

TERMS OF REFERENCE FOR CONSULTANTS

1. The special evaluation study (SES) on the *Effectiveness of the Asian Development Bank's (ADB) Approaches to Harmonization* proposes to engage two international consultants, one research associate, and if necessary, four research assistants cum translators in the selected developing member countries (DMCs).

A. International Consultants:**1. Senior Development Policy Specialist**

2. **Objective/Purpose of Assignment**—The consultant will be a part of the Evaluation Team preparing the SES on the Effectiveness of ADB's Approaches to Harmonization. She/he should have an in-depth knowledge of development institutions and substantial experience in partnership activities. Having a Master's or PhD degree related to, i.e., public policy, social sector, and/or development aid/investment, and working experience in the region would be a great advantage.

3. **Scope of Work**—The assignment is expected to be carried out at the (i) ADB Headquarters (HQ), and (ii) consultant's home office. She/he will be required to assist the team leader in the following tasks:

- (i) Review relevant documents (e.g., strategy/policy papers, agreements/Memoranda of Understanding with development partners, ADB business processes related to approaches to partnering and harmonization, Operations Evaluation Department [OED] guidelines).
- (ii) Given the consultant's expertise, provide the necessary technical advice as may be needed by the SES Team.
- (iii) Assist in preparing and finalizing the SES report, which includes responding to and incorporating comments received during the process of finalizing this report (OED peer review, interdepartmental review, and OED Director General's comments).
- (iv) Together with the Institutional Development Specialist, analyze and review the overall ADB partnering and harmonization approaches, and provide a write-up, which will be assisted with background information from the SES team.
- (v) Assess the effectiveness and efficiency in ADB's partnering approaches vis-à-vis the use of development resources to increase aid effectiveness.
- (vi) Analyze the country case study reports provided by the Institutional Development Specialist.
- (vii) If necessary, together with the Institutional Development Specialist, prepare an economic analysis related to ADB's partnering and harmonization.
- (viii) Consolidate items (iv), (v), (vi) and (vii) into a cohesive report.

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- (ix) Conduct a wrap-up meeting with the SES Team and, if necessary, with the concerned stakeholders at the ADB HQ.
- (x) Additional/emerging areas as agreed with the SES Team Leader.

4. **Timing**—The consultant is expected to intermittently render her/his services from 2 April to 30 September 2007, for 50 working days.

2. Institutional Development Specialist

5. **Objective/Purpose of Assignment**—The consultant will be a part of the Evaluation Team preparing the SES on the Effectiveness of ADB's Approaches to Harmonization. She/he must have a solid background in public policy and management and should have an in-depth knowledge of development institutions and experience in partnership activities. Working experience in the region would be an advantage.

6. **Scope of Work**—The assignment is expected to be carried out at (i) the ADB HQ, and (ii) selected DMCs as identified in the SES. The consultant will be required to assist the team leader in the following tasks:

- (i) Review relevant documents (e.g., strategy/policy papers, agreements/Memoranda of Understanding with development partners, ADB business processes related to approaches to partnering and harmonization, OED guidelines).
- (ii) Prepare for the pilot testing of the methodology and approach as stated in the evaluation approach paper.
- (iii) Together with the SES Team Leader, undertake an Operations Evaluation Mission (OEM) to Indonesia to pilot test the SES methodology and approach.
- (iv) Based on the results of the pilot case study, revise the evaluation approach paper as necessary.
- (v) With the help of the domestic consultant, design and formulate the client satisfaction survey and the semi-structured interviews/questionnaire to be used in the OEMs in the selected DMCs and at ADB HQ.
- (vi) Conduct semi-structured interviews (when appropriate, conduct client satisfaction survey) and consultations with development partners, including policy makers, implementers and beneficiaries at the ADB HQ and in the selected DMCs, among others, to obtain their perspectives regarding ADB's in-country partnership and harmonization activities.
- (vii) Whenever necessary, recruit research assistants cum translators in the selected DMCs, and test the questionnaire.
- (viii) Conduct OEMs in the selected DMCs (to be determined, tentatively Indonesia, Bangladesh, Viet Nam, and Samoa), and produce draft case study reports from these DMCs to be integrated within the draft SES report.

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- (ix) Together with the Senior Development Policy Specialist, analyze and review selected ADB partnering and harmonization approaches, and assess the effectiveness and efficiency in using development resources to increase aid effectiveness.
- (x) If necessary, together with the Senior Development Policy Specialist, prepare an economic analysis related to partnering and harmonization.
- (xi) Together with the Senior Development Policy Specialist, assist in preparing and finalizing the SES report, which includes responding to and incorporating comments received during the process of finalizing this report (OED peer review, interdepartmental review, and OED Director General's comments).
- (xii) Serve as the focal point by acting as the team leader of all the consultants and research assistant/s engaged for this SES.
- (xiii) Additional/emerging areas as agreed with the SES Team Leader.

7. **Timing**—The consultant is expected to intermittently render her/his services from mid February to 30 September 2007, for 80 working days.

B. Domestic Consultant (Research Associate)

8. The Research Assistant (RA) should be knowledgeable and experienced in policy analysis and/or review. Understanding of the policy frameworks of ADB, other development partners, and national governments related with official partnering/harmonization processes and practices is an advantage.

9. The consultancy is expected to cover a period of about 3 person months on an intermittent basis from 21 November 2006 to end of August 2007. The assignment is expected to be carried out at the ADB HQ in Manila.

10. The consultant will perform the following tasks:

- (i) Collect and conduct a literature review of documents related to partnering and harmonization, relevant ADB strategy and policy papers, and reports of relevant meetings/forums/conferences.
- (ii) Make an inventory of past, ongoing, and planned partnering and harmonization activities between ADB and other development partners, and produce a matrix based on the information gathered.
- (iii) Assist in setting up a database of quantitative and qualitative indicators which could be used in assessing ADB's partnership arrangements and its adherence with the Partnership Commitments stipulated in the Paris Declaration.
- (iv) Assist the team leader and the international consultants in formulating the semi-structured questionnaire for key informant interviews/consultations, and the survey instrument for the client satisfaction survey. Assist in conducting key informant interviews/consultations using a semi-structured questionnaire, and

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analyze the results of the key informant interviews/consultations. Tabulate the results of the key informant interviews/discussions.

- (v) Process/tabulate the indicators to be used in the SES in analyzing ADB's harmonization arrangements and adherence with the partnership/harmonization commitments under the Paris Declaration.
- (vi) Assist in the preparation of the SES report through the preparation of relevant appendixes as agreed upon with the Mission/Team Leader.
- (vii) Assist in drawing lessons, identify issues to be dealt with, and suggest recommendations related to ADB's partnering and harmonization approaches based on the findings of the SES.
- (viii) Assist in preparing and finalizing the SES report, which include responding and incorporating comments received during the process of finalizing this report (peer review, interdepartmental review, and OED Director General's comments).
- (ix) Address additional/emerging areas as agreed with the team leader.

C. Local Research Assistants cum translators (0.5 person-months each)

11. Four local research assistants cum translators (from Viet Nam, Bangladesh, Indonesia, and Samoa) will be selected and recruited to assist the international consultants and the team leader during the OEMs in:

- (i) Pre-testing the questionnaires, and conducting the surveys in the selected project sites, and preparing focus group discussions/in depth interviews with concerned agencies and other stakeholders.
- (ii) When necessary, translate the questionnaires into local language and act as translator during discussions.
- (iii) Providing input in areas related to partnering and harmonization issues in the country.
- (iv) Collecting primary and secondary data, preparing statistical tables/graphs, and providing basic statistical analysis.
- (v) Other survey related tasks.