

Project Administration Instructions

PAI 6.01
Revised in December 2023
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PROJECT ADMINISTRATION REVIEWS¹

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

A. Project Administration Responsibilities

2. The project team leader (PTL) leads the supervision and monitoring of the project and leads the project-specific communication with the government and stakeholders, under the guidance of the regional sector project administration unit (PAU) head and country operations head (COH). The PTL timely reports the project progress and issues to both the regional sector PAU head and COH.

3. The PTL and project team members assigned during processing continue to supervise and monitor the project. The sector director (SD) may change the PTL and project team member(s), if needed. When SD changes project team members from other departments/offices, the SD requests nominations from the concerned director/head of office. The concerned director/head of office may also request to change an assigned project team member. The project team regularly reviews projects with the executing agency 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. The project team member responsible for each functional area should coordinate with the respective department/office, if needed, in accordance with applicable policies and guidelines.

4. The senior sector director assigns the regional sector PAU head. The assignment should be published on the Sectors Group website. The regional sector PAU head monitors the sector's entire portfolio performance and provides quality assurance support in all aspects of project administration for the respective region. The responsibilities of the regional sector PAU head include:

- (i) provide advice on project administration-related activities during loan processing;
- (ii) monitor loans and technical assistance (TA) including management of contract awards and disbursement, address portfolio performance issues, and contributes to overall portfolio performance of the regional sector;
- (iii) prepare the regional sector's operational targets of project administration and monitors their achievement;
- (iv) ensure timely update of eOperations records, including quality and accuracy of project implementation status;
- (v) support the PTLs in preparing project completion reports and technical assistance completion reports based on the annual program;
- (vi) provide advice and monitor project administration missions;

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).

- (vii) supervise all loan and TA portfolio administration activities in accordance with PAIs and other guidelines and instructions, including input to the project administration manual;
- (viii) regularly interact with other departments/offices in headquarters and resident missions on project administration related matters;
- (ix) prepare various reports on portfolio management for the regional sector in coordination with regional head, operations coordination (RHOC);
- (x) support country portfolio review meetings jointly with the government, in coordination with the COH to review progress, identify issues, and prepare a timebound action plan to resolve issues; and
- (xi) identify lessons learned, facilitates knowledge sharing and collaboration, and support organizing capacity development programs for executing agencies on project administration.

5. The responsibilities of the COH for project administration include:

- (i) lead overall project-related coordination and communication with the government and stakeholders;
- (ii) lead coordination on country-specific issues;
- (iii) monitor loans and TAs progress and contributes to overall portfolio performance at country-level; and
- (iv) lead country portfolio review mission with the government at least once a year, in consultation with regional sector PAU head and RHOC.

6. The RHOC oversees and monitors the region's portfolio performance, leads target setting of key performance indicators for project administration jointly with Sectors Group, and provides operations support to resident missions and capacity building to DMCs, as needed.

7. PFFM leads centralized sovereign portfolio management function, serving as chair of the portfolio network, comprising regional departments, Sectors Group, and relevant departments/offices as necessary. PFFM performs final data validation across regions/sectors and acts as a focal for enhancing project administration IT systems. PFFM monitors and reports corporate KPIs for project administration and leads in-depth portfolio analysis.

A. Project Administration Review Meetings

8. Regional portfolio review meetings are held quarterly or more frequently by the regional departments to discuss portfolio indicator targets and achievements and review the performance of their projects and action plans. RHOC leads the regional portfolio review meetings with support from relevant COH and SDs or regional sector PAU heads. Minutes of the meetings are normally maintained and circulated within the department and shared with other relevant departments/offices.

9. Sector portfolio analysis meetings are held biannually or more frequently to review the sector/subsector portfolio performance and discuss sector-specific commonly faced project implementation issues, lessons learned, and development impacts. The senior sector director or SD leads the sector portfolio analysis meetings. Minutes of the meetings are normally maintained and circulated within the Sectors Group and shared with other relevant departments/offices.

B. Operations Review Meetings

10. Operations Review Meetings (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.

11. ORMs are normally held quarterly. ORMs are chaired by the Management, organized by PFFM and the Strategy, Policy, and Partnerships Department, and attended by the regional departments/offices, Sectors Group, Private Sector Operations Department, Climate Change and Sustainable Development Department, Office of Safeguards, and other departments/offices invited at the option of the chair.