

Project Administration Instructions

PAI 5.09
Revised in December 2023
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ADMINISTERING TECHNICAL ASSISTANCE¹

A. Introduction

1. This Project Administration Instruction (PAI) provides guidelines for administering technical assistance (TA) financed or administered by the Asian Development Bank (ADB).
2. These guidelines apply to both sovereign and nonsovereign TAs. Sovereign TAs, including ongoing TAs, are classified under developing member country (DMC)-specific TA, regional TA (one region), or multiregion² TA. Nonsovereign TAs follow business procedure for multiregion TAs in this PAI.
3. These guidelines do not cover
 - (i) TA processing, which is covered by the *Staff Instruction on Business Processes for Technical Assistance*; and
 - (ii) administration of TA loans,³ which is covered by the PAIs on implementing loan projects.
4. For TAs funded by the Japan Fund for Prosperous and Resilient Asia and the Pacific (JFPR), this PAI will be applied in conjunction with the [JFPR Implementation Guidelines](#), as amended from time to time.

B. Responsibilities During Implementation

5. The TA team leader and TA team members⁴ assigned during processing continues to administer the TA. The TA supervising unit (TASU) director or head⁵ may change the TA team leader and TA team member(s), if needed. When TASU director or head changes TA team members from other departments/offices, the TASU director or head requests nominations from the concerned TASU director/head of office. The concerned director/head of office may also request to change the assigned TA team member. The TA team regularly reviews the TA progress in accordance with the design and monitoring framework to achieve outputs and outcomes. The TA team member responsible for each functional area should coordinate with the respective departments/offices, if needed, in accordance with applicable policies and guidelines.
6. The TA team administers the TA implementation, including all administrative changes to a component or output, in consultation with respective country operations heads (COH) for DMC-specific and regional head, operations coordination (RHOC) for regional TAs. The TA team makes

¹ This PAI applies after TA commitment.

² Multiregion TAs typically include regional research and training TAs without any specific activity in a country. If there is a specific activity in a country, it should be tagged in eOperations.

³ After the approval of the New Products Policy (3 July 2018), the TA loan modality has been retired. This is applicable for any ongoing TA loans.

⁴ For TA team members, refer to *Staff Instruction on Business Processes for Technical Assistance*.

⁵ In case of the Sectors Group, the TASU director or head is the sector director, not the regional sector project administration unit (PAU) head.

sure that the TA's outcome and outputs are achieved and that the consultants and executing agency (EA) perform satisfactorily.⁶ For cofinanced TAs, the TA team should, in coordination with the Partner Funds Division (CCPF) of the Climate Change and Sustainable Development Department, fulfill the reporting requirements stipulated in the cofinancing agreement. The TA team will also oversee the charging of eligible expenditures to appropriate fund sources in coordination with the Loan Administration Division (CTLA) of the Controller's Department (CTL). The Procurement, Portfolio, and Financial Management Department (PPFD) provides fiduciary oversight and support, as needed, to the TA team on the recruitment and contract management of consultants and monitoring of financial management requirements. CCPF advises the TA team on issues that arise during the implementation of cofinanced TAs and may coordinate with cofinanciers. CTLA controls and monitors disbursements. The Office of the General Counsel (OGC) advises the TA team on legal issues that arise including contract-related issues. The Office of Anticorruption and Integrity advises the TA team on integrity issues, including providing guidance on conflict of interest.

7. For TAs with components or outputs involving two or more departments/offices, a primary TASU will be identified which will serve as the coordinator and supervisor responsible for TA administration, including monitoring outputs, contracts of consultants, requests for payments, fund source allocation, and TA completion reports for circulation.

8. The regional sector project administration unit (PAU) head assumes the responsibility of the TASU PAU head. In case there is no PAU head in the TASU, the TASU director or head may designate a TASU PAU head or assume the responsibility. This applies to all references to "TASU PAU head" in this PAI. The designation of TASU PAU head should be published on each respective department/office website.

C. Review Missions

9. For most TA operations, the first review mission is an inception mission which has a significant effect on the performance of the TA.⁷ The TA team conducts the mission in collaboration with the EA and/or implementing agencies (IAs),⁸ as applicable, and consultants and prepares an aide-mémoire or memorandum of understanding (MOU) upon completion of the mission (if necessary). The purposes of the inception mission include:

- (i) ensuring that the EA and/or IAs, stakeholders, and consultants understand the TA's objectives and consultant's terms of reference (TOR);
- (ii) reviewing the consultant's TOR and agreeing on the inception report including objectives of activities, methodologies, role of stakeholders and the method of stakeholder consultations, work plan, and budget for each activity, making alterations as necessary;
- (iii) resolving any issues that may impede the consultant in completing the assignment;
- (iv) confirming availability of EA counterpart support as indicated in the TA report; and

⁶ In this PAI, the term "consultants" also refers to knowledge partners, suppliers or service providers. The term "executing agency" also refers to implementing agencies unless the context requires otherwise.

