

OPERATIONS MANUAL BANK POLICIES (BP)

These policies were prepared for use by ADB staff and are not necessarily a complete treatment of the subject.

TECHNICAL ASSISTANCE

A. Introduction

1. The technical assistance (TA) operations of the Asian Development Bank (ADB) are guided by the provisions of the Agreement Establishing the Asian Development Bank (the Charter), particularly Articles 2(iii), 2(iv), 14(iii), and 21(vi).

B. Definitions

2. "Sovereign TA" means TA provided by ADB to a developing member country (DMC) government(s) or in response to a request(s) by a DMC government(s).

3. "Nonsovereign TA" means any TA other than sovereign TA.

4. "Recipient" means a DMC, an agency, instrumentality or political subdivision of a DMC, any entity or enterprise operating in the territory of a DMC, and any international, regional or subregional agency or entity concerned with development in Asia and the Pacific to which TA is provided.

5. "Project preparatory technical assistance (PPTA)" means TA for project preparation.

6. "Policy and advisory technical assistance (PATA)" means TA to finance sector-, policy-, and issues-oriented studies.

7. "Capacity development technical assistance (CDTA)" means TA to undertake institutional and organizational capacity development and to support the implementation, operation and management of ADB-financed projects.

8. "Research and development technical assistance (RDTA)" means TA to strengthen ADB's role as knowledge platform to address development issues of a global or Asia and Pacific-wide nature.

9. "Regional technical assistance" means TA for more than one DMC for the purpose of project preparation, policy advice, or capacity development. Regional TA is identified by the prefix "R."

10. "Technical assistance cluster" means PATA, CDTA, or RDTA designed and processed as a set of related subprojects within a medium- to long-term planning framework. TA cluster is identified by the prefix "C."

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11. "Small-scale technical assistance" means PPTA, PATA, CDTA, or RDTA for amounts up to \$225,000 with streamlined processing. Small-scale TA is identified by the prefix "S."
12. "TA loans" may finance detailed engineering for a project.
13. "TASF-IV" means resources transferred to the Technical Assistance Special Fund (TASF) in the context of the fourth regularized replenishment of TASF. These resources are used exclusively for TA to Group A and B DMCs with access to the Asian Development Fund (ADF) explicitly mentioned in the ADF donor report and for regional TA and RDTA for the benefits of these ADF countries.
14. "TASF-other sources" means resources transferred to TASF through voluntary contributions, ordinary capital resources (OCR) net income transfer, and TASF income. These resources can be used for TA for all ADB DMCs.

C. The Policy

15. ADB's TA operations¹ are anchored in the strategic directions set out in (i) a country partnership strategy (CPS),² (ii) a regional cooperation strategy, or (iii) research priorities of ADB outlined in the work program and budget framework following deliberations of a strategic forum convened by Management.³ TA operations contribute to the achievement of country and regional development objectives. They facilitate the flow and efficient utilization of development finance to DMCs and recipients within DMCs to enhance their development capacity. Through its TA operations, ADB assists in (i) identifying, formulating, and implementing development projects; (ii) formulating and coordinating development strategies, plans, and programs; (iii) improving recipients' institutional capabilities; (iv) undertaking sector-, policy-, and issues-oriented studies; and (v) improving the knowledge about development issues in the Asia and Pacific region. ADB also uses TA to foster regional cooperation and integration among DMCs by (i) promoting regional policy dialogue and providing policy advice; (ii) supporting capacity building and institutional strengthening to help the integration of DMCs within the region and with the rest of the world and to respond to cross-border issues; (iii) generating and disseminating knowledge on regional cooperation and integration; and (iv) developing partnerships with other stakeholders, including international institutions, policy makers, think tanks, academic institutions, and nongovernment organizations. A design and monitoring framework is prepared and used as a management tool to design, implement, monitor, and evaluate each TA operation.⁴

¹ Sovereign and nonsovereign TA.

² See OM Section A2 (Country Partnership Strategy).

³ In exceptional cases when a CPS does not exist or the country is subject to considerable uncertainty, an interim CPS might serve as a basis for ADB operations planning (footnote 2). A strategic forum will be organized annually to shape ADB's research, development, and knowledge agenda. The strategic forum will be chaired by the Vice-President, Knowledge Management and Sustainable Development and attended by staff from operations and knowledge departments.

⁴ The design and monitoring framework is not required for PPTA.

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D. Scope of the Policy

1. Operations

a. Types of Technical Assistance

16. **Project preparatory technical assistance.** PPTA may be processed for a standalone project or program, or a sector development program; a subprogram under the program cluster approach; single sector lending for a series of subprojects; or a multitranche financing facility comprising a series of tranches.⁵

17. PPTA may be used for preparing

- (i) a feasibility study, which may include preliminary designs; preliminary engineering; cost estimates; technical, financial, economic, and socioeconomic analysis; environmental analysis; social impact assessment; a study for initial benchmark indicators; project administration manual;
- (ii) in some cases, a preliminary sector survey or a sector review to identify issues within a particular sector to be addressed by the project, or a master plan;
- (iii) pre-implementation works for the project;
- (iv) detailed engineering, including detailed designs, specifications, detailed cost estimates, prequalification of bidders, and bidding documents; and/or
- (v) principally in the case of nonsovereign TA, contractual agreements or other necessary legal or institutional arrangements to facilitate transaction financing and/or project development and implementation.

18. **Policy and advisory technical assistance.** PATA is usually extended in a sector- or economy-wide context. It may be on a stand-alone basis or accompanying a project. In some cases it may be project-specific. PATA assists in (i) preparing national and sector development plans and programs, particularly in small DMCs; and (ii) carrying out sector-, policy-, and issues-oriented studies.

19. **Capacity development technical assistance.** CDTA assists in (i) establishing or strengthening organizations and institutions in DMCs; (ii) implementing, operating, and managing ADB-financed projects; and/or (iii) enhancing knowledge management. CDTA plays an important role in ADB's efforts to improve the technical, managerial, and financial capabilities

⁵ See OM Section D3 (Sector Loan); OM Section D4 (Program Lending); OM Section D5 (Sector Development Program); and OM Section D14 (Multitranche Financing Facility).

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of recipients. CDTA is designed to meet the specific institutional and organizational development needs⁶ of the recipients and a systematic approach is adopted to assess the capabilities of such institutions thoroughly.

20. **Research and development technical assistance.** RDTA involves TA activities conceived to address global or regional development issues which require further analysis or understanding. The corporate medium-term research agenda is determined through an annual strategic forum and confirmed in ADB's work program and budget framework. RDTA is usually processed by the Economics and Research Department, Office of Regional Economic Integration, or Regional and Sustainable Development Department, collaborating closely with other departments. However, in some cases a regional or some other department may lead an RDTA activity, if the regional or other department has specific expertise or is in charge of a focal area.

