



Technical Assistance Report

Project Number: 41086
October 2007

Socialist Republic of Viet Nam: Enhancing Official Development Assistance Absorptive Capacity and Efficiency

Asian Development Bank

CURRENCY EQUIVALENTS

(as of 10 August 2007)

Currency Unit	–	dong (D)
D1,000	=	\$0.000062
\$1.00	=	D16,175.0

ABBREVIATIONS

ADB	–	Asian Development Bank
CG	–	consultative group
CPRM	–	country portfolio review mission
FERD	–	Foreign Economic Relations Department
FS	–	feasibility study
HCS	–	Hanoi Core Statement
HIV/AIDS	–	human immunodeficiency virus/acquired immunodeficiency syndrome
IMTF	–	inter-ministerial task force
JPPR V	–	Fifth Joint Portfolio Performance Review
NGO	–	nongovernment organization
ODA	–	official development assistance
PMU	–	project management unit
PPR	–	project performance report
TA	–	technical assistance

TECHNICAL ASSISTANCE CLASSIFICATION

Targeting Classification	–	General intervention
Sector	–	Law, economic management, and public policy
Subsector	–	National government administration
Themes	–	Governance, capacity development
Subthemes	–	Public governance, institutional development, organizational development

NOTE

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

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I. INTRODUCTION

1. The Government of Viet Nam has requested technical assistance (TA) from the Asian Development Bank (ADB) to enhance absorptive capacity and efficiency in implementing official development assistance (ODA) projects and programs. Although the TA was not included in the country strategy and program 2007–2010¹ endorsed by the Board in October 2006, the Government communicated the TA's high priority to the January 2007 Country Program Confirmation Mission.² The Fact-Finding Mission was conducted in June 2007 and reached an understanding with the Government on the TA's impact and outcome, scope, cost and financing, implementation arrangements, and terms of reference for the consultants. The design and monitoring framework is in Appendix 1.

II. ISSUES

2. Viet Nam's recent socioeconomic development has been remarkable. Poverty decreased from 58.1% in 1993 to 18.1% in 2006, and average per capita income increased from \$288 to \$712 during the same period.³ Further reduction of poverty incidence to 10%–11% by 2010 is a goal of the Government's Socio-Economic Development Plan for 2006–2010.⁴ This plan aims to (i) accelerate and sustain economic growth and development; (ii) significantly improve people's material, cultural, and spiritual life; (iii) create the foundations to boost industrialization and modernization and gradually develop a knowledge-based economy; and (iv) enhance Viet Nam's status in the region and in the world.

3. While committed national efforts have enhanced the country's socioeconomic development, various types of ODA from multilateral and bilateral external agencies also made significant contributions. ODA loans helped to finance key infrastructure, social services, and agriculture development projects, while ODA-financed TAs helped to introduce new skills, international best practices, and modern technology. ODA commitments over the past 5 years totaled about \$11.1 billion. However, only about \$7.8 billion was disbursed, substantially less than the target of \$9.0 billion.

4. As Viet Nam expedites its reforms and socioeconomic development with large investment targets, ODA partners are prepared to increase their level of assistance. Accordingly, a December 2006 consultative group (CG) meeting witnessed a record-high ODA pledge of \$4.4 billion. However, the country's absorptive capacity remains a serious concern. Although it is recognized that the ODA projects and programs usually achieve their development objectives and the outcomes are satisfactory and sustainable, most projects and programs experience substantial implementation delays. Slow project implementation has significant consequences on the achievement of Viet Nam's development objectives, as well as on the cost of the investments.

5. External agencies have repeatedly presented this issue to the Government. The Government drafted a strategic framework to mobilize and use ODA more effectively, and is updating the legal and institutional framework governing ODA. A decree on ODA utilization and management (Decree 131/2006/ND-CP), approved in November 2006, represents part of the Government's efforts. Decree 131 provides the delegation of approval authority on projects and

¹ ADB. 2006. *Socialist Republic of Viet Nam: Country Strategy and Program 2007–2010*. Manila. The TA first appeared in *ADB Business Opportunities* on 20 September 2007.