⁷ Refer also to PAI 6.02 (*Project Administration Missions*) for TA administration missions.

⁸ For nonsovereign TAs, the EA and/or IAs are equivalent to the recipients in this PAI.

- (v) establishing the timetable and budget for the completion of the assignment, including any further tripartite meetings during the TA implementation.

10. The TA team fields review missions as required to check the progress of TA implementation including consultant's performance, reassess the expected TA completion date, and review the TA's finances.

11. The TA team arranges tripartite meetings with the EA and/or IAs, stakeholders, and consultants to ensure common understanding of the progress of the TA and follow a participatory approach in reviewing the consultants' outputs. The TA team usually schedules a tripartite meeting shortly after receiving each major report. The anticipated schedule of tripartite meetings is shown in the consultant's work plan and staffing schedule. For TAs delegated to the recipient country, the EA arranges tripartite meetings with the IA, stakeholders, ADB, and the consultant.

D. Monitoring TA Progress

12. The TA team updates information in eOperations to record the progress of implementation at least quarterly. For cofinanced TAs, the TA team through CCPF provides progress reports to donors as agreed.

13. If the progress is not satisfactory, a reminder will be shown in eOperations or an email alert will be sent to the TASU depending on the disbursement and age thresholds.⁹

E. Disbursement

14. TA disbursement will follow the TA Disbursement Handbook, as amended from time to time, and special provisions in the TA report, if any.

15. A TA is typically financed in US dollars, unless otherwise specially approved. Ideally, contracts under the TA are to be signed in US dollars or other currencies that ADB can settle, for which the TA team should consult with the Treasury Department.

F. Financing and Monitoring of Goods and Services

16. At TA processing stage, the TA team needs to discuss with the EA and/or IAs whether goods and services need to be provided under the TA. If they are needed, the implementation arrangement section of the TA report should state the goods and services to be procured under the TA and indicate the institution/s (government [EA and/or IAs]/recipient, consultant, or ADB) which will procure them. If the consultant will procure the goods and services under the TA, the consultant's TOR attached to the TA report should include the procurement arrangement for goods and services.¹⁰

⁹ Examples of age and disbursement thresholds are but not limited to: TA reached age 1 without disbursement, TA reached age 2 with less than 10% disbursement, TA reached age 3 with less than 30% disbursement, and TA reached age 4 with less than 50% disbursement.

¹⁰ Contract variation is needed to change the procurement arrangement.

17. All TA-financed goods and services should be procured in accordance with ADB Policy documents¹¹ stated in the approved TA report and/or cofinancing agreement for donor-funded TAs administered by ADB. TASU, the DMC government, or consultants may procure goods and services for TAs. Procurement of goods and services should be limited to indispensable items that the TA needs to finance. It is generally recommended that goods be leased for administrative efficiency to avoid additional procedures for monitoring and disposal.

18. At least three quotations are required when procuring goods and services below \$100,000. When procuring items in a remote area with few suppliers, the consultant or TA team should try to obtain at least one or two quotations locally, and, if practical, obtain additional quotations from the capital or a regional city. The purchase order should be issued for each procurement contract if applicable. Signing authority of the contract is defined in line with the TA report and Administrative Order 1.03 on [*Signature of Written Instruments*](#). Appendix 1 provides an overview of the standard procurement and asset management procedures.

19. Goods purchased under the TA remain as ADB property except when they are procured by the government. If usage of goods is under the control of the government, it is recommended that the government procures them using TA funds. Goods procured by the government will be owned by them upon delivery, under the condition that the goods will be used for TA activities until the completion of the TA. This arrangement should be confirmed by the government through a signed MOU during the TA processing stage and as described in the TA report. The government is responsible for monitoring the goods based on agreement with ADB.

20. The TA assets to be monitored are non-consumable goods with an acquisition cost of \$500 or more. Non-consumable assets include physical assets, software, licenses, electronic documents, websites, and social media.