21. **Small-scale technical assistance.** PPTA, PATA, CDTA, and RDTA can be in the form of small-scale TA (S-PPTA; S-PATA; S-CDTA or S-RDTA). TA is considered small-scale if ADB financing does not exceed \$225,000⁷ and the TA does not require substantial logistical support from the recipient. Small-scale TA is a useful and convenient means of rapidly providing expertise. Small-scale TA is most appropriate for (i) updating feasibility studies; (ii) initiating or completing project preparation work; (iii) addressing narrowly defined development issues; and (iv) financing assessments in an emergency situation as a rapid response tool.

22. **Technical assistance cluster.** PATA, CDTA, and RDTA can be in the form of TA cluster (C-PATA, C-CDTA and C-RDTA).⁸ TA cluster comprises a series of TA subprojects over an extended period to address constraints in a DMC through a comprehensive and holistic approach. TA cluster assumes a long-term perspective and partnership between ADB and the DMC concerned and flexibility in the design of the subprojects. C-PATA, C-CDTA, and C-RDTA are to support reforms and capacity building in a sector and/or a subsector, to strengthen macroeconomic and development management, or to advance a cross-cutting theme in a DMC or in the Asia and Pacific region.⁹ TA cluster is also useful in addressing ADB-wide research topics that require a medium-term perspective (C-RDTA).

⁶ The conventional approach of appointing consultants to advise an institution and/or to train staff under CDTA is not appropriate if major structural changes are needed in developing member countries (DMC) public sector institutions. For this purpose, proposals would need to be prepared, with the agreement of the DMC, for the proposed change (e.g., commercialization in full or part, privatization, or closure).

⁷ The total cost of the TA, including the recipient's provision, may exceed \$225,000.

⁸ For details on TA cluster, see ADB. 1997. *Review of the Bank's Technical Assistance Operations*. Manila (July). Concerning PPTA, the paper states in Appendix 2, para. 4: "PPTA is perceived as part of the processing of investment projects. Therefore, it would be subject to close scrutiny by Management and not suitable for a subproject of a TA cluster."

⁹ TA cluster may be used for regional technical assistance (C-R-PATA or C-R-CDTA) to assist groups of countries facing similar constraints or development issues (e.g., the Central Asian Republics, the Pacific DMCs, or the DMCs in the Greater Mekong Subregion).

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23. **Regional technical assistance.** If a PPTA, PATA, or CDTA covers more than one DMC, it is processed as regional TA (R-PPTA, R-PATA or R-CDTA). RDTA is the principal instrument for financing ADB’s research agenda for Asia and the Pacific, which usually covers more than one DMC.

24. The table below provides an overview of the TA types in relation to the objectives.

Types of Technical Assistance

Objective	Type	Regional	Cluster	Small-Scale
Identifying, formulating, and preparing development projects (country or subregion)	PPTA	R-PPTA	...	S-PPTA
Enhancing the capacity of executing agencies and other development partners, including support to implement projects	CDTA	R-CDTA	C-CDTA	S-CDTA
Formulating and coordinating development strategies, plans, and programs; and undertaking sector-, policy-, and issues-oriented studies (country or subregion)	PATA	R-PATA	C-PATA	S-PATA
Undertaking sector-, policy-, and issues-oriented studies (Asia and Pacific region)	RDTA	RDTA	C-RDTA	S-RDTA

... = not applicable, C- = cluster, CDTA = capacity development technical assistance, PATA = policy and advisory technical assistance, PPTA = project preparatory technical assistance, R- = regional, RDTA = research and development technical assistance, S- = small-scale, TA = technical assistance.

Source: Asian Development Bank.

b. Approval Authority

25. **For technical assistance proposals.**¹⁰ The President has the authority to (i) approve TA financed on a grant basis from ADB’s own resources and/or other sources provided that the highest financing amount from any one source (ADB or cofinancing funds) does not exceed \$1.5 million; and (ii) report such approval to the Board. To enhance the independence and effectiveness of the Independent Evaluation Department (IED), the director general, IED has been granted authority to approve TA proposals to be implemented by IED up to \$750,000.

¹⁰ When assessing the approval ceilings, the financing sources should be considered separately. If the TA is financed by an ADB source and one or more grants from external sources and each of these grants does not exceed \$1.5 million, even if the combined amount of the grants for the TA is more than \$1.5 million, the President will approve the TA or in the case of PPTA, a vice-president. In case of CDTA, PATA, and RDTA financed by an ADB source and one or more grants from external sources and each of these grants does not exceed \$750,000, even if the combined amount of the grants for the TA exceeds \$750,000, a vice-president approves the TA. If the TA is financed by ADB Special Funds and the total combined amount of these resources from Special Funds exceeds \$1.5 million, the Board of Directors will approve the TA.

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26. The President may delegate to the vice-presidents authority to approve TA.¹¹ The Board has delegated to heads of departments or offices authority to approve small-scale TA up to a ceiling of \$225,000. The President reports all TA approvals to the Board.

27. Grant-financed TA proposals in excess of the amounts referred to in para. 25 are circulated to the Board for approval on a no-objection basis regardless of their source of financing.

28. TA loan proposals must be presented to the Board for approval.

29. **For change in technical assistance scope.**¹² The Board of Directors has the authority to approve a major change in scope of TA where the cost of the change is more than \$1.5 million. The vice-presidents have been delegated the authority to approve a major change in scope of TA where the cost of the change is \$1.5 million or less.¹³ The President reports such approval to the Board. The director general, IED has been granted the authority to approve a major change in scope of TA that he or she has approved.¹⁴

2. Financing

30. ADB normally finances all TA on a grant basis, except for PPTA for detailed engineering services, which is financed through a TA loan. However, nonsovereign PPTA, which is financed on a grant basis, to a private sector entity¹⁵ is subject to arrangements for recovery of the full cost of the PPTA to the extent that the TA results in further financial assistance from ADB. Nonsovereign PPTA to an entity that is not a private sector entity is financed on a grant basis without arrangements for cost recovery. TA for graduated countries is provided on a reimbursable basis.¹⁶

¹¹ Currently, the President has delegated to the vice-presidents the authority to approve TA up to \$750,000 for PATA, CDTA, and RDTA, and up to \$1.5 million for PPTA. See ADB. 2008. *Increasing the Impact of the Asian Development Bank's Technical Assistance Program*. Manila (Doc. R87-08, May 2008).

¹² The cost of change refers to reallocation of funds between components, cost categories, or for new components. The authority to approve a major change in scope is separate from the authority to increase the TA budget. For further details on the approval process for a change in TA scope and increase in the TA budget, refer to Project Administration Instructions Section 5.09 both Section N (Increasing the Budget) and M (Changing the Scope or Implementation Arrangements).

¹³ Departments and Offices under the President will continue to seek the President's approval for a major change in scope of TA where the cost of the change is \$1.5 million or less.

¹⁴ ADB. 2002. *Review of the Management and Effectiveness of Technical Assistance Operations of the Asian Development Bank*. Manila (Doc. R225-02, 28 October); ADB. 2004. *Delegation of Approval Authority to Director General, Operations Evaluation Department for Certain Technical Assistance Related Recommendations*. Manila (Doc. R272-04, 26 November); ADB. 2001. *Business Processes for the Reorganized ADB*. Manila (December).