² The concept clearance was given on 27 March 2007.

³ Socialist Republic of Viet Nam. 2007. *Government Report to the National Assembly*. Hanoi.

⁴ Socialist Republic of Viet Nam. 2006. *The Five-Year Socio-Economic Development Plan 2006–2010*. Hanoi.

programs to the line ministries, agencies, or provinces, reducing project implementation delays. However, the specific steps necessary to implement the decentralization policy, stipulated by Decree 131, must be developed based on the detailed Implementing Circulars that are being finalized. Once these are issued, there will be a need to help develop capacity, particularly that of the provinces. Clarification at each project level on internal approval authority and procedures under Decree 131 will also be necessary to minimize project implementation delays during the transition period.

6. The 2006 Country Portfolio Review Mission (CPRM), conducted in November–December 2006, was concerned with the deterioration of 2006 disbursement performance. Disbursements in 2006 totaled \$184.1 million; in 2005, it was \$223.7 million. The action plan developed by the 2006 CPRM includes: (i) simplification and decentralization of the Government’s approval procedures; (ii) acceleration of loan processing and reduction of time from loan approval to signing and effectiveness; (iii) implementation of advance actions to reduce start-up delays; (iv) preparation of realistic project implementation plans and projections for contract awards and disbursements; (v) cost estimation in line with market rates; and (vi) improved structure, operation, and capacity of project management units (PMU).

7. The need for these actions were further reinforced by the Fifth Joint Portfolio Performance Review (JPPR V), jointly conducted in March–May 2007 by the Government’s ODA Inter-Ministerial Task Force (IMTF) and the Five Banks, i.e., ADB, Agence Française de Développement, Japan Bank for International Cooperation, Kreditanstalt für Wiederaufbau, and the World Bank.⁵ To achieve rapid results, actions that can be implemented quickly without any revision of existing legal framework were identified as the “ODA Fast Track”. Implementation of the ODA Fast Track is expected to lead to substantial and immediate reduction of project implementation delays.

8. Actions identified under the ODA Fast Track are as follows:

- (i) Streamline project preparation documents and process between the Government and the Five Banks including: (a) harmonizing the Project Detailed Outline of the Government and the Project Concept Note of the donors; (b) institutionalizing the common Feasibility Study (FS) Guidelines; and (c) synchronizing processes with upstream approval of the ODA Requesting List by the Prime Minister and approval of FS by line ministries/agencies prior to loan negotiations.
- (ii) Include in the Project Detailed Outline the source of funding for project preparation (from the Government counterpart funds, preparation grants and TAs, and other project preparation facilities).
- (iii) Delink the requirement of Basic Design from the approval of FS by revising Decree 112. Until then, in the short-term, this requirement should not apply to ODA projects and programs.
- (iv) Base the approval of program/sector loan on general program framework, including allow delegated management of program/sector loans and consider applying these retroactively for ongoing loans.
- (v) Identify the Project Owner for all ongoing and planned Five Banks’ projects in accordance with Decree 131.
- (vi) Ensure smooth transfer of staff involved in preparation stage to PMUs in implementation stage and provide necessary resources for project preparation.

⁵ In 1999 JPPR began to identify common portfolio performance constraints among the Five Banks.

- (vii) Conduct advance action by allowing the implementation of appropriate activities such as procurement, consulting services, resettlement, and other key project start-up activities in the period commencing from FS approved by the competent agencies to the timing the loan agreements become effective.
- (viii) Identify clearly remaining gaps and differences between the Government and donor procurement regulations by: (a) providing clear guidance/training during the project launch to Project Owners, as well as auditors and inspectors, on how to deal with the major inconsistencies; and (b) ensuring awareness that in case of conflicts between the Government and donor regulations, the agreed procedures in the legal agreement prevail.
- (ix) Use Article 3.3 of the Procurement Law for ODA projects and programs to: (a) establish a system whereby costs are controlled at the overall project level rather than on individual packages; (b) allow winning bids to exceed the approval estimated price of the procurement package (exception to Articles 37 and 38); and (c) use the market reference prices to establish cost estimates.
- (x) Revise the restrictions on consultancy rates on ODA projects and programs so that market rates can be paid for high quality consultancy services.
- (xi) Accelerate payments by clarifying the roles and responsibilities of State Treasury and Banks, streamlining processes and establishing business standards for the checking process.
- (xii) Speed up resettlement activities by piloting the establishment of a separately funded land acquisition/resettlement project, implemented in accordance with the Government's and donors' harmonized social safeguard policies and guidelines.