21. It is not recommended for ADB to procure goods under TAs. In case it is indispensable for ADB to purchase goods, the TA team needs to establish a plan to monitor goods during TA implementation and disposal plan at TA completion. In exceptional cases when such arrangements are needed, the TA team leader will follow the ADB Procurement Policy after consultation with the assigned PPFID procurement specialist. The TA team should ensure eligibility of procurement of goods and services in line with the approved TA report, and cofinancing agreement for externally-funded TAs administered by ADB. If ADB procures the goods, the TA team should monitor the assets and report losses of non-consumable goods immediately to the TASU director or head.

22. When the consultant procures goods, the ownership of the procured goods should remain with ADB until the end of the consulting contract. The consultant will be able to use such goods without charge during TA implementation period. Consultants should cover equipment with appropriate insurance in case of damage or loss. The cost of such insurance is an eligible expense under TA consulting contract. The consultant should monitor non-consumable assets and report any losses immediately to the TA team leader. The TA team leader should report losses to the TASU director or head. If the consultant causes damage or loss to goods, then the consultant should shoulder the cost of the loss.

¹¹ Policy document refers to either ADB Procurement Policy and Regulations, Guidelines on Use of Consultants by ADB and its Borrowers, or ADB Procurement Guidelines.

23. Goods procured by ADB or consultants remain ADB's property until transferred to the government or disposed by ADB even after CTLA closes the TA account.

24. **Compliance with safeguards requirements for civil works.** If a TA has civil works procured as part of pilot testing, the status of safeguards compliance is assessed under the safeguards tab of the eOperations.

G. Use of TA Funds

25. The TA team is responsible for ensuring that adequate due diligence is carried out, and that conference, event and hospitality expenditures are in line with the approved scope of the TA.

26. TAs are essentially for direct assistance to eligible recipients (as defined under *Staff Instruction on Business Processes for Technical Assistance*). Only direct and identifiable costs are charged to the TA, including but not limited to TA consultants, training, seminar materials including mailing, cost of publications, conference room charges, and eligible participants' costs (travel expenses as required). In cases where ADB staff act as resource persons¹² for purpose of effectiveness, travel costs are charged to the TA but their salaries and benefits are absorbed by ADB's internal administrative expense budget. Support services (travel and related costs for secretarial and administrative services) by ADB staff for assisting TA implementation and administration can be covered by the TA only when clearly specified in the TA report and included within its cost components.

27. Generally, all travel to and from a conference or event should be arranged by the most economical and direct route possible. In cases where deviations from benchmark routes are requested for personal reasons, the cost difference will need to be charged to the event participant. Subsistence allowances payable to out-of-town event participants may be adjusted if meals are provided as part of the accommodation booking or conference package. The *TA Disbursement Handbook* provides guidance on computation of allowance.

28. Meals may be provided when it is integral to the structure and the purpose of the event; the participants' dispersal at mealtimes including breaks would be counterproductive to the efficiency and effectiveness of the event, and the standard of the meal or hospitality is appropriate for a development institution.

29. The TA team is expected to supervise conference and hospitality events funded by ADB TAs. Where such direct supervision is not possible, the TA team will submit a proper completion report with clear evidence for all expenditure items.

30. Representation may be charged to the TA, only if directly identifiable to the TA and clearly specified in the TA report including costs in its budget estimates. The cost of representation should be kept at minimal level and the TA recipient should follow the *TA Disbursement Handbook*, ADB's guidelines for representation provided in Administrative Order 4.03 on [Representation](#) and the guidelines for beverage services subsidy for field offices. If not included in the TA report, the TA team should process a change in scope to include the costs to be incurred for approval of the

¹² ADB staff acting as a resource person is someone (i) having a sector, thematic, or specific technical expertise, and (ii) engaged as a facilitator, speaker, trainer, or panelist in a conference, workshop, or seminar, financed under a TA.

TASU director or head. The TA team is responsible for verifying and validating the eligibility and reasonableness of the costs.

31. Costs of rental for office space and related overhead expenses (e.g., cost of utilities) directly identifiable to the TA can be covered by TA funds when clearly specified in the TA report and included within its cost components.

32. UN agencies' indirect management fees directly identifiable to the TA can be covered by TA funds when clearly specified in the TA report or a memorandum and included within its cost components.

H. Increase in TA Amount

33. To increase the TA amount, the TA team submits a memorandum, after consultation with CTL and CCPF if the TA is cofinanced, to the concurrer(s) and decider as set out in the *Staff Instruction on Business Processes for Technical Assistance*. If the increase in TA amount will involve a major/minor change, the increase in TA amount and major/minor change should be processed together and procedures in paras. 36–43 also apply.¹³ The memorandum should include the matter for consideration, background information, status of TA implementation, change in TA scope and/or implementation arrangements, increase in the TA amount, and staff views. For an increase in TA amount which requires Board approval, refer to the Office of the Secretary Information Access Unit's SharePoint site: [Board Document Templates](#). The TA team should immediately send the Technical Assistance Milestone and Change Event (TMCE) form and attach a copy of the Board paper or approved memorandum to CTLA to update IDS TA record.

