Project Administration Instructions

PROJECT ADMINISTRATION MANUAL[1]

1.   This Project Administration Instruction (PAI) outlines the preparation, contents, and procedures in maintaining the accuracy of the project administration manual (PAM). [2]

2.   The PAM is mandatory (except for policy-based loans,[3] results-based loans,[4] and technical assistance [TA]) and serves as the main document required for successful project implementation. The PAM (i) describes how the executing agency (EA)[5] will implement the project in accordance with the policies and procedures of the borrower[6] and Asian Development Bank (ADB), (ii) shares the project status with ADB's and the EA's project teams, (iii) identifies the contact persons in respective fields to facilitate coordination between ADB and the EA, and (iv) provides inputs to the preparation of the project completion report.

3.   The PAM, among other things:

   (i)   includes all the information and schedule describing project implementation including project readiness filters to enable rapid start-up and disbursement;
   (ii)   specifies roles and responsibilities of the EA, consultants, and ADB for satisfactory project implementation;
   (iii)   provides concise and accurate detail on major aspects of project implementation including: costs and financing, financial management, procurement,[7] safeguards, gender equality and social dimensions, performance monitoring, evaluation, reporting, and communication; and
   (iv)   provides references to applicable ADB policies, including ADB's Anticorruption Policy (1998, as amended to date) and Accountability Mechanism Policy.[8]

4.   A PAM should be prepared through a consultative process between the borrower and ADB. The PAM is prepared during loan processing and initially agreed with the government at fact-finding. It is reviewed by the project team during loan negotiations, and by inception, midterm, and other project administration missions. It is mandatory to reference the PAM in the loan

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[1] In this PAI, the term "loan(s)" includes grant(s) and the term "project(s)" includes program(s), unless the context requires otherwise. This PAI also applies to loans from external sources that are administered by ADB, unless agreed otherwise between ADB and cofinancier(s).

[2] For a multitranche financing facility (MFF), a facility administration manual (FAM) is developed and is subject to the same general considerations and guidelines as the PAM, subject to particularities of the MFF. References to the PAM should be understood to include reference to the FAM in cases of MFFs. The PAM also refers to the activity administration manual for small expenditure financing facility.

[3] For policy-based loan, a development policy letter and policy matrix are presented as part of the report and recommendation of the President (RRP) and PAM is optional.

[4] For results-based loan, a program implementation document should be prepared and PAM is not required.

[5] In this PAI, the term "executing agency" also refers to implementing agency, unless the context requires otherwise.

[6] In this PAI, the term "borrower" also refers to recipients of grants, executing agencies, and/or implementing agencies, unless the context requires otherwise.

[7] The procurement plan section in the PAM is initialed by the government during loan negotiations.

[8] The anticorruption section of the PAM may also include a description of key integrity risks and the specific mitigation measures the project will implement as outlined in the relevant project documents.

agreements. It is presented as a supplementary document to the report and recommendation of the President (RRP).

5.   At loan negotiations, the borrower and ADB should review and confirm the PAM to ensure consistency with the loan agreement, and such confirmation should be reflected in the minutes of the loan negotiations. The PAM is reviewed by the regional sector project administration unit head pending Board approval of the loan.

6.   With support from ADB, the EA is responsible for implementing ADB-financed projects in accordance with ADB's policies and procedures. The PAM template and descriptions of their contents are accessible through the Office of the Secretary Information Access Unit's SharePoint site: Board Document Templates. When necessary, the EA may translate the PAM or its relevant sections to their local language in coordination with the project team and resident mission to ensure consistency and accuracy of translation.

7.   The PAM is a living document. The project team should update the PAM timely as necessary. Updates to the PAM after ADB Board approval should be compliant with the loan agreement and due diligence required in the RRP and is approved pursuant to the respective administrative procedure of the developing member country government and ADB. Updates to the PAM will be finalized upon approval, if applicable.

8.   In the event of any discrepancy or contradiction between the PAM and the loan and/or project agreements,[9] the provisions in the loan and/or project agreements shall prevail.

9.   The disclosure of PAM follows ADB's Access to Information Policy.

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[9] The name of the operative agreement may vary on a project-to-project basis; this reference shall encompass such other agreements as applicable, e.g., Framework Financing Agreement.