9. The IMTF reported the findings and recommendations of the JPPR V to the Prime Minister of Viet Nam. The Prime Minister instructed the IMTF to (i) collaborate with relevant agencies and the Five Banks to select several specific recommendations proposed by the JPPR V for his approval by August 2007; and (ii) collaborate with the Five Banks to develop an action plan for 2007–2009, based on the outcomes and recommendations of the JPPR V, aiming to improve ODA project and program implementation and to disburse \$11 billion during 2006–2010.

10. The Five Banks are committed to helping the Government implement the ODA Fast Track as instructed by the Prime Minister. The proposed TA will form a part of the Five Banks' joint efforts to enable the Government to overcome various difficulties at the project level under the transition to the new legal and institutional framework for ODA. It will also achieve rapid and tangible improvements in the portfolio performance of ODA projects and programs.

11. The Government intends to promote social support mobilization in public investment projects and programs. Social support mobilization is expected to be beneficial particularly to activities that require extensive public awareness, e.g., human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS) prevention and traffic safety campaigns. The proposed TA will also help the Government to pilot social support mobilization and prepare recommendations to expand it.

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

12. The TA will assist the Government in strengthening the absorptive capacity of ODA and improving efficiency in preparation, implementation, and monitoring and evaluation of ODA

projects and programs under the new framework governing ODA under Decree 131. The TA's expected outcome will be improved performance of ADB's portfolio in Viet Nam, as indicated by improvements in contract awards and disbursements and the reduction of start-up delays. The TA will also contribute to the ongoing joint efforts by the Government and development partners towards harmonization under the framework of the Hanoi Core Statement (HCS) on Aid Effectiveness.

B. Methodology and Key Activities

13. The TA will help the Government in (i) conducting in-depth analysis of the bottlenecks to implementing the selected actions of the ODA Fast Track,⁶ (ii) specifying the steps necessary to implement each action, and (iii) identifying the responsible parties and time frame to implement each action. Considering that the ADB portfolio is part of the country's overall ODA, a well-coordinated approach with all principal stakeholders, i.e., the Government and its development partners, will be applied in implementing the TA.

14. The actions to be covered by the TA will include (i) identification of the line agency, project owner, and PMU, as outlined in Decree 131, for each ongoing or planned project financed by ADB; (ii) advance contracting for procurement and consultants, resettlement, and other key project start-up activities; (iii) smooth transfer of staff involved in the preparation stage to PMUs in the implementation stage; (iv) use of the aligned monitoring tool and the portfolio monitoring tool; (v) harmonization of the social and environmental safeguard policies of the Government and development partners; (vi) capacity strengthening for the line ministries, agencies, or provinces to assume new responsibilities and requirements regarding project administration and management in the context of Decree 131; and (vii) piloting social support mobilization and preparation of recommendations for further expansion.

15. The TA will undertake a series of workshops and seminars to consult and disseminate the TA findings to relevant stakeholders. The TA will also assist the Government in conducting analytical works to prepare necessary inputs to important meetings, e.g., CG meetings.

16. Capacity building will be an important part of the TA activities. Training programs for officials of central Government agencies and local governments, as well as PMUs, will be conducted regularly on ADB's procedures and requirements related to project implementation, including (i) management of ordinary capital resources; (ii) cost and benefit analysis; (iii) new policies, instruments, and modes; and (iv) financial management. Training of trainers will be emphasized to ensure sustainability.

