expected result indicators based on VDGs and MGDs and a common methodology for developing results indicators 3. Coordinate with line ministries and selected local governments to develop methodologies to estimate indicators <p>Phase 2:</p> <ol style="list-style-type: none"> 4. Disseminate results-based framework and results-based planning to line ministries and selected local governments 5. Train key government officials at ministry and local levels in the forms of training for trainers on the methodology and skills of monitoring and evaluation for result based planning 6. Conduct pilot measurement to help the government officials to estimate result indicators in selected sectors, 	<p>From mid-2005 to September 2005</p> <ul style="list-style-type: none"> • Review and assessment report of existing indicators and monitoring system • A consultative and harmonized set of indicators and methodology developed and agreed for SEDPs <p>From October 2005 to December 2006</p> <ul style="list-style-type: none"> • Dissemination workshops • Training workshops on methodology and skills • Government officials trained and practiced the new methodology in their work • Indicators validated and incorporated in CPRGS and SEDP monitoring • Workshops and seminars held and policy dialogues at all levels; • Policies and actions recommended for adoption 	<p>Published reports</p> <p>Workshop memorandums</p> <p>List of trained officials</p> <p>Government reports on SEDP, Viet Nam development reports</p> <p>TAs consultant monthly reports</p> <p>TA overall final report</p>	<p>EA and government counterpart staff devote sufficient time and support in implementation</p> <p>Key stakeholders involved:</p> <ul style="list-style-type: none"> • MPI for overall coordination • A interministry working group to facilitate the process • Line ministries, local governments, and the Department of Planning and Investment to be implementing agencies and to develop indicators and agree on methodology • GSO and MOLISA to be the key agencies working in developing methodology, as well as conducting pilot measurement • Line ministries and local government officials are participants of the training program

<p>and thematic areas and provinces</p> <p>7. Incorporate and disseminate the results and quality development progress to key stakeholders in published development reports and through regular workshops</p> <p>8. Make concrete recommendations for the Government on follow-up activities on improved monitoring of development results.</p>			
	<p>Inputs</p> <ul style="list-style-type: none"> • Financial resources • Consulting services • Seminars and consultation workshops • Training workshops <p>(i) Financial resources: ADB sources: \$400,000 Government: \$100,000 (in kind)</p> <hr/> <p>Total: \$500,000</p> <p>(ii) Consultants: International: 6 person-months Domestic: 30 person-months</p> <p>(iii) Training: 6 training workshops</p> <p>(iv) Dissemination seminars: 4</p>	<p>Consultants' monthly reports to ADB and Government</p> <p>Feedback from EA, and stakeholders</p>	<p>Assumptions</p> <p>TA commencement on time</p> <p>Recruitment of qualified consultants on time</p> <p>Mobilization of counterpart staff and government funding</p>

COST ESTIMATES AND FINANCING PLAN
(\$ '000)

Item	Foreign Exchange	Local Currency	Total Cost
A. Managing for Development Results Cooperation Fund Financing^a			
1. Consultants			
a. Remuneration and Per Diem			
i. International Consultants (3 person-months)	90.0	0.0	90.0
ii. Domestic Consultants (30 person-months)	0.0	60.0	60.0
b. International and Local Travel	10.0	20.0	30.0
c. Reports and Communications	5.0	5.0	10.0
2. Training, Seminars, and Conferences			
a. Facilitators	0.0	60.0	60.0
b. Seminars/Conferences	0.0	60.0	60.0
3. Surveys	0.0	60.0	60.0
4. Miscellaneous Administration and Support Costs	0.0	10.0	10.0
5. Contingencies	0.0	20.0	20.0
Subtotal (A)	105.0	295.0	400.0
B. Government Financing			
1. Office Accommodation and Transport	0.0	50.0	50.0
2. Remuneration and Per Diem of Counterpart Staff	0.0	25.0	25.0
3. Others	0.0	25.0	25.0
Subtotal (B)	0.0	100.0	100.0
Total	105.0	395.0	500.0

^a Administered by the Asian Development Bank.
Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The technical assistance (TA) would require consulting services provided by 6 person-months of international consultants and 30 person-months of domestic consultants as follows:

- (i) results-based planning and monitoring specialist (international, 3 person-months)
- (ii) household survey data processing specialist (international, 3 person-months)
- (iii) poverty monitoring expert/project coordinator (domestic, 18 person-months)
- (iv) results-based sector planning and monitoring specialist (domestic, 6 person-months)
- (v) training specialist (domestic, 6 person-months)

A. Results-based Planning and Monitoring Specialist (international, 3 person-months)

2. The specialist will assist the Government and ministries to identify and develop sector indicators which can be used to monitor and evaluate the implementation progress of the Comprehensive of Poverty Reduction and Growth Strategy (CPRGS) at sector, provincial, and district levels, along the lines of internationally accepted common definitions and standards. The specialist will develop a methodology and results-based framework for the collection, processing, compilation, measurement of indicators, and the conduct of consultation and dissemination workshops. The specialist will conduct training workshops for domestic consultants and government officials. It is essential that the international consultant has comprehensive experience of the issues to be addressed, and working experience in developing and transition economies. Work experience in Viet Nam would be an advantage. In particular, the consultant will:

- (i) take stock of the perceived needs at the various levels (central, province, district, commune) and guide the planning process at all levels;
- (ii) take stock of ongoing government initiatives, particularly that of General Statistics Office (GSO), Ministry of Labor Invalids and Social Affairs (MOLISA) and Ministry of Planning and Investment (MPI), including the overall framework of the proposed United Nations Development Programme/British Department for International Development (UNDP/DFID) project to support the GSO;
- (iii) review and comment on current development indicators and the system and procedures for data collection, compilation and dissemination of data, at central, provincial and district levels, taking into account the requirements for the various users identified in (i) and (ii) above;
- (iv) recommend and propose improvements to the system within the overall framework of the government's requirements, at the various levels;
- (v) identify gaps in the measurable results indicators;
- (vi) develop a methodology to measure results indicators and identify the information required for methodology development for sector and thematic results indicators;
- (vii) advise on the use of procedures for producing reports and providing access to information;
- (viii) prepare discussion papers, methodology papers, guidelines, and instructions;
- (ix) prepare and submit progress reports; and
- (x) undertake any other necessary work as may be reasonably requested by the Asian Development Bank (ADB).

B. Household Survey Data Processing Specialist (international, 3 person-months)

3. The specialist will assist the Government in processing 2004 household survey data, working with the GSO and MPI. The specialist will carry out the work taking into account the data requirements for developing results indicators and in-depth poverty analysis. The specialist will conduct training workshops for domestic consultants and government officials in data processing methods with a view to speeding up analysis of 2004 household survey data. It is essential that the international consultant has comprehensive experience of the issues to be addressed, and has experience of developing and transition economies in the subject area. Work experience in Viet Nam would be an advantage.

C. Poverty Monitoring Expert/Project Coordinator (domestic, 18 person-months)

4. The consultant will have a strong background and extensive working experience of poverty monitoring and impact assessment. The consultant will have a good understanding of the methodological requirements used to monitor CPRGS and SEDP implementation at all levels and the specific requirements of the sector, at provincial, district and commune levels as well as of planning at all levels. Specifically, the consultant will:

- (i) be the focal point for the TA and liaise with ADB and the Executing Agency on issues related to TA implementation;
- (ii) provide supervision and leadership to the team of consultants;
- (iii) ensure effective coordination with other government agencies and aid agencies as part of the TA steering committee;
- (iv) organize inception workshops where the purpose of the TA will be explained to national and international stakeholders, and where the stakeholders will be invited to present views and comments on the work proposed to be undertaken under the TA;
- (v) assess the existing framework, institutions, policies, procedures and legislation for the collection of data for sectors, and make recommendations within the scope of this TA;
- (vi) ensure that the work undertaken under the TA fits within the overall framework being developed by the GSO, is supplementary to work undertaken by other projects or existing institutions, and is in compliance with internationally accepted definitions and standards
- (vii) in close collaboration with other consultants, agencies, and institutions, draw up a detailed list of indicators and methods of monitoring these indicators, differentiated by user and level of utilization, emphasizing the need for cost efficiency, effectiveness, and harmonization with national and international standards;
- (viii) advise and assist with the design of the survey questionnaires, in compliance with international standards, and in close collaboration with concerned agencies and institutions;
- (ix) accompany field research workers during initial stages of fieldwork, to give advice and obtain feedback from the fieldwork;
- (x) assist in organizing and conducting workshops for stakeholders at central, provincial and district level;
- (xi) organize and conduct training for stakeholders at central, provincial, and district levels; and
- (xii) assume responsibility for the quality and timely delivery of the expected outputs of the TA, including the preparation of reports.

