SCOPE AND GENERAL GUIDELINES

1. The Project Administration Instructions (PAIs) outline Asian Development Bank’s (ADB) rules and procedures for administering loan and technical assistance (TA). Loan and TA administration includes a range of activities, such as:

(i) reviewing and approving the government’s signing of loan and TA agreements, including TA letters;
(ii) conducting project administration related missions;
(iii) monitoring the government’s compliance with effectiveness conditions;
(iv) updating the project administration manual including the procurement plan;
(v) procuring goods, works, consulting services and nonconsulting services;
(vi) monitoring implementation and development performances;
(vii) disbursing loan and TA proceeds, and monitoring project cash flows, both from ADB and other financing sources;
(viii) reviewing audited project financial statements and/or audited entity financial statements;
(ix) supporting and monitoring the government’s compliance with applicable ADB policies as set out in the loan and TA agreements, including TA letters;
(x) preparing project and TA completion reports; and
(xi) assessing the achievement of the project outcome and outputs, and the contribution to achieving the development impact.

2. The PAIs apply to sovereign operations. However, PAIs 5.09 (Administering Technical Assistance) and 6.08 (Technical Assistance Completion Report) apply to both sovereign and nonsovereign operations. PAI 6.07B (Extended Annual Review Report for Nonsovereign Operations) applies to nonsovereign operations only.

3. In all PAIs, the term “loan(s)” includes grant(s) and the term “project(s)” includes program(s), unless the context requires otherwise. The PAIs also apply to loans from external sources that are administered by ADB, unless agreed otherwise between ADB and cofinancier(s).

4. When ADB administers a loan or TA on behalf of a cofinancier, ADB’s agreement with the cofinancier describes ADB’s project administration responsibility. When ADB acts on behalf of the cofinancier, the project team/TA team shares relevant project information with the cofinancier and complies with the obligations outlined in the cofinancing agreement in coordination with the Partner Funds Division of the Climate Change and Sustainable Development Department.

5. In all PAIs, the term “borrower” also refers to recipients of grants, executing agencies, and/or implementing agencies, unless the context requires otherwise. The term “executing agency” also refers to implementing agency.

6. The project team/TA team assumes the responsibility of loan/TA administration.
7. In all PAIs, the regional director general/senior sector director can delegate, escalate, or transfer approval, concurrence authorities within their respective departments/offices in writing with justifiable reason(s).\(^1\) Relevant departments/offices (including Controller’s Department; Office of the General Counsel; Procurement, Portfolio, and Financial Management Department) should be informed of such delegation, escalation, or transfer of authorities in due time.

8. In all PAIs, the term “approval” means a decision by approving authority (decider) on the entire proposal and/or the proposed matter(s). The term “concurrence” means an endorsement by concurring authority of the entire proposal and/or proposed matter(s) before the final proposal is sent to decider for approval. The terms “concurrence” and “endorsement” have the same meaning and are used interchangeably. The term “clearance” means attestation by clearing authority that the proposal and/or proposed matter(s) complies with essential requirements in their respective functional area(s). Approval and concurrence require a signature or equivalent.\(^2\) Clearance should be recorded.

9. In all PAIs, the term “resident mission” also refers to regional/subregional office and the term “country director” also refers to regional director of regional/subregional office.

\(^1\) This normally applies to cases considering the size of the resident mission. For example, country director’s responsibility may be delegated to the country operations head or vice versa. Likewise, the sector director’s responsibility may be delegated to the regional sector project administration unit head or vice versa.

\(^2\) Examples of “equivalent” to signature are email confirmation and IT systems workflow approval.