I. Changing the Scope or Implementation Arrangements

34. A TA's scope or implementation arrangements may need to be changed in order to achieve the TA's objectives. A change in a TA's scope or implementation arrangements is classified as 'major' or 'minor'. A 'major' change substantially affects the TA's outcome, components, benefits or implementation arrangements. A 'minor' change does not substantially affect the TA's outcome, components, benefits or implementation arrangements. The memorandum should include the matter for consideration, background information, status of TA implementation, change in TA scope and/or implementation arrangements, and staff views.

35. The TASU project administration unit (PAU) head decides if a change is 'major' or 'minor'. If necessary, the TASU PAU head may consult with PPF, OGC, and CCPF if cofinanced, on whether the change of scope is 'major' or 'minor'. If the consultation is inconclusive, the TASU director or head decides whether the change is 'major' or 'minor'.

¹³ If the approval authority of the major/minor change are in the same department/office line with the approval/concurrence authority of the increase in TA amount as indicated in the *Staff Instruction on Business Processes for Technical Assistance*, the TA team seeks approval only from the higher approval/concurrence authority.

a. Major Change

36. For major change, the TA team leader drafts a memorandum with support from TA team members on their respective functional areas. The TA team members proactively contribute to and take responsibility within their functional area. The TA team members will seek guidance and clearance from their functional reporting line, where necessary. The TA team leader retains the overall responsibility for compliance with relevant requirements.

37. In addition to the contribution from the TA team members in their respective functional areas, the TA team leader should consult with the respective COH for DMC-specific TAs and CCPF if the TA is cofinanced. The TA team leader should consult with other supporting departments/offices¹⁴ as necessary. The role of other supporting departments/offices is to provide advice and support to the TA team in their respective functional areas.

38. If there are remaining unresolved issues between the TA team leader and the concerned department/office, the TASU director or head convenes a Resolution Meeting at the request of the TA team leader or director/head from concerned department/office to resolve the issues. The TASU director or head will chair the Resolution Meeting, facilitate the resolutions and make the decision to proceed with the proposed change or instruct the TA team to take further actions.

39. If there are no remaining issues, the TA team leader will submit the memorandum through the TASU director or head to the country director (CD) for DMC-specific TA or RHOC for regional TA for approval. TASU director or head approves for multiregion TAs¹⁵ (footnote 13). The TA team sends a copy of the approved memorandum to PPF, CTLA (including the TMCE form), and CCPF if cofinanced. PPF reports the outline of the approved major change to the Board through the Quarterly Portfolio Updates.

b. Minor Change

40. For minor change, the TA team leader should consult with TA team members on their respective functional areas. The TA team leader retains the overall responsibility for ensuring compliance with relevant requirements.

41. The TA team leader should consult with other supporting departments/offices,¹⁶ if necessary. If the TA was initially cofinanced or later through additional financing from the special funds and/or ADB-administered external funds, CCPF should be consulted.

42. The TA team leader submits a memorandum to the TASU PAU head for approval (footnote 13). The TA team sends a copy of the approved memorandum to PPF, CTL, and CCPF if cofinanced. In case the change will not affect the TA activities significantly and the TA is fully-funded by TASF, the TA team leader may seek approval from the TASU PAU head by email in lieu of a memorandum. In case the change is limited to revising the cost estimates and financing

¹⁴ For other supporting departments/offices, refer to *Staff Instruction on Business Processes for Technical Assistance*.

¹⁵ For multiregion TAs with specific activity in a country(ies), concurrence is required from the concerned RHOC(s) related to the proposed changes.

¹⁶ CTL may be consulted on matters relating to financing plan, cost allocation/reallocation, funds flow (advance, etc.), disbursement currency, and others.

plan (reallocation) and clarification on eligible expenditures, for fully TASF-funded TAs, the TA team leader may decide and report the change to the TASU PAU head by email. The email should be copied to the relevant departments/offices similar to the memorandum and recorded in the TA folder.

43. After approval of major and minor change, the TA team should update the TA eOperations record and immediately send the TMCE form to CTLA to update the IDS TA record.

44. When a stand-alone TA is converted to a TA cluster or a DMC-specific TA to a regional or multiregion TA, or a regional TA to a multiregion TA, the change memorandum would need to confirm fulfillment of the requirements specified in the *Staff Instruction on Business Processes for Technical Assistance*.

