PROJECT ADMINISTRATION REVIEWS

1. This Project Administration Instruction (PAI) describes the institutional framework of project administration reviews.

2. The sector divisions\(^1\) regularly review projects to ensure that they are implemented efficiently (i.e., that the projects’ inputs and activities are in accordance with the design and monitoring framework) and the projects’ outputs and outcomes are achieved. In addition to these reviews, divisional and departmental project administration review meetings and operations review meetings (ORMs) should be held.

3. Under the ADB-wide operations framework, the project administration unit (PAU) has specific responsibility for administering and monitoring all loans\(^2\) and technical assistance (TA) projects under implementation, and for the overall portfolio performance of the sector division. The portfolio management team in the front office of the regional department monitors the department’s portfolio performance and provides quality assurance support in all aspects of project administration. The focal for the PAU head network is the Director of the Portfolio Management Division (PFPM) of the Procurement, Portfolio and Financial Management Department.

4. The project team leader oversees the administration of the project, under the overall guidance of the PAU head. The project team members assist the PAU head and/or project team leader, as required, in administering and monitoring the projects. The general responsibility of the PAU is to:\(^3\)

   (i) provide advise on project administration-related activities during loan processing;

   (ii) monitor loans and TA projects including management of contract awards and disbursement, and contributes to overall portfolio performance of the sector division;

   (iii) prepare the sector division’s operational targets of project administration and monitors their achievement;

   (iv) timely update eOperations records to ensure quality and accuracy of project implementation status;

   (v) support country portfolio reviews;

   (vi) prepare project completion reports (PCRs) and technical assistance completion reports (TCRs) based on the annual program;

   (vii) plan, conduct, and monitor project administration missions;

   (viii) manage all loan and TA portfolio administration activities in accordance with PAIs and other guidelines and instructions, including input to the project administration manual;

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\(^1\) In this PAI, the term “sector division” also refers to the regional office or resident mission primarily administering the project.

\(^2\) In this PAI, the reference to “loan” also includes grants, unless the context requires otherwise. This PAI also applies to loans and grants from external sources that are administered by ADB unless agreed otherwise between ADB and cofinanciers.

\(^3\) PAU responsibilities may vary depending on regional department needs.
(ix) regularly interact with relevant government agencies and executing agencies (EAs) for smooth implementation of projects, and interact with other departments and offices in headquarters and resident missions on project administration related matters;

(x) assist in preparing various reports on portfolio management;

(xi) conduct country/tripartite portfolio review meetings jointly with government to review progress, identify issues, and prepare a timebound action plan to resolve issues; and

(xii) identify lessons learned, facilitates knowledge sharing and collaboration, and organize capacity development programs for EAs on project administration.

A. Project Administration Review Meetings

5. Project administration review meetings are held quarterly or more frequently by the regional departments to review the performance of their projects and portfolios and discuss specific project implementation issues. The PAUs are responsible for updating the project performance report in eOperations which are used to highlight issues for the review meetings. Minutes of the meetings are maintained and circulated within the departments and shared with other departments if requested. PAI 6.05 (Project Performance Reports) provides details on the content and preparation of the PPR.

B. Operations Review Meetings

6. ORMs serve as a management tool for reviewing implementation of the ADB-wide operational program (loan and TA processing and administration) and portfolio performance. They also serve as a mechanism to seek Management’s guidance on specific issues and recommendations.

7. ORMs are normally held quarterly. ORMs are chaired by the Management, organized by PFPM and the Strategy, Policy and Review Department, and attended by the regional departments, Private Sector Operations Department, Sustainable Development and Climate Change Department, Office of Cofinancing Operations, and other departments or offices invited at the option of the chair.

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4 In this PAI, the term “executing agency (EA)” also refers to implementing agencies, unless the context requires otherwise.