C. Cost and Financing

17. The total cost of the TA is estimated to be \$800,000 equivalent, with the Government requesting that ADB finance the equivalent of \$700,000. The details of the cost estimates and financing plan are in Appendix 2. ADB's TA funding program will provide a grant to finance the TA, and the Government will finance the balance of \$100,000 by providing counterpart staff, office space, furniture, administrative support services and logistics, and necessary data.

⁶ The Five Banks will share responsibilities in helping the Government to implement the ODA Fast Track.

D. Implementation Arrangements

18. The Foreign Economic Relations Department (FERD) of the Ministry of Planning and Investment will be the Executing Agency for the TA. FERD will provide overall guidance for TA implementation, ensure interagency coordination, and issue appropriate directives and decisions. FERD and ADB will ensure close coordination among Government agencies and development partners, e.g., IMTF and the Five Banks, through existing forum. FERD also will conduct training courses on the implementation procedures and requirements of ADB-financed projects and programs. The State Bank of Viet Nam, by request, will conduct some special training courses on ADB project implementation at a total cost not exceeding \$50,000.

19. The TA will require 8 person-months of international consulting services and 60 person-months of national consulting services. The international consultants will provide expertise in institutional development (3 person-months) and capacity building (3 person-months). The national consultants will have expertise in legal aspects (6 person-months), public training (6 person-months), economics (10 person-months), social development (10 person-months), environmental matters (6 person-months), social and resettlement matters (6 person-months), and monitoring and evaluation (6 person-months). Two person-months of international and 10 person-months of national consultants are allocated to activities that are not yet identified to ensure flexibility in the TA's implementation. ADB will engage consultants in accordance with its *Guidelines on the Use of Consultants* (2007, as amended from time to time). All international and national consultants will be selected and contracted individually. The outline terms of reference for consultants are in Appendix 3. The consulting services required for the TA will include, but will not necessarily be limited to, the services described in this appendix. The consultants may augment the tasks outlined as required by FERD and ADB to improve the TA's overall quality. Local nongovernment organizations will be consigned to pilot social support mobilization using consultants' qualification selection. FERD may procure equipment through shopping in accordance with ADB's *Procurement Guidelines* (2007, as amended from time to time). Upon completion of the TA, this equipment will be transferred to FERD.

20. The TA will be implemented over 3 years, from September 2007 to August 2010. The following major reports are required from each consultant: (i) an inception report describing the detailed work program within 2 weeks of commencement of the assignment, (ii) progress reports every 2 months during the assignment, (iii) a draft final report describing the detailed TA findings 1 month before completion of the assignment, and (iv) a final report 2 weeks after receiving comments from the Government and ADB on the draft final report. Tripartite meetings will be held with the Government, ADB, and consultants to discuss the TA reports, which will be prepared in English and translated into Vietnamese.

IV. THE PRESIDENT'S DECISION

21. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$700,000 on a grant basis to the Government of the Socialist Republic of Viet Nam for Enhancing Official Development Assistance Absorptive Capacity and Efficiency, 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</p> <p>Strengthened Government's ODA absorptive capacity</p>	<p>ODA disbursement reaches \$11 billion for 2006–2010</p>	<p>CG meeting</p>	<p>Assumption</p> <ul style="list-style-type: none"> • Harmonization efforts by the Government and donors continue under the HCS framework <p>Risk</p> <ul style="list-style-type: none"> • Economic growth slows significantly, leading to lower demand for ODA
<p>Outcome</p> <p>Improved performance of ADB's portfolio</p>	<p>Contract award and disbursement increased by 50% by 2010</p> <p>Loan and TA extensions reduced by 30% by 2010</p> <p>At-risk projects reduced by 30% by 2010</p>	<p>Quarterly PPR</p> <p>CPRM</p> <p>JPPR</p>	<p>Assumption</p> <ul style="list-style-type: none"> • Government commitment remains unchanged
<p>Outputs</p> <ol style="list-style-type: none"> 1. Simplified and decentralized Government's approval procedures 2. Reduced start-up delays 3. Further harmonized the Government's and donors' procedures and requirements 	<ol style="list-style-type: none"> 1.1 Line agency, project owner, and PMU identified for each ADB-financed project 2.1 Advance contracting for procurement and consultants implemented 2.2 Staff involved in preparation stage are smoothly transferred to PMU in implementation stage 3.1 Aligned Monitoring Tool and Portfolio Monitoring Tool used 3.2 Social and environmental safeguard policies further harmonized 	<p>ADB TA review missions</p> <p>Tripartite review meetings</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Competent government counterpart staff available • Information is made available to TA consultants in a timely manner • Government facilitates required meetings and consultations