J. Transfer of TA Administration and Supervision

45. When the TA administration and supervision need to be transferred to another TASU, both the current and the new TASU directors or heads should agree by email, with copy to the respective heads of departments/senior sector directors; Portfolio Management Division (PFPM) of PPFD; CTLA (including TMCE form); Strategy, Policy, and Partnerships Department; and CCPF if cofinanced. The email should be recorded in the project folder.

K. Full Cancellation of a TA

46. When a TA requires cancellation of the entire amount after the effectiveness date, the TA team prepares a memorandum.

47. For DMC-specific and regional TAs, if the TA became effective upon ADB's receipt of the TA signed letter or upon expiration of the period specified in the TA letter, the TA team leader needs to confirm no-objection from the government before the cancellation in consultation with CD for DMC-specific TAs or RHOC for regional TAs, and CCPF if cofinanced. Once confirmed, the TA team leader seeks approval, through the TASU director or head, from CD for DMC-specific TAs or RHOC for regional TAs.

48. For multiregion TAs, TASU director or head approves in consultation with CCPF if cofinanced.¹⁷

49. The TA team should immediately send a copy of the approved memorandum to PFPM, CTLA (including TMCE form to update IDS TA records), and CCPF if cofinanced. If the TA is cancelled, the TA funds are no longer available for any disbursements.

L. Partial Cancellation of a TA

50. At least once every 6 months, the TA team monitors the financial progress of a TA to identify the funds needed to achieve the expected outputs. Surplus funds are uncommitted funds that are not planned to be used for a specific purpose or are not needed to successfully complete

¹⁷ For multiregion TAs with specific activity in a country(ies), concurrence is required from the concerned RHOC(s).

the TA. When a surplus is identified, after the TA team leader consults the government (for DMC-specific and regional TAs), the TASU PAU head approves the cancellation, in consultation with COH for DMC-specific TAs or RHOC for regional TAs, and CCPF, if cofinanced.¹⁸ The TA team should immediately send a copy of the approved memorandum to RHOC (as applicable), PFPM, CTLA (including TMCE form to update IDS TA records), and CCPF, if cofinanced. This is applied in cases where part of TA committed funds are cancelled but the TA is kept active. Cancelled TA funds may not be reinstated.

M. TA Completion

51. The TA completion date (which is indicated in the TA report or latest extension memorandum) is the date on which all the activities financed by the TA are completed. The TA completion date determines the eligibility of TA funded activities. Any costs incurred and paid after the TA completion date are not eligible for TA financing. The TA financial closing date (normally 90 days after TA completion date) is the date on which all TA-related financial transactions are finalized and the respective TA account is closed in ADB's books. Requests for reimbursements, liquidation of advances and refunds must be received by ADB and processed prior to TA financial closing.

52. The contract completion date of a consultant engaged under the TA must fall within the TA completion date. For example, the TA team should receive the consultant's acceptable final report by the TA completion date, if applicable.

53. If the TA will require an extension, the following procedure is required. If the TA implementation period (including the proposed extension) is 5 years or less from the TA effectiveness date, the TA team leader submits a memorandum for extension to seek approval from the TASU director or head, in consultation with COH for DMC-specific TAs or RHOC for regional TAs.¹⁹ If the TA implementation period (including the proposed extension) exceeds 5 years from the TA effectiveness date, the TA team leader submits a memorandum to seek approval from the head of department/office or senior director with the concurrence²⁰ of CD for DMC-specific TAs or regional director general for regional TAs (footnote 19). The TA team leader needs to consult with CCPF on proposed extensions for cofinanced TAs and need to obtain concurrence of cofinanciers if required.

54. If the TA extension will involve a major/minor change, the TA extension and major/minor change should be processed together and procedures in paras. 36–43 also apply.²¹

¹⁸ For multiregion TAs with specific activity in a country(ies), consultation is required from the concerned RHOC(s) related to the proposed partial cancellation.

¹⁹ For multiregion TAs with specific activity in a country(ies), consultation is required from the concerned RHOC(s) (for extensions with total implementation period of 5 years or less) or concurrence from the concerned regional director(s) general (for extensions with total implementation period of more than 5 years) related to the proposed extension.

²⁰ Concurrence is not required for TAs administered by regional departments.

²¹ If the approval authority of the major/minor change are in the same department/office line with the approval/concurrence authority of the TA extension, the TA team seeks approval only from the higher approval/concurrence authority.