¹⁵ A private sector entity is an entity that (i) is not a political division or subdivision of a DMC; and (ii) is not part of, or controlled by, a governmental body or agency.

¹⁶ ADB. 2008. *Review of the 1998 Graduation Policy of the Asian Development Bank*. Manila.

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31. Regional TA and RDTA covering various member countries, e.g., Group A and B DMCs together with Group C and graduated and/or unclassified member countries, is provided on a grant basis.¹⁷

a. Sources of Funds

32. TA grants may be sourced from ADB's own resources or from other resources external to ADB.

33. TA loans are financed from ADB's OCR or from ADF resources subject to normal ADF eligibility requirements.

34. **ADB Technical Assistance Special Fund.** TASF relies on voluntary contributions from developed and developing member countries. In view of the importance of a stable flow of resources, TASF funds are, from time to time, mobilized through regularized replenishments together with the ADF replenishments.

35. In addition, ADB augments TASF resources through transfer of net income from OCR. The amount of OCR net income, if any, to be transferred to TASF is decided by the Board of Governors at the time of the annual net income allocation, based on a review of ADB's income outlook and TA financing needs.

36. The funds transferred to TASF through the regularized replenishments (concomitant to ADF replenishments) are used exclusively for TA to Group A and B DMCs with access to ADF¹⁸ explicitly mentioned in the ADF donor report and for regional TA and RDTA for the benefit of these ADF countries.¹⁹ ADB ensures that resources of the fourth regularized replenishment (TASF-IV) are used for these purposes by monitoring funding sources and utilization under the TA program as described below.

37. TA for Group A and B countries with access to ADF,²⁰ regional TA that includes at least one Group A or B country with access to ADF, and RDTA will be attributed to TASF-IV resources, if available. TA or regional TA exclusively for Group C countries and Group A and B countries with no access to ADF will be attributed to TASF-other resources.

¹⁷ See OM Section A1 (Classification and Graduation of Developing Member Countries).

¹⁸ ADF eligible countries under TASF-IV. Currently the following countries are eligible - Group A: Afghanistan, Bhutan, Cambodia, Kiribati, Kyrgyz Republic, Lao People's Democratic Republic, Maldives, Mongolia, Nauru, Nepal, Samoa, Solomon Islands, Tajikistan, Timor-Leste, Tonga, Tuvalu, and Vanuatu. Group B: Armenia, Azerbaijan, Bangladesh, Federated States of Micronesia, Georgia, Pakistan, Palau, Papua New Guinea, Republic of the Marshall Islands, Sri Lanka, Uzbekistan, and Viet Nam.

¹⁹ RDTA is assumed to benefit ADF countries, regardless of inclusion of ADF countries in the TA activities, because they will benefit indirectly or directly through improved ADB operations from the knowledge generated. Regional TA is eligible for TASF-IV resources if at least one Group A or B ADF country is included in the regional TA.

²⁰ Myanmar and India currently have no access to ADF.

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38. **Other ADB special funds.** Other ADB special funds may also be available for grant financed TA.

39. Unless otherwise provided in the document establishing a special fund, TA grants financed under these modalities are subject to the same processes and procedures outlined in this OM section.

40. **External sources.** TA may be financed by bilateral, multilateral, or private sector sources either in full or in part (cofinancing) under arrangements to be agreed upon. ADB normally administers these resources.

41. External sources comprise trust funds, grants provided under TA-specific cofinancing agreements, and grants under fund channeling framework agreements.²¹ Unless specified otherwise in the document establishing the trust fund or in the cofinancing agreement, TA grants financed under these modalities are subject to the same processes and procedures outlined in this OM section as TA grants financed by ADB's own resources.

b. Financing Arrangements

42. The financing arrangements set forth below apply to sovereign TA. Financing arrangements for nonsovereign TA are described in para. 30. Where cofinancing of TA is involved, the financing limits outlined in the following paragraphs apply only to the ADB-financed portion of the TA.

43. **Project preparatory technical assistance (feasibility studies).** The full TA amount of feasibility studies is financed on a grant basis.

44. **Project preparatory technical assistance (detailed engineering design).** Stand-alone PPTA for detailed engineering design may not include a grant component and must be financed by a TA loan.²² The financing arrangements for stand-alone PPTA for detailed engineering are as follows: (i) if sourced from OCR, the PPTA amount is repaid over a 15-year period, including a grace period of 3 years, with no commitment charge and the rest of the loan charges in line with sovereign and sovereign-guaranteed OCR loans; and (ii) if sourced from the ADF, the lending terms will be similar to those of ADF investment loans.

45. In the case of PPTA for detailed engineering accompanying a loan or a grant, or processed as part of the loan or grant for the same project, the PPTA will be financed under the same terms as the accompanying loan or grant, or the loan or grant of which it is a part.

²¹ The Global Environment Facility is an example of the latter. The Office of Cofinancing Operations maintains an updated list with available external funding sources and can make it available on request, and assist staff in identifying the most suitable external funding source.

²² The need for DMCs to use this TA loan facility for detailed engineering is examined specifically and encouraged, where required, by ADB country programming and other forms of missions.

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46. **Project preparatory technical assistance (feasibility studies and detailed engineering design combined).** If the TA is for both a feasibility study and detailed engineering, a grant equal to or less than the amount of the feasibility study component may be provided, with the balance as a stand-alone PPTA loan or as a PPTA loan accompanying a loan or grant for another project. In such cases, the viability of such a project should be established to the satisfaction of ADB and the recipient before detailed engineering work starts. The stand-alone PPTA loan is subject to the terms given in para. 44.

47. **Policy and advisory and capacity development technical assistance.** PATA and CDTA, including in the form of cluster or regional TA, are financed on a grant basis. Mission leaders are encouraged to seek funding from external sources before or in conjunction with TASF.

48. **Research and development technical assistance.** RDTA, including in the form of TA cluster, is financed on a grant basis.

49. **Cost sharing between ADB and the developing member country.** Under the framework on cost-sharing,²³ there is a country cost-sharing ceiling for loans (including TA loans) and there is a separate country cost-sharing ceiling for TA and other grants, applicable to the portfolio for a DMC over the period of the CPS. The cost-sharing policy is not applicable to RDTA, regional, small-scale, or nonsovereign TA.

50. **Use of technical assistance for pilot-testing.** A portion of a TA amount may be used for pilot-testing projects with innovative approaches before large-scale implementation. The amount allocated to pilot-testing normally should not exceed 30% of ADB financing for the TA.

Basis: This OM section is based on:

ADB. 2009. *Better and Faster Loan Delivery*. Manila.

ADB. 2009. *Revised Operation Framework for the Japan Fund Poverty Reduction*. Manila.

ADB. 2008. *Increasing the Impact of the Asian Development Bank's Technical Assistance Program*. Manila.

ADB. 2008. *Review of the 1998 Graduation Policy of the Asian Development Bank*. Manila.