D. Results-based Sector Planning and Monitoring Expert (domestic, 6 person-months)

5. The consultant will have a relevant education and background and extensive working experience in the development and use of quantitative and qualitative methodologies and training for participatory planning and monitoring. The consultant will have extensive field experience with line agencies in reviewing and improving the collection, compilation, and analysis of data. Therefore the consultant will have had exposure to the type of work, projects and programs typical for sectors, and a clear understanding of the type of monitoring systems required at different levels and for different end users. More specifically, the consultant will:

- (i) assess the administrative data collection reporting and dissemination procedures at central, provincial, and district levels;
- (ii) recommend improvements to the collection, compilation, sharing, dissemination, and use of these data;
- (iii) in close collaboration with counterpart agencies and offices and other members of the team, and taking into account the requirements of the monitoring methodology and system, develop an efficient methodology for the collection of data, information processing, and compilation;
- (iv) design the survey questionnaires, in compliance with international standards, and in close collaboration with concerned agencies and institutions;
- (v) in close collaboration with other members of the team, implement the survey methodology in the selected districts of the selected provinces;
- (vi) produce a reference manual with detailed description of methodological procedures and detailed instructions for data collection;
- (vii) produce training material and organize workshops and training for government officials at various levels involved in the collection of data, analysis of data and reporting;
- (viii) participate in the selection, training, and supervision of data collectors and supervisors;
- (ix) prepare the data collection programs, and participate in the supervision of fieldwork;
- (x) participate in the field-testing and make the necessary adjustments to the methodology;
- (xi) specify data entry and data editing procedures (consistency and validation checks, correction, etc.);
- (xii) participate in data analysis and assist with the preparation of reports;
- (xiii) recommend procedures and systems which will improve the flow of data and information within and among agencies and administrative levels;
- (xiv) provide inputs to seminars and workshops;
- (xv) prepare an end-of-duty report covering the terms of reference; and
- (xvi) undertake any other necessary work as may be reasonably requested by the team leader.

E. Training Specialist (domestic, 6 person-months)

6. The consultant, who should have strong experience of survey data collecting and processing and knowledge of statistical software packages for the social sciences, will be recruited to:

- (i) make an inventory of the present available software and hardware at the various levels, which can be used for the collection of information, processing, compilation of reports, and electronic dissemination of data;
- (ii) based on (i) advise on the future needs for software and hardware packages, taking into account the needs at the different levels for data processing, report generation and dissemination;
- (iii) assess the capability and capacity at different levels with a view to identifying training needs;
- (iv) if required, write user-specific computer programs (for example, for converting the survey data format to the format required for the statistical package), including their documentation and manuals;
- (v) train concerned government officials on the proposed methodology, data analysis, and reporting;
- (vi) produce a technical report in Vietnamese on data processing with a description of all programs and data files and a detailed data dictionary;
- (vii) provide technical input for seminars and workshops, when requested;
- (viii) prepare an end-of-duty report covering the terms of reference;
- (ix) undertake any other necessary work as may be reasonably requested by the team leader.

7. The TA will be implemented over 18 months and is expected to commence in July 2005. After 1 month, the consultants will submit an inception report that will define the general direction, applied methodology, and work plan. Three months after commencement, a brief progress report will be submitted. Within 6 months of commencement, an interim report will present preliminary findings and provide an analysis of the key issues and constraints. After the 17 months, the draft final report will be circulated and discussed at a seminar. Tripartite meetings will be held to discuss the inception report and draft the final report. Brief reports on workshops and seminars will be prepared and widely disseminated. Domestic consultants will prepare their individual assignment reports in Vietnamese to ensure they are widely read, with summaries of background, findings, and recommendations prepared in English. The final report will be concise and prepared in Vietnamese and English. It will be completed 1 month after the last tripartite meeting, and incorporate comments on the draft final report.