55. The TASU director or head should request the TA team to review and financially close TAs that have been implemented for more than 5 years from effectiveness date and has uncontracted balance of less than \$100,000.²²

56. After the extension of the TA completion date is approved, the TA team processes or requests PPF to process the consultant's contract variation following the *Procurement Staff Instructions* and provides a copy of the TA extension approval and variation order to CTLA. An extension of a consultant's contract beyond the TA completion date first requires approval of TA extension.

57. The TA team immediately advises CTLA of extensions through a TMCE form to update the IDS TA record and ensure final payments are disbursed before the TA financial closing date.

58. Upon completion of assignment, the TA team promptly advises the consultant to submit their final claim and, if applicable, certificate of turnover or disposal of goods purchased under their contract. The TA team will resolve outstanding payment issues. In the event of a dispute between the TA team and the consultant, the TA team leader should consult with the TASU PAU head or TASU director or head to amicably resolve the dispute with the consultant. If it appears that the dispute will be submitted for arbitration, the TA team leader will consult with PPF and OGC to seek appropriate advice.

N. Turn Over or Disposal of Assets at TA Completion

59. The consultant must promptly turn over any purchased goods to the government. It is recommended that the consultant submits the certificate of turnover within 2 weeks of completing the assignment, together with consultant's final claim. If the consultant does not submit the certificate by the deadline but has confirmed in writing (e.g., email) compliance with required turnover of goods and equipment, the TA team confirms the turnover and completes the certificate.

60. When goods are intended to be procured by ADB, the TA team leader should consult with the assigned PPF procurement specialist about procurement and disposal arrangements for such goods before initiating procurement. Any funds realized from disposal of items should be returned to the fund that financed the purchase of the item. The TA team should coordinate with CTLA and consult with CCPF on return to the fund (if the fund is cofinanced). If ADB hosted a website or social media account procured by ADB and there is no maintenance and financing plan beyond the TA completion date, the websites and/or social media will be automatically deactivated by the Department of Communications and Knowledge Management and/or Information Technology Department within 3 months after the TA completion date. Appendix 1 provides an overview of the standard asset management procedures including the disposal.

²² For TAs with more than 5 years implementation period and uncontracted balance of less than \$100,000, an eOperations reminder is sent annually to the TASU director or head, TASU PAU head, TA team, and TA front office focal.

O. Financial Closing of the Technical Assistance Account

61. Once all requirements for financial closing are met, the TA team leader sends a memorandum with TMCE form to close the TA account to CTL through the TASU director or head. CTLA will close the TA account after the closure of contracts have been completed as set out in PAI 2.06 (*Consultant Contract Management*) and *Procurement Staff Instructions*.

62. When there is no disbursement under a TA during a continuous period of 12 months, CTLA notifies the TA team that the TA has an inactive disbursement status, and requests the TA team's confirmation whether to close the account 30 days after the notice or not.

63. CTLA can no longer disburse funds after closing the account. CTLA makes the cancelled funds available for new commitments.

64. TAs that remain active after 90 days of TA completion date are reported in the Quarterly Portfolio Update circulated by PFPM.

P. Recording the Technical Assistance Milestone and Change Event

65. The recording of the TMCE is essential for portfolio and financial reporting as well as for the implementation of the required business processes upon TA effectiveness, suspension, cancellation, financial closing, and in case of change in technical assistance implementation and disbursement arrangements.

66. The TMCE form is available in the [Forms Management Database](#). The TA team should submit the TMCE form as early as possible but not later than 2 working days after the milestone or change event.²³ CTLA updates the relevant information in IDS.

²³ Milestone events such as approval and signing which have online notification from eOperations are emailed directly to CTLA do not require submission of a TMCE form.

Financing, Monitoring and Disposal of Goods and Works (for pilot testing) Procured Under Technical Assistance^a