²³ See OM Section H3 (Cost Sharing and Eligibility of Expenditures for ADB Financing). In case items covered by the expanded list of eligible expenditures under OM Section H3 are envisaged for ADB financing, the proposal to that effect should be stated in the TA report or final project concept paper submitted for PPTA approval.

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ADB. 2008. *Strategy 2020: The Long-Term Strategic Framework of the Asian Development Bank, 2008-2020*. Manila.

ADB. 2007. *Guidelines on the Use of Consultants*. Manila.

ADB. 2005. *Cost Sharing and Eligibility of Expenditures for Asian Development Bank Financing: A New Approach*. Manila.

ADB. 2005. *The Public Communications Policy of the Asian Development Bank: Disclosure and Exchange of Information*. Manila.

ADB. 2004. *Review of the Asian Development Bank's Poverty Reduction Strategy*. Manila.

ADB. 2004. *Delegation of Approval Authority to Director General, Operations Evaluation Department for Certain Technical Assistance Related Recommendations*. Manila.

ADB. 2002. *Review of the Management and Effectiveness of Technical Assistance Operations of the Asian Development Bank*. Manila.

ADB. 2001. *Private Sector Operations Strategic Directions and Review*. Manila.

ADB. 1998. *Review of the Loan Terms for the Asian Development Fund*. Manila.

ADB. 1997. *Review of the Bank's Technical Assistance Operations*. Manila.

This OM section is to be read with OM Section D12/OP.

For other background information and references, see:

ADB. 2006. *Further Enhancing Country Strategy and Program and Business Processes*. Manila.

ADB. 2001. *Business Processes for the Reorganized ADB*. Manila.

ADB. 1992. *Streamlining of Board Documents on Project Loan and Technical Assistance*. Manila.

ADB. 1992. *Arrangements for Lending from ADF and TASF Operations Funded by ADF Contributions*. Manila.

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ADB. 1992. *Use of OCR Income for TA Grants*. Manila.

ADB. 1991. *Replenishment of the Asian Development Fund and the Technical Assistance Special Fund*. Manila.

ADB. 1990. *Second Review of Private Sector Operations*. Manila.

ADB. 1988. *Streamlining of Technical Assistance Operations*. Manila.

ADB. 1988. *Streamlining of Technical Assistance Loan Operations*. Manila.

ADB. 1987. *A Review of Arrangements for Lending from ADF, TASF, Operations Funded by ADF Contributions and ADB Lending Terms*. Manila.

ADB. 1986. *Technical Assistance Operations and Funding Arrangements*. Manila.

ADB. 1985. *Bank Assistance to the Private Sector*. Manila.

ADB. 1983. *A Review of Lending Foreign Exchange for Local Currency Expenditures of Projects*. Manila.

ADB. 1983. *Streamlining of Loan Administration*. Manila.

ADB. 1977. *Technical Assistance Operations*. Manila.

ADB. *Project Administration Instructions*. Manila.

Compliance: This OM section is subject to compliance review.

For inquiries: Questions may be directed to the Director of Strategy, Policy and Interagency Relations Division, Strategy and Policy Department.

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13 December 2013
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Prepared and issued by the
Strategy and Policy Department
with the approval of the President.

OPERATIONS MANUAL OPERATIONAL PROCEDURES (OP)

These procedures were prepared for use by ADB staff and are not necessarily a complete treatment of the subject.

TECHNICAL ASSISTANCE

A. Allocation and Monitoring of Technical Assistance Funds

1. The country partnership strategy (CPS), regional cooperation strategy (RCS), and country operations business plan (COBP) or regional cooperation operations business plan (RCOBP) identify the priorities for grant-financed technical assistance (TA) at the country and subregional levels. The priorities for research and development TA (RDTA) are identified through the annual TA strategic forum.

2. The demand or need for TA is documented in the various management information systems and consolidated at the corporate level during the work program and budget framework preparation and the subsequent preparation of operational resource parameters. Based on the demand and the existing TA portfolio, Management allocates available TA resources for each source of funding¹ to the vice-presidents' groups, and separately to the departments and offices reporting to the President or the Board of Directors. Vice-presidents decide on the allocation of TA resources to the user departments and offices under their responsibility. Vice-presidents will ensure that (i) project preparatory TA (PPTA) receives priority over other TA types; (ii) TA for addressing development constraints in weakly performing countries or fragile states receives priority over other TA requests; and (iii) TA for priority sectors under Strategy 2020² receives preference over other TA proposals.

3. During TA processing, departments and offices should indicate funding sources³ at the concept paper stage (where applicable) and TA report stage⁴ to allow monitoring of fund utilization.

4. The Controller's Department (CTL) records Technical Assistance Special Fund (TASF) utilization under two categories (TASF-IV and TASF-other resources) and reports to Management and the Strategy and Policy Department on a quarterly basis.

B. Processing Technical Assistance

5. A TA proposal is processed after it has been included in the approved COBP or RCOBP.⁵ However, a TA proposal may also be processed any time during the year even if it is

¹ The Technical Assistance Special Fund (TASF) resources should be presented separately for TASF-IV and TASF-other sources.

² ADB. 2008. *Strategy 2020: The Long-Term Strategic Framework of the Asian Development Bank, 2008–2020*. Manila.

³ Including allocation from TASF-IV and TASF-other sources, where applicable.

⁴ The Controller's Department will check and comment on the attribution of TASF to the appropriate category when reviewing the concept paper and/or TA report.

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not included in a COBP or RCOBP, provided concept clearance has been obtained based on a request by a developing member country (DMC) government, or at the initiative of the Asian Development Bank (ADB). Where a TA project is not included in a COBP or RCOBP, the respective vice-president or the managing director general⁶ approves the concept.⁷

6. The processing of a TA loan usually follows the same procedures as those for project loans.⁸ A TA grant processed in conjunction with a loan is processed under the procedures for loan proposals.

1. Project Preparatory Technical Assistance

7. Sovereign PPTA within the Management's approval authority is processed as an integral part of the project concept clearance for an ensuing sovereign loan or Asian Development Fund (ADF) grant,⁹ except in the case of stand-alone small-scale PPTA.¹⁰ For processing of larger sovereign PPTA grant for feasibility study, a draft of the full TA report for subsequent Board approval should be attached to the project concept paper for the ensuing sovereign loan and/or ADF grant.

a. Fact-Finding for Due Diligence

8. Fact-finding for sovereign PPTA is normally conducted as part of the project reconnaissance mission for an ensuing loan or ADF grant. The mission is fielded upon the government's concurrence. In the course of fact-finding, an agreement is reached with the executing agency and the government on the following general aspects:

- (i) the terms of reference of the consultants, preferably the selection method (and, as applicable, the contemplated type of technical proposal) for consultant recruitment and the proposed budget;
- (ii) field investigations and surveys to be conducted;

⁵ OM Section A2 (Country Partnership Strategy) and OM Section B1 (Regional Cooperation and Integration).

⁶ The managing director general approves the concept paper for TA projects processed by the Department of External Relations (DER), the Office of Regional Economic Integration (OREI), and the Office of the Special Project Facilitator (OSPF).