Design Summary	Performance Targets/Indicators	Data Sources/ Reporting Mechanisms	Assumptions and Risks
<p>4. Strengthened capacity of the line ministries and provinces to assume new responsibilities and requirements under the decentralization policy</p> <p>5. Made contribution to CG meetings</p> <p>6. Mobilized social support for public investment</p>	<p>4.1 Training programs developed and implemented</p> <p>5.1 Reports and/or documents for CG meetings prepared</p> <p>6.1 Pilot social support mobilized</p>		
Activities with Milestones		Inputs	
<p>1.1.1 Define roles and responsibilities of the line agency, project owner, and PMU by December 2007</p> <p>1.1.2 Identify, with project stakeholders, the line agency, project owner, and PMU for each ADB-financed ongoing or planned project by March 2008</p> <p>2.1.1 Investigate the Government's administrative mechanism to approve advance contracting for procurement and consultants by December 2007</p> <p>2.1.2 Pilot the implementation of advance contracting by March 2009</p> <p>2.1.3 Implement advance contracting for all ADB-financed new projects by August 2010</p> <p>2.2.1 Pilot the involvement of the same qualified staff members for project preparation and ensuing project implementation by March 2009</p> <p>2.2.2 Transfer staff involved in preparation stage to PMU during implementation stage for all ADB-financed new projects by August 2010</p> <p>3.1.1 Pilot the use of the aligned monitoring tool and portfolio monitoring tool by December 2008</p> <p>3.1.2 Use the tools for all ADB-financed new projects by August 2010</p> <p>3.2.1 Conduct a gap analysis on social and environmental safeguard policies by June 2008</p> <p>3.2.2 Develop an action plan to achieve the target on social and environmental safeguards under the HCS by June 2009</p> <p>3.2.3 Implement priority tasks identified under the action plan by August 2010</p>		<ul style="list-style-type: none"> • <u>ADB: \$700,000</u> • Consulting services: \$330,000 • Equipment: \$30,000 • Training, seminars, and conferences: \$150,000 • Social support mobilization activities: \$100,000 • Surveys: \$20,000 • Miscellaneous administration and support cost: \$20,000 • Contingencies: \$50,000 • <u>Government: \$100,000</u> • Office accommodation and transport: \$50,000 • Remuneration and per diem of counterpart staff: \$30,000 • Other: \$20,000 	

Activities with Milestones	
4.1.1	Develop training programs for the line ministries, agencies and/or provinces on new responsibilities and requirements under Decree 131 by December 2008
4.1.2	Conduct training programs by March, June, September, and December 2009, and March and June 2010
5.1.1	Analyze and prepare recommendations on effective ODA resource utilization, and consolidate documents for CG meetings by December 2007, June and December 2008, June and December 2009, and June 2010
6.1.1	Identify and implement specific activities, e.g. HIV/AIDS prevention or traffic safety campaigns, by December 2007
6.1.2	Prepare recommendations to further expand social support mobilization by December 2008

ADB = Asian Development Bank, CG = consultative group, CPRM = country portfolio review mission, HCS = Hanoi Core Statement, HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome, JPPR = Joint Portfolio Performance Review, ODA = official development assistance, PMU = project management unit, PPR = project performance report, TA = technical assistance.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Total Cost
A. Asian Development Bank Financing^a	
1. Consultants	
a. Remuneration and Per Diem	
i. International Consultants	160.0
ii. National Consultants	120.0
b. International and Local Travel	20.0
c. Reports, Communications, and Translation	30.0
2. Equipment ^b	30.0
3. Training, Seminars, and Conferences	
a. Dissemination and Consultation Training and Seminars	30.0
b. Project Implementation Training	120.0
4. NGOs for Piloting of Social Support Mobilization	100.0
5. Surveys ^c	20.0
6. Miscellaneous Administration and Support Costs	20.0
7. Contingencies	50.0
Subtotal (A)	700.0
B. Government Financing	
1. Office Accommodation and Transport	50.0
2. Remuneration and Per Diem of Counterpart Staff	30.0
3. Others	20.0
Subtotal (B)	100.0
Total	800.0

NGO = nongovernment organization.

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

^b Equipment will include computer(s), a facsimile machine, and a photocopier.

^c Surveys will include a training needs assessment, a benchmark survey of socioeconomic indicators, and gap analysis on safeguard policies.

Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The professional positions, person-months, and activities for the required positions are as follows:

A. Institutional Development Specialist (international, 3 person-months) and **Legal Specialist** (national, 6 person-months)

2. The activities of these positions include but are not limited to helping the Government undertake the following:

- (i) define the roles and responsibilities of the line agency, project owner, and project management unit (PMU); prepare material regarding these roles and responsibilities for project stakeholders; and develop and document detailed procedures to instruct the project stakeholders on how to identify the line agency, project owner, and PMU for their own projects;
- (ii) instruct project stakeholders to identify the line agency, project owner, and PMU; consolidate their responses; and clarify the line agency, project owner, and PMU as documented in Decree 131 and its Circulars for each ADB-financed ongoing or planned project;
- (iii) investigate the Government's administrative mechanism to approve advance contracting for procurement and consultants including:
 - (a) preparation of the terms of reference, shortlisting, request for proposals, and evaluation of proposals for consultants;
 - (b) prequalification of contractors, tendering, and bid evaluation for civil works packages; and
 - (c) preparation of tender documents to procure materials and equipment;
- (iv) investigate the Government's administrative mechanism to allocate adequate counterpart funds before loan effectiveness to ensure that the PMUs are established and functional to undertake advance contracting;
- (v) develop and document detailed procedures on implementing advance contracting for procurement and consultants and pilot implementation of advance contracting for selected ADB-financed new projects;
- (vi) revise detailed procedures and documentation, if necessary, based on the results of piloting; prepare instructions for the project stakeholders on implementing advance contracting for procurement and consultants; and apply advance contracting to all ADB-financed new projects;
- (vii) clarify responsibilities and identify the coordinator of cross-provincial projects;
- (viii) review Decree 131 and its Circulars from the perspective of sector loan implementation to ensure delegated management of subproject appraisal and selection;

- (ix) clarify the preparation and implementation arrangements for ordinary capital resources loans; and
- (x) study the possibility of using loan funds for capacity building and project management when sufficient grant funds are not available.

B. Capacity Building Specialist (international, 3 person-months) and **Public Training Specialist** (national, 6 person-months)

3. The activities of these positions include but are not limited to helping the Government undertake the following:

- (i) assess the capacity-strengthening needs of the line ministries, agencies and/or provinces to assume new responsibilities and requirements for project administration and management under Decree 131; develop training programs and material for this purpose; and conduct pilot training for the selected line ministries, agencies, and/or provinces;
- (ii) modify the training programs and materials, if necessary, based on the pilot training's results and prepare a proposal for a nationwide capacity-strengthening program with timeframes and financial requirements;
- (iii) analyze the bottlenecks and clarify the steps needed within the Government to involve the same qualified staff in project preparation and ensuing loan implementation to ensure continuity;
- (iv) develop detailed procedures to involve the same staff for project preparation and implementation and pilot implementation for the selected ADB-financed new projects;
- (v) revise detailed procedures, if necessary, based on the piloting results; prepare instructions for the project stakeholders on involving the same staff for project preparation and implementation; and apply to all ADB-financed new projects; and
- (vi) provide a comprehensive project management training program for PMU staff on ADB's requirements for procurement, financial management, monitoring and evaluation, and safeguard policies at the beginning of project implementation.

C. Economist (national, 10 person-months)

4. The activities of this position include but are not limited to helping the Government undertake the following:

- (i) review the country's general economic development situation and specific progress and achievements of the Socio-Economic Development Plan for 2006–2010;
- (ii) collect information on ongoing and planned official development assistance (ODA) projects and programs by various donor agencies;

- (iii) review the planning, management, and utilization of ODA resources;
- (iv) assess how and to what extent ODA projects and programs are contributing to the country's economic development;
- (v) prepare recommendations to utilize ODA resources more efficiently and effectively to accelerate economic development; and
- (vi) consolidate (i)–(v) in reports and other input to important meetings, e.g., the consultative group (CG) meeting.

D. Social Development Specialist (national, 10 person-months)

5. The activities of this position include but are not limited to helping the Government undertake the following:

- (i) review the country's general social development situation and specific progress and achievements of the Socio-Economic Development Plan for 2006–2010;
- (ii) help the economist collect information on ongoing and planned ODA projects and programs by various donor agencies;
- (iii) help the economist review the planning, management, and utilization of ODA resources;
- (iv) assess how and to what extent ODA projects and programs are contributing to the country's social development;
- (v) prepare recommendations to utilize ODA resources more efficiently and effectively to accelerate social development; and
- (vi) help the economist prepare reports and other input to important meetings, e.g., the CG meeting.

E. Environmental Specialist (national, 6 person-months)

6. The activities of this position include but are not limited to helping the Government undertake the following:

- (i) update information on the Government's and donor agencies' requirements for an environmental impact assessment;
- (ii) develop a detailed workplan to achieve the targets on environmental safeguards under the Hanoi Core Statement (HCS) that incorporate:

- (a) further improvement of the legislative framework;
 - (b) development of technical sector guidelines;
 - (c) capacity building for the line ministries, agencies, and/or provinces; and
 - (d) promotion of public consultation; and
- (iii) prepare the timeframe, institutional arrangements, and cost implications to implement the proposed workplan.

F. Social and Resettlement Specialist (national, 6 person-months)

7. The activities of this position include but are not limited to helping the Government undertake the following:

- (i) compare the resettlement policies and regulations of the Government and donor agencies;
- (ii) identify and prioritize constraints to using the country's laws, regulations, and practices for resettlement planning and implementation for ODA projects; and
- (iii) develop an action plan and institutional arrangements for achieving the target on social safeguards under the HCS and develop a plan for assessing progress against the HCS target.

G. Monitoring and Evaluation Specialist (national, 6 person-months)

8. The activities of this position include but are not limited to helping the Government undertake the following:

- (i) review the proposed Aligned Monitoring Tool and the Portfolio Monitoring Tool, develop detailed steps to apply these tools, and pilot implementation of the tools for selected ADB-financed new projects;
- (ii) revise detailed steps, if necessary, based on the piloting results; prepare instructions for the project stakeholders on the Aligned Monitoring Tool and the Portfolio Monitoring Tool; and use these tools on all ADB-financed new projects; and
- (iii) propose a review and monitoring mechanism to ensure that the contract awards and disbursement projections prepared by PMUs are based on the careful and realistic review of the project implementation plan.

H. Social Support Mobilization

9. This nongovernmental organization will undertake the following activities:
 - (i) identify specific activities suitable for piloting social support mobilization, e.g., HIV/AIDS⁷ prevention or traffic safety campaigns;
 - (ii) pilot the identified activities for social support mobilization; and
 - (iii) prepare recommendations to further expand social support mobilization.

⁷ human immunodeficiency virus/acquired immunodeficiency syndrome