Type of Goods or Works		General	Procurement organizations		
			Government	Consultants	ADB
Goods	Procurement	During TA processing stage, the TA team should discuss with the EA and/or IA whether goods need to be provided under the TA. If they are needed, the TA report should state goods to be procured under the TA and how they are to be procured (by the government, consultant, or ADB).	If usage of goods is under the control of the government, it is recommended that the government procures them using TA funds. The government will own the goods they procured upon delivery, under the condition that they should be used for TA activities until the completion of the TA. This arrangement should be confirmed by the government through a signed MOU during TA processing stage and as described in the TA report.	It is recommended that goods be leased. Goods should not be procured by consultants except when the government requests ADB to procure through the consultants and the government agrees that the goods are turned over to the government after the completion of the TA.	It is not recommended for ADB to procure goods under TAs. In exceptional cases when such arrangements are needed, the TA team leader will follow the ADB Procurement Policy after consultation with the assigned PPFD procurement specialist.
	Monitoring	TA assets to be monitored are non-consumable goods with an acquisition cost of \$500 or more. The non-consumable assets include, in addition to physical assets, software, licenses, electronic documents, websites and social media.	<p>The government will monitor non-consumable goods as per the agreement with ADB.</p> <p>It is recommended that software licensing and similar intangible assets are procured directly by the EA to avoid problems where such ownership rights are not transferable to other parties. The EA should follow ADB Procurement Policy if procurement is conducted by EA.</p>	Until the end of the consulting contract, the ownership of procured goods should remain with ADB. Consultants should cover equipment with appropriate insurance in case of damage or loss. The cost of such insurance is an eligible expense under TA consulting contract. The consultant should monitor non-consumable assets and report any losses immediately to the TA team leader. The TA team leader should report losses to the TASU director or head. If the consultant causes damage or loss to goods, then the consultant should shoulder the cost of the loss.	The TA team should monitor the assets and immediately report losses of non-consumable goods to the TASU director or head.

Type of Goods or Works		General	Procurement organizations		
			Government	Consultants	ADB
	Disposal		Government will be responsible for disposal of goods.	The consultant must promptly turn over any purchased goods to the government. The consultant should submit the certificate of turnover within 2 weeks of completing the assignment, together with their final claim. If the consultant does not submit the certificate by the deadline but has confirmed in writing (e.g., email) compliance with required turnover of goods and equipment, the TA team confirms the turnover and completes the certificate.	When goods are intended to be procured by ADB, the TA team leader should consult with the assigned PPFD procurement specialist about procurement and disposal arrangements for such goods before initiating procurement.
Vehicles	Procurement	<p>It is recommended that vehicles be leased. If vehicles are needed for occasional meetings and workshops, hiring vehicles only for these days should be considered. When vehicles need to be purchased, the TA team makes sure they are appropriate for the TA activities and within the budget.</p> <p>ADB does not finance the purchase of luxury vehicles (for example, more expensive sedan or saloon cars, multipurpose vehicles, and 4-wheel-drive vehicles with luxury accessories) under the TA.</p>	It is recommended that vehicles be leased. If the purchase of vehicles is indispensable for TA activities and they are to be used under the control of the government, it should be procured by the government.	Vehicles should not be procured by consultants. If needed, vehicles should be leased.	Vehicles should not be procured by ADB. Vehicles should be leased if they are needed.

Type of Goods or Works		General	Procurement organizations		
			Government	Consultants	ADB
		When vehicles need to be purchased, the TA team must justify its purchase in the TA report, why it is necessary for TA activities, and should keep cost within the approved budget. The TA team makes sure that registration fees and insurance premiums for vehicles are paid during the TA implementation.			
	Disposal	N/A	The ownership was already transferred to the government at the time of delivery. Disposal procedure will be decided by the government.	N/A	N/A
IT equipment (mainly computers and printers)	Procurement	It is preferable that IT equipment be leased. The type of the IT equipment must be defined in the TA report.	If IT equipment is to be used under the control of the government, it is recommended that the government procures them.	Consultants are expected to use their own computers. IT equipment including computers should not be procured by consultants except when the government requests ADB to procure IT equipment through the consultants and the government agrees that the IT equipment is turned over to the government after the completion of the TA. If IT equipment is required (e.g., projector or printer), it should be leased, or supplied by consultants.	It is not recommended for ADB to purchase IT equipment. However, if ADB needs to purchase IT equipment and use them at the ADB premises, the TA team leader will follow the ADB Procurement Policy after consultation with the assigned PPFD procurement specialist.
	Disposal		The ownership was already transferred to the government at the time of delivery. Disposal procedure will be decided by the government.	The ownership will be transferred to the government after the completion of the TA as per the agreement.	When goods are intended to be procured by ADB, the TA team leader should consult with the assigned PPFD procurement

Type of Goods or Works		General	Procurement organizations		
			Government	Consultants	ADB
					specialist about procurement and disposal arrangements for such goods before initiating procurement.
Websites and social media	Procurement	The TA report should provide a maintenance and financing plan beyond the date of TA account closing.	If websites and social media accounts are to be maintained by the government, it is recommended that the government procures them. The maintenance and financing plan beyond the date of TA account closing should be agreed through the signed MOU during TA processing stage and described in the TA report. The agreement should also include that the ownership of the websites and social media belongs to the government under the condition that websites and social media are used for the TA activities. “Software-as-service” option is preferred, where provision of IT services is based on periodic fee and ownership is not transferred to the user. The data, however, should be transferable to the government without further charge.	The consultant contract should include the maintenance and financing plan during the TA implementation and beyond the date of TA account closing. This arrangement should be confirmed by the government through the signed MOU during TA processing stage and described in the TA report.	If websites and social media are to be maintained by ADB, ADB may procure them. It is recommended that the maintenance and financing plan beyond the date of TA account closing be included.
	Monitoring		The ownership of procured websites and social media is the government. The government will monitor them as per the agreement with ADB.	The consultants should maintain websites and social media as per the contracts.	The TA team should monitor the websites and social media.