⁷ PPTA and small-scale TA do not require concept clearance of their own.

⁸ OM Section D11 (Processing Sovereign and Sovereign-Guaranteed Loan Proposals). The procedures apply even if the TA for detailed engineering may be financed as a grant from Asian Development Fund resources due to country circumstances. Processing of a TA loan requires a report and recommendation of the President (RRP).

⁹ OM Section D11 (Processing Sovereign and Sovereign-Guaranteed Loan Proposals) provides further details on the project concept clearance process.

¹⁰ Except in the case of stand-alone small-scale PPTA (S-PPTA) that is to be processed independently from project concept clearance, all other S-PPTAs are approved provisionally by the regional director general concerned as part of project concept clearance for ensuing loans and ADF grants. The stand-alone S-PPTA may be processed for approval by the regional director general, when the TA resources for initial project preparatory work or pre-feasibility study are required prior to project concept preparation.

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- (iii) a realistic implementation timetable and associated staffing schedules; and
- (iv) the role and responsibility of agencies concerned with the TA project in the DMC and implementation arrangements (e.g., counterpart contributions, establishment and staffing of project office).

9. A memorandum of understanding (MOU) describing the agreed project concept and TA and indicating any relevant technical and logistical arrangements and government commitments will be signed by ADB, the executing agency, and the government focal point responsible for ADB operations. If circumstances do not allow the signing of the MOU, an aide-mémoire will be left by the mission, to be subsequently confirmed in writing by the executing agency and focal point. The mission leader submits a brief back-to-office report (BTOR). The signed MOU or an aide-mémoire is normally attached to the BTOR.¹¹

b. Preparation, Review, and Approval

10. The TA is registered for fund commitment, and the revised final project concept paper and attachments are submitted through the relevant director and head of department to the relevant vice-president. The vice-president approves grant-financed PPTA up to \$1.5 million concurrently with project concept clearance for the ensuing loan or ADF grant.¹²

11. In case of Japan Fund for Poverty Reduction (JFPR) financing, the documentation is discussed with the relevant Embassy of Japan in advance, and submitted to the Government of Japan following the prevailing procedures for approval.¹³

12. If the PPTA is larger than the Management's approval authority, or the PPTA is processed and financed as a TA loan for detailed engineering, a full TA report is submitted by the President to the Board for approval.¹⁴ The TA report is registered for fund commitment,¹⁵ edited by the Office of the Secretary (OSEC), cleared by the Office of the General Counsel (OGC) from a legal point of view, and cleared by OSEC to ensure that the document is meeting the ADB quality standards. The director concerned informs the recipient of the Board's approval of the TA and of the sector division responsible for TA implementation.

¹¹ The MOU or aide-mémoire is not required in processing regional TA.

¹² PPTA approved by the vice-presidents are usually not edited and circulated to the Board. The Central Operations Services Office (COSO), in consultation with departments and offices concerned, prepares a quarterly report listing and describing all PPTA approved within a quarter and circulates it to the Board.

¹³ ADB. 2009. *Revised Operating Framework for the Japan Fund for Poverty Reduction*. Manila.

¹⁴ The full TA report should take the form of a report and recommendation of the President in the case of TA loans.

¹⁵ To ensure proper budget control of TA grants, TA grant proposals financed from TASF and JFPR are registered for fund commitment with COSO and the Office of Cofinancing Operations (OCO), respectively, before submission for approval. An updated status of commitment of TA funds (TASF, JFPR) is presented as an attachment to the forwarding memorandum for TA report approval.

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2. Policy and Advisory Technical Assistance, Capacity Development Technical Assistance, and Research and Development Technical Assistance

a. Concept Clearance

13. The responsible department or office nominates a project team leader who establishes a team to prepare the TA. If a country programming mission confirms the government's interest in delegation of TA administration to an executing agency, one Central Operations Services Office (COSO) staff will be nominated as project team member. The team prepares a TA concept paper that includes an analysis of the development constraints and issues relevant to the proposed TA. A preliminary TA design and monitoring framework (DMF) is a mandatory requirement for requesting concept clearance to demonstrate strategic relevance of the TA within the sector road map or CPS. The TA concept paper and the preliminary DMF are reviewed within the department or office to ensure the strategic relevance of the proposed TA activity.

14. **Categorization.** Categorization ensures that the processing of TA is tailored to the complexity of the development issue that the TA is intended to address. The director concerned will decide on the preliminary categorization of the TA. The head of department or office will confirm or recategorize the TA and, if necessary, seek input from an expert panel member.

- (i) **Category A.** More complex TA proposals (category A) receive more resources and technical inputs during design and implementation, and are subject to a more intense quality enhancement process. Criteria such as ADB's experience in the country and sector, as well as institutional capacity and ownership, are considered in deciding the appropriate categorization. TA that are automatically categorized as category A include (a) TA with an ADB-financed or -administered grant amount of \$5 million or more (high-value TA projects) involving delegation of TA administration, fund transfer, and/or pilot testing; (b) regional TA involving two or more ADB departments and/or offices as implementing agencies; (c) TA clusters; and (d) medium- or long-term capacity development TA.
- (ii) **Category B.** TA proposals closely related to an existing ADB operation, or whose implementation is expected to be relatively simple (category B), are subject to a streamlined review process. TA for assisting in a narrow policy area or in the implementation of a loan, small-scale TA, or TA for conferences is usually category B.

15. **Review process (category A).** For TA under category A, the TA team ensures an adequate level of review and consultation with key support departments, including (i) OCO, if cofinancing of the TA activities is envisaged or targeted; (ii) CTL; (iii) OREI, in the case of regional TA (R-CDTA, R-PATA, RDTA); (iv) COSO; (v) OGC; and (vi) the Regional and Sustainable Development Department (RSDD). The head of department or office allocates additional resources to the team leader as needed, which can include (i) business travel for one

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additional member of staff to take part in the fact-finding mission or due diligence mission, as applicable; and (ii) staff consultant resources for up to 1 month for TA preparation, depending upon justification of the needs. The team submits the TA concept paper for review to a technical expert.¹⁶ The technical expert reviews the concept paper and provides feedback through either (i) a meeting with the TA team; or (ii) comments in writing. The technical expert may call on other expertise in a respective community of practice (CoP), if necessary, although he or she remains responsible for the technical review. After the technical feedback, documented through minutes of the meeting or written comments, the TA team seeks clearance from the director concerned for the fact-finding mission or other forms of due diligence, as applicable. If needed and compatible with his or her other ADB commitments, the technical expert may join the fact-finding mission or other forms of due diligence, as applicable, as an additional team member funded under the additional budget.

16. **Review process (category B).** For TA under category B, the TA team ensures an adequate level of review and consultation with key support departments, including (i) OCO, if cofinancing of the TA activities is envisaged or targeted; (ii) CTL; (iii) OREI, in the case of regional TA (R-CDTA or R-PATA); (iv) COSO; (v) OGC; and (vi) RSDD. Following this consultation and approval by the director concerned, the fact-finding mission is fielded or other forms of due diligence is initiated, as applicable.