Type of Goods or Works		General	Procurement organizations		
			Government	Consultants	ADB
	Disposal		The government will maintain or dispose as per the agreement.	The ownership will be transferred to the government after the completion of the TA or deactivated as per the contract.	If there is no maintenance and financing plan beyond the TA completion date, the websites and/or social media account hosted by ADB will be automatically deactivated by the Department of Communications and Knowledge Management and/or Information Technology Department within 3 months after the TA completion date.
Goods procured as part of pilot testing activity	Procurement	Goods and services required for the pilot testing are listed in the implementation arrangements described in the TA report.	If usage of goods is under the control of the government, it is recommended that the government procure them under TA funds. The government will own the goods they procured upon delivery, under the condition that they should be used for TA activities until the completion of the TA. This arrangement should be confirmed by the government through a signed MOU during TA processing stage and as described in the TA report.	It is recommended that goods be leased. Goods should not be procured by consultants except when the government requests ADB to procure through the consultants and the government agrees that the goods are turned over to the government after the pilot testing (even if the government agrees to this arrangement, consultants are not allowed to purchase vehicles). Consultants may assist the government/TA beneficiary in the procurement process.	It is not recommended for ADB to procure goods. If there is no EA, goods should be procured by the consultant as part of pilot testing. If goods are installed within the ADB premises and ADB procures goods for pilot testing, the TA report should indicate that ADB Procurement Policy will be followed.
	Monitoring		The ownership of procured goods is the government. The government will monitor them as per the agreement with ADB.	The owner of procured goods is ADB. However, the consultant uses procured goods without charge during the pilot testing period. The consultant should monitor non-consumable assets and report item losses immediately to the TA team leader. If the consultant causes	TASU should monitor the procured goods immediately report losses of non-consumable goods to the TASU director or head.

Type of Goods or Works	General	Procurement organizations		
		Government	Consultants	ADB
			damage or loss to goods, then the consultant should shoulder the cost of the loss.	
	Disposal	The government will be responsible for the disposal of goods.	The consultant must promptly turn over any purchased goods to the government/ recipient after the pilot testing. The consultant should submit the certificate of turnover within 2 weeks of completing the assignment, together with their final claim. If the consultant does not submit the certificate by the deadline but has complied with required turnover of goods, the TA team confirms the turn over and completes the certificate.	When goods are intended to be procured by ADB, the TA team leader should consult with the assigned PPF procurement specialist about procurement and disposal arrangements for such goods before initiating procurement.
Civil works procured as part of pilot testing	Procurement	Civil works procurement under TA funding should be avoided, unless essential. The major consideration for avoidance is the need for obtaining permits, licensing which should only be done by the government/TA recipient.	Procedures necessary for making civil works feasible need to be covered by the MOU between ADB and the government/TA recipient. All necessary permits, licenses, land ownership or associated issues need to be resolved prior to the civil works procurement. ADB reviews procurement procedures/ procurement documents and assists the government/ recipient in payment procedures (reimbursement or direct payment in accordance with TA Disbursement Handbook).	The consultant should not procure any civil works directly. The consultants may assist the government/TA recipient in preparation of the procurement documents and procurement support (bid evaluation or similar activities).
	Monitoring	Monitoring method of the infrastructure after civil works during pilot study should be		ADB should not procure civil works within the ADB premises.

Type of Goods or Works		General	Procurement organizations		
			Government	Consultants	ADB
		confirmed with the government/TA recipients by MOU before the procurement.			
	Disposal	The infrastructure after civil works should belong to the government/TA recipient. It should be confirmed by MOU.			

ADB = Asian Development Bank, EA = executing agency, IA = implementing agency, IT = information technology, MOU = memorandum of understanding, N/A = not applicable, PPF = Procurement, Portfolio, and Financial Management Department, TA = technical assistance, TASU = technical assistance supervising unit.

^a In case of discrepancy with the *Staff Instruction on Business Processes for Technical Assistance*, the provisions set out in the Staff Instruction will apply.

Source: Asian Development Bank.