17. The TA concept paper for CDTA, PATA, or RDTA is approved by the head of the department that bears primary responsibility for assuring the quality of the TA concept paper. A copy of the approved memorandum is sent to the relevant vice-president or to the managing director general, as applicable, and to the relevant CoP. CDTA or PATA that are not included in COBPs or RCOBPs require concept approval by the respective vice-president or by the managing director general. RDTA (category A) that are not within the strategic priorities identified by the strategic forum require concept approval by the respective vice-president.

b. Fact-Finding Mission for Due Diligence

18. Fact-finding missions for sovereign CDTA, PATA, and RDTA will proceed primarily as outlined for PPTA (paras. 8–9), except that TA-specific DMF needs to be discussed. When TA

¹⁶ The technical expert will be either an ADB member of staff who is on the roster of internal expert panels or an external consultant on a retainer if no internal expertise is available in that specific area. The director concerned and the project team leader can decide which technical expert is best suited to review the TA concept paper. The project team leader and the technical expert agree on a time frame for the review. However, the technical expert cannot be from the same division as the project team leader. If the TA covers many areas, the director concerned and the project team leader may decide to involve several technical experts in the review. However, coverage of many technical areas can be an indicator of the complexity of the TA and careful consideration should be given to whether the TA can be processed in phases. If ADB does not have adequate technical expertise to review the TA, the head of department or office is requested to reconsider the TA proposal and assess whether the TA should be processed by ADB or referred to another development partner with the consent of the DMC. If it is decided that the TA is of strategic importance to ADB, the Regional and Sustainable Development Department will support the head of department or office to find external expertise to review the TA.

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administration is delegated, the team leader undertakes (in close collaboration with COSO) a capacity assessment of the executing agency.

c. Preparation, Review, and Approval

19. **Category A.** The team prepares the TA report, which is submitted for a second mandatory review to the technical expert, and to other ADB departments (in most cases regional departments) if needed. The technical expert might decide to meet again with the team to discuss the TA report or provide written comments. At the same time, the draft TA report is also shared with key support departments, including (i) OCO, if cofinancing of the TA activities is envisaged or targeted; (ii) OGC; (iii) CTL; (iv) COSO, (v) OREI, in the case of regional TA (R-CDTA, R-PATA, RDTA); and (vi) RSDD. After consideration of the comments, the team revises the TA report and submits the document for endorsement to the head of department. The head of department or office performs the final quality check.¹⁷

20. **Category B.** The team shares the TA report with key support departments, including (i) OCO, if cofinancing of the TA activities is envisaged or targeted; (ii) OGC; (iii) CTL; (iv) COSO; (v) OREI, in the case of regional TA (R-CDTA, R-PATA, RDTA); and (vi) RSDD. The team seeks any additional review and comment from specific departments, including technical experts or the CoPs, as it deems necessary. The director concerned performs the final quality check.

21. For JFPR-financed TA (category A or B), the documentation is discussed with the Embassy of Japan in advance, as applicable, and submitted to the Government of Japan following the prevailing procedures for approval.

22. The TA (category A or B) is registered for fund commitment, edited by OSEC, cleared by OGC from a legal point of view, cleared by OSEC to ensure that the document is meeting the ADB quality standards, and forwarded by the head of the originating department or office for approval by a vice-president, the President, or the Board of Directors, depending on the proposed TA amount.

3. Small-Scale Technical Assistance

23. Small-scale TA is an instrument that allows ADB to respond quickly to a demand for assistance from a DMC or development partner to address a specific development issue or implementation challenge. For this reason, the CPS, RCS, and other ADB-wide planning processes often do not cover stand-alone S-PPTA, S-CDTA, S-PATA, or S-RDTA. To minimize delays in the preparation of small-scale TA, a separate concept paper is not required.¹⁸

¹⁷ DER, OREI, and OSPF forward their TA to the President for approval through the managing director general.

¹⁸ For the time being, small-scale TA remains subject to the overall TA ceiling. Therefore, head of departments need to coordinate with the respective vice-president to ensure that the overall number of small-scale TA remains within

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24. The TA team prepares a memorandum and seeks any additional review and comment from specific departments, including technical expertise or the CoPs, as it deems necessary. The memorandum includes the DMF, a cost estimate, terms of reference of the consultants, a preliminary risk assessment, and the initial poverty and social analysis (for stand-alone S-PPTA). The memorandum is forwarded to OGC to be reviewed from a legal point of view before the director concerned performs the final quality check and forwards the small-scale TA memorandum to the head of department or office for approval. A copy of the approved memorandum is sent to the relevant vice-president or the managing director general, as applicable, and to the relevant CoP.¹⁹ The head of department or office approves small-scale TA.²⁰

4. Technical Assistance Cluster

25. The preparation of TA cluster requires substantial in-depth sector and institutional analysis, and a well-developed sector strategy at the country level. The outcome and outputs of each subproject should be clearly defined in the TA report for the TA cluster and maintained afterwards. The TA report needs to specify the expected future resource requirements of each subproject for planning purposes. The detailed outputs and key activities, budget, implementation arrangements, and implementation schedule of each subproject are normally finalized before its start, based on the outlined outputs and indicative budget provided in the TA report and within the overall time frame and amount of the TA cluster.

26. TA cluster will be automatically categorized as category A, requiring technical review at the concept clearance and TA report stages. Among other issues, the technical review will focus on the appropriateness of the TA cluster approach, which is not applicable to PPTA.²¹ Only the amount of the subprojects to be approved in a given year will be counted against the country, regional or department allocation of TA funds.

27. The timing and implementation arrangements of subprojects will be determined by the head of the department. A memorandum to the head of the department or office proposing the start of a subproject will specify the (i) overall progress of the TA cluster to date; (ii) outcome, and intended outputs of the subproject; (iii) cost estimates and budget; (iv) implementation arrangements; (v) implementation schedule, (vi) terms of reference of consultants; and

limits at the ADB-wide level. Small-scale TA is subject to the same project classification guidelines as other TA. Small-scale TA is usually category B.

¹⁹ No TA report is required for a small-scale TA, which are normally described in a memorandum format. COSO, in consultation with departments and offices concerned, prepares a quarterly report listing and describing all small-scale TA approved within the quarter and circulates it to the Board.

²⁰ The vice-presidents may decide to limit the number of small-scale TA approved within his or her operations group in a planning period to ensure efficient and effective use of scarce TA resources.

²¹ See ADB. 1997. *Review of the Bank's Technical Assistance Operations*. Manila (R119-97). The paper states in Appendix 2, para. 4: "Project preparatory TA (PPTA) is perceived as part of the processing of investment projects. Therefore, it would be subject to close scrutiny by Management and not suitable for a subproject of a TA cluster."

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(vii) other aspects, as appropriate. Each subproject proposal requires a draft DMF and will be subject to consultations with departments and/or offices concerned before submission to the head of the department or office for approval. For subprojects under the TA cluster, an additional technical review by a technical expert is recommended, but not required.

28. The Board will be informed of the progress of the TA cluster through a quarterly report listing approved subprojects.²²

5. Due Diligence for Nonsovereign Technical Assistance

29. For nonsovereign TA, due diligence starts from the TA concept paper preparation stage and covers technical, institutional, legal, regulatory, financial, commercial, capacity, and other issues, and normally continues until TA approval. Missions may be fielded if required. Concept papers for nonsovereign TA are approved by the head of department.

C. Technical Assistance Agreements

30. For TA that includes activities to be undertaken in the territory of one or more DMCs, confirmation of a no-objection must be obtained in writing from the government of those DMCs²³ preferably, but not necessarily, before the approval of the TA. In all cases, such a no-objection in writing must be obtained before the commencing or financing of the proposed activities in the territory of a DMC in accordance with Article 14 (iii) of the Charter.

1. Sovereign Technical Assistance

31. To simplify the processing of TA agreements for sovereign TA, ADB has executed or is in the process of executing TA framework agreements with DMC governments active in TA operations.²⁴ After the execution of the TA framework agreement, as each TA for the relevant government is subsequently approved, ADB sends a TA letter which cross-references the TA framework agreement to the DMC official channel of communication. The TA letter carries as an attachment (i) the appendix on PPTA to the project concept paper²⁵ and relevant attachments, and for information purposes the signed MOU or the confirmed aide-mémoire (in the case of PPTA approved by a vice-president); or (ii) the TA report and for information purposes, the signed MOU or the confirmed aide-mémoire (in the case of stand-alone TA other than those

²² COSO, in consultation with departments and offices concerned, prepares a quarterly report listing and describing all subprojects approved within a quarter and circulates it to the Board.

²³ For the purpose of this paragraph, (i) "in writing" refers to either a formal no-objection letter, or any of a memorandum of understanding, minutes or an agreement signed between the relevant government(s) and ADB and/or an ADB partner organization, in relation to activities to be undertaken by ADB, or jointly by a partner organization and ADB, and included in the regional TA; and (ii) the requirement to obtain a government's confirmation of no-objection does not apply to a simple collection of information (or materials) if such information is either in the public domain or is from an official source (i.e. originating from the government or a public sector agency).

²⁴ A list of countries with or without TA framework agreements is provided in Appendix 1.

²⁵ OM Section D11/OP (Processing Sovereign and Sovereign-Guaranteed Loan Proposals).

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mentioned in (i) above); or (iii) the report and recommendation of the President and for information purposes, the signed MOU or the confirmed aide-mémoire (in the case of TA attached to loans and/or grants). The TA letter indicates that government concurrence to the TA will be deemed given, if the government²⁶ does not object within 21 days of the date of the TA letter or a different deadline if so agreed between ADB and the DMC government. Within 7 days before the stated deadline, ADB will actively follow-up on the status of the TA letter either through the processing unit at headquarters or the resident mission.²⁷ If the government requires more time, a new deadline for no-objection for that particular TA must be communicated to ADB in writing before the expiration of the 21-day period. Upon expiration of the 21-day objection period or upon receipt of the signed TA letter, the regional department will immediately notify CTL (and OCO, if the TA is cofinanced) of the effectivity or non-effectivity of the TA.

32. For visibility and public relations purposes, particularly in the case of donor-funded or cofunded TA projects or those funded by JFPR and other trust funds provided by the Government of Japan, it is highly recommended that the team leader in close collaboration with the resident mission should, as appropriate: (i) propose public delivery of the TA letter (including signing ceremonies for TA projects funded by JFPR and other trust funds provided by the Government of Japan); (ii) organize other public events (e.g., an inception workshop, conferences, or other activities supported under the TA); (iii) prepare press releases at TA approval and during implementation; or (iv) organize final events aimed at disseminating the TA outcome and outputs.

33. This approach is also applicable for RDTA in rare cases when the RDTA is confined to one DMC. When activities are envisaged within one specific DMC, the processing unit within headquarters or the resident mission sends a TA letter to the relevant government focal point, which will be deemed confirmed on a no-objection basis and actively seeks no-objection from the DMC concerned within the 21-day period.

34. For TA cluster, a TA letter is required for each subproject.²⁸

35. TA effectiveness is conditional upon the concurrence²⁹ of the government with the TA letter. If concurrence of the government with the TA letter is not obtained, the validity of ADB approval of the TA may lapse.

²⁶ In a case where the executing agency for the TA is a legal entity different from the government, the TA letter is also sent to the executing agency for its agreement on a no-objection basis.

²⁷ Small-scale TA does not require signing of TA agreements or TA letters, although ADB sends a standard notice to the government concerned.

²⁸ If a government does not object within the 21-day period, ADB considers the subproject effective and proceeds to implementation.

²⁹ If ADB has sent a TA letter to the government for agreement on a no-objection basis, the concurrence is deemed given after the 21-day objection period has lapsed without objection from the government and the executing agency (in case the executing agency is a different legal entity from the government). If the DMC has opted for formal signature of the TA letter, concurrence of the government and the executing agency (in case the executing

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2. Nonsovereign Technical Assistance

36. For nonsovereign TA, the recipient(s) and ADB agree to the terms of a TA implementation agreement before ADB's approval of the TA. Such an agreement normally sets out the names and details of all recipients, the outcome and outputs with respective indicators and performance targets of the TA, the amount of financing to be provided by ADB under the TA, potential cofinancing partner(s) and the recipient(s), the terms of reference of consultants (if any) to be appointed under the TA, preferably the selection method (and, as applicable, contemplated type of technical proposal) for consultant recruitment, the proposed budget, a realistic timetable for the TA and associated staffing level and, where applicable, the terms (if any) relating to the recovery of funds via subsequent pricing arrangements or otherwise. The applicable DMC government's no-objection to the implementation of the TA in the relevant country must be ensured before the date of first implementation or financing of the TA.

D. Implementation of the Technical Assistance

1. Implementation Arrangements

37. TA reports or final project concept papers submitted for PPTA approval describe the implementation arrangements for a TA project, including the executing agency (and, if applicable, implementation agencies), disbursement arrangements, and any special arrangements. For sovereign TA, the executing agency is typically the DMC. For sovereign regional TA, the executing agency is typically ADB. When the United Nations or other similar specialized agencies or nongovernment organizations are to be involved in TA implementation, the proposal describes such special arrangements.³⁰

2. Consultant selection

38. Administration of the TA consists mainly of the selection, appointment, and contracting of consultants and fund management.³¹ Normally, ADB selects and employs consultants in accordance with ADB's Guidelines on the Use of Consultants (2007, as amended from time to time) for TA grant projects financed or administered by ADB³² and the recipient's executing agency does so for TA loan projects. Over time, it is expected that an increasing share of TA financed on a grant basis, will be also administered by the recipient's executing agencies. Through its country programming missions ADB will identify potential executing agencies for delegated TA administration, together with the relevant government agency. Standard

agency is a different legal entity from the government) will be deemed to be given on the date of receipt of the signed TA letter by ADB.

³⁰ See OM Section E3 (Cooperation Arrangements for Development Partnership) and OM Section E4 (Promotion of Cooperation with Nongovernment Organizations).

³¹ ADB. Recruiting Consultants. *Project Administration Instructions*, PAI 2. Manila.

³² To increase ownership of TA projects and improve sustainability of project benefits, ADB may, in particular circumstances, delegate responsibility to a recipient ("delegated TA") to recruit and supervise TA consultants.

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information on consulting services, including details on consultants' terms of reference, selection method, type of technical proposal (if applicable) and cost estimates, is required in TA reports or final project concept papers submitted for PPTA approval. Appendix 2 sets out these requirements.

3. Supervision and Feedback

39. The responsibility for facilitating implementation and supervision of the TA remains with ADB staff, who regularly monitors the quality of the services provided by consultants. ADB staff will organize regular meetings with the executing agency and the consultants to discuss progress in implementing the TA. The BTOR of supervision missions should provide a summary of the meeting with the executing agency and, except in the case of PPTA, an updated DMF should be attached. The BTOR and the DMF will serve as the progress and performance report together with an update of the TA performance report. After completion of the TA activities, ADB staff will assess consultants' reports and request feedback from the executing agency and consultants on TA implementation. The project team leader will prepare the TA completion report with the executing agency.³³ The final completion report will be shared with the relevant expert panel and the respective CoP.³⁴

E. Technical Assistance Retrospective Reviews

40. ADB may assess the quality-at-entry of TA projects as part of a retrospective review of CPSs and projects.

F. Disclosure of Information

41. Disclosure is guided by ADB's Public Communications Policy.³⁵

Basis: This OM section is based on OM Section D12/BP and the documents cited therein.

Compliance: This OM section is subject to compliance review.

For inquiries: Questions may be directed to the Director of the Strategy, Policy, and Interagency Relations Division, Strategy and Policy Department.

³³ Executing agencies should be encouraged to prepare the TA completion report with the assistance of the project team leader.

³⁴ TA completion reports need to be prepared for all ADB-supported TA operations (including small-scale TA) with the exception of PPTA, which result in loan projects. PPTA that does not result in a loan requires a TA completion report.

³⁵ See OM Section L3 (Public Communications).

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13 December 2013
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Prepared and issued by the
Strategy and Policy Department
with the approval of the President.

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**LIST OF COUNTRIES
 WITH OR WITHOUT TECHNICAL ASSISTANCE FRAMEWORK AGREEMENTS**

ADB Member	Technical Assistance Framework Agreement	
	With	Without
Afghanistan	10 July 2002	
Armenia	25 February 2005	
Azerbaijan	6 March 2001	
Bangladesh	5 February 1996	
Bhutan	17 November 1995	
Cambodia	2 August 1995	
China, People's Republic of	23 December 1996	
Cook Islands	29 November 1995	
Fiji Islands	26 April 1996	
Georgia	1 September 2008	
India	10 July 1996	
Indonesia	26 September 1996	
Kazakhstan	5 October 1995	
Kiribati	12 November 1996	
Kyrgyz Republic	11 October 1995	
Lao PDR	6 November 1995	
Malaysia		Agreement remains unsigned
Maldives	30 October 1995	
Marshall Islands	22 February 1996	
Micronesia	1 December 1995	
Mongolia	29 August 1995	
Myanmar	10 July 2013	
Nauru	29 January 1999	
Nepal	16 November 1995	
Pakistan	7 March 1996	
Palau	13 July 2007	
Papua New Guinea	6 May 1996	
Philippines	8 February 1996	
Samoa	29 November 1995	
Solomon Islands	19 March 1998	
Sri Lanka	9 November 1995	
Tajikistan	14 September 1998	
Thailand	1 February 1996	
Timor-Leste	10 April 2003	

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ADB Member	Technical Assistance Framework Agreement	
	With	Without
Tonga	5 December 1995	
Turkmenistan	15 June 2001	
Tuvalu	29 May 1996	
Uzbekistan	25 October 1996	
Vanuatu	1 December 1995	
Viet Nam	1 May 1996	

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**STANDARD INFORMATION ON CONSULTING SERVICES TO BE
INCLUDED IN TECHNICAL ASSISTANCE REPORTS¹**

A. Description of Consulting Services

1. State the type of services required.
2. Indicate whether services will be rendered
 - (i) by a team of experts to be provided by a consulting firm,
 - (ii) by individual consultants,
 - (iii) through single-source selection, or
 - (iv) by a combination of the above.
3. Indicate the selection method to be applied, i.e., quality- and cost-based selection (QCBS), quality-based selection (QBS), fixed budget selection, least-cost selection, consultants' qualifications selection, or single-source selection, as envisaged in ADB's Guidelines on the Use of Consultants (2007, as amended from time to time). If QCBS is used, the applicable quality–cost weighting should be specified.² Provide adequate justification for use of methods alternative to ADB's preferred QCBS if necessary (e.g., use of QBS or single-source selection).
4. If engagement of a firm is contemplated, indicate the type of technical proposal format to be required, i.e., full, simplified, or biodata.
5. Estimate the minimum number of person-months. ADB normally requires a consulting firm to provide a team of experts. Consulting firms are selected based on their comprehensive technical proposals (containing the firm's experience, technical approach, work plan, and biodata of personnel proposed). In such cases, the technical assistance (TA) report and revised concept paper in the case of project preparatory TA should indicate the estimated total number of person-months needed for professional staff (separately for international and national consultants and for each phase, if applicable). Prepare the cost estimate for such studies using a hypothetical staffing schedule. Such a schedule or any detailed staffing estimates should not be included in the TA report but should be available for review by the Central Operations Services Office on request.
6. Provide a time schedule for commencing and completing consulting services.
7. Set out indicative terms of reference for the assignment.

¹ This information is provided for consultant engagement under sovereign and, as applicable, nonsovereign technical assistance.

² See ADB. Recruiting Consultants. *Project Administration Instructions*, PAI 2. Manila.

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B. Cost and Financing³

8. Indicate the total amount of estimated costs.
9. State the sources and terms of financing (ADB grant, ADB loan, government, or other external sources).
10. Include any explanations for specific consideration when preparing the cost estimate (level of contingency, etc.).
11. The budget estimates should be as accurate as possible, particularly if the selection method for firms is QCBS, fixed budget selection, or least-cost selection, so that each firm can submit a considered financial proposal for completion of the contemplated assignment.
12. Government contributions such as counterpart staff, office and housing accommodation, office supplies, secretarial assistance, and domestic transportation should be itemized and agreed in advance. However, monetary values are not reflected unless these take the form of TA grant financing.

C. Government Assurances⁴

13. The TA report will state the extent of the counterpart support being provided by the government. Details of the list of services, facilities, and equipment to be provided by the government are included in the request for proposal (RFP). Such list of counterpart support must be confirmed by the government before contract negotiations with the first-ranked firm.

³ Some cost estimate categories may not apply to nonsovereign technical assistance, e.g., government financing, representative for contract negotiations, training, seminars, and conferences.

⁴ This section does not apply to nonsovereign